TEL: 410-632-1194
WEB: www.co.worcester.md.us

**ITEM 1**



OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

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



# COMMENDATION

**WHEREAS,** Derek Jarmon, Sr. has contributed 39 years of distinguished service to the Public Works Water and Wastewater Division (WWW) where he began his career on September 5, 1987 and served for 37 years on the Collections Team, where he was a lead for the north side of Ocean Pines; and

**WHEREAS,** Mr. Jarmon's expertise as a plant operator III, his professionalism, and his unwavering commitment contributed significantly to the successful operation and maintenance of the County's water and wastewater systems. Throughout his career, Mr. Jarmon exemplified exceptional customer service, leadership, and dedication by overseeing and assisting with the operation, inspection, maintenance, and repair of critical water and wastewater facilities and equipment; mentoring and instructing fellow employees; and ensuring compliance with safety standards and operational procedures.

**NOW, THEREFORE,** we the County Commissioners of Worcester County, Maryland, do hereby commend **Derek Jarmon, Sr.** for his years of devoted service, and we wish him a long, happy, and healthy retirement.

Executed under the Seal of the County of Worcester, State of Maryland, this 19th day of May, in the Year of Our Lord Two Thousand and Twenty-Six.

_____
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

*Citizens and Government Working Together*

TEL: 410-632-1194
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SNOW HILL, MARYLAND
21863-1195



# PROCLAMATION

**WHEREAS,** in keeping with the 2026 Public Works Week theme, "Rooted in Service, Powered by Community," we recognized that public works professionals play a vital role in maintaining and improving County infrastructure, facilities, and essential services that safeguard public health and safety, support economic vitality, and ultimately enhance the quality of life; and

**WHEREAS,** these dedicated professionals, including engineers, managers, operators, technicians, and employees at all levels, work tirelessly to plan, build, operate, and protect critical County infrastructure, including roads and bridges, water and wastewater systems, buildings, and solid waste services, which support resilient and sustainable communities; and

**NOW, THEREFORE,** we, the Worcester County Commissioners, recognize May 17–23, 2026 as **Public Works Week** and encourage residents to reflect on the outstanding contributions public works professionals make each day to advancing the quality of life for all.

Executed under the Seal of the County of Worcester, State of Maryland, this 19th day of May, in the Year of Our Lord Two Thousand and Twenty-Six.

_____
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

*Citizens and Government Working Together*

# Worcester County Sheriff's Office

ITEM 2

*Matthew Crisafulli*
*Sheriff*

*Nathaniel Passwaters*
*Chief Deputy*

May 4, 2026

To: Worcester County Commissioners

From: Matthew Crisafulli, Sheriff

RE: BJA FY25 Comprehensive Opioid, Stimulant, and Substance Use, Site-Based Program Grant

We respectfully request the Commissioners' approval to apply for the BJA FY25 Comprehensive Opioid, Stimulant, and Substance Use, Site-Based Program grant in the amount of $90,375.

If approved and awarded, grant funds will be used to offset overtime costs incurred by Worcester County Sheriff's Office detectives and deputies working specific grant-oriented initiatives to investigate and dismantle drug trafficking organizations operating in Worcester County MD.

Respectfully submitted,

Matthew Crisafulli, Sheriff
**Worcester County Sheriff's Office**

**Carrie Tingle**

**From:** do-not-reply@usdoj.gov
**Sent:** Monday, May 4, 2026 1:35 PM
**To:** Carrie Tingle
**Subject:** Entity Application Submitted

JUSTgrants
JUSTICE GRANTS SYSTEM

Your application GRANT14623823 has been successfully submitted for BJA FY25 Comprehensive Opioid, Stimulant, and Substance Use, Site-Based Program on 05-04-2026 01:35 PM ET

For more information go to www.justicegrants.usdoj.gov
JustGrants is operated under the U.S. Department of Justice

## Standard Applicant Information

### Project Information

**Project Title**
WCSO/CET Targeted Drug Enforcement and Overdose Prevention Initiative

**Proposed Project Start Date**
10/1/25

**Proposed Project End Date**
9/30/27

**Federal Estimated Funding (Federal Share)**
90375.0

**Applicant Estimated Funding (Non-Federal Share)**
0.0

**Program Income Estimated Funding**
0.0

**Total Estimated Funding**
90375.0

Areas Affected by Project (Cities, Counties, States, etc.)

Worcester County MD

### Type Of Applicant

**Type of Applicant 1: Select Applicant Type:**
B: County Government

**Type of Applicant 2: Select Applicant Type:**
—

**Type of Applicant 3: Select Applicant Type:**
—

**Other (specify):**
—

### Application Submitter Contact Information

**Application POC Prefix Name**
—

**Application POC First Name**
Carrie

**Application POC Middle Name**
—

**Application POC Last Name**
Tingle

**Application POC Suffix Name**
—

**Organizational Affiliation**
Employee

**Title**
Finance Administrator/Grants Coordinator

**Email ID**
catingle@worcestermd.gov

**Phone Number**
410-632-1111

**Fax Number**
410-632-3070

**ORINumber**

—

**Executive Order and Delinquent Debt Information**

Is Application Subject to Review by State Under Executive Order 12372?

c. Program is not covered by E.O. 12372.

**Is the Applicant Delinquent on Federal Debt?**

No

**SF424 Attachments (3)**

| Name | Date Added |
|---|---|
| manifest.txt | 4/29/26 |
| Form SF424_4_0-V4.0.pdf | 4/29/26 |
| GrantApplication.xml | 4/29/26 |

## Authorized Representative

**Authorized Representative Information**

**Prefix Name**

Mr.

| First Name | Middle Name | Last Name | Suffix Name |
|---|---|---|---|
| Weston | S | Young | — |

**Title**

Chief Administrative Officer

## Verify Legal Name, Doing Business As, and Legal Address

**Legal Name**

WORCESTER COUNTY

**Doing Business As**

**UEI**

**Legal Address**
**Street 1**

WORCESTER COUNTY GOVERNMENT

**Street 2**

ONE WEST MARKET ST, ROOM 1103

| City | State | Zip/Postal Code |
|---|---|---|
| SNOW HILL | MD | 21863 |

| CongressionalDistrict | Country |
|---|---|
| 01 | USA |

**Certification**

The legal name + Doing Business As (DBA) and legal address define a unique entity in the system as represented in its entity profile. The profile legal name and address is applicable to ALL applications and awards associated to this fiscal agent.

1. If this information is correct confirm/acknowledge to continue with completion of this application.

**I confirm this is the correct entity.**

**Signer Name**

Carrie Tingle

**Certification Date / Time**

05/04/2026 10:26 AM

2. If the information displayed does not accurately represent the legal entity applying for federal assistance:
   a. Contact your Entity Administrator.
   b. Contact the System for Award Management (SAM.gov) to update the entity legal name/address.

3. If the above information is not the entity for which this application is being submitted, Withdraw/Delete this application. Please initiate a new application in Grants.gov with using the correct UEI/SAM profile.

## Proposal Abstract

The Worcester County Sheriff's Office proposes to implement the Worcester County Criminal Enforcement Team (WCET) proactive policing initiative. The purpose of this initiative is to employ a proactive law enforcement approach to investigate and dismantle individuals and drug trafficking organizations operating in Worcester County, Maryland, while identifying and referring overdose victims for treatment. Additionally, the program will maintain accurate tracking, documentation, and reporting of enforcement activity and overdose-related outcomes throughout the grant period.

The Sheriff's Office is requesting $90,375 in grant funding to support overtime and fringe benefit reimbursement associated with these activities.

Project activities include proactive CDS investigations, including, but not limited to, saturation patrols, traffic stops, interdiction, undercover operations, informant management, surveillance, interviews and interrogations, GPS monitoring, and Title III wiretap investigations. WCET will respond to overdose incidents and coordinate referrals to the Health Department for treatment services; collect, verify, and maintain enforcement and overdose response data; enter investigative activity, arrests, seizures, overdoses, overdose drugs, and referrals into the W/B HIDTA Case Explorer System; and complete all required grant performance and statistical reports.

Deliverables and expected outcomes include the number of CDS investigations initiated, the number of arrests, the number of DTOs investigated, the number of overdoses responded to, overdose drug type, and the number of non-fatal overdose victims referred for treatment.

**Data Requested with Application**

- **Financial Management and System of Internal Controls**
- **Funding Priority Inventory 2**
- **Funding Priority Inventory 3**

**Proposal Narrative**

| Name | Category | Created by | Date Added |
|---|---|---|---|
| COSSUP Narrative FY25 Final Copy.pdf | Proposal Narrative | Carne Tingle | 04/30/2026 |

(printout at end)

**Budget and Associated Documentation**

**Budget Summary**

**Budget / Financial Attachments**

**Indirect Cost Rate Agreement**

No documents have been uploaded for Indirect Cost Rate Agreement

**Consultant Rate Justification**

No documents have been uploaded for Consultant Rate Justification

**Employee Compensation Waiver**

No documents have been uploaded for Employee Compensation Waiver

**Financial Management Questionnaire (Including applicant disclosure of high-risk status)**

No documents have been uploaded for Financial Management Questionnaire

**Disclosure of Process Related to Executive Compensation**

No documents have been uploaded for Disclosure of Process Related to Executive Compensation

**Additional Attachments**

No documents have been uploaded for Additional Attachments

## Budget and Associated Documentation

| Budget Category | Year 1 | Year 2 | Year 3 | Total |
|---|---|---|---|---|
| Personnel | $23,091 | $23,091 | $23,091 | $69,273 |
| Fringe Benefits | $7,034 | $7,034 | $7,034 | $21,102 |
| Travel | $0 | $0 | $0 | $0 |
| Equipment | $0 | $0 | $0 | $0 |
| Supplies | $0 | $0 | $0 | $0 |
| Construction | $0 | $0 | $0 | $0 |
| SubAwards | $0 | $0 | $0 | $0 |
| Procurement Contracts | $0 | $0 | $0 | $0 |
| Other Costs | $0 | $0 | $0 | $0 |
| Total Direct Costs | $30,125 | $30,125 | $30,125 | $90,375 |
| Indirect Costs | $0 | $0 | $0 | $0 |
| **Total Project Costs** | $30,125 | $30,125 | $30,125 | $90,375 |
| **Federal** | $30,125 | $30,125 | $30,125 | $90,375 |
| **Non-Federal** | $0 | $0 | $0 | $0 |

## Budget Totals

| | Total | Percentage |
|---|---|---|
| **Total Project Cost** | $90,375 | |
| **Federal Funds** | $90,375 | 100.00% |
| **Non-Federal Amount** | $0 | 0.00% |
| Match Amount | $0 | 0.00% |
| Program Income | $0 | 0.00% |

**Please note:** After completing this budget detail summary, please confirm that the following final values entered in this section are identical to those entered

in the corresponding estimated cost section of the Standard Applicant Information. Specifically, the following must be equivalent. If they are not, you will not be able to submit this application until they are updated to be equivalent.

| Standard Applicant Information | Equals | Budget Summary |
|---|---|---|
| Total Estimated Funding | = | Total Project Costs |
| Federal Estimated Funding (federal share) | = | Federal Funds |
| Applicant Estimated Funding (non-federal share) | = | Match Amount |
| Program Income Estimated Funding | = | Program Income Amount |

DOES THIS BUDGET CONTAIN CONFERENCE COSTS WHICH IS DEFINED BROADLY TO INCLUDE MEETINGS, RETREATS, SEMINARS, SYMPOSIA, AND TRAINING ACTIVITIES? **No**

## Personnel

### Instructions

List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. In the narrative section, please provide a specific description of the responsibilities and duties for each position, and explain how the responsibilities and duties support the project goals and objectives outlined in your application.

**Year 1**

### Year 1

**Personnel Detail**

| Name | Position | Salary | Rate | Time Worked | Percentage of Time (%) | Total Cost |
|---|---|---|---|---|---|---|
| Specific personnel TBD | Sergeant | $101,546.00 | Y | 1.00 | 9.00% | $9,139.14 |
| Specific personnel TBD | Corporal | $94,640.00 | Y | 1.00 | 3.00% | $2,839.20 |
| Specific personnel TBD | Deputy Sheriff First Class | $79,997.00 | Y | 1.00 | 6.50% | $5,199.81 |
| Specific personnel TBD | Deputy Sheriff | $74,526.00 | Y | 1.00 | 3.00% | $2,235.78 |
| Kupek, Peter | Digital Forensics Technician | $71,240.00 | Y | 1.00 | 2.50% | $1,781.00 |
| Lewis, Jessica | Crime Scene Technician | $63,190.00 | Y | 1.00 | 3.00% | $1,895.70 |

| Personnel Total Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
|---|---|---|
| $23,091 | $0 | $23,091 |

### Additional Narrative

Personnel will support COSSUP grant activities on a basis consistent with the Worcester County Criminal Enforcement Team (WCET) operational model. WCET functions as a proactive, multi-agency task force that utilizes both assigned investigators and patrol personnel to conduct controlled dangerous substance investigations and respond to overdoses.

Participation is not limited to specific individuals; deputies, detectives, and supervisors contribute based on availability and operational need. Patrol deputies often respond to overdoses and initiate investigations, while CET investigators handle follow-up, surveillance, and complex operations. Supervisors provide oversight and ensure compliance. This flexible approach reflects the unpredictable, time-sensitive nature of these investigations, which frequently require work outside normal hours.

Salary and fringe costs are calculated using an average rate based on the personnel classifications most likely to perform this work. This blended rate provides a reasonable estimate of overtime costs across participating staff.

Overall, this model allows the agency to maintain continuous enforcement and overdose response efforts while adjusting personnel involvement as needed throughout the grant period.

**Year 2**

## Year 2

**Personnel Detail**

| Name | Position | Salary | Rate | Time Worked | Percentage of Time (%) | Total Cost |
|---|---|---|---|---|---|---|
| Specific personnel TBD | Sergeant | $101,546.00 | Y | 1.00 | 9.00% | $9,139.14 |
| Specific personnel TBD | Corporal | $94,640.00 | Y | 1.00 | 3.00% | $2,839.20 |
| Specific personnel TBD | Deputy Sheriff First Class | $79,997.00 | Y | 1.00 | 6.50% | $5,199.81 |
| Specific personnel TBD | Deputy Sheriff | $74,526.00 | Y | 1.00 | 3.00% | $2,235.78 |
| Kupek, Peter | Digital Forensics Technician | $71,240.00 | Y | 1.00 | 2.50% | $1,781.00 |
| Lewis, Jessica | Crime Scene Technician | $63,190.00 | Y | 1.00 | 3.00% | $1,895.70 |

| Personnel Total Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
|---|---|---|
| $23,091 | $0 | $23,091 |

### Additional Narrative

Personnel will support COSSUP grant activities on a basis consistent with the Worcester County Criminal Enforcement Team (WCET) operational model. WCET functions as a proactive, multi-agency task force that utilizes both assigned investigators and patrol personnel to conduct controlled dangerous substance investigations and respond to overdoses.

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Salary and fringe costs are calculated using an average rate based on the personnel classifications most likely to perform this work. This blended rate provides a reasonable estimate of overtime costs across participating staff.

Overall, this model allows the agency to maintain continuous enforcement and overdose response efforts while adjusting personnel involvement as needed throughout the grant period.

**Year 3**

## Year 3

**Personnel Detail**

| Name | Position | Salary | Rate | Time Worked | Percentage of Time (%) | Total Cost |
|---|---|---|---|---|---|---|
| Specific personnel TBD | Sergeant | $101,546.00 | Y | 1.00 | 9.00% | $9,139.14 |
| Specific personnel | Corporal | $94,640.00 | Y | 1.00 | 3.00% | $2,839.20 |

TBD

| | | | | | | |
|---|---|---|---|---|---|---|
| Specific personnel TBD | Deputy Sheriff First Class | $79,997.00 | Y | 1.00 | 6.50% | $5,199.81 |
| Specific personnel TBD | Deputy Sheriff | $74,526.00 | Y | 1.00 | 3.00% | $2,235.78 |
| Kupek, Peter | Digital Forensics Technician | $71,240.00 | Y | 1.00 | 2.50% | $1,781.00 |
| Lewis, Jessica | Crime Scene Technician | $63,190.00 | Y | 1.00 | 3.00% | $1,895.70 |

| Personnel Total Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
|---|---|---|
| $23,091 | $0 | $23,091 |

**Additional Narrative**

Personnel will support COSSUP grant activities on a basis consistent with the Worcester County Criminal Enforcement Team (WCET) operational model. WCET functions as a proactive, multi-agency task force that utilizes both assigned investigators and patrol personnel to conduct controlled dangerous substance investigations and respond to overdoses.

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Salary and fringe costs are calculated using an average rate based on the personnel classifications most likely to perform this work. This blended rate provides a reasonable estimate of overtime costs across participating staff.

Overall, this model allows the agency to maintain continuous enforcement and overdose response efforts while adjusting personnel involvement as needed throughout the grant period.

## Fringe Benefits

**Instructions**

Fringe benefits should be based on the actual known costs or an approved negotiated rate by a Federal Agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in Personnel budget category listed and only for the percentage of time devoted to the project. In the narrative section, please provide a specific description for each item

**Year 1**

**Fringe Benefit Detail**

| Name | Base | Rate (%) | Total Cost |
|---|---|---|---|
| Specific personnel TBD (Sergeant) | $9,139.14 | 30% | $2,741.74 |
| Specific personnel TBD (Corporal) | $2,839.20 | 30% | $851.76 |
| Specific personnel TBD (DSFC) | $5,199.80 | 30% | $1,559.94 |

| | | | |
|---|---|---|---|
| Specific personnel TBD (DS) | $2,235.78 | 30% | $670.73 |
| Digital Forensic Technician | $2,137.20 | 30% | $641.16 |
| Crime Scene Technician | $1,895.70 | 30% | $568.71 |

| Fringe Benefits Total Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
|---|---|---|
| $7,034 | $0 | $7,034 |

**Additional Narrative**

Personnel will support COSSUP grant activities on a basis consistent with the Worcester County Criminal Enforcement Team (WCET) operational model. WCET functions as a proactive, multi-agency task force that utilizes both assigned investigators and patrol personnel to conduct controlled dangerous substance investigations and respond to overdoses.

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Salary and fringe costs are calculated using an average rate based on the personnel classifications most likely to perform this work. This blended rate provides a reasonable estimate of overtime costs across participating staff.

Overall, this model allows the agency to maintain continuous enforcement and overdose response efforts while adjusting personnel involvement as needed throughout the grant period.

**Year 2**

**Fringe Benefit Detail**

| Name | Base | Rate (%) | Total Cost |
|---|---|---|---|
| Specific personnel TBD (Sergeant) | $9,139.14 | 30% | $2,741.74 |
| Specific personnel TBD (Corporal) | $2,839.20 | 30% | $851.76 |
| Specific personnel TBD (DSFC) | $5,199.80 | 30% | $1,559.94 |
| Specific personnel TBD (DS) | $2,235.78 | 30% | $670.73 |
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| Fringe Benefits Total Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
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**Additional Narrative**

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Salary and fringe costs are calculated using an average rate based on the personnel classifications most likely to perform this work. This blended rate provides a reasonable estimate of overtime costs across participating staff.

Overall, this model allows the agency to maintain continuous enforcement and overdose response efforts while adjusting personnel involvement as needed throughout the grant period.

**Year 3**

**Fringe Benefit Detail**

| Name | Base | Rate (%) | Total Cost |
|---|---|---|---|
| Specific personnel TBD (Sergeant) | $9,139.14 | 30% | $2,741.74 |
| Specific personnel TBD (Corporal) | $2,839.20 | 30% | $851.76 |
| Specific personnel TBD (DSFC) | $5,199.80 | 30% | $1,559.94 |
| Specific personnel TBD (DS) | $2,235.78 | 30% | $670.73 |
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| Fringe Benefits Total Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
|---|---|---|
| $7,034 | $0 | $7,034 |

**Additional Narrative**

Personnel will support COSSUP grant activities on a basis consistent with the Worcester County Criminal Enforcement Team (WCET) operational model. WCET functions as a proactive, multi-agency task force that utilizes both assigned investigators and patrol personnel to conduct controlled dangerous substance investigations and respond to overdoses.

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Salary and fringe costs are calculated using an average rate based on the personnel classifications most likely to perform this work. This blended rate

provides a reasonable estimate of overtime costs across participating staff.

Overall, this model allows the agency to maintain continuous enforcement and overdose response efforts while adjusting personnel involvement as needed throughout the grant period.

## Travel

### Instructions

Itemize travel expenses for staff personnel (e.g. staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at $X airfare, $X lodging, $X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; if unknown, indicate "location/dates to be determined." In the narrative section, please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application.

### Year 1

**Travel Detail**

| Purpose of Travel | Location | Type of Expense | Basis | Cost | Quantity | # Of Staff | # Of Trips | Total Cost | Non-Federal Contribution | Federal Request |
|---|---|---|---|---|---|---|---|---|---|---|
| No items | | | | | | | | | | |

| Travel Total Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
|---|---|---|
| $0 | $0 | $0 |

### Year 2

**Travel Detail**

| Purpose of Travel | Location | Type of Expense | Basis | Cost | Quantity | # Of Staff | # Of Trips | Total Cost | Non-Federal Contribution | Federal Request |
|---|---|---|---|---|---|---|---|---|---|---|
| No items | | | | | | | | | | |

| Travel Total Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
|---|---|---|
| $0 | $0 | $0 |

**Year 3**

**Travel Detail**

| Purpose of Travel | Location | Type of Expense | Basis | Cost | Quantity | # Of Staff | # Of Trips | Total Cost | Non-Federal Contribution | Federal Request |
|---|---|---|---|---|---|---|---|---|---|---|
| No items | | | | | | | | | | |

| Travel Total Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
|---|---|---|
| $0 | $0 | $0 |

**Equipment**

**Instructions**

List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category Applications should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the "Contracts" data fields under the "Sub awards" (Sub grants)/Procurement Contracts" category. In the budget narrative, explain how the equipment is necessary for the success In the budget narrative, explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. All requested information must be included in the budget detail worksheet and budget narrative.

**Year 1**

**Equipment Detail**

| Equipment Item | # of Items | Cost | Total Cost | Non-Federal Contribution | Federal Request |
|---|---|---|---|---|---|
| No items | | | | | |

| Equipment Total Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
|---|---|---|
| $0 | $0 | $0 |

**Year 2**

**Equipment Detail**

| Equipment Item | # of Items | Cost | Total Cost | Non-Federal Contribution | Federal Request |
|---|---|---|---|---|---|
| No items | | | | | |

Total Non-Federal Amt

| Equipment Total Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
|---|---|---|
| $0 | $0 | $0 |

**Year 3**

**Equipment Detail**

| Equipment Item | # of Items | Cost | Total Cost | Non-Federal Contribution | Federal Request |
|---|---|---|---|---|---|
| No items | | | | | |

| Equipment Total Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
|---|---|---|
| $0 | $0 | $0 |

**Supply Items**

**Instructions**

List items by type (office supplies, postage, training materials, copy paper, and expendable equipment items costing less than $10,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project. All requested information must be included in the budget detail worksheet and budget narrative.

**Year 1**

**Supply Item Detail**

| Purpose of Supply Items | # of Items | Unit Cost | Total Cost | Non-Federal Contribution | Federal Request |
|---|---|---|---|---|---|
| No items | | | | | |

| Supplies Total Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
|---|---|---|
| $0 | $0 | $0 |

**Year 2**

**Supply Item Detail**

| Purpose of Supply Items | # of Items | Unit Cost | Total Cost | Non-Federal Contribution | Federal Request |
|---|---|---|---|---|---|
| No items | | | | | |

| Supplies Total Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
|---|---|---|
| $0 | $0 | $0 |

**Year 3**

**Supply Item Detail**

| Purpose of Supply Items | # of Items | Unit Cost | Total Cost | Non-Federal Contribution | Federal Request |
|---|---|---|---|---|---|
| No items | | | | | |

| Supplies Total Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
|---|---|---|
| $0 | $0 | $0 |

## Construction

**Instructions**

As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the DOJ grant-making component before budgeting funds in this category. In the narrative section, please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application.

**Year 1**

**Construction Detail**

| Purpose of Construction | Description of Work | # of Items | Cost | Total Cost | Non-Federal Contribution | Federal Request |
|---|---|---|---|---|---|---|
| No items | | | | | | |

| Construction Total Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
|---|---|---|
| $0 | $0 | $0 |

**Year 2**

**Construction Detail**

| Purpose of Construction | Description of Work | # of Items | Cost | Total Cost | Non-Federal Contribution | Federal Request |
|---|---|---|---|---|---|---|
| No items | | | | | | |

| Construction Total Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
|---|---|---|
| $0 | $0 | $0 |

**Year 3**

**Construction Detail**

| Purpose of | Description | # of | Cost | Total | Non-Federal | Federal |
|---|---|---|---|---|---|---|

| Construction | of Work | Items | Cost | Contribution | Request |
|---|---|---|---|---|---|
| No items | | | | | |

| Construction Total Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
|---|---|---|
| $0 | $0 | $0 |

## Subawards

### Instructions

Subawards (see "Subaward" definition at 2 CFR 200.92) : Provide a description of the Federal Award activities proposed to be carried out by any subrecipient and an estimate of the cost (include the cost per subrecipient, to the extent known prior to the application submission). For each subrecipient, enter the subrecipient entity name, if known. Please indicate any subaward information included under budget category Subawards (Subgrants) Contracts by including the label "(subaward)" with each subaward category.

**Year 1**

**Subaward (Subgrant) Detail**

| Description | Purpose | Consultant | Country | State/U.S. Territory | City | Total Cost | Non-Federal Contribution | Federal Request |
|---|---|---|---|---|---|---|---|---|
| No items | | | | | | | | |

| Subawards Total Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
|---|---|---|
| $0 | $0 | $0 |

**Add Consultant Travel**

**Year 2**

**Subaward (Subgrant) Detail**

| Description | Purpose | Consultant | Country | State/U.S. Territory | City | Total Cost | Non-Federal Contribution | Federal Request |
|---|---|---|---|---|---|---|---|---|
| No items | | | | | | | | |

| Subawards Total Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
|---|---|---|
| $0 | $0 | $0 |

**Add Consultant Travel**

**Year 3**

**Subaward (Subgrant) Detail**

| Description | Purpose | Consultant | Country | State/U.S. Territory | City | Total Cost | Non-Federal Contribution | Federal Request |
|---|---|---|---|---|---|---|---|---|
| No items | | | | | | | | |

| Subawards Total Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
|---|---|---|
| $0 | $0 | $0 |

**Add Consultant Travel**

**Procurement contracts (see "Contract" definition at 2 CFR 200.22): Provide a description of the product or service to be procured by contract and an estimate of the cost. Indicate whether the applicant's formal, written Procurement Policy or the Federal Acquisition Regulation is followed. Applicants are encouraged to promote free and open competition in awarding procurement contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at $250,000) for prior approval. Please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application. Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Unless otherwise approved by the COPS Office, approved consultant rates will be based on the salary a consultant receives from his or her primary employer. Consultant fees in excess of $650 per day require additional written justification, and must be pre-approved in writing by the COPS Office if the consultant is hired via a noncompetitive bidding process. Please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application. Please visit https://cops.usdoj.gov/grants for a list of allowable and unallowable costs for this program.**

**Instructions**

Procurement contracts (see "Contract" definition at 2 CFR 200.1): Provide a description of the product or service to be procured by contract and an estimate of the cost. Indicate whether the applicant s formal, written Procurement Policy or the Federal Acquisition Regulation is followed. Applicants are encouraged to promote free and open competition in awarding procurement contracts. A separate justification must be provided for noncompetitive procurements in excess of the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at $250,000).

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Written prior approval and additional justification is required for consultant fees in excess of the DOJ grant-making component's threshold for an 8-hour day.

In the narrative section, please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application.

**Year 1**

**Procurement Contract Detail**

| Description | Purpose | Consultant | Country | State/U.S. Territory | City | Total Cost | Non-Federal Contribution | Federal Request |
|---|---|---|---|---|---|---|---|---|
| No items | | | | | | | | |

**Do you need Consultant Travel?**

No

| Procurement Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
|---|---|---|

| | | |
|---|---|---|
| $0 | $0 | $0 |

**Year 2**

**Procurement Contract Detail**

| Description | Purpose | Consultant | Country | State/U.S. Territory | City | Total Cost | Non-Federal Contribution | Federal Request |
|---|---|---|---|---|---|---|---|---|

**Do you need Consultant Travel?**

No

| Procurement Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
|---|---|---|
| $0 | $0 | $0 |

**Year 3**

**Procurement Contract Detail**

| Description | Purpose | Consultant | Country | State/U.S. Territory | City | Total Cost | Non-Federal Contribution | Federal Request |
|---|---|---|---|---|---|---|---|---|

**Do you need Consultant Travel?**

No

| Procurement Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
|---|---|---|
| $0 | $0 | $0 |

## Other Direct Costs

**Instructions**

List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent. All requested information must be included in the budget detail worksheet and budget narrative.

**Year 1**

**Other Cost Detail**

| Description | Quantity | Basis | Costs | Length of Time | Total Costs | Non-Federal Contribution | Federal Request |
|---|---|---|---|---|---|---|---|

| Other Costs Total Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
|---|---|---|
| $0 | $0 | $0 |

**Year 2**

**Other Cost Detail**

| Description | Quantity | Basis | Costs | Length of Time | Total Costs | Non-Federal Contribution | Federal Request |
|---|---|---|---|---|---|---|---|
| No items | | | | | | | |

| Other Costs Total Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
|---|---|---|
| $0 | $0 | $0 |

**Year 3**

**Other Cost Detail**

| Description | Quantity | Basis | Costs | Length of Time | Total Costs | Non-Federal Contribution | Federal Request |
|---|---|---|---|---|---|---|---|
| No items | | | | | | | |

| Other Costs Total Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
|---|---|---|
| $0 | $0 | $0 |

## Indirect Costs

### Instructions

Indirect costs are allowed only if: a) the applicant has a current, federally approved indirect cost rate; or b) the applicant is eligible to use and elects to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f). (See paragraph D.1.b. in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals for a description of entities that may not elect to use the "de minimis" rate.) An applicant with a current, federally approved indirect cost rate must attach a copy of the rate approval, (a fully-executed, negotiated agreement). If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories. (Applicant Indian tribal governments, in particular, should review Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals regarding submission and documentation of indirect cost proposals.) All requested information must be included in the budget detail worksheet and budget narrative. In order to use the "de minimis" indirect rate an applicant would need to attach written documentation to the application that advises DOJ of both the applicant's eligibility (to use the "de minimis" rate) and its election. If the applicant elects the de minimis method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as the applicant entity chooses to negotiate a federally approved indirect cost rate.

**Year 1**

**Indirect Cost Detail**

| Description | Base | Indirect Cost Rate | Total Cost | Non-Federal Contribution | Federal Request |
|---|---|---|---|---|---|

| Indirect Costs Total Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
|---|---|---|
| $0 | $0 | $0 |

**Additional Narrative**

**Year 2**

**Indirect Cost Detail**

| Description | Base | Indirect Cost Rate | Total Cost | Non-Federal Contribution | Federal Request |
|---|---|---|---|---|---|

| Indirect Costs Total Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
|---|---|---|
| $0 | $0 | $0 |

**Additional Narrative**

**Year 3**

**Indirect Cost Detail**

| Description | Base | Indirect Cost Rate | Total Cost | Non-Federal Contribution | Federal Request |
|---|---|---|---|---|---|

| Indirect Costs Total Cost | Total Non-Federal Amt (Match or Prog Inc) | Total Federal Amount |
|---|---|---|
| $0 | $0 | $0 |

**Additional Narrative**

## Additional Application Components

**Tribal Authorizing Resolution**

No documents have been uploaded for Tribal Authorizing Resolution

**Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable)**

No documents have been uploaded for Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable)

**Research and Evaluation Independence and Integrity Statement**

No documents have been uploaded for Research and Evaluation Independence and Integrity Statement

**Additional Attachments**

No documents have been uploaded for Additional Attachments

## Disclosures and Assurances

### No Lobbying Activities

**The applicant is not required to submit a lobbying disclosure under 31 U.S.C. 1352 for this application.**

No documents have been uploaded for Disclosure of Lobbying Activities

### Disclosure of Duplication in Cost Items

No. [Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.

### DOJ Certified Standard Assurances

**U.S. DEPARTMENT OF JUSTICE**

**CERTIFIED STANDARD ASSURANCES**

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

(1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.

(2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.

(3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application–

a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;

b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations, and

c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.

**(4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--**

a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);

b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;

c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and

d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

**(5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).**

**(6) I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).**

**(7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.**

**(8) If this application is for an award from the National Institute of Justice or the Bureau of Justice Statistics pursuant to which award funds may be made available (whether by the award directly or by any subaward at any tier) to an institution of higher education (as defined at 34 U.S.C. § 10251(a)(17)), I assure that, if any award funds actually are made available to such an institution, the Applicant will require that, throughout the period of performance--**

a. each such institution comply with any requirements that are imposed on it by the First Amendment to the Constitution of the United States, and

b. subject to par. a, each such institution comply with its own representations, if any, concerning academic freedom, freedom of inquiry and debate, research independence, and research integrity, at the institution, that are included in promotional materials, in official statements, in formal policies, in applications for grants (including this award application), for accreditation, or for licensing, or in submissions relating to such grants, accreditation, or licensing, or that otherwise are made or disseminated to students, to faculty, or to the general public.

**(9) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application--**

a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and

b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

**(10) If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11), it will, to the extent practicable and consistent with applicable law--including, but not limited to, the Indian Self- Determination and Education Assistance Act--seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c)(11).**

**(11) If the Applicant applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.**

**I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or**

in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or

otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Please Acknowledge

Signed

**SignerID**

catingle@worcestermd.gov

**Signing Date / Time**

4/30/26 9:41 AM

**DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing**

U.S. DEPARTMENT OF JUSTICE

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; COORDINATION WITH AFFECTED AGENCIES

Applicants should refer to the regulations and other requirements 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 or other cited requirements before completing this form. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by 31 U.S.C. [illegible], as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, 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, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If the Applicant's request for Federal funds is in excess of $100,000, and 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 Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in

accordance with its (and any DOJ awarding agency's) instructions; and

(c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to prospective participants in a primary tier "covered transaction," as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals--

(a) is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction or private agreement or transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects its (or its principals') present responsibility;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Applicant also must disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at [illegible]; for OVW Applicants, to OVW at [illegible]; or for COPS Applicants, to COPS at [illegible]), unless such disclosure has already been made.

3. FEDERAL TAXES

A. If the Applicant is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP Applicants, to OJP at [illegible]; for OVW Applicants, to OVW at [illegible]; or for COPS Applicants, to COPS at [illegible]).

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, as implemented at 28 C.F.R. Part 83, Subpart F, for grantees, as defined at 28 C.F.R. §§ 83.620 and 83.650:

A. The Applicant certifies and assures 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 its 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 Applicant'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;

(c) Making it a requirement that each employee to be engaged in the performance of the award 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 award, the employee will--

(1) Abide by the terms of the statement; and
(2) Notify the employer in writing of the employee's 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 Department, in writing, within 10 calendar days after receiving 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 of any such convicted employee to the Department, as follows:

For COPS award recipients - COPS Office, 145 N Street, NE, Washington, DC, 20530;

For OJP and OVW award recipients - U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 999 North Capitol Street, NE Washington, DC 20531.

Notice shall include the identification number(s) of each affected award;

(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; and

(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).

5. COORDINATION REQUIRED UNDER PUBLIC SAFETY AND COMMUNITY POLICING PROGRAMS

As required by the Public Safety Partnership and Community Policing Act of 1994, at 34 U.S.C. § 10382(c)(5), if this application is for a COPS award, the Applicant certifies that there has been appropriate coordination with all agencies that may be affected by its award. Affected agencies may include, among others, Offices of the United States Attorneys; State, local, or tribal prosecutors; or correctional agencies.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Please Acknowledge

Certified

**SignerID**

catingle@worcestermd.gov

**Signing Date / Time**

4/30/26 9:41 AM

**Other Disclosures and Assurances**

**Applicant Disclosure and Justification - DOJ High Risk Grantees**

No documents have been uploaded for Application Disclosure and Justification - DOJ High Risk Grantees

No documents have been uploaded for Other Disclosures and Assurances

**Declaration and Certification to the U.S. Department of Justice as to this Application Submission**

By [taking this action], I –

1. Declare the following to the U.S. Department of Justice (DOJ), under penalty of perjury: (1) I have authority to make this declaration and certification on behalf of the applicant; (2) I have conducted or there was conducted (including by the applicant's legal counsel as appropriate, and made available to me) a diligent review of all requirements pertinent to and all matters encompassed by this declaration and certification.

2. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as of the date of this application submission: (1) I have reviewed this application and all supporting materials submitted in connection therewith (including anything submitted in support of this application by any person on behalf of the applicant before or at the time of the application submission and any materials that accompany this declaration and certification); (2) The information in this application and in all supporting materials is accurate, true, and complete information as of the date of this request; and (3) I have the authority to submit this application on behalf of the applicant.

3. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

Please Acknowledge

Signed

**SignerID**

catingle@worcestermd.gov

**Signing Date / Time**

4/30/26 9:42 AM

**Other**

No documents have been uploaded for Other

Certified

**Worcester County Criminal Enforcement Team BJA FY25**

**Comprehensive Opioid Stimulant and Substance Use**

**Site Based Program Grant Application**

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**1. Problem Statement:**

- Since the opioid epidemic began in this country, Worcester County, Maryland has seen the number of individuals using and overdosing on controlled dangerous substances rise and fall consistently with numbers across the country. In the height of the epidemic, there were 28 fatal overdoses reported in Worcester County in 2016. Since then, CET has implemented a proactive approach to controlled dangerous substance investigations and overdoses to lower the number of users and distributors of controlled dangerous substances in Worcester County. Additionally, CET has collaborated with the Worcester County Health Department to refer all overdose victims to treatment. As a result of these actions, overdose numbers have dropped dramatically. In 2025, there were 9 fatal overdoses reported. Throughout these years, WCSO and CET have identified a shift in drug use from opioids like heroin, fentanyl and carfentanil in 2016, to cocaine and amphetamines becoming more popular in recent months. As the number of opioid overdoses continue to decline, the number of cocaine and stimulant related overdoses are beginning to rise. As a result, it is proven that no matter what the main trend is showing at the time, the need for targeted drug investigations by law enforcement remains an important part of public safety. It is important for law enforcement to remain committed to recognizing these trends and being flexible in its investigations to focus on the current trends and communicating these trends to the Worcester County Health Department. The WCSO and CET are dedicated to reducing the number of individuals using and distributing controlled dangerous substances in Worcester County and have been successful by implementing a pro-active law enforcement approach to investigating those involved in the use and distribution of controlled dangerous substances, including responding to and investigating non-fatal and fatal overdoses.

- The Worcester County Sheriff's Office and Criminal Enforcement Team (CET) serves the entirety of Worcester County, Maryland including a large tourist attraction beach town: Ocean City, smaller towns; Berlin, Ocean Pines, Snow Hill, Pocomoke City and other smaller unincorporated rural areas. As the

easternmost county in the United States, Worcester County borders the Atlantic Ocean as well as both Virginia and Delaware. The major highway, USRT 113 is a known corridor for both drug and firearm interdiction for couriers attempting to avoid the I-95 corridor between Florida and New York. Over the years there have been many drug, firearms and currency seizures by our law enforcement officers working interdiction on this highway.

- This area of coverage for this application falls under the rural jurisdiction category in the Rural Health Grants Eligibility Analyzer as subcategory 1c. with a constant population of approximately 53,000 residents. During the summer months, due to Ocean City's large tourist population, the total population of Worcester County then can increase to nearly 300,000 people.

- This project proposes utilizing grant funding to offset overtime costs for law enforcement personnel assigned to CET during controlled dangerous substance investigations and overdose response.

- The impact of opioids, stimulants, and other controlled dangerous substances (CDS) remains a persistent and evolving threat within the county. According to Worcester County Criminal Enforcement Team (CET) data, investigators responded to 35 overdose incidents in 2024, including 27 non-fatal and 8 fatal overdoses. In 2025, CET responded to 29 overdoses, including 20 non-fatal and 9 fatal cases. This data reflects a sustained level of overdose activity that continues to affect both residents and visitors. Over the past two years, CET investigators referred 47 non-fatal overdose victims to the Worcester County Health Department for treatment services, demonstrating an established linkage-to-care pathway consistent with COSSAP priorities. (Source: Worcester County CET; Worcester County Health Department)

- In addition to the overdose response, Over the past two years, Worcester County CET investigations resulted in substantial seizures of controlled dangerous substances. In total, investigators seized 24.7 kilograms of marijuana and 50.6 kilograms of cocaine. Methamphetamine seizures totaled 1,011 grams, or just over 1 kilogram. For opioids, seizures included 8.1 grams of heroin, 688 grams of fentanyl, and 137 grams of hallucinogens/psychostimulants.

- Across both years, these enforcement efforts led to 87 arrests and the seizure of 42 firearms, supporting the broader goal of reducing the impact of illicit substance abuse and distribution.

- A significant challenge to sustaining and expanding these efforts is the increasing cost of overtime associated with CDS investigations and overdose response. While CET personnel are salary-funded, the nature of these operations requires extensive work outside standard hours. Adjustments in the timing of investigators workdays often occur to avoid overtime costs. Investigators routinely conduct prolonged surveillance, participate in coordinated enforcement actions, and respond to overdoses in real time all of which require extended workdays resulting in overtime costs. Title III wiretap investigations further intensify this burden, requiring continuous 24/7 monitoring and staffing. As a result, overtime expenditures frequently exceed the allocated budgets of the Worcester County Sheriff's Office and partner agencies, limiting the ability to maintain proactive enforcement and rapid overdose response.

- The proposed project directly aligns with COSSAP's purpose to support state, local, and tribal efforts to reduce overdose deaths and the impact of illicit substance use by enhancing collaboration between public safety and public health agencies. Grant funding will be used to offset overtime costs for Worcester County CET personnel, ensuring the continuation of comprehensive controlled dangerous substance investigations, timely overdose response, and consistent referral of individuals to treatment services. By sustaining these efforts, Worcester County will strengthen its capacity to disrupt drug trafficking networks, expand access to care for individuals experiencing substance use disorders, and reduce both fatal and non-fatal overdoses

**2. Funding Need:**

- This project proposes to utilize grant funding to offset overtime costs for law enforcement personnel assigned to CET during controlled dangerous substance investigations and overdose response. These positions are salary funded, however, overtime costs during these investigations are unavoidable due to the extensive nature of most of these investigations and overdose responses that often occur outside the normal workday. Overtime is becoming increasingly costly as the need for these investigations persist to maintain proactive controlled dangerous substance investigations and overdose response. Investigators often work long hours outside their normal workday in order to progress investigations in a timely manner. Due to the nature of controlled dangerous substance investigations, long hours of surveillance and other

investigative measures are the only way to put together a complete investigation to fully grasp the drug trafficking organization's activities. These costs are especially expensive during Title III wiretap investigations that require 24-7 monitoring and surveillance. The burden of these costs is often more than the budgeted overtime costs for the Worcester County Sheriff's Office and allied agencies embedded into the Worcester County CET.

- The Worcester County CET has applied for two other grants to help alleviate the overtime costs. FY27 Maryland Office of Overdose Response (MOOR). This is the first application submitted for the MOOR grant. The FY27 GOPP Gun Violence Reporting Grant (GVRG) has also been applied for in this fiscal year, and Worcester County CET has received funding from this grant in the past. In FY26 the Worcester County Sheriff's Office only received $5,000 from the GVR grant which was expended during a two-week period. This grant can also only be used during firearms-related investigations.

- The Worcester County Sheriff's Office has no other active grant funding for this purpose at this time.

- The Worcester County Sheriff's Office is not currently receiving any BJA grant funding.

- Once grant funding has been expended, if granted, the Worcester County Sheriff's Office will seek to continue this program by utilizing other funding sources from Federal, State, County, and Local resources. The Office will collaborate with other State and Local law enforcement agencies to identify available resources and funding sources. Additionally, all personnel involved are in positions paid by salary and will continue with the investigations required to respond to overdoses and reduce controlled dangerous substance use as budgeted overtime funding is available, and distribution sustaining the mission of the Worcester County Sheriff's Office.

## 3. Project Goals and Objectives

**Goal 1: Reduce overdose fatalities and non-fatal overdoses in Worcester County**

**Objectives:**

- Maintain the current downward trend of overdoses through targeted response and intervention.
- Ensure 100% of overdose incidents (fatal and non-fatal) are investigated and documented by WCSO/CET.
- Maintain 100% referral rate of non-fatal overdose victims to treatment services in partnership with the Worcester County Health Department.

**Goal 2: Disrupt and dismantle Drug Trafficking Organizations distributing controlled dangerous substances**

**Objectives:**

- Increase the number of drug trafficking investigations initiated annually.
- Conduct proactive, intelligence-led investigations targeting high-level distributors, with at least 3 major drug trafficking organizations cases identified and investigated annually.
- Continue collaboration with partner agencies and surrounding agencies to support multi-jurisdictional enforcement operations.
- Coordinate with local police agencies to identify hot spots for drug activity.

**Goal 3: Adapt enforcement strategies to emerging drug trends**

**Objectives:**

- Develop and implement a quarterly drug trend analysis report to identify shifts (e.g., rise in cocaine and amphetamine use).
- Adjust enforcement priorities within 30 days of identifying new trends.
- Share trend data with the Worcester County Health Department monthly.

**Goal 4: Strengthen collaboration between law enforcement and public health partners**

**Objectives:**

- Maintain formal coordination meetings with the Worcester County Health Department.
- Ensure real-time information sharing protocols for overdose spikes or emerging substances. (OD Map)
- Support public health efforts by contributing data for community awareness and prevention campaigns.

**Goal 5: Enhance proactive overdose response and investigative capacity**

**Objectives:**

- Maintain a rapid response protocol for overdose incidents, with response times meeting departmental standards.
- Provide quarterly updates to CET/WCSO personnel on evolving drug trends, investigative techniques, and overdose response.
- Utilize overdose data to identify and target repeat locations, repeat offenders/victims, high-risk individuals, and distribution sources.

**Goal 6: Improve overall public safety related to drug activity**

**Objectives:**

- Identify and incarcerate individuals distributing controlled dangerous substances in Worcester County by conducting targeted drug investigations.
- Conduct targeted enforcement operations in high-risk areas identified through data analysis and communication with allied agencies at least quarterly.

**Alignment with COSSUP Goals and Objectives**

- The Worcester County CET goals directly support the COSSUP goal of reducing the impact of opioids, stimulants, and other substances by attempting to reduce overdose fatalities by supporting comprehensive, collaborative initiatives by targeting both opioids and emerging stimulant threats (cocaine, amphetamines) through adaptive enforcement strategies (Goal 3). Focusing on reducing overdose fatalities and non-fatal overdoses through proactive response and

investigation (Goal 1). Implementing a collaborative, multi-agency task force model (Goal 2 & Goal 4) that includes law enforcement and public health partners and supporting data-driven and intelligence-led approaches to reduce substance use and its community impact.

The Worcester County CET objectives also directly support the COSSUP objectives on multiple levels:

**COSSUP Objective 1: Increase access to prevention, treatment, and recovery support services.**

**Alignment:**

- Goal 1 ensures a 100% referral rate to treatment services for overdose survivors, directly increasing access to care.
- Goal 4 strengthens collaboration with the Worcester County Health Department, improving coordination of prevention and recovery efforts.
- Goal 3 provides monthly data sharing, and joint initiatives support community-based prevention and outreach.
- Goal 1 ensures post-overdose engagement and helps connect high-risk individuals to treatment and recovery pathways, including potential reentry populations.

**COSSUP Objective 2: Reduce overdose deaths.**

**Alignment:**

- Goal 1 is explicitly focused on reducing fatal and non-fatal overdoses, consistent with numbers across the state.
- Goal 5 enhances rapid overdose response and follow-up investigations, which are proven strategies to prevent repeat overdoses.
- Goal 3 ensures timely adaptation to emerging drug trends, addressing rising stimulant-related overdoses before they escalate.
- Goal 5 ensures Data-driven identification of high-risk individuals and locations enables targeted interventions to prevent fatalities.

**COSSUP Objective 3: Support law enforcement efforts to investigate illicit drug distribution and promote public safety.**

**Alignment:**

- Goal 2 directly addresses this objective by increasing:
    - Drug trafficking investigations
    - Arrests and indictments
    - Targeting mid- and high-level distributors

- Goal 5 strengthens investigative capacity, ensuring overdose incidents lead to actionable enforcement.
- Goal 6 improves overall public safety by reducing drug-related criminal activity and targeting high-risk areas.
- The multi-agency Worcester County CET task force structure enhances interagency coordination and intelligence sharing, which is central to COSSUP priorities.

The proposed goals and objectives of Worcester County CET are fully aligned with COSSUP priorities by combining proactive law enforcement, public health collaboration, and data-driven strategies to address substance use. The project not only targets the reduction of overdose deaths but also expands access to treatment and recovery services and strengthens investigations into drug distribution networks, ensuring a comprehensive response to opioids, stimulants, and other controlled dangerous substances in Worcester County.

**4. Project Design and Implementation**

- The Worcester County CET is well suited to carry out this project because it is a proactive task force of multiple agencies in the county including Worcester County Sheriffs' Office, Maryland State Police, Ocean City Police, Worcester County States Attorney's Office and the Drug Enforcement Administration oriented towards the detection of a wide variety of criminal conduct focusing on controlled dangerous substance investigations and overdose response. The team consists of four (4) uniformed investigators and a narcotics detection K-9 capable of conducting traffic stops, interdiction and other uniformed patrol functions. Uniformed deputies and Troopers assigned to road patrol are also able to be utilized during investigations. There are also seven (7) undercover personnel who are tasked with undercover operations, managing informants and surveillance operations that are crucial components of drug trafficking investigations. In 2016, the office added a heroin coordinator, now Overdose and Drug Awareness Coordinator (ODAC) to assist the agency in developing a long-term strategy in combating the illicit drug epidemic taking hold in many of our communities and communicating with the health department to provide overdose victims with treatment.

- The Worcester County CET uses a wide variety of proactive law enforcement activities to conduct controlled dangerous substance investigations including but not limited to saturation patrols, traffic stops, interdiction, undercover operations, informant management, surveillance, interviews and interrogations, GPS monitoring, and Title III wiretap investigations as well as responding to all overdose incidents in the county. After an overdose response, the ODAC

coordinates with the Worcester County Health Department in order to refer all non-fatal overdose victims for treatment services. In addition to collaborating with agencies embedded in the unit, CET has in the past and will continue working with local jurisdictions to identify hot spots in controlled dangerous activity as well as receiving information from the public about criminal activity. The Worcester County CET has in the past and will continue working with other specialized units in the area including, but not limited to: the Wicomico County Sheriff's Office Joint Community Action Team, Wicomico County Task Force, Delaware State Police Sussex Drug Unit, Delaware State Police Governor's Task Force, Accomack County Criminal Impact Unit, Ocean City Police Special Enforcement Unit and Maryland State Police Special Operations Group. Collaborative investigations between the Worcester County CET and these units have resulted in widely successful operations targeting Drug Trafficking Organizations operating in multiple jurisdictions.

- Due to the complex and often long-term nature of larger drug investigations, some cases may extend beyond individual quarterly reporting periods. As a result, certain reporting periods may reflect lower activity levels. Program success will be evaluated based on cumulative outcomes across the grant reporting period. The WCSO and CET have in the past and moving forward will continue the proactive law enforcement approach described above to investigating controlled dangerous substance crimes and overdose response within Worcester County, Maryland.

- Specifically for this grant, the ODAC will be responsible for reporting deliverables including the number of arrests, DTO's investigated and drug, firearms and currency seizures, as well as the number of overdoses, overdose drugs and number of overdose victims referred to treatment. The ODAC currently reports each of these items to the Washington Baltimore HIDTA Case Explorer System and will report these deliverables and any other requirements for this grant. This program will focus on improving the overall safety of the citizens in Worcester County, Maryland by reducing the number of drug users, distributors, Drug Trafficking Organizations, and overdoses and referring all overdose victims to the Worcester County Health Department for treatment

- There are no known subrecipients at this time.

**5. Capabilities and Competencies:**

- As described above, the ODAC is housed within Worcester County CET and will be responsible for collecting and reporting all deliverables including the number of arrests, Drug Trafficking Organizations investigated and drug, firearms and currency seizures, as well as the number of overdoses, overdose drugs and number of overdose victims referred to treatment. Supervisors at the Worcester

County CET and the WCSO Financial Administrator will be responsible for tracking overtime usage and financial reporting required for this grant.

- The Worcester County Sheriff's Office (WCSO) was founded in 1742 with its headquarters located in Snow Hill, Maryland. The mission statement of the WCSO is to maintain a positive working relationship with the community, build trust and confidence and preserve peace while reducing crime and protecting lives of citizens in Worcester County. The Worcester County Criminal Enforcement Team (CET), founded in January of 2008 is a Task Force consisting of overt and covert law enforcement officers of WCSO, Ocean City Police, Maryland State Police, Drug Enforcement Administration, and Worcester County States Attorney's Office that focuses on controlled dangerous substance related investigations. The CET is also responsible for responding to and handling all drug related overdoses in the county. Since its inception, Worcester County CET has evolved from a small task force of 4 investigators between the Worcester Sheriff's Office and Maryland State Police into a Task Force consisting of twelve (12) total law enforcement officers. In addition, non-sworn members of Worcester County CET include the ODAC, a full-time Worcester County Information Technology employee and full time secretary housed at the Worcester CET Office. Members of Worcester County CET have access to numerous covert and overt vehicles, the most technologically advanced covert cameras for covert operations as well as covert cameras capable of real-time manipulation that record to a cloud-based server. Worcester County CET members are also able to access camera systems and tag readers in each municipality enabling investigators to conduct surveillance remotely, greatly reducing the likelihood of being identified by targets of investigations. Investigators also have access to the most technologically advanced GPS tracking devices used for deployment on suspect vehicles. The Worcester County Information Technology employee is trained in the forensic analysis of cellular telephones and has access to technologically advanced methods of bypassing passwords to access cellular telephones seized during controlled dangerous substance and overdose investigations. The Worcester County Criminal Enforcement Team also has a room with 8 computers dedicated to conducting Title-III wiretap investigations. This is the only room of its kind on the lower Easter Shore of Maryland.

- The investigators and employees of the Worcester County CET consist of law enforcement officers ranging from five to more than thirty years' experience in law enforcement and controlled dangerous substance investigation. The employees have authored thousands of search warrants and conducted hundreds of covert hand to hand drug transactions. The experience of these investigators and quality of their investigations is of the highest level. The unit is capable of investigating the smallest user/distributor of controlled dangerous substances up to the largest international Drug Trafficking Organization. Investigators from the Worcester County CET are responsible for a large number of drug arrests over the years. Worcester County CET members are credited in the Washington Baltimore HIDTA Case Explorer system with dismantling 7 Drug

trafficking Organizations within the past 2 years. The most recent of which was identified as an international Drug Trafficking Organization with direct ties to two cartels in Mexico. This investigation was a Title-III wiretap with interception of nineteen (19) phone lines and resulted in nine (9) arrests (approximately 15 pending indictments) and seizure of the following:

- 42.61 kilograms of cocaine
- 23.8 grams of crack cocaine
- 4.41 kilograms of marijuana
- 3.6 grams of MDMA (ecstasy)
- 36 fentanyl pills
- 8.1 grams of psilocybin mushrooms
- 1.9 grams of heroin
- 5 suboxone strips
- Firearms Recovered: 11
- U.S. Currency Seized: $23,816.00
- 11 vehicles ($93,901 value)
- 2 residences ($175,900 value)
- Over 100 search and seizure warrants

While this is the largest investigation conducted by Worcester County CET to date, it is one of many high-level drug investigations conducted over the past several years.

- In addition to the proactive controlled dangerous substance investigations, members of Worcester CET recognize the importance of overdose related investigations and their effect on public health. Worcester County CET is dedicated to responding to and investigating all overdoses. In recent years, Worcester CET investigators have utilized investigative techniques and resources to further numerous fatal overdose investigations into distribution and manslaughter charges and convictions for individuals responsible for selling controlled dangerous substances to these victims. When responding to the non-fatal overdoses, Worcester CET investigators recognize the importance of educating and referring 100 percent of the victims to the Worcester County Health Department for treatment. In 2024 Worcester CET investigators responded to 35 total drug overdoses, 27 non-fatal and 8 fatal. In 2025 Worcester CET investigators responded to 29 total Overdoses, 20 non-fatal and 9 fatal. In the past two years Worcester CET investigators have referred 47 non-fatal overdose victims to the Worcester County Health Department for treatment.

- The Worcester County Criminal Enforcement Team is overseen by a Lieutenant and Seargent from the Worcester Sheriff's Office, a Sergeant from the Ocean City Police Department and Corporals from the Maryland State Police and Worcester Sheriff's Office. The remaining members are investigators from Worcester Sheriff's Office, Ocean City Police and a Special Agent from the Drug

Enforcement Administration. The day-to-day operations at Worcester County CET are overseen by the two Sergeants. Financial responsibility rests on the Lieutenant and Chief Financial Officer of the Worcester County Sheriff's Office.

## 6. Data Collection Plan

- Project performance will be measured through a structured, data-driven process focused on capturing progress toward the Worcester County Criminal Enforcement Team (CET)'s goals of reducing overdoses, enhancing law enforcement collaboration, dismantling Drug Trafficking Organizations, improving public health related to drug activity, adapting strategies to respond to emerging drug trends and expanding access to treatment. Data will be collected continuously and evaluated quarterly to align with the Comprehensive Opioid, Stimulant, and Substance Use Program (COSSUP) performance measure framework.

- The performance measurement process will track both law enforcement outcomes (e.g., arrests, investigations initiated, seizures, and dismantled drug trafficking organizations) and public health outcomes (e.g., number of overdoses, overdose drugs, and referrals to treatment). Quantitative data will be supplemented by qualitative information from partner agencies to assess coordination effectiveness, community impact, and treatment outcomes.

- Accurate and timely reporting will occur through standardized forms and digital systems, including the Washington/Baltimore HIDTA Case Explorer database and internal CET activity logs. Comparative analysis across reporting periods will identify trends, emerging threats, and opportunities for improvement.

## Responsibility for Data Collection and Performance Measurement

- **Overdose and Drug Awareness Coordinator (ODAC)** – Primary lead for compiling, validating, and submitting data. Responsible for coordinating with both law enforcement and public health partners to gather performance data and ensure reporting accuracy.
- **CET Supervisors** – Responsible for operational data collection, including arrests, seizures, and investigations. Supervisors will ensure field personnel maintain documentation for quarterly performance reporting.
- **Worcester County Health Department (WCHD)** – Partner agency responsible for tracking referrals, treatment linkages, and recovery outcomes. Data will be shared securely with the ODAC for integrated reporting.

- **Program Director (WCSO Command Staff)** – Oversight authority for ensuring compliance with COSSUP performance measurement requirements, data integrity, and timeliness of submissions.
- Collected data will be analyzed quarterly by the ODAC and reviewed by the CET Commander to identify trends, evaluate progress, and inform adaptive strategies. Decisions on operational priorities (e.g., hotspot monitoring, resource allocation, interagency coordination) will be guided by this data.

**Process for Accurate Data Reporting**

- All data will be captured through validated reporting systems to ensure accuracy and reliability. Law enforcement data will be recorded by the ODAC within 48 hours of each event in the HIDTA Case Explorer System. Each data point will be reviewed monthly for consistency, ensuring alignment with federal and state performance indicators.

- Quarterly summaries will be compiled by the ODAC and submitted to the Worcester County Sheriff's Office (WCSO) Command Staff for quality assurance. The ODAC will also be responsible for quarterly performance reports, and the Worcester County Chief Financial Officer will be responsible for quarterly financial reporting as required by the COSSUP grant. Performance findings will also be shared with partner agencies to sustain a feedback loop that supports shared accountability, improved program design, and enhanced service delivery across law enforcement, public health, and community partners.

# Worcester County Sheriff's Office

*Matthew Crisafulli*
*Sheriff*

*Nathaniel Passwaters*
*Chief Deputy*

May 5, 2026

To: Worcester County Commissioners

From: Matthew Crisafulli, Sheriff

RE: FY27 Maryland Criminal Intelligence Network/Overdose and Drug Awareness Coordinator Grant

We respectfully request the Commissioners' approval to apply for the FY27 Maryland Criminal Intelligence Network/Overdose and Drug Awareness Coordinator (MCIN-ODAC) grant in the amount of $75,357.

If approved and awarded, grant funds will be used to offset salary and fringe benefits for the personnel in the MCIN-ODAC position.

Respectfully submitted,

Matthew Crisafulli, Sheriff
**Worcester County Sheriff's Office**

# FY 2027 Maryland Criminal Intelligence Network/Overdose and Drug Awareness Coordinator Grant Program (MCIN-ODAC)

# Applicant: Worcester County Board of County Commissioners

## Grant Application Form

## Governor's Office of Crime Prevention and Policy

Submitted: 5/13/2026

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

www.goccp.maryland.gov
Wes Moore, Governor
Aruna Miller, Lt. Governor

Application Contents

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

| Date Stamp: | OFFICE USE ONLY | |
|---|---|---|
| | Control Number: | Application Number: 2026-MC-0010 |
| | Received By: | Date: |

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

# FY 2027 Maryland Criminal Intelligence Network/Overdose and Drug Awareness Coordinator Grant Program (MCIN-ODAC)

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

**Project Title:** **WCSO FY27 MCIN/ODAC Grant**

**Worcester** **Local Government**

**Start Date:** **07/01/2026** **Submitted:** **5/13/2026 12:27:42 PM** **DUNS Number:** **101119399**

**End Date:** **06/30/2027** **Funding Year:** **SAM Expiration:** **6/24/2026**

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Applicant:

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

Implementing Agency:

Worcester County Sheriff's Office
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Snow Hill, MD 21863 1069
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Authorized Official: Elder, Theodore J. President
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Project Director: Tingle, Carrie Worcester County Sheriff's Office Finance Administ
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| | | | | | |
|---|---|---|---|---|---|
| Funding Summary | 100.0 % | Grant Funds | **$75,357.00** | _____ | _____ |
| | 0.0 % | Cash Match | **$0.00** | _____ | _____ |
| | 0.0 % | In-Kind Match | **$0.00** | _____ | _____ |
| | | Total Project Funds | **$75,357.00** | | |

## Project Summary

The GOCCP Maryland Criminal Intelligence Network/Overdose and Drug Awareness Coordinator (MCIN/ODAC) program helps reduce gaps in available services and fosters collaboration among partner agencies and stakeholders in Worcester County, Maryland. This program will continue to develop and maintain a strong information-sharing infrastructure that supports cross-jurisdictional sharing of accurate and actionable intelligence, leading to the disruption and dismantling of criminal networks involved in drug trafficking, gun trafficking, and gang activity. In addition, the program will continue sharing overdose statistics and information regarding overdose demographics, drugs involved, and drug-related trends with multi-agency law enforcement stakeholders, the Worcester County Health Department, the Worcester County School System, and the Overdose and Drug Awareness Coordinator network. These efforts support overdose prevention, treatment referrals, and broader substance abuse response efforts. The program will support salary and fringe benefits for the current Overdose and Drug Awareness Coordinator position. The Worcester County Sheriff's Office is requesting funding in the amount of $75,357 to support this initiative.

## Overall Organization Information (Word Limit: 500)

A. Mission Statement: The mission of the Worcester County Sheriff's Office (WCSO) is to protect and serve with honesty, integrity, and transparency. We will work in partnership with our community to improve the quality of life for all, while maintaining personal liberties. To fulfill these goals, we are committed to providing a positive work environment for our members through the highest levels of training and leadership by example.

B. Brief Overview: The Worcester County Sheriff's Office was established in 1742 and is headquartered in Snow Hill, the county seat of Worcester County. As the easternmost county in Maryland, Worcester County borders the Atlantic Ocean, as well as the states of Delaware and Virginia.

Located within the same facility as the Worcester County Courthouse and Government Center, the Sheriff's Office is a full-service law enforcement agency that provides 24-hour patrol coverage. The agency currently employs 96 sworn deputies and 29 civilian support staff.

The Worcester County Sheriff's Office serves in a wide range of law enforcement and public safety roles, including but not limited to: constitutional duties; courtroom and courthouse security; Government Center security; school security; extraditions across state lines; prisoner transports both within and outside the county and state; sex offender registration and monitoring; criminal investigations; service of civil process; evictions; Sheriff's sales; coordination with allied law enforcement agencies; patrol operations; traffic safety enforcement; oversight of County Fire Police; command of Animal Control; and management of the County Firearms Training Facility.

C. Key Organizational Information:

i. FTE: 119.4 (to include 96 sworn law enforcement officers)

ii. Organizational Budget: FY26 $20,464,736 (to include personnel salaries and benefits)

iii. Percentage of Budget Application Requested: .3% ($75,357 requested)

iv. Jurisdictions: The Worcester County Sheriff's Office provides law enforcement services throughout the entirety of Worcester County, including the municipalities of Berlin, Ocean City, Ocean Pines, Pocomoke City, and Snow Hill, Maryland, as well as numerous smaller unincorporated areas across the county.

Client Population: The Worcester County Sheriff's Office serves the residents of Worcester County, as well as the thousands of visitors who travel to the area each year, particularly during the spring, summer, and fall seasons. The county has a base population of approximately 52,460, with seasonal influxes increasing the population by up to an additional 300,000 visitors. On average, each deputy patrols roughly 175 square miles per shift, highlighting the expansive coverage area and the demand for law enforcement services.

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

A. The Worcester County Sheriff's Office is requesting the continuation of its participation in the SFY26 MCIN-ODAC program to reduce gaps in available services and continue the established collaboration and cooperation among partner agencies and stakeholders in Worcester County, Maryland.

i. Proposed Services: The proposed services are for the Overdose and Drug Awareness Coordinator position, which will be tasked with entering all drug investigations, drug seizures, drug arrests, suspected substance overdoses and other drug related investigative activities into HIDTA's Case Explorer Program, as well as assisting law enforcement with drug related cellular phone extract uploads into the PLX database. The ODAC position will also conduct in-house analyses for the jurisdiction upon request, examine information from HIDTA and disseminate high-risk victim information to public health for outreach.

ii. Fit into Overall Mission: The Worcester County Criminal Enforcement Team, an entity under the auspices of the WCSO, is the county wide multi-agency narcotics investigative unit. Since 2016, the Overdose and Drug Awareness Coordinator has been successfully embedded with this unit and will continue to reside in the same unit and conduct the same duties as required by the SFY 2027 grant

iii. Suitability: The WCSO has been a successful participant in this grant funded program since 2016 and has knowledgeable and experienced personnel in place to support and supervise the proper application and reporting of the grant requirements.

iv. Statistical Support: The Worcester County ODAC provides monthly performance measure outputs and outcomes to the W/B HIDTA - GOCPYVS MCIN/ODAC Program Manager. The ODAC also enters data into the W/B HIDTA Case Explorer system that is part of the annual W/B HIDTA reporting. In requesting the continuation of this program, the output and initial outcome measures to date for CY2025, as reported by and credited to the Worcester County ODAC are as follows:

Total Cases entered into Case Explorer – 83

Total Overdoses entered – 29

Total other Drug Cases entered – 52

Investigations enhanced through HIDTA coordination – 39

Fatal overdoses entered – 09

Non-fatal overdoses entered – 20

Dollar amount seized related to heroin/opioid investigations - $33,226

Vehicles seized related to heroin/opioid investigations – 11

Weight of illicit opioid seized – 42.6 grams

Number of prescription opioids seized – 43 DU

Number of non-fatal overdose victims referred to treatment – 20

Event Deconflictions – 81

Target activity deconflictions - 472

v. Barriers: No barriers are anticipated and none have been experienced specific to this project

vi. N/A

B. New or Continuation Funding: Continuation Request

i. Yes: The Worcester County Sheriff's Office did receive GOCCP funding in the most recent funding cycle for a similar project.

1. N/A

2.

a. Amount of current award: $84,789

b. Funding sources and amounts: GOCCP MCIN/ODAC grant, $84,789

c. Services provided: MCIN/ODAC position salary and fringe benefits; equipment (GAN approved)

d. N/A

e. Spending status: Due to Q2 change in ODAC personnel, overall salary and fringe decreased. A GAN for equipment purchase was submitted and approved to utilize all awarded funds.

f. Delays/adjustments: A GAN was submitted and approved to reallocate $11,840 for equipment purchase to utilize all awarded funds.

**Program Purpose Area (Word Limit: 150)**

The purpose of the Overdose and Drug Awareness Coordinator is to promote a coordinated law enforcement and investigative strategy to address the substance abuse epidemic through cooperation and data sharing. The ODAC will be responsible for entering all drug investigations, drug seizures, drug arrests, substance overdoses, and other drug-related investigative activities into HIDTA's Case Explorer.

In addition, the coordinator will assist law enforcement personnel with uploading drug-related cellular phone extractions into HIDTA's Communication Analysis Portal (CAP) to support information and intelligence gathering. This data will then be analyzed and disseminated to enhance investigative efforts and support the identification and disruption of drug trafficking activities.

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

a. Project Implementation: The Worcester County Criminal Enforcement Team (CET) is well suited to carry out this project, as it is a proactive, multi-agency task force comprised of the Worcester County Sheriff's Office, Maryland State Police, Ocean City Police Department, Worcester County State's Attorney's Office, and the Drug Enforcement Administration. The team focuses on the detection and investigation of a wide range of criminal activity, with an emphasis on controlled dangerous substance (CDS) investigations and overdose response.

The CET consists of four (4) uniformed investigators and a narcotics detection K-9 capable of conducting traffic stops, interdiction, and other patrol-related functions. In addition, there are seven (7) undercover personnel responsible for conducting covert operations, managing confidential informants, and performing surveillance—critical components of drug trafficking investigations.

In 2016, the Sheriff's Office added a heroin coordinator, now known as the Overdose and Drug Awareness Coordinator (ODAC), to assist in developing a long-term strategy to combat the illicit drug epidemic affecting our communities and to coordinate with the Health Department to connect overdose victims with treatment services.

Prior to the awarding of the MCIN-ODAC grant, the CET sporadically utilized the W/B HIDTA Case Explorer and did not utilize the Communication Analysis Portal (CAP). Additionally, overdose incidents were not consistently captured or recorded, and referrals for services were not being made. The time required to collect, manage, and report this data became unmanageable without a dedicated staff member.

As overdose incidents have increased, so too have investigations targeting individuals distributing these increasingly dangerous substances. Without the full-time ODAC position supported by this grant, CET members would be unable to consistently capture and report data in a timely and efficient manner. Furthermore, the unit would not be able to dedicate sufficient time to participate in meetings with public health and community stakeholders or to maintain the relationships necessary for effective collaboration and information sharing. Worcester County has successfully participated in this program since 2016 and has the personnel and infrastructure in place to continue this effort.

b. Outreach: The ODAC position is embedded within the Worcester County Criminal Enforcement Team, the jurisdiction's multi-agency drug task force. The current coordinator has established a strong record of participation in the monthly W/B HIDTA overdose and drug trend information-sharing meetings, as well as the monthly W/B HIDTA multi-agency criminal analyst roundtable. The ODAC also actively participates in the Worcester County Overdose Prevention Team and maintains ongoing communication with the Worcester County Health Department to support local information sharing.

c. Best Practices/Methodology: This project is designed using best practices and proven methodologies, emphasizing a proactive approach to identifying and targeting high-crime areas. Both uniformed and undercover personnel will conduct a variety of investigative activities, including surveillance, undercover operations, the use of confidential informants, and high-visibility saturation patrols.

The program also incorporates collaboration with local law enforcement agencies to identify hotspots for drug-related offenses, allowing for a focused and strategic deployment of resources. These practices have proven effective in identifying individuals involved in drug trafficking and firearms-related offenses. The ODAC position has consistently met the goals and objectives outlined in prior grant awards, with results reported in a timely and comprehensive manner on both a quarterly basis to the grantee and monthly to the W/B HIDTA ODAC program manager.

d. Collaboration/Partnership: Numerous agencies and organizations have benefited from this program through the sharing of overdose and drug trend information. The ODAC participates in the Overdose Prevention Team and has previously participated in the Opioid Fatality Review Team. Information provided by the ODAC has supported the Worcester County Health Department, Worcester County Public Schools, and Worcester Goes Purple in grant applications, prevention initiatives, and treatment efforts.

Additionally, the ODAC has shared information with Maryland Probation and Parole, the Department of Social Services, the Office of Senator Mary Beth Carozza, and Atlantic General Hospital, among others. The Worcester County CET will continue to collaborate with specialized law enforcement units throughout the region. These partnerships have resulted in successful joint investigations targeting drug trafficking organizations operating across multiple jurisdictions.

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

Goal 1: Increase public safety by identifying and prioritizing criminal offenders, drug trafficking organizations (DTOs), gangs, and violent criminal networks involved in the distribution of illegal narcotics through accurate data collection and analysis.

i. Objective: Ensure 100% of available data (drug investigations, arrests, seizures, and overdoses) is entered into W/B HIDTA Case Explorer for intelligence sharing.

1. Activities: Collect, verify, and input all relevant investigative and overdose data into Case Explorer.
2. Performance Measure: Number and percentage of cases entered into Case Explorer.
3. Outcome: Improved timeliness and completeness of intelligence sharing across jurisdictions.
4. Past Performance: In 2024, 81 cases entered, including 29 overdoses.
5. Timeline: 7/1/2026 – 6/30/2027

ii. Objective: Conduct monthly data analysis and mapping of drug investigations and overdoses to identify trends and hotspots.

1. Activities: Analyze Case Explorer data and produce monthly mapping reports for CET and partner agencies.
2. Performance Measure: Number of monthly reports produced and disseminated.
3. Outcome: Enhanced ability to deploy resources strategically and target high-risk areas.
4. Past Performance: Monthly case tracking ranged from 0–13 cases throughout CY 2025.
5. Timeline: 7/1/2026 – 6/30/2027

Goal 2: Disrupt and dismantle drug trafficking organizations and associated violent criminal networks.

i. Objective: Coordinate intelligence sharing and investigative efforts among law enforcement and prosecutorial partners.

1. Activities: Participate in deconfliction, case coordination, and multi-agency investigations.
2. Performance Measure: Number of arrests, DTO disruptions/dismantlement, and deconflictions recorded.
3. Outcome: Increased number of coordinated investigations and successful enforcement actions.
4. Past Performance: 50 arrests; 4 DTOs disrupted/dismantled; 19 Title III investigations; 83 investigative deconflictions; 472 target deconflictions.
5. Timeline: 7/1/2026 – 6/30/2027

Goal 3: Enhance investigative capacity and prosecutorial outcomes through improved evidence collection and intelligence development.

i. Objective: Seize cellular devices during opioid-related investigations.

1. Activities: Identify and collect cellular devices at relevant crime scenes.
2. Performance Measure: Number of devices seized.
3. Outcome: Increased availability of digital evidence to support investigations.
4. Past Performance: 16 devices seized.
5. Timeline: 7/1/2026 – 6/30/2027

ii. Objective: Extract and analyze data from seized devices using Cellebrite or similar software.

1. Activities: Conduct digital extractions and upload data to HIDTA CAP.
2. Performance Measure: Number of devices successfully extracted.
3. Outcome: Enhanced intelligence development and linkage analysis.
4. Past Performance: 16 devices extracted.
5. Timeline: 7/1/2026 – 6/30/2027

iii. Objective: Investigate all overdoses as potential crime scenes.

1. Activities: Coordinate overdose response with investigative follow-up and evidence collection.
2. Performance Measure: Number of overdose investigations conducted.

3. Outcome: Increased identification and prosecution of individuals responsible for drug distribution.
4. Past Performance: 29 overdose investigations; 1 prosecution for distribution and manslaughter.
5. Timeline: 7/1/2026 – 6/30/2027

Goal 4: Strengthen interagency collaboration and information sharing to improve overdose tracking and response.

i. Objective: Conduct outreach and coordination with agencies responding to overdoses.

1. Activities: Participate in Overdose Prevention Team meetings, HIDTA meetings, and interagency briefings.
2. Performance Measure: Number of meetings attended and conducted.
3. Outcome: Improved coordination and real-time information sharing among stakeholders.
4. Past Performance: 4 Overdose Prevention Team meetings; 11 statewide ODAC meetings; 10 HIDTA analyst roundtables.
5. Timeline: 7/1/2026 – 6/30/2027

ii. Objective: Coordinate with the Worcester County Health Department to support referrals for non-fatal overdose victims.

1. Activities: Share overdose data and provide referral information for treatment services.
2. Performance Measure: Number of coordination meetings and referrals made.
3. Outcome: Increased linkage of overdose victims to treatment and recovery services.
4. Past Performance: 7 coordination meetings; 20 referrals.
5. Timeline: 7/1/2026 – 6/30/2027

Goal 5: Support gun violence reduction efforts related to drug trafficking and violent crime.

i. Objective: Identify and target individuals involved in illegal firearm possession and trafficking.

1. Activities: Utilize intelligence, surveillance, and coordinated enforcement strategies.
2. Performance Measure: Number of firearms seized and firearm-related arrests.
3. Outcome: Reduction in illegal firearm activity associated with drug trafficking.
4. Past Performance: 20 firearms seized; 16 arrests.
5. Timeline: 7/1/2026 – 6/30/2027

The position of the Worcester County Overdose and Drug Awareness Coordinator has consistently met or exceeded performance measures in prior grant cycles. The ODAC will continue to ensure comprehensive data entry, intelligence sharing, and collaboration with W/B HIDTA, the Worcester County Health Department, and partner law enforcement and community agencies to support enforcement, prevention, and treatment efforts.

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

The Overdose and Drug Awareness Coordinator will continue to enter overdose incidents, telephone records, deconfliction information, and additional narcotics-related case data into multiple databases, including ODMAP, Case Explorer, and PLX, on a regular—often daily—basis. The ODAC also maintains internal Sheriff's Office databases to track case investigations, overdose incidents, and heroin/fentanyl packaging and stamp identifiers.

The ODAC receives overdose and drug-related case information from the Ocean City Police Department crime analyst; however, with five detectives now assigned from Ocean City Police Department to the Criminal Enforcement Team (CET), the CET is responsible for the majority of drug investigations and all overdose responses occurring in Ocean City, Maryland. The ODAC is embedded within the CET and receives case information directly from assigned narcotics investigators.

Using internal databases, Case Explorer, and information gathered from the Worcester County Criminal Enforcement Team, the Worcester County Sheriff's Office, and the Worcester County Health Department, the ODAC will track, analyze, and report all required performance measures associated with this award.

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

The Worcester County Sheriff's Office (WCSO) and Criminal Enforcement Team (CET) are well-qualified to implement this project as a proactive, multi-agency task force made up of personnel from WCSO, Maryland State Police, and the DEA. CET includes three uniformed investigators, a narcotics detection K-9, and seven undercover personnel who manage surveillance and informants, with additional support from road patrol deputies. CET has a strong record of arrests and seizures, resulting in numerous firearm and controlled dangerous substance convictions each year. Their experience and knowledge of criminal activity in Worcester County support effective, high-impact enforcement operations.

Project Director: Ms. Carrie Tingle (salary budget-funded)
Ms. Tingle serves as Financial Administrator and Grants Coordinator for WCSO and has 18years of governmental finance experience. She oversees grant administration, financial management, and compliance with federal and state funding requirements. Her duties as Grants Coordinator include coordinating applications, monitoring expenditures, maintaining documentation, and submitting required reports to ensure proper use of grant funds.

Fiscal Officer: Ms. Shelby Mich (salary budget-funded)
Ms. Mich serves as Grants and Contract Accountant for Worcester County, providing financial oversight and compliance support for grant-funded programs. She has more than seven years of experience in nonprofit accounting and grants management and is responsible for accurate reporting and fiscal accountability for multi-million-dollar awards. She also works with state, federal, and local partners.

Key Consultant: ODAC Brooks Phillips (partially grant-funded)
Mr. Phillips works full-time with CET to identify drug trends and other factors related to the local drug trade. He documents and reports all CET gun and drug seizures, enters data into the W/B HIDTA Case Explorer System, maintains seizure and arrest records, reports overdoses to the Worcester County Health Department, and supports investigative analysis. He is a 21-year Maryland State Police veteran and former DEA Task Force Officer.

Key Consultant: Lieutenant Shane Musgrave (salary budget-funded)
Lieutenant Musgrave is Division Commander of CET and the Worcester County Bureau of Investigations (CBI). He is cross designated as a Task Force Officer with Homeland Security Investigations, coordinates federal partnerships, oversees investigations, and works with CET supervisors and the ODAC to identify emerging drug and firearm trends. He also conducts county-wide substance abuse outreach to support prevention and community engagement.

Key Consultant: Sergeant Zachary Converse (salary budget-funded)
Sergeant Converse supervises CET investigators from local, state, and federal agencies, including civilian staff such as the ODAC. He manages daily operations, oversees drug-related investigations, and is cross-designated with the U.S. Marshals Service to apprehend violent offenders, particularly those involved in gun-related crimes. He has been recognized in court as an expert in drug and firearm offenses.

**Sustainability (Word Limit: 200)**

The Worcester County Sheriff's Office will seek Federal, State, County, and Local resources to continue this program after the grant period ends. The Office will work with other local enforcement agencies to identify resources and sources of funding that may be available.

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

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

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

Budget Details

i. Supplement vs. Supplant:
The Worcester County Sheriff's Office is requesting funding to supplement, not supplant, existing local and state funding. Current budgeted funds support standard law enforcement operations, including personnel assigned to the

Criminal Enforcement Team (CET). However, no local funding exists to support the full-time duties of the Overdose and Drug Awareness Coordinator (ODAC) position as required under the MCIN-ODAC program.

Grant funds will be used to support salary and fringe benefits directly associated with the ODAC position. These funds enhance existing operations by ensuring dedicated personnel are available to collect, analyze, and disseminate overdose and narcotics-related intelligence, maintain required databases, and coordinate with public health and law enforcement partners. Without this funding, these responsibilities would be absorbed by existing personnel, reducing their ability to perform primary enforcement functions and limiting the effectiveness of data collection and interagency collaboration.

Local funding levels for law enforcement operations will remain unchanged regardless of this award. Therefore, this request represents an enhancement of services rather than a replacement of existing funding.

ii. Methodology for Prorating Requested Funds:
The Worcester County Sheriff's Office utilizes a direct allocation methodology based on actual time and effort dedicated to grant-supported activities. The ODAC position is assigned full-time to duties directly aligned with the objectives of this grant, including data entry, overdose tracking, intelligence sharing, and coordination with partner agencies.

Because the ODAC is 100% dedicated to grant-related responsibilities, salary and fringe benefit costs are fully allocable to the grant. For any shared resources or incidental costs, expenditures are prorated based on documented usage relative to total operational use. This ensures all costs charged to the grant are reasonable, allowable, and allocable in accordance with federal and state guidelines.

iii. Proration Rates by Budget Category:

- Personnel (ODAC Salary): 100% allocated to the grant
- Fringe Benefits: 100% allocated to the grant at 11.76%

iv. Justification and Formula for Proration Rates:
Personnel and fringe benefit costs are calculated using the following formula:

ODAC Salary × Percentage of Time Dedicated to Grant (100%) = Total Personnel Cost Charged to Grant

Fringe benefits are calculated using the County's established fringe rate applied to salary:

Salary × Fringe Rate = Total Fringe Cost Charged to Grant

The Worcester County Sheriff's Office maintains written policies governing cost allocation and proration methodologies, which are consistent with federal Uniform Guidance (2 CFR Part 200), and will be provided upon request.

Spending Plan

Grant funds will be expended over the award period of July 1, 2026 through June 30, 2027, in alignment with program objectives outlined in the Goals and Objectives section.

- Personnel (Salary): Costs will be incurred on a bi-weekly basis throughout the grant period, corresponding with biweekly payroll cycles for the ODAC position.
- Fringe Benefits: Expended concurrently with salary costs based on established County rates and biweekly payroll schedules.

All expenditures will directly support the objectives of enhancing data collection, improving intelligence sharing, supporting overdose response efforts, and strengthening interagency collaboration. Costs will be monitored regularly to ensure compliance with grant requirements and alignment with project goals.

## Organizational Capacity Questionnaire (OCQ) Attestation

OCQ competed by:
Shelby Mich
Grants and Contract Accountant
Office of the County Commissioners
Worcester County Government
Phone:410-632-1194 ext 1003
slmich@worcestermd.gov

Chief Executive:
Theodore Elder
President, County Commissioners
Worcester County Government
Phone: 410-632-1194
telder@co.worcester.md.us

## 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

Brooks Phillips
Overdose Drug and Awareness Coordinator
Worcester County Sheriff's Office
Telephone: 410-632-2076 x2601
Fax: 410-632-3070
Email: baphillips@worcestermd.gov

Carrie Tingle
Financial Administrator/Grants Coordinator
Worcester County Sheriff's Office
Telephone: 410-632-1111 x2262
Fax: 410-632-3070
Email: catingle@worcestermd.gov

Control Number: 2026-MC-0010

## Project Budget

### A. Budget Summary

| | Grant Funds | Cash Match | In-Kind Match | Total Award |
|---|---|---|---|---|
| **Personnel** | $75,357.00 | $0.00 | $0.00 | $75,357.00 |
| **Operating Expenses** | $0.00 | $0.00 | $0.00 | $0.00 |
| **Travel** | $0.00 | $0.00 | $0.00 | $0.00 |
| **Contractual Services** | $0.00 | $0.00 | $0.00 | $0.00 |
| **Equipment** | $0.00 | $0.00 | $0.00 | $0.00 |
| **Other** | $0.00 | $0.00 | $0.00 | $0.00 |
| **Grand Total** | **$75,357.00** | **$0.00** | **$0.00** | **$75,357.00** |

**Category A - Personnel**

Control Number: 2026-MC-0010

| | Description of Position | Priority | Salary Type | Funding Type | Total |
|---|---|---|---|---|---|
| 1 | MCIN/ODAC Position | 1 | Salary | Grant Funds | $67,428.00 |
| 2 | MCIN/ODAC Position (Fringe) | 2 | Fringe | Grant Funds | $7,929.00 |
| | | | | | $75,357.00 |

1. Amount requested is to fund salary expense of MCIN/ODAC position.
2. Amount requested is to fund fringe benefits of 11.76% of total salary.

Control Number: 2026-MC-0010

## 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**

| | |
|---|---|
| **Service Site** | Worcester County Sheriff's Office |
| **Apt. Suite, No. Street** | 1 West Market Street, Room 1001 |
| **City** | Snow Hill |
| **State & Zip** | MD 21863-1069 |



**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

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/eeo/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 (GOCPP). This change does not invalidate previous, current, or future agreements or documents referencing the agency as GOCCP or GOCPYVS.

**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**

Control Number: 2026-MC-0010

**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.

Control Number: 2026-MC-0010

(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 ap¬plication 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<br>1 W Market St Rm 1103<br>Snow Hill, MD 21863 1072 |
| Project Title: | WCSO FY27 MCIN/ODAC Grant |
| Federal ID Number: | 52-6001064 |
| Authorized Representative: | Elder, Theodore J. - President |

Signature: _____

**Signature of Authorized Official** **Date**

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

MARYLAND'S Coast WORCESTER COUNTY

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

TO: Weston Young, Chief Administrative Officer
Candace Savage, Deputy Chief Administrative Officer
FROM: Shelby Mich, Grants and Contracts Accountant
DATE: May 11, 2026
RE: Public Hearing Request for CDBG CV2 Grant

---

The Maryland Department of Housing and Community Development requires a second public hearing before the CDBG CV 2 Grant Agreement expires. This hearing will provide the public with an update on activities and accomplishments resulting from the use of grant funds.

Worcester County received a $55,079 grant amendment to support homeless shelter operations through two local subrecipients. Diakonia was awarded $30,401 for food, bottled water, hygiene supplies, and first-aid supplies. Samaritan Ministries, Inc. was awarded $24,678 for kitchen appliances and food for its shelter, soup kitchen, and food pantry.

Because all activities must be completed by June 30th, 2026, with no extensions, it is necessary to schedule this hearing promptly. I respectfully request that the public hearing be held at the Commissioner meeting on June 16th, 2026.

Attachments

# *STATE OF MARYLAND*
# CDBG PROGRAM

## COVID FUNDING

## POLICIES AND PROCEDURES – ROUND 2
## August 2020

Maryland
DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT

**Larry Hogan, Governor**
**Boyd Rutherford, Lt. Governor**
**Kenneth Holt, Secretary**

Maryland Department of Housing and Community Development

Division of Neighborhood Revitalization
7800 Harkins Road
Lanham, MD 20706
301/429-7525
TTY/RELAY 711 or 1/800-735-2258

# TABLE OF CONTENTS



# EXHIBITS

## MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

## COVID FUNDING – ROUND #2

Under the CARES Act, Congress provided $5 billion to fund the Community Development Block Grant Program (CDBG-CV) for activities to prevent, prepare for and respond to the coronavirus crisis. The first $2 billion was distributed using the same formula the United States Department of Housing and Urban Development (HUD) used to award funds to entitlements and states for federal fiscal year 2020. The State of Maryland, through the Department of Housing and Community Development (DHCD) was awarded $4,691,887 for non-entitlement communities (Round 1). HUD then awarded $1 billion to states and Maryland was awarded $16,144,887 which will be distributed under Round 2.

HUD provides the State with "maximum feasible deference" to create additional policies, be more restrictive than HUD in policies and interpretation of regulations, and to determine how funds will be distributed. Additionally, the State may choose not to fund certain types of projects though they are eligible. Of the total funds received, 70% of the funds must be spent on activities that benefit low and moderate income persons. For this grant, HUD has removed the 15% limit on funding of public services.

The CDBG-CV funds will be distributed as follows:

| STATE OF MARYLAND CDBG-CV ALLOCATION – ROUND 2 | |
|---|---|
| State Administration (5%) | $807,244 |
| Technical Assistance (2%) | $322,897 |
| Projects and Activities | $15,014,746 |
| **TOTAL** | $16,144,887 |

ELIGIBILITY, NATIONAL OBJECTIVE AND ELIGIBLE USES

For this grant, the State chooses to only accept applications from county governments and the City of Baltimore (herein referred to as a county) through a competitive process. This limitation is an effort to address needs impacting the entire county.

A county government may submit an application which includes projects to be carried out by subrecipients *if they choose to do so*. Eligible subrecipients are non-profit organizations that are corporations, associations, agencies or faith-based organizations with non-profit status under the IRS Section 501(c)(3).

The county government is expected to conduct a risk analysis to review and evaluate the financial and administrative capacity of subrecipients to manage and complete projects. This risk analysis should include an assessment of past performance with CDBG funds, experience of staff, and determination that the proposed number of staff to carry out the project(s) is sufficient. If funded, the grantee will be required to execute a Subrecipient Agreement with the specific entity(s). These agreements bind subrecipients to the requirements and policies of the CDBG program and the grantee.

No funds will be awarded for general administration or indirect costs. County applicants can request reasonable amounts of funds for project administration for themselves and one subrecipient, if applicable. If an application includes more than one subrecipient, the applicant may only ask for project administration for one of them.

CDBG funded projects must meet at least one of the following national objectives as required by Title I of the Housing and Community Development Act of 1974, as amended:

- to benefit low and moderate income persons;
- to prevent or eliminate conditions of slum and blight; or
- to meet an urgent need.

To ensure that the grant activities are used to prevent, prepare for and respond to the coronavirus crisis, the State has chosen to limit the use of these funds to benefit low and moderate income persons through housing activities. All households that receive a benefit must have a total household income that is at or less than 80% of the area median income using income limits provided annually by HUD for each county.

***Under the State CDBG Program, for public service activities, applicants must be able to demonstrate that they are implementing a new service or that they are addressing a quantifiable increase in the demand/need for an existing service due to the coronavirus crisis.***

Activities assisted under the State CDBG program must be eligible per Section 105(a) of Title I of the Housing and Community Development Act of 1974 ("HCD Act of 1974"), 42 U.S.C. § 5305(a), as amended, 24 CFR Part 570, and amendments issued by HUD specific to this funding.

The State chooses to limit the use of funds for emergency rental assistance projects which is a public service. Funds can be used to provide up to six consecutive months of rental assistance which includes current month and arrears, if any. Funds can also be used for reasonable project administration costs. Beneficiaries must be able to demonstrate that they have an unmet financial need and have lost their employment or had a reduction of work hours due to the coronavirus crisis.

## APPLICATION SUBMISSION PROCESS

The following regulations, requirements and policies apply to submission of a CDBG application. There will be two pre-application conference calls with eligible counties. The calls will be held on August 19th and 20th.

One original and two copies are due by October 2, 2020 by 5 p.m. Those received after the designated date and time will be rejected. Applications are to be mailed to: DHCD, 7800 Harkins Road, Lanham, MD 20706. Attention: CDBG Program.

1. Citizen Participation Requirements – Governments must comply with citizen participation requirements when seeking CDBG funding and implementing CDBG funded projects. The State requires a jurisdiction to adopt and maintain a written *Citizen Participation Plan* which outlines and describes their efforts in soliciting citizen input and responding to concerns and questions. Applicants/grantees are provided minimum language to be included.

A jurisdiction's *Citizen Participation Plan* is effective for a five year period. The plan must be current at the time of application. If it is not current or the applicant does not have one, the applicant must adopt and submit a new plan with their application. See *Exhibit B*.

2. Public Hearing - A jurisdiction is to conduct at least one public hearing prior to submission of an application for a CDBG project. Failure to conduct the hearing as required will result in the rejection of the application as it will not be in compliance with Citizens Participation requirements.

Hearings may take place in conjunction with a regularly scheduled meeting of the elected public officials of the county that is submitting the application or as a special public hearing. At the hearing, the jurisdiction should discuss the impact of the coronavirus crisis on the county and the need for rental assistance. If a special hearing is held, there must be elected officials in attendance. A copy of the hearing notice must be submitted with the application. Copies of the meeting minutes must be submitted as soon as completed.

The public hearing notice must be published in a local newspaper at least five (5) days prior to the date of the hearing. Applicants are provided with the *minimum* language required for the notice. Additionally, the jurisdiction should seek to notify the public with other means such as cable television, posted notices in public places, notices in other local publications, newsletters, government website, etc. The jurisdiction should encourage participation of potential or actual beneficiaries of a project and make accommodations for the disabled. See *Exhibit C*.

Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate.

3. Public Review of Application – The public should have the opportunity to review and comment on a draft of the application before it is submitted to the State. In the public hearing notice, the applicant must provide the anticipated date the draft application(s) will be available for review as well as the location where it can be found.

4. Local Resolution - The legislative body of the jurisdiction must pass a resolution authorizing submission of the application and the specific amount of funds being requested. The resolution must authorize the application in an amount equal to or greater than the amount requested in the application. The resolution must also acknowledge that the signers understand that repayment of grant funds could be required if the application is funded and the project is not completed or does not meet a CDBG national objective. See *Exhibit D*.

A copy of the resolution must accompany the application or the application will not be reviewed.

5. Residential Anti-Displacement and Relocation Assistance Plan – The State requires jurisdictions to adopt and maintain a written *Residential Anti-Displacement and Relocation Assistance Plan*. While a jurisdiction should make every effort to minimize the displacement of persons or businesses when using CDBG funds, this plan will describe what the jurisdiction will

do in the event that it does occur. Applicants/grantees are provided minimum language to be included.

Section 104(k) of the HCD Act of 1974, 42 U.S.C. § 5304(k), requires that reasonable relocation assistance be provided to persons displaced as a result of the use of CDBG assistance to acquire or substantially rehabilitate property. Section 104(d) of the HCD Act of 1974, as amended, 42 U.S.C. § 5304(d), requires one-for-one replacement of all low and moderate income dwelling units housing the same number of occupants as could have been housed in the units demolished or converted to another use as a result of CDBG assistance.

A jurisdiction's *Residential Anti-Displacement and Relocation Assistance Plan* is effective for a five year period. The plan must be current at the time of application. If it is not current or the applicant does not have one, the applicant must adopt and submit a new plan with their application. See *Exhibit E*.

6. Debarment – If applicable, the applicant is required to complete Debarment Checks on subrecipients prior to submission of an application. The completed forms do not need to be included with the application unless there is a problem. See *Exhibit F*.

7. Limited English Proficiency – Applicants are to complete *Exhibit G* and act accordingly based on results for the preparation of the application and, if funded, carrying out activities.

8. Environmental Review – Funded grants must be in compliance with the National Environmental Policy Act of 1969 and other federal laws which are specified in 24 CFR Part 58. All activities under this grant will be Categorically Excluded: Not Subject to Part 58.5. In order to ensure that approved awards are expedited in a timely manner, applicants are to complete the *Categorical Exclusion: Not Subject to Part 58.5* Compliance Form and the *Request for Release of Funds.*

9. Clearinghouse Submission - Applicants must comply with the Maryland Intergovernmental Review and Coordination Process (COMAR 14.24.04). Simultaneous with the submission of any application for CDBG funding, applicants must submit an electronic copy of a project profile to the Maryland State Clearinghouse. The profile must include a cover form; a summary briefly explaining the nature, purpose, scope and justification for the project; a map of the project location and geographic area to be served; a budget identifying all sources and uses of funds; and staffing for the project. Please note that the submission to the Clearinghouse must be submitted by the government applicant, not the subrecipient. Comments from this review will be forwarded to the CDBG program. Information must be submitted to mdp.clearinghouse@maryland.gov

**Applications Due October 2, 2020 by 5:00 PM**

RATING AND RANKING

The State will award CDBG-CV funds through a competitive process. Applications are evaluated using a three-step process: threshold review, project evaluation, and funding recommendations.

Applications will not pass threshold and be rejected if: 1) the application is not complete; 2) the public hearing process was not done correctly; 3) the draft of the application was not available for public review before submission; 4) the application is not received by the established due date; or 5) the proposed project and/or activities do not meet the eligibility requirements.

Staff will review the application to determine if it is complete. It will then be rated and ranked competitively by a review committee composed of Maryland CDBG Program staff. Applicants will be given the opportunity to answer the committee's questions via phone or email.

Rating is based on a 100 point scale. Point ranges have been established for each criterion to gauge the extent to which the applicant meets the criterion. The following factors will be considered in determining the points assigned.

| RANKING FACTOR | MAXIMUM POINTS |
|---|---|
| **NEED** | **60 Points** |
| **READINESS TO PROCEED** | **40 Points** |

1. BENEFIT (60 maximum points)

Applications and projects will be evaluated based on information provided which supports the need for emergency rental assistance. This includes unemployment data, information from housing and homeless organizations including waiting lists and court eviction filing data. Additionally, applications should identify the percentage of their total population impacted by the need for rental assistance. Applications must clearly describe needs, proposed benefits and accomplishments.

2. READINESS TO PROCEED (40 maximum points)

As Congress and HUD have mandated that funds must be spent in a timely manner, the applications and projects will be evaluated based on capacity and readiness to proceed.

- Applicants must describe how they will implement each project.
- Applicants must provide an overall grant management plan including, if applicable, how they will manage subrecipient(s).
- Applicants must provide detailed schedules.
- Applicants must provide detailed explanations as to how costs were derived.

FUNDING RECOMMENDATIONS

The highest rated applications are recommended for funding until the available funding for the round is exhausted. DHCD reserves the right to reduce requested amounts or to not fund specific project/activities identified in an application.

The recommendations of the Rating Committee for both approval and rejection of applications are reviewed by the Assistant Secretary for Neighborhood Revitalization and presented to the Secretary of DHCD for final approval. Awards are expected to be announced within approximately 15 days of the application submission deadline.

PROGRAM REGULATIONS, REQUIREMENTS AND POLICIES

Grants must be implemented in compliance with the requirements found in the HCD Act of 1974, the CDBG program regulations found in 24 CFR 570, other federal regulations, and state policies and procedures. While most are not applicable until a project is funded and underway, some have to be considered when submitting an application for funding as they may impact cost, schedule, staffing, etc. The ones listed below are specific to the eligible activities that can be funded under this grant:

1. Audits – If a grantee spends more than $750,000 of federal funds from any source during their fiscal year, they are required to have a Single Audit prepared in conformance with the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR Part 200).

2. Conflict of Interest - Grantees must comply with federal Code of Conduct or Conflict of Interest Standards found in 2 CFR Part 200 and 24 CFR Part 570.489 which includes having a written policy. Additionally, State of Maryland law requires local governments to adopt conflict of interest restrictions and financial disclosure requirements for local elected officials and candidates that are at least as stringent as the requirements for public officials contained in the Public Ethics Law. More information regarding the Local Government Ethics Law can be found at COMAR, Title 19A, Subtitle 04, Local Government Ethics Law. *Note that those exempt from this requirement under the State of Maryland law must still comply with federal requirements.*

3. Duplication of Benefits – Grantees are to ensure that there is no duplication of benefits related to funding of projects. Additional guidance will be provided to approved grantees.

4. Emergency Rental Assistance – Specific policies and requirements can be found in *Exhibit H.*

5. Expenditure Requirements – In compliance with State CDBG fiscal requirements, grantees must request 50% of grant funds within 240 days of the grant award. Failure to comply could result in the loss of grant funds.

6. Fair Housing and Equal Opportunity – Grantees must demonstrate their compliance with numerous federal laws, regulations, and Executive Orders as a recipient of a CDBG award and in their general conduct of operating a government. The most relevant regulations are related to non-discrimination when using HUD funding programs; non-discrimination and equal opportunity in housing; non-discrimination on the basis of race, color, religion, sex, national origin, handicap or familial status in programs and activities receiving or benefiting from federal assistance; and employment and contracting opportunities for lower income persons or minority businesses. The grant agreements issued for funded projects will identify all that apply and the specific requirements. Note that these requirements also apply to subrecipients.

7. Fair Housing and Equal Opportunity – Disadvantaged Businesses – For any services that must be procured, grantees are to take affirmative steps to solicit bids from minority owned businesses (MBE) and women owned businesses (WBE).

8. Financial Management - Grantees must comply with appropriate sections of 2 CFR Part 200, 24 CFR 570.489 and State regulations and requirements in the financial management of their federal grant. CDBG funds should only be spent on costs that are deemed as "reasonable and necessary." *The CDBG Program Financial and Procurement Manual* will provide policies and requirements.

9. Procurement - Grantees are to comply with requirements and processes as identified in the *CDBG Program Financial and Procurement Manual* for all procurement activities. The use of the same policy by all grantees ensures compliance with appropriate sections of 2 CFR Part 200 and 24 CFR 570.489 when purchasing materials, products or services with federal funds.

10. Project Administration Costs – All costs supporting project administration or project delivery costs must be documented. Timesheets must be maintained for all persons paid with CDBG funds. The timesheets must reflect actual hours worked on the project. Grantees will be required to document their paid and in-kind costs committed as leverage. Funds cannot be used for previously budgeted costs.

## ADDITIONAL PROGRAM INFORMATION

1. Grant Period – The end date for all grants will be December 31, 2021. No time extensions will be provided. The grant period is related to the expenditure of the grant funds only.

3. Reporting – Grantees will be required to submit quarterly reports. The report forms will be specific to projects and activities for each grant.

4. Monitoring and Close Out of Grants - Grants will be monitored on an on-going basis by CDBG Program staff for compliance with federal and state regulations and requirements and to ensure that the national objective has been met. All applications are considered "open" until they have been fully monitored and all issues are resolved. The State will issue a Close Out letter to the grantee when it has been formally closed. Grant files and records must be retained by the grantee for a five (5) year period after close out of the State's grant by HUD.

5. Recapture and Repayment of Funds – The CDBG Program will recapture funds from awarded grants if the grantee is not expending funds and implementing projects in a timely manner. In the event that additional funds are made available under this round due to recapture, funds will be offered to other CDBG-CV 2 grantees provided they can demonstrate immediate need for additional funding.

Any funds recaptured through grant termination, repayment due to monitoring findings, or completion of an activity at a cost savings will be subject to HUD regulations and requirements.

**DHCD prepared this plan using all available information provided by HUD at the time. If future guidance from HUD requires changes to approved projects, applicants/grantees will be notified immediately.**

• • • Exhibit A • • •

HUD 2020 CDBG Income Limits

Due to number of pages, applicants/grantees are referred to the CDBG Page on the DHCD website.

• • • Exhibit B • • •

## MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

## CITIZEN PARTICIPATION PLAN

_____ has adopted this Citizen Participation Plan to meet the citizen participation requirements of 24 CFR 570.486 and 24 CFR 91.115(e). Regulations require that each unit of general local government receiving or expecting to receive Maryland Community Development Block Grant Funds:

- Furnish citizens with information related to the availability of CDBG funding including the amount the State makes available under each state fiscal year, the eligible CDBG activities, and the eligible uses of CDBG funds;

- Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used;

- Ensure that citizens will be given reasonable and timely access to local meetings, information and records relating to the unit of general local government's proposed and actual use of CDBG funds;

- Provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals in accordance with procedures developed by the State. Such assistance need not include providing funds to such groups;

- Provide for a minimum of two public hearings, each at a different stage of the project, for the purpose of obtaining citizen's views and responding to proposals and questions. Together the hearings must cover community development and housing needs, development of proposed activities and a review of program performance. Public hearings to cover community and economic development and housing needs must be held before submission of an application to the State. There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate;

- Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the State and, for grants already made, activities which are proposed to be added, deleted, or substantially changed from the unit of general local government's application to the State. Substantially changed means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the State;
- Provide citizens with the (County/Town) Residential Anti-Displacement and Relocation Assistance Plan if proposed applications to be submitted will likely to result in displacement of persons or businesses from their homes or businesses;

- Provide citizens the address, phone number and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.

CDBG funded activities may serve beneficiaries outside the jurisdiction of the unit of general local government that receives the grant, provided the unit off general local government determines that the activity is meeting its needs in accordance with section 106(d)(2)(D) of the Act.

**PROVISION OF INFORMATION, PUBLIC HEARINGS AND COMMENTS**

_____ will provide reasonable access to records and information on the proposed and actual use of CDBG funds during regular business hours of _____am-_____pm at the following location: _____.

Where possible, _____ will provide copies of documents or access to copying services to citizens or groups requesting information at their own expense.

Information will be furnished to citizens through public notice in _____, a newspaper of general circulation. _____may also provide additional information to its citizens about the CDBG Program through articles in local newspapers, newsletters or community bulletins, flyers distributed door to door or at presentations made at community meetings.

_____will hold at least one public hearing to receive input by citizens on the housing and community and economic development needs of the jurisdiction and to discuss the development of proposed activities. This hearing will be held in conjunction with a regularly scheduled meeting of the elected public officials prior to submission of an application for CDBG funds.

If the MD CDBG Program funds the activity, a second hearing on program performance must be held at some point during the grant period after the activity has been initiated.

The MD CDBG Program requires that notice of a public hearing be published in a newspaper of general local circulation no less than five (5) days in advance of the hearing. Hearings will be held at times and locations convenient to actual or potential beneficiaries and at locations accessible to the disabled. Documentary evidence that the required notices are published and public hearings are held in accordance with the plan will be maintained. Copies of the actual notices and/or affidavits shall be a part of the files, in addition to minutes of the hearings. Written minutes of the hearing and an attendance roster will be maintained by _____ at the following location:_____.

If necessary, _____ will make arrangements for a translator when it is expected that non-English speaking persons will participate. Similarly, a signer shall be provided for a deaf or mute participant. If special accommodations are necessary, however, requests should be made to _____@_____. At least ___ days advance notice is requested.

_____ will provide citizens an opportunity to comment on the proposed activities in an application to the State. Written comments may be sent to:

_____

_____

**TECHNICAL ASSISTANCE**

When requested to provide technical assistance to groups representative of persons of low and moderate income, _____will assist if possible. Files shall document meetings between the group and the local government. If staff capacity to assist does not exist, _____ may offer a referral to the State or to a consultant who can provide the necessary expertise.

**COMPLAINTS AND GRIEVANCES**

Citizens who wish to submit a complaint or grievance may do so by calling or writing:

_____

_____

_____ shall make reasonable effort to provide a response in writing to written complaints or grievances within 15 working days.

**AMENDMENTS TO APPLICATIONS OR GRANTS**

_____ will provide citizens notice of, and opportunity to comment on, substantial changes to grants already made, including changes in the purpose, scope, location or beneficiaries. This can be achieved through public notice describing the change and establishing a comment period or through public hearing.

This Citizen Participation Plan is hereby adopted by _____

on _____,20___. It is effective for a 5 year period until _____.

_____ _____

CHIEF ELECTED OFFICIAL WITNESS

**• • •Exhibit C • • •**

*First Public Hearing Notice*
*(Sample shows minimal language to be included)*

**NOTICE OF PUBLIC HEARING**

The (*Jurisdiction*) will conduct a Public Hearing to obtain the views of citizens on housing needs to be considered for submission of an application to the Maryland Community Development Block Grant Program (CDBG) for funds awarded through the federal CARES Act. Funds must be used to prevent, prepare for and respond to the coronavirus.

Citizens will have the opportunity to discuss proposed projects and to provide input on other needs to be considered. The hearing will be held at the (*Location*) at (*time, day, and date*). The draft application will be available for the public to review on (*date*) until (*date*) at (*location)* during normal business hours.

Citizens will be furnished with information including but not limited to:

* the amount of CDBG funds available;
* the range of activities that may be undertaken with CDBG funds; and
* the proposed project under consideration by (Jurisdiction).

The Maryland CDBG Program is a federally funded program designed to assist governments with activities directed toward neighborhood and housing revitalization, economic development, and improved community facilities and services. It is administered by the Maryland Department of Housing and Community Development.

Efforts will be made to accommodate the disabled and non-English speaking residents with _____ *days* advance notice to _____ (*name and phone number of contact*).

_____

(Chief Elected Official of Jurisdiction)

**• • • Exhibit D • • •**

**Authorizing Resolution**
*(Sample shows minimal language to be included)*

**RESOLUTION**

WHEREAS, the State of Maryland through the Department of Housing and Community Development has solicited applications from eligible jurisdictions to apply for funding under the Maryland Community Development Block Grant Program for funds awarded through the federal CARES Act; and

WHEREAS, (Jurisdiction) is eligible to apply for funds from the Maryland Community Development Block Grant program through the Maryland Department of Housing and Community Development; and

WHEREAS, the (Board/Council name) have held the required public hearing(s) related to the formulation of the (Jurisdiction)'s Block Grant Application; and

WHEREAS, the (Board/Council name) understand and acknowledge that they would be responsible for completion of grant activities and any corrective actions including the repayment of funds if necessary;

NOW, THEREFORE, BE IT RESOLVED, that the (Board/Council name) authorize the submittal of an application for Community Development Block Grant funds in the amount of ($) this (_____) day of ( _____ 20___) for _____

BE IT FURTHER RESOLVED, that (Chief Elected Official) is authorized and empowered to execute any and all documents required for the submission of the application.

(Board /Council name)
(Jurisdiction)

By:_____
(President/County Executive)

Attest:
_____

_____
_____
_____

• • • Exhibit E • • •

## RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

_____ will take every preventable action to minimize the involuntary displacement of persons or businesses when using federal funds received from the Maryland Community Development Block Grant funds as a source of funding in our projects. In the event that displacement occurs, _____, hereby agrees to comply with all requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 ("URA"), as amended, as described in 49 CFR Part 24; and with the Housing and Community Development Act of 1974 ("HCD Act of 1974"), as amended, as described in 24 CFR Part 42.

### RELOCATION

_____ will provide relocation assistance as required under the URA to all persons or businesses displaced as a direct result of assisted activities. They shall be provided relocation benefits which, at a minimum, include:

– Relocation assistance planning and advisory services;
– Moving expenses;
– Referral to comparable replacement unit; and
– Replacement housing payments for 42 months.

Low and moderate income households displaced by the acquisition or demolition of housing or by the conversion or rehabilitation of low and moderate income dwellings to another use are entitled to additional benefits under the requirements of 24 CFR 42.350. These additional benefits include:

– Security deposits and credit checks,
– Referral to comparable replacement unit; and
– Replacement housing payments for 60 months.

Additionally, legal, low and moderate income tenants are also eligible for:

• Referral to at least one suitable, decent, safe and sanitary replacement dwelling unit. _____ _____shall advise tenants of their rights under the Federal Fair Housing Act, 42 U.S.C. §§ 3601—3619,, and of replacement housing opportunities in such a manner that, wherever feasible, they will have a choice between relocation within their neighborhood and other neighborhoods; and

• Each person must be offered rental assistance equal to 60 times the amount necessary to reduce the monthly rent and estimated average monthly cost of utilities for a replacement dwelling (comparable replacement dwelling or decent, safe, and sanitary replacement dwelling to which the person relocates, whichever costs less) to the "Total Tenant Payment." All or a portion of this assistance may be offered through a certificate or voucher for rental assistance (if available) provided under Section 8 of the United States Housing Act of 1937, 42 U.S.C. § 1437f.

In addition, in consideration of the financial assistance received from the Maryland CDBG Program, particularly when such assistance is used for acquisition, rehabilitation, demolition, or conversion which results in temporary relocation, _____ agrees to assist either the temporarily displaced residential or business tenant or owner occupant during the time they are displaced. Those receiving temporary relocations shall receive at a minimum:

- Interim living costs;
- Relocation assistance planning and advisory services;
- Reasonable moving expenses; and
- Rental Assistance (if moving to more expensive unit).

**ONE FOR ONE REPLACEMENT HOUSING**

In the event that low and moderate income dwelling units are demolished or converted to a use other than as low/moderate-income housing, _____ will replace all units that were occupied or were vacant but deemed occupiable as required under Section 104(d) of the HCD Act of 1974, as amended.

All replaced housing will be provided within three (3) years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, _____ will make public and submit to the Maryland CDBG Office the following information in writing:

A. A description of the proposed assisted activity;

B. The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to use other than as low/moderate-income dwelling units as a direct result of the assisted activity;

C. A time schedule for the commencement and completion of the demolition or conversion;

D. The general location on a map and approximate number of dwellings units by size (number of bedrooms) that will be provided as replacement dwelling units;

E. The source of funding and a time schedule for the provision of replacement dwelling units; and

F. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling for at least ten (10) years from the date of initial occupancy.

**GENERAL POLICIES**

1. _____ will take every preventable action to minimize the involuntary displacements of persons or businesses during the implementation of our CDBG funded projects. Examples of actions that may be taken include:

    - Stage rehabilitation of assisted housing to allow tenants to remain during and after rehabilitation, working with empty buildings or groups of empty units

• • • Exhibit F • • •

**MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**
Certification Regarding Debarment and Suspension

Instructions

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All CDBG grantees will be required to do debarment checks on all subrecipients and anticipated contractors receiving CDBG funds. This applies to labor contractors, engineers, consultants, architects, etc. These checks will be completed by using the form provided. The completed form should be placed in your CDBG records in a separate folder.

For proposed subrecipients, the checks must be completed prior to submission of the application. Upon award of grant funds, the checks must be completed by you prior to signing a contract for services.

*Note: Debarment checks for construction contractors will still be completed by the CDBG Labor Standards Officer.*

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989 Federal Register (pages 4722-4733).

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- Have not within a three-year period preceding this proposal 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;
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective shall attach an explanation to this proposal.

**Grantees should use the System for Award Management (SAM) web-site to determine if the potential contractor or engineering firm is excluded from receiving Federal contracts. The web-site can be found at www.sam.gov .**

• • • Exhibit G • • •

## LIMITED ENGLISH PROFICIENCY DETERMINATION

Using a HUD mapping tool, determine if information related to your application and your outreach require for documents and other outreach information to be translated into other language.

To access the AFFH Data and Mapping Tool:

1. Go to www.hudexchange.info/resource/4867/affh-data-and-mapping-tool/
2. Select AFFH Data and Mapping Tool
3. Step 1 – select State/Insular Area
4. Step 2 – select Maryland
5. Step 3 is pre-populated with Maryland
6. Step 4 is pre-populated with AFFHT0004
7. Step 5 – select Map 4 LEP
8. Select LOAD AFFH MAP
9. Select your county

When you click on your county, a box will appear providing you with the 5 most populous language spoken in your county.

HUD's guidance is as follows, however, if an applicant is specifically targeting activities which include a large number of non-english speaking persons, than action should be taken:

- If number is 1,000 or more, *vital* documents must be translated.
- If number equals more than 5% of population AND more than 50 in number, *vital** documents must be translated.
- If number equals more than 5% of population AND is 50 or less in number, translate written notice of person's right to receive oral interpretation of documents.
- If number is 5% or less of population AND less than 1,000 in number, no written translation is required.

Identify the most populous non-english language spoken in you county:_____
_____ Number of Persons _____% of population

Identify any actions taken by jurisdiction:_____
_____
_____
_____
_____

Date:_____

Repeat on separate paper if there is more than one language that triggers action.

**Vital documents* are those that contain information critical for obtaining federal services and/or assistance or are required by law. Examples: applications, notices of rights, notices of availability or eligibility, needs assessments, etc.

• • •Exhibit H• • •

## EMERGENCY RENTAL ASSISTANCE

The policies and requirements for using CDBG-CV 2 funds for emergency rental assistance are as follows:

- Assistance is only to persons in danger of losing their housing.
- Up to six consecutive months of rental assistance can be provided.
- Utilities, late fees, and other expenses including courts costs are not eligible.
- Assistance can only be provided to households with a total household income at or below 80% of area median income using HUD's income limits provided for each county.
- Each household must be income qualified based on their income at the time of their application using the adjusted HUD Part 5 calculation. Note that savings are calculated into the determination.
- Each household must provide a copy of their current lease and a letter from their landlord saying they are in arrears if asking for back rent.
- Landlords must agree to not initiate eviction proceedings against tenant for a time period equal to the number of months for which the tenant was provided assistance after the assistance is provided. Tenant must still pay rent during this period unless able to demonstrate they are financially unable.
- Valid identification is required that matches the name(s) on the lease.
- Each household must provide documentation that they have lost their job or their work hours were reduced as a result of the coronavirus crisis.
- Each household will sign an affidavit as to the information they provided.
- Payments are to be made to landlords.
- Each landlord must provide a copy of their rental license. Waivers can be requested for counties without rental license requirements but they must determine if the unit is safe and habitable. Assistance cannot be provided to units that are not safe or habitable.
- Each landlord must provide a W9 form.
- Landlords must be current on their property taxes.
- Public housing authority residents or households receiving federal rental assistance are not eligible.
- Households that had received an eviction notice prior to March 16, 2020 are not eligible.
- Unemployment benefits are to be counted as income.

- At the time the income calculation is determined, if the income of the household exceeds the total amount of household income prior to loss of jobs or reduction of hours, the applicant(s) is not eligible.
- Federal stimulus checks are not considered income.

To determine income, applicants for assistance must provide information on all persons living in the household at the time of the application. Applicants must provide the following if applicable:

- Most recent tax return of applicant
- A copy of last paycheck earnings information for each member of the household over the age of 18 who is not a full-time college student
- Most recent social security or disability statement
- Most recent retirement statement
- Veterans Benefit statement
- Individual Development Account statement
- Last 2 checking and savings statements for applicant
- Child support payment information

Applicants are to provide information on any funds received since May 1st that were awarded/ provided to assist them with rent payments. This applies to public and private sources. Additionally, they must document that those funds were used for rent payments.

Funding should only be made available to households who have not received any other CDBG or CARES Act Relief Funding unless the Grantee does not have sufficient requests to utilize available funding. Previous applicants will have to be re-evaluated to ensure they are still income eligible.

**CDBG CV AMENDMENT INFORMATION FORM**

**Grantee: The County Commissioners of Worcester County, MD**

| Activity | Amount | Subrecipient | National Objective | # Beneficiaries |
|---|---|---|---|---|
| Food, Bottled Water, Hygiene, and First Aid Supplies for Homeless Shelter | $30,401 | Diakonia | LMI Limited Clientele – Presumed - Homeless | 250 |
| Appliances and Food for Homeless Shelter | $24,678 | Samaritan Ministries, Inc. | LMI Limited Clientele – Presumed - Homeless | 250 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL | $55,079 | | | |

*National Objectives*

1. *Benefit to LMI – Limited Clientele - Presumed* – Homeless Persons – Presumed to be LMI – Report on persons
2. *Benefit to LMI – Limited Clientele – Income Qualified* - Food Programs (non-senior), counseling, childcare, adult day care, health centers – 51% of all beneficiaries must be LMI – self-certification allowed

Grant # CV-2-17

Maryland Community Development Block Grant

Subrecipient Agreement

This Subrecipient Agreement dated this 8th day of August, 2025 (the "Agreement"), is by and between the County Commissioners of Worcester County, MD, a political subdivision of the State of Maryland (the "Recipient") and Diakonia, a Maryland nonprofit corporation (the "Subrecipient").

WHEREAS, the Recipient has entered into an agreement (the CDBG Grant Agreement") with the Department of Housing and Community Development, a principal department of the State of Maryland ("DHCD") for a grant in the amount of $30,401 (the "CDBG Grant") under the Community Development Block Grant Program ("CDBG" or the "Program") a federal program under the United States Department of Housing and Urban Development ("HUD") which is administered by DHCD;

WHEREAS, [$30,401] of the CDBG Grant is being subgranted by the Recipient to the Subrecipient for the purposes described herein;

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

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

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

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

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

2. Purpose of Agreement. The purpose of this Agreement is to provide the Subrecipient with funds to carry out the activities described in Exhibit A-2 PROJECT 4 of the CDBG Agreement (the " Subrecipient Project").

3. Funds Provided. In consideration of the various obligations to be performed by the Subrecipient pursuant to this Agreement, the Recipient agrees to provide Subrecipient with funds in an amount not to exceed $30,401 (the " Subrecipient Grant") subject to the terms and conditions set forth herein.

4. Schedule for Completion. The funded activities related to the Subrecipient Project shall be completed in accordance with the schedule attached marked as Exhibit C-3 of the CDBG Grant Agreement (the "Schedule").

5. Expenditure of Funds.

(a) The proceeds of the Subrecipient Grant shall be expended in accordance with the Subrecipient Project budget marked as Exhibit B-3 of the CDBG Grant Agreement hereto (the "Budget").

(b) The proceeds of the Subrecipient Grant may be used to reimburse the Subrecipient for costs incurred pursuant to the Budget for the activities described in Exhibit A-2 PROJECT 4 of the CDBG Grant Agreement.

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

6. Compliance with Federal Regulations.

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

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

7. Disbursement of Subrecipient Grant.

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

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

The sub-recipient will expend homeless shelter food and supply funds. The sub-recipient shall ask for reimbursement from the grantee monthly, providing all necessary documents and meeting all requirements of the CDBG Grant Agreement and the special terms and conditions of the CDBG Grant Agreement.

8. Records and Reports.

(a) The Subrecipient shall maintain the records related to the Subrecipient Project set forth in the CDBG Grant Agreement attached hereto and made a part hereof in a manner satisfactory to the Recipient.

(b) The Subrecipient shall produce the reports or provide information for reports set forth in the CDBG Grant Agreement on the dates and which contain the information indicated.

(c) The Subrecipient shall provide copies of all records related to the Subrecipient Project to the Recipient.

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

10. Default and Remedies.

(a) Any breach of any representation, warranty, covenant, condition, or provision of this Agreement, including failure of the Subrecipient to conduct and complete the activities associated with the Subrecipient Project in a manner satisfactory to the Recipient, shall constitute a default under this Agreement.

(b) The Recipient shall notify the Subrecipient, in writing, of a default under this Agreement. The Subrecipient shall have 15 days from the date of such notice to cure the default in a manner satisfactory to the Recipient. Upon the failure of the Subrecipient to cure the default in a manner satisfactory to the Recipient, the Recipient, in addition to the remedies set forth in the CDBG Grant Agreement, shall have the following remedies:

1) the Subrecipient, shall not be entitled to any undisbursed portions of the Subrecipient Grant;

2) the Recipient may, at its option, require the Subrecipient to repay all funds improperly expanded by the Subrecipient; and

3) the Recipient may take all other actions available to it at law or in equity.

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

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

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

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

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

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

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

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

If to Recipient: County Commissioners of Worcester County
Attention: Lynn Wright
1 W. Market Street, Room 1103
Snow Hill, MD 21863

If to Subrecipient: Diakonia
Attention: Ken Argot
12747 Old Bridge Road
Ocean City, MD 21842

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

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

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

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

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

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

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

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

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

WITNESS/ATTEST

County Commissioners of Worcester County

_____ _____(SEAL)
Name: Theodore J. Elder
Title: President

WITNESS/ATTEST

Diakonia, Inc.

_____
Name: Kenneth Argot
Title: Executive Director

Attachment A - CDBG Grant Agreement
Attachment B - CDBG Required Records and Reports

Grant # CV-2-17

Maryland Community Development Block Grant

Subrecipient Agreement

This Subrecipient Agreement dated this 8th day of August, 2025 (the "Agreement"), is by and between the County Commissioners of Worcester County, MD, a political subdivision of the State of Maryland (the "Recipient") and Samaritan Ministries, Inc., a Maryland nonprofit corporation (the "Subrecipient") .

WHEREAS, the Recipient has entered into an agreement (the CDBG Grant Agreement") with the Department of Housing and Community Development, a principal department of the State of Maryland ("DHCD") for a grant in the amount of $24,678 (the "CDBG Grant") under the Community Development Block Grant Program ("CDBG" or the "Program") a federal program under the United States Department of Housing and Urban Development ("HUD") which is administered by DHCD;

WHEREAS, [$24,678] of the CDBG Grant is being subgranted by the Recipient to the Subrecipient for the purposes described herein;

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

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

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

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

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

2. Purpose of Agreement. The purpose of this Agreement is to provide the Subrecipient with funds to carry out the activities described in Exhibit A-2 PROJECT 5 of the CDBG Agreement (the " Subrecipient Project").

3. Funds Provided. In consideration of the various obligations to be performed by the Subrecipient pursuant to this Agreement, the Recipient agrees to provide Subrecipient with funds in an amount not to exceed $24,678 (the " Subrecipient Grant") subject to the terms and conditions set forth herein.

4. Schedule for Completion. The funded activities related to the Subrecipient Project shall be completed in accordance with the schedule attached marked as Exhibit C-3 of the CDBG Grant Agreement (the "Schedule").

5. Expenditure of Funds.

(a) The proceeds of the Subrecipient Grant shall be expended in accordance with the Subrecipient Project budget marked as Exhibit B-3 of the CDBG Grant Agreement hereto (the "Budget").

(b) The proceeds of the Subrecipient Grant may be used to reimburse the Subrecipient for costs incurred pursuant to the Budget for the activities described in Exhibit A-2 PROJECT 5 of the CDBG Grant Agreement.

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

6. Compliance with Federal Regulations.

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

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

7. Disbursement of Subrecipient Grant.

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

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

The sub-recipient will expend homeless shelter food supply and food program funds. The sub-recipient shall ask for reimbursement from the grantee monthly, providing all necessary documents and meeting all requirements of the CDBG Grant Agreement and the special terms and conditions of the CDBG Grant Agreement.

8. Records and Reports.

(a) The Subrecipient shall maintain the records related to the Subrecipient Project set forth in the CDBG Grant Agreement attached hereto and made a part hereof in a manner satisfactory to the Recipient.

(b) The Subrecipient shall produce the reports or provide information for reports set forth in the CDBG Grant Agreement on the dates and which contain the information indicated.

(c) The Subrecipient shall provide copies of all records related to the Subrecipient Project to the Recipient.

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

10. Default and Remedies.

(a) Any breach of any representation, warranty, covenant, condition, or provision of this Agreement, including failure of the Subrecipient to conduct and complete the activities associated with the Subrecipient Project in a manner satisfactory to the Recipient, shall constitute a default under this Agreement.

(b) The Recipient shall notify the Subrecipient, in writing, of a default under this Agreement. The Subrecipient shall have 15 days from the date of such notice to cure the default in a manner satisfactory to the Recipient. Upon the failure of the Subrecipient to cure the default in a manner satisfactory to the Recipient, the Recipient, in addition to the remedies set forth in the CDBG Grant Agreement, shall have the following remedies:

1) the Subrecipient, shall not be entitled to any undisbursed portions of the Subrecipient Grant;

2) the Recipient may, at its option, require the Subrecipient to repay all funds improperly expanded by the Subrecipient; and

3) the Recipient may take all other actions available to it at law or in equity.

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

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

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

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

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

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

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

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

If to Recipient: County Commissioners of Worcester County
Attention: Lynn Wright
1 W. Market Street, Room 1103

If to Subrecipient: Samaritan Ministries, Inc.
Attention: Shelly Daniels
PO Box 661
Pocomoke City, MD 21851

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

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

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

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

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

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

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

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

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

WITNESS/ATTEST

County Commissioners of Worcester County

(SEAL)
Name: Theodore J. Elder
Title: President

WITNESS/ATTEST

Samaritan Ministries, Inc.

Name: Shelly Daniels
Title: Exec. Director

Attachment A - CDBG Grant Agreement
Attachment B - CDBG Required Records and Reports

MARYLAND'S Coast WORCESTER COUNTY

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

TO: *The Salisbury Daily Times* and *The Ocean City Today Group*
FROM: Candace Savage, Deputy Chief Administrative Officer
DATE: May 11, 2026
SUBJECT: Worcester County Public Hearing Notice

Please print the attached Public Hearing Notice in *The Salisbury Daily Times* and *Ocean City Digest/Ocean City Today* on June 4th, 2026, and June 11th, 2026. Thank you.

**NOTICE OF PUBLIC HEARING**
CARES ACT ADDITIONAL FUNDING
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS
WORCESTER COUNTY, MARYLAND

The County Commissioners of Worcester County, Maryland, will conduct a Public Hearing to provide information on the progress of homeless shelter supply and facility improvement activities funded through the Maryland Community Development Block Grant Program, a federally funded program designed to assist governments with activities directed toward neighborhood and housing revitalization, economic development, and improved community facilities and services. The hearing will be held on:

**TUESDAY, June 16th, 2026**
**AT 10:30 A.M.**
IN THE COUNTY COMMISSIONERS' MEETING ROOM
ROOM 1101 – GOVERNMENT CENTER – ONE WEST MARKET STREET
SNOW HILL, MARYLAND 21863

Efforts will be made to accommodate the disabled and non-English speaking residents with 3 business days advance notice to Candace Savage, Deputy Chief Administrative Officer at 410-632-1194.

WORCESTER COUNTY COMMISSIONERS

EMERGENCY SERVICES

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1002
SNOW HILL, MARYLAND 21863-1193
TEL:410.632.1311 FAX: 410.632.4686

To: Weston Young, Chief Administrative Officer

From: Chris Shaffer, Director

Date: April 28, 2026

RE: Out of State Travel Request – Security and Emergency Response Training Center (SERTC) – "HazMat/WMD Technician for Surface Transportation" (HWMDTST)

# Out of State Travel Request

| Department | # of Attendees | G/L Account Code |
|---|---|---|
| **Emergency Services** | **1** | **100.1102.044.7000.100** |

| Destination | Depart | Return |
|---|---|---|
| **Pueblo, Colorado** | **7/20/2026** | **7/31/2026** |

Purpose of Travel:

The Department of Emergency Services is requesting authorization to travel to Pueblo, Colorado to attend Incident Response and Management Training at the Security and Emergency Response Training Center (SERTC). This training is free of charge and fully funded by the federal government. We only need to cover salary. This training will enable our staff members to gain valuable skills that will assist with HazMat planning and response with the Worcester County Special Hazards Response Team. Date is subject to change based on availability.

Estimated Costs:

| | | |
|---|---|---|
| Airfare | $0.00 | |
| Lodging | $0.00 | |
| Meals | $0.00 | |
| Registration Fees | $0.00 | |
| Car Rental | $0.00 | |
| Other Transportation | $0.00 | Mileage/Parking |
| Other | 80 hours regular time | Salary |
| **Total** | **80 hours regular time** | |

# PER-293 HazMat/WMD Technician for Surface Transportation (HWMDTST) – DHS/FEMA-Funded

FEMA

**Comprehensive 80-hour Hazmat Response Training**

This initial 80-hour hazmat technician course combines the rigorous training requirements of the NFPA 470 with excerpts from our Highway Emergency Response Specialist and Tank Car Specialist courses. With this combination participants walk out of the door fully equipped to respond to hazmat incidents in the settings they are most likely to encounter them. Warehouse incident? Covered. Derailment? Check. Highway tanker rollover? Absolutely. You won't find a more comprehensive course for responding to the most common hazmat incidents.

For the full course description, click here.

**Eligibility for No-Cost DHS/FEMA-Funded Training**

To qualify for no-cost DHS/FEMA-funded training, participants must be state, local, tribal, or territorial first responders and must receive approval from both their supervisor and State Administrative Agency (SAA). Click the "Apply for Funding" button on the left and follow the steps to apply for training.

## PER-293: HazMat/WMD Technician for Surface Transportation (HWMDTST)

### Course Details

| | |
|---|---|
| **Course Catalog** | NTED |
| **Course ID** | PER-293 |
| **Course Title** | HazMat/WMD Technician for Surface Transportation (HWMDTST) |
| **Course Level** | Performance |
| **Community Lifeline** | Transportation<br>Hazardous Material |
| **Training Provider** | TTCI - Transportation Technology Center, Inc. |
| **Delivery Type** | Residential |
| **Duration in Hours** | 80.0 |
| **Duration in Days** | 10.0 |

Individuals, jurisdictions, or agencies wishing to attend residential training or schedule a delivery of a mobile class should not contact a training provider or other agency directly unless they have prior permission from their State Administrative Agency (SAA) State/Territory Training Point of Contact (TPOC).

View guidelines on How to Apply for Training

**Select a State to find your SAA TPOC:**

### Course Description

This 80-hour course will prepare responders to take offensive measures to mitigate all types of hazardous materials incidents with a focus on surface transportation emergencies. Building upon the foundation laid by NFPA 472 and OSHA 1910.120, participants will receive classroom instruction, live demonstrations, and hands-on practical experience with all classes of hazardous materials and their various modes of transportation and storage. This course exceeds the requirements of a traditional hazardous materials technician certification by not only covering the information required by NFPA 472 and 1910.120, but also giving the participants the opportunity to apply their knowledge and skills on real-world, full-scale incidents involving hazardous materials in transportation.

The classroom portion of this course covers much of the required knowledge under NFPA 472 Operations as a refresher and all of the knowledge and competencies under NFPA 472 Technician. Additionally, a thorough review of all modes of transportation and common emergencies associated with them is given in conjunction with demonstrations on real highway, rail, and intermodal equipment to reinforce the information presented in the classroom.

### Course Objectives

- Demonstrate an understanding of the laws, regulations, and industry standards that apply to a hazardous materials response;
- Define ways that hazardous materials are harmful to people and the environment by identifying their chemical and physical properties;
- Determine the proper sources of information to utilize during a response;
- Summarize the roles that a hazmat technician may fill under NIMS/ICS;
- Demonstrate the proper selection of chemical protective clothing and respiratory protection for entry into an environment containing hazardous materials;
- Demonstrate proper decontamination of equipment and personnel exiting an environment containing hazardous materials;
- Identify the proper techniques for containing or confining a hazardous material across multiple environments;
- Recognize containers used to transport hazardous materials for rail, highway, and intermodal service;
- Demonstrate the skills acquired during class to properly respond to multiple hazardous materials incidents.

### Mission Areas

- Respond

Here's how you know

nd Education Division

Course Search

Tools About NTED

### Disciplines

- Emergency Management
- Emergency Medical Services
- Fire Service
- Hazardous Material
- Law Enforcement
- Security and Safety
- Transportation

### Focus Area

Hazardous Materials/Weapons of Mass Destruction

### Primary Core Capability

Environmental Response/Health and Safety

### Training Certificate

Transportation Technology Center, Inc. Certificate of Completion

### Point of Contact (POC)

Registration Desk

### POC Work Email

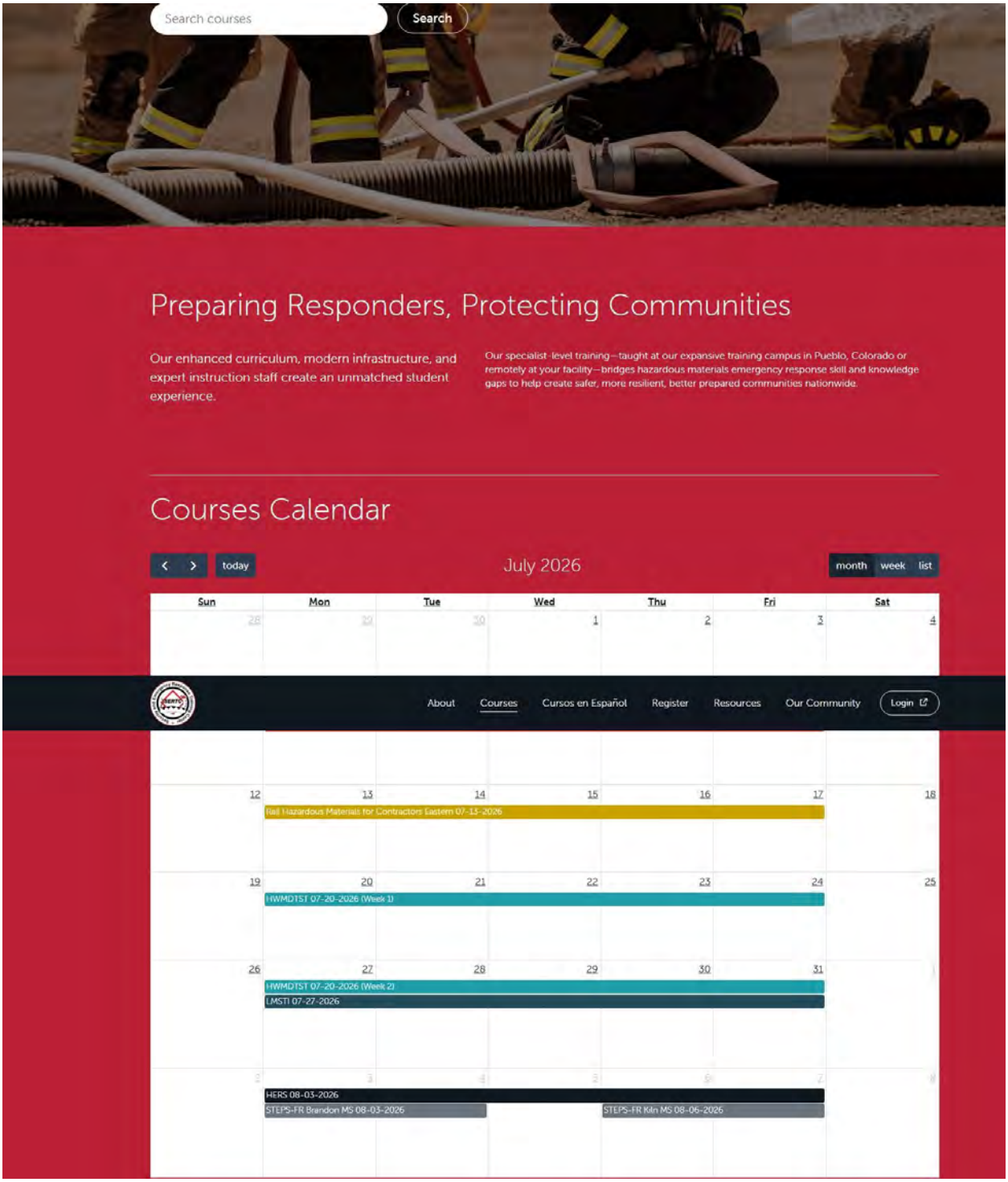
SERTC@aar.com

### POC Work Phone

719-584-0584

### Additional POC Information

www.sertc.org


Search courses
Search
Preparing Responders, Protecting Communities
Our enhanced curriculum, modern infrastructure, and expert instruction staff create an unmatched student experience.
Our specialist-level training—taught at our expansive training campus in Pueblo, Colorado or remotely at your facility—bridges hazardous materials emergency response skill and knowledge gaps to help create safer, more resilient, better prepared communities nationwide.
Courses Calendar
today
July 2026
month
week
list
Sun
Mon
Tue
Wed
Thu
Fri
Sat
About
Courses
Cursos en Español
Register
Resources
Our Community
Login
Rail Hazardous Materials for Contractors Eastern 07-13-2026
HWMDTST 07-20-2026 (Week 1)
HWMDTST 07-20-2026 (Week 2)
LMSTI 07-27-2026
HERS 08-03-2026
STEPS-FR Brandon MS 08-03-2026
STEPS-FR Kiln MS 08-06-2026

EMERGENCY SERVICES

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1002
SNOW HILL, MARYLAND 21863-1193
TEL:410.632.1311 FAX: 410.632.4686

To: Weston Young, Chief Administrative Officer

From: Chris Shaffer, Director

Date: April 28, 2026

RE: Out of State Travel Request – Security and Emergency Response Training Center (SERTC) – "Alternative Fuels and Flammable Incident Response and Management" (AFFIRM)

# Out of State Travel Request

| Department | # of Attendees | G/L Account Code |
|---|---|---|
| **Emergency Services** | **1** | **100.1102.044.7000.100** |

| Destination | Depart | Return |
|---|---|---|
| **Pueblo, Colorado** | **8/23/2026** | **8/29/2026** |

Purpose of Travel:

The Department of Emergency Services is requesting authorization to travel to Pueblo, Colorado to attend Incident Response and Management Training at the Security and Emergency Response Training Center (SERTC). This training is free of charge and fully funded by the federal government. We only need to cover salary. This training will enable our staff members to gain valuable skills that will assist with HazMat planning and response with the Worcester County Special Hazards Response Team. Date is subject to change based on availability.

Estimated Costs:

| | | |
|---|---|---|
| Airfare | $0.00 | |
| Lodging | $0.00 | |
| Meals | $0.00 | |
| Registration Fees | $0.00 | |
| Car Rental | $0.00 | |
| Other Transportation | $0.00 | Mileage/Parking |
| Other | 40 hours regular time | Salary |
| **Total** | **40 hours regular time** | |

*Citizens and Government Working Together*

# PER-327 Alternative Fuels and Flammable Incident Response and



FEMA

Alternative fuels are rapidly becoming much more than just a buzz word. Electrified vehicles are becoming a major part of not only highway transportation but rail and personal mobility as well. High-pressure gas and cryogenic liquid fueled vehicles are permeating the mass transit and service vehicle market. Hydrogen, ammonia, ether, and many other emerging alternative fuels are popping up in all transportation sectors.

Is your community prepared for an incident involving these products?

Our new AFFIRM course will prepare responders for all types of flammable commodity emergencies from crude to batteries in an intense five-day course that is being created in partnership with Hazard3 and EPC. Apply today for your opportunity to experience this new elite training course!

Hazard3 has earned a reputation as one of the nation's leading resources for training emergency response teams, military units, and intelligence agencies. Their comprehensive workshops and courses significantly boost the capabilities of responders by merging expert training, streamlined procedures, and equipment insights. The company was acquired by Safeware in late 2023 and continues to be a vital part of the emergency response training environment and a welcome partner with SERTC for the creation and delivery of this course.

For over 22 years, Engineering, Procurement & Construction, Inc (EPC) has been at the forefront of hydrogen technology, designing, building, and operating over 200 hydrogen systems. Safety has always been a priority in every aspect of their work. As an industry expert, EPC is proud to contribute to the development of this course, bringing decades of knowledge and experience in hydrogen technologies to enhance safety and innovation in the field.

For the full course description and pre-requisites, click here.

For more information about Hazard3 click here.
For more information about EPC click here.

**Eligibility for No-Cost DHS/FEMA-Funded Training**

To qualify for no-cost DHS/FEMA-funded training, participants must be state, local, tribal, or territorial first responders and must receive approval from both their supervisor and State Administrative Agency (SAA). Click the "Apply for Funding" button on the left and follow the steps to apply for training.

## PER-327: Alternative Fuels and Flammable Incident Response and Management (AFFIRM)

### Course Details

| | |
|---|---|
| **Course Catalog** | NTED |
| **Course ID** | PER-327 |
| **Course Title** | Alternative Fuels and Flammable Incident Response and Management (AFFIRM) |
| **Course Level** | Performance |
| **Community Lifeline** | Safety and Security<br>Energy<br>Communications<br>Transportation<br>Hazardous Material |
| **Training Provider** | TTCI - Transportation Technology Center, Inc. |
| **Delivery Type** | Residential |
| **Duration in Hours** | 40.0 |
| **Duration in Days** | 5.0 |
| **Continuing Education Units** | General: 4 |

### Course Description

FEMA works with state, local, tribal and territorial governments to build and deliver resources and capabilities that ensure the nation can withstand climate hazards of today and those we anticipate for tomorrow. One of those hazards is the training and preparedness gap caused by the evolution of transportation fuels and related commodities. Fossil fuels such as crude oil and natural gas will likely be a vital part of our way of life for the foreseeable future, but our nation¿s continuing efforts toward clean energy means that the likelihood of responders encountering incidents involving alternative fuels is becoming more and more likely.

While crude oil and derived products have traditionally been the focus of training for flammable commodities, alternative fuels such as biodiesel and ethanol, hydrogen fuel cells, and electrified vehicles are becoming increasingly common nationwide. This course will fill the gap in training and preparedness for these types of incidents via classroom instruction and hands-on, full-scale, live-fire scenarios that will simulate incidents involving these materials.

### Course Objectives

At the conclusion of this course, participants will have a well-rounded knowledge of emergency response to all classes of flammable commodities and alternative fuels including battery electric vehicles, class 3 flammable liquids, and class 2 flammable gases.

### Mission Areas

- Respond

### Prerequisites

Firefighter I (NFPA 1001) or similar training such as NFPA 1081

Hazardous Materials Operations (NFPA 470) or similar training such as OSHA HAZWOPER

Introduction to the Incident Command System (IS-100)

Basic Incident Command System for Initial Response (IS-200)

Introduction to the National Incident Management System (IS-700)

### Disciplines

- Fire Service
- Hazardous Material
- Transportation

### Focus Area

Incident Response

### Primary Core Capability

Fire Management and Suppression

### Training Certificate

Transportation Technology Center, Inc. Certificate of Completion

### Point of Contact (POC)

SERTC Administration

### POC Work Email

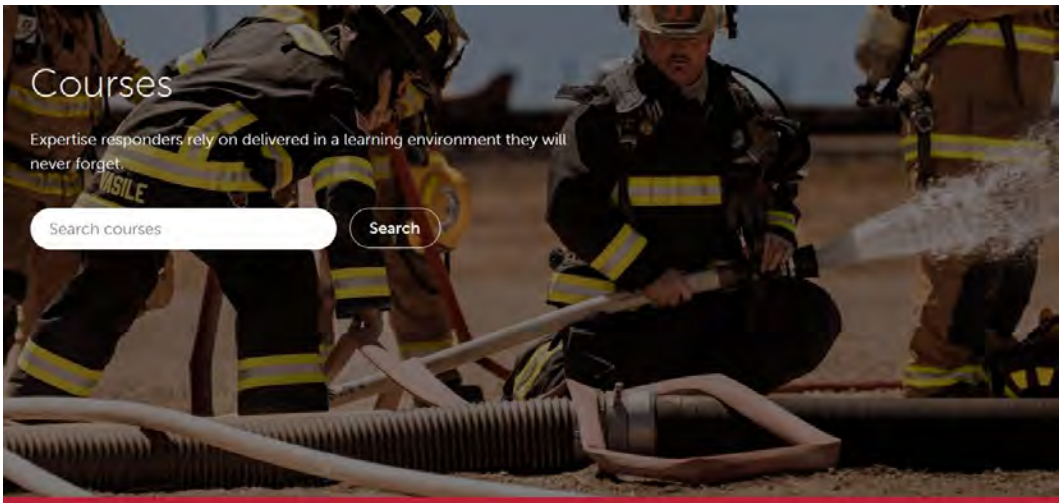
brandon-dean_morris@aar.com

### POC Work Phone

719-584-0584

### Additional POC Information

sertc@aar.com



# Courses

Expertise responders rely on delivered in a learning environment they will never forget.

Search courses

Search

## Preparing Responders, Protecting Communities

Our enhanced curriculum, modern infrastructure, and expert instruction staff create an unmatched student experience.

Our specialist-level training—taught at our expansive training campus in Pueblo, Colorado or remotely at your facility—bridges hazardous materials emergency response skill and knowledge gaps to help create safer, more resilient, better prepared communities nationwide.

## Courses Calendar

today

August 2026

month week list

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| | HWMDTST 07-20-2026 (Week 2) | | | | | |
| | LMSTI 07-27-2026 | | | | | |

About Courses Cursos en Español Register Resources Our Community Login

| | | | | | | |
|---|---|---|---|---|---|---|
| | STEPS-FR Brandon MS 08-03-2026 | | | STEPS-FR Kiln MS 08-06-2026 | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | AFFIRM 08-10-2026 | | | | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | AFFIRM 08-24-2026 | | | | | |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |

# ITEM 7

TEL: 410-632-0686
FAX: 410-632-3003

OFFICE OF THE TREASURER

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1105
P.O. Box 248
SNOW HILL, MARYLAND 21863

Finance Officer
Ondrea Starzhevskiy

Deputy Finance Officer
Vacant

TO: Weston S. Young, Chief Administrative Officer
FROM: Ondrea Starzhevskiy, Finance Officer
RE: Tax Ditch Roll Certification
DATE: May 12, 2026

For purpose of compliance with Section §26.802 of the Local Government Article of the Annotated Code of Maryland, the County Commissioners are required to certify the drainage tax rolls to the County Treasurer. The drainage tax rolls have been bound in a binder for the Commissioners' approval. Also included is a separate summary memo requesting approval of the upcoming fiscal year's tax rates and managers for the various tax ditches. Please sign the attached certification and present it to the County Commissioners for official certification as well.

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

# ITEM 7

TEL: 410-632-0686
FAX: 410-632-3003

OFFICE OF THE TREASURER
**Worcester County**
GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1105
P.O. Box 248
SNOW HILL, MARYLAND
21863

County Website:
www.co.worcester.md.us

Office Email:
askthetreasurer@worcestermd.gov

To: County Commissioners

May 12, 2026

From: Ondrea Starzhevskiy, Finance Officer
Crystal Webster, Public Drainage Coordinator

Re: FY 2027 rates for Tax Ditches
and Managers for Tax Ditches

Please approve the following tax rates for the upcoming FY 2027 year on the tax ditches listed below:

| TAX DITCH | FY 2026 RATES Till/Wood/Minimum | FY 2027 RATES Till/Wood/Minimum | COMMENTS |
|---|---|---|---|
| Birch Branch PDA | 3.50/1.75/35.00 | 3.50/1.75/35.00 | Same as previous year |
| Coonsfoot PDA | 4.50/2.50/75.00 | 4.50/2.50/75.00 | Same as previous year |
| Dividing Creek (PU&UDC) | 7.00/3.50/30.00 | 7.00/3.50/30.00 | Same as previous year |
| Double Bridges PDA | 2.50/1.25/25.00 | 2.50/1.25/25.00 | Same as previous year |
| Franklin Branch PDA | 3.60/2.10/ 50.00 | 3.60/2.10/ 50.00 | Same as previous year |
| Georgetown-Dickerson PDA | 4.20/1.05/25.00 | 4.20/1.05/25.00 | Same as previous year |
| Goodwill PDA | 4.00/2.00/30.00 | 4.00/2.00/30.00 | Same as previous year |
| Kitts Branch PDA | 7.00/7.00/30.00 | 7.00/7.00/35.00 | **Change in rates** |
| Lewis Road PWA | 5.00/1.25/35.00 | 5.00/1.25/50.00 | **Changes in rates** |
| Middle Branch PDA | .80/ .20/20.00 | .80/ .20/20.00 | Same as previous year |
| Nassawango PDA | 3.00/ .75/ -0 | 3.00/ .75/ -0- | Same as previous year |
| Ninepin PDA | 3.00/ .75/ 7.00 | 3.00/ .75/100.00 | **Changes in rates** |
| Passerdyke PDA | 6.00/2.00/75.00 | 6.00/2.00/ 75.00 | Same as previous year |
| Pine Ridge PDA | 4.00/ 2.00 / 35.00 | 4.00/2.00 /35.00 | Same as previous year |
| Sinepuxent PDA | 6.00/3.00/ 20.00 | 6.00/3.00/20.00 | Same as previous year |
| Taylorville (Lower) PDA | 5.00/ -0- /30.00 | 5.00/ -0- /30.00 | Same as previous year |
| Timmonstown PDA | 1.25/ .31/ 5.00 | 1.25/ .31/ 5.00 | Same as previous year |
| Upper Taylorville PDA | 3.00/3.00/45.00 | 3.00/ 3.00/45.00 | Same as previous year |

TEL: 410-632-0686
FAX: 410-632-3003

OFFICE OF THE TREASURER

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1105
P.O. Box 248
SNOW HILL, MARYLAND 21863

Finance Officer
Ondrea Starzhevskiy

Deputy Finance Officer
Vacant

FY 2027

Please approve the following managers for the following tax ditches:

| | |
|---|---|
| Birch Branch PDA | Clifton Murray |
| Coonsfoot PDA | Lee Bradford |
| Dividing Creek Branch (Pusey & Upper) PDA | Jimmy Johnson |
| Double Bridges PDA | Wesley Townsend |
| Franklin Branch PDA | Richard G. Holland, Jr. |
| Georgetown-Dickerson PDA | Eugene Magee |
| Goodwill PDA | Donald Jones |
| Kitts Branch PDA | Bill Thompson Jr. |
| Lewis Road PWA | Donnie Blake |
| Middle Branch PDA | Dean Smith |
| Nassawango PDA | John Carmean |
| Ninepin PDA | Keith Littleton |
| Passerdyke PDA | R. Douglas Reynolds |
| Pine Ridge PDA | Harold R. Esham |
| Sinepuxent PDA | Harry Taylor |
| Taylorville (Lower) PDA | James Warren |
| Timmonstown PDA | Harry Taylor |
| Upper Taylorville PDA | David Bradford |

TEL: 410-632-1194
WEB: www.co.worcester.md.us



OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

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



**CERTIFICATION OF FY 2027 (Tax year 2026) ASSESSMENT LIST**
**FOR COUNTY TAX DITCHES-**
**PUBLIC DRAINAGE ASSOCIATIONS**

I, Weston S. Young, Chief Administrative Officer and designated officer pursuant to the Maryland Annotated Code, Local Government Article, §26-802, do hereby certify to the County Commissioners that the attached Tax Ditch-Public Drainage Association Assessment lists for FY 2027, conform to the requirements of the aforesaid §26-802 .

_____
Date

_____
Weston S. Young
Chief Administrative Officer

We, the County Commissioners for Worcester County, Maryland, do hereby certify to the County Treasurer and Finance Officer that the attached Tax Ditch-Public Drainage Association Assessment lists for FY 2027 are hereby approved and authorize these drainage tax rolls and rates for the upcoming fiscal year.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

_____
Weston S. Young
Chief Administrative Officer

_____
Theodore Elder, President

_____
Madison Bunting, Vice President

_____
Anthony W. Bertino, Jr.

_____
Diana Purnell

_____
Eric Fiori

_____
Caryn Abbott

_____
Joseph M. Mitrecic

DEPARTMENT OF
INFORMATION TECHNOLOGY

**Worcester County**

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1003
SNOW HILL, MARYLAND 21863
TEL:410.632.5610
www.co.worcester.md.us/departments/it

To: Weston Young, Chief Administrative Officer

From: Brian Jones, Director of IT

Re: Camera System/Additional Requests

Date: April 30, 2026

---

As we have neared completion of the countywide camera replacement project, we continue to receive requests to address remaining gaps in camera coverage. Parks and Recreation has requested additional coverage in the gymnasium and new cameras at Sunset Marina. We have also received requests for expanded coverage at the Public Landing Pier and at the Homeowner Convenience Center (HOCC) located there. In addition, there are new requests for cameras at the Courthouse and the Government Center.

Attached are three individual quotes for the three associated projects:

- Sunset Marina: $13,966.88
- Government Center Additions: $13,527.81
- Public Landing: $8,924.80

These totals include hardware, software licenses, labor, and warranty. The total amount requested is **$36,419.49**, to be funded from **GL 100.1090.070.9010.040**.

Assuming no further requests, these additions should complete the project under budget.

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

***Proposal***

**Client Information**

Sunset Marina
12826 Sunset Ave.
Salisbury Md 21842

**Proposal Number** **6897**
**Date** 4/29/2026 **Expires** 5/29/2026
**Salesperson** Steve Smith

# Video Surveillance System Proposal

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

**Options for a residential or commercial camera system:**

- Indoor/Outdoor cameras
- Infrared cameras
- PTZ (pan/tilt/zoom) cameras
- Cloud storage
- Onsite storage
- Offsite storage
- Doorbell camera
- Remote viewing

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

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

**ITEM 8**

# *Proposal*

**Client Information**

Sunset Marina
12826 Sunset Ave.
Salisbury Md 21842

**Proposal Number** **6897**
**Date** 4/29/2026 **Expires** 5/29/2026
**Salesperson** Steve Smith

| Qty | Description |
|---|---|
| 1 | TRIPP LITE RACK MOUNT BATTERY BACK UP/UPS/SURGE PROTECTOR |
| 4 | DW CAAS SMART VISION 5MP WA TURRET CAMERA |
| 4 | BACK BOX FOR VANDAL BALL CAMERA |
| 4 | WALL MOUNT BRACKET FOR VANDAL BALL |
| 1 | DW CAAS SMART VISION LPR BULLET CAMERA |
| 1 | Digital Watchdog DWC-BLJUNC-W Junction Box for B1 and B2 Bullet Camera |
| 1 | PATCH CABLES & KEYSTONES |
| 1 | DIRECT BURIAL CAT5E 500' |
| 1 | LABOR |
| 0 | Project Notes |

NEW CAMERA INSTALL AT THE SUNSET MARINA IN WEST OC

ONE YEAR WARRANTY ON PARTS AND LABOR

PRICE INCLUDES - LABOR, WIRE, INSTALL, SET-UP, CAMERA VIEW ADJUSTMENT AND PROGRAMMING

WOR.CO. IT DEPT. WILL PROVIDE THE WALL MOUNT NETWORK RACK, POE SWITCH AND PATCH PANEL

ABSOLUTE WILL SUPPLY AND INSTALL EVERYTHING ELSE

| | |
|---|---|
| **Sub Total** | **$13,966.88** |
| **Total This Proposal** | **$13,966.88** |

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

# Proposal

**Client Information**

Sunset Marina
12826 Sunset Ave.
Salisbury Md 21842

**Proposal Number** **6897**
**Date** 4/29/2026 **Expires** 5/29/2026
**Salesperson** Steve Smith

**ABSOLUTE SECURITY GROUP, LLC.**

*SECURITY CONSULTANT*

*DATE*

**SUBSCRIBER:**

*ACCEPTED BY* *TITLE*

*EMAIL*

*DATE* *PRIMARY PHONE*

THIS DOCUMENT CONTAINS PROPRIETARY INFORMATION AND THERFORE SHOULD BE TREATED AS CONFIDENTIAL. IT SHALL NEITHER BE DUPLICATED NOR DISCLOSED TO ANY PERSON OR PERSONS OUTSIDE OF ABSOLUTE SECURITY GROUP, INC OR THE COMPANY TO WHICH I HAS BEEN PROVIDED. IT CANNOT BE COPIED, REPRODUCED, OR DISSEMINATED WITHOUT THE EXPRESSED WRITTEN CONSENT OF ABSOLUTE SECURITY GROUP, INC. ALL ELEMENTS OF SYSTEM DESIGN, ALTERATION, ADDITION OR CHANGE IS THE SOLE PROPERTY OF ABSOLUTE SECURITY GROUP, INC. THE INFORMATION IS TO BE USED EXCLUSIVELY BY THE ORANIZATION/INDIVIDUAL TO WHOM IT WAS DIRECTED FOR THE PURPOSES OF MAKING AN INFORMED DECISION DURING THE EVALUATION OF THE PROPOSAL AND ANY AGREEMENT WHICH MAY RESULT THERE FROM.

VA: __-_____ MD: _____ DE:_____

*ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:*

Please print name here | Please sign name here | Date Approved

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

**Proposal**

**Client Information**

Worcester County IT Dept.
1 West Market St.
Snow Hill, MD 21863

**Proposal Number** **6900**
**Date** 4/30/2026 **Expires** 5/30/2026
**Salesperson** Steve Smith

# Video Surveillance System Proposal

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

**Options for a residential or commercial camera system:**

- Indoor/Outdoor cameras
- Infrared cameras
- PTZ (pan/tilt/zoom) cameras
- Cloud storage
- Onsite storage
- Offsite storage
- Doorbell camera
- Remote viewing

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

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



# Proposal

**Client Information**

Worcester County IT Dept.
1 West Market St.
Snow Hill, MD 21863

**Proposal Number** **6900**
**Date** 4/30/2026 **Expires** 5/30/2026
**Salesperson** Steve Smith

| Qty | Description |
|---|---|
| 9 | 1 DW SPECTRUM LICENSE |
| 9 | 5MP TURRET IP CAMERA WITH 2.8MM FIXED LENS AND IR |
| 9 | BACK BOX FOR MR9 CAMERAS |
| 3 | 23/4PR CAT6 CMR/FT4 1M BX YEL |
| 1 | KEYSTONES AND PATCH CORDS |
| 1 | DW CAAS EXTREME WIDE ANGLE SMART VISION BULLET CAMERA |
| 1 | Digital Watchdog DWC-BLJUNC-W Junction Box for B1 and B2 Bullet Camera |
| 1 | PARTIAL ROLL OF OUTDOOR RATED CAT6 |
| 1 | LABOR |
| 0 | PROJECT NOTES |

NEW CAMERA QUOTES

PER EMAIL REQUEST ON 4/30/26 FOR CAMERA WORK - INCLUDES COURT ROOM 3, EXTERIOR SHERIFF ENTRY ON FRANKLIN ST, CAMERAS FOR BOTH STAIRWELLS IN GOVERNMENT CENTER AND WORK UP TO THE BISHOPVILLE HOCC.

ONE YEAR WARRANTY ON PARTS & LABOR

| | |
|---|---|
| **Sub Total** | **$13,527.81** |
| **Total This Proposal** | **$13,527.81** |

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

# Proposal

**Client Information**

Worcester County IT Dept.
1 West Market St.
Snow Hill, MD 21863

**Proposal Number** 6900
**Date** 4/30/2026 **Expires** 5/30/2026
**Salesperson** Steve Smith

**ABSOLUTE SECURITY GROUP, INC.**

*SECURITY CONSULTANT*

*DATE*

**SUBSCRIBER:**

*ACCEPTED BY* *TITLE*

*EMAIL*

*DATE* *PRIMARY PHONE*



VA: __-_____ MD: _____ DE:_____

*ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:*

Please print name here

Please sign name here

Date Approved

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



**Proposal**

**Client Information**

Worcester County IT Dept.
1 West Market St.
Snow Hill, MD 21863

**Proposal Number** **6900**
**Date** 4/30/2026 **Expires** 5/30/2026
**Salesperson** Steve Smith

# Video Surveillance System Proposal

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- PTZ (pan/tilt/zoom) cameras
- Cloud storage
- Onsite storage
- Offsite storage
- Doorbell camera
- Remote viewing

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Absolute Security Group
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Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

# Proposal

**Client Information**

Worcester County IT Dept.
1 West Market St.
Snow Hill, MD 21863

**Proposal Number** 6900
**Date** 4/30/2026 **Expires** 5/30/2026
**Salesperson** Steve Smith

| Qty | Description |
|---|---|
| 9 | 1 DW SPECTRUM LICENSE |
| 9 | 5MP TURRET IP CAMERA WITH 2.8MM FIXED LENS AND IR |
| 9 | BACK BOX FOR MR9 CAMERAS |
| 3 | 23/4PR CAT6 CMR/FT4 1M BX YEL |
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| 1 | DW CAAS EXTREME WIDE ANGLE SMART VISION BULLET CAMERA |
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| 1 | PARTIAL ROLL OF OUTDOOR RATED CAT6 |
| 1 | LABOR |
| 0 | PROJECT NOTES |

NEW CAMERA QUOTES

PER EMAIL REQUEST ON 4/30/26 FOR CAMERA WORK - INCLUDES COURT ROOM 3, EXTERIOR SHERIFF ENTRY ON FRANKLIN ST, CAMERAS FOR BOTH STAIRWELLS IN GOVERNMENT CENTER AND WORK UP TO THE BISHOPVILLE HOCC.

ONE YEAR WARRANTY ON PARTS & LABOR

| | |
|---|---|
| **Sub Total** | **$13,527.81** |
| **Total This Proposal** | **$13,527.81** |

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

# Proposal

**Client Information**

Worcester County IT Dept.
1 West Market St.
Snow Hill, MD 21863

**Proposal Number** 6900
**Date** 4/30/2026 **Expires** 5/30/2026
**Salesperson** Steve Smith

**ABSOLUTE SECURITY GROUP, INC.**

*SECURITY CONSULTANT*

*DATE*

**SUBSCRIBER:**

*ACCEPTED BY* *TITLE*

*EMAIL*

*DATE* *PRIMARY PHONE*



VA: __-_____ MD: _____ DE:_____

*ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:*

Please print name here

Please sign name here

Date Approved

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

*Proposal*

Client Information

Public Landing Pier/HOCC
Worcester County IT Dept.
4508 Public Landing Wharf Rd.
Snow Hill Md 21863

Proposal Number 6836
Date 4/7/2026 Expires 5/7/2026
Salesperson Steve Smith

# Video Surveillance System Proposal

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

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- Infrared cameras
- PTZ (pan/tilt/zoom) cameras
- Cloud storage
- Onsite storage
- Offsite storage
- Doorbell camera
- Remote viewing

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Absolute Security Group
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Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

# Proposal

## Client Information

Public Landing Pier/HOCC
Worcester County IT Dept.
4508 Public Landing Wharf Rd.
Snow Hill Md 21863

Proposal Number 6836
Date 4/7/2026 Expires 5/7/2026
Salesperson Steve Smith

| Qty | Description |
|---|---|
| 3 | 1 DW AI SERVER ANALYTIC LICENSE |
| 1 | EnGenius Outdoor 2x2 Outdoor Wireless Bridge Point-to-Point |
| 1 | NEMA ENCLOSURE 17X14X6 W/COOLING FAN & 120 OUTLETS |
| 2 | 5MP TURRET IP CAMERA WITH 2.8MM FIXED LENS AND IR |
| 2 | Back NOX FOR MR9 CAMERAS |
| 2 | WALL MOUNT FOR MTT SERIES |
| 1 | DW 10MP DUAL SENSOR VANDAL DOME |
| 1 | DW JUNCTION BOX FOR WALL MOUNT BRACKETS |
| 1 | CTNR & POLE MNT BRCKT- WHITE |
| 1 | WALL MOUNT BRACKET |
| 1 | DIRECT BURIAL CAT5E 500' |
| 1 | LABOR |
| 0 | Miscellaneous Charge |

DW SPECTRUM CAMERA SYSTEM ADD-ON - PUBLIC LANDING PIER/HOCC

PRICE INCLUDES - LABOR, WIRE, EQUIPMENT, SET-UP AND PROGRAMMING

WOR. CO. IT DEPT WILL PROVIDE NETWORK SWITCH AND SET-UP

WOR. CO. MAINT. DEPT. WILL NEED TO PROVIDE AND INSTALL THE 120VAC ELECTRICAL CONNECTION

ONE YEAR WARRANTY ON PARTS & LABOR

| | |
|---|---|
| Sub Total | $8,924.80 |
| Total This Proposal | $8,924.80 |

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

# Proposal

Client Information

Public Landing Pier/HOCC
Worcester County IT Dept.
4508 Public Landing Wharf Rd.
Snow Hill Md 21863

Proposal Number 6836
Date 4/7/2026 Expires 5/7/2026
Salesperson Steve Smith

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

*SECURITY CONSULTANT*

*ACCEPTED BY* *TITLE*

*EMAIL*

*DATE*

*DATE* *PRIMARY PHONE*



VA: __-_____ MD: _____ DE:_____

*ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:*

Please print name here | Please sign name here | Date Approved

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

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

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

**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:** **May 12, 2026**
**SUBJECT:** **Solid Waste Excavator Repairs**

Public Works is requesting Commissioner approval to make repairs to an existing Solid Waste excavator in the amount of $82,558.03, with a contingency of $10,000.00 in case additional issues are discovered during servicing. The repairs would overspend the Vehicle Operating Expenses Heavy Equipment Maintenance account – 680.7002.6540.080, however the following accounts will be underspent to offset the repairs:

Other Supplies & Materials - 680.7002.6200.020
Building Site Building Ground Maintenance – 680.7002.6550.020

The excavator is a 2006 Cat 330D with 9,937 hours on it. The number two cylinder has no compression from a scarred cylinder wall. Local equipment rep, Carter Cat, has provided a new engine quote of $47,458.39. Carter indicated the price to rebuild the existing engine would be even more expensive.

The machine also needs new undercarriage (tracks, idlers and rollers) at a cost of $35,099.64. The excavator is used to load trucks at the Langmaid borrow pit and does not run all day everyday like other equipment. Based on the intermittent usage and reliable history, Public Works recommends fixing the engine and tracks.

Alternatively, a new excavator is approximately $550,000.00.

Attachments

CC: Quinn Dittrich
Jana Potvin
David Candy

Carter CAT

**Quote No: 27031 - 1**

**WORCESTER COUNTY COMMISSIONERS C/O TREASURER'S OFFICE**
WORCESTER COUNTY SOLID WASTE DIVISION 7091 CENTRAL SITE LN
NEWARK MD

| CUSTOMER NO. | QUOTE NO. | DATE | CONTACT |
|---|---|---|---|
| 5199600 | 27031 | 4/23/2026 | DAVE CANDY |
| **PHONE NO.** | **FAX NO.** | **EMAIL** | |
| 410-251-8315 | | dcandy@co.worcester.md.us | |
| **MODEL** | **MAKE** | | **SERIAL NO.** |
| 330DL | CAT | | 0MWP01271 |
| **UNIT NO.** | **HOURS** | **WO NO.** | **P.O. NO.** |
| | 9937 | | |

**SEGMENT: 01** TRAVEL TO/FROM MACHINE (056 7000)
NOTES:TRAVEL INCLUDES THE TRAVEL FOR TROUBLESHOOTING

**Misc** **Total Estimated Misc:** 2,362.50

**Segment 01 Total:** 2,362.50

**SEGMENT: 25** REMOVE & INSTALL ENGINE (010 1000)
NOTES:ESTIMATE IS FOR CAT EXCHANGE ENGINE AND INCLUDES TROUBLESHOOTING.

**Parts**

| Part Number | Description | Qty | Unit Price | Ext Price |
|---|---|---|---|---|
| 1318847 | U-BOLT | 2.00 | 163.35 | 326.70 |
| 1440367 | CLAMP | 1.00 | 27.32 | 27.32 |
| 1440367 | CLAMP | 2.00 | 27.32 | 54.64 |
| 1440367 | CLAMP | 2.00 | 27.32 | 54.64 |
| 1834494 | BELT | 1.00 | 104.91 | 104.91 |
| 2302866 | HOSE | 1.00 | 55.01 | 55.01 |
| 2302930 | HOSE-UPPER | 1.00 | 118.06 | 118.06 |
| 2302931 | HOSE-LOWER | 1.00 | 148.87 | 148.87 |
| 2419265 | CLAMP-MUFFLE | 1.00 | 46.76 | 46.76 |
| 2813515 | HOSE | 1.00 | 16.71 | 16.71 |
| 3244169 | HOSE | 1.00 | 295.60 | 295.60 |
| 3244230 | COUPLING GP- | 1.00 | 2,187.57 | 2,187.57 |
| 4H7869 | GASKET | 1.00 | 5.22 | 5.22 |
| 8T4244 | NUT | 8.00 | 0.96 | 7.68 |
| 8T4986 | CLAMP | 2.00 | 29.90 | 59.80 |
| 8T6703 | CLAMP | 3.00 | 25.27 | 75.81 |
| 9N1941 | CLAMP | 1.00 | 72.18 | 72.18 |

| | | | | |
|---|---|---|---|---|
| 3911072 | ENGINE | 1.00 | 32,135.00 | 32,135.00 |
| | | | **Total Time and Material Parts:** | 35,792.48 |
| **Labor** | | | **Total Estimated Labor:** | 8,833.41 |
| **Misc** | | | **Total Estimated Misc:** | 200.00 |
| | | | **Segment 25 Total:** | 44,825.89 |
| | | | **Total Segments:** | 47,188.39 |
| **EN5 - ENVIRONMENTAL CONSUMABLES CHARGE** | | | | 270.00 |
| **SUB TOTAL (BEFORE TAXES)** | | | | 47,458.39 |

PO#: _____ Authorized Name: _____ (signature)

Date: _____ _____ (print)

***Thank you for this opportunity to serve your company***

---

**CONTACT INFORMATION:**

Prepared by: Zachary Eure Phone: 443-615-0058 Email: zach_eure@cartermachinery.com Fax:

---

-This estimate will be in effect for 30 days from the above date.
-This estimate is based on existing labor rates, parts prices, and condition of the equipment on the above date.
-This estimate does not include tax, freight, environmental fee, or miscellaneous supplies fee unless otherwise noted in the summary above.
-If additional repairs are necessary, Carter will secure the customer's approval before proceeding with additional work.
-Acceptance of this estimate confirms acceptance of Carter Companies Terms and Conditions and supersedes any prior written or oral agreements.
-If applicable, Reman parts' core credits are contingent upon the cores meeting reusability guidelines.

---

Carter CAT

## CARTER MACHINERY COMPANY, INC
## STANDARD TERMS AND CONDITIONS

The terms and conditions set forth below and on the front page of this document, together with Carter's Standard Warranties and Disclaimers and any Application for Credit/Financing, shall constitute all of the terms and conditions of a legally binding agreement (the "Agreement") relating to the generator set identified on the front page of this document (the "Equipment") purchased by the person or entity placing an order ("Customer") from Carter Machinery Company, Inc.

**1.) Warranties and Disclaimers.** ALL TRANSACTIONS ARE SUBJECT TO THE SEPARATE WRITTEN STATEMENT OF CARTER'S STANDARD WARRANTIES AND DISCLAIMERS WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE. Additional copies of the written statement are available upon request. EXCEPT AS PROVIDED IN THE SEPARATE WRITTEN STATEMENT, THERE ARE NO WARRANTIES EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OR WARRANTIES AGAINST INFRINGEMENT OR INTERFERENCE. When Carter examines or tests the Equipment, it is determining the indicated operation condition at the time of the test only, and does not constitute any type of warranty about the Equipment.

**2.) Limitation of Damages and Remedies.** Carter shall not be liable for any direct, indirect, consequential, incidental or cover damages of any nature whatsoever in connection with the Agreement or the Equipment. The remedies as provided in the Agreement are exclusive remedies.

**3.) Compliance with Laws; Indemnification.** Customer shall, at its own cost and expense, assume the entire responsibility for complying with all laws, rules, regulations, codes, standards, orders, requirements and manufacturer's specifications pertaining to the Equipment, including without limitation the Occupational Safety and Health Act and the Federal Coal Mine Health and Safety Act of 1969. Customer shall indemnify, defend and hold harmless Carter, its subsidiaries, affiliates, officers, directors, employees, agents, successors and assigns, from and against all claims, suits, demands, injuries, losses or damages of any nature or kind (including death) to person or property, actually or allegedly caused by or arising from, directly or indirectly, in whole or in part, any product and/or your failure to comply with this Agreement, except that you shall not be obligated to indemnify Carter for injury or damage caused by or resulting solely from the negligence of Carter.

**4.) Prices and Taxes.** Except as otherwise provided in the Agreement, prices of parts, supplies and services shall be the prices established by Carter that are in effect at the time of delivery. In addition to paying the applicable sales price, Customer shall also pay all excise, privilege, sales, use and other taxes and tariffs whenever due.

**5.) Payment and Charges / Default.** Payment of invoices is due in full on the 10th day the month for purchases made during the preceding month. In the event of nonpayment of any indebtedness within 10 days of when due, Customer shall pay a late charge of 2% per month computed on the unpaid indebtedness (or if prohibited by applicable law, such lesser amount allowed by law). Failure to pay any amount when due is a default under the Agreement. If Customer defaults, or fails to comply with any provision or perform any obligation of this Agreement, Customer shall pay Carter all costs and expenses, including reasonable attorney fees (25% when attempting to collect the indebtedness), incurred in enforcing any term of the Agreement

**6.) Time of Delivery, Force Majeure and, Risk of Loss.** Carter makes no guaranty or warranty of the approximate availability date and any such date specified in the Agreement is merely an estimated date of shipment or delivery. Performance by Carter shall be subject to "Force Majeure" which term is hereby declared to include all circumstances and actions whatsoever beyond the direct and immediate control of Carter, among which, but not exclusive of others, are the following: Acts of God, war and riot, intervention of authorities or agencies of government including but not limited to agencies concerned with the preservation of the environment, embargoes, vandalism, sabotage, strikes, lockouts, or other industrial disturbances, shortages, or delay in supply of fuel, power, raw materials or component parts, or other cause beyond Carter's reasonable control or any mechanical, electronic or communications failure which prevents electronic transmission or receipt of data. Carter shall not be liable for any loss or damage caused Customer, nor shall Customer be entitled to cancel an order because of failure to perform due to Force Majeure. Risk of loss shall pass to Customer upon delivery of the Equipment to Customer or to a common or contract carrier. Ownership shall pass to Customer only after initial payment is received.

**7.) Data Governance.** Customer agrees and acknowledges that the collection, sharing, and use of data concerning Customer's personal information and the Equipment, for purposes of, at minimum, ordinary diagnosing, servicing and repair of Products, providing services to Customer and others, enabling Cato Connect and other digital offerings, and for general business purposes, is subject to the Data Governance Consent Statement of Caterpillar, Inc., which is available at www.cat.com/data_governance_statement and incorporated herein by reference. Customer agrees to allow and hereby grants a worldwide, perpetual, fully paid up, non-exclusive, irrevocable license, including the right to grant and authorize sublicenses through multiple levels, to Caterpillar, Inc. and its subsidiaries and affiliates (collectively, "Caterpillar") and each of their respective licensors, service providers, dealers, suppliers, subcontractors and/or distributors to use, access, process, manipulate, modify, transfer all data that is collected, transmitted or processed in accordance with the Data Governance Consent Statement, and to compile it with other data or works and/or create derivative works out of it. Customer may withdraw its consent at any time by contacting Caterpillar at CatConnectSupport@cat.com.

**8.) Miscellaneous.** The Agreement cannot be assigned by Customer or by operation of law, except with the written consent of a corporate officer of Carter. The Agreement shall be construed and interpreted under the laws (except principles of conflict of laws) of the Commonwealth of Virginia. The UNConvention on Contracts for the International Sale of Goods shall not be applicable and is specifically disclaimed. Customer hereby submits to the exclusive jurisdiction and venue of the state or federal courts in Norfolk and Roanoke, Virginia for any legal action involving the Agreement or the Equipment. Each of these terms and conditions is incorporated by reference into any quote or bill of sale submitted by Carter. No modifications or waiver of the Agreement (such as Customer's purchase order) shall be effective unless Carter has expressly agreed in writing.

**9.) Equal Opportunity.** This contractor and all covered subcontractors shall abide by the requirements of 29 CFR Part 471, Appendix A to Subpart A, 41 CFR 5 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.

Carter CAT

Quote No: 27108 - 1

**WORCESTER COUNTY COMMISSIONERS C/O TREASURER'S OFFICE**
WORCESTER COUNTY SOLID WASTE DIVISION 7091 CENTRAL SITE LN
NEWARK MD

| CUSTOMER NO. | QUOTE NO. | DATE | CONTACT |
|---|---|---|---|
| 5199600 | 27108 | 4/24/2026 | DAVE CANDY |
| **PHONE NO.** | **FAX NO.** | **EMAIL** | |
| 410-251-8315 | | dcandy@co.worcester.md.us | |
| **MODEL** | **MAKE** | | **SERIAL NO.** |
| 330DL | CAT | | 0MWP01271 |
| **UNIT NO.** | **HOURS** | **WO NO.** | **P.O. NO.** |
| | 9937 | | |

**SEGMENT: 01** REMOVE & INSTALL UNDERCARRIAGE

**Parts**

| Part Number | Description | Qty | Unit Price | Discount% | Ext Price |
|---|---|---|---|---|---|
| 1362422 | IDLER GP | 2.00 | 1,831.68 | | 3,663.36 |
| 300-4545 | ROLLER GP-CA | 4.00 | 268.46 | | 1,073.84 |
| 5207951 | BOLT-HEX HEA | 32.00 | 15.17 | | 485.44 |
| 620-6129 | ROLLER GP-SF | 18.00 | 417.41 | | 7,513.38 |
| 6Y5685 | SPROCKET | 2.00 | 662.23 | | 1,324.46 |
| 7X2454 | BOLT | 72.00 | 25.65 | | 1,846.80 |
| 8T4167 | WASHER | 72.00 | 4.02 | | 289.44 |
| 8T6430 | BOLT | 8.00 | 8.45 | | 67.60 |
| | | | **Total Estimated Parts:** | | 16,264.32 |

**Labor**

| Description | Ext Price |
|---|---|
| R AND I UC | 3,770.00 |
| **Total Estimated Labor:** | 3,770.00 |

**Segment 01 Total:** 20,034.32

**SEGMENT: 02** REMOVE & INSTALL TRACK SHOE

**Parts**

| Part Number | Description | Qty | Unit Price | Discount% | Ext Price |
|---|---|---|---|---|---|
| 213-1971 | LINK A-TRACK | 2.00 | 5,105.10 | | 10,210.20 |
| 3118150 | NUT TRACK | 392.00 | 1.62 | | 635.04 |
| 3182558 | BOLT TRACK | 392.00 | 3.74 | | 1,466.08 |

| | |
|---|---|
| **Total Estimated Parts:** | 12,311.32 |

**Labor**

| **Description** | **Ext Price** |
|---|---|
| PAD SWAP | 2,484.00 |
| **Total Flat Rate Labor:** | 2,484.00 |

| | |
|---|---|
| **Segment 02 Total:** | 14,795.32 |
| **Total Segments:** | 34,829.64 |
| **EN5 - ENVIRONMENTAL CONSUMABLES CHARGE** | 270.00 |
| **SUB TOTAL (BEFORE TAXES)** | 35,099.64 |

PO#: _____ Authorized Name: _____ (signature)

Date: _____ _____ (print)

***Thank you for this opportunity to serve your company***

**CONTACT INFORMATION:**

Prepared by: Curt Cantwell Phone: 410-330-1328 Email: curt_cantwell@cartermachinery.com Fax:

-This estimate will be in effect for 30 days from the above date.
-This estimate is based on existing labor rates, parts prices, and condition of the equipment on the above date.
-This estimate does not include tax, freight, environmental fee, or miscellaneous supplies fee unless otherwise noted in the summary above.
-If additional repairs are necessary, Carter will secure the customer's approval before proceeding with additional work.
-Acceptance of this estimate confirms acceptance of Carter Companies Terms and Conditions and supersedes any prior written or oral agreements.
-If applicable, Reman parts' core credits are contingent upon the cores meeting reusability guidelines.

Carter CAT

## CARTER MACHINERY COMPANY, INC
## STANDARD TERMS AND CONDITIONS

The terms and conditions set forth below and on the front page of this document, together with Carter's Standard Warranties and Disclaimers and any Application for Credit/Financing, shall constitute all of the terms and conditions of a legally binding agreement (the "Agreement") relating to the generator set identified on the front page of this document (the "Equipment") purchased by the person or entity placing an order ("Customer") from Carter Machinery Company, Inc.

**1.) Warranties and Disclaimers.** ALL TRANSACTIONS ARE SUBJECT TO THE SEPARATE WRITTEN STATEMENT OF CARTER'S STANDARD WARRANTIES AND DISCLAIMERS WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE. Additional copies of the written statement are available upon request. EXCEPT AS PROVIDED IN THE SEPARATE WRITTEN STATEMENT, THERE ARE NO WARRANTIES EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OR WARRANTIES AGAINST INFRINGEMENT OR INTERFERENCE. When Carter examines or tests the Equipment, it is determining the indicated operation condition at the time of the test only, and does not constitute any type of warranty about the Equipment.

**2.) Limitation of Damages and Remedies.** Carter shall not be liable for any direct, indirect, consequential, incidental or cover damages of any nature whatsoever in connection with the Agreement or the Equipment. The remedies as provided in the Agreement are exclusive remedies.

**3.) Compliance with Laws; Indemnification.** Customer shall, at its own cost and expense, assume the entire responsibility for complying with all laws, rules, regulations, codes, standards, orders, requirements and manufacturer's specifications pertaining to the Equipment, including without limitation the Occupational Safety and Health Act and the Federal Coal Mine Health and Safety Act of 1969. Customer shall indemnify, defend and hold harmless Carter, its subsidiaries, affiliates, officers, directors, employees, agents, successors and assigns, from and against all claims, suits, demands, injuries, losses or damages of any nature or kind (including death) to person or property, actually or allegedly caused by or arising from, directly or indirectly, in whole or in part, any product and/or your failure to comply with this Agreement, except that you shall not be obligated to indemnify Carter for injury or damage caused by or resulting solely from the negligence of Carter.

**4.) Prices and Taxes.** Except as otherwise provided in the Agreement, prices of parts, supplies and services shall be the prices established by Carter that are in effect at the time of delivery. In addition to paying the applicable sales price, Customer shall also pay all excise, privilege, sales, use and other taxes and tariffs whenever due.

**5.) Payment and Charges / Default.** Payment of invoices is due in full on the 10th day the month for purchases made during the preceding month. In the event of nonpayment of any indebtedness within 10 days of when due, Customer shall pay a late charge of 2% per month computed on the unpaid indebtedness (or if prohibited by applicable law, such lesser amount allowed by law). Failure to pay any amount when due is a default under the Agreement. If Customer defaults, or fails to comply with any provision or perform any obligation of this Agreement, Customer shall pay Carter all costs and expenses, including reasonable attorney fees (25% when attempting to collect the indebtedness), incurred in enforcing any term of the Agreement

**6.) Time of Delivery, Force Majeure and, Risk of Loss.** Carter makes no guaranty or warranty of the approximate availability date and any such date specified in the Agreement is merely an estimated date of shipment or delivery. Performance by Carter shall be subject to "Force Majeure" which term is hereby declared to include all circumstances and actions whatsoever beyond the direct and immediate control of Carter, among which, but not exclusive of others, are the following: Acts of God, war and riot, intervention of authorities or agencies of government including but not limited to agencies concerned with the preservation of the environment, embargoes, vandalism, sabotage, strikes, lockouts, or other industrial disturbances, shortages, or delay in supply of fuel, power, raw materials or component parts, or other cause beyond Carter's reasonable control or any mechanical, electronic or communications failure which prevents electronic transmission or receipt of data. Carter shall not be liable for any loss or damage caused Customer, nor shall Customer be entitled to cancel an order because of failure to perform due to Force Majeure. Risk of loss shall pass to Customer upon delivery of the Equipment to Customer or to a common or contract carrier. Ownership shall pass to Customer only after initial payment is received.

**7.) Data Governance.** Customer agrees and acknowledges that the collection, sharing, and use of data concerning Customer's personal information and the Equipment, for purposes of, at minimum, ordinary diagnosing, servicing and repair of Products, providing services to Customer and others, enabling Cato Connect and other digital offerings, and for general business purposes, is subject to the Data Governance Consent Statement of Caterpillar, Inc., which is available at www.cat.com/data_governance_statement and incorporated herein by reference. Customer agrees to allow and hereby grants a worldwide, perpetual, fully paid up, non-exclusive, irrevocable license, including the right to grant and authorize sublicenses through multiple levels, to Caterpillar, Inc. and its subsidiaries and affiliates (collectively, "Caterpillar") and each of their respective licensors, service providers, dealers, suppliers, subcontractors and/or distributors to use, access, process, manipulate, modify, transfer all data that is collected, transmitted or processed in accordance with the Data Governance Consent Statement, and to compile it with other data or works and/or create derivative works out of it. Customer may withdraw its consent at any time by contacting Caterpillar at CatConnectSupport@cat.com.

**8.) Miscellaneous.** The Agreement cannot be assigned by Customer or by operation of law, except with the written consent of a corporate officer of Carter. The Agreement shall be construed and interpreted under the laws (except principles of conflict of laws) of the Commonwealth of Virginia. The UNConvention on Contracts for the International Sale of Goods shall not be applicable and is specifically disclaimed. Customer hereby submits to the exclusive jurisdiction and venue of the state or federal courts in Norfolk and Roanoke, Virginia for any legal action involving the Agreement or the Equipment. Each of these terms and conditions is incorporated by reference into any quote or bill of sale submitted by Carter. No modifications or waiver of the Agreement (such as Customer's purchase order) shall be effective unless Carter has expressly agreed in writing.

**9.) Equal Opportunity.** This contractor and all covered subcontractors shall abide by the requirements of 29 CFR Part 471, Appendix A to Subpart A, 41 CFR 5 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.

MARYLAND'S Coast WORCESTER COUNTY

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: May 13, 2026
Re: **Request to Award – Housing Rehabilitation Inspector *(Re-Bid)***

Administration recommends that the County award the contract for **Housing Rehabilitation Inspector** to **Authority Inspections LLC of Berlin, MD.** Two (2) qualified proposals were received. The proposal tabulation and contract are attached to this memo. An evaluation team consisting of three members were asked to review each proposal individually prior to an overall group average being established.

**Scope of Services:**
Housing Rehabilitation Inspector is sent by Development, Review & Permitting (DRP) to approximately 100 housing rehabilitation applicant's houses per year to evaluate the conditions of the home from the roof to the crawlspace. Inspector takes pictures of the exterior & interior noting anything that is not up to code. They develop a scope of work that will bring all deficiencies to code standard. Once the scope is developed, the inspector generates an estimate of labor and materials. When the project is completed (or in phases for larger projects), the inspector verifies all work. Inspector submits before and after pictures to DRP. They also attend all Housing Review Board meetings to answer any questions that may develop during review.

**Funding:**
The estimated annual expenditure on these services is $11,405 ($34,215 for a three-year contract term) for Community Development Block Grant Program funded projects. Additional inspections will be paid for through state special loans or the replacement home program. I would put an asterisk that there are additional inspections that are paid for by state special loan funds (non-County grant projects).
Account numbers used are as follows:
281.6550.010 Special Loan Property Improvements
100.1008.6180.040 CDBG Housing Rehab Grant
100.1008.6180.080 Special Loan Fee Expense
100.1008.6160.031 DHCD MAHT Grant Expense

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

| **Project Name: Housing Rehabilitation Inspector (Re-Bid)** |
|---|
| Request for Proposals Tabulation Sheet |
| **Respondent's Name(s):** |
| **Authority Inspections LLC** *(Berlin, MD)* |
| **Esham Inspections LLC** *(Eden, 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 19, 2026**, between the **County Commissioners of Worcester County, Maryland** ("County"); and **Authority Inspections, LLC** ("Successful Vendor").

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

1. Successful Vendor will commence and complete **Housing Rehabilitation Inspections** as directed by authorized employees of the County.
2. Successful Vendor will furnish all of the 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(s) 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 original on the date first above written.

**COUNTY COMMISSIONERS OF**
**WORCESTER COUNTY, MARYLAND**

_____
Theodore J. Elder
President
Date:

**CONTRACTOR**:

_____

_____
By:
Title:
Date:

TIMOTHY MULLIGAN
WARDEN

Worcester County Jail
P.O. BOX 189
SNOW HILL, MARYLAND 21863
TEL: 410-632-1300
FAX:410-632-3002

SHYTINA DRUMMOND
ASSISTANT WARDEN

LATOYA EVERETT
ASSISTANT WARDEN

# MEMORANDUM

**TO:** **Worcester County Commissioners**

**FROM:** **Timothy Mulligan**

**DATE:** **April 30, 2026**

**RE:** **Securus Master Service Agreement**

I am submitting a request for approval of the Master Service Agreement between Worcester County and Securus Technologies for continued incarcerated individual communication services at the Jail. This agreement establishes the terms under which Securus will provide and maintain communication systems and the related investigative tools. These services are critical for maintaining safety and security while ensuring compliance with state mandates. Additionally, this is a source of revenue for the jail.

Sincerely,

Timothy Mulligan, Warden

SECURUS Technologies®
an aventiv company

# Master Services Agreement
# WORCESTER COUNTY, MD

This Master Services Agreement (this "Agreement") is by and between Worcester County, MD ("Customer") and Securus Technologies, LLC ("Provider"). This Agreement supersedes any and all other agreements (oral, written, or otherwise) between the parties and is effective as of April 1, 2026 (the "Effective Date").

WHEREAS, the parties agree that Provider will deploy certain products and services according to the terms and conditions herein and in the attached Schedule(s), which are incorporated by reference.

NOW THEREFORE, in consideration of the mutual promises and covenants herein, the parties agree as follows:

1. Applications. This Agreement specifies the general terms and conditions under which Provider will provide certain software, hardware, systems, and services (collectively, the "Application(s)") to Customer. Additional Application-specific terms and conditions are stated in one or more schedules to this Agreement (the "Schedule(s)"), which are incorporated herein by this reference and subject to the terms and conditions of this Agreement. In the event of any conflict between this Agreement and a Schedule, the Schedule will govern. The Applications include any incremental upgrades, modifications, updates, and additions to existing features that Provider may implement in its discretion, but do not include additional features or significant enhancements to existing features. If Applications are provided by subsidiaries or affiliates of Provider, the terms of this Agreement apply with equal effect to those parties.

2. Term. The Agreement begins on the Effective Date and ends 24 months thereafter (the "Initial Term"). The terms and conditions of this Agreement will continue to apply for so long as Provider continues to provide the Applications to Customer after the expiration or earlier termination of this Agreement.

3. Compensation and Cost. The compensation and cost for each Application, if any, is stated in the Schedules. Prices and costs are exclusive of any taxes, tariffs, or fees. If applicable, for Applications paid for via commission deductions, in any given month, if commissions earned are less than the Application's monthly cost, then Customer may be sent an invoice for the remaining amount. Unless stated otherwise in a Schedule, all invoices will be due and payable within 30 days after the invoice date. Provider reserves the right to charge interest on overdue invoices at the lower of (a) 15% per annum or (b) the maximum rate allowed by law, and to deduct any unpaid invoice balance plus any accrued interest from any amounts owed to Customer by Provider until Provider is paid in full. To the extent permitted by applicable law and regulation, Provider reserves the right to increase the prices described in the Agreement on an annual basis by the percentage increase in consumer prices for services during the applicable trailing 12-month period as measured by the United States Consumer Price Index or a similar index should such index no longer be published. Notwithstanding the foregoing limitation on price increases, Provider reserves the right to increase prices upon 30 days' notice if cost increase exceeds 3% of Provider's current costs directly related to the provision of Applications under this Agreement.

4. Ownership of Applications and Grant of License to Customer. Other than as specifically set forth in the Agreement, Provider does not grant or otherwise convey any license or other ownership right in or to the Applications or any technology, data, or intellectual property rights associated with the Applications. Provider grants Customer a personal, limited, non-exclusive, non-transferable license (without the right to sublicense) to access and use the Applications solely as contemplated by the Agreement (the "Customer License").

5. Additional Terms of Customer License. In connection with the Customer License, Customer agrees that (a) it will not resell, assign, or otherwise transfer the Applications or any portions thereof; (b) it will only use the Applications for lawful purposes and will not transmit, retransmit, or store material associated with the Applications in violation of any federal or state laws or regulation; (c) it will not provide access to the Applications to third parties without Provider's knowledge; (d) it will not connect the Applications to any products that Provider did not furnish or approve in writing; (e) it will not create derivative works based on the Applications; (f) it will not disassemble, reverse engineer, decompile, or otherwise attempt to reveal the code, trade secrets, or know-how underlying the Applications or allow any third party to do so; (g) it will not remove, obscure, or alter any intellectual property right or confidentiality notices or legends appearing in or

on any aspect of any Applications; (h) it will be responsible for distributing and assigning licenses to its end users; and (i) it will monitor and ensure that its licensed end users comply with these terms.

6. Ownership and Use of Certain Data Associated With the Applications. Unless otherwise required by law or applicable end user license terms, Customer will own the recordings of communications associated with the Applications (the "Customer Data"). During this Agreement and for a reasonable period thereafter, Provider will provide Customer with access to the Customer Data. Customer grants Provider a limited license to use the Customer Data for purposes of (i) complying with the requests of officials at the facility, (ii) disclosing information to requesting law enforcement and correctional officials as they may require for investigative, penological or public safety purposes, (iii) performing billing and collection functions, (iv) maintaining equipment, providing the services contemplated by this Agreement and quality control purposes; (v) research and development of future services, and (vi) complying with applicable laws, regulations, or end user license terms.

7. Grant of License from Customer to Provider. Customer grants Provider the exclusive right and license to install, maintain, and derive revenue from the Applications at all correctional facilities under Customer's authority now and in the future during the term of this Agreement. Subject to the remaining terms and conditions of this Agreement, Provider will be the sole and exclusive provider of incarcerated end user communications, whether fixed, mobile or otherwise, including but not limited to voice, video, and data (*e.g.*, phone calls, video calls, messaging, prepaid calling cards, debit calling, and e-mail) and incarcerated end user software applications (*e.g.*, automated grievance filing system, law library, etc.) at all correctional facilities now or in the future under the authority of Customer and to the exclusion of any other third party providing such services, including without limitation, Customer's employees, agents, or subcontractors.

8. Third-Party Software. The deployment of certain features and functionalities within Provider's Applications which utilize third-party content or services may require a direct agreement between Customer and the third party as a condition which must be fulfilled prior to deployment. Customer's rights to use any such third-party software product will be conditioned upon Customer or the incarcerated end user, as applicable, agreeing to the applicable end user license agreement and / or software terms of use. PROVIDER DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ANY IMPLIED WARRANTY ARISING FROM A COURSE OF DEALING OR USAGE OF TRADE, AND NONINFRINGEMENT FOR THE PROVISION OF THIRD-PARTY SOFTWARE. Any warranties for third-party applications included in the applicable end user license agreement and / or software terms of use are the exclusive responsibility of the third-party provider.

9. Express Warranties and Disclaimer. Provider offers the following express warranties in connection with the telephone and video terminal hardware ("Hardware") and related services ("Services"). Additional warranties may be provided in the attached schedules:

a. Express Warranty for Hardware installed and owned by Provider. For Hardware installed and owned by Provider and provided to Customer pursuant to the Agreement, Provider agrees to repair and maintain such Hardware in good operating condition (ordinary wear and tear excepted), including, without limitation, furnishing all parts and labor during the term of the Agreement. Notwithstanding the foregoing, Provider is not responsible for any repair, maintenance, replacement or other costs associated with damage due to destruction, vandalism, misuse, neglect, accident, misapplication, abuse or other similar breakage ("Breakage"), and the incarcerated end user shall be responsible for the cost of such Breakage, including, but not limited to replacement costs. Customer agrees to promptly notify Provider in writing after discovering any damage due to Breakage. Provider will have no obligation to repair or maintain such Hardware, if the Hardware is, without Provider's knowledge and approval, interfaced with other devices or software owned or used by Customer or a third party, or if the Hardware is otherwise damaged as a result of Customer's actions.

b. Express Warranty for Hardware purchased and owned by Customer. For Hardware purchased from Provider and owned by Customer pursuant to the Agreement, Provider warrants that such Hardware will be free from material defects under normal use, maintenance, and service for a period of 180 days from the date of sale. Provider makes no warranty with respect to low performance, damages, or defects in any such materials caused by Breakage, nor does Provider make any warranty as to any such materials that Customer has repaired or altered in any way. Customer will be charged for repair costs incurred due to Breakage, up to the amount of replacement of the Hardware. Such charges will be invoiced to the Customer. When express warranties are applicable, Provider will replace the Hardware at no cost, which is Customer's sole remedy in connection with a claim pursuant herewith.

c. Express Warranty for Services provided. Provider warrants that the Services will be performed in a good and workmanlike manner consistent with industry standards and practices. Provider warrants that its agents and/or employees used in the performance of its obligations will be qualified to perform the Services. Should any errors or omissions arise in the rendering of the Services under this Agreement, Provider will undertake to correct such errors or omissions within a reasonable time period and in compliance with the Service Level Agreement terms stated in the Section immediately below.

d. Disclaimer of Warranties. EXCEPT AS SPECIFICALLY STATED IN THIS SECTION OR A SCHEDULE OF THIS AGREEMENT, THE HARDWARE AND SERVICES ARE PROVIDED "AS IS" AND PROVIDER DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ANY IMPLIED WARRANTY ARISING FROM A COURSE OF DEALING OR USAGE OF TRADE, AND NONINFRINGEMENT.

10. Service Level Agreement for the Applications. Available at https://securustechnologies.tech/servicelevelagreement/.

11. Customer's Compliance With Applicable Laws. For Applications that allow Customer to monitor, record, investigate, or analyze communications, Customer represents and warrants that it will operate such Applications in compliance with all applicable laws, and Provider makes no representation or warranty as to the legality of such actions. Customer may designate certain communications (for example, attorney or clergy communications) as "Private" within certain of the Applications. Customer acknowledges and agrees that Customer has the sole discretion, authority, and responsibility to designate certain communications as Private, and that Provider has no discretion, authority, or responsibility to make such designations, unless done so at Customer's instruction.

12. Confidentiality. The Applications and related records and information (the "Confidential Information") will remain confidential to Provider. Customer understands and acknowledges that Provider is required by Section 222 of the Communications Act of 1934, as amended, 47 U.S.C. Section 222, to maintain the confidentiality of "Customer Proprietary Network Information", or "CPNI", which protects from disclosure consumers' sensitive personal information (including phone numbers called by a consumer; the frequency, duration, and timing of such calls; and any services purchased by the consumer). Customer will not disclose CPNI or Confidential Information to any third party without Provider's prior written consent. If Customer receives a request for disclosure of Confidential Information or CPNI pursuant to a freedom of information act or another state statute equivalent, Customer agrees to promptly notify Provider in writing so Provider may assert any rights to non-disclosure under the applicable law.

13. Defense of Claim. Customer agrees to provide prompt written notice of any claim, demand, or cause of action made or brought against Customer arising out of or related to operation of the Applications (a "Claim"). Provider has the right, in its sole and exclusive discretion, to defend any such Claim at Provider's sole cost, expense, and discretion. Customer agrees not to compromise or settle any such Claim without Provider's prior written consent. Customer acknowledges and agrees to assist Provider with the defense of any such Claim.

14. Indemnity. TO THE EXTENT LEGALLY PERMISSIBLE, EACH PARTY (THE "INDEMNIFYING PARTY") WILL INDEMNIFY THE OTHER PARTY AND ITS OFFICERS, DIRECTORS, AGENTS, AND EMPLOYEES (COLLECTIVELY, THE "INDEMNIFIED PARTY") AND HOLD THE INDEMNIFIED PARTY HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, LIABILITIES, LOSSES, COSTS AND DAMAGES (), WHICH THE INDEMNIFIED PARTY OR ANY OF ITS OFFICERS, DIRECTORS, AGENTS, EMPLOYEES MAY INCUR OR SUFFER THAT ARE CAUSED BY THE INDEMNIFYING PARTY'S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT.

15. Default and Termination. If either party defaults in the performance of any obligation under this Agreement, the non-defaulting party will give the defaulting party written notice detailing the nature of the default. If the defaulting party fails to cure its default within 30 days after receipt of such notice, the non-defaulting party will have the right to terminate this Agreement upon 30 days' written notice and to pursue all other remedies available, either at law or in equity. Notwithstanding the foregoing, the 30 day cure period will be extended to 90 days if the default is not reasonably amenable to cure within such 30 day period, but only if the defaulting party diligently pursues to cure the default in good faith during the 30 day period.

16. Limitation of Liability. NEITHER PARTY WILL HAVE ANY LIABILITY FOR INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES, LOSS OF PROFITS OR INCOME, LOST OR CORRUPTED DATA, OR LOSS OF USE OR OTHER BENEFITS, HOWSOEVER CAUSED, EVEN IF DUE TO THE PARTY'S NEGLIGENCE, BREACH OF CONTRACT, OR OTHER FAULT, AND EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. PROVIDER'S AGGREGATE

LIABILITY TO CUSTOMER RELATING TO OR ARISING OUT OF THIS AGREEMENT, WHETHER IN CONTRACT, TORT, OR OTHERWISE, WILL NOT EXCEED $500,000.

17. Uncontrollable Circumstance. The financial arrangements in this Agreement are based on conditions existing as of the Effective Date; including, without limitation, any representations regarding existing and future conditions made by the Customer in connection with the negotiation and execution of this Agreement. Further, Customer acknowledges that Provider's provision of the services is subject to certain federal, state, or local regulatory requirements and restrictions that are subject to change from time-to-time and that Provider may take any steps necessary to perform in compliance therewith.

18. Advanced TRS. In September 2022, the Federal Communications Commission released the Fourth Report and Order in WC Docket No. 12-375 ( "FCC TRS Order"), which requires all providers of communication services for incarcerated end users to provide, in addition to traditional Teletypewriters (TTY) and Speech-to Speech services, those incarcerated end users with a communication disabilities access to Telecommunications Relay Services ("TRS") and related communication services (collectively, "Advanced TRS") at each correctional facility in a jurisdiction with an average daily population of 50 or more incarcerated end users, except where the correctional authority overseeing a facility prohibits that access. For this reason, Provider requires Customer to select the following Advanced TRS services from the table below (check the box for each services, or check the last box to decline any services at this time:

| **Advanced TRS** | **Description** | **Check Box** |
|---|---|---|
| Video Relay service and Point to Point Video service (VRS)* | Provides a way to communicate using American sign language (ASL) or Spanish sign language (LSE) and an interpreter through video equipment or allows direct video communication using ASL / LSE | |
| IP Relay** | Provides a way to communicate using text and an interpreter through internet-enabled equipment | |
| IP-Captioned telephone service | Provides a way to communicate through live captioning on internet-enabled equipment | |
| Customer does not wish to implement any Advanced TRS services at this time | | **X** |

*Customer is solely responsible for (a) determining which end users are eligible to use VRS; (b) configuring SCP to allow access to the VRS; and (c) designating which VRS numbers for which calls are not to be recorded, by marking those numbers as "private" within SCP. Provider's third-party vendors shall have the right, in their discretion, to terminate VRS calls for policy violations or disruptive behavior, including, without limitation, verbal or other abuse of the VRS interpreter.

**Customer agrees to sign the corresponding forms as provided to Customer by Provider with no alteration to the form's content whatsoever.

TRS Device Limited Warranty. Provider will provide the agreed upon number of TRS devices and related equipment (collectively, the "TRS Device") during the terms of the Agreement. Provider agrees to repair and maintain such TRS Device in good operating condition (ordinary wear and tear excepted), including, without limitation, furnishing all parts and labor during the term of the Agreement. Notwithstanding the foregoing, Provider is not responsible for any Breakage, as defined in Section 9.a, and the incarcerated end user shall be responsible for the cost of such Breakage, including, but not limited to replacement costs. Customer agrees to promptly notify Provider in writing after discovering any damage due to Breakage. Provider will have no obligation to repair or maintain such TRS Device, if the TRS Device is, without Provider's knowledge and approval, interfaced with other devices or software owned or used by Customer or a third party, or if the TRS Device is otherwise damaged as a result of Customer's actions.

19. Compliance with FCC Regulations. In 2024, the Federal Communications Commission published the *Incarcerated People's Communication Services; Implementation of the Martha Wright-Reed Act: Rates for Interstate Inmate Calling Services*, WC Docket Nos. 23-62 & 12-375, FCC 24-75 (rel. July 22, 2024) (the "2024 FCC Order") which, among other things, lowered the rates for voice and video calls and prevented providers from paying cash or in-kind commissions out of revenue regulated by the FCC. On June 30, 2025, the FCC published an order (the "Waiver Order") extending the compliance dates of the following requirements of the 2024 FCC Order to April 1, 2027: new caps on voice and video calls, the prohibition against cash or in-kind commissions, and the requirement that providers offer video calls on a per-minute basis. On December 5, 2025, the FCC published an order in the Federal Register (the "Interim Order") which, among other things, adjusted the 2024 FCC Order rate caps to include the costs of investigative products and safety and security services as

adjusted for inflation, and allowed a per-minute additive to the call rate to account for costs customers incur in allowing access to IPCS. The parties acknowledge that the 2024 FCC Order, the Waiver Order, and the Interim Order requirements impact, among other things, maximum calling rates, the charging of ancillary and other fees, commissions that can be paid to agencies, the types of allowable reimbursement payments that can be made to agencies, and the types of in-kind services providers may not offer to agencies. The Agreement includes terms to comply with the current Interim Order. There is the potential for its requirements to change during the Term of the Agreement. If any such changes occur during the Term of Agreement, the parties agree to work together in good faith to agree to appropriate changes to address such changes. Additionally, current FCC regulations do not allow Provider to charge ancillary service charges on transactions involving voice and video calls. If the FCC allows Provider to charge ancillary service charges on transactions involving voice and video calls in the future, Customer agrees that Provider may charge such fees, up to the maximum amount allowed by the FCC, without the need for further contract amendment or customer approval.

20. Injunctive Relief. Both parties agree that a breach of any of the obligations set forth in Sections 4, 5, 7, 12, 13, or 14 would irreparably damage and create undue hardships for the other party. Therefore, the non-breaching party will be entitled to immediate court ordered injunctive relief to stop any apparent breach of such sections, such remedy being in addition to any other remedies available to such non-breaching party.

21. Force Majeure. Either party may be excused from performance under this Agreement to the extent that performance is prevented by any act of God, war, civil disturbance, terrorism, strikes, supply or market, failure of a third party's performance, failure, fluctuation or non-availability of electrical power, heat, light, air conditioning or telecommunications equipment, other equipment failure or similar event beyond its reasonable control; provided, however that the affected party will use reasonable efforts to remove such causes of non-performance.

22. Notices. Any notice or demand made by either party under the terms of this Agreement or under any statute will be in writing and will be given by personal delivery; registered or certified U.S. mail, postage prepaid; or commercial courier delivery service, to the address below the party's signature below, or to such other address as a party may designate by written notice in compliance with this section. Notices will be deemed delivered as follows: personal delivery – upon receipt; U.S. mail – 5 days after deposit; and courier – when delivered as shown by courier records.

23. Miscellaneous.

a. Choice of Law. This Agreement will be governed by and construed in accordance with the laws of the state where the Customer is located.

b. No Waiver. No waiver by either party of any event of default under this Agreement will operate as a waiver of any subsequent default under the terms of this Agreement.

c. Severability. If any provision of this Agreement is held to be invalid or unenforceable, the validity or enforceability of the other provisions will remain unaffected.

d. Successors and Assigns. This Agreement will be binding upon and inure to the benefit of Provider and Customer and their respective successors and permitted assigns. Except for assignments to Provider's affiliates or to any entity that succeeds to Provider's business in connection with a merger or acquisition, neither party may assign this Agreement without the prior written consent of the other party.

e. No Third-party Beneficiary Rights. The parties do not intend to create in any other individual or entity the status of a third-party beneficiary, and this Agreement will not be construed so as to create such status. The rights, duties, and obligations contained herein will operate only between the parties and will inure solely to their benefit. The provisions of this Agreement are intended to assist only the parties in determining and performing their obligations hereunder, and the parties intend and expressly agree that they alone will have any legal or equitable right to seek to enforce this Agreement, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Agreement, or to bring an action for the breach of this Agreement.

f. Parties' Relationship. Nothing in this Agreement will be deemed or construed by the parties or any other entity to create an agency, partnership, or joint venture between Customer and Provider.

g. OMITTED.

h. Survival of Obligations. The parties' rights and obligations, which by their nature would extend beyond the termination, cancellation, or expiration of this Agreement, will survive such termination, cancellation, or expiration (including, without limitation, any payment obligations for services or equipment received before such termination, cancellation, or expiration).

i. Execution Mechanics. Each signatory to this Agreement warrants and represents that he or she has the unrestricted right and requisite authority to enter into and execute this Agreement, to bind his or her respective party, and to authorize the installation and operation of the Applications. This Agreement may be executed in counterparts, each of which will be fully effective as an original, and all of which together will constitute one and the same instrument. Each party agrees that delivery of an executed copy of this Agreement by facsimile transmission or by PDF e-mail attachment will have the same force and effect as hand delivery with original signatures. Each party may use facsimile or PDF signatures as evidence of the execution and delivery of this Agreement to the same extent that original signatures can be used.

j. Entire Agreement / Merger Clause. This Agreement, together with the Schedules, constitutes the entire agreement of the parties regarding the subject matter set forth herein and supersedes any prior or contemporaneous oral or written agreements or guarantees regarding the subject matter set forth herein.

**EXECUTED as of the Effective Date**.

| CUSTOMER: Worcester County, MD | PROVIDER: Securus Technologies, LLC |
|---|---|
| By: _____ | By: _____ |
| Name: _____ | Name: _____ |
| Title: _____ | Title: _____ |
| Date: _____ | Date: _____ |
| Customer Notice Address: 5022 Joyner Road, Snow Hill, Maryland 21863 | Provider Notice Address: 5360 Legacy Dr., Suite 300, Plano, Texas 75024, Attn.: General Counsel |
| Customer Payment Address: PO Box 189, Snow Hill, Maryland 21863 | Provider Payment Address: 5360 Legacy Dr., Suite 300, Plano, Texas 75024, Attn.: Accounts Receivable |

Approved by Legal
PBH
04.28.26
Initial & Date

SECURUS Technologies®
an aventiv company

## SCHEDULE: SECURUS SERVICES
## WORCESTER COUNTY, MD

This **Schedule: Securus Services** is made part of and governed by the Master Services Agreement (the "Agreement") executed between Securus Technologies, LLC ("Provider") and Worcester County, MD ("Customer"). The terms and conditions of the Agreement are incorporated herein by reference. This Schedule will be coterminous with the Agreement, and shall be interpreted to provide terms and conditions that are in addition to those otherwise provided for in the Agreement to the greatest extent possible. In the event of a conflict between the terms of the Agreement and the terms of this Schedule, the terms of this Schedule will apply.

**CALL MANAGEMENT SYSTEM – VOICE CALL SERVICE**

Secure Call Platform: Secure Call Platform ("SCP") allows end users to place voice calls through its centralized system without the need for conventional live operator services. SCP allows Customers to (a) limit the duration of voice calls; (b) maintain voice call detail records; (c) turn the voice call on or shut the voice call off; (c) allow free voice calls; (d) monitor and record voice calls; and (e) prevent monitoring and recording of private voice calls. Provider will be responsible for all billing and collections of calling charges but may contract with third parties to perform such functions.

Equipment. Provider will provide the equipment needed to support the required number and type of phones and other components in connection with SCP. Additional equipment or applications will be installed only upon mutual agreement by the parties, and may incur additional charges.

Voice Call Rate. Provider will charge $0.13 per minute voice call-rate to the end user, plus applicable taxes, tariffs, fees, and surcharges, in compliance with state and federal regulatory requirements. International rates, if applicable, will vary by country.

Cost Recovery. Provider will pay Customer $0.02 per minute of the voice call rate indicated above as recovery of costs incurred by Customer for allowing access to audio services.

Securus Debit. SCP also includes the ability to integrate Securus Debit accounts. A Securus Debit account is a prepaid account owned by an incarcerated end user which is utilized to pay for certain of Provider's services, and is funded either through a transfer from a trust/commissary account or through deposits from friends and family. Once deposited in the Securus Debit account, funds become property of the incarcerated end user. Securus Debit accounts are associated with a personal identification number ("PIN"), and users are required to input a PIN at the beginning of every Securus Debit call. Provider will invoice Customer on a weekly basis for all funding amounts transferred from facility trust/commissary accounts to Securus Debit accounts. The invoice will be due and payable upon receipt. Customer understands that Customer will provide support for the provision of Securus Debit accounts to the incarcerated end users. This may include distributing monthly printed statements when incarcerated end users do not have tablets; providing periodic inactivity notifications; providing notifications that accounts have been closed and that refunds have been issued; and accepting debit account refunds as checks are send to Customer to be deposited back into trust accounts. Other support as reasonably requested may also be required.

Account Activator. Account Activator allows the incarcerated end user to call a third-party number that does not have an AdvanceConnect account or who does not have sufficient balance in his or her account to complete a call at no cost for a brief conversation. Account Activator then allows the third-party to set up an AdvanceConnect account or to add funds to a low or no balance account to place future calls by connecting the third-party to Provider's Interactive Voice Response (IVR) and either set up a billing method or add funds, respectively. After the initial brief no cost call, the incarcerated end user is requested to call later while an account is set up for the third-party. Provider will set parameters to offer third party no cost calls.

Prepaid Calling Cards. Upon request, Provider will offer prepaid calling cards for resale to incarcerated end users. Prepaid Calling Cards are not returnable or refundable; all sales are final. Each prepaid calling card is valid for 6 months

from the date first used. The cards are subject to applicable local, state, and federal taxes plus any applicable per-call surcharge fee. Upon written request, we will work with Customer's commissary provider to sell Prepaid Calling Cards, but Customer must pay for any cards sold to the commissary provider on Customer's behalf.

The face value of the Prepaid Calling Cards does not include any taxes or other fees. If Provider receives a Sales and Use Tax Resale Certificate from Customer, Provider will not charge applicable sales taxes on Customer invoices for Prepaid Calling Cards purchases.

**VIDEO CONNECT – VIDEO CALL SERVICE**

Video Connect Platform. Video Connect ("VC") is a web-based video conference system that allows incarcerated end users to schedule and participate in video calls with third party end users. VC runs on the ConnectMe App ("ConnectMe"), a communications and services platform that allows for the consolidation of assorted activities in a single interface with a customized mix of applications ("ConnectMe Applications").

Deployment. Provider will deploy VC on the deployed tablets or terminals, or an agreed number of tablet docking stations at no additional cost to Customer.

ConnectMe Applications. Additional ConnectMe Applications may be deployed by mutual agreement of Provider and Customer. If applicable, Provider will deploy a Third Party Vendor Commissary Application, once an agreement has been executed by and between Provider and Customer's commissary operator for such application. Provider will not charge an integration fee, but Customer is responsible for any Jail Management System (JMS) and Commissary integration fees if charged by those providers.

VC Requirements. Customer also agrees to implement the following additional requirements:

a. Customer agrees that VC must be available for paid remote video calls seven days a week for a minimum of 80 hours per week.

b. Third parties need an applicable account set up to receive video calls.

Video Call Rate. Provider will charge $0.21 per minute video call-rate to the end user, plus applicable taxes, tariffs, fees, and surcharges, in compliance with state and federal regulatory requirements.

Cost Recovery. As Provider will pay Customer $0.02 per minute of the video call rate indicated above as recovery of costs incurred by Customer for allowing access to video services.

**RECORDINGS STORAGE**

Notwithstanding any previous terms in the Agreement, Provider will provide storage for voice and video recordings as follows:

a. Voice Recordings. Provider will store voice recordings for a period of 12 months from the date the call takes place (the "Voice Storage Period"). After the Voice Storage Period has passed for a particular call, that call will no longer be available to Customer.

b. Video Recordings. Provider will store video recordings for a period of 90 days from the date the video takes place (the "Video Storage Period"). After the Video Storage Period has passed for a particular video, that video will no longer be available to Customer.

c. Customer Responsibility to Preserve Recordings. Customer is solely responsible for preserving any voice or video recordings beyond the applicable Storage Period by downloading them to a separate storage medium, and Provider shall not have any responsibility or have any liability whatsoever for Customer's failure to download and store the voice or video recordings so that they are available beyond the applicable Storage Period.

d. Historic Recordings. The parties understand and agree that the currently applicable storage period for voice and/or video calls may be longer than the applicable Storage Period. Customer agrees that, no sooner than 90 days after the Effective Date (the "Storage Transition Period"), all historic voice and video recordings outside the applicable

Storage Period will become unavailable to Customer. **It is the sole and exclusive responsibility of Customer to download and store voice or video recordings in a separate medium during the Storage Transition Period as Customer will permanently lose access to voice and video recordings that are older than the applicable Storage Period. Provider will have no liability whatsoever for the loss of any voice or video recordings after the Storage Transition Period that are older than the applicable Storage Period.**

**TABLETS**

Provider will offer personal rental tablets with premium content to the incarcerated end users. The parties will work together in good faith on a mutually agreeable implementation timeline.

Basic Content. Provider will deploy its voice call, video call, forms (grievance), handbook (.PDF), third party vendor commissary, website education (URL), videos (.MP4), self-op commissary ordering, emergency visitation, job search, messaging, and law library applications with the incarcerated end user's personal rental tablets.

Premium Content. Premium content may include, but is not limited to, songs, games, movies, and television episodes. Customer understands and acknowledges that premium content is subject to availability and may change at Provider's discretion. Premium content also may be subject to third-party licensing agreements with content providers. If Customer provides content for Provider to display on the tablets, Customer represents and warrants that it has obtained all necessary licensing and rights to display such content. Provider is not responsible and hereby disclaims any liability for any and all content of third-party applications and any documents, videos, or forms published by Customer or from outside sources.

Tablet Cost and Compensation. Provider will offer to the incarcerated end user personal rental tablets with a tablet content fee of $7.50 per tablet per month plus applicable taxes, tariffs, fees, and surcharges. Provider will pay Customer 20% commission on the revenue earned through the rental of tablets and the purchase of content on those tablets; such commission is net of licensing and network costs and excludes applicable taxes, tariffs, fees, and surcharges. Provider will remit the payment for a calendar month to Customer on or before the 30th day after end of the calendar month "Payment Date"). All payments will be final and binding unless Provider receives written objection within 60 days after the Payment Date. The rental fee and content fees can be paid by using either Securus Debit or a tablet user account. The parties reserve the right to renegotiate the fees and/or commissions earned if, after the initial 12-month period, Provider's tablet-related costs exceed the revenue generated.

Earbuds. Provider will provide 1 set of earbuds with each tablet at no cost to the Customer. Thereafter, Customer may purchase tablet earbuds at $5.66 per set, which may be invoiced or deducted from compensation otherwise owed to Customer under the Agreement. Customer is responsible for any applicable taxes and third-party expenses associated with the earbud purchase. Each earbud order must be for at least 25 units and be made in 25 unit increments. Provider may, at its option, decline to fulfill any order that does not conform to these requirements. Alternatively, if requested by Customer, Provider will work with Customer's commissary provider to facilitate the sale of earbuds. Customer will not permit the resale of the earbuds for more than $19.99 per set unless approved by Provider.

TABLETS TERMS AND CONDITIONS:

Customer Warranty. Customer represents and warrants that it will not provide tablets to incarcerated end users whom Customer knows, or has reason to know, pose a threat to other incarcerated end users or facility personnel, or who may use a tablet in a dangerous or unauthorized manner.

Tablet Warranty and Inventory Addendum. The Tablet Warranty and Inventory Addendum attached to this Agreement is incorporated into the terms and conditions of this Agreement by this reference.

Nature of Premium Content Service. Customer understands and acknowledges that premium content is rented and available only for the duration of an incarcerated end user's incarceration at the facility and will not be made available upon the incarcerated end user's release. Content is subject to availability and subject to change.

Use of Investigator Pro and Earbuds. Customer further understands and acknowledges that, in instances where incarcerated end user telephone calls originate from Tablets, Investigator Pro™ has only been tested with Provider's certified earbuds. If Customer elects to sell alternative earbuds, Customer may forgo the effectiveness of Investigator

Pro's™ voice identification technology on Tablet calls. Moreover, Customer will refrain from the sale or distribution of earbuds with a microphone other than Provider's certified earbuds.

Disclaimer of Warranties. PROVIDER DOES NOT MAKE AND HEREBY DISCLAIMS ANY WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO THE TABLETS. PROVIDER DOES NOT GUARANTEE OR WARRANT THE CORRECTNESS, COMPLETENESS, LEGALITY, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE OF THE TABLETS. IN NO EVENT WILL PROVIDER BE LIABLE FOR ANY INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, HOWEVER ARISING, INCURRED BY CUSTOMER OR END USER FROM RECEIPT OR USE OF THE TABLETS OR THE UNAVAILABILITY THEREOF.

Limitation of Liability. PROVIDER WILL HAVE NO LIABILITY TO CUSTOMER (OR TO ANY PERSON TO WHOM CUSTOMER MAY HAVE PROVIDED THE TABLETS) FOR ANY LOSS OR INJURY ARISING OUT OF OR IN CONNECTION WITH THE TABLETS OR CUSTOMER'S OR THE INCARCERATED END USER'S USE THEREOF. IF, NOTWITHSTANDING THE FOREGOING, LIABILITY CAN BE IMPOSED ON PROVIDER, CUSTOMER AGREES THAT PROVIDER'S AGGREGATE LIABILITY FOR ANY AND ALL LOSSES OR INJURIES ARISING OUT OF ANY ACT OR OMISSION OF PROVIDER IN CONNECTION WITH THE TABELTS, REGARDLESS OF THE CAUSE OF THE LOSS OR INJURY, AND REGARDLESS OF THE NATURE OF THE LEGAL OR EQUITABLE RIGHT CLAIMED TO HAVE BEEN VIOLATED, WILL NEVER EXCEED $500,000. CUSTOMER COVENANTS AND PROMISES THAT IT WILL NOT SEEK TO RECOVER FROM PROVIDER AN AMOUNT GREATER THAN SUCH SUM EVEN IF CUSTOMER WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Indemnification. TO THE FULLEST EXTENT ALLOWED BY APPLICABLE LAW, CUSTOMER HEREBY AGREES TO PROTECT, INDEMNIFY, DEFEND, AND HOLD HARMLESS PROVIDER FROM AND AGAINST ANY AND ALL COSTS, CLAIMS, DEMANDS, DAMAGES, LOSSES, AND LIABILITIES (ARISING FROM OR IN ANY WAY RELATED TO CUSTOMER'S MISUSE OF THE TABLETS.

## EMESSAGING

Securus' eMessaging Application ("eMessaging") allows for two-way electronic communication between friends and family and an incarcerated end user. Users purchase eMessaging "stamps," which are used to fund the transmission of an electronic message according to the following chart:

| Type of Message (When Available) | Number of Stamps | Notes |
|---|---|---|
| Text Message | 1 stamp per message | |
| Photo Attachments | 1 stamp per photo | Limit of 5 photos per eMessage; 3 MB / photo limit |
| eCard Attachments | 1 stamp per eCard | Limit of 5 eCards per eMessage |
| Snap and Send | 1 stamp per message | Single photo with no text |
| VideoGram | 3 stamps per VideoGram | |
| Prepaid Reply | 1 stamp per reply | Only 1 reply per message allowed |

Different types of attachments can also be combined in a single transmission.

The facility can access a web-based portal that enables message review, and can approve and reject a message or attachment based on the facility's policies and criteria. Friends and family must send and receive messages using either the Securus mobile app or their inbox at www.securustech.net and must have a free Securus Online account to access. Approved messages and attachments are accessible through certain of Provider's technologies as agreed by Customer and Provider.

With Customer's agreement, Provider may (a) issue future releases of eMessaging which contain additional features and functionalities; or (b) modify the pricing contained herein. Customer understands and acknowledges that eMessaging is a requirement for Tablet deployment.

Customer is solely responsible for reviewing and approving each message, including (if applicable and permitted by Customer) any attachments. Provider will use machine translation to translate eMessages written in Spanish into English for the sole purpose of Customer review. Customer acknowledges that machine translation is not 100% accurate and that such machine-translated messages may contain grammatical and other errors. Provider makes no representations or warranties regarding the accuracy or reliability of such machine translation.

Provider will provide eMessaging at no cost to Customer. Friends and family members can purchase a book of stamps specific to a facility in the following quantities:

| Number of Stamps in Book | Stamp Book Price (Plus transaction fees and all applicable taxes) |
|---|---|
| 5 | $2.50 |
| 10 | $5.00 |
| 20 | $10.00 |
| 50 | $25.00 |

Where available, using funds in a Securus Debit account, incarcerated end users can purchase a book of stamps in the following quantities:

| Number of Stamps in Book | Stamp Book Price (Plus transaction fees and all applicable taxes) |
|---|---|
| 1 | $0.50 |
| 2 | $1.00 |
| 5 | $2.50 |
| 10 | $5.00 |

Stamp Book Prices hereunder may be adjusted at any time upon 30 days' prior written notice to Customer.

eMessaging Compensation. Provider will pay Customer a commission of 20% on each redeemed stamp based on the Stamp Book Price (excluding any applicable taxes, tariffs, fees, and surcharges), which may differ from facility to facility. A stamp is considered "redeemed" when it is used to send messages. Provider will remit the payment for a calendar month to Customer on the Payment Date. All payments will be final and binding unless Provider receives written objection within 60 days after the Payment Date.

**SECURUS TEXT CONNECT**

DESCRIPTION: Securus' Text Connect Application ("STC") allows for two-way electronic communication (up to a maximum of 160 characters per message) between friends and family and an incarcerated end user, similar to mobile phone text functionality. Friends and family send and receive messages using the Securus mobile app and must have a free Securus Online account to access. Incarcerated end users access the STC functionality through Provider's tablets. Provider will provide STC at no cost to Customer. STC includes an integrated agency interface as part of NextGen SCP that Customer can utilize to monitor communications and otherwise administer the STC product. STC messages will be accessible to the incarcerated end user and their friends and family for a period of 60 days, but available to Customer for up to 60 months; Customer is solely responsible for preserving any messages beyond that storage period by downloading them to a separate storage medium.

STC Cost and Compensation: Provider will provide Text Connect at no cost to Customer. Friends and family members can purchase agency-specific text packages as follows:

| Package Pricing | | | | | | Package Usage | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Connects**<br>1 Text = 10 Connects<br>1 eCard = 20 Connects | **Base Package Price** | **Agency % of Base** | **Agency Charge Paid To Customer** | **Trans-action Fee** | **Total Package Price (before tax)** | **Base Price Per Text** | **Total Price Per Text (before tax)** | **Base Price Per eCard** | **Total Price Per eCard (before tax)** |
| 500 | $5.00 | 20% | $1.00 | $3.75 | $9.75 | $0.10 | $0.20 | $0.20 | $0.39 |
| 1000 | $9.50 | 20% | $1.90 | $3.75 | $15.15 | $0.10 | $0.15 | $0.19 | $0.30 |
| 2000 | $18.00 | 20% | $3.60 | $3.75 | $25.35 | $0.09 | $0.13 | $0.18 | $0.25 |
| 4000 | $32.00 | 20% | $6.40 | $3.75 | $42.15 | $0.08 | $0.11 | $0.16 | $0.21 |

At Provider's sole option, the pricing described herein may also be adjusted upon 30 days' prior written notice to Customer. Provider will remit the payment for a calendar month to Customer on the Payment Date. All payments will be final and binding unless Provider receives written objection within 60 days after the Payment Date.

**INVESTIGATOR PRO**

Investigator Pro uses continuous voice identification technology to identify the incarcerated end user(s) speaking on a call, detect certain three-way call violations, and help investigators find correlations among calls. Incarcerated end users must participate in a supervised voice model enrollment process. This voice model enrollment process is the responsibility of Customer. Customer's use of Investigator Pro is governed by the JLG Technologies, LLC End User Software License Agreement located at https://securustechnologies.tech/ipro-terms-and-conditions/, incorporated herein by reference.

This Application will be provided at no cost to the Customer.

**ICER**

The ICER system provides authorized users the means to detect intra- and inter-facility communications between incarcerated end users from multiple sources to generate targeted investigative leads.

This Application will be provided at no cost to the Customer.

**WORD ALERT**

Securus Word Alert is a safety, security, and investigative feature of the NextGen Secure Communications Platform which uses speech-to-text technology to transcribe the audio in calls and, if applicable, Video calls to text and allows investigators to search text transcripts for specified words and phrases. Word Alert may also be used in association with Securus Text Connect if deployed. It also enables investigators to request English translations of transcripts that are in some other languages. Customer's use of Word Alert is governed by and conditioned upon the terms set forth herein.

This Application will be provided at no cost to the Customer.

**INVESTIGATIVE PRODUCTS AND FEATURES TERMS OF USE**

a. Applicability. These terms of use specifically apply, if deployed pursuant to the Agreement, to THREADS, Investigator Pro, ICER, Word Alert, Guarded Exchange Services, National Cellular Forensics Services, Securus Digital Mail Center, and the investigative features of any other Provider product (collectively, the "Selected Applications").

b. Customer Warranty. Customer will comply with all privacy, consumer protection, constitutional, marketing, and data security laws and government guidelines applicable to Customer's access to and use of information obtained in connection with or through the Selected Applications. Customer acknowledges and understands that Customer is solely responsible for its compliance with such laws and that Provider makes no representation or warranty as to the legality of the use of the Selected Applications or the information obtained in connection therewith. Provider will have no obligation, responsibility, or liability for Customer's compliance with any and all laws, regulations, policies, rules or other requirements applicable to Customer by virtue of its use of the Selected Applications. To the fullest extent allowed by law,

c. Conditional Use of Selected Applications. Provider reserves the right to modify, enhance, or discontinue, in its sole discretion, any or all of the features that are currently part of the Selected Applications. Moreover, if Provider determines in its sole discretion that the Selected Applications and/or Customer's use thereof (1) violates the terms and conditions set forth herein; (2) violates any applicable rule; or (3) is reasonably likely to be so determined, Provider may, upon written notice, immediately terminate Customer's access to the Selected Applications and shall have no further liability or responsibility to Customer with respect thereto.

d. Accuracy of Transcription, Translation, and Analytical Services. For Selected Applications which provide transcription, translation, or analysis of communications or information, Customer understands and acknowledges that all information used and obtained in connection with such Selected Applications is provided "**AS IS**." Customer acknowledges and agrees that speech transcription and translation is subject to unavoidable inaccuracies due to,

among other things, poor audio quality, language spoken with significant accents or dialects, unfamiliar vernacular or vocabulary, or other issues which may result in transcript or translation inaccuracies. Provider does not make any representations or warranties regarding the Selected Applications' ability to identify suspicious or suggestive key words or phrases, phrases that suggest threats to security, or phrases that indicated criminal activity in and outside of the facility(s).

e. Disclaimer of Warranties. CUSTOMER UNDERSTANDS AND ACKNOWLEDGES THAT THE SELECTED APPLICATIONS AND ALL INFORMATION USED AND OBTAINED IN CONNECTION WITH THE APPLICATIONS ARE PROVIDED "AS IS." PROVIDER AND ITS SUBSIDIARIES DO NOT MAKE AND HEREBY DISCLAIMS ANY WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO THE SELECTED APPLICATIONS. PROVIDER DOES NOT GUARANTEE OR WARRANT THE CORRECTNESS, COMPLETENESS, LEGALITY, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE OF THE SELECTED APPLICATIONS OR INFORMATION OBTAINED IN CONNECTION THEREWITH. IN NO EVENT WILL PROVIDER AND ITS SUBSIDIARIES BE LIABLE FOR ANY INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, HOWEVER ARISING, INCURRED BY CUSTOMER FROM RECEIPT OR USE OF INFORMATION OBTAINED IN CONNECTION WITH THE SELECTED APPLICATIONS OR THE UNAVAILABILITY THEREOF.

f. Limitation of Liability. PROVIDER WILL HAVE NO LIABILITY TO CUSTOMER (OR TO ANY PERSON TO WHOM CUSTOMER MAY HAVE PROVIDED DATA FROM THE SELECTED APPLICATIONS) FOR ANY LOSS OR INJURY ARISING OUT OF OR IN CONNECTION WITH THE SELECTED APPLICATIONS OR CUSTOMER'S USE THEREOF. IF, NOTWITHSTANDING THE FOREGOING, LIABILITY CAN BE IMPOSED ON PROVIDER, CUSTOMER AGREES THAT PROVIDER'S AGGREGATE LIABILITY FOR ANY AND ALL LOSSES OR INJURIES ARISING OUT OF ANY ACT OR OMISSION OF PROVIDER IN CONNECTION WITH THE SELECTED APPLICATIONS, REGARDLESS OF THE CAUSE OF THE LOSS OR INJURY, AND REGARDLESS OF THE NATURE OF THE LEGAL OR EQUITABLE RIGHT CLAIMED TO HAVE BEEN VIOLATED, WILL NEVER EXCEED $500,000. CUSTOMER COVENANTS AND PROMISES THAT IT WILL NOT SEEK TO RECOVER FROM PROVIDER AN AMOUNT GREATER THAN SUCH SUM EVEN IF CUSTOMER WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

g. Indemnification. TO THE FULLEST EXTENT ALLOWED BY APPLICABLE LAW, CUSTOMER HEREBY AGREES TO PROTECT, INDEMNIFY, DEFEND, AND HOLD HARMLESS PROVIDER FROM AND AGAINST ANY AND ALL COSTS, CLAIMS, DEMANDS, DAMAGES, LOSSES, AND LIABILITIES) ARISING FROM OR IN ANY WAY RELATED TO CUSTOMER'S USE OF THE SELECTED APPLICATIONS, INFORMATION OBTAINED IN CONNECTION THEREWITH, OR INSTRUCTIONS PROVIDED BY CUSTOMER TO PROVIDER RELATED TO THE SELECTED APPLICATIONS.

**TABLET WARRANTY AND INVENTORY ADDENDUM**

1. Warranty and Disclaimer. Provider agrees to repair and maintain the tablets in good operating condition (ordinary wear and tear excepted), including, without limitation, furnishing all parts and labor during the term of the Agreement. EXCEPT AS SPECIFICALLY SET FORTH IN THIS ADDENDUM, THE TABLETS ARE PROVIDED "AS IS" AND PROVIDER DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ANY IMPLIED WARRANTY ARISING FROM A COURSE OF DEALING OR USAGE OF TRADE, AND NONINFRINGEMENT.

2. Breakage. Provider is not responsible for the cost of any repair, maintenance, replacement or other costs incurred by Provider in performing any repair, maintenance, replacement or other costs associated with damage to tablets due to modification or attempted modification (of hardware or software), destruction, vandalism, misuse, neglect, accident, misapplication, abuse or other similar breakage, or for the cost of lost tablets (collectively, "Breakage"). Customer agrees that End Users (defined as the person the tablet has been assigned to) shall be responsible for the cost of such Breakage; including but not limited to replacement cost which is currently up to $129.99, plus any applicable handling and restocking fees. Such charges will be billed to the End User, and the Customer will deduct such amounts from the applicable End User's trust account and remit to Provider, or Provider may, as allowed by applicable law or regulation, deduct such amounts from the applicable End User's Securus Debit account. Should an End User not have sufficient funds to pay for Breakage, the End User will not be issued a new or replacement tablet until the amount that has been billed to the End User has been paid to Provider, and, as allowed by applicable law or regulation, a lien will be placed on the applicable End User trust account by Customer and/or Securus, as allowed by applicable law or regulation, may deduct funds from the End User's Securus Debit account until Provider has been fully paid. Any exceptions to this must be documented (including the reason) and will apply toward Customer's Replenishment Allowance provided below in Section 6. Customer agrees to promptly notify Provider in writing after discovering any damage or loss due to Breakage, including which End User account such Breakage applies to and will turn in such tablets to Provider's on-site staff, or pursuant to a mutually agreed return procedure, as appropriate.

3. Return of Tablets Upon Contract Termination/Expiration. Upon the termination or expiration of the contract between Customer and Provider, Customer will ensure that all Provider tablets at Customer's facility(ies) are returned to Provider. Provider will give Customer instructions for the return of tablets. Customer may be billed for the replacement cost of unreturned tablets.

4. Return of Tablet Upon Release. Customer is responsible for the collection and return of the End User's tablet to Provider's on-site staff, or other mutually agreed return procedure, up to 7 days prior to the release of an End User or such End User's transfer to a different facility. Tablets may be returned to Provider's on-site staff at the designated location. If a tablet is not returned prior to release, Customer will place a lien on the End User's trust account or Provider may, as allowed by applicable law or regulation, deduct funds for the replacement cost from the End User's Securus Debit account. Any tablets that are not returned or paid for by the End User within 7 days after the release of an End User or their transfer to a different facility will count toward Customer's Replenishment Allowance provided below in Section 6. If such Replenishment Allowance has been exhausted, then Provider must be compensated for the cost of such tablet(s) before supplying additional tablets. Customer is responsible for updating its data integration files and data feeds to provide Provider with accurate information regarding the current population for provisioning. Provider may request reports from Customer regarding the release and transfer status of its population for reconciliation at any time.

5. Return of Unused Tablets. Customer is responsible for the collection and return of any tablets that are not actively used. Such non-utilization will be determined by Provider monthly (or more frequently as outlined in the site-specific procedures) based on usage reports ran by Provider. Provider will provide a list to Customer of any tablets not actively used. Customer will either ensure any such device that is not actively used is made active (synced or put into use on Provider's network) or collect such device and return it to Provider. If any unutilized tablets are not made active or returned to Provider, such tablet(s) will count toward Customer's Replenishment Allowance provided in Section 6 below.

6. Replenishment Allowance: Customer will be provided with a 10% tablet replenishment allowance based on ADP reported as required under the 2024 FCC Order (the "Replenishment Allowance"). Customer may receive free of charge tablets issued less a.) the number of tablets in active use; and b.) the number of tablets that have been returned in Working Order (as determined by Provider) or paid for up to the Replenishment Allowance. For purposes of this clause, Working Order means a tablet that has not suffered damage due to modification or attempted modification (of hardware or software), destruction, vandalism, misuse, neglect, accident, misapplication, abuse or other similar behavior. This Replenishment Allowance can be used toward tablets that are replaced due to Breakage or any other reason. Once the Replenishment Allowance has been used for any applicable year, Provider must be paid for any additional tablets that

are issued at replacement cost. This Replenishment Allowance is applied by Customer. The Replenishment Allowance rate will be adjusted annually on June 1 based on ADP reported by Customer. Customer may request an adjustment to its Replenishment Allowance based on unexpected ADP changes. Customer may be required to provide supporting information regarding such request.

7. Tablet User Fee. When Provider is able to charge a one-time tablet enrollment fee, Provider may charge an amount of up to $50.00 to each End User. Additionally, a monthly tablet content subscription fee of $7.50 will be assessed against each End User. Such amounts will be billed to End Users and the Provider may, as allowed by applicable law or regulation, deduct funds from the End User's Securus Debit account, or Customer will deduct such amounts from End User accounts and remit to Provider. Should an End User fail to pay the tablet content subscription fee, select tablet applications for the applicable tablet(s) may be disabled by Provider until all past due tablet content subscription fees for such End User account have been paid. Not all tablet applications may be available without a content subscription, and Provider has the right to determine which applications are included in the bundled tablet content subscriptions. Non-payment may also result in tablet collection, depending upon the agency-specific agreement.

MARYLAND'S Coast WORCESTER COUNTY

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: Charlene Sharpe, Legislative Analyst
DATE: May 11, 2026
RE: Snow Hill Arts and Entertainment District Amended Resolution

The Town of Snow Hill is seeking approval from the Worcester County Commissioners of an amended resolution acknowledging re-designation of the Snow Hill Arts and Entertainment District. While the Commissioners initially approved a resolution and map for the Arts and Entertainment District in March, that map showed an expanded district. Since that time the town has opted not to increase the size of the district and is now seeking approval of the same map that was used in 2016. The amended resolution and map are attached.

Attachments

**RESOLUTION NO. 26-10**

**RESOLUTION ACKNOWLEDGING AMENDING RE-DESIGNATION OF THE SNOW HILL ARTS AND ENTERTAINMENT DISTRICT**

WHEREAS, the Town of Snow Hill has applied to the State Department of Commerce for re-designation of the Snow Hill Arts and Entertainment District within certain boundaries, as shown on the accompanying map (the "District"); and

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

I. Provides an income tax subtraction modification for qualified artists residing in the district,
II. Authorizes the governing body to grant a property tax credit for certain renovated buildings within the district, and
III. Authorizes the governing body to grant certain exemptions from the admissions and amusement tax; and

WHEREAS, the application requires an acknowledgment from the County that the income tax subtraction modification to be offered in the district may affect the County's income, as well as a statement from the County as to whether, if the district is designated, the County will offer a property tax credit and the exemption from the admissions and amusement tax; and

WHEREAS, the County Commissioners of Worcester County, Maryland previously supported and acknowledged the Snow Hill Arts and Entertainment District by Resolution No. 06-4 adopted on March 21, 2006 and acknowledged re-designation on March 15, 2016; and

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

WHEREAS, the map attached to the County Commissioners' Resolution 26-05 passed on March 17, 2026 did not accurately reflect the district boundaries and the County Commissioners wish to adopt an accurate map.

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

1. The County Commissioners of Worcester County, Maryland support the Town of Snow Hill's application to the State for re-designation of the Snow Hill Arts and Entertainment District within certain boundaries, as shown on the accompanying amended map (the "District"); and

2. The County Commissioners acknowledge that the income tax subtraction modification to be offered in the district may affect the County's income; and

3. If the district is designated, the County will offer a property tax credit and an exemption from the admissions and amusement tax equal to that which is offered by the Town of Snow Hill.

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

PASSED AND ADOPTED this 19th day of May, 2026.

ATTEST:

_____
Weston S. Young, P.E., ICMA-CM
Chief Administrative Officer

WORCESTER COUNTY COMMISSIONERS

_____
Theodore J. Elder, President

_____
Madison J. Bunting, Jr., Vice President

_____
Caryn G. Abbott

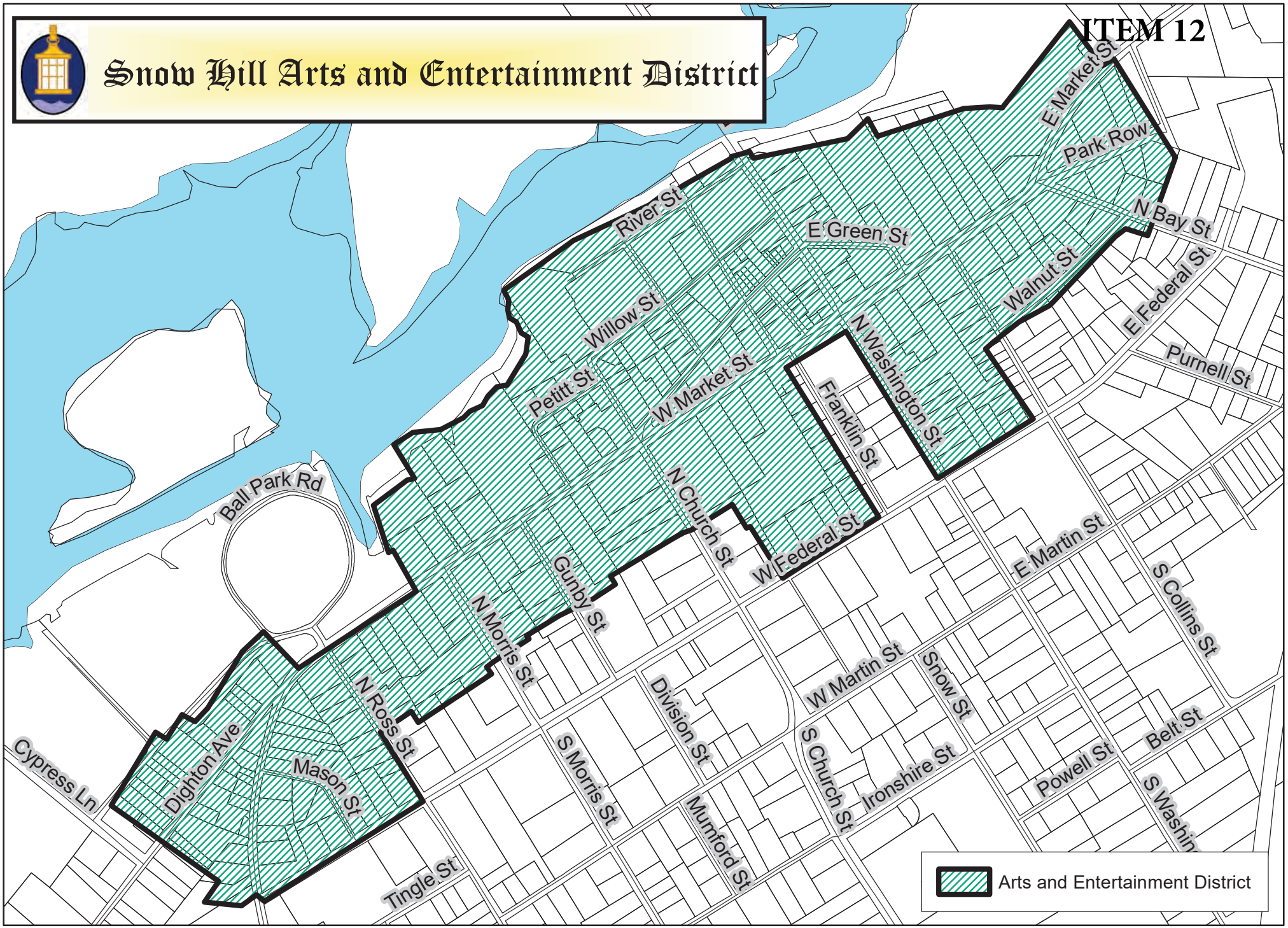
_____
Anthony W. Bertino, Jr.

_____
Eric J. Fiori

_____
Joseph M. Mitrecic

_____
Diana Purnell

# Snow Hill Arts and Entertainment District




WORCESTER COUNTY, MARYLAND
Department of Development Review and Permitting
Technical Services Division - 2026

APPROVED
WSY 03/17/26

MARYLAND'S Coast WORCESTER COUNTY

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

TO: Worcester County Commissioners
FROM: Public Information Officer Kim Moses
DATE: March 16, 2026
RE: Resolution Re-designating Snow Hill Arts and Entertainment District

---

Earlier today, Worcester County was notified by Town of Snow Hill officials that the Town must submit an application to the Maryland Department of Commerce for re-designation of its Arts & Entertainment District by April 1, 2026. This requires a resolution of endorsement from the County Commissioners. The designation, which is issued for a ten-year period, was previously approved in 2006 and again in 2016.

With the exception of a minor boundary adjustment, the Snow Hill Arts and Entertainment District map is consistent with the 2016 resolution and map. The proposed change would remove properties devoted to governmental services that are not eligible for Arts & Entertainment benefits and include residential properties occupied, or to be occupied, by qualifying artists. Town officials are finalizing the updated district map and are seeking the commissioners continued partnership supporting Snow Hill's Arts & Entertainment program.

The draft resolution is attached for the commissioners to sign.

**RESOLUTION NO. 26-05**

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

WHEREAS, the Town of Snow Hill has applied to the State Department of Commerce for re-designation of the Snow Hill Arts and Entertainment District within certain boundaries, as shown on the accompanying map (the "District"); and

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

I. Provides an income tax subtraction modification for qualified artists residing in the district,
II. Authorizes the governing body to grant a property tax credit for certain renovated buildings within the district, and
III. Authorizes the governing body to grant certain exemptions from the admissions and amusement tax; and

WHEREAS, the application requires an acknowledgment from the County that the income tax subtraction modification to be offered in the district may affect the County's income, as well as a statement from the County as to whether, if the district is designated, the County will offer a property tax credit and the exemption from the admissions and amusement tax; and

WHEREAS, the County Commissioners of Worcester County, Maryland previously supported and acknowledged the Snow Hill Arts and Entertainment District by Resolution No. 06-4 adopted on March 21, 2006 and acknowledged re-designation on March 15, 2016; and

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

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

1. The County Commissioners of Worcester County, Maryland support the Town of Snow Hill's application to the State for re-designation of the Snow Hill Arts and Entertainment District within certain boundaries, as shown on the accompanying map (the "District"); and

2. The County Commissioners acknowledge that the income tax subtraction modification to be offered in the district may affect the County's income; and

3. If the district is designated, the County will offer a property tax credit and an exemption from the admissions and amusement tax equal to that which is offered by the Town of Snow Hill.

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

PASSED AND ADOPTED this 17th day of March, 2026.

Attest:

Weston S. Young
Chief Administrative Officer

Worcester County Commissioners

Theodore J. Elder
President

Madison J. Bunting, Jr.
Vice President

Caryn G. Abbott
Commissioner

Anthony W. Bertino, Jr.
Commissioner

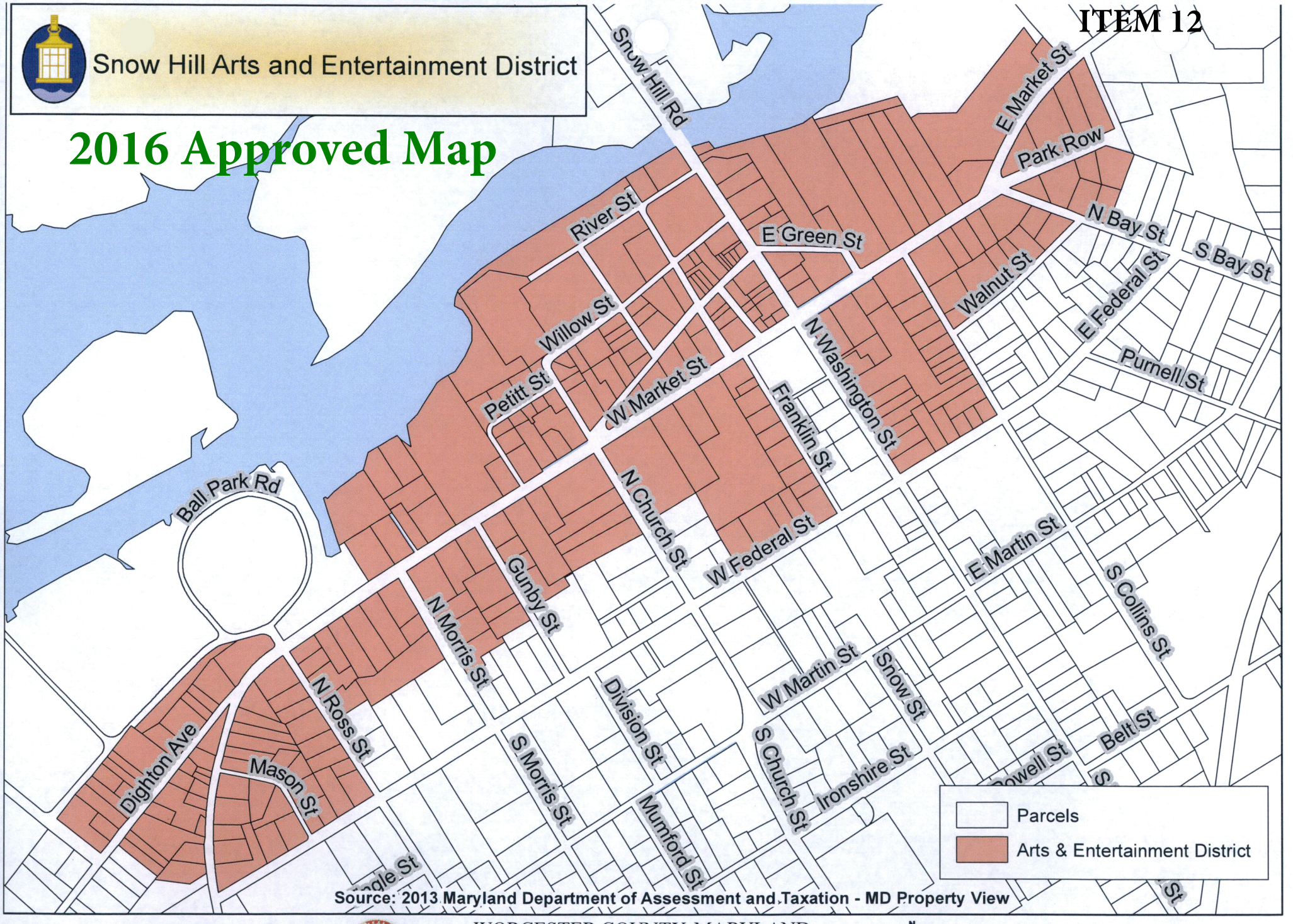
Eric J. Fiori
Commissioner

Joseph M. Mitrecic
Commissioner

Diana Purnell
Commissioner

# Snow Hill Arts and Entertainment District

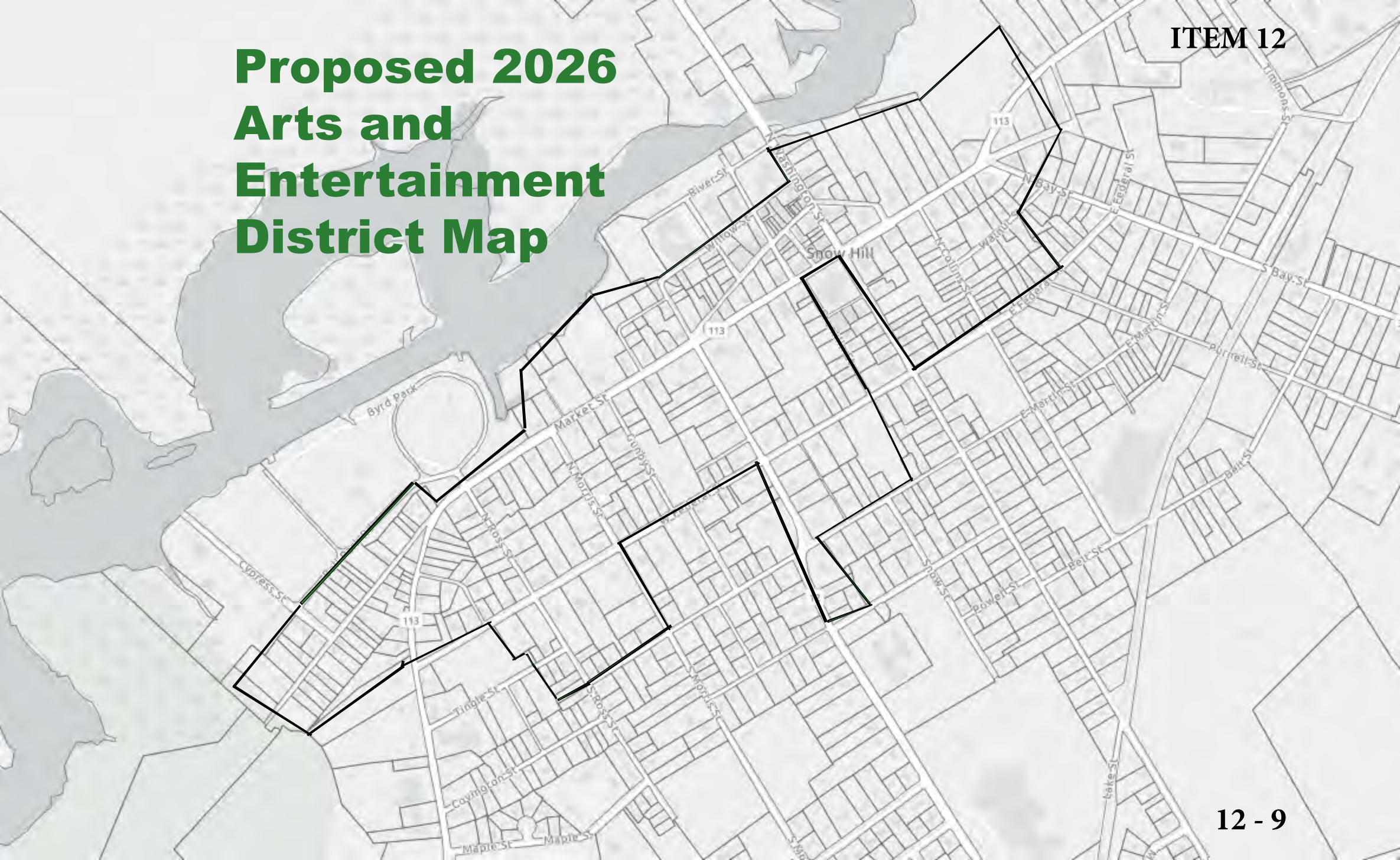
## 2016 Approved Map




Source: 2013 Maryland Department of Assessment and Taxation - MD Property View

WORCESTER COUNTY, MARYLAND
Department of Development Review and Permitting
Technical Services Division - 2016

# Proposed 2026 Arts and Entertainment District Map



MARYLAND'S Coast WORCESTER COUNTY

Worcester County Recreation & Parks
6030 Public Landing Road | Snow Hill MD 21863 | (410) 632-2144 | www.PlayMarylandsCoast.org

**MEMORANDUM**

TO: Weston S. Young, Chief Administrative Officer
Candace Savage, Deputy Chief Administrative Officer
FROM: Kelly Rados, Director of Recreation & Parks
DATE: May 11, 2026
SUBJECT: Northern Worcester Athletic Complex – Master planning

---

Recreation & Parks is requesting permission to move forward with Davis Bowen & Friedel, Inc. for master planning services of Northern Worcester Athletic Complex in Berlin. Services will include development of design options, creation of a final site plan, cost estimates, and public presentation support. We met with 3 other engineering firms, 2 of which provided pricing, and one did not submit a quote.

We will opt out of the boundary and topographic survey for now, which brings the current total to $21,600. There are $189,000 in Program Open Space funds currently assigned to this project.

Once we have a masterplan design of the project we will come back before Commissioners for approval. Additional engineering work will be needed as we get into construction drawings, permitting, bidding, etc. Those costs will be determined once a masterplan design has been approved and selected. Addition Program Open Space funds can be added to the project as it is phased out and finalized.

cc: Jacob Stephens, Deputy Director of Recreation & Parks
Edward Welch, Procurement Officer

DAVIS BOWEN & FRIEDEL, INC.

ARCHITECTS • ENGINEERS • PLANNERS • SURVEYORS

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

April 3, 2026

Worcester County Department of Recreation & Parks
6030 Public Landing Rd.
Snow Hill, MD 21863

Attn: Mr. Jacob Stephens, Deputy Director

Re: Proposal for A/E Services
Northern Worcester Athletic Complex in Berlin, MD
Surveying and Preliminary Design/Master Planning
DBF #: P0002025.159

Dear Mr. Stephens:

Based upon our meeting this past Monday, March 30, Davis, Bowen & Friedel, Inc. is pleased to present this proposal for surveying, architectural, and civil engineering services in support of the proposed redesign of the Northern Worcester Athletic Complex. A description of our proposed scope of work and associated fees for each portion of the work is as follows:

**A. BOUNDARY AND TOPOGRAPHIC SURVEY**

Our office will complete a boundary and topographic survey of the approximately 80-acre site, for use in preparing the design concepts. We will locate the existing fields, roadways, poles, buildings, parking areas, and any other features within the site and along the frontage of the property. Our office will verify and locate the right-of-way as well as existing property corners.

Lump Sum Fee: $27,000.00

**B. INITIAL DESIGN OPTIONS**

Our office will meet with your team to review the desired renovations and additions to the complex including wish list items. We will develop initial concepts based upon this meeting and discuss pros and cons in order to refine the options. We will meet again with the goal of refining the design to a single option.

Lump Sum Fee: $9,850.00

**C. PRELIMINARY SITE PLAN AND COST ESTIMATE**

Upon completion of the initial design, our office will develop the selected site plan and associated cost estimate and review this with your team. If it is desired to hold a public meeting, we have included a separate price below for that, if needed. Once this option is

reviewed, we will finalize the plan, create a color rendering of the plan, and finalize the cost estimate. We will also prepare a master plan report for stakeholder review. All these items will be presented to you based on your schedule for presentation to County Commissioners or others as needed. We will also work with your team to develop a schedule for construction that will include any possible phasing.

Lump Sum Fee: $8,950.00

## D. PUBLIC PRESENTATION

Our team will attend a public meeting to present options for comment. This will be held at a venue of your choice and, most likely, be an evening meeting. We will prepare minutes to document the relevant comments.

Lump Sum Fee: $2,800.00

## E. EXCLUSIONS

The following professional services are outside the scope of work at this time:

- Mechanical, electrical, and plumbing engineering
- Construction documents or detailing of the design
- Traffic studies
- Wetlands delineation
- Underground utility location
- Connection to Town water/sewer design (separate proposal)
- Bid phase services

Billing will be submitted on a monthly basis, determined by the percentage of work completed the previous month. Additional services, approved by you, will be performed on a unit price basis in accordance with the attached Schedule of Rates No. 50A.

Should you find his proposal acceptable, please execute below and send to me via email or forward a County purchase order to my attention.

On behalf of Davis, Bowen & Friedel, Inc., we appreciate the opportunity to provide our services on this project. Should you have any questions or need additional information, please reach out to me at 410-543-9091 or via email at mwh@dbfinc.com.

Sincerely,
DAVIS, BOWEN AND FRIEDEL, INC.

Michael Wheedleton, AIA
Principal/Sr. Architect

Enclosures: Schedule of Rates No. 50A

Client Signature Date

Printed Name

**DAVIS, BOWEN & FRIEDEL, INC. ("DBF")**
**SCHEDULE OF RATES**
SCHEDULE NO. 50A
Effective September 1, 2025

| CLASSIFICATION | HOURLY RATE |
|---|---|
| Principal | $230.00 |
| Senior Architect, Sr. Landscape Architect, Sr. Engineer, Sr. Surveyor, Sr. Planner | $195.00 |
| Architect, Landscape Architect, Engineer, Surveyor, Planner | $155.00 |
| Senior Manager: Architecture, Landscape Architecture, Engineering, Surveying | $160.00 |
| Manager: Architecture, Landscape Architecture, Engineering, Surveying | $140.00 |
| Senior Environmental Specialist | $160.00 |
| Environmental Specialist | $130.00 |
| Construction Administrator | $145.00 |
| Senior Designer | $150.00 |
| Designer | $130.00 |
| GIS Specialist | $140.00 |
| Computer Graphics Designer | $115.00 |
| CAD I | $115.00 |
| CAD II | $100.00 |
| 1 Person Survey Crew | $150.00 |
| 2 Person Survey Crew | $190.00 |
| 3 Person Survey Crew & UAV Crew (Excluding Equipment Charge) | $230.00 |
| Resident Project Representative | $110.00 |
| Computer Administrator | $110.00 |
| Administrative Support | $90.00 |
| Travel | $0.655/mile |
| Direct Expense | Cost + 10% |
| UAV Equipment Charge | $100/mission |
| Prints (In-house Reproduction) | $3.50/sheet |
| Overtime | (1.5xHourly Rate) |
| 24x36 Mounted Prints | $90 (First Board)/ $40 (Additional Boards from the Same Order) |

DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

*ZONING DIVISION*
*BUILDING DIVISION*
*DATA RESEARCH DIVISION*

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863
TEL:410.632.1200 / FAX: 410.632.3008
http://www.co.worcester.md.us/departments/drp

*ADMINISTRATIVE DIVISION*
*CUSTOMER SERVICE DIVISION*
*TECHNICAL SERVICES DIVISION*

# M E M O R A N D U M

TO: Weston S. Young, Chief Administrative Officer
FROM: Jennifer K. Keener, AICP, Director
DATE: May 6, 2026
RE: Proposed Private Lane Names – Riverview Mobile Home Park
**********

Attached please find a memo from Kelly Henry, GIS Supervisor, relative to a request that was received for the naming of the currently unnamed private lanes within Riverview mobile home park located off of Shell Mill Road in Bishopville. The property owners are proposing to name the private lanes "Riverview Point Lane", "Oyster Shell Lane", "Crab Lane" and "Saltwater Lane". We are requesting your approval of the private road names so that we may assign the addresses to the existing and proposed lots within this park.

If approved, I have taken the liberty of drafting a resolution to that effect which is attached. An electronic copy will be sent to your office as well. As always, I will be available to discuss this matter with you and the County Commissioners at your convenience.

Attachment

cc: Roscoe Leslie, County Attorney
Chris Shaffer, Director, Dept. of Emergency Services
Kevin Lynch, County Roads Superintendent, DPW
Kelly Henry, GIS Supervisor, IT

**RESOLUTION NO. 26-___**

**RESOLUTION NAMING PRIVATE LANES
WITHIN THE RIVERVIEW MOBILE HOME PARK
IN BISHOPVILLE AS
RIVERVIEW POINT LANE, OYSTER SHELL LANE,
CRAB LANE AND SALTWATER LANE**

WHEREAS, the Worcester County Commissioners have adopted an Inventory of Public Roads of Worcester County in accordance with § PW 1-202 of the Code of Public Local Laws of Worcester County, Maryland; and

WHEREAS, in accordance with the provisions of § PS 6-101(e) of the Code of Public Local Laws of Worcester County, Maryland, the Worcester County Commissioners are to name all private lanes which have three or more buildable lots or three or more inhabitable structures, including houses, mobile homes, businesses or other structures, selecting a name which is not the same or similar to another private lane or a public road listed in the Inventory of Public Roads of Worcester County, Maryland; and

WHEREAS, the County Commissioners have received a request to name the private lanes within the Riverview mobile home park off of Shell Mill Road in Bishopville which has pending approvals for new lots on these previously unnamed lanes; and

WHEREAS, the applicant has suggested that Riverview Point Lane, Oyster Shell Lane, Crab Lane and Saltwater Lane are appropriate names which are not the same or similar to another private lane name or public road name in the Inventory of Public Roads of Worcester County, Maryland.

NOW, THEREFORE, BE IT RESOLVED that:

Section 1. The private lanes located within the Riverview Mobile Home Park on the westerly side of Shell Mill Road in Bishopville in the Fifth Tax District of Worcester County, Maryland as shown on Worcester County Tax Map 9, Parcel 268 are hereby named **Riverview Point Lane, Oyster Shell Lane**, **Crab Lane** and **Saltwater Lane**, for which signs will be erected by the Roads Division of the Worcester County Department of Public Works.

Section 2. Executed this __ day of ___, 2026. This Resolution shall be effective immediately.

DEPARTMENT OF
INFORMATION TECHNOLOGY

**Worcester County**

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1003
SNOW HILL, MARYLAND 21863
TEL:410.632.5610
www.co.worcester.md.us/departments/it

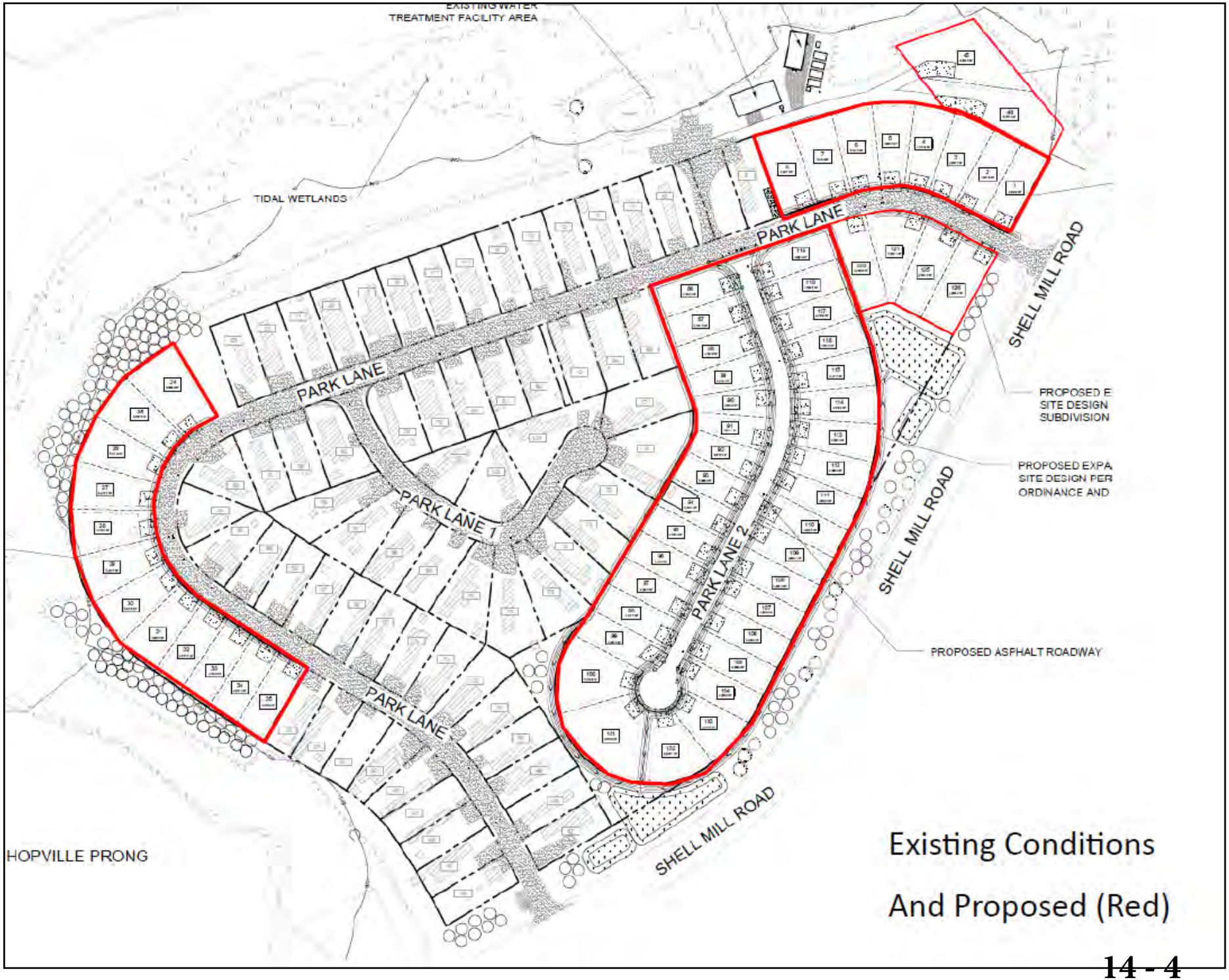
To: Jennifer K. Keener, DRP Director
From: Kelly L. Henry, GIS Supervisor
Subject: Proposed Private Lane Names – Riverview Mobile Home Park
Date: May 5, 2026

**********

Riverview Mobile Home Park is proposing an expansion of 54 sites and the construction of an additional internal travel way. Originally in the 1980's when E-911 addresses were assigned, the Department of Emergency Services assigned one street number to the mobile home park with the site numbers being used as unit numbers. Emergency response and addressing have evolved over the years. After discussing this matter with Chris Shaffer, Emergency Services Director, it was decided that the private lanes within the mobile home park should be named and each site have its own unique street number. I have been coordinating proposed road names with James Cook, Rauch Inc. The following private lane names have been submitted and evaluated to be found acceptable pending County Commissioner approval: Riverview Point Lane, Oyster Shell Lane, Crab Lane and Saltwater Lane. This will require a re-addressing of the entire mobile home park.

| Riverview Mobile Home Park - Proposed Road Name Evaluation - Bishopville Area | | |
|---|---|---|
| Proposed Street Name | Exiting Street Name | Location |
| Riverview Lane | River Street | Snow Hill |
| Riverview Park Lane | Riverview Drive | St Martins By The Bay |
| | Riverview Park Drive | Pocomoke |
| Oyster Lane | Oyster Lane | Ocean City |
| Oyster Shell Lane | | |
| Clamshell Lane | Clam Shell Road | Ocean City |
| Clam Lane | | |
| Crab Lane | Crab Cay Court | Ocean Pines |
| Beach Lane | Beach Court | Ocean Pines |
| | Beach | Ocean City |
| Saltwater Lane | | |
| Conflict / Duplicate | Possible Conflict | Acceptable |

Cc: Chris Shaffer, Emergency Services Director




Existing Conditions

And Proposed (Red)

WORCESTER
COUNTY PUBLIC SCHOOLS

**ITEM 15**

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



March 24, 2026

Mr. Theodore J. Elder, President
1 West Market Street
Snow Hill, MD 21863

Dear President Elder,

On behalf of the Worcester County Board of Education, we respectfully request County Commissioner approval to reallocate the remaining funds from the Pocomoke Elementary School Roof Replacement Project to support the Pocomoke Elementary School Rooftop Unit (RTU) Replacement Project. The amount requested for reallocation is $440,989.25. When combined with the $796,418 already included in the County's assigned funds, this will provide a total of 1,237,407.25 for this project.

The roof replacement project has been successfully completed, and the remaining funds present an opportunity to address another critical facility need at Pocomoke Elementary School. The planned RTU replacement project will improve HVAC reliability, enhance indoor air quality, and increase energy efficiency, directly supporting a safe and comfortable learning environment for students and staff.

We greatly appreciate the Worcester County Commissioners' continued support of our school facilities and your ongoing partnership in maintaining high-quality learning environments across the district. Thank you for your consideration of this request.

Please feel free to contact us if additional information is needed.

Sincerely,

Annette E. Wallace, Ed. D.
Superintendent

DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863
TEL:410.632.1200 / FAX: 410.632.3008
http://www.co.worcester.md.us/departments/drp

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer
FROM: Jennifer K. Keener, AICP, Director
DATE: May 11, 2026
RE: Annexation Request – 2.494 acres, Pocomoke City
**********

The Department is in receipt of the attached documentation from Pocomoke City relating to the proposed annexation and zoning classification of land consisting of approximately 2.494 acres at Tax Map 84, Parcel 168. The property is located at the southeasterly intersection of US Route 13 (Ocean Highway) and MD Route 366 (Stockton Road), owned by Wayne T. Brittingham, Sr. and Flora S. Brittingham.

The property has adjacency to the current municipal boundaries for Pocomoke City via roadbed annexation along both US Route 13 and MD Route 366. The site has been identified as the proposed site for a future Wawa convenience store and gas station. DRP was not a party to any site plan review process for this project as it was anticipated that annexation would occur to receive public services.

A copy of the annexation documents were provided to the Department of Environmental Programs.

**Findings:** Section 4-416 of the Local Government Article of the Annotated Code of Maryland requires that the County find the uses within the Town's proposed zoning classification upon annexation (B-2 General Business District) are generally consistent with the uses within the County's existing zoning classification (C-2 General Commercial District). **Based upon my review, I find that the proposed annexation is consistent with the land uses of the Comprehensive Plan and with existing and proposed zoning and land use in the area.** Should the County Commissioners concur with these findings, a draft letter to that effect has been prepared for signature by the President.

**Background:** I would like to offer the following comments in support of this position.

1. **Legal Framework (MD Code § 4-416):**

   Maryland law requires that for five years following an annexation, a municipality may not allow land uses "substantially different" or densities more than 50% higher than those allowed under previous county zoning without express county approval.

2. **Findings on Density and Zoning:**

- **Density:** As the property is not currently zoned for, nor intended to be a residential development, the statutory density limitations (50% rule) do not apply.
- **Zoning:** A comparison between the County's C-2 General Commercial District and the Town's proposed B-2 General Business District shows that permitted uses are highly similar. Therefore, the proposed zoning does not constitute a "substantially different" use.

3. **Comprehensive Plan Alignment:**

- **Land Use Categories:** In the Worcester County 2006 Comprehensive Plan, the property is predominantly within the Growth Area category. While a minor portion (0.24 acres) is wooded and therefore designated Agricultural, the draft 2026 Comprehensive Plan proposes moving the entire parcel into the Growth Area designation.
- **Regional Cooperation:** The annexation supports the Comprehensive Plan goal of fostering cooperative planning between Worcester County and its incorporated towns. The subject property is shown as a potential annexation property on Map 8, Municipal Growth Element, of Pocomoke City's Comprehensive Plan adopted on October 6, 2014.
- **Sustainable Growth Principles:** The annexation is consistent with the state's recommendations relative to prioritizing development within population centers, providing access to transportation networks and building context appropriate new development.

4. **Site Context and Infrastructure:**

- **Location:** Situated on the US Route 13 commercial corridor.
- **Surrounding Area:** The site is adjacent to existing municipal limits and developed commercial properties, making this a logical extension of town services.
- **Funding:** The site is recognized as a Priority Funding Area, indicating it is a preferred location for state-funded infrastructure and growth.

**Conclusion:** The proposed B-2 zoning is consistent with existing area zoning and state sustainable growth principles. The annexation is a logical progression of the growth area that adheres to all relevant Maryland legal standards.

Should you require additional information or have any questions, please do not hesitate to contact me.

MAYOR AND CITY COUNCIL OF POCOMOKE CITY

RESOLUTION NO. 2026-R-11

A Resolution
For An Annexation of A 2.494 Acre Parcel of Land
Contiguous To and Binding Upon the Corporate Limits of Pocomoke City
Reflected as "Proposed Parcel A" in the Minor Subdivision of the Lands of Brittingham Wayne T. Sr. & Brittingham Flora S., and recorded in the Land Records for Worcester County, Maryland Plat Book SRB 257, page 64-66

**WHEREAS**, Section 4-401 et. seq., Local Government Article, of the Maryland Annotated Code, provides a Maryland municipality the power to enlarge municipal boundaries by annexation; and,

**WHEREAS**, Pocomoke City received a Petition for Annexation dated February 19, 2026, attached hereto as **Exhibit 1** and incorporated by reference as if fully set forth herein, requesting that Pocomoke City annex a certain area of land of Wayne T. Brittingham, Sr. and Flora S. Brittingham, consisting of 2.494 acres more or less depicted as "Proposed Parcel A" on a plat entitled "Minor Subdivision of the Lands of Brittingham Wayne T. Sr. & Brittingham Flora S.", recorded in the Land Records for Worcester County, Maryland, Plat Book SRB 257, page 64-66 and attached hereto as **Exhibit 2** and incorporated by reference as if fully set forth herein (the aforesaid real property is hereinafter referred to as the "Property"). It has been verified that Wayne T. Brittingham, Sr. and Flora S. Brittingham are the sole owners of the Property to be annexed; and

**WHEREAS**, the Property to be annexed is contiguous and adjoining to the existing boundaries of Pocomoke City and does not create an unincorporated area that is bounded on all sides by (i) real property presently in the boundaries of the municipality; (ii) real property proposed to be in the boundaries of the municipality as a result of the annexation; or (iii) any combination of real property described in item (i) or (ii) of this item and the land is not located in another municipality; and,

**WHEREAS**, at least 25% of the registered voters who are residents in the area to be annexed; and the owners of at least 25% of the assessed valuation of the real property in the area to be annexed have signed the petition for annexation, attached hereto as **Exhibit 3** and incorporated by reference as if fully set forth herein; and

**WHEREAS**, it appears that the aforesaid Petition for Annexation meets all of the requirements of applicable state and local law; and

**WHEREAS**, pursuant to Section 4-415, Local Government Article, of the Maryland Annotated Code, Pocomoke City is required to adopt an Annexation Plan for the proposed annexation of the Property; and,

**WHEREAS**, pursuant to Section 4-406, Local Government Article, of the Maryland Annotated Code, a public hearing on this Resolution, providing for the Pocomoke City Council's annexation of the Property and approval of the Annexation Plan (as defined herein below), shall be and hereby is scheduled for Monday, May 18, 2026, at 6:30 pm at City Hall;

**NOW, THEREFORE, BE IT RESOLVED THAT,** the Mayor and City Council of Pocomoke City,

**Section 1.** It is proposed and recommended that that the municipal boundaries of Pocomoke City be changed so as to annex to and include within the said municipal boundaries of Pocomoke City all that certain real property more particularly described in **Exhibits 2 and 3** attached hereto and incorporated by reference as if fully set forth herein (the real property to be annexed by Pocomoke City as contemplated by this Resolution is hereinafter referred to as the "Property").

**Section 2.** The annexation of the Property be and hereby is approved by the Pocomoke City Council subject to all terms, conditions and agreements contained in the proposed Annexation Agreement and the Annexation Plan, attached as **Exhibits 4 and 5**, respectively, each of which is attached hereto and incorporated herein as if all such terms, conditions and agreements contained in such Exhibits were specifically set forth at length in this Resolution. Upon the effective date of this Resolution, the provisions of the Charter and Code of Pocomoke City, and any local public laws enacted or so enacted affecting Pocomoke City, shall be effective within the Property except to the extent that this Resolution or the Annexation Agreement provide otherwise. If the area is successfully annexed, the parcel shall be subject to the standard rates of municipal taxation and fees for municipal services and facilities and shall be governed pursuant to the Annexation Agreement.

**Section 3.** The Mayor of the Pocomoke City be and hereby is authorized to execute on behalf of Pocomoke City the Annexation Agreement attached hereto as **Exhibit 4**.

**Section 4.** The Annexation Plan attached hereto as **Exhibit 5** be and hereby is adopted for Pocomoke City's annexation of the Property as contemplated by this Resolution.

**Section 5.** The Property is currently zoned by Worcester County as C-2. The Pocomoke City Code, Section 230-12 provides that when "territory becomes a part of the incorporated area of Pocomoke City by annexation or otherwise, such territory shall automatically be classified as R-1 District until otherwise classified." The Pocomoke City Planning and Zoning Commission has

prospectively approved the parcel, on the condition it is successfully annexed, to be zoned as B-2-General Business Zoning. The Zoning Map of the Pocomoke City shall be amended to include the Property and for the Property to be classified as B-2-General Business Zoning District.

**Section 6.** Pursuant to Section 4-406, Local Government Article, of the Maryland Annotated Code, the Pocomoke City Council shall hold a public hearing on this Resolution on May 18, 2026, at 6:30 p.m. in the Council Chambers at Pocomoke City Hall, and the City Clerk shall cause a public notice of time and place of the said public hearing to be published not fewer than two (2) times at not less than weekly intervals, in at least one (1) newspaper of general circulation in Pocomoke City, which said public notice shall specify the time and place at which the Pocomoke City Council will the hold the aforesaid public hearing, the date of which shall be no sooner than fifteen (15) days after the final required date of publication as specified hereinabove.

**AND, BE IT FURTHER RESOLVED BY THE POCOMOKE CITY COUNCIL AS FOLLOWS:**

**Section 7.** It is the intention of the Pocomoke City Council that each provision of this Resolution shall be deemed independent of all other provisions herein.

**Section 8.** It is further the intention of the Pocomoke City Council that if any section, paragraph, subsection, clause or provision of this Resolution shall be adjudged invalid, unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other provisions of this Resolution shall remain and shall be deemed valid and enforceable.

**Section 9.** The Recitals set forth hereinabove are incorporated into this section of this Resolution as if such recitals were specifically set forth at length in this Section 9.

**Section 10.** This Resolution and the annexation of the Property as contemplated herein, shall take effect upon the expiration of forty-five (45) days following its final passage, subject, however, to the right of referendum with respect to this Resolution as set forth in Section 4-401 et. seq., Local Government Article, of the Maryland Annotated Code.

***[THIS PAGE IS INTENTIONALLY LEFT BLANK]***

***[SIGNATURES APPEAR ON THE PAGE THAT FOLLOWS]***

RESOLUTION NO. 2026-R-11

Council Vice President
Diane Downing

APPROVED BY ME THIS
____ DAY OF _____, 20___.

City Clerk
Melinda Stafford

Mayor and Council President
Todd J. Nock

# EXHIBIT 1

| | | |
|---|---|---|
| IN RE: WAYNE T. BRITTINGHAM, Sr., et al. | * | MAYOR AND CITY COUNCIL OF |
| | * | |
| WORCESTER COUNTY, MARYLAND | * | POCOMOKE CITY, MARYLAND |

* * * * * * * * * * * *

**PETITION FOR ANNEXATION**

Now comes Wayne T. Brittingham, Sr. and Flora S. Brittingham ("Petitioners"), owners of the property known as "Proposed Parcel A" as reflected in the Minor Subdivision of the Lands of Brittingham Wayne T. Sr. & Brittingham Flora S. (the "Minor Subdivision"), and recorded in the Land Records for Worcester County, Maryland Plat Book SRB 257, page 64-66 (the "Property"), by and through their attorneys, Mark Spencer Cropper, Spencer Ayres Cropper, and Ayres, Jenkins, Gordy & Almand, P.A., and hereby petition the Mayor and City Council of Pocomoke City (the "City") to annex their property to be included within the corporate limits of the City. Petitioners request that the Mayor and City Council issue a resolution, publish the required notice, and conduct a public hearing concerning the proposed annexation.

The Property is contiguous and adjoining to the City and does not lie within the boundaries of any other municipality. If annexation is granted, no enclave of unincorporated area would be completely surrounded by land within the municipality.

The above mentioned Property consists of 2.494 acres or 108,635 square feet as set forth in the Minor Subdivision prepared by Craig Black of Dynamic Survey, LLC, a professional land surveyor licensed by the State of Maryland. A copy of the Minor Subdivision is attached hereto as Exhibit 1. The property is zoned in Worcester County as C-2 (Commercial). Petitioners

request that the City's zoning map is amended to reflect a similar commercial zoning classification.

Attached hereto as Exhibit 2, are consents to the annexation by the adjacent property owners. Petitioners also request to be connected to the City's wastewater treatment services, in addition to eligibility for other City services.

Respectfully submitted,

Wayne T. Buttingham Sr.

Gerald S. Buttingham

2/19/26

Date

# EXHIBIT 2

# LEGEND

- PROPERTY LINES
- OFF-SITE PROPERTY LINES
- PROPOSED PROPERTY LINES
- PROPOSED BUILDING SETBACK LINES
- PROPOSED DRAINAGE EASEMENT LINE
- PROPOSED SITE TRIANGLE EASEMENT LINE
- MATCHLINE
- SURVEYED TREE LINE
- APPROVED FSD LINE

| | |
|---|---|
| 17 | PROPOSED LOT NUMBER |
| 58,716 SF<br>1.348 AC | PROPOSED LOT AREA |
| FYSB | FRONT YARD SETBACK |
| SYSB | SIDE YARD SETBACK |
| RYSB | REAR YARD SETBACK |
| N80° 38' 54"E<br>2,218.40' (MR1) | OVERALL TRACT METES & BOUNDS |
| N79° 35' 41"E<br>389.09' | PROPOSED LOT METES & BOUNDS |
| S79° 35' 41"W<br>30.00' | PROPOSED EASEMENT METES & BOUNDS |
| | PROPOSED FOREST CONSERVATION EASEMENT |
| | AREA TO BE CONVEYED TO THE MARYLAND STATE HIGHWAY ADMINISTRATION |
| | SEWAGE RESERVE AREA |
| W | WELL |
| | PERPETUAL EASEMENT TO DISCHARGE FLOW OF WATER UPON EXISTING GROUND |

## AREA CHART

| | |
|---|---|
| PARCEL 168 | 56.497 AC. |
| PROPOSED PARCEL A SUBTRACTED | 2.494 AC. |
| MDSHA DEDICATION SUBTRACTED | 0.274 AC. |
| REVISED PARCEL 168 | 53.729 AC. REMAINING AREA |
| FOREST CONSERVATION EASEMENT (PARCEL 168) | 1.180 AC. |
| PROPOSED PARCEL A | 2.494 AC. |

## WORCESTER COUNTY PLANNING & ZONING COMMISSION

THE GRANT OF A PERMIT OR APPROVAL OF THIS SUBDIVISION SHALL NOT CONSTITUTE A REPRESENTATION, GUARANTY OR WARRANTY OF ANY KIND BY WORCESTER COUNTY OR BY ANY OFFICIAL OR EMPLOYEE THEREOF OF THE PRACTICABILITY, BUILDABILITY OR SAFETY OF ANY PROPOSED USE AND SHALL CREATE NO LIABILITY UPON THE COUNTY, ITS OFFICIALS OR EMPLOYEES.

ANY APPROVAL BY THE ENVIRONMENTAL PROGRAMS DIVISION OF ANY POTABLE WATER OR WASTEWATER SYSTEM OR SUITABILITY THEREOF IS BASED UPON STATE AND COUNTY STANDARDS EXISTING AS OF THE DATE OF APPROVAL. SUCH STANDARDS ARE SUBJECT TO CHANGE AND A PERMIT MAY BE DENIED IN THE FUTURE. IN THE EVENT THAT CURRENT STANDARDS CANNOT BE MET AS OF THE DATE OF APPLICATION FOR SUCH PERMIT, THE APPROVAL SHOWN HEREON IS NOT SUFFICIENT APPROVAL FOR A PERMIT.

WORCESTER COUNTY DOES NOT GUARANTEE THE DEVELOPMENT OR CONSTRUCTION OF ANY AMENITIES SHOWN ON THIS PLAT. ALL SUCH AMENITIES SHALL BE THE RESPONSIBILITY OF THE OWNER AND DEVELOPER OF THIS SUBDIVISION.

WORCESTER COUNTY PLANNING COMMISSION — DATE 10/21/25

## OWNERS CERTIFICATION:

THE SUBDIVISION OF LAND ON THIS PLAT IS WITH FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE OWNERS PROPRIETORS AND TRUSTEES, IF ANY, THEREOF. THE REQUIREMENTS OF SECTION 3-108 OF THE REAL PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND (CURRENT) AS FAR AS THEY RELATE TO THE MAKING OF THIS PLAT AND THE SETTING OF MARKERS HAVE COMPLIED WITH.

OWNER/ TAX MAP 84 PARCEL 168: WAYNE T SR BRITTINGHAM — DATE 10/5/25
1635 BUCK HARBOR RD
POCOMOKE CITY, MD 21851

OWNER: TAX MAP 84 PARCEL 168: FLORA S BRITTINGHAM — DATE 10/5/25
1635 BUCK HARBOR RD
POCOMOKE CITY, MD 21851

## SURVEYOR'S CERTIFICATION:

I HEREBY CERTIFY, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT THE REQUIREMENTS OF SECTIONS 3-108 OF THE REAL PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND (CURRENT) AS FAR AS THEY RELATE TO THE MAKING OF THIS PLAT AND THE SETTING OF MARKERS AS WELL AS THE REQUIREMENTS OF THE COUNTY COMMISSIONERS AND COMMISSION OF WORCESTER COUNTY, MARYLAND REGARDING THE PLATTING OF SUBDIVISIONS WITHIN THE COUNTY HAVE BEEN COMPLIED WITH.

CRAIG BLACK
PROFESSIONAL LAND SURVEYOR
MARYLAND LICENSE NO. 22039
EXPIRATION DATE: 08/10/2026
DATE 9-17-25

PROFESSIONAL LAND SURVEYOR CRAIG BLACK No. 22039

Plotted: 09/04/25 – 10:33 AM, By: matreiter
File: V:\DSURVEY PROJECTS\1478 Paramount Realty\99-194S Pocomoke MD\Dwg\S1478999194NS3.dwg, ----> 24x36 MS 001



## LINE & CURVE DATA TABLE

| LINE #/ CURVE # | LENGTH | DIRECTION/DELTA | RADIUS | CHORD BEARING | CHORD |
|---|---|---|---|---|---|
| L1 | 186.21' | N64° 27' 02"E | | | |
| L2 | 295.00' | N64° 32' 52"E | | | |
| L3 | 40.00' | S25° 32' 58"E | | | |
| L4 | 32.05' | N64° 27' 02"E | | | |
| L5 | 116.65' | S38° 33' 03"E | | | |
| L6 | 294.65' | N64° 42' 05"E | | | |
| L7 | 1012.18' | S35° 39' 40"E | | | |
| L8 | 283.70' | S45° 53' 20"W | | | |
| L9 | 181.50' | S41° 51' 40"E | | | |
| L10 | 1194.55' | S47° 51' 40"E | | | |
| L11 | 901.15' | S65° 18' 30"W | | | |
| L12 | 793.98' | N51° 46' 54"W | | | |
| L13 | 389.69' | S87° 15' 06"W | | | |
| L14 | 219.22' | N5° 43' 15"W | | | |
| C1 | 777.22' | 9°30'28" | 4683.66' | N10° 28' 29"W | 776.33' |
| L15 | 383.83' | N15° 37' 59"W | | | |
| L16 | 153.71' | N23° 05' 26"W | | | |
| L17 | 140.54' | N19° 23' 05"W | | | |
| L18 | 17.59' | N26° 13' 39"W | | | |

## FOREST CONSERVATION EASEMENT

| LINE # | LENGTH | DIRECTION/DELTA |
|---|---|---|
| L19 | 198.25' | S65° 18' 30"W |
| L20 | 251.48' | N45° 41' 55"E |
| L21 | 172.80' | S43° 16' 42"E |
| L22 | 325.86' | S47° 51' 40"E |

## SEWAGE RESERVE AREA

| LINE # | LENGTH | DIRECTION/DELTA | NORTHING | EASTING |
|---|---|---|---|---|
| L23 | 100.00' | S87° 17' 53"E | N:146024.4214 | E: 1731784.1970 |
| L24 | 100.00' | S02° 42' 07"W | N:145924.5326 | E: 1731779.4830 |
| L25 | 100.00' | N87° 17' 53"W | N:145929.2466 | E: 1731679.5941 |
| L26 | 100.00' | N02° 42' 07"E | N:146029.1354 | E: 1731684.3081 |

## PARCEL A LINE DATA TABLE

| LINE # | LENGTH | BEARING |
|---|---|---|
| L27 | 187.40' | N64° 27' 04"E |
| L28 | 153.12' | N64° 18' 28"E |
| L29 | 322.88' | S25° 21' 37"E |
| L30 | 305.68' | S68° 24' 57"W |
| L31 | 65.07' | N81° 54' 36"W |
| L32 | 138.12' | N23° 05' 26"W |
| L33 | 128.06' | N19° 23' 05"W |

## AREA TO BE CONVEYED TO THE MARYLAND STATE HIGHWAY ADMINISTRATION

| LINE # | BEARING | LENGTH |
|---|---|---|
| 1 | N 19° 23' 05" W | 12.48' |
| 2 | N 26° 13' 39" W | 17.59' |
| 3 | N 64° 27' 02" E | 186.21' |
| 4 | N 64° 32' 52" E | 295.00' |
| 5 | S 25° 32' 58" E | 6.52' |
| 6 | S 60° 03' 38" W | 129.43' |
| 7 | S 19° 38' 23" W | 18.01' |
| 8 | S 64° 18' 28" W | 153.12' |
| 9 | S 64° 27' 04" W | 187.40' |

FEE SIMPLE AREA
11,924 SQ. FT. OR 0.274 ACRES±
SHOWN THUS:

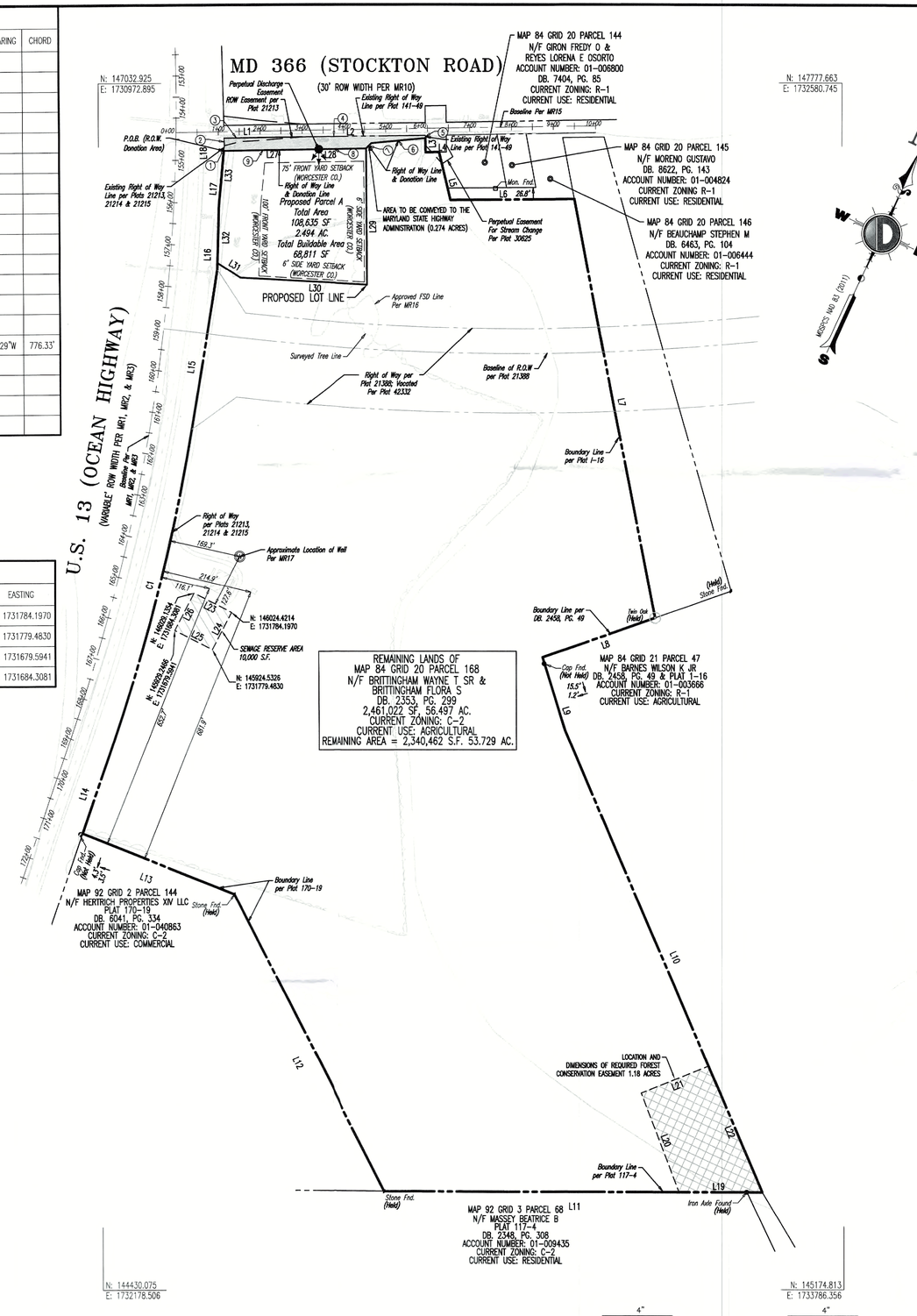
## WORCESTER COUNTY ENVIRONMENTAL PROGRAMS:

THIS SUBDIVISION SHOWN HEREON IS APPROVED AS BEING IN CONFORMANCE WITH THE WORCESTER COUNTY COMPREHENSIVE WATER AND SEWERAGE PLAN PROVIDING FOR CENTRAL WATER SUPPLY AND CENTRAL SEWERAGE AT THE NEWLY CREATED LOT.

THIS REMAINING LOT IS APPROVED WITH EXISTING WATER AND SEWAGE FACILITIES AS SHOWN. THIS DOES NOT INDICATE THAT THE QUALITY OF THESE SYSTEMS HAS BEEN EVALUATED. THE 10,000 SQUARE FOOT SEWAGE RESERVE AREA MUST REMAIN FREE OF BUILDINGS EASEMENTS RIGHT-OF-WAYS AND ANY OTHER PERMANENT OR PHYSICAL OBJECTS AND BE RESERVED FOR FUTURE SEWAGE DISPOSAL. IN ADDITION, ANY FUTURE CHANGES TO THIS SYSTEM FIRST REQUIRE AN EVALUATION AND PERMIT FROM ENVIRONMENTAL PROGRAMS.

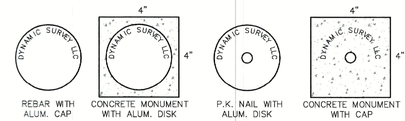
THIS SUBDIVISION IS APPROVED FOR INTERIM INDIVIDUAL WATER SUPPLY AND SEWAGE DISPOSAL SYSTEMS IN ACCORDANCE WITH THE COUNTY COMPREHENSIVE WATER AND SEWER PLAN FOR THE REMAINING LOT. THE APPLICANT OR ANY FUTURE OWNER MUST DISCONTINUE USE OF THESE SYSTEMS AND CONNECT TO THE COMMUNITY SYSTEM(S) WHEN AVAILABLE.

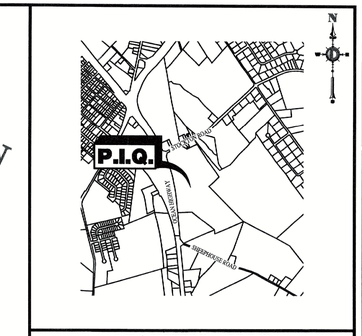
10/17/2025 — DATE
Robert J. Mitchell LEHS — APPROVING AUTHORITY-WORCESTER COUNTY




## CORNER MARKER DETAIL

N.T.S.




## VICINITY MAP
1" = 2000'

## GENERAL NOTES:

1. OWNER(S) OF RECORD – PARCEL 168 — N/F BRITTINGHAM WAYNE T SR & BRITTINGHAM FLORA S
2. TAX MAP 84, PARCEL 168 – TAX ACCOUNT NO. 01-006460
3. DEED REFERENCE 2353-299
4. ZONED: C-2
   THE REQUIRED SETBACKS IN A C-2 COMMERCIAL DISTRICT ARE DETERMINED BY THE PROPOSED USE.
   SETBACKS: FRONT FROM U.S. 13: 100' FROM PROPERTY LINE
   FRONT FROM STOCKTON ROAD: 75' FROM CENTERLINE OF ROAD
   SIDES: 6'
   BUILDABLE AREA = 68,811 S.F.± OR 1.580 ACRES±
5. A 0.274 ACRE± STRIP OF LAND IS DEDICATED TO MARYLAND HIGHWAY ADMINISTRATION PER THIS PLAT, FOR FUTURE ROAD WIDENING AND UTILITY PURPOSES. REFER TO TABLE LIST FOR DIMENSIONS.
6. A 1.18 ACRES± STRIP OF LAND IS RESERVED AS AN EASEMENT FOR MARYLAND DEPARTMENT OF NATURAL RESOURCES PER THIS PLAT, FOR REQUIRED FOREST CONSERVATION EASEMENT.
7. THERE ARE NO ANIMAL CONTAINMENT STRUCTURES WITHIN 200' OF A NEW PROPERTY LINE. ALL STRUCTURES WITHIN 50' OF A NEW PROPERTY LINE HAVE BEEN SHOWN.
8. BASED UPON THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP COMMUNITY PANEL NUMBER 24047-0034H, DATED 07/16/2015, THIS SUBDIVISION IS LOCATED IN A PORTION OF ZONE 'A' (NO BASE FLOOD ELEVATIONS DETERMINED) & IN A PORTION OF ZONE 'X' (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN).
9. THIS PROPERTY LIES WITHIN LOWER POCOMOKE RIVER WATERSHED, 02130202.
10. ACCORDING TO A WETLAND DELINEATION CONDUCTED BY WSSI ON NOVEMBER 11, 2021 AND MARCH 26, 2024, JURISDICTIONAL NONTIDAL WETLANDS AND STREAMS EXIST WITHIN THE PROPERTY.
11. THERE ARE NO STEEP SLOPES GREATER THAN 25% LOCATED ON SITE.
12. COORDINATES ARE IN MARYLAND STATE PLANE COORDINATE SYSTEM (NAD 83).

## MAP REFERENCES

1. A PLAN ENTITLED "STATE ROADS COMMISSION OF MARYLAND POCOMOKE BYPASS PLAT NO. 21213", PREPARED BY THE DIVISION OF ROAD DESIGN, DATED 10/25/1958 & REVISED THROUGH 12/10/1958.
2. A PLAN ENTITLED "STATE ROADS COMMISSION OF MARYLAND POCOMOKE BYPASS PLAT NO. 21214", PREPARED BY THE DIVISION OF ROAD DESIGN, DATED 10/25/1958 & REVISED THROUGH 12/19/1958.
3. A PLAN ENTITLED "STATE ROADS COMMISSION OF MARYLAND POCOMOKE BYPASS PLAT NO. 21215", PREPARED BY THE DIVISION OF ROAD DESIGN, DATED 10/25/1958 & REVISED THROUGH 05/22/1959.
4. A PLAN ENTITLED "STATE ROADS COMMISSION OF MARYLAND POCOMOKE BYPASS PLAT NO. 21216", PREPARED BY THE DIVISION OF ROAD DESIGN, DATED 10/25/1958 & REVISED THROUGH 05/22/1959.
5. A PLAN ENTITLED "STATE ROADS COMMISSION OF MARYLAND RELOC. (MD. 366) POCOMOKE BYPASS TO STOCKTON PLAT NO. 21388", PREPARED BY THE DIVISION OF ROAD DESIGN, DATED 10/25/1958 & REVISED THROUGH 12/10/1958.
6. A PLAN ENTITLED "STATE OF MARYLAND DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION STATE ROADS COMMISSION, RIGHT OF WAY PROJECT: MD. RTE. 366 – POCOMOKE BY-PASS (U.S. RTE 13) PLAT NO. 42332", DATED 12/17/1971 AND REVISED THROUGH 12/29/1971.
7. A PLAN ENTITLED "SURVEY OF THE LANDS OF STANLEY H. BALL", PREPARED BY GEORGE E. YOUNG, III. P.C. DATED 11/20/1987. FILED IN THE WORCESTER'S COUNTY CLERK'S OFFICE AS PLAT NO. 117-4.
8. A PLAN ENTITLED "DESCRIPTIVE PLAT OF A PARCEL OF LAND AND LINE OF PARTITION SURVEYED FOR WILSON K. BARNES, POCOMOKE CITY, MD." DATED 08/23/1946. FILED IN THE WORCESTER COUNTY CLERK'S OFFICE AS PLAT 1-16.
9. A PLAN ENTITLED "MINOR SUBDIVISION OF THE LANDS OF JOSEPH & JOYCE HILL", PREPARED BY GEORGE E. YOUNG, III. P.C. DATED 09/29/1989 AND FILED IN THE WORCESTER'S COUNTY CLERK'S OFFICE AS PLAT NO. 125-39.
10. A PLAN ENTITLED "PLAT OF POCOMOKE CITY ANNEXATION ROUTE 366 EAST", PREPARED BY GEORGE E. YOUNG, III. P.C. DATED 01/20/1994. FILED IN THE WORCESTER COUNTY CLERK'S OFFICE AS PLAT NO. 141-49.
11. A PLAN ENTITLED "ANNEXATION PLAT OF THE LANDS OF MARGARET PRICHARD TAX MAP 92 BLOCK 2 P/O PARCEL 144 DEED BOOK FIRST ELECTION DISTRICT WORCESTER COUNTY, MARYLAND", PREPARED BY GEORGE E. YOUNG, III, P.C. DATED 12/22/2002. FILED IN THE WORCESTER COUNTY CLERK'S OFFICE AS PLAT NO. 170-19.
12. A PLAN ENTITLED "ANNEXATION PLAT OF THE LANDS OF RONALD L. & ROSEMARY PAYNE TAX MAP 84 GRID 20 PARCEL 147 FIRST TAX DISTRICT WORCESTER COUNTY, MARYLAND", PREPARED BY GEORGE E. YOUNG, III, P.C. DATED 10/03/2002. FILED IN THE WORCESTER COUNTY CLERK'S OFFICE AS PLAT NO. 184-47.
13. A PLAN ENTITLED "PLAT OF PROPERTY SURVEYED FOR J. MILES LANKFORD, INC., PREPARED BY G. OLIVER MORRELL DATED 06/14/1967. FILED IN THE WORCESTER COUNTY CLERK'S OFFICE AS PLAT NO. 220-362.
14. A PLAN ENTITLED "EXISTING CONDITIONS DRAWING OF 2402 STOCKTON ROAD POCOMOKE, MD 21851", PREPARED BY CORNERSTONE ENERGY SERVICES, DATED 05/03/2024.
15. A PLAN ENTITLED "STATE ROADS COMMISSION OF MARYLAND, RIGHT OF WAY PROJECT: U.S. 13 EASTWARD FOR 1.1 MI. M.O. 12 WESTWARD FOR 2.2 MI. RIGHT OF WAY PROJECT NO. WO-373-1-120 PLAT NO. 30625", PREPARED BY BENJAMIN E. BEAVIN COMPANY, DATED JUNE 15, 1964.
16. A PLAN ENTITLED "FOREST CONSERVATION PLAN PREPARED FOR: DYNAMIC ENGINEERING, POCOMOKE CITY WAWA WORCESTER COUNTY, MARYLAND", PREPARED BY WETLANDS STUDIES AND SOLUTIONS, INC. DATED 01/15/2025.
17. AN AUTOCAD FILE PROVIDED BY PARAMOUNT REALTY ON DECEMBER 12, 2024.

## PURPOSE STATEMENT:

THE PURPOSE OF THIS PLAT (AS LISTED BELOW):
- SUBDIVIDE EXISTING PARCEL 168 TO CREATE A NEW PARCEL FOR THE PROPOSED WAWA FOOD MARKET AND FUELING STATION (TOTAL PROPOSED PARCEL A AREA – 2.494 ACRES±) (TOTAL REMAINING AREA OF PARCEL 168 = 2,340,462 SF± = 53.729 ACRES±)
- DEDICATE 0.274 ACRES± TO MARYLAND STATE HIGHWAY FOR STOCKTON ROAD RIGHT-OF-WAY DEDICATION
- ANNEX PROPOSED WAWA FOOD MARKET AND FUELING STATION PARCEL A INTO THE CITY OF POCOMOKE

# MINOR SUBDIVISION OF THE LANDS OF BRITTINGHAM WAYNE T SR & BRITTINGHAM FLORA S

ACCOUNT #01-006460
TAX MAP 84, PARCEL 168; DEED 2353/299
FIRST TAX DISTRICT, WORCESTER COUNTY, MARYLAND

Recorded on 10/22/2025 • SRB 257/64-66

DYNAMIC ENGINEERING • EARTH • SURVEY • TRAFFIC

| REV. | DATE | COMMENTS | BY |
|---|---|---|---|
| 3 | 09/04/25 | REVISED PER UPDATED DEVELOPER INFORMATION | MKS |
| 2 | 07/17/25 | REVISED PER COUNTY COMMENTS | STC |
| 1 | 07/07/25 | REVISED TO INCLUDE FOREST CONSERVATION PLAN | MKS |

## SURVEY LEGEND:

| | | | |
|---|---|---|---|
| (MR) | MAP REFERENCE | | BENCHMARK |
| (DR) | DEED REFERENCE | | CONC. MONUMENT FND |
| (S) | SURVEY | | CONC. MONUMENT SET |
| (BOS) | BOTTOM OF STRUCTURE | | I.P. / I.B. FND |
| (TOS) | TOP OF STRUCTURE | | I.P. / I.B. SET |
| (AKA) | ALSO KNOWN AS | | STAKE FND |
| (FKA) | FORMERLY KNOWN AS | | STAKE SET |
| (C/L) | CENTERLINE | | PK NAIL FND |
| LSA | LANDSCAPE AREA | | PK NAIL SET |
| × 0.00 | SPOT ELEVATIONS | | DRILL HOLE FND |
| × G: 0.00 | GUTTER ELEV. | | DRILL HOLE SET |
| × TC: 0.00 | TOP OF CURB ELEV. | | SURVEY STONE FND |
| × FF: 0.00 | FINISH FLOOR ELEV. | | SURVEY CAP FND |
| × GF: 0.00 | GARAGE FLOOR ELEV. | | CROSS CUT FOUND |
| × BW: 0.00 | BOTTOM OF WALL ELEV. | | CROSS CUT SET |
| × TW: 0.00 | TOP OF WALL ELEV. | P.O.B. | POINT OF BEGINNING |
| ×WSE: 0.00 | WATER SURFACE ELEV. | | |

GRAPHIC SCALE
–150 0 75 150
( IN FEET )
1 INCH = 150 FT.

DYNAMIC SURVEY, LLC
BOUNDARY & TOPOGRAPHIC SURVEY • FINAL SURVEYS
HYDROGRAPHIC SURVEY • CONSTRUCTION STAKEOUT
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Suite 201
Annapolis, MD 21401
T:732.749.8780
Offices conveniently located throughout the United States:
New Jersey | Delaware | Florida | Maryland | Pennsylvania | Texas
www.dynamic-surveyservices.com

PROJECT:
POCOMOKE 13 DEVELOPERS, LLC
MAP 84, GRID 20, PARCEL 168
2402 STOCKTON ROAD
CITY OF POCOMOKE, WORCESTER COUNTY, MARYLAND

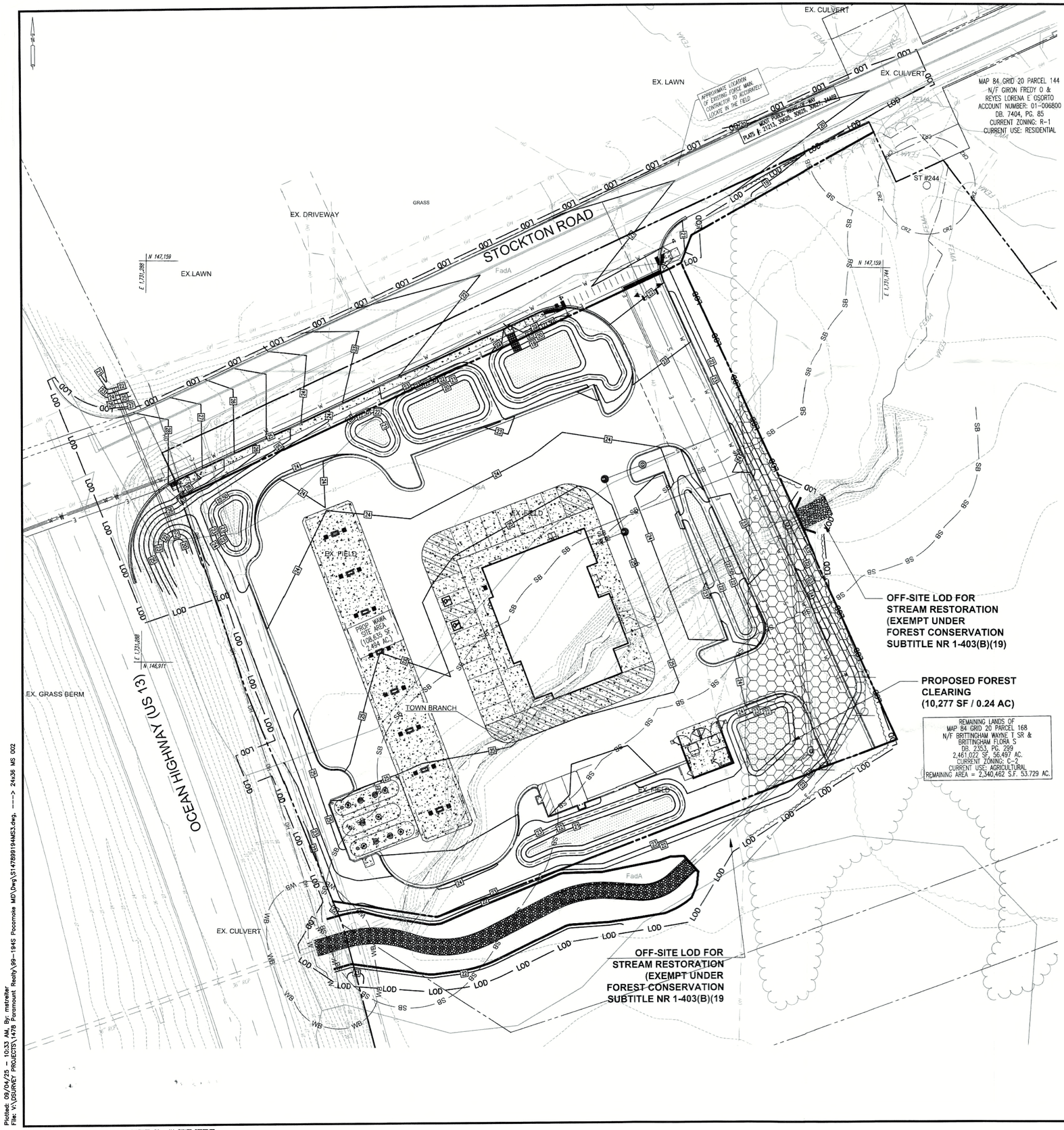
CRAIG BLACK
PROFESSIONAL LAND SURVEYOR
MARYLAND LICENSE No. 22039
EXPIRATION DATE: 08/10/2026

I hereby certify that this survey has been performed under my supervision and to the best of my knowledge, belief and information, that this survey has been performed in accordance with currently accepted accuracy standards. Only copies of the original survey with an original land surveyor's embossed seal shall be considered to be valid copies. Signature and embossed seal signify that this certification was prepared in accordance with the Existing Code of Practice for Land Surveyor's adopted by the Maryland Board of Professional Land Surveyors. Certifications indicated hereon shall run only to the person for whom the certification is prepared and listed hereon.

TITLE:
WAWA MINOR SUBDIVISION

| PROJECT No: | SCALE: | DATE: |
|---|---|---|
| 1478-99-194S | 1"=150' | 06/19/2025 |
| DRAWN BY: MKS | FIELD BY: JRC | CHECKED BY: JTB |

SHEET No: 1 OF 3 — Rev. #: 3




## SURVEYOR'S CERTIFICATION:

I HEREBY CERTIFY, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT THE REQUIREMENTS OF SECTION 3-108 OF THE REAL PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND CONCERNING THE MAKING OF THIS PLAT AND THE SETTING OF MARKERS AS WELL AS ALL THE REQUIREMENTS OF THE COUNTY COMMISSIONERS AND ORDINANCES OF THE COUNTY OF WORCESTER, MARYLAND REGARDING THE PLATTING OF SUBDIVISIONS WITHIN THE COUNTY HAVE BEEN COMPLIED WITH.

CRAIG BLACK
PROFESSIONAL LAND SURVEYOR
MARYLAND LICENSE NO. 22039
EXPIRATION DATE: 08/10/2026

9-18-25
DATE

## OWNERS CERTIFICATION:

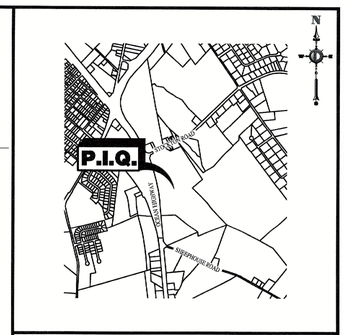
THE SUBDIVISION OF LAND ON THIS PLAT IS WITH FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE OWNERS, PROPRIETORS, AND TRUSTEES, IF ANY, THEREOF. THE REQUIREMENTS OF SECTION 3-108 OF THE REAL PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND (CURRENT) AS FAR AS THEY RELATE TO THE MAKING OF THIS PLAT AND THE SETTING OF MARKERS HAVE COMPLIED WITH.

Wayne T. Sr. Brittingham 10/5/25
OWNER: TAX MAP 84 PARCEL 168: WAYNE T SR BRITTINGHAM DATE
1635 BUCK HARBOR RD
POCOMOKE CITY, MD 21851

Flora S. Brittingham 10/5/25
OWNER: TAX MAP 84 PARCEL 168: FLORA S BRITTINGHAM DATE
1635 BUCK HARBOR RD
POCOMOKE CITY, MD 21851

## WORCESTER COUNTY FOREST CONSERVATION NOTE:

THIS SUBDIVISION IS SUBJECT TO THE WORCESTER COUNTY FOREST CONSERVATION LAW. THIS SUBDIVISION IS SUBJECT TO FOREST CONSERVATION PLAN NO. 24-45. ANY FUTURE APPROVAL OF THIS LAND FOR A REGULATED ACTIVITY SHALL BE SUBJECT TO THE COUNTY FOREST CONSERVATION LAW. A FOREST CONSERVATION PLAN HAS BEEN APPROVED AND IS ON FILE WITH THE DEPARTMENT OF ENVIRONMENTAL PROGRAMS. A PERPETUAL PROTECTIVE AGREEMENT – DEED OF FOREST CONSERVATION EASEMENT, WORCESTER COUNTY, MARYLAND, WILL BE RECORDED SIMULTANEOUSLY WITH THIS PLAT IN THE LAND OF RECORDS OF WORCESTER COUNTY, MARYLAND.




## VICINITY MAP
1" = 2000'

Developer Information:
Pocomoke 13 Developers, LLC
1195 Route 70 Suite 2000
Lakewood, NJ 08701

Owner Information:
Brittingham Wayne T. Sr. & Brittingham Flora S.
1635 Buck Harbor Rd
Pocomoke City, MD 21851

PROPERTY OWNER SIGNATURE:
Wayne T. Sr. Brittingham 10/5/25
WAYNE T SR BRITTINGHAM DATE

PROPERTY OWNER SIGNATURE:
Flora S. Brittingham 10/5/25
FLORA S. BRITTINGHAM DATE

DEVELOPER SIGNATURE
9/29/25
MAURICE ZEKARIA DATE

**SITE DATA**

| | | |
|---|---|---|
| 1. | Total Site Area: | 120,559 sq. ft. (2.768 ac.) |
| 2. | Total Existing Forest Area: | 11,312 sq. ft. (0.26 ac.) |
| 3. | Area of Forest Conservation Required: | 25,700 sq. ft. (0.59 ac.) |
| 4. | Proposed off-site Forest Conservation Area (retention): | 51,401 sq. ft. (1.18 ac.) |
| 5. | Proposed on-site Forest Conservation Area: | 0 sq. ft. (0.00 ac.) |
| 6. | Total 100-year Floodplain Area: | 0 sq. ft. (0.00 ac.) |
| 7. | Approximately 0.24 acres of existing forest is proposed for clearing. | |
| 8. | Subwatershed: Lower Pocomoke River (#02130202) | |

LEGEND

- PROPERTY LINE
- EXISTING TREELINE
- SOIL BOUNDARY
- EXISTING PERENNIAL STREAM CHANNEL
- SB — SB — 50' STREAM BUFFER
- W — W — EXISTING NON-TIDAL WETLAND
- WB — WB — 25' WETLAND BUFFER
- FEMA — 100-YR FEMA FLOODPLAIN
- LOD — PROPOSED LIMITS OF DISTURBANCE
- 23D ST 100 CRZ — SPECIMEN TREE LOCATION
- FOREST CONSERVATION AREA SIGN
- PROPOSED CLEARING

**PROFESSIONAL SEAL AND SIGNATURE**

PLAN PREPARED BY:

MICHAEL J. KLEBASKO, PWS
(QUALIFIED PROFESSIONAL PER COMAR 08.19.06.01)

**FOREST CONSERVATION PLAN OF THE LANDS OF**
# BRITTINGHAM WAYNE T SR & BRITTINGHAM FLORA S
ACCOUNT #01-006460
TAX MAP 84, PARCEL 168; DEED 2353/299
FIRST TAX DISTRICT, WORCESTER COUNTY, MARYLAND

DYNAMIC • ENGINEERING • EARTH • SURVEY • TRAFFIC

| REV. | DATE | COMMENTS | BY |
|---|---|---|---|
| 3 | 09/04/25 | REVISED PER UPDATED DEVELOPER INFORMATION | MKS |
| 2 | 07/17/25 | REVISED PER COUNTY COMMENTS | STC |
| 1 | 07/07/25 | REVISED TO INCLUDE FOREST CONSERVATION PLAN | MKS |

## SURVEY LEGEND:

| | | | |
|---|---|---|---|
| (MR) | MAP REFERENCE | | BENCHMARK |
| (DR) | DEED REFERENCE | | CONC. MONUMENT FND |
| (S) | SURVEY | | CONC. MONUMENT SET |
| (BOS) | BOTTOM OF STRUCTURE | | I.P. / I.B. FND |
| (TOS) | TOP OF STRUCTURE | | I.P. / I.B. SET |
| (AKA) | ALSO KNOWN AS | | STAKE FND |
| (FKA) | FORMERLY KNOWN AS | | STAKE SET |
| (C/L) | CENTERLINE | | PK NAIL FND |
| LSA | LANDSCAPE AREA | | PK NAIL SET |
| × 0.00 | SPOT ELEVATIONS | | DRILL HOLE FND |
| × G: 0.00 | GUTTER ELEV. | | DRILL HOLE SET |
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GRAPHIC SCALE
-30 0 15 30
( IN FEET )
1 INCH = 30 FT.

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PROJECT:
**POCOMOKE 13 DEVELOPERS, LLC**
MAP 84, GRID 20, PARCEL 168
2402 STOCKTON ROAD
CITY OF POCOMOKE, WORCESTER COUNTY, MARYLAND

CRAIG BLACK
PROFESSIONAL LAND SURVEYOR
MARYLAND LICENSE No. 22039
EXPIRATION DATE: 08/10/2026

I hereby certify that this survey has been performed under my supervision and to the best of my knowledge, belief and information, that this survey has been performed in accordance with currently accepted accuracy standards. Only copies of the original survey with an original land surveyor's embossed seal shall be considered to be valid copies. Signature and embossed seal signify that this certification was prepared in accordance with the Existing Code of Practice for Land Surveyor's adopted by the Maryland Board of Professional Land Surveyors. Certifications indicated hereon shall run only to the person for whom the certification is prepared and listed hereon.

TITLE:
# WAWA MINOR SUBDIVISION

| PROJECT No: | SCALE: | DATE: |
|---|---|---|
| 1478-99-194S | 1"=30' | 06/19/2025 |
| DRAWN BY: MKS | FIELD BY: JRC | CHECKED BY: JTB |

SHEET No: 2 OF 3 — Rev. #: 3



Plotted: 09/04/25 – 10:33 AM, By: matrelle
File: V:\DSURVEY PROJECTS\1478 Paramount Realty\99-194S Pocomoke MD\Dwg\S1478994194MS3.dwg, ---> 24x36 MS 002

| | | | |
|---|---|---|---|
| | **Net Tract Area** | | |
| A | Gross Tract Area | A = | 2.768 |
| B | Deductions (SHA ROW Dedication): | B = | 0.274 |
| C | Net Tract Area (C = A - B) | C= | 2.494 |
| | **Land Use Category (C1-Commercial)** | | |
| | Afforestation Factor ($F_{afforest}$) | | 15.00% |
| | Conservation Factor ($F_{conservation}$) | | 15.00% |
| D | Afforestation Threshold (Net Tract Area x $F_{afforest}$) | D = | 0.374 |
| E | Conservation Threshold (Net Tract Area x $F_{conservation}$) | E = | 0.374 |
| | **Existing Forest Cover** | | |
| F | Existing Forest Cover within the Net Tract Area | F = | 0.260 |
| G | Area of Forest Above Conservation Threshold<br>If existing forest cover (F) > conservation threshold (E),<br>then G = existing forest cover (F) - conservation threshold (E); otherwise G = 0. | G = | 0.000 |
| | **Break Even Point** | | |
| H | Break Even (Amount of Forest that must be retained so that no mitigation is required)<br>(1) If the area of forest above the conservation threshold (G) is greater than zero, then<br>H = (0.2 x the area of forest above conservation threshold (G)) + Conservation threshold (E)<br>(2) If the area of forest above the conservation threshold (G) = 0, then H = ex. Forest Cover (F) | H = | 0.260 |
| I | Forest clearing permitted without mitigation (I = existing forest cover (F) - break even point (H)) | I = | 0.000 |
| | **Proposed Forest Clearing** | | |
| J | Total area of forest to be cleared | J = | 0.240 |
| | Clearing above conservation threshold | | 0.000 |
| | Clearing below conservation threshold | | 0.240 |
| K | Total area of forest remaining (K = existing forest cover (F) - forest to be cleared (J)) | K = | 0.020 |
| | **Note**: If forest to remain (K) is greater than or equal to break even point (H), then no planting is required; otherwise, compute the planting requirement below ( L, M, N, P, Q and R). | | |
| | **Planting Requirements** | | |
| L | Reforestation for clearing above the conservation threshold<br>(1) If the total area of forest to be retained (K) ≥ conservation threshold (E), then<br>L = the area of forest to be cleared (J) x 0.25; or<br>(2) If the forest to be retained (K) < conservation threshold (E), then<br>L = the area of forest above conservation threshold (G) x 0.25 | L = | 0.000 |
| M | Reforestation for clearing below the conservation threshold<br>(1) If existing forest cover (F) > conservation threshold (E) and forest to be retained (K) < conservation threshold (E), then M = 2.0 x (E - K)<br>(2) If the existing forest (F) ≤ conservation threshold (E), then M = 2.0 x forest to be cleared (J) | M = | 0.480 |
| N | Credit for retention above the conservation threshold<br>If the area of the forest to be retained (K) > conservation threshold (E), then N = K - E | N = | 0.000 |
| P | Total reforestation required (P = L + M - N) | P = | 0.480 |
| Q | Total afforestation required<br>(1) If existing forest cover (F) < afforestation threshold (D), then<br>Q = the afforestation threshold (D) - the existing forest cover (F) | Q = | 0.114 |
| R | Total planting requirement (R = P + Q) | R = | **0.594** |

* Forest conservation will be provided at a 2:1 ratio through preservation of 1.18 acres of existing off-site forest.

Developer Information:
Pocomoke 13 Developers, LLC
1195 Route 70 Suite 2000
Lakewood, NJ 08701

Owner Information:
Brittingham Wayne T. Sr. & Brittingham Flora S.
1635 Buck Harbor Rd
Pocomoke City, MD 21851

Property Information
Tax Map: 0084
Grid: 0020
Parcel: 0168
Tax Account: 006460
Zoning: C2
Zip Code: 21851
District: 01

PROPERTY OWNER SIGNATURE:
WAYNE T SR BRITTINGHAM DATE 10/5/25

PROPERTY OWNER SIGNATURE:
FLORA S. BRITTINGHAM DATE 10/5/25

DEVELOPER SIGNATURE
MAURICE ZEKARIA DATE 9/29/25

## OWNERS CERTIFICATION:

THE SUBDIVISION OF LAND ON THIS PLAT IS WITH FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE OWNERS, PROPRIETORS, AND TRUSTEES, IF ANY, THEREOF. THE REQUIREMENTS OF SECTION 3-108 OF THE REAL PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND (CURRENT) AS FAR AS THEY RELATE TO THE MAKING OF THIS PLAT AND THE SETTING OF MARKERS HAVE COMPLIED WITH.

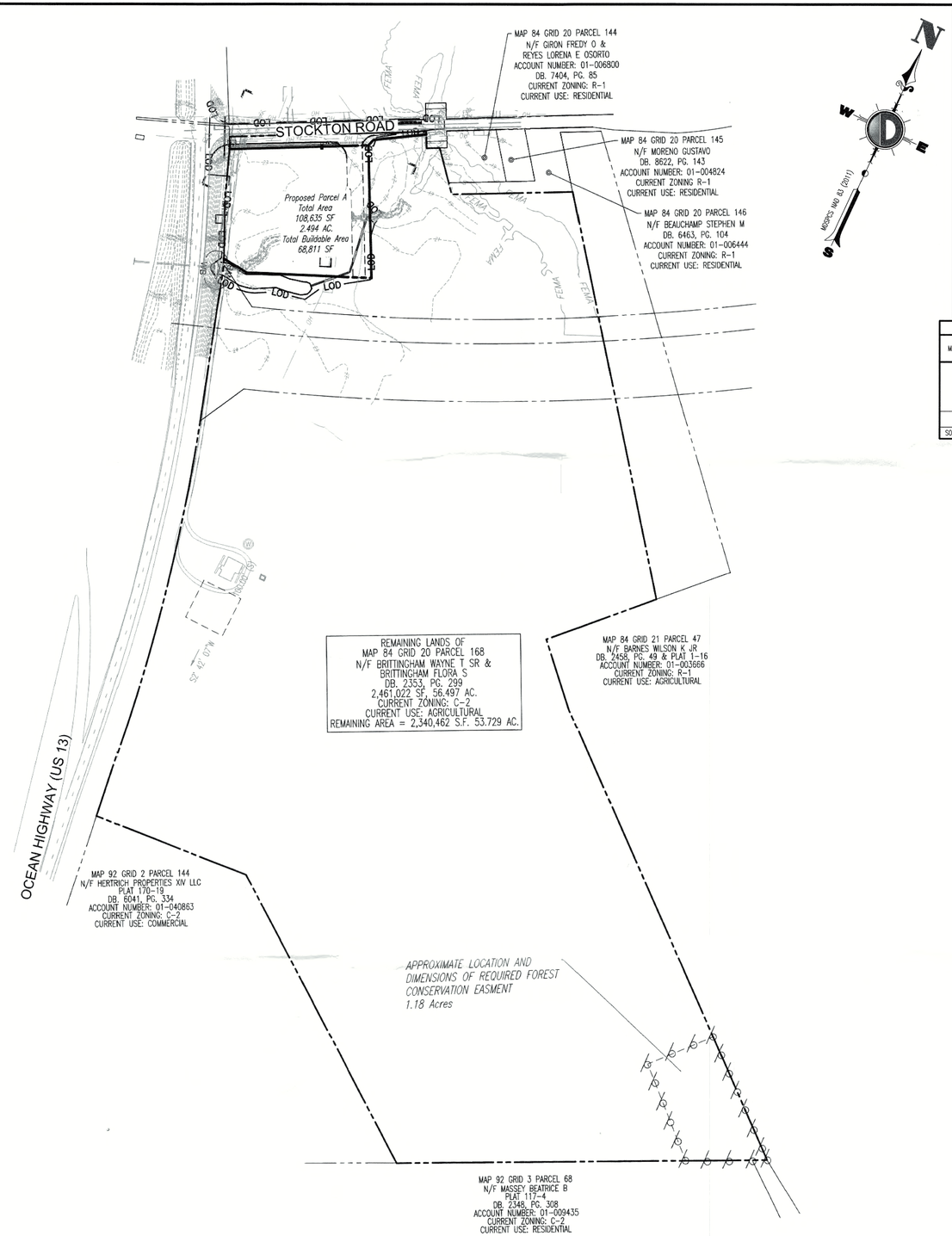
OWNER: TAX MAP 84 PARCEL 168: WAYNE T SR BRITTINGHAM DATE 10/5/25
1635 BUCK HARBOR RD
POCOMOKE CITY, MD 21851

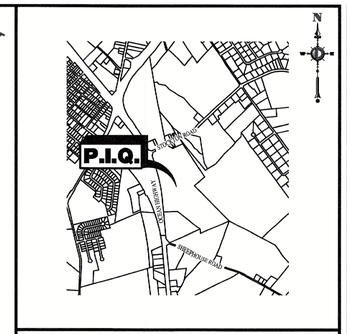
OWNER: TAX MAP 84 PARCEL 168: FLORA S BRITTINGHAM DATE 10/5/25
1635 BUCK HARBOR RD
POCOMOKE CITY, MD 21851

## SURVEYOR'S CERTIFICATION:

I HEREBY CERTIFY, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT THE REQUIREMENTS OF SECTION 3-108 OF THE REAL PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND CONCERNING THE MAKING OF THIS PLAT AND THE SETTING OF MARKERS HAVE BEEN COMPLIED WITH, AND THE REQUIREMENTS OF THE COUNTY COMMISSIONERS AND COUNCIL OF THE COUNTY OF WORCESTER, MARYLAND REGARDING THE PLATTING OF SUBDIVISIONS WITHIN THE COUNTY HAVE BEEN COMPLIED WITH.

CRAIG BLACK
PROFESSIONAL LAND SURVEYOR
MARYLAND LICENSE NO. 22039
EXPIRATION DATE: 08/10/2026
DATE 9-29-25




## VICINITY MAP
1" = 2000'

MAPPED SOIL TYPES

| MAP UNIT | SOIL DESCRIPTION | HYDROLOGIC SOIL GROUP | K-FACTOR (WHOLE) | HYDRIC RATING |
|---|---|---|---|---|
| FodA | FALLSINGTON SANDY LOAMS, 0 TO 2 PERCENT SLOPES, NORTHERN TIDEWATER AREA | B/D | | 83 |
| KsA | KLEJ LOAMY SAND, 0 TO 2 PERCENT SLOPES | A/D | 0.15 | 10 |

SOURCE: HTTP://WEBSOILSURVEY.NRCS.USDA.GOV (AUGUST, 2024)

FOREST CONSERVATION EASEMENT

| LINE # | LENGTH | DIRECTION/DELTA |
|---|---|---|
| L19 | 198.25' | S65° 18' 30"W |
| L20 | 251.48' | N45° 41' 55"E |
| L21 | 172.80' | S43° 16' 42"E |
| L22 | 325.86' | S47° 51' 40"E |

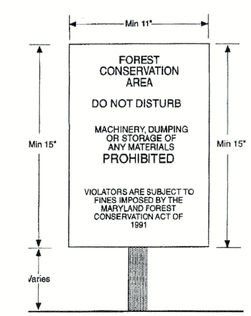
Access Note:

With the recording of this plat the property owner does hereby grant to Worcester County and their representatives free access to any forest conservation area as shown hereon.

Notes:
1. Bottom of signs to be higher than top of tree protection fence.
2. Signs to be placed approximately 50 feet apart. Conditions on site affecting visibility may warrant placing signs closer or farther apart.
3. Attachment of signs to trees is prohibited.

LEGEND

FOREST CONSERVATION AREA SIGN




PROFESSIONAL SEAL AND SIGNATURE

PLAN PREPARED BY:

MICHAEL J. KLEBASKO, PWS
(QUALIFIED PROFESSIONAL PER COMAR 08.19.06.01)

FOREST CONSERVATION PLAN
OF THE LANDS OF
# BRITTINGHAM WAYNE T SR & BRITTINGHAM FLORA S
ACCOUNT #01-006460
TAX MAP 84, PARCEL 168; DEED 2353/299
FIRST TAX DISTRICT, WORCESTER COUNTY, MARYLAND

DYNAMIC
ENGINEERING · EARTH · SURVEY · TRAFFIC

| REV. | DATE | COMMENTS | BY |
|---|---|---|---|
| 3 | 09/04/25 | REVISED PER UPDATED DEVELOPER INFORMATION | MKS |
| 2 | 07/16/25 | REVISED PER COUNTY COMMENTS | STC |
| 1 | 07/07/25 | REVISED TO INCLUDE FOREST CONSERVATION PLAN | MKS |

## SURVEY LEGEND:

| | | | |
|---|---|---|---|
| (MR) | MAP REFERENCE | | BENCHMARK |
| (DR) | DEED REFERENCE | | CONC. MONUMENT FND |
| (S) | SURVEY | | CONC. MONUMENT SET |
| (BOS) | BOTTOM OF STRUCTURE | | I.P. / I.B. FND |
| (TOS) | TOP OF STRUCTURE | | I.P. / I.B. SET |
| (AKA) | ALSO KNOWN AS | | STAKE FND |
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| × 0.00 | SPOT ELEVATIONS | | DRILL HOLE FND |
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| × BW: 0.00 | BOTTOM OF WALL ELEV. | | CROSS CUT SET |
| × TW: 0.00 | TOP OF WALL ELEV. | P.O.B. | POINT OF BEGINNING |
| WSE: 0.00 | WATER SURFACE ELEV. | | |

GRAPHIC SCALE
-150 0 75 150
( IN FEET )
1 INCH = 150 FT.

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PROJECT:
POCOMOKE 13 DEVELOPERS, LLC
MAP 84, GRID 20, PARCEL 168
2402 STOCKTON ROAD
CITY OF POCOMOKE, WORCESTER COUNTY, MARYLAND

CRAIG BLACK
PROFESSIONAL LAND SURVEYOR
MARYLAND LICENSE No. 22039
EXPIRATION DATE: 08/10/2026

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TITLE:
WAWA MINOR SUBDIVISION

| PROJECT No: | SCALE: | DATE: |
|---|---|---|
| 1478-99-194S | 1"=150' | 06/19/2025 |
| DRAWN BY: MKS | FIELD BY: JRC | CHECKED BY: JTB |

SHEET No: 3 OF 3 Rev. #: 3

# EXHIBIT 3

IN RE: WAYNE T. BRITTINGHAM, Sr., et al. * MAYOR AND CITY COUNCIL OF

*

WORCESTER COUNTY, MARYLAND * POCOMOKE CITY, MARYLAND

* * * * * * * * * * * *

**CONSENT TO ANNEXATION**

Now comes, Flora S. Brittingham, owner of property contiguous to "Proposed Parcel A" as reflected in the Minor Subdivision of the Lands of Brittingham Wayne T. Sr. & Brittingham Flora S., as recorded in the Land Records for Worcester County, Maryland SRB Liber 257, folio 64-66, who is / is not (circle one) a registered voter in Worcester County, Maryland, and hereby gives consent to the annexation of the above mentioned property in order that it can connect to Pocomoke City's sewer system.

Respectfully submitted,

Flora S. Brittingham

Name: Flora S. Brittingham

IN RE: WAYNE T. BRITTINGHAM, Sr., et al. * MAYOR AND CITY COUNCIL OF

*

WORCESTER COUNTY, MARYLAND * POCOMOKE CITY, MARYLAND

* * * * * * * * * * * *

**CONSENT TO ANNEXATION**

Now comes, Wayne T. Brittingham Sr., owner of property contiguous to "Proposed Parcel A" as reflected in the Minor Subdivision of the Lands of Brittingham Wayne T. Sr. & Brittingham Flora S., as recorded in the Land Records for Worcester County, Maryland SRB Liber 257, folio 64-66, who is / is not (circle one) a registered voter in Worcester County, Maryland, and hereby gives consent to the annexation of the above mentioned property in order that it can connect to Pocomoke City's sewer system.

Respectfully submitted,

Wayne T. Brittingham Sr.

Name: Wayne T. Brittingham Sr.

# EXHIBIT 4

# ANNEXATION AGREEMENT

**THIS ANNEXATION AGREEMENT** ("Agreement") is made of _____, between Pocomoke City, a municipal corporation of the State of Maryland ("City") and Wayne T. Brittingham, Sr. and Flora S. Brittingham ("Owners").

## RECITALS

A. The Owners, Wayne T. Brittingham, Sr. and Flora S. Brittingham, own approximately 2.494 acres or 108,635 square feet of real property labeled as "Proposed Parcel A" (the "Property") as reflected in the Minor Subdivision of the Lands of Brittingham Wayne T. Sr. & Brittingham Flora S., as recorded in the Land Records for Worcester County, Maryland Plat Book SRB 257, page 64-66, and as attached hereto as Attachment A; and

B. The Property is located in Worcester County, Maryland, adjacent to the corporate boundaries of the City, and subject to annexation by the City; and

C. The Owners want the City to annex its Property, the City wants to annex the Property, provided that certain conditions are satisfied; and

D. Under the authority contained in Md. Code, Local Gov't. Section 4-401 et sq., the Owners and the City have agreed that the City will pass a resolution to facilitate the annexation of the Property into the City (the "Annexation Resolution") and that the following conditions will apply to the annexation proceedings and to the Property.

## 1. WARRANTIES AND REPRESENTATIONS OF THE OWNER(S):

This Agreement is the formal written consent to annexation by the Owners as required by Md. Code, local Gov't. Section 4-401 et. seq. The Owners acknowledge that they will receive a benefit from annexation and waives any right to withdraw consent to annexation from the date of execution of this Agreement by all parties. The Owners agree that they will not petition the Annexation Resolution to referendum and that, in the event of a referendum in which it is permitted to vote, that they will vote in favor of the Annexation Resolution.

The Owners represent that they have full authority to sign this Agreement and that they are in fact the sole owners of the real property encompassed in the Property and more particularly described on Attachment A, which is 100% of the assessed valuation of real property being annexed, and that there is no action pending against them involving the Property that would in any way affect their right and authority to execute this Agreement.

The Parties expressly acknowledge and agree the City's support for the annexation of the Property, as provided herein, is not intended, nor shall it be construed, to prohibit the City from enacting such future ordinances, charter provisions, engineering standards or any amendments thereto deemed necessary or appropriate to protect the public, health, safety and welfare of the residents of the City.

**2. APPLICATION OF CITY CODE AND CHARTER**

After the effective date of the Annexation Resolution implementing this Agreement, all provisions of the Charter and Code of the City shall have full force and effect within the Property. Owners expressly acknowledges and agrees that, upon the effective date of the Annexation Resolution, any development of the Property must comply with all applicable laws, rules and regulations of the City, as may be amended from time to time, including, but not limited to, all applicable zoning laws of the City, and all applicable permitting and/or approval procedures established by the City governing the development and/or use of property located within the City's B-2 General Business zoning district. Development of the Property shall be subject to, and must comply with, any and all applicable capacity fees and/or impact fees established by the City and/or Worcester County existing as of the effective date of the Annexation Resolution, subject to any amendments thereto as approved by the City and/or Worcester County from time to time. The Parties expressly acknowledge and agree that this Agreement, or any of the terms set forth herein, shall not, in any way, constitute, or otherwise be construed as, an approval for any specific development on or within the Property or any portion thereof; nor shall this Agreement or any of its terms constitute or otherwise be construed as a waiver by the City of any fee(s) or charge(s) associated with or arising from Owner's development and/or use of the Property or any portion thereof.

**3. MUNICIPAL ZONING**

Upon the effective date of the Annexation Resolution implementing this Agreement, the Property will be zoned "B-2", consistent with the County's zoning classification of the property as "C-2" Commercial. The City's zoning map will be revised accordingly.

**4. MUNICIPAL SERVICES**

Upon the effective date of the Annexation Resolution implementing this Agreement, the Property will be eligible to receive all applicable municipal services to the extent that the necessary public facilities exist to provide such services.

The City has jurisdiction to provide sewer service to the Property.

**5. STANDARDS AND CRITERIA**

Should any environmental, engineering, or other similar standard or criteria specifically noted in this Agreement be exceeded by any State, or Federal standard, criteria, or regulation, which may be adopted subsequent to the execution of this Agreement, the newer stricter standard, criteria or regulation will apply.

**6. DEVELOPMENT CONSIDERATIONS**

A. Costs and Fees: The annexation fee, estimated cost of legal advertising and sewer connection fee have been paid in full. Unless waived, within 30 days of the effective date of the Annexation Resolution, the City will provide a final invoice for additional costs incurred by the City for legal

counsel, staff time, or any additional advertising fees. Upon receipt of any final invoices, the Owner shall pay this invoice within 30 days of receipt. Upon connection to the City's sewer system, the property owner is responsible for all costs relating to the remediation, disconnection or removal of any on-site sewer disposal systems as may be required by Worcester County. If the Owners do not complete the annexation, the paid fees are nonrefundable.

B. Utilities: The Owners agree to extend and pay for the cost of City utilities to the Property in accordance with the requirements and guidance of the City. The Owners agree to tie into the sewer services within one year of the effective date of the Annexation Resolution. The City will provide a water meter to be installed on the domestic well at the expense of the Owners. The Owners will establish a utility account with the City within 30 days of installation of a water meter to determine sewage outflows.

**7. EFFECTIVE DATE**

The effective date of this Agreement shall be the date upon which the Resolution approving the City's annexation of the Property becomes effective (said Resolution is hereinafter referred to as the "Annexation Resolution"). The annexation of the Property shall not become effective unless and until all applicable appeal and referendum periods have expired, and, if applicable, all appeals and referenda have been resolved in favor of the City's annexation of the Property.

**8. CORRECTIVE DEEDS**

Within 30 days of the effective date of this Agreement, Owners shall file corrective deeds with the Worcester County Land Records and provide a copy to the City.

**9. NOTICES**

All notices and other communication in connection with this Agreement shall be in writing and shall be deemed delivered to the addressee thereof: (1) when delivered in person on a business day at the address set forth below; (2) on the third (3rd) business day after being deposited in any main or branch United States post office, for delivery by properly addressed, postage prepaid certified or registered mail, return receipt requested, at the address set forth below; or, (3) when delivered by a nationally-recognized delivery service company at the address set forth below, with written proof of delivery.

All notices and other communications to Owners shall be addressed to, and delivered at, the following addresses:

Wayne and Flora Brittingham
1635 Buck Harbor Road
Pocomoke City, Maryland 21851

All notices and other communications to the City shall be addressed to, and delivered at, the following addresses:

Pocomoke City
C/o Brandy Matthews-City Manager
101 Clarke Avenue
Pocomoke City, Maryland 21851

With a copy to:

Andrew Illuminati, Esq
115 Broad Street
Salisbury, Maryland 21801

**10. MISCELLANEOUS**

A. The obligation of the parties under Paragraph 6(A) will commence upon the signing of this Annexation Agreement. The remaining obligations of this Agreement are contingent upon the adoption of an Annexation Resolution effecting the annexation of the Property by Pocomoke City and will be void in the event the City fails to affect such annexation or such annexation is invalidated by referendum or otherwise.

B. The use of singular verb, noun and pronoun forms in this Agreement will also include the plural forms where such usage is appropriate; the use of the pronoun "it" shall also include, where appropriate "he" or "she" and the possessive pronoun "its" shall also include, where appropriate, "his" "hers" and "theirs".

C. The parties will reasonably cooperate to carry out the purpose of this Agreement.

D. This Agreement and attachments to it will be recorded among the Land Records of Worcester County, the costs of which shall be paid by Owners, and will run with the land and be binding upon and inure to the benefit of the parties, their heirs, successors and assigns, and embodies and constitutes the entire understanding, representations, and statements, whether oral or written, are merged in this Agreement. The parties may negotiate the terms of this Agreement by mutual agreement, after the effective date of any Annexation Resolution by the City, provided that neither this Agreement nor any provisions hereof may be waived, modified or amended unless such notification is in writing and signed by the party against whom the enforcement of such waiver, modification or amendment is sought, and then only to the extent set forth in such instrument.

E. The parties acknowledge that, in entering into this Agreement, neither party has been induced by, nor has relied upon, nor included as part of the basis of the bargain herein, any representations or statement, whether expressed or implied, made by any agent, representative or employee, which representation or statement is not expressly set forth in this Agreement.

F. This Agreement will be construed according to its plain meaning without giving regard to any inference or implication arising from the fact that it may have been drafted in whole or in part by or for any one of the parties hereto.

G. This Agreement, its benefit and burden, is assignable, in whole or in part, by the Owners without the consent of the City or of its elected officials, employees or agents, to any purchasers or contract purchasers of the Property. However, the Owners will not transfer or pledge as security for any debt or obligation, any interest in all or part of the Property, without first obtaining the written consent and acknowledgement of the transferee or pledgee to this Agreement and to the complete observance hereof. The Owners shall provide the City with copies of all documents of transfer or assignment, including exhibits when the documents are fully executed, regardless of recordation. The provisions of this paragraph shall not require disclosure of any option, contract or purchase agreement applicable to all or any part of the Property, but shall require delivery to the City of the executed deed(s) following the closing thereon.

H. The captions in this Agreement are inserted for convenience only, and in no way define, describe or limit the scope of intent of this Agreement or any of the provisions hereof.

I. The laws of the State of Maryland will govern the interpretation, validity, and construction of the terms and provisions of this Agreement. If any term or provision of this Agreement is declared illegal or invalid for any reason by a court of competent jurisdiction, the remaining terms and provisions of this Agreement shall, nevertheless, remain in full force and effect. Any suit to enforce this Agreement must be brought exclusively in the Courts of the State of Maryland in Worcester County.

J. No Reliance. Each party to this Agreement, for itself, expressly acknowledges and agrees that, in entering into this Agreement, such party has not been induced by, nor has relied upon, nor included as part of the basis of the bargain herein, any representation(s) or statement(s), whether express or implied, made by any agent, representative or employee of the other party to this Agreement, which is not expressly set forth herein.

**Pocomoke City, Maryland**

_____(SEAL)
Brandy Matthews, City Manager

**Owners**

_____(SEAL)
Wayne T. Brittingham, Sr., Owner

_____(SEAL)
Flora S. Brittingham, Co-Owner

STATEOF MARYLAND, COUNTY OF WORCESTER, TO WIT:

I HEREBY CERTIFY that on this _____ day of _____, 20___, before me, a Notary Public in and for the State aforesaid, personally appeared Brandy Matthews City Manager, who has been satisfactorily proven to be the person whose name is subscribed to the within instrument, who acknowledged himself to be a duly appointed official of Pocomoke City, a municipal corporation of the State of Maryland, and that said official, being duly authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the municipal corporation as such official.

Witness my hand and notarial seal.

_____
Notary Public

My Commission Expires:_____

STATEOF MARYLAND, COUNTY OF WORCESTER, TO WIT:

I HEREBY CERTIFY that on this _____ day of _____, 20___, before me, a Notary Public in and for the State aforesaid, personally appeared Owners, Wayne T. Brittingham, Sr. and Flora S. Brittingham, who have been satisfactorily proven to be the persons whose names are subscribed to the within instrument, who acknowledged themselves to be the Owners, and that, being duly authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing his name.

Witness my hand and notarial seal.

_____
Notary Public

My Commission Expires:_____

I CERTIFY that the foregoing instrument was prepared by an attorney admitted to practice before the Supreme Court of Maryland.

_____
Andrew N. Illuminati, Esq.

# EXHIBIT 5

# Annexation Plan

For Wayne T. Brittingham, Sr. and Flora S. Brittingham, the owners of property consisting of 2.494 acres more or less depicted as "Proposed Parcel A" on a plat entitled "Minor Subdivision of the Lands of Brittingham Wayne T. Sr. & Brittingham Flora S.", recorded in the Land Records for Worcester County, Maryland, Plat Book SRB 257, page 64-66, located at the intersection of U.S. Route 13 (Ocean Highway) and MD 366 (Stockton Road), Pocomoke City, Maryland.

## Background

Pursuant to the Local Government Article, Division II. Municipalities, Title 4. In General, Subtitle 4. Annexation. §4-415 of the Annotated Code of Maryland, an annexation plan shall be adopted by the legislative body for the area to be annexed. The annexation plan shall:

> (1) contain a description of the land use pattern proposed for the area to be annexed, which may include a county master plan already in effect for the area;
>
> (2) describe the schedule to extend each municipal service performed in the municipality at the time of the annexation to the area to be annexed;
>
> (3) describe the general methods by which the municipality anticipates financing the extension of municipal services to the area to be annexed; and
>
> (4) be presented so as to demonstrate the available land for public facilities that may be considered reasonably necessary for the proposed use, including facilities for schools, water or sewage treatment, libraries, recreation, or fire or police services.
>
> (5) demonstrate that the proposed annexation is consistent with the Municipal Growth element of the Comprehensive Plan of the municipality.

This Annexation Plan is prepared as a result of an applicant-initiated request to annex land into Pocomoke City by petition shown as **Attachment A.**

## General Information and Description

**Petitioners:**

Wayne and Flora Brittingham
Mailing address: 1635 Buck Harbor Road, Pocomoke City, Maryland 21851

**Attorney of Record for Petitioners:**
Spencer Cropper
Ayers, Jenkins, Gordy & Almand, P.A.
6200 Coastal Highway, Suite 200
Ocean City, Maryland 21842
Office: 410-723-1400

**Location:**

The parcel of land proposed for annexation is located on the intersection of the east side of U.S. Rt. 13 and the southerly side of MD 366 (Stockton Road) consisting of 2.494 acres more or less depicted as "Proposed Parcel A" on a plat entitled "Minor Subdivision of the Lands of Brittingham Wayne T. Sr. & Brittingham Flora S.", recorded in the Land Records for Worcester County, Maryland, Plat Book SRB 257, page 64-66 and attached hereto as **Attachment B**.

The deed for the property, prior to subdivision, is attached hereto as **Attachment C.** The State Department of Taxation description sheet and map are attached hereto as **Attachment D**.

## Land Use Patterns of Area Proposed to be Annexed

**Existing and proposed zoning and land use:**

The subject parcel is adjacent to two residential dwelling units to the north and to the south is a vacant wooded tract. To the west is developed properties. The property has frontage and access to Ocean Highway (Rte. 13). Across the highway to the east is located a service station and fast food restaurant. The Ocean Highway corridor is predominantly commercial in nature with a small number of isolated residential land use patterns. The property is currently zoned C-2 under the current Worcester County Zoning Code (**Attachment E**). Upon annexation to the City, the Pocomoke City Planning Commission has recommended the property be zoned to B-2, General Business. The City Zoning Map is **Attachment F.** Note that under the City's Zoning Code, Article II, Zoning Districts, §230-12 Annexed Territory, there is a reference to automatically assigned an R-1 (residential) zoning designation (until otherwise classified). This parcel if zoned R-1 could be viewed as spot zoning with no similar zoning designations along the entire highway corridor, under both county and city zoning maps.

The property is governed by the Worcester County's Comprehensive Plan and Zoning Plan and the Worcester County Water and Sewer Master Plan prior to annexation. In addition, the City's 2014 Comprehensive Plan also provide guidance over future land use patterns beyond its incorporated boundaries and along the Ocean Highway corridor. Within Pocomoke City's Comprehensive Plan, the proposed annexation parcel is recognized within the City's Priority Funding Area **(Attachment G)** and is also identified as a future parcel for annexation according to the City's Annexation Plan Map (**Attachment H)**.

Section 4 of the City's Comprehensive Plan's Municipal Growth Plan makes reference to the County's Growth policy is "…..development growth areas, which are located adjacent to or in close proximity to the corporate limits of a municipality, shall be contingent upon all of the following conditions:

1. Annexation by the municipality. *(Confirmed with this annexation petition application)*
2. Water, sewer, and other services shall be provided to the development by the municipality. *(Sewer service to be provided by the municipality).*
3. The developer shall be responsible for all impact fees, excise taxes, adequate public facilities fees, and other impositions including those payable to the county. *(If fees are assigned to the owner by the County, the owners will be responsible).*

The City's Comprehensive Plan further outlines an Annexation Plan strategy that states that "the City may consider annexing areas shown on **Attachment G** in the future, depending on available water and sewer capacity" (page 57 of Comprehensive Plan). All properties must be within the Priority Funding Area *(confirmed)* and must be further evaluated for impact on its public services and infrastructure.

- Annexations will be consistent with the city's annexation plan. *(Confirmed that this annexation request is consistent with the City's annexation plan as shown on* **Attachment G***).*

- Annexations will meet the requirements of applicable state laws, including the Land-Use Article and Local Government Article of the Annotated Code of Maryland. *(This annexation will meet the applicable requirements of Local Government Article, Division II. Municipalities, Title 4. In General, Subtitle 4. Annexation).*

- Annexed areas will be contiguous to the corporate limits and create a natural extension of the
  city's corporate boundaries. (*The subject parcel is adjacent to the City's corporate boundaries that is associated with the Ocean Highway right-of-way).*

- Annexations will be coordinated with the state and Worcester County. *(Annexation plan will be forwarded to the Maryland Department of Planning and their regional branch office and to the Worcester County Government offices for review and comment at least 30 days prior to the public hearing. Final annexation documents will be forwarded to appropriate county and state agencies as required by law).*

- Annexation is a condition of city services and property owners who desire city services must
  be annexed prior to consideration. *(The property will be annexed prior to receiving city services).*

- Proposed annexation areas will be economically self-sufficient and not result in larger municipal expenditures than anticipated revenues that could indirectly burden existing city

residents with the costs of services or facilities to support the area annexed. *(There will be no additional burden to additional city services and expenditures. Upon annexation, the property will pay City property taxes).*

- The costs of providing roads, utilities, parks, other community services will be borne by those people gaining the most value from such facilities through income, profits, or utilization. *(The cost of tying into the City's sewer system will be borne by the applicants).*

- Specific conditions of annexation will be made legally binding in an executed annexation agreement. Such agreements will address among other things:

    - consistency with the goals, objectives and recommendations contained in the Pocomoke City Comprehensive Master Plan;
    - proposed zoning of the property;
    - type of development the city expects;
    - responsibility for conducting appropriate studies;
    - and preliminary agreements concerning responsibilities for the cost of facilities and services provided by the city. *The Annexation Agreement will address the above reference concerns.*

## Adequacy of Public Facilities/Services and Infrastructure

**Water and Sewer:**

The Pocomoke City Wastewater Treatment plant provides public sewer services to properties within the City limits including properties along US Rte. 13 that are annexed to the City. Pocomoke City's Wastewater Treatment plant has a design capacity and permitted flow of 1.47 MGD. In 2005, the monthly average was 0.555 MGD. At that time the City was using about 47 percent of its allocated capacity. As of 2017, the average daily monthly usage was estimated at 0.859 and the City is presently using 58.46 percent of its allocation. The Comprehensive Plan had designated the subject parcel as S-2 according to Table 38 and Map 15 (**Attachment I**) of the Comprehensive Plan (Areas to be served by extensions of existing community sewerage systems that are in the final planning stage).

It is anticipated that the property owner will require permission from Maryland State Highway Administration (SHA) to bore under the Rt. 13 Highway and tie into the 12" sanitary sewer main that is located within the median strip. All expenses to make this sewer connection will be at the owner's expense.

The City does not provide water service to properties along US Rt. 13 and presently there are no plans to provide water service to this area.

**Roads:**
The subject property has access to US Rt. 13. The existing public roads are adequate to serve the property's current use within the annexation area. Maryland State Highway Administration (SHA) is responsible for maintenance. If additional access to Rt. 13 is needed, SHA shall be contacted.

**Police Services:**
Police protection will primarily be provided by the Pocomoke City Police Department in coordination with the Worcester County Sheriff's Department. The Pocomoke City Police Department already services this general area.

**Fire, EMS and Rescue Services:**
No significant impacts on emergency fire and rescue services which already provides service to this area.

**Public Schools and Libraries**
There should be very minimal impact to the Pocomoke City public school system enrollment or facilities or to the Worcester County Library facilities in Pocomoke City.

**Parks and Recreation/Public Libraries:**
Parks and recreation facilities are not impacted by this annexation.

**Stormwater Management:**
In its current state, the property has no additional stormwater run-off beyond normal small lot residential developments. Any additional development of the site will require review by the City and County departments.

**Impact on sensitive environmental areas:**
The site is already developed and no sensitive environmental areas are impacted with this annexation.

**Cost to the City on having to provide such services:**
The City will not incur any significant increases in operational costs as a result of the annexation.

## Conclusion

In summary, the proposed area to be annexed is consistent with the Pocomoke City's Municipal Growth Element (Section 4-Municipal Growth-Comprehensive Plan) and is consistent with the Annexation Policies reflected in this subchapter. The area proposed for annexation is within the City's Priority Funding Area (Map 7 of the Pocomoke City Comprehensive Plan) and Potential

Annexation Properties (Map 8 of the Pocomoke City Comprehensive Plan) as established in the Municipal Growth Element of the City's Comprehensive Plan, adopted by Resolution # 485, October 6, 2014. The Planning Commission has reviewed the Annexation Plan and has recommended approval. The Planning Commission has further recommended the property be zoned B-2, General Commercial. A fiscal impact study and an environmental impact assessment that addresses the potential impact of the proposed annexation on the environment of the site and surrounding area is not required.

**List of Attachments**

Attachment A: Annexation Petition

Attachment B: Annexation Plat

Attachment C: Deed- Worcester County Land Records Liber 2353 Folio 299

Attachment D: State Department of Taxation Listing and Tax Map

Attachment E: Worcester County Zoning Map

Attachment F. Pocomoke City Zoning Map

Attachment G: Pocomoke City Priority Funding Area (Map 7 City Comprehensive Plan)

Attachment H: Pocomoke City's Annexation Plan Map (Map 8 City Comprehensive Plan)

Attachment I: Pocomoke City's Planned Water and Sewer Service Area Map (Map 15 City Comprehensive Plan)

# Attachment A:

# Annexation Petition

| | | |
|---|---|---|
| IN RE: WAYNE T. BRITTINGHAM, Sr., et al. | * | MAYOR AND CITY COUNCIL OF |
| | * | |
| WORCESTER COUNTY, MARYLAND | * | POCOMOKE CITY, MARYLAND |

* * * * * * * * * * * *

**PETITION FOR ANNEXATION**

Now comes Wayne T. Brittingham, Sr. and Flora S. Brittingham ("Petitioners"), owners of the property known as "Proposed Parcel A" as reflected in the Minor Subdivision of the Lands of Brittingham Wayne T. Sr. & Brittingham Flora S. (the "Minor Subdivision"), and recorded in the Land Records for Worcester County, Maryland Plat Book SRB 257, page 64-66 (the "Property"), by and through their attorneys, Mark Spencer Cropper, Spencer Ayres Cropper, and Ayres, Jenkins, Gordy & Almand, P.A., and hereby petition the Mayor and City Council of Pocomoke City (the "City") to annex their property to be included within the corporate limits of the City. Petitioners request that the Mayor and City Council issue a resolution, publish the required notice, and conduct a public hearing concerning the proposed annexation.

The Property is contiguous and adjoining to the City and does not lie within the boundaries of any other municipality. If annexation is granted, no enclave of unincorporated area would be completely surrounded by land within the municipality.

The above mentioned Property consists of 2.494 acres or 108,635 square feet as set forth in the Minor Subdivision prepared by Craig Black of Dynamic Survey, LLC, a professional land surveyor licensed by the State of Maryland. A copy of the Minor Subdivision is attached hereto as Exhibit 1. The property is zoned in Worcester County as C-2 (Commercial). Petitioners

request that the City's zoning map is amended to reflect a similar commercial zoning classification.

Attached hereto as Exhibit 2, are consents to the annexation by the adjacent property owners. Petitioners also request to be connected to the City's wastewater treatment services, in addition to eligibility for other City services.

Respectfully submitted,

Wayne T. Buttingham Sr.

Gerald S. Buttingham

2/19/26

Date

# Attachment B:

# Annexation Plat

# LEGEND

- PROPERTY LINES
- OFF-SITE PROPERTY LINES
- PROPOSED PROPERTY LINES
- PROPOSED BUILDING SETBACK LINES
- PROPOSED DRAINAGE EASEMENT LINE
- PROPOSED SITE TRIANGLE EASEMENT LINE
- MATCHLINE
- SURVEYED TREE LINE
- APPROVED FSD LINE

| | |
|---|---|
| 17 | PROPOSED LOT NUMBER |
| 58,716 SF<br>1.348 AC | PROPOSED LOT AREA |
| FYSB | FRONT YARD SETBACK |
| SYSB | SIDE YARD SETBACK |
| RYSB | REAR YARD SETBACK |
| N80° 38' 54"E<br>2,218.40' (MR1) | OVERALL TRACT METES & BOUNDS |
| N79° 35' 41"E<br>389.09' | PROPOSED LOT METES & BOUNDS |
| S79° 35' 41"W<br>30.00' | PROPOSED EASEMENT METES & BOUNDS |
| | PROPOSED FOREST CONSERVATION EASEMENT |
| | AREA TO BE CONVEYED TO THE MARYLAND STATE HIGHWAY ADMINISTRATION |
| | SEWAGE RESERVE AREA |
| W | WELL |
| | PERPETUAL EASEMENT TO DISCHARGE FLOW OF WATER UPON EXISTING GROUND |

## AREA CHART

| | |
|---|---|
| PARCEL 168 | 56.497 AC. |
| PROPOSED PARCEL A SUBTRACTED | 2.494 AC. |
| MDSHA DEDICATION SUBTRACTED | 0.274 AC. |
| REVISED PARCEL 168 | 53.729 AC. REMAINING AREA |
| FOREST CONSERVATION EASEMENT (PARCEL 168) | 1.180 AC. |
| PROPOSED PARCEL A | 2.494 AC. |

## WORCESTER COUNTY PLANNING & ZONING COMMISSION

THE GRANT OF A PERMIT OR APPROVAL OF THIS SUBDIVISION SHALL NOT CONSTITUTE A REPRESENTATION, GUARANTY OR WARRANTY OF ANY KIND BY WORCESTER COUNTY OR BY ANY OFFICIAL OR EMPLOYEE THEREOF OF THE PRACTICABILITY, BUILDABILITY OR SAFETY OF ANY PROPOSED USE AND SHALL CREATE NO LIABILITY UPON THE COUNTY, ITS OFFICIALS OR EMPLOYEES.

ANY APPROVAL BY THE ENVIRONMENTAL PROGRAMS DIVISION OF ANY POTABLE WATER OR WASTEWATER SYSTEM OR SUITABILITY THEREOF IS BASED UPON STATE AND COUNTY STANDARDS EXISTING AS OF THE DATE OF APPROVAL. SUCH STANDARDS ARE SUBJECT TO CHANGE AND A PERMIT MAY BE DENIED IN THE FUTURE. IN THE EVENT THAT CURRENT STANDARDS CANNOT BE MET AS OF THE DATE OF APPLICATION FOR SUCH PERMIT, THE APPROVAL SHOWN HEREON IS NOT SUFFICIENT APPROVAL FOR A PERMIT.

WORCESTER COUNTY DOES NOT GUARANTEE THE DEVELOPMENT OR CONSTRUCTION OF ANY AMENITIES SHOWN ON THIS PLAT. ALL SUCH AMENITIES SHALL BE THE RESPONSIBILITY OF THE OWNER AND DEVELOPER OF THIS SUBDIVISION.

WORCESTER COUNTY PLANNING COMMISSION — DATE 10/21/25

## OWNERS CERTIFICATION:

THE SUBDIVISION OF LAND ON THIS PLAT IS WITH FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE OWNERS PROPRIETORS AND TRUSTEES, IF ANY, THEREOF. THE REQUIREMENTS OF SECTION 3-108 OF THE REAL PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND (CURRENT) AS FAR AS THEY RELATE TO THE MAKING OF THIS PLAT AND THE SETTING OF MARKERS HAVE COMPLIED WITH.

OWNER/ TAX MAP 84 PARCEL 168: WAYNE T SR BRITTINGHAM — DATE 10/5/25
1635 BUCK HARBOR RD
POCOMOKE CITY, MD 21851

OWNER: TAX MAP 84 PARCEL 168: FLORA S BRITTINGHAM — DATE 10/5/25
1635 BUCK HARBOR RD
POCOMOKE CITY, MD 21851

## SURVEYOR'S CERTIFICATION:

I HEREBY CERTIFY, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT THE REQUIREMENTS OF SECTIONS 3-108 OF THE REAL PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND (CURRENT) AS FAR AS THEY RELATE TO THE MAKING OF THIS PLAT AND THE SETTING OF MARKERS AS WELL AS THE REQUIREMENTS OF THE COUNTY COMMISSIONERS AND COMMISSION OF WORCESTER COUNTY, MARYLAND REGARDING THE PLATTING OF SUBDIVISIONS WITHIN THE COUNTY HAVE BEEN COMPLIED WITH.

CRAIG BLACK
PROFESSIONAL LAND SURVEYOR
MARYLAND LICENSE NO. 22039
EXPIRATION DATE: 08/10/2026
DATE 9-17-25

PROFESSIONAL LAND SURVEYOR CRAIG BLACK No. 22039

Plotted: 09/04/25 – 10:33 AM, By: matreiter
File: V:\SURVEY PROJECTS\1478 Paramount Realty\99-1945 Pocomoke MD\Dwg\S1478991944NS3.dwg, ----> 24x36 MS 001



## LINE & CURVE DATA TABLE

| LINE #/ CURVE # | LENGTH | DIRECTION/DELTA | RADIUS | CHORD BEARING | CHORD |
|---|---|---|---|---|---|
| L1 | 186.21' | N64° 27' 02"E | | | |
| L2 | 295.00' | N64° 32' 52"E | | | |
| L3 | 40.00' | S25° 32' 58"E | | | |
| L4 | 32.05' | N64° 27' 02"E | | | |
| L5 | 116.65' | S38° 33' 03"E | | | |
| L6 | 294.65' | N64° 42' 05"E | | | |
| L7 | 1012.18' | S35° 39' 40"E | | | |
| L8 | 283.70' | S45° 53' 20"W | | | |
| L9 | 181.50' | S41° 51' 40"E | | | |
| L10 | 1194.55' | S47° 51' 40"E | | | |
| L11 | 901.15' | S65° 18' 30"W | | | |
| L12 | 793.98' | N51° 46' 54"W | | | |
| L13 | 389.69' | S87° 15' 06"W | | | |
| L14 | 219.22' | N5° 43' 15"W | | | |
| C1 | 777.22' | 9°30'28" | 4683.66' | N10° 28' 29"W | 776.33' |
| L15 | 383.83' | N15° 37' 59"W | | | |
| L16 | 153.71' | N23° 05' 26"W | | | |
| L17 | 140.54' | N19° 23' 05"W | | | |
| L18 | 17.59' | N26° 13' 39"W | | | |

## FOREST CONSERVATION EASEMENT

| LINE # | LENGTH | DIRECTION/DELTA |
|---|---|---|
| L19 | 198.25' | S65° 18' 30"W |
| L20 | 251.48' | N45° 41' 55"E |
| L21 | 172.80' | S43° 16' 42"E |
| L22 | 325.86' | S47° 51' 40"E |

## SEWAGE RESERVE AREA

| LINE # | LENGTH | DIRECTION/DELTA | NORTHING | EASTING |
|---|---|---|---|---|
| L23 | 100.00' | S87° 17' 53"E | N:146024.4214 | E: 1731784.1970 |
| L24 | 100.00' | S02° 42' 07"W | N:145924.5326 | E: 1731779.4830 |
| L25 | 100.00' | N87° 17' 53"W | N:145929.2466 | E: 1731679.5941 |
| L26 | 100.00' | N02° 42' 07"E | N:146029.1354 | E: 1731684.3081 |

## PARCEL A LINE DATA TABLE

| LINE # | LENGTH | BEARING |
|---|---|---|
| L27 | 187.40' | N64° 27' 04"E |
| L28 | 153.12' | N64° 18' 28"E |
| L29 | 322.88' | S25° 21' 37"E |
| L30 | 305.68' | S68° 24' 57"W |
| L31 | 65.07' | N81° 54' 36"W |
| L32 | 138.12' | N23° 05' 26"W |
| L33 | 128.06' | N19° 23' 05"W |

## AREA TO BE CONVEYED TO THE MARYLAND STATE HIGHWAY ADMINISTRATION

| LINE # | BEARING | LENGTH |
|---|---|---|
| 1 | N 19° 23' 05" W | 12.48' |
| 2 | N 26° 13' 39" W | 17.59' |
| 3 | N 64° 27' 02" E | 186.21' |
| 4 | N 64° 32' 52" E | 295.00' |
| 5 | S 25° 32' 58" E | 6.52' |
| 6 | S 60° 03' 38" W | 129.43' |
| 7 | S 19° 38' 23" W | 18.01' |
| 8 | S 64° 18' 28" W | 153.12' |
| 9 | S 64° 27' 04" W | 187.40' |

FEE SIMPLE AREA
11,924 SQ. FT. OR 0.274 ACRES±
SHOWN THUS:

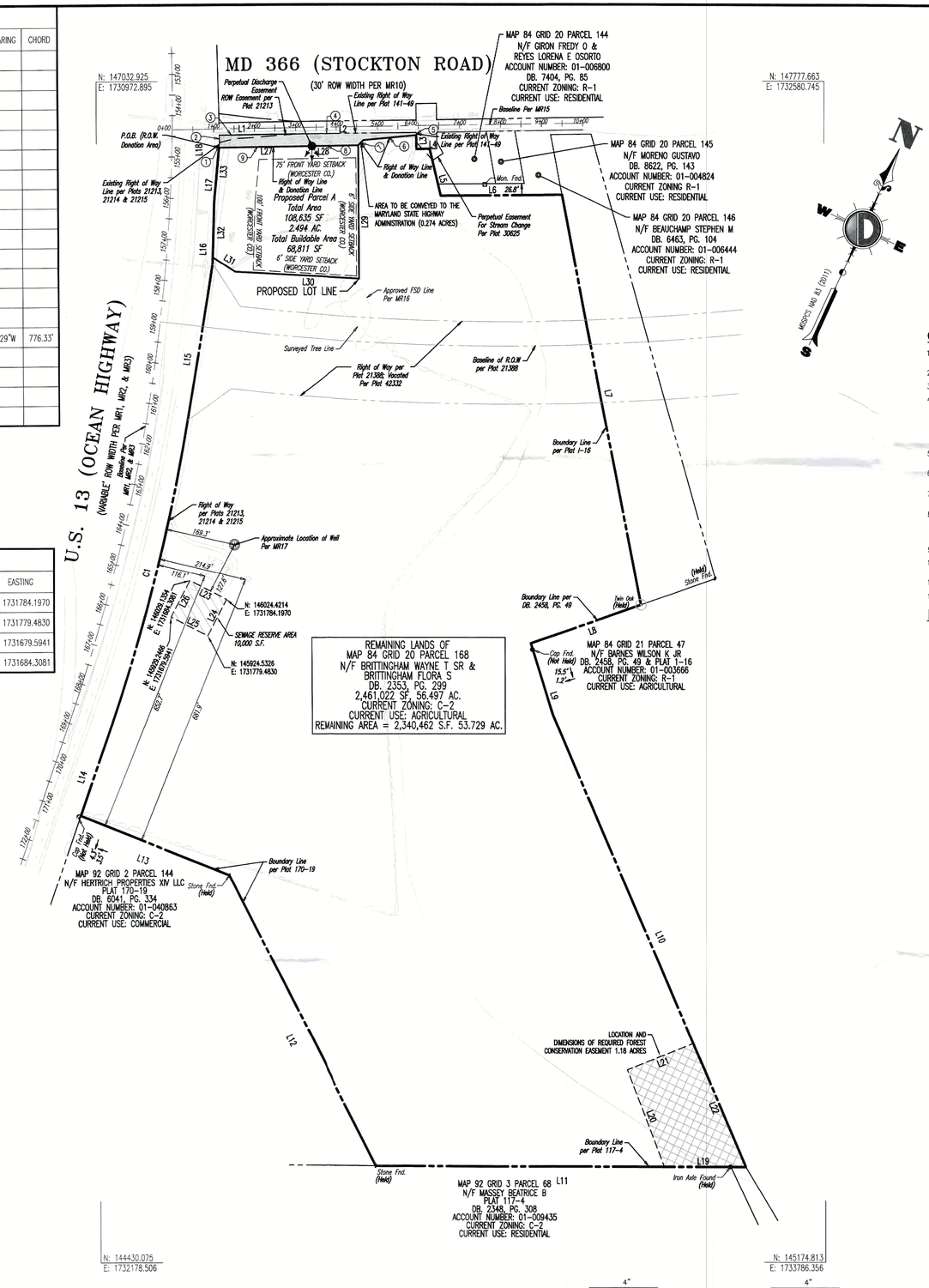
## WORCESTER COUNTY ENVIRONMENTAL PROGRAMS:

THIS SUBDIVISION SHOWN HEREON IS APPROVED AS BEING IN CONFORMANCE WITH THE WORCESTER COUNTY COMPREHENSIVE WATER AND SEWERAGE PLAN PROVIDING FOR CENTRAL WATER SUPPLY AND CENTRAL SEWERAGE AT THE NEWLY CREATED LOT.

THIS REMAINING LOT IS APPROVED WITH EXISTING WATER AND SEWAGE FACILITIES AS SHOWN. THIS DOES NOT INDICATE THAT THE QUALITY OF THESE SYSTEMS HAS BEEN EVALUATED. THE 10,000 SQUARE FOOT SEWAGE RESERVE AREA MUST REMAIN FREE OF BUILDINGS EASEMENTS RIGHT-OF-WAYS AND ANY OTHER PERMANENT OR PHYSICAL OBJECTS AND BE RESERVED FOR FUTURE SEWAGE DISPOSAL. IN ADDITION, ANY FUTURE CHANGES TO THIS SYSTEM FIRST REQUIRE AN EVALUATION AND PERMIT FROM ENVIRONMENTAL PROGRAMS.

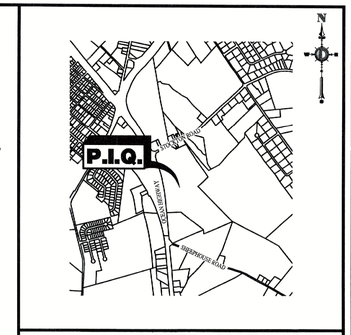
THIS SUBDIVISION IS APPROVED FOR INTERIM INDIVIDUAL WATER SUPPLY AND SEWAGE DISPOSAL SYSTEMS IN ACCORDANCE WITH THE COUNTY COMPREHENSIVE WATER AND SEWER PLAN FOR THE REMAINING LOT. THE APPLICANT OR ANY FUTURE OWNER MUST DISCONTINUE USE OF THESE SYSTEMS AND CONNECT TO THE COMMUNITY SYSTEM(S) WHEN AVAILABLE.

10/17/2025 — DATE
Robert J. Mitchell LEHS — APPROVING AUTHORITY-WORCESTER COUNTY




## CORNER MARKER DETAIL

N.T.S.




VICINITY MAP
1" = 2000'

## GENERAL NOTES:

1. OWNER(S) OF RECORD – PARCEL 168 — N/F BRITTINGHAM WAYNE T SR & BRITTINGHAM FLORA S
2. TAX MAP 84, PARCEL 168 – TAX ACCOUNT NO. 01-006460
3. DEED REFERENCE 2353-299
4. ZONED: C-2
   THE REQUIRED SETBACKS IN A C-2 COMMERCIAL DISTRICT ARE DETERMINED BY THE PROPOSED USE.
   SETBACKS: FRONT FROM U.S. 13: 100' FROM PROPERTY LINE
   FRONT FROM STOCKTON ROAD: 75' FROM CENTERLINE OF ROAD
   SIDES: 6'
   BUILDABLE AREA = 68,811 S.F.± OR 1.580 ACRES±
5. A 0.274 ACRE± STRIP OF LAND IS DEDICATED TO MARYLAND HIGHWAY ADMINISTRATION PER THIS PLAT, FOR FUTURE ROAD WIDENING AND UTILITY PURPOSES. REFER TO TABLE LIST FOR DIMENSIONS.
6. A 1.18 ACRES± STRIP OF LAND IS RESERVED AS AN EASEMENT FOR MARYLAND DEPARTMENT OF NATURAL RESOURCES PER THIS PLAT, FOR REQUIRED FOREST CONSERVATION EASEMENT.
7. THERE ARE NO ANIMAL CONTAINMENT STRUCTURES WITHIN 200' OF A NEW PROPERTY LINE. ALL STRUCTURES WITHIN 50' OF A NEW PROPERTY LINE HAVE BEEN SHOWN.
8. BASED UPON THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP COMMUNITY PANEL NUMBER 24047-0034H, DATED 07/16/2015, THIS SUBDIVISION IS LOCATED IN A PORTION OF ZONE 'A' (NO BASE FLOOD ELEVATIONS DETERMINED) & IN A PORTION OF ZONE 'X' (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN).
9. THIS PROPERTY LIES WITHIN LOWER POCOMOKE RIVER WATERSHED, 02130202.
10. ACCORDING TO A WETLAND DELINEATION CONDUCTED BY WSSI ON NOVEMBER 11, 2021 AND MARCH 26, 2024, JURISDICTIONAL NONTIDAL WETLANDS AND STREAMS EXIST WITHIN THE PROPERTY.
11. THERE ARE NO STEEP SLOPES GREATER THAN 25% LOCATED ON SITE.
12. COORDINATES ARE IN MARYLAND STATE PLANE COORDINATE SYSTEM (NAD 83).

## MAP REFERENCES

1. A PLAN ENTITLED 'STATE ROADS COMMISSION OF MARYLAND POCOMOKE BYPASS PLAT NO. 21213', PREPARED BY THE DIVISION OF ROAD DESIGN, DATED 10/25/1958 & REVISED THROUGH 12/10/1958.
2. A PLAN ENTITLED 'STATE ROADS COMMISSION OF MARYLAND POCOMOKE BYPASS PLAT NO. 21214', PREPARED BY THE DIVISION OF ROAD DESIGN, DATED 10/25/1958 & REVISED THROUGH 12/19/1958.
3. A PLAN ENTITLED 'STATE ROADS COMMISSION OF MARYLAND POCOMOKE BYPASS PLAT NO. 21215', PREPARED BY THE DIVISION OF ROAD DESIGN, DATED 10/25/1958 & REVISED THROUGH 05/22/1959.
4. A PLAN ENTITLED 'STATE ROADS COMMISSION OF MARYLAND POCOMOKE BYPASS PLAT NO. 21216', PREPARED BY THE DIVISION OF ROAD DESIGN, DATED 10/25/1958 & REVISED THROUGH 05/22/1959.
5. A PLAN ENTITLED 'STATE ROADS COMMISSION OF MARYLAND RELOC. (MD. 366) POCOMOKE BYPASS TO STOCKTON PLAT NO. 21388', PREPARED BY THE DIVISION OF ROAD DESIGN, DATED 10/25/1958 & REVISED THROUGH 12/10/1958.
6. A PLAN ENTITLED 'STATE OF MARYLAND DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION STATE ROADS COMMISSION, RIGHT OF WAY PROJECT: MD. RTE. 366 – POCOMOKE BY-PASS (U.S. RTE 13) PLAT NO. 42332', DATED 12/17/1971 AND REVISED THROUGH 12/29/1971.
7. A PLAN ENTITLED 'SURVEY OF THE LANDS OF STANLEY H. BALL', PREPARED BY GEORGE E. YOUNG, III. P.C. DATED 11/20/1987. FILED IN THE WORCESTER'S COUNTY CLERK'S OFFICE AS PLAT NO. 117-4.
8. A PLAN ENTITLED 'DESCRIPTIVE PLAT OF A PARCEL OF LAND AND LINE OF PARTITION SURVEYED FOR WILSON K. BARNES, POCOMOKE CITY, MD.' DATED 08/23/1946. FILED IN THE WORCESTER COUNTY CLERK'S OFFICE AS PLAT 1-16.
9. A PLAN ENTITLED 'MINOR SUBDIVISION OF THE LANDS OF JOSEPH & JOYCE HILL', PREPARED BY GEORGE E. YOUNG, III. P.C' DATED 09/29/1989 AND FILED IN THE WORCESTER'S COUNTY CLERK'S OFFICE AS PLAT NO. 125-39.
10. A PLAN ENTITLED 'PLAT OF POCOMOKE CITY ANNEXATION ROUTE 366 EAST', PREPARED BY GEORGE E. YOUNG, III. P.C. DATED 01/20/1994. FILED IN THE WORCESTER COUNTY CLERK'S OFFICE AS PLAT NO. 141-49.
11. A PLAN ENTITLED 'ANNEXATION PLAT OF THE LANDS OF MARGARET PRICHARD TAX MAP 92 BLOCK 2 P/O PARCEL 144 DEED BOOK FIRST ELECTION DISTRICT WORCESTER COUNTY, MARYLAND', PREPARED BY GEORGE E. YOUNG, III, P.C. DATED 12/22/2002. FILED IN THE WORCESTER COUNTY CLERK'S OFFICE AS PLAT NO. 170-19.
12. A PLAN ENTITLED 'ANNEXATION PLAT OF THE LANDS OF RONALD L. & ROSEMARY PAYNE TAX MAP 84 GRID 20 PARCEL 147 FIRST TAX DISTRICT WORCESTER COUNTY, MARYLAND', PREPARED BY GEORGE E. YOUNG, III, P.C. DATED 10/03/2002. FILED IN THE WORCESTER COUNTY CLERK'S OFFICE AS PLAT NO. 184-47.
13. A PLAN ENTITLED 'PLAT OF PROPERTY SURVEYED FOR J. MILES LANKFORD, INC., PREPARED BY G. OLIVER MORRELL DATED 06/14/1967. FILED IN THE WORCESTER COUNTY CLERK'S OFFICE AS PLAT NO. 220-362.
14. A PLAN ENTITLED 'EXISTING CONDITIONS DRAWING OF 2402 STOCKTON ROAD POCOMOKE, MD 21851', PREPARED BY CORNERSTONE ENERGY SERVICES, DATED 05/03/2024.
15. A PLAN ENTITLED 'STATE ROADS COMMISSION OF MARYLAND, RIGHT OF WAY PROJECT: U.S. 13 EASTWARD FOR 1.1 MI. M.O. 12 WESTWARD FOR 2.2 MI. RIGHT OF WAY PROJECT NO. WO-373-1-120 PLAT NO. 30625', PREPARED BY BENJAMIN E. BEAVIN COMPANY, DATED JUNE 15, 1964.
16. A PLAN ENTITLED 'FOREST CONSERVATION PLAN PREPARED FOR: DYNAMIC ENGINEERING, POCOMOKE CITY WAWA WORCESTER COUNTY, MARYLAND', PREPARED BY WETLANDS STUDIES AND SOLUTIONS, INC. DATED 01/15/2025.
17. AN AUTOCAD FILE PROVIDED BY PARAMOUNT REALTY ON DECEMBER 12, 2024.

## PURPOSE STATEMENT:

THE PURPOSE OF THIS PLAT (AS LISTED BELOW):

- SUBDIVIDE EXISTING PARCEL 168 TO CREATE A NEW PARCEL FOR THE PROPOSED WAWA FOOD MARKET AND FUELING STATION (TOTAL PROPOSED PARCEL A AREA – 2.494 ACRES±) (TOTAL REMAINING AREA OF PARCEL 168 = 2,340,462 SF± = 53.729 ACRES±)
- DEDICATE 0.274 ACRES± TO MARYLAND STATE HIGHWAY FOR STOCKTON ROAD RIGHT-OF-WAY DEDICATION
- ANNEX PROPOSED WAWA FOOD MARKET AND FUELING STATION PARCEL A INTO THE CITY OF POCOMOKE

# MINOR SUBDIVISION OF THE LANDS OF BRITTINGHAM WAYNE T SR & BRITTINGHAM FLORA S

ACCOUNT #01-006460
TAX MAP 84, PARCEL 168; DEED 2353/299
FIRST TAX DISTRICT, WORCESTER COUNTY, MARYLAND

Recorded on 10/22/2025 • SRB 257/64-66

DYNAMIC • ENGINEERING • EARTH • SURVEY • TRAFFIC

| REV. | DATE | COMMENTS | BY |
|---|---|---|---|
| 3 | 09/04/25 | REVISED PER UPDATED DEVELOPER INFORMATION | MKS |
| 2 | 07/17/25 | REVISED PER COUNTY COMMENTS | STC |
| 1 | 07/07/25 | REVISED TO INCLUDE FOREST CONSERVATION PLAN | MKS |

## SURVEY LEGEND:

| | | | |
|---|---|---|---|
| (MR) | MAP REFERENCE | | BENCHMARK |
| (DR) | DEED REFERENCE | | CONC. MONUMENT FND |
| (S) | SURVEY | | CONC. MONUMENT SET |
| (BOS) | BOTTOM OF STRUCTURE | | I.P. / I.B. FND |
| (TOS) | TOP OF STRUCTURE | | I.P. / I.B. SET |
| (AKA) | ALSO KNOWN AS | | STAKE FND |
| (FKA) | FORMERLY KNOWN AS | | STAKE SET |
| (C/L) | CENTERLINE | | PK NAIL FND |
| LSA | LANDSCAPE AREA | | PK NAIL SET |
| × 0.00 | SPOT ELEVATIONS | | DRILL HOLE FND |
| × G: 0.00 | GUTTER ELEV. | | DRILL HOLE SET |
| × TC: 0.00 | TOP OF CURB ELEV. | | SURVEY STONE FND |
| × FF: 0.00 | FINISH FLOOR ELEV. | | SURVEY CAP FND |
| × GF: 0.00 | GARAGE FLOOR ELEV. | | CROSS CUT FOUND |
| × BW: 0.00 | BOTTOM OF WALL ELEV. | | CROSS CUT SET |
| × TW: 0.00 | TOP OF WALL ELEV. | P.O.B. | POINT OF BEGINNING |
| ×WSE: 0.00 | WATER SURFACE ELEV. | | |

GRAPHIC SCALE
–150 0 75 150
( IN FEET )
1 INCH = 150 FT.

DYNAMIC SURVEY, LLC
BOUNDARY & TOPOGRAPHIC SURVEY • FINAL SURVEYS
HYDROGRAPHIC SURVEY • CONSTRUCTION STAKEOUT
ALTA/NSPS LAND TITLE • FOUNDATION LOCATION
125 West Street
Suite 201
Annapolis, MD 21401
T:732.749.8780
Offices conveniently located throughout the United States:
New Jersey | Delaware | Florida | Maryland | Pennsylvania | Texas
www.dynamic-surveyservices.com

PROJECT:
POCOMOKE 13 DEVELOPERS, LLC
MAP 84, GRID 20, PARCEL 168
2402 STOCKTON ROAD
CITY OF POCOMOKE, WORCESTER COUNTY, MARYLAND

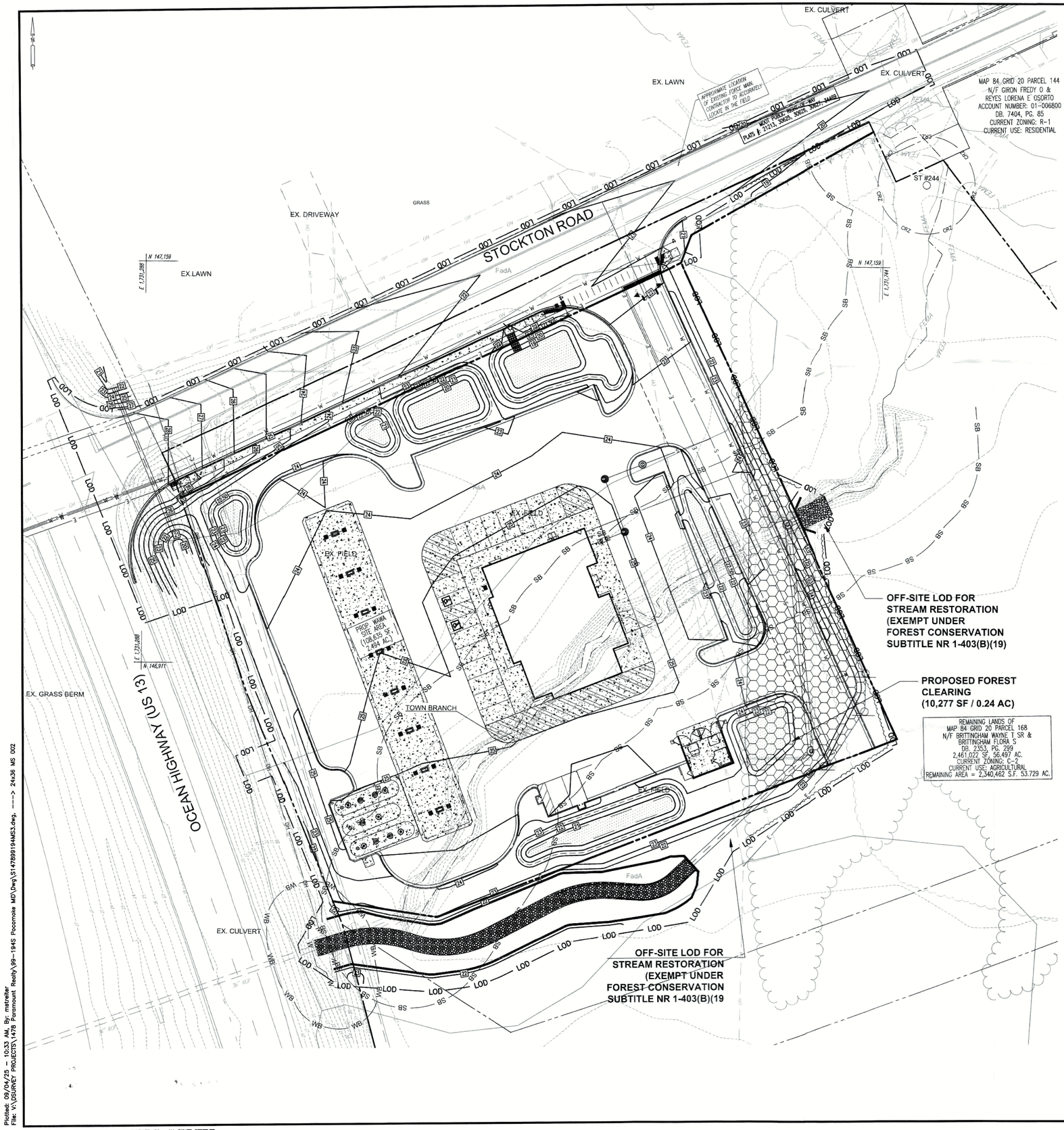
CRAIG BLACK
PROFESSIONAL LAND SURVEYOR
MARYLAND LICENSE No. 22039
EXPIRATION DATE: 08/10/2026

I hereby certify that this survey has been performed under my supervision and to the best of my knowledge, belief and information, that this survey has been performed in accordance with currently accepted accuracy standards. Only copies of the original survey with an original land surveyor's embossed seal shall be considered to be valid copies. Signature and embossed seal signify that this certification was prepared in accordance with the Existing Code of Practice for Land Surveyor's adopted by the Maryland Board of Professional Land Surveyors. Certifications indicated hereon shall run only to the person for whom the certification is prepared and listed hereon.

TITLE:
WAWA MINOR SUBDIVISION

| PROJECT No: | SCALE: | DATE: |
|---|---|---|
| 1478-99-194S | 1"=150' | 06/19/2025 |
| DRAWN BY: MKS | FIELD BY: JRC | CHECKED BY: JTB |

SHEET No: 1 OF 3 — Rev. #: 3




## SURVEYOR'S CERTIFICATION:

I HEREBY CERTIFY, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT THE REQUIREMENTS OF SECTION 3-108 OF THE REAL PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND CONCERNING THE MAKING OF THIS PLAT AND THE SETTING OF MARKERS AS WELL AS ALL THE REQUIREMENTS OF THE COUNTY COMMISSIONERS AND ORDINANCES OF THE COUNTY OF WORCESTER, MARYLAND REGARDING THE PLATTING OF SUBDIVISIONS WITHIN THE COUNTY HAVE BEEN COMPLIED WITH.

9-19-25
DATE

CRAIG BLACK
PROFESSIONAL LAND SURVEYOR
MARYLAND LICENSE NO. 22039
EXPIRATION DATE: 08/10/2026

## OWNERS CERTIFICATION:

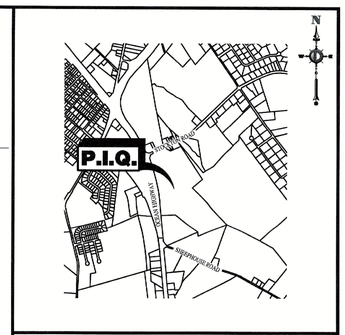
THE SUBDIVISION OF LAND ON THIS PLAT IS WITH FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE OWNERS, PROPRIETORS, AND TRUSTEES, IF ANY, THEREOF. THE REQUIREMENTS OF SECTION 3-108 OF THE REAL PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND (CURRENT) AS FAR AS THEY RELATE TO THE MAKING OF THIS PLAT AND THE SETTING OF MARKERS HAVE COMPLIED WITH.

Wayne T. Sr. Brittingham 10/5/25
OWNER: TAX MAP 84 PARCEL 168; WAYNE T SR BRITTINGHAM — DATE
1635 BUCK HARBOR RD
POCOMOKE CITY, MD 21851

Flora S. Brittingham 10/5/25
OWNER: TAX MAP 84 PARCEL 168; FLORA S BRITTINGHAM — DATE
1635 BUCK HARBOR RD
POCOMOKE CITY, MD 21851

## WORCESTER COUNTY FOREST CONSERVATION NOTE:

THIS SUBDIVISION IS SUBJECT TO THE WORCESTER COUNTY FOREST CONSERVATION LAW. THIS SUBDIVISION IS SUBJECT TO FOREST CONSERVATION PLAN NO. 24-45. ANY FUTURE APPROVAL OF THIS LAND FOR A REGULATED ACTIVITY SHALL BE SUBJECT TO THE COUNTY FOREST CONSERVATION LAW. A FOREST CONSERVATION PLAN HAS BEEN APPROVED AND IS ON FILE WITH THE DEPARTMENT OF ENVIRONMENTAL PROGRAMS. A PERPETUAL PROTECTIVE AGREEMENT – DEED OF FOREST CONSERVATION EASEMENT, WORCESTER COUNTY, MARYLAND, WILL BE RECORDED SIMULTANEOUSLY WITH THIS PLAT IN THE LAND OF RECORDS OF WORCESTER COUNTY, MARYLAND.




## VICINITY MAP
1" = 2000'

Developer Information:
Pocomoke 13 Developers, LLC
1195 Route 70 Suite 2000
Lakewood, NJ 08701

Owner Information:
Brittingham Wayne T. Sr. & Brittingham Flora S.
1635 Buck Harbor Rd
Pocomoke City, MD 21851

PROPERTY OWNER SIGNATURE:
Wayne T. Sr. Brittingham 10/5/25
WAYNE T SR BRITTINGHAM — DATE

PROPERTY OWNER SIGNATURE:
Flora S. Brittingham 10/5/25
FLORA S. BRITTINGHAM — DATE

DEVELOPER SIGNATURE
9/29/25
MAURICE ZEKARIA — DATE

**SITE DATA**

1. Total Site Area: 120,559 sq. ft. (2.768 ac.)
2. Total Existing Forest Area: 11,312 sq. ft. (0.26 ac.)
3. Area of Forest Conservation Required: 25,700 sq. ft. (0.59 ac.)
4. Proposed off-site Forest Conservation Area (retention): 51,401 sq. ft. (1.18 ac.)
5. Proposed on-site Forest Conservation Area: 0 sq. ft. (0.00 ac.)
6. Total 100-year Floodplain Area: 0 sq. ft. (0.00 ac.)
7. Approximately 0.24 acres of existing forest is proposed for clearing.
8. Subwatershed: Lower Pocomoke River (#02130202)

LEGEND

- PROPERTY LINE
- EXISTING TREELINE
- SOIL BOUNDARY
- EXISTING PERENNIAL STREAM CHANNEL
- SB — SB — 50' STREAM BUFFER
- W — W — EXISTING NON-TIDAL WETLAND
- WB — WB — 25' WETLAND BUFFER
- FEMA — 100-YR FEMA FLOODPLAIN
- LOD — PROPOSED LIMITS OF DISTURBANCE
- ZSD ST 100 CRZ — SPECIMEN TREE LOCATION
- FOREST CONSERVATION AREA SIGN
- PROPOSED CLEARING

**PROFESSIONAL SEAL AND SIGNATURE**

PLAN PREPARED BY:

MICHAEL J. KLEBASKO, PWS
(QUALIFIED PROFESSIONAL PER COMAR 08.19.06.01)

**FOREST CONSERVATION PLAN OF THE LANDS OF**
# BRITTINGHAM WAYNE T SR & BRITTINGHAM FLORA S
ACCOUNT #01-006460
TAX MAP 84, PARCEL 168; DEED 2353/299
FIRST TAX DISTRICT, WORCESTER COUNTY, MARYLAND

DYNAMIC ENGINEERING • EARTH • SURVEY • TRAFFIC

| REV. | DATE | COMMENTS | BY |
|---|---|---|---|
| 3 | 09/04/25 | REVISED PER UPDATED DEVELOPER INFORMATION | MKS |
| 2 | 07/17/25 | REVISED PER COUNTY COMMENTS | STC |
| 1 | 07/07/25 | REVISED TO INCLUDE FOREST CONSERVATION PLAN | MKS |

## SURVEY LEGEND:

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|---|---|---|---|
| (MR) | MAP REFERENCE | | BENCHMARK |
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| × GF: 0.00 | GARAGE FLOOR ELEV. | | CROSS CUT FOUND |
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| × TW: 0.00 | TOP OF WALL ELEV. | P.O.B. | POINT OF BEGINNING |
| × WSE: 0.00 | WATER SURFACE ELEV. | | |

GRAPHIC SCALE
-30 0 15 30
( IN FEET )
1 INCH = 30 FT.

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T: 732.749.8780
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www.dynamic-surveyservices.com

PROJECT:
**POCOMOKE 13 DEVELOPERS, LLC**
MAP 84, GRID 20, PARCEL 168
2402 STOCKTON ROAD
CITY OF POCOMOKE, WORCESTER COUNTY, MARYLAND

CRAIG BLACK
PROFESSIONAL LAND SURVEYOR
MARYLAND LICENSE No. 22039
EXPIRATION DATE: 08/10/2026

I hereby certify that this survey has been performed under my supervision and to the best of my knowledge, belief and information, that this survey has been performed in accordance with currently accepted accuracy standards. Only copies of the original survey with an original land surveyor's embossed seal shall be considered to be valid copies. Signature and embossed seal signify that this certification was prepared in accordance with the Existing Code of Practice for Land Surveyor's adopted by the Maryland Board of Professional Land Surveyors. Certifications indicated hereon shall run only to the person for whom the certification is prepared and listed hereon.

TITLE:
# WAWA MINOR SUBDIVISION

| PROJECT No: | SCALE: | DATE: |
|---|---|---|
| 1478-99-194S | 1"=30' | 06/19/2025 |
| DRAWN BY: MKS | FIELD BY: JRC | CHECKED BY: JTB |

SHEET No: 2 OF 3 — Rev. #: 3



Plotted: 09/04/25 – 10:33 AM, By: matrelle
File: V:\DSURVEY PROJECTS\1478 Paramount Realty\99-194S Pocomoke MD\Dwg\S1478999194MS3.dwg, ---> 24x36 MS 002

| | | | |
|---|---|---|---|
| | **Net Tract Area** | | |
| A | Gross Tract Area | A = | 2.768 |
| B | Deductions (SHA ROW Dedication): | B = | 0.274 |
| C | Net Tract Area (C = A - B) | C= | 2.494 |
| | **Land Use Category (C1-Commercial)** | | |
| | Afforestation Factor ($F_{afforest}$) | | 15.00% |
| | Conservation Factor ($F_{conservation}$) | | 15.00% |
| D | Afforestation Threshold (Net Tract Area x $F_{afforest}$) | D = | 0.374 |
| E | Conservation Threshold (Net Tract Area x $F_{conservation}$) | E = | 0.374 |
| | **Existing Forest Cover** | | |
| F | Existing Forest Cover within the Net Tract Area | F = | 0.260 |
| G | Area of Forest Above Conservation Threshold<br>If existing forest cover (F) > conservation threshold (E),<br>then G = existing forest cover (F) - conservation threshold (E); otherwise G = 0. | G = | 0.000 |
| | **Break Even Point** | | |
| H | Break Even (Amount of Forest that must be retained so that no mitigation is required)<br>(1) If the area of forest above the conservation threshold (G) is greater than zero, then<br>H = (0.2 x the area of forest above conservation threshold (G)) + Conservation threshold (E)<br>(2) If the area of forest above the conservation threshold (G) = 0, then H = ex. Forest Cover (F) | H = | 0.260 |
| I | Forest clearing permitted without mitigation (I = existing forest cover (F) - break even point (H)) | I = | 0.000 |
| | **Proposed Forest Clearing** | | |
| J | Total area of forest to be cleared | J = | 0.240 |
| | Clearing above conservation threshold | | 0.000 |
| | Clearing below conservation threshold | | 0.240 |
| K | Total area of forest remaining (K = existing forest cover (F) - forest to be cleared (J)) | K = | 0.020 |
| | **Note**: If forest to remain (K) is greater than or equal to break even point (H), then no planting is required; otherwise, compute the planting requirement below ( L, M, N, P, Q and R). | | |
| | **Planting Requirements** | | |
| L | Reforestation for clearing above the conservation threshold<br>(1) If the total area of forest to be retained (K) ≥ conservation threshold (E), then<br>L = the area of forest to be cleared (J) x 0.25; or<br>(2) If the forest to be retained (K) < conservation threshold (E), then<br>L = the area of forest above conservation threshold (G) x 0.25 | L = | 0.000 |
| M | Reforestation for clearing below the conservation threshold<br>(1) If existing forest cover (F) > conservation threshold (E) and forest to be retained (K) < conservation threshold (E), then M = 2.0 x (E - K)<br>(2) If the existing forest (F) ≤ conservation threshold (E), then M = 2.0 x forest to be cleared (J) | M = | 0.480 |
| N | Credit for retention above the conservation threshold<br>If the area of the forest to be retained (K) > conservation threshold (E), then N = K - E | N = | 0.000 |
| P | Total reforestation required (P = L + M - N) | P = | 0.480 |
| Q | Total afforestation required<br>(1) If existing forest cover (F) < afforestation threshold (D), then<br>Q = the afforestation threshold (D) - the existing forest cover (F) | Q = | 0.114 |
| R | Total planting requirement (R = P + Q) | R = | **0.594** |

* Forest conservation will be provided at a 2:1 ratio through preservation of 1.18 acres of existing off-site forest.

Developer Information:
Pocomoke 13 Developers, LLC
1195 Route 70 Suite 2000
Lakewood, NJ 08701

Owner Information:
Brittingham Wayne T. Sr. & Brittingham Flora S.
1635 Buck Harbor Rd
Pocomoke City, MD 21851

Property Information
Tax Map: 0084
Grid: 0020
Parcel: 0168
Tax Account: 006460
Zoning: C2
Zip Code: 21851
District: 01

PROPERTY OWNER SIGNATURE:
WAYNE T SR BRITTINGHAM DATE 10/5/25

PROPERTY OWNER SIGNATURE:
FLORA S. BRITTINGHAM DATE 10/5/25

DEVELOPER SIGNATURE
MAURICE ZEKARIA DATE 9/29/25

## OWNERS CERTIFICATION:

THE SUBDIVISION OF LAND ON THIS PLAT IS WITH FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE OWNERS, PROPRIETORS, AND TRUSTEES, IF ANY, THEREOF. THE REQUIREMENTS OF SECTION 3-108 OF THE REAL PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND (CURRENT) AS FAR AS THEY RELATE TO THE MAKING OF THIS PLAT AND THE SETTING OF MARKERS HAVE COMPLIED WITH.

OWNER: TAX MAP 84 PARCEL 168: WAYNE T SR BRITTINGHAM DATE 10/5/25
1635 BUCK HARBOR RD
POCOMOKE CITY, MD 21851

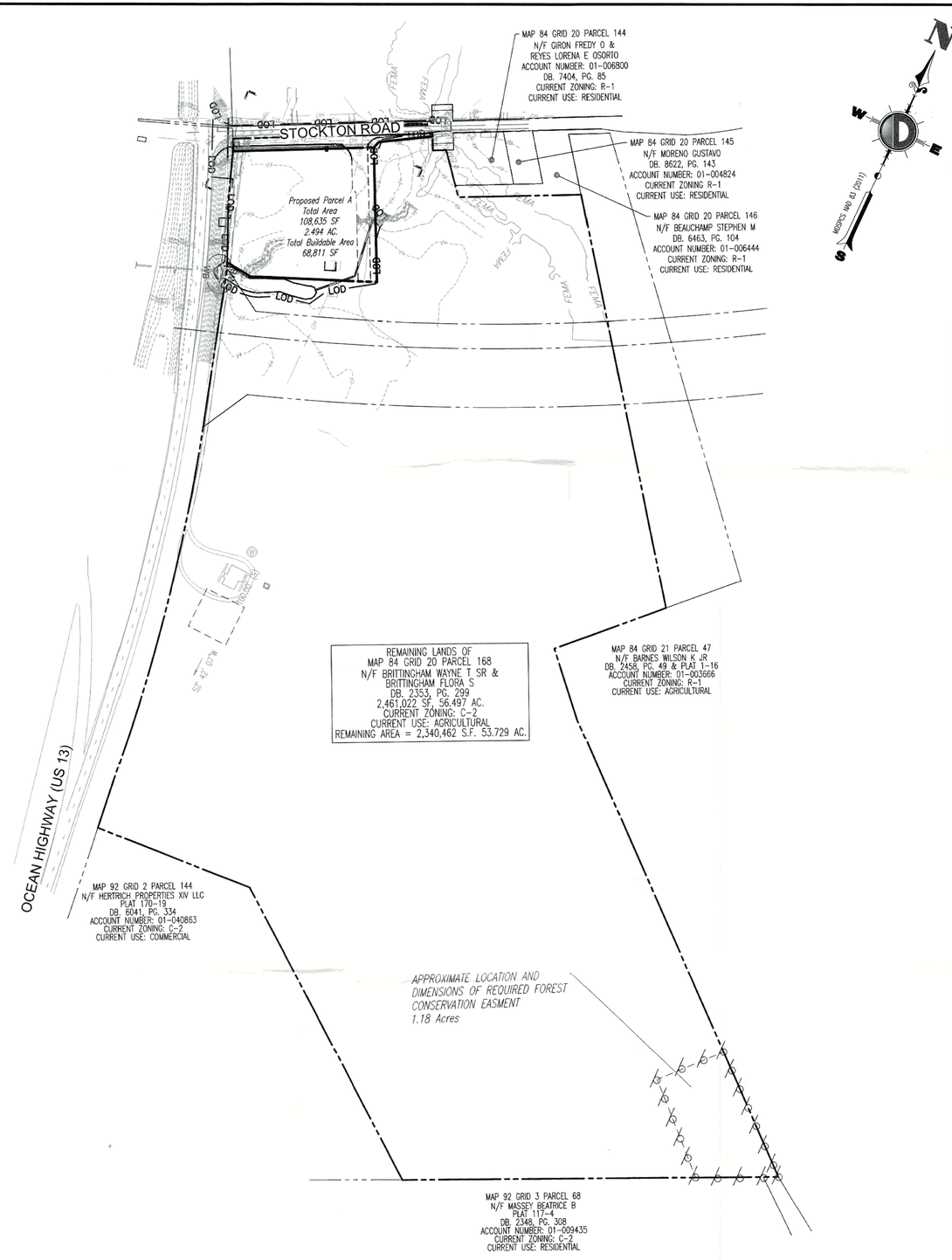
OWNER: TAX MAP 84 PARCEL 168: FLORA S BRITTINGHAM DATE 10/5/25
1635 BUCK HARBOR RD
POCOMOKE CITY, MD 21851

## SURVEYOR'S CERTIFICATION:

I HEREBY CERTIFY, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT THE REQUIREMENTS OF SECTION 3-108 OF THE REAL PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND CONCERNING THE MAKING OF THIS PLAT AND THE SETTING OF MARKERS HAVE BEEN COMPLIED WITH, AND THE REQUIREMENTS OF THE COUNTY COMMISSIONERS AND COUNCIL OF THE COUNTY OF WORCESTER, MARYLAND REGARDING THE PLATTING OF SUBDIVISIONS WITHIN THE COUNTY HAVE BEEN COMPLIED WITH.

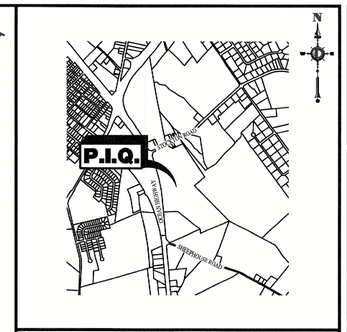
CRAIG BLACK
PROFESSIONAL LAND SURVEYOR
MARYLAND LICENSE NO. 22039
EXPIRATION DATE: 08/10/2026
DATE 9-29-25












## VICINITY MAP
1" = 2000'

MAPPED SOIL TYPES

| MAP UNIT | SOIL DESCRIPTION | HYDROLOGIC SOIL GROUP | K-FACTOR (WHOLE) | HYDRIC RATING |
|---|---|---|---|---|
| FodA | FALLSINGTON SANDY LOAMS, 0 TO 2 PERCENT SLOPES, NORTHERN TIDEWATER AREA | B/D | | 83 |
| KsA | KLEJ LOAMY SAND, 0 TO 2 PERCENT SLOPES | A/D | 0.15 | 10 |

SOURCE: HTTP://WEBSOILSURVEY.NRCS.USDA.GOV (AUGUST, 2024)

FOREST CONSERVATION EASEMENT

| LINE # | LENGTH | DIRECTION/DELTA |
|---|---|---|
| L19 | 198.25' | S65° 18' 30"W |
| L20 | 251.48' | N45° 41' 55"E |
| L21 | 172.80' | S43° 16' 42"E |
| L22 | 325.86' | S47° 51' 40"E |

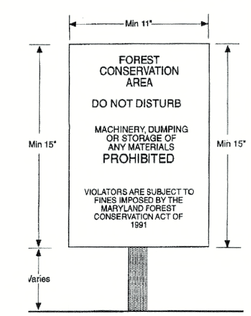
Access Note:

With the recording of this plat the property owner does hereby grant to Worcester County and their representatives free access to any forest conservation area as shown hereon.

Notes:
1. Bottom of signs to be higher than top of tree protection fence.
2. Signs to be placed approximately 50 feet apart. Conditions on site affecting visibility may warrant placing signs closer or farther apart.
3. Attachment of signs to trees is prohibited.

LEGEND

FOREST CONSERVATION AREA SIGN




PROFESSIONAL SEAL AND SIGNATURE

PLAN PREPARED BY:

MICHAEL J. KLEBASKO, PWS
(QUALIFIED PROFESSIONAL PER COMAR 08.19.06.01)

FOREST CONSERVATION PLAN
OF THE LANDS OF
BRITTINGHAM WAYNE T SR &
BRITTINGHAM FLORA S
ACCOUNT #01-006460
TAX MAP 84, PARCEL 168; DEED 2353/299
FIRST TAX DISTRICT, WORCESTER COUNTY, MARYLAND

DYNAMIC
ENGINEERING · EARTH · SURVEY · TRAFFIC

| REV. | DATE | COMMENTS | BY |
|---|---|---|---|
| 3 | 09/04/25 | REVISED PER UPDATED DEVELOPER INFORMATION | MKS |
| 2 | 07/16/25 | REVISED PER COUNTY COMMENTS | STC |
| 1 | 07/07/25 | REVISED TO INCLUDE FOREST CONSERVATION PLAN | MKS |

## SURVEY LEGEND:

| | | | |
|---|---|---|---|
| (MR) | MAP REFERENCE | | BENCHMARK |
| (DR) | DEED REFERENCE | | CONC. MONUMENT FND |
| (S) | SURVEY | | CONC. MONUMENT SET |
| (BOS) | BOTTOM OF STRUCTURE | | I.P. / I.B. FND |
| (TOS) | TOP OF STRUCTURE | | I.P. / I.B. SET |
| (AKA) | ALSO KNOWN AS | | STAKE FND |
| (FKA) | FORMERLY KNOWN AS | | STAKE SET |
| (C/L) | CENTERLINE | | PK NAIL FND |
| LSA | LANDSCAPE AREA | | PK NAIL SET |
| × 0.00 | SPOT ELEVATIONS | | DRILL HOLE FND |
| × G: 0.00 | GUTTER ELEV. | | DRILL HOLE SET |
| × TC: 0.00 | TOP OF CURB ELEV. | | SURVEY STONE FND |
| × FF: 0.00 | FINISH FLOOR ELEV. | | SURVEY CAP FND |
| × GF: 0.00 | GARAGE FLOOR ELEV. | | CROSS CUT FOUND |
| × BW: 0.00 | BOTTOM OF WALL ELEV. | | CROSS CUT SET |
| × TW: 0.00 | TOP OF WALL ELEV. | P.O.B. | POINT OF BEGINNING |
| WSE: 0.00 | WATER SURFACE ELEV. | | |

GRAPHIC SCALE
-150 0 75 150
( IN FEET )
1 INCH = 150 FT.

DYNAMIC SURVEY, LLC
BOUNDARY & TOPOGRAPHIC SURVEY • FINAL SURVEYS
HYDROGRAPHIC SURVEY • CONSTRUCTION STAKEOUT
ALTA/NSPS LAND TITLE • FOUNDATION LOCATION
125 West Street
Suite 201
Annapolis, MD 21401
T: 732.749.8780
Offices conveniently located throughout the United States:
New Jersey | Delaware | Florida | Maryland | Pennsylvania | Texas
www.dynamic-surveyservices.com

PROJECT:
POCOMOKE 13 DEVELOPERS, LLC
MAP 84, GRID 20, PARCEL 168
2402 STOCKTON ROAD
CITY OF POCOMOKE, WORCESTER COUNTY, MARYLAND

CRAIG BLACK
PROFESSIONAL LAND SURVEYOR
MARYLAND LICENSE No. 22039
EXPIRATION DATE: 08/10/2026

I hereby certify that this survey has been performed under my supervision and to the best of my knowledge, belief and information, that this survey has been performed in accordance with currently accepted accuracy standards. Only copies of the original survey with an original land surveyor's embossed seal shall be considered to be valid copies. Signature and embossed seal signify that this certification was prepared in accordance with the Existing Code of Practice for Land Surveyor's adopted by the Maryland Board of Professional Land Surveyors. Certifications indicated hereon shall run only to the person for whom the certification is prepared and listed hereon.

TITLE:
WAWA MINOR SUBDIVISION

| PROJECT No: | SCALE: | DATE: |
|---|---|---|
| 1478-99-194S | 1"=150' | 06/19/2025 |
| DRAWN BY: MKS | FIELD BY: JRC | CHECKED BY: JTB |

SHEET No: 3 OF 3 Rev. #: 3

Plotted: 09/04/25 - 10:34 AM, By: mstreiter
File: V:\SURVEY PROJECTS\1478 Paramount Realty\99-194S Pocomoke MD\Dwg\S1478991194MS3.dwg, ---> 24x36 MS 003

# Attachment C:

# Deed-Worcester County Land Records Liber 2353 Folio 299

LIBER 2353 FOLIO 299

BLOXOM & WEILBACHER
ATTORNEYS AT LAW
P.O. BOX 295
POCOMOKE CITY, MD. 21851

THIS DEED, made this 24th day of January, 1997, by **EDGAR THOMAS TAYLOR, JR., NANCY KATHERINE TAYLOR and PAULINE ELIZABETH** TAYLOR, all of Worcester County, Maryland, Grantors.

WITNESSETH: That for and in consideration of the sum of Two Hundred Forty-Three Thousand Nine Hundred Dollars ($243,900.00), that being the actual consideration paid for this transfer, the said Grantors do hereby grant and convey unto WAYNE T. BRITTINGHAM, SR. AND FLORA S. BRITTINGHAM, his wife, as Tenants by the Entireties, their assigns, the survivor of them and the personal representatives and assigns of the survivor, forever in fee simple, All that tract or parcel of land situate in the First Election District of Worcester County, Maryland, being known as part of the "David Melvin Farm", situated on the northeasterly side of the new U.S. Rt. No. 13, leading from Pocomoke City to Virginia, containing approximately 56.72 acres of land, more or less.

BEING all and the same property granted and conveyed unto the Grantors herein from Edgar T. Taylor, Jr., et. al, by Item No. 1 of a deed dated January 14, 1981, and recorded among the Land Records of Worcester County, Maryland, in Liber F.W.H. No. 743, Folio 231.

TOGETHER with the buildings and improvements thereupon and all and singular the rights, ways, roads, waters, privileges, appurtenances and advantages to the same belonging or appertaining.

IMP FTL SURE $ 5.00
RECORDING FEE 20.00
RECORDATION tax 1,073.60
TR TAX STATE 1,219.50
TR TAX COUNTY 2,318.10
Rcpt # 26146
Jan 28, 1997 12:09 PM

FILED
JAN 28 12 11 PM '97
RICHARD H. COLLIER
CLERK OF CIRCUIT COURT

TO HAVE AND TO HOLD the tracts or parcels of land above described and hereby intended to be conveyed unto and to the proper use and benefit of the said Grantees herein, to be held as aforesaid, forever in fee simple.

AND the said Grantors do each hereby covenant that they will warrant specially the property above described and hereby

LIBER 2353 FOLIO 300

intended to be conveyed and that they will execute such other and further assurances of the same as may be requisite.

WITNESS the hands and seals of the Grantors the date first above written.

Witness:

As to all

Edgar Thomas Taylor Jr. (SEAL)
EDGAR THOMAS TAYLOR, JR.

Nancy Katherine Taylor (SEAL)
NANCY KATHERINE TAYLOR

Pauline Elizabeth Taylor (SEAL)
PAULINE ELIZABETH TAYLOR

STATE OF MARYLAND, WORCESTER COUNTY, to-wit:

I hereby certify that on this 24th day of January, 1997, before me, the undersigned, a Notary Public in and for the State and County aforesaid, personally appeared Edgar Thomas Taylor, Jr., Nancy Katherine Taylor and Pauline Elizabeth Taylor, Grantors in the foregoing Deed, and did each acknowledge the same to be their act and deed.

Witness my hand and Notarial Seal.

Notary Public

JEAN E. RABORG NOTARY PUBLIC WORCESTER CO., MD.

My commission Expires: 10/19/97

AFFIDAVIT

I hereby certify that this Deed was prepared by or on behalf of an attorney licensed to practice law in the State of Maryland.

JOHN E. BLOXOM

TAXES FOR WHICH ASSESSMENTS HAVE BEEN RECEIVED HAVE BEEN PAID AS OF THIS DATE. 1/28/97
WORCESTER COUNTY FINANCE OFFICER
BY LJB
EXCEPT PERSONAL PROPERTY

BY LJB Date 1/28/97
Tax 1,219.50

Agricultural Transfer Tax Paid
Amount Of $
Gary M. Fisher
Treasurer

RECEIVED FOR TRANSFER
State Department of
Assessments & Taxation
for Worcester County
1/28/97

JAN 28 1997 The foregoing instrument filed for record and is accordingly recorded among the land records of Worcester County, Maryland.

Richard H. Dutton Clerk

LIBER 2353 FOLIO 301

# State of Maryland Land Instrument Intake Sheet

☐ Baltimore City ☒ County: Worcester

*Information provided is for the use of the Clerk's Office, State Department of Assessments and Taxation, and County Finance Office only.*

(Type or Print in Black Ink Only—All Copies Must Be Legible)

(☐ Check Box if Addendum Intake Form is Attached.)

**1 Type(s) of Instruments**

☒ Deed ☐ Mortgage ☐ Other ☐ Other
☐ Deed of Trust ☐ Lease

**2 Conveyance Type Check Box**

☐ Improved Sale Arms-Length [1] ☒ Unimproved Sale Arms-Length [2] ☐ Multiple Accounts Arms-Length [3] ☐ Not an Arms-Length Sale [9]

**3 Tax Exemptions (if Applicable) Cite or Explain Authority**

Recordation
State Transfer
County Transfer

**4 Consideration and Tax Calculations**

| Consideration Amount | |
|---|---|
| Purchase Price/Consideration @ | $# 243,900.00 |
| Any New Mortgage | $ |
| Balance of Existing Mortgage | $ |
| Other: | $ |
| Other: | $ |
| Full Cash Value | $ |

| Finance Office Use Only — Transfer and Recordation Tax Consideration | |
|---|---|
| Transfer Tax Consideration | $ |
| X ( ) % = | $ |
| Less Exemption Amount − | $ |
| Total Transfer Tax = | $ |
| Recordation Tax Consideration | $ |
| X ( ) per $500 = | $ |
| TOTAL DUE | $ |

**5 Fees**

| Amount of Fees | Doc. 1 | Doc. 2 |
|---|---|---|
| Recording Charge | $ 20.00 | $ |
| Surcharge | $ 5.00 | $ |
| State Recordation Tax | $ 1,073.60 | $ |
| State Transfer Tax | $ 1,219.50 | $ |
| County Transfer Tax | $ 1,219.50 | $ |
| Other | $ | $ |
| Other | $ | $ |

Agent:
Tax Bill:
C.B. Credit:
Ag. Tax/Other:

**6 Description of Property**

*SDAT requires submission of all applicable information. A maximum of 40 characters will be indexed in accordance with the priority cited in Real Property Article Section 3-104(g)(3)(i).*

| District | Property Tax ID No. (1) | Grantor Liber/Folio | Map | Parcel No. | Var. LOG |
|---|---|---|---|---|---|
| 01 | 006460 | 743/231 | 84 | 168 | ☐ (5) |

| Subdivision Name | Lot (3a) | Block (3b) | Sect/AR(3c) | Plat Ref. | SqFt/Acreage (4) |
|---|---|---|---|---|---|
| "David Melvin Farm" | | | | | |

Location/Address of Property Being Conveyed (2)
north 56.72 acres east side Rt. 13 Pocomoke

Other Property Identifiers (if applicable) | Water Meter Account No.

Residential ☐ or Non-Residential ☒ | Fee Simple ☒ or Grount Rent ☐ Amount:

Partial Conveyance? ☐ Yes ☒ No | Description/Amt. of SqFt/Acreage Transferred:

If Partial Conveyance, List Improvements Conveyed:

**7 Transferred From**

| Doc. 1 - Grantor(s) Name(s) | Doc. 2 - Grantor(s) Name(s) |
|---|---|
| Edgar Thomas Taylor, Jr. Nancy Katherine Taylor and Pauline Elizabeth Taylor | |
| **Doc. 1 - Owner(s) of Record, if Different from Grantor(s)** | **Doc. 2 - Owner(s) of Record, if Different from Grantor(s)** |
| | |

**8 Transferred To**

| Doc. 1 - Grantee(s) Name(s) | Doc. 2 - Grantee(s) Name(s) |
|---|---|
| Wayne T Brittingham, Sr. | |
| Flora S. Brittingham | |

New Owner's (Grantee) Mailing Address
1823 Buck Harbor Road Pocomoke Maryland 21851

**9 Other Names to Be Indexed**

| Doc. 1 - Additional Names to be Indexed (Optional) | Doc. 2 - Additional Names to be Indexed (Optional) |
|---|---|
| | |

**10 Contact/Mail Information**

Instrument Submitted By or Contact Person
Name: John E. Bloxom
Firm: Bloxom & Weilbacher
Address: PO Box 295 Pocomoke City MD 21851
Phone: ( )

☒ Return to Contact Person
☐ Hold for Pickup
☐ Return Address Provided

**11 IMPORTANT: *BOTH* THE ORIGINAL DEED *AND* A PHOTOCOPY MUST ACCOMPANY EACH TRANSFER**

**Assessment Information**

☐ Yes ☒ No Will the property being conveyed be the grantee's principal residence?
☐ Yes ☒ No Does transfer include personal property? If yes, identify:
☐ Yes ☒ No Was property surveyed? If yes, attach copy of survey (if recorded, no copy required).

**Assessment Use Only - Do Not Write Below This Line**

☐ Terminal Verification ☐ Agricultural Verification ☐ Whole ☐ Part ☐ Tran. Process Verification

Transfer Number: Date Received: Deed Reference: Assigned Property No.

| | | | | | | |
|---|---|---|---|---|---|---|
| Year | 19 | 19 | Geo. | Map | Sub | Block |
| Land | | | Zoning | Grid | Plat | Lot |
| Buildings | | | Use | Parcel | Section | Occ. Cd. |
| Total | | | Town Cd. | Ex. St. | Ex. Cd | |

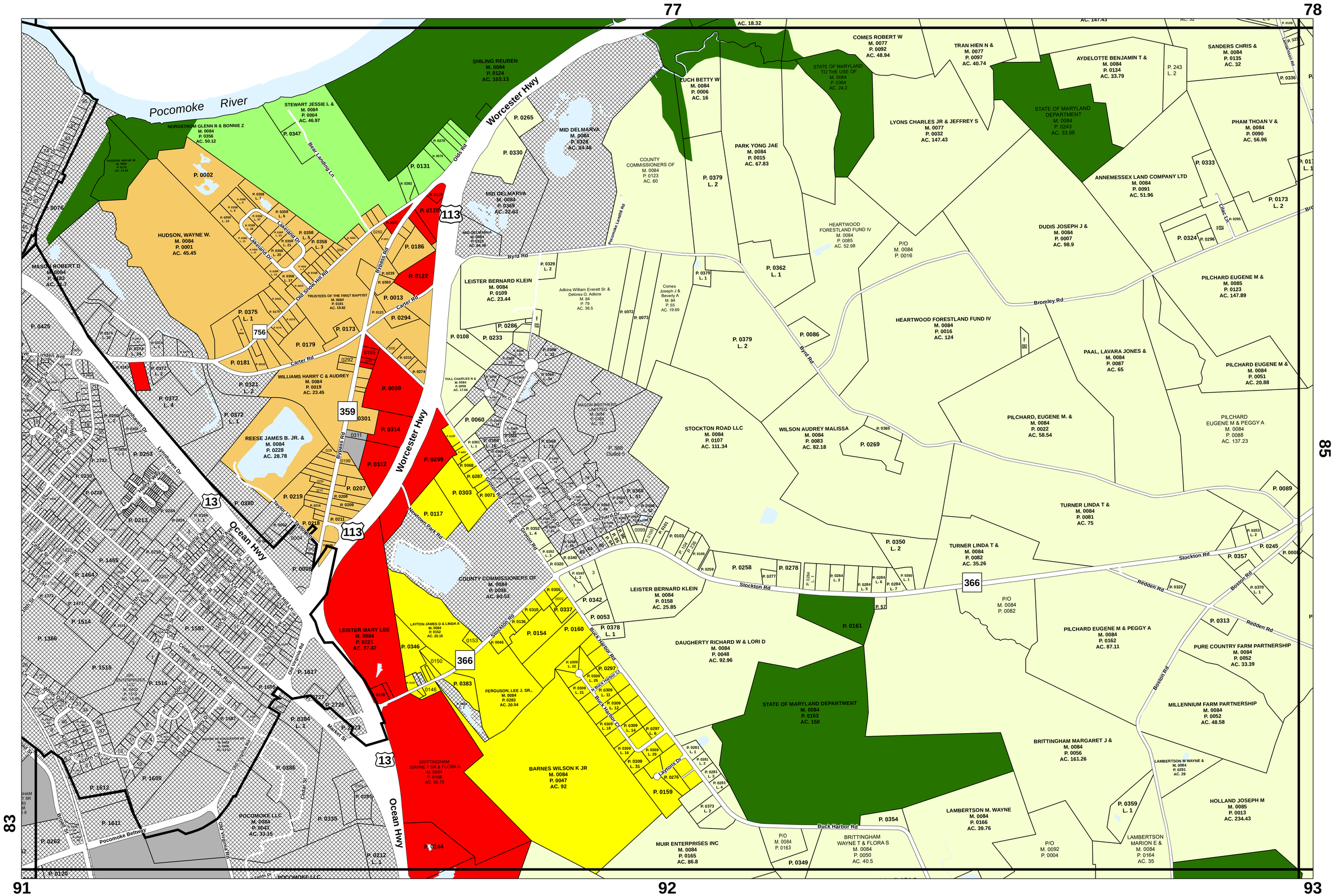
REMARKS

*Distribution. White - Clerk's Office*
*Canary - SDAT*
*Pink - Office of Finance*
*Goldenrod - Preparer*

# Attachment D:

# State Department of Taxation Listing and Tax Map

# Attachment E: Worcester County Zoning Map



0 300 600 1,200 Feet

# Official Zoning Map

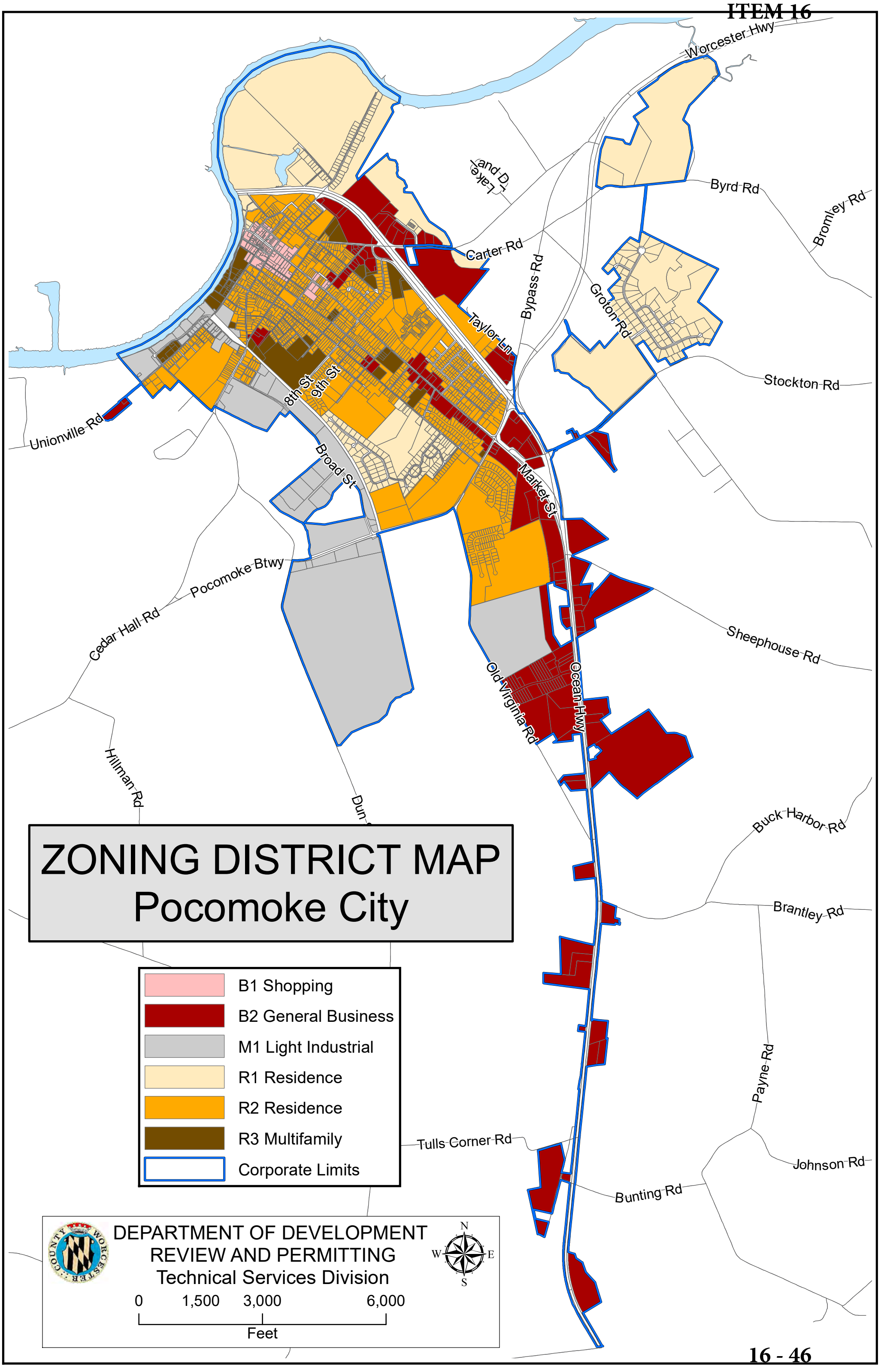
Map prepared by Worcester County Department of Development Review and Permitting, November 3, 2009.
Source: Worcester County Commissioners.

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | A1 | | RP | | R2 | | I1 | | C1 | | V1 |
| | A2 | | E1 | | R3 | | I2 | | C2 | ▨ | MUN |
| ▨ | CA | | R1 | | R4 | | CM | | C3 | | |

# Tax Map 84

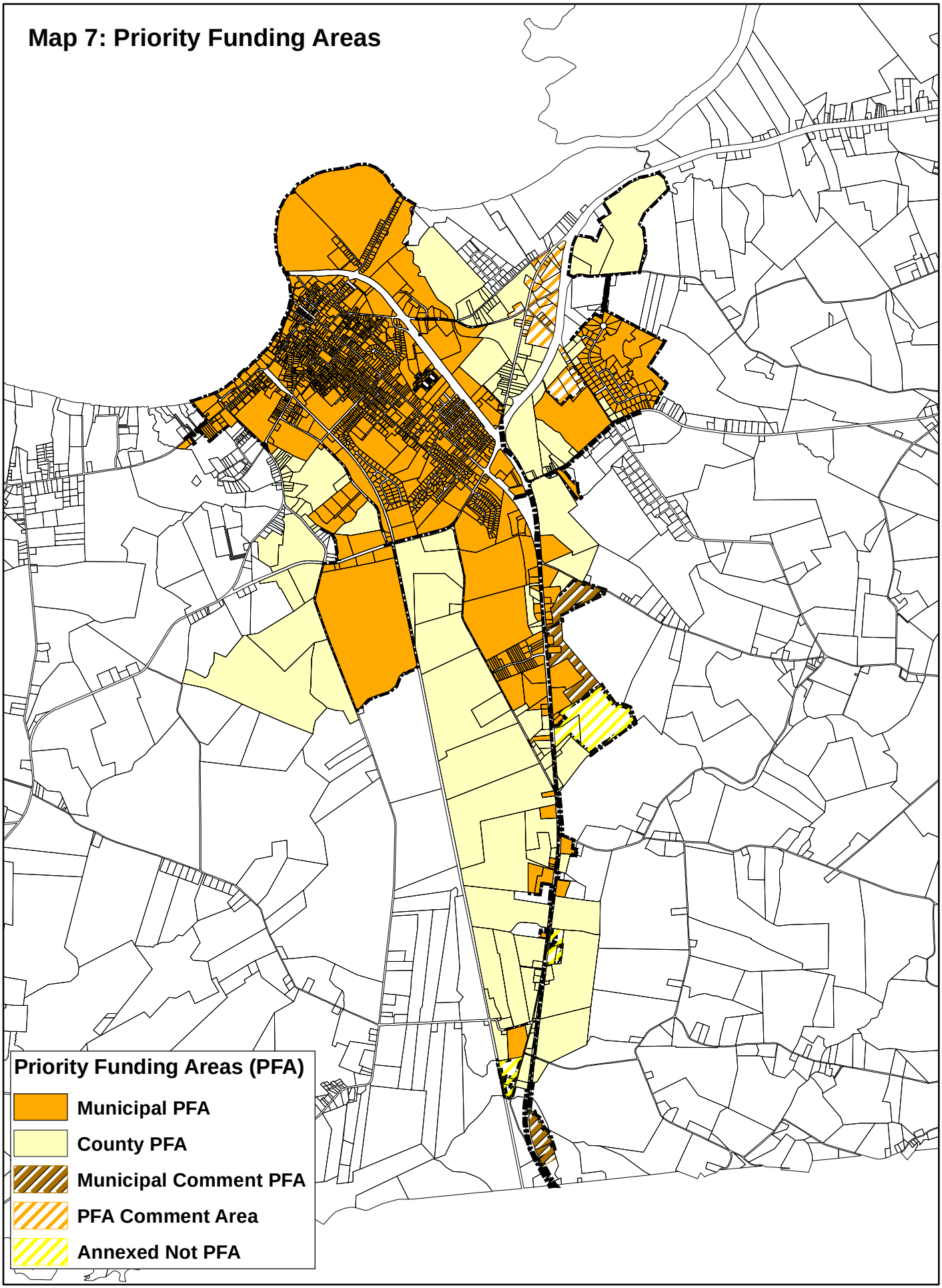
# Attachment F:

# Pocomoke City Zoning Map


ZONING DISTRICT MAP
Pocomoke City
B1 Shopping
B2 General Business
M1 Light Industrial
R1 Residence
R2 Residence
R3 Multifamily
Corporate Limits
DEPARTMENT OF DEVELOPMENT
REVIEW AND PERMITTING
Technical Services Division
0
1,500
3,000
6,000
Feet
N
W
E
S
Worcester Hwy
Byrd Rd
Bromley Rd
Lake Land Dr
Carter Rd
Bypass Rd
Groton Rd
Taylor Ln
Stockton Rd
8th St
9th St
Unionville Rd
Broad St
Market St
Pocomoke Btwy
Cedar Hall Rd
Sheephouse Rd
Old Virginia Rd
Ocean Hwy
Hillman Rd
Buck Harbor Rd
Brantley Rd
Payne Rd
Tulls Corner Rd
Johnson Rd
Bunting Rd

# Attachment G:

# Pocomoke City Priority Funding Area (Map 7 City Comprehensive Plan)



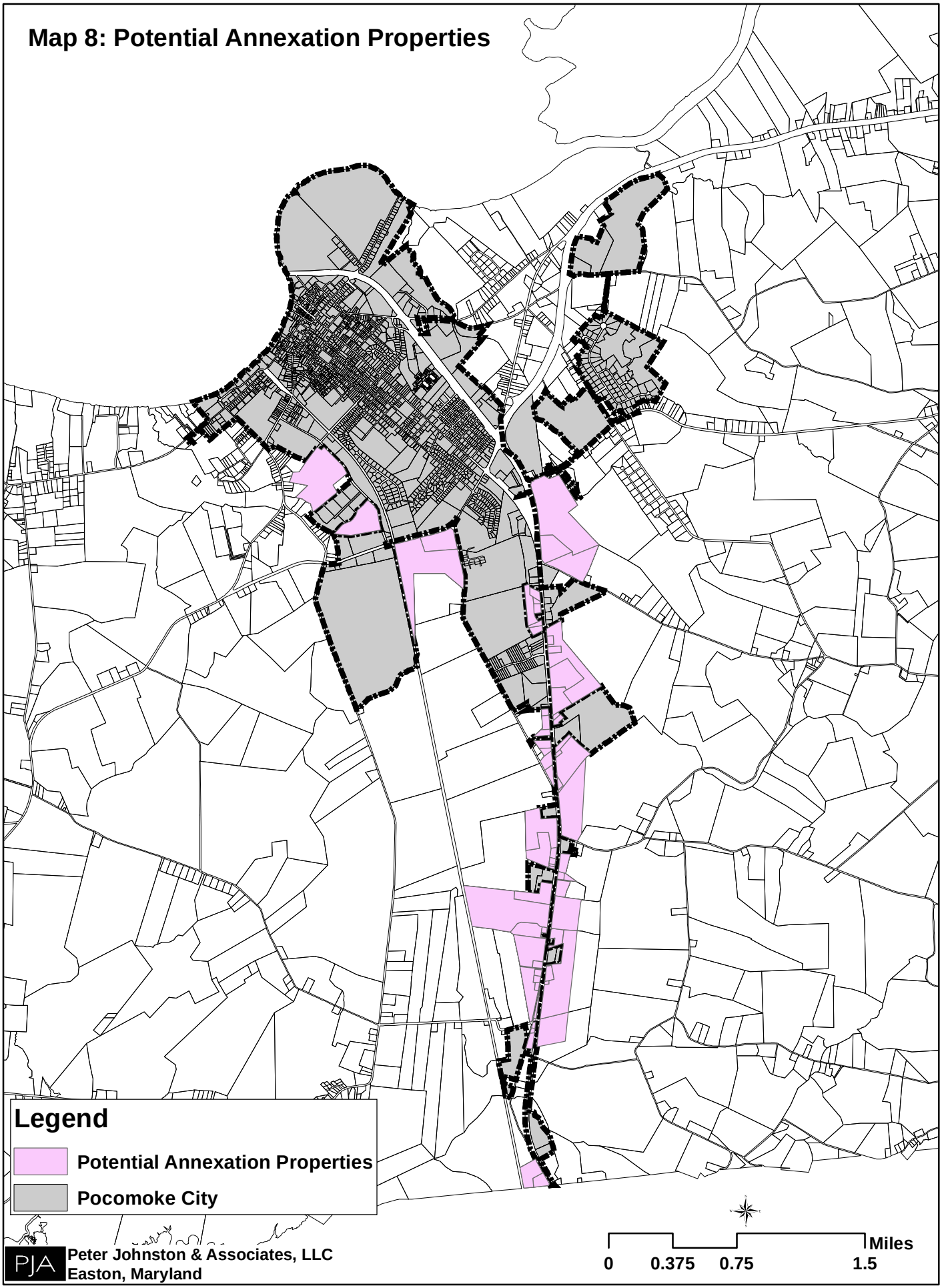



PJA Peter Johnston & Associates, LLC
Easton, Maryland

0 0.375 0.75 1.5 Miles

# Attachment H:

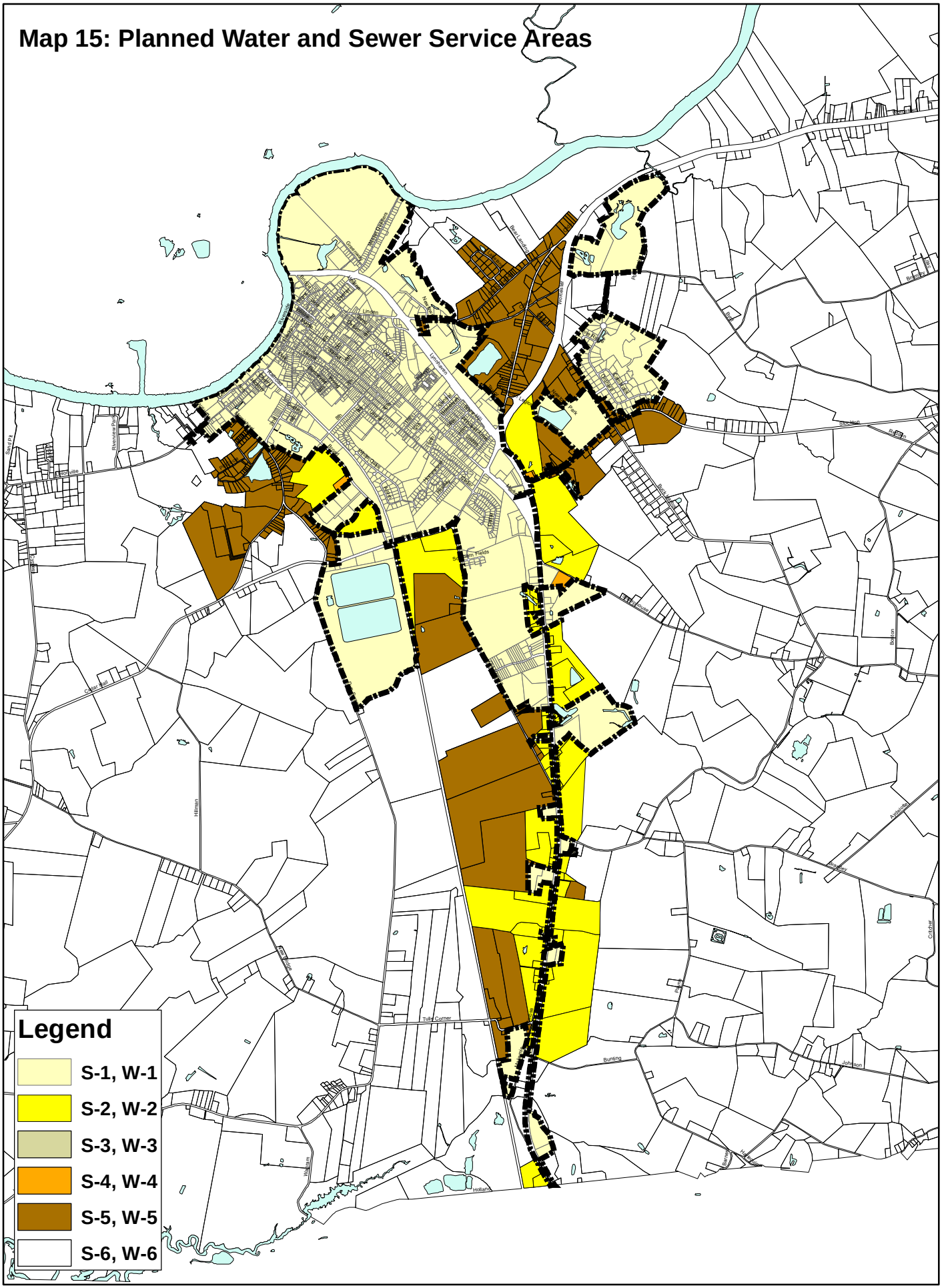
# Pocomoke City's Annexation Plan Map (Map 8 City Comprehensive Plan)


Map 8: Potential Annexation Properties
Legend
Potential Annexation Properties
Pocomoke City
PJA
Peter Johnston & Associates, LLC
Easton, Maryland
0
0.375
0.75
1.5
Miles

# Attachment I:

# Pocomoke City's Planned Water and Sewer Service Area Map (Map 15 City Comprehensive Plan)

## Map 15: Planned Water and Sewer Service Areas




PJA Peter Johnston & Associates, LLC
Easton, Maryland

0 0.375 0.75 1.5 Miles

EMERGENCY SERVICES

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1002
SNOW HILL, MARYLAND 21863-1193
TEL:410.632.1311 FAX: 410.632.4686

MEMORANDUM

To: Weston Young, Chief Administrative Officer

From: Chris Shaffer, Director

Date: April 28, 2026

RE: Radio Budget Over-Expenditure

Several requests have been made, and in some cases already accommodated, for additional mobile radios across various departments that were not anticipated in the FY26 budget.

- Stockton Volunteer Fire Company will receive a new command vehicle next month, and it will need to be fully outfitted with 2 mobile radios, with one being equipped with dual heads. The anticipated cost is $11,935.10.
- Snow Hill Volunteer Fire Company recently purchased a new command truck which is expected to arrive in the next two months, and it will need to be fully outfitted with 2 mobile radios, with one equipped with dual heads. The anticipated cost is $11,935.10.
- Fire Marshal's Office purchases an unplanned replacement Tahoe, which will require one mobile radio. The anticipated cost is $5,081.40.

As a result of these unanticipated requirements, the Department of Emergency Services is requesting authorization for an over-expenditure in the amount of $28,951.60 against G/L 100.1102.044.6110.325. This funding will support the purchase of five (5) mobile radios and associated accessories necessary to meet current operational needs.

The Department respectfully requests approval of this over-expenditure to ensure continued communications capability and operational readiness.

Chris M. Shaffer

Emergency Services Director

L3HARRIS

L3Harris Technologies, Inc.
Public Safety and Professional Communications
221 Jefferson Ridge Parkway
Lynchburg, Virginia 24501
Phone: 1-800-368-3277
Fax: 321-409-4393

**Quote Name: Worcester Co_XL185M_SIT 1334629_02132026**

Date: 2/13/2026 **Valid for 30 days**
Sales POC: Jim Magee
Area Sales Manager
Jim.magee@L3Harris.com
Mobile 609-841-4090

Robert Rhode
Electronic Services Specialist II Subscriber Technician
Worcester County Emergency Services
Worcester County Government Radio Shop
100 Belt Street
Snow Hill, MD 21863
Office-410-632-3080 EXT 1515 | Cell 443-783-3627
rrhode@worcestermd.gov

| *L3Harris' Internal Use Only* | |
|---|---|
| *Quote by:* | *J. Knox* |
| *CRM #* | |
| *CCC Case #* | *INC-000380115* |

| Item | Part Number | Description | Qty | List Price | Discount | Sale Price | Extended Sale Price |
|---|---|---|---|---|---|---|---|
| | | **XL-185 Mobile CH1** | | | | | |
| 1 | XT-MPS1M | MOBILE, XL-185M, SINGLE-BAND | 5 | $ 3,815.00 | 26% | $ 2,823.10 | $ 14,115.50 |
| 2 | XT-PL8Y | FEATURE, ENCRYPTION LITE | 5 | $ 0.01 | 100% | $ - | $ - |
| 3 | XT-PL4F | FEATURE, PHASE 2 TDMA | 5 | $ 275.00 | 26% | $ 203.50 | $ 1,017.50 |
| 4 | XT-PL5K | FEATURE P25 OTAP PROFILE | 5 | $ 395.00 | 26% | $ 292.30 | $ 1,461.50 |
| 5 | XT-PL5L | FEATURE, OTAR | 5 | $ 700.00 | 26% | $ 518.00 | $ 2,590.00 |
| 6 | XT-PL9F | FEATURE, P25C FALLBACK/MS FAILSOFT | 5 | $ 300.00 | 26% | $ 222.00 | $ 1,110.00 |
| 7 | XT-LLA | FEATURE, LINK LAYER AUTHENTICATION | 5 | $ 140.00 | 26% | $ 103.60 | $ 518.00 |
| 8 | XT-PKG8F | FEATURE, 256-AES, 64-DES ENCRYPTION | 5 | $ 785.00 | 26% | $ 580.90 | $ 2,904.50 |
| 9 | XT-PL4L | FEATURE, SINGLE BAND, 7/800 | 5 | $ 0.01 | 100% | $ - | $ - |
| 10 | XT-PKGPT | FEATURE PACKAGE, P25 TRUNKING | 5 | $ 1,800.00 | 26% | $ 1,332.00 | $ 6,660.00 |
| 11 | XT-MA4A | KIT, MOUNTING XL-MOBILE UNIVERSAL | 5 | $ 495.00 | 26% | $ 366.30 | $ 1,831.50 |
| 12 | XT-MC6A | MICROPHONE, XL, STANDARD MOBILE | 5 | $ 150.00 | 26% | $ 111.00 | $ 555.00 |
| 13 | XT-AN8D | ANTENNA, ELEMENT, 700/800 3DB | 5 | $ 108.00 | 26% | $ 79.92 | $ 399.60 |
| 14 | XT-AN6U | ANTENNA, BASE, STD ROOF MOUNT LOW LOSS | 5 | $ 96.00 | 26% | $ 71.04 | $ 355.20 |
| 15 | XT-AN5F | ANTENNA, GPS, ROOF MOUNT | 5 | $ 185.00 | 26% | $ 136.90 | $ 684.50 |
| 16 | XT-LS6A | SPEAKER, EXTERNAL, MOBILE | 5 | $ 78.00 | 26% | $ 57.72 | $ 288.60 |
| 17 | XT-CA6F | CABLE, XL-MOBILE, SPEAKER ACCY | 5 | $ 120.00 | 26% | $ 88.80 | $ 444.00 |
| 18 | XT-CP6A | CONTROL UNIT, XL-CH | 5 | $ 1,850.00 | 26% | $ 1,369.00 | $ 6,845.00 |
| 19 | YZ-SP2X | Customer Loyalty Discount | 5 | $ (3,274.68) | 0% | $ (3,274.68) | $ (16,373.40) |
| | | | | | | **Subtotal** | **$ 25,407.00** |
| | | **Extra CH1 Control Heads with Cables Needed and Microphone** | | | | | |
| 20 | XT-CP6A | CONTROL UNIT, XL-CH | 2 | $ 1,850.00 | 26% | $ 1,369.00 | $ 2,738.00 |
| 21 | XT-LS6A | SPEAKER, EXTERNAL, MOBILE | 2 | $ 78.00 | 26% | $ 57.72 | $ 115.44 |
| 22 | XT-MC6A | MICROPHONE, XL, STANDARD MOBILE | 2 | $ 150.00 | 26% | $ 111.00 | $ 222.00 |
| 23 | XT-MA4C | BRACKET, MOUNTING, XL CONTROL HEAD | 2 | $ 68.00 | 26% | $ 50.32 | $ 100.64 |
| 24 | XT-CA6B | CABLE, XL-MOBILE, ETHERNET, 9M | 2 | $ 42.00 | 26% | $ 31.08 | $ 62.16 |
| 25 | XT-CA6D | CABLE, POWER, XL-CH | 2 | $ 87.00 | 26% | $ 64.38 | $ 128.76 |
| 26 | XT-CA6F | CABLE, XL-MOBILE, SPEAKER ACCY | 2 | $ 120.00 | 26% | $ 88.80 | $ 177.60 |
| | | | | | | **Subtotal** | **$ 3,544.60** |
| | | Lead time is subject to material availability at time of order | | | | Total Sale Price | $28,951.60 |

**Terms and Conditions:**

1. *Acceptance of this quote in the form of an order released to L3Harris constitutes acceptance of L3Harris Technologies Standard Terms of Sale. The most current version of L3Harris Technologies Standard Terms and Conditions of Sale (available at https://www.l3harris.com/all-capabilities/pspc-customer-care) are incorporated herein by reference.*

2. *This document contains L3Harris Technologies proprietary information. All information provided shall not be disclosed nor duplicated for any purpose other than to evaluate this proposal. No further disclosure, reproduction, or use of any part thereof may be made except with L3Harris Technologies' prior written approval.*

3. *Pricing does not include installation, programming, taxes or shipping (if applicable), unless otherwise noted.*

4. *Please note that due to transportation regulations all Li-ion batteries can take up to twelve (12) weeks for delivery. For specifics, please reference the IATA regulations, which may be found online at: http://www.iata.org/lithiumbatteries*

5. *These items/technical data are controlled by the United States government and cannot be exported from the United States or shared with a Foreign National without prior approval from the United States government. Delivery is dependent on receipt of an export license, when applicable.*

6. *Storing battery packs is not recommended because the chemicals in the battery degrade over time and this affects the functionality of the battery. Batteries that have been stored for longer than their warranty period (12 months) may become non-functional and will not be covered under L3Harris battery warranty.*

L3HARRIS

L3Harris Technologies, Inc.
Public Safety and Professional Communications
221 Jefferson Ridge Parkway
Lynchburg, Virginia 24501
Phone: 1-800-368-3277
Fax: 321-409-4393

Date: 2/13/2026 **Valid for 30 days**
Sales POC: *Jim Magee*
*Area Sales Manager*
*Jim.magee@L3Harris.com*
*Mobile 609-841-4090*

Robert Rhode
Electronic Services Specialist II Subscriber Technician
Worcester County Emergency Services
Worcester County Government Radio Shop
100 Belt Street
Snow Hill, MD 21863
Office-410-632-3080 EXT 1515 | Cell 443-783-3627
rrhode@worcestermd.gov

| *L3Harris' Internal Use Only* | |
|---|---|
| *Quote by:* | *J. Knox* |
| *CRM #* | |
| *CCC Case #* | *INC-000380115* |

| Item | Part Number | Description | Qty | List Price | Discount | Sale Price | Extended Sale Price |
|---|---|---|---|---|---|---|---|
| 7. | *Also reference SIT# 1334629 \| State of MD Radio 2025 Radio Special Pricing Rework (24CS04677)* | | | | | | |

**Purchase Order requirements:**

Purchase Order issued to L3Harris Technologies - PSPC - 221 Jefferson Ridge Parkway - Lynchburg, VA 24501
*The Purchase Order should include the following references:*

Must include Quote Name and Date. If applicable, include MBP#.

All orders must contain valid model number, quantity, and price for each item.

Frequencies must be supplied with order if applicable.

Requested Delivery Date; if related to **Grant Funding**, important to provide Grant name, Agency, deadline and product receipt deadline; when applicable.

Shipping will default to Best Way ground, unless otherwise specific. Special shipping/delivery instructions (ex. Delivery lift gate required?) must be noted if applicable. Non Standard packing will be billed to the customer.

Bill to and Ship to addresses along with contact information must be included. Provide customer account number if readily available.

L3Harris DUNS#: 101474992; Cage Code: 1PNR4; Tax ID 34-0276860.

MARYLAND'S Coast WORCESTER COUNTY

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: May 8, 2026
RE: Request to Award – George Island Landing – Replacement of Boat Ramp, Bulkhead, and Revetment Improvements

Recreation & Parks is requesting that the Commissioners review and approve awarding the **George Island Landing – Replacement of Boat Ramp, Bulkhead, and Revetment Improvements** to the lowest responsive and responsible vendor, **Bay Coastal Contracting LLC *(Berlin, MD)*,** in the amount of $577,714. This site is located at eastern end of George Island Landing Road in Stockton, Maryland. The project includes removal of the existing boat ramp and replacing it with a concrete double lane boat ramp with floating and fixed boarding docks. Also included are improvements to the existing stone revetment and paving the parking area.

Bids were due and opened on Tuesday, April 28, 2026, at 2 p.m. Four (4) bids were received. *(see bid tabulation below)*

Funding for this project is primarily provided through a Federal grant from the Department of the Interior (U.S. Fish & Wildlife - Dingell-Johnson Sport Fish Restoration Act - Sport Fish Restoration) in the amount of $521,734 *(see attached).* Another grant in the amount of $250,000 for Waterway Improvements was also received from the State of Maryland for use on this project.

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

| George Island Landing Renovations | |
|---|---|
| Tuesday, April 28, 2026 at 2:00 pm | |
| Bid Tabulation | |
| **Vendor Name** | **Base Bid** |
| **Bay Coastal Contracting** *(Berlin, MD)* | $577,714 |
| **Cianelli Construction Inc.** *(Edgewood, MD)* | $637,745 |
| **Sweitzer Marine LLC** *(Preston, MD)* | $678,505 |
| **Murtech Marine** *(Salisbury, MD)* | $753,645 |

MARYLAND DEPARTMENT OF NATURAL RESOURCES



May 6, 2026

Kelly O'Brien-Rados
Director of Recreation & Parks
Department of Recreation and Parks
Worcester County Government
Worcester County Recreation Center
6030 Public Landing Road
Snow Hill, MD 21863

RE: Concurrence Request for Construction Services
George Island Landing Boating Facility Improvements
Grant # F26AF00305-00
Grant # LG-2312i-26

Dear Ms. O'Brien-Rados,

This letter is to acknowledge the receipt of Worcester County Government's recommendation to award Bay Coastal Contracting, LLC a construction award in the amount of $577,714.00. The Maryland DNR concurs with your recommendation and agrees with the County's assessment of the construction company and proposal. These services shall provide for construction phase services for the George Island Landing Boating Facility Improvements.

Your cooperation is appreciated in meeting the terms and conditions of our grant process. Please forward us a copy of the executed contract and keep us updated on project progress. Also, change orders for contracts/purchase orders must be approved in advance by our office. Should additional funding be needed to complete this project, Maryland DNR cannot guarantee that supplementary State WIF or Federal Boating Access grant funding will be available.

We look forward to working closely with you on your waterway infrastructure projects. If you have any questions or comments, please contact Jennifer Jackson at 410-897-2153, email jenniferl.jackson@maryland.gov.

Sincerely,

*Jennifer Jackson*
Jennifer Jackson
Statewide Federal Boating Access Project Coordinator & Southern Regional Program Administrator

# ITEM 18

# NOTICE OF AWARD

**1. DATE ISSUED** *MM/DD/YYYY*
02/09/2026

**1a. SUPERSEDES AWARD NOTICE dated**
except that any additions or restrictions previously imposed remain in effect unless specifically rescinded

**2. ASSISTANCE LISTING NUMBER**
15.605 - Sport Fish Restoration

**3. ASSISTANCE TYPE** Formula Grant

**4. GRANT NO.** F26AF00305-00
**Originating MCA #**

**5. TYPE OF AWARD**
Other

**4a. FAIN** F26AF00305

**5a. ACTION TYPE** New

**6. PROJECT PERIOD** *MM/DD/YYYY*
**From** 01/01/2026 **Through** *MM/DD/YYYY* 12/31/2030

**7. BUDGET PERIOD** *MM/DD/YYYY*
**From** 01/01/2026 **Through** *MM/DD/YYYY* 12/31/2030

AUTHORIZATION (Legislation/Regulations)

Dingell-Johnson Sport Fish Restoration Act—Sport Fish Restoration (16 U.S.C. §777 et seq., except §§777e-1 and g-1)

**8. TITLE OF PROJECT (OR PROGRAM)**
George Island Landing Public Boating Access Facility Improvements

**9a. GRANTEE NAME AND ADDRESS**
STATE OF MARYLAND DEPARTMENT OF NATURAL RESOURCES
580 Taylor Ave # fasb4
Annapolis, MD, 21401-2352

**9b. GRANTEE PROJECT DIRECTOR**
Tracy Bateman
580 Taylor Ave # fasb4
Annapolis, MD, 21401-2352
Phone: 410-260-8456

**10a. GRANTEE AUTHORIZING OFFICIAL**
Tracy Bateman
580 Taylor Ave # fasb4
Annapolis, MD, 21401-2352
Phone: 410-260-8456

**10b. FEDERAL PROJECT OFFICER**
Joshua Newhard
300 Westgate Center Dr.
Hadley, MA, 01035
Phone: 240-712-2867

**ALL AMOUNTS ARE SHOWN IN USD**

**11. APPROVED BUDGET** (Excludes Direct Assistance)

I Financial Assistance from the Federal Awarding Agency Only
II Total project costs including grant funds and all other financial participation **II**

| | | | |
|---|---|---|---|
| a. | Salaries and Wages | $ | 0.00 |
| b. | Fringe Benefits | $ | 0.00 |
| c. | Total Personnel Costs | $ | 0.00 |
| d. | Equipment | $ | 0.00 |
| e. | Supplies | $ | 0.00 |
| f. | Travel | $ | 0.00 |
| g. | Construction | $ | 695,645.00 |
| h. | Other | $ | 0.00 |
| i. | Contractual | $ | 0.00 |
| j. | TOTAL DIRECT COSTS | $ | 695,645.00 |
| k. | INDIRECT COSTS | $ | 0.00 |
| l. | **TOTAL APPROVED BUDGET** | $ | 695,645.00 |
| m. | Federal Share | $ | 521,734.00 |
| n. | Non-Federal Share | $ | 173,911.00 |

**12. AWARD COMPUTATION**

| | | |
|---|---|---|
| a. Amount of Federal Financial Assistance (from item 11m) | $ | 521,734.00 |
| b. Less Unobligated Balance From Prior Budget Periods | $ | 0.00 |
| c. Less Cumulative Prior Award(s) This Budget Period | $ | 0.00 |
| d. **AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION** | $ | 521,734.00 |
| **13. Total Federal Funds Awarded to Date for Project Period** | $ | 521,734.00 |

**14. RECOMMENDED FUTURE SUPPORT**
*(Subject to the availability of funds and satisfactory progress of the project):*

| YEAR | TOTAL DIRECT COSTS | YEAR | TOTAL DIRECT COSTS |
|---|---|---|---|
| a. 2 | $ | d. 5 | $ |
| b. 3 | $ | e. 6 | $ |
| c. 4 | $ | f. 7 | $ |

**15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:**
a. DEDUCTION
b. ADDITIONAL COSTS
c. MATCHING
d. OTHER RESEARCH (Add / Deduct Option)
e. OTHER *(See REMARKS)*

**e**

**16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARDING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:**
a. The grant program legislation
b. The grant program regulations.
c. This award notice including terms and conditions, if any, noted below under REMARKS.
d. Federal administrative requirements, cost principles and audit requirements applicable to this grant.

In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.

**REMARKS** (Other Terms and Conditions Attached - ◉ Yes ○ No)
No program income estimated

**GRANTS MANAGEMENT OFFICIAL:**
Shelley Dibona, GRANTS FISCAL OFFICER
300 WESTGATE CENTER DRIVE
HADLEY, MA, 01035
Phone: 413-253-8509

**17. VENDOR CODE** 0070421672 **18a. UEI** USMJTDLGM6X8 **18b. DUNS** 033425385 **19. CONG. DIST.** 03

| LINE# | FINANCIAL ACCT | AMT OF FIN ASST | START DATE | END DATE | TAS ACCT | PO LINE DESCRIPTION |
|---|---|---|---|---|---|---|
| 1 | 0054012561-00010 | $521,734.00 | 01/01/2026 | 12/31/2030 | 8151 | 9522 MD |
| | | | | | | |
| | | | | | | |

## SCOPE OF WORK

1. **Project Description**

   The Service hereby incorporates the recipient's application submitted to and approved by the Service into these award terms and conditions.

## BUDGET AND PROGRAM REVISIONS

1. **Office of Conservation Investment Budget and Program Revisions**

   The recipient is permitted to re-budget within the approved direct cost budget to meet unanticipated requirements and may make limited program changes to the approved project. However, certain types of post-award changes in budgets and projects shall require the prior written approval of the Service. Refer to **2 CFR 200.308** for additional information on the types of changes that require prior written approval.

## AWARD CONDITIONS

1. **Office of Conservation Investment Wildlife Restoration / Sport Fish Restoration Match**

   The federal share of the total project costs cannot exceed 75%. The Grant Recipient is eligible to request Federal obligated funds up to but not in excess of an amount equal to 75% of the total project expenditures. See also 2 CFR §200.306.

2. **Other Program- or Project-Specific Terms and Conditions**

   1. If the Grant Recipient generates income outside of the grant period from federally assisted acquisitions or other activities, it must treat such income as license revenue and use it to support the administration of the State fish and wildlife agency.
   2. This grant is conditionally approved, subject to review and approval by the Service of the fully executed land control agreement between the state and the subrecipient.
   3. The grantee will submit documentation of a Notice of Grant Agreement being registered on the deed for the property with the appropriate County Registrar of Deeds.

3. **Office of Conservation Investment Cost Accounting**

   Cost accounting is at the subaccount level.

4. **<u>Indirect Cost Restrictions</u>**

   Recipient will charge all costs directly.

5. **Office of Conservation Investment Capital Improvements**

   The Service must concur with the useful life determination for each capital improvement that will be constructed/renovated under this grant agreement. For capital improvements with a value greater than $100,000, please reference the method used for the determination.

## SPECIAL TERMS AND REQUIREMENTS

1. **Individuals Issuing Subawards**

In accordance with 2 CFR 180, before issuing any subaward of any amount the Recipient must confirm that the subrecipient and principals or the contractor are/is not suspended or debarred from receiving Federal funds. The Recipient does this by: 1) checking SAM Exclusions, 2) collecting a certification from the subrecipient; or 3) adding a clause or condition to the subaward. To check SAM Exclusions, go to www.SAM.gov. Search for entities by their UEI number. Search for principal participants by their names. Search for contractors by their business names. If an exclusion is found that prohibits the entity from receiving Federal award funds, the Recipient is prohibited from entering into a subaward with that entity.

## PAYMENTS

1. **Domestic Recipients Enrolled in Treasury's ASAP System**

The recipient will request payments under this award in the U.S. Treasury's Automated Standard Application for Payment (ASAP) system. When requesting payment in ASAP, your Payment Requestor will be required to enter an Account ID. The number assigned to this award is the partial Account ID in ASAP. When entering the Account ID in ASAP, the Payment Requestor should enter the award number identified in the notice of award, followed by a percent sign (%). Refer to the ASAP.gov Help menu for detailed instructions on requesting payments in ASAP.

## REPORT

1. **Office of Conservation Investment Interim Financial Reports**

The recipient is required to submit interim financial reports on an annual basis directly in GrantSolutions. The recipient must follow the financial reporting period end dates and due dates provided in GrantSolutions. The interim reporting due dates are available by signing in to GrantSolutions and selecting the menu for Reports>Federal Financial Report. The GrantSolutions financial report data entry fields are the same as those on the SF-425, "Federal Financial Report" form. See also our instructional video on "Completing the Federal Financial Report (SF-425)".

2. **Office of Conservation Investment Interim Performance Reports**

The recipient is required to submit interim performance reports on an annual basis directly in GrantSolutions. The recipient must follow the performance reporting period end dates and due dates provided in GrantSolutions. The interim reporting due dates are available by signing in to GrantSolutions and selecting the menu for Reports>FPR.

3. **Final Reports**

The recipient must liquidate all obligations incurred under the award and submit a *final* financial report in GrantSolutions no later than 120 calendar days after the award period of performance end date. The GrantSolutions financial report data entry fields are the same as those on the SF-425, Federal Financial Report form, https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html . See also our instructional video on "Completing the Federal Financial Report (SF425) https://fawiki.fws.gov/display/VLSV#VirtualLearningSeriesVideosHome-CompletingtheFederalFinancialReport(SF-425)

The recipient must submit a *final* performance report no later than 120 calendar days after the award period of performance end date. Performance reports must contain: 1) a comparison of actual accomplishments with the goals and objectives of the award as detailed in the approved scope of work; 2) a description of reasons why established goals were not met, if appropriate; and 3) any other pertinent information relevant to the project results. Please include the Service award number on all reports.

The recipient must follow the final Federal Financial Report and the final Performance Report reporting period end dates and due dates provided in GrantSolutions. The final reporting due dates are available by signing in to GrantSolutions and selecting the

menu for Reports>Federal Financial Report or Reports>FPR.

4. **Reporting Due Date Extensions**

Reporting due dates may be extended for an award upon request to the Service Project Officer identified in the notice of award. The request should be sent by selecting the award in GrantSolutions and selecting send message. The message must include the type of report to be extended, the requested revised due date, and a justification for the extension. The Service may approve an additional extension if justified by a catastrophe that significantly impairs the award Recipient's operations. The recipient must submit reporting due date extension requests through GrantSolutions to the Service Project Officer identified in their notice of award before the original due date. The Service Project Officer will respond to the recipient after approval or denial of the extension request.

5. **Office of Conservation Investment TRACS Reporting**

The recipient is responsible for entering interim (if required) and final performance report information for this award into the Service's electronic performance reporting system – TRACS (https://tracs.fws.gov) and attaching those reports from TRACS into GrantSolutions by the report due date(s) as specified in GrantSolutions. Performance information entered in TRACS must provide quantitative outputs to the approved Standard Objectives and narrative responses to the following questions. If the award includes multiple project statements, the recipient must answer these questions for each project statement. If you need assistance, please contact the Office of Conservation Investment Federal Project Officer identified in this Notice of Award.

1. What progress has been made towards completing the objective(s) of the project?

2. Please describe and justify any changes in the implementation of your objective(s) or approach(es).

3. If applicable, please share if the project resulted in any unexpected benefits, promising practices, new understandings, cost efficiencies, management recommendations, or lessons learned.

4. For survey projects only: If applicable, does this project continue work from a previous award? If so, how do the current results compare to prior results? (Recipients may elect to add attachments such as tables, figures, or graphs to provide further detail when answering this question).

5. If applicable, identify and attach selected publications, photographs, screenshots of websites, or other documentation (including articles in popular literature, scientific literature, or other public information products) that have resulted from this project that highlight the accomplishments of the project.

6. Is this a project that you wish to highlight for communication purposes?

7. For CMS State fish and wildlife agencies only: If the grant is a CMS, has the agency submitted an update report every 3 years detailing the CMS components: (a) inventory and scanning; (b) strategic plan; (c) operational plan; and (d) evaluation and control have been reviewed and summaries included which provide detailed review results and recommendations?

6. **Significant Developments Reports**

See 2 CFR §200.329(e). Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, recipients are required to notify the Service in writing as soon as the recipient becomes aware of any problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation. The recipient should also notify the Service in writing of any favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

7. **Office of Conservation Investment TRACS Real Property/Facility**

The recipient is responsible for entering required information into the TRACS (https://tracs.fws.gov) inventory modules to create real property/facility record(s). These records will become the basis for future recipient real property/facility reporting compliance under 2 CFR 200.330 and 2 CFR 1402.329. If you need assistance with entering real property/facility records in TRACS, please contact the Office of Conservation Investment Federal Project Officer identified in this Notice of Award.

## Terms and Conditions

1. **Buy America Provision for Infrastructure**

**Required Use of American Iron, Steel, Manufactured Products, and Construction Materials for Infrastructure**

Per 2 CFR Part 184, none of the funds provided under this award may be used for a project for infrastructure unless:

1. All iron and steel used in the project are produced in the United States. This means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States,

2. All manufactured products used in the project are produced in the United States. This means the manufactured product was manufactured in the United States, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation, and

3. All construction materials are manufactured in the United States. This means that all manufacturing processes for the construction material occurred in the United States. For construction material standards, see 2 CFR Section184.6.

This Buy America preference only applies to articles, materials, and supplies consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

**Department of the Interior (DOI) General Applicability Waivers**

There may be instances where an award qualifies, in whole or in part, for an existing DOI general applicability waiver. Recipients are responsible for determining if an approved waiver applies to their project. A list of active waivers is available at: www.doi.gov/grants/BuyAmerica/GeneralApplicabilityWaivers. As new waivers may be issued at any time, we recommend Recipients frequently check this web page through the life of their project. If an active waiver applies to the project, the Recipient must retain a record of the applicable waiver per 2 CFR Section200.334 recordkeeping requirements. If the specific financial assistance agreement, infrastructure project, or non-domestic materials meets the criteria of an existing general applicability waiver within the limitations defined within the waiver, the Recipient does not need to request a separate waiver for non-domestic materials.

**Waiver Requests**

When necessary, recipients may apply for, and the DOI may grant, a waiver from these requirements, subject to review by the Made in America Office. Per 2 CFR Section184.7, the DOI may waive the application of the domestic content procurement preference in any case in which it is determined that one of the below circumstances applies:

1. Non-availability Waiver: the types of iron, steel, manufactured products, or construction materials are not produced in the

United States in sufficient and reasonably available quantities or of a satisfactory quality,

2. Unreasonable Cost Waiver: the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent, or

3. Public Interest Waiver: applying the domestic content procurement preference would be inconsistent with the public interest.

If a general applicability waiver does not already apply, and the Recipient believes that one of the above circumstances applies to an award, the Recipient may submit a request to waive the application of the domestic content procurement preference.

**Waiver Submission Instructions**

Recipients must submit all waiver requests to the Service in writing. Email all waiver requests to fwhqfasupport@fws.gov. Please use the subject line: "Buy America Waiver Request". Include the following information with each waiver request:

1. Type of waiver requested (non-availability, unreasonable cost, or public interest)

2. Requesting entity name and Unique Entity Identifier (UEI)

3. Federal awarding agency: U.S. Fish and Wildlife Service, DOI

4. Awarding program Assistance Listing number and title (Notice of Award, Block 2)

5. Project title (Notice of Award, Block 8)

6. Federal Award Identification Number (Notice of Award, Block 4)

7. Federal award amount (Notice of Award, Block 11)

8. Total estimated infrastructure costs, to the extent know (federal and non-federal funds)

9. Infrastructure project description and location, to the extent known

10. List of iron or steel item(s), manufactured goods, and construction material(s) proposed to be waived from the Buy America requirements. Include the name, cost, country of origin, if known, and relevant PSC or NAICS code for each (see https://psctool.us/ and https://www.census.gov/naics/).

11. A certification that the Recipient made a good faith effort to solicit bids for domestic products supported by terms included in requests for proposals, contracts, and nonproprietary communications with the prime contractor.

12. A statement of waiver justification, including a description of the Recipient's efforts (e.g., market research, industry outreach) to avoid the need for a waiver. Such a justification may cite, if applicable, the absence of any Buy America-compliant bids received in response to a solicitation. For market research conducted, provide details on when it was conducted, and the sources and methods used.

13. Anticipated impact if no waiver is issued.

Do not include any Privacy Act information, sensitive data, or proprietary information with the waiver request.

**Waiver Review Process**

The Department will post waiver requests to www.doi.gov/grants/buyamerica for the required 15-day public comment period. The

Made in America Office will also review all waiver requests. The Department will post approved waivers at www.doi.gov/grants/BuyAmerica/ApprovedWaivers. The Service will notify Recipients of waiver request determinations by email. Waivers may be granted after an award has been issued. However, an approved waiver will not retroactively apply to expenditures already incurred under the award before the effective date of the waiver. Any such expenditures are subject to the Buy America preferences for infrastructure.

**Definitions**

The terms used in this provision have the meanings given in 2 CFR Section184.3.

2. **U.S. Fish and Wildlife Service**

**General Award Terms and Conditions**

U.S. Fish and Wildlife Service (Service) grant and cooperative agreement award recipients must follow the terms and conditions in their Notice of Award. Award terms and conditions can change. The Service will notify recipients of any changes in writing with a description of the change and the effective date.

Recipients accept their award by starting work, drawing down funds, or electronically indicating acceptance. Recipients must make their subrecipients and contractors aware of applicable award terms and conditions and ensure they comply with them. Recipient failure to comply with award terms and conditions may lead to actions described under 2 CFR §§200.339—343.

A library of the Service's general award terms and conditions with embedded links to all regulations is available on the Service's website

at: https://www.fws.gov/library/collections/financial-assistance-general-award-terms-and-conditions. Refer to the general terms and conditions in this library in effect as of the signature date on your award. See also the Department of the Interior's General Award Terms and Conditions on their website at: https://www.doi.gov/grants/doi-standard-terms-and-conditions.

**Administrative Requirements, Cost Principles, and Audit Requirements**

These requirements and cost principles are applicable to all awards except those to individuals receiving the award separate from any business or organization they may own or operate. Foreign public entities and foreign organizations must comply with special considerations and requirements specific to their entity type, unless otherwise stated in this section. Foreign public entities must comply with those for states.

**2 CFR Part 200, Subparts A—D, as supplemented by 2 CFR Part 1402**

Foreign public entities must follow payment procedures in 2 CFR §200.305(b). For foreign public entities and foreign organizations, the requirements in 2 CFR §§200.321—323 do not apply.

**2 CFR Part 200, Subpart E—Cost Principles**

Applicable to all domestic and foreign non-Federal entities except non-profit organizations identified in Appendix VIII to 2 CFR Part 200. Non- Federal entities include for-profit organizations.

**48 CFR Subpart 31.2—Contracts with Commercial Organizations**

Applicable to non-profit organizations identified in Appendix VIII to 2 CFR Part 200.

**Indirect Cost Proposals**

Requirements for development and submission of indirect cost rate proposals are contained in Appendix III (Institutions of Higher

Education), Appendix IV (Nonprofit organizations), and Appendix VII (States, local government agencies, and Indian tribes) to 2 CFR Part 200. See also the DOI negotiated indirect cost rate deviation policies at 2 CFR §1402.414. For-profit entities should contact the DOI National Business Center, Office of Indirect Cost Rate Services at: https://ibc.doi.gov/ICS/indirect-cost.

**2 CFR Part 200, Subpart F—Audit Requirements**

Applicable to U.S. states, local governments, Indian tribes, institutions of higher education, and nonprofit organizations. Not applicable to foreign public entities, foreign organizations, or for-profit entities.

**Statutory and National Policy Requirements**

These requirements are applicable to all awards, including those to individuals, for-profits, foreign public entities, and foreign organizations, unless otherwise stated in this section.

**Appendix A to 2 CFR Part 25—Universal Identifier and System for Award Management**

Not applicable to individuals or any entity exempted by the awarding bureau or office prior to award per 2 CFR §25.110(a)(2) and bureau or office policy.

**Appendix A to 2 CFR Part 170—Award term for reporting subaward and executive compensation**

Not applicable to individuals. See 2 CFR 170 for other exceptions.

**2 CFR 175.15—Award Term for Trafficking in Persons**

Applicable to awards to private entities as defined in 2 CFR 175.25(d), states, local governments, and Indian tribes. Applicable to awards to foreign public entities if funding could be provided to a private entity as a subrecipient under the award. Recipients receiving more than $500,000 for activities outside the U.S. must comply with the plan and certification requirements in 2 CFR 175.105(b) before receiving an award and submit an annual certification each year the award is in effect.

**2 CFR Part 184—Buy America Preference for Infrastructure Projects**

None of the funds under an award may be obligated for an infrastructure project unless all the iron, steel, manufactured products, and construction materials used in the project are produced in the United States, unless subject to an approved waiver. This part applies to an entire infrastructure project even if funded by Federal and non-Federal funds under one or more awards. Recipients must include this preference in all subawards, contracts, and purchase orders related to infrastructure projects under Federal awards. Service awards subject to this preference will include a Buy America Provision for Infrastructure.

**Appendix XII to 2 CFR Part 200—Award Term and Condition for Recipient Integrity and Performance Matters**

Applies to awards with a total Federal share of more than $500,000, except for awards to individuals and foreign public entities.

**2 CFR Part 1400—Nonprocurement Debarment and Suspension**

All recipients must ensure they do not enter into any covered transaction with an excluded or disqualified participant or principal. See also 2 CFR Part 180—OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).

**2 CFR Part 1401—Requirements for Drug-Free Workplace (Financial Assistance)**

Not applicable to foreign public entities or foreign organizations.

**43 CFR Part 18—New Restrictions on Lobbying**

If the Federal share of the award is more than $100,000, the recipient must disclose making or agreeing to make any payment using non- appropriated funds for lobbying in connection with the award. To make such a disclosure, the recipient must complete and submit the SF-LLL, “Disclosure of Lobbying Activities” form to the Service. This form is available at: https://www.grants.gov/forms/forms-repository/post-award- reporting-forms. For more information on when additional submission of this form is required, see 43 CFR, Subpart 18.100. These restrictions are not applicable to such expenditures by Indian tribe, tribal organization, or any other Indian organization that is specifically permitted by other Federal law.

**41 U.S.C. §6306—Prohibition on Members of Congress Making contracts with Federal Government**

MARYLAND
DEPARTMENT OF
NATURAL RESOURCES



July 1, 2025

Kelly Rados
Worcester County Recreation & Parks
6030 Public Landing Road
Snow Hill MD 21863

Re: Fiscal Year 2026 Waterway Improvement Fund Grant
Grant LG-2312i-26, George Island Landing Boating Facility Improvements, $250,000.00

Dear Mr. Rados:

I am pleased to inform you that your jurisdiction's request for Fiscal Year 2026 Waterway Improvement Funds (WIF) for the above-referenced project(s) has been approved by the Maryland General Assembly.

Boating is a cornerstone of Maryland, and the Waterway Improvement Fund is a vital resource that ensures visitors and residents alike will continue to benefit from Maryland's world-class recreational boating opportunities, which contribute substantially to jobs and our state and local economies. These grants and partnerships like ours are improving the quality of life of (our boating citizens and visitors) boaters through dredging and the development of safe access sites, while expanding opportunities for the public to appreciate all that Maryland's waterways have to offer.

For your consideration, please review our Waterway Improvement Fund Grants Manual, where you will find all terms and conditions associated with this grant award. Department staff will be in touch soon regarding the next steps, including entering into a formal grant agreement with your local government.

Department staff are available to help you incorporate resiliency into your project design (if applicable) to address concerns related to nuisance flooding, storm surge, and future sea level rise. Please reach out to Jillian Seagraves at jillian.seagraves@maryland.gov if you would like to discuss ideas and solutions to extend the life of your project design.

If you have any questions regarding your grant, please contact Matt Negley at 443-433-6284 or via email at matt.negley@maryland.gov. On behalf of the Department, thank you for your support that makes these grants and funded projects possible.

Sincerely,

*Carla Fleming*

Carla Fleming, Director
Waterway Improvement (Fund) Boating Program


## EXISTING SITE PLAN

0 10 20 40 60

SCALE: 1" = 20'

**NOTE:**

1. SURVEY ELEVATIONS BASED ON MD STATE PLANE AND NAVD88 DATUM.

## DEMOLITION NOTES

1. AFTER COFFERDAM INSTALLATION REMOVE EXISTING AREA OF BULKHEAD & TIMBER PILES FOR NEW BOAT RAMP WINGWALLS AS SHOWN IN THEIR ENTIRETY AND DISPOSE OF OFF-SITE.
2. CONTRACTOR SHALL PROVIDE TEMPORARY SUPPORT AS NEEDED FOR BULKHEAD, UTILITY POLES, ELECTRICAL CONDUIT, AND POWER EQUIPMENT TO ALLOW FOR OPERATION DURING DEMOLITION AND CONSTRUCTION ACTIVITIES. CONTRACTOR SHALL REMOVE SUCH TEMPORARY SUPPORT AND REINSTALL ANY REMOVED COMPONENTS UPON COMPLETION OF CONSTRUCTION.
3. STAGING AREAS TO BE COORDINATED WITH OWNER

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REPLACEMENT OF BOAT RAMP, BULKHEAD, AND REVETMENT IMPROVEMENT

GEORGE ISLAND LANDING
WORCESTER COUNTY, MARYLAND

EXISTING SITE PLAN

| | |
|---|---|
| SCALE | : AS NOTED |
| DESIGN BY | : ARM |
| DRAWN BY | : TFVT |
| CHECKED BY: | ARM |
| GMB FILE | : 240262 |
| DATE | : MARCH 2026 |

SHEET NO.
S1.1


## PROPOSED SITE PLAN

0 10 20 40 60

SCALE: 1" = 20'

**LEGEND:**

EXTENTS OF PAVEMENT PLACEMENT; SUPERPAVE 9.5MM HOT MIX ASPHALT PAVING 1½" COMPACTED THICKNESS, INSTALL PER COUNTY STANDARDS; ANY LOW SPOTS SHALL BE REPAIRED TO ALLOW FOR POSITIVE SHEET FLOW OFF OF PARKING LOT

EXTENTS OF REVETMENT IMPROVEMENT (SEE DETAIL 4/S2.3)

**NOTE:**

1. SURVEY ELEVATIONS BASED ON MD STATE PLAN AND NAVD88 DATUM

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REPLACEMENT OF BOAT RAMP, BULKHEAD, AND REVETMENT IMPROVEMENT

GEORGE ISLAND LANDING
WORCESTER COUNTY, MARYLAND

PROPOSED
SITE PLAN

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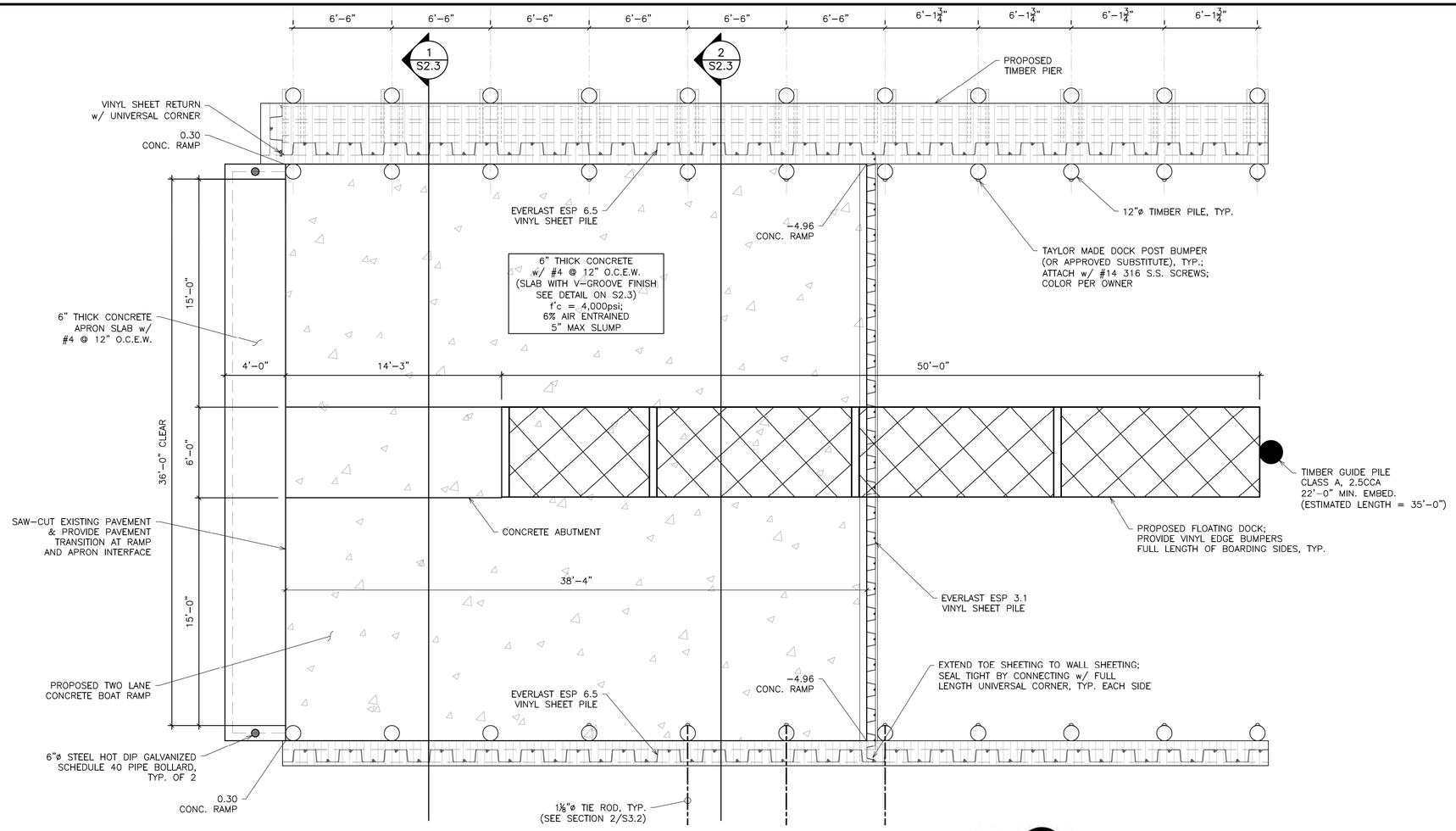
| DRAWN BY : TFVT | |
| CHECKED BY: ARM | |
| GMB FILE : 240262 | |
| DATE : MARCH 2026 | |




## PROPOSED BOAT RAMP PLAN

0 1 5 8

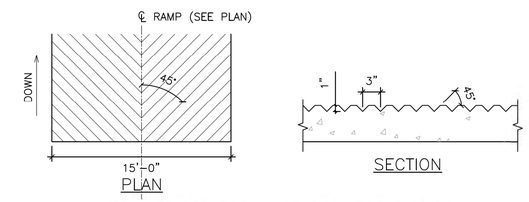
SCALE: 3/8" = 1'-0"

### FLOATING DOCK NOTES:

1. FLOATING DOCKS DESIGNED FOR AN 14" UNLOADED FREEBOARD AND A 40 PSF LIVE LOAD.
2. ANCHOR PILE LOCATION IS SUGGESTED. MANUFACTURER SHALL VERIFY REQUIRED ANCHOR LOCATIONS.
3. DOCK DIMENSIONS SHOWN ARE NOMINAL FROM ALUMINUM TO ALUMINUM FRAME.
4. SUBMIT SHOP DRAWINGS FOR EACH FLOATING DOCK SYSTEM.
5. PROVIDE VINYL EDGE BUMPERS FULL LENGTH OF BOARDING SIDES.

### LEGEND

NEW FLOATING DOCK BY GATOR DOCK OR APPROVED ALTERNATE (ALUMINUM FRAME & DECKING WITH POLY FLOATS -14" FREEBOARD) - DESIGN LIVE LOAD OF 40 PSF INCLUDING CLEATS, HINGE CONNECTION TO ABUTMENT, AND STANDARD VINYL BUMPERS; 4 WHEEL ROLLERS PILE GUIDE; PROVIDE GROUND OUT FEET FOR SECTIONS THAT WILL BOTTOM OUT AT LOW WATER




## TYPICAL RAMP SURFACING DETAIL

N.T.S.

## STRUCTURAL NOTES

1) TIMBER PILES SHALL BE SOUTHERN PINE CONFORMING TO ASTM D-25, CLASS B WITH A 2.5 CCA RATING. PILES SHALL BE DRIVEN TO AN ALLOWABLE BEARING CAPACITY OF 7 TONS WITH A MINIMUM EMBEDMENT LENGTH OF 15.00' UNLESS NOTED OTHERWISE. A TEST PILE SHALL BE DRIVEN PRIOR TO ORDERING THE PRODUCTION PILE LENGTHS AND TO VERIFY THAT THE MINIMUM TIP ELEVATIONS AND BEARING CAPACITY REQUIREMENTS CAN BE MET. DRIVING RECORDS FOR ALL PILES SHALL BE RECORDED AND SUBMITTED TO ENGINEER FOR RECORD. DAMAGED PILES SHALL BE REMOVED AND REPLACED.
2) ALL BOLTS SHALL BE DOME HEAD WEATHER-TUFF TIMBER BOLTS CONFORMING TO ASTM A307, ALL WASHERS SHALL BE 1/4" THICK N.Y.D.D. DOCK WASHERS AND NUTS SHALL BE HEAVY HEX TYPE UNLESS NOTED OTHERWISE. ALL NAILS SHALL BE STAINLESS STEEL RING SHANK OR ANNULAR NAILS AND IN ACCORDANCE WITH THE SIZES GIVEN IN THE CONTRACT DOCUMENTS. ALL HARDWARE SHALL BE HOT DIP GALVANIZED IN ACCORDANCE WITH ASTM A153, EXCEPT NAILS AND SCREWS, WHICH SHALL BE STAINLESS STEEL. TIE RODS SHALL CONFORM TO ASTM 1554-55.
3) ALL WALERS, STRINGERS, LINERS, AND CAPS TO BE SOUTHERN PINE, NO. 1 GRADE TREATED 2.5CCA. ALL DECKING BOARDS SHALL BE SOUTHERN PINE, NO.1 GRADE TREATED 0.15CA.
4) PRIOR TO ORDERING THE TIMBER PILES FOR THE PROJECT, THE CONTRACTOR SHALL SUPPLY AND DRIVE ONE (1) FORTY FIVE FOOT (45') LONG CLASS "B" TEST PILE. THE TEST PILE LOCATION WILL BE COORDINATED WITH THE ENGINEER WITH THE INTENT TO HAVE IT REMAIN IN PLACE FOR USE. THE TEST PILES SHALL BE CCA TREATED AND OTHERWISE CONFORM TO THE SPECIFICATIONS. THE LENGTHS OF THE PROJECT PILES MAY BE ADJUSTED BASED ON THE OUTCOME OF THE TEST PILES.
5) CONCRETE (CAST-IN-PLACE) DESIGN AND DETAILING SHALL CONFIRM TO THE REQUIREMENTS OF ACI 318-19. CONTRACTOR SHALL SUBMIT MIX DESIGNS ACCOMPANIED BY APPROPRIATE GRAPHS AND BACKGROUND DATA FOR APPROVAL. MIX DESIGN SHALL INDICATE 7 AND 28 DAY STRENGTHS, CEMENT CONTENT, AIR CONTENT, WATER-CEMENT RATIO, AMOUNT OF FINE AND COARSE AGGREGATES, AND ADMIXTURES.
6) MINIMUM COMPRESSIVE STRENGTH OF CONCRETE AT 28 DAYS SHALL BE AS FOLLOWS, UNLESS NOTED OTHERWISE.
   RAMP 4000 PSI
7) ALL EXTERIOR CONCRETE AND CONCRETE EXPOSED TO WEATHER SHALL BE AIR-ENTRAINED (6% +/- 1%). SLUMP SHALL BE 5" MAX. USE OF ADDITIVES SHALL NOT BE PERMITTED UNLESS SPECIFICALLY APPROVED BY THE STRUCTURAL ENGINEER. USE OF ADDITIVES CONTAINING CALCIUM CHLORIDE SHALL NOT BE PERMITTED.
8) CONCRETE PROTECTION FOR REINFORCEMENT (CAST-IN-PLACE CONCRETE) PROVIDE THE FOLLOWING MINIMUM CONCRETE COVER FOR REINFORCEMENT: CONCRETE CAST AGAINST AND PERMANENTLY EXPOSED TO EARTH - 3"
9) CONTRACTOR SHALL PREPARE DETAILED CONSTRUCTION DRAWINGS AND SPECIFICATIONS OF COFFERDAM AND DEWATERING SYSTEM AND SUBMIT TO ENGINEER.
10) COFFERDAM SHALL BE CONSTRUCTED WITH STEEL SHEET PILING OR OTHER MATERIAL SUBJECT TO APPROVAL OF THE ENGINEER.
11) DEWATERING OPERATIONS MAY BE SUSPENDED 24-HOURS AFTER LAST CONCRETE POUR IF THE TEMPERATURE OF THE SURROUNDING WATER IS NO MORE THAN 20° F BELOW THE TEMPERATURE OF THE CONCRETE. IF THE WATER IS MORE THAN 20° F BELOW THE TEMPERATURE OF THE CONCRETE, THE CONCRETE SHALL BE CURED PER ACI301 SPECIFICATIONS FOR 72 HOURS, AFTER WHICH THE COFFERDAM MAY BE FLOODED. THE CONTRACTOR SHALL, AT HIS EXPENSE, REPLACE OR REPAIR ANY DAMAGE TO THE CONCRETE RESULTING FROM FLOODING THE COFFERDAM.
12) SUBGRADE INSIDE COFFERDAM SHALL REMAIN FREE OF STANDING WATER DURING PLACEMENT OF STONE BASE THROUGH PLACEMENT OF RAMP SLAB.
13) DEWATERING SYSTEM MUST INCLUDE CODE COMPLIANT WATER FILTRATION AT DISCHARGE.
14) THE GENERAL CONTRACTOR SHALL SUBMIT SHOP DRAWINGS FOR ALL STRUCTURAL ELEMENTS SHOWN ON THE CONTRACT DOCUMENTS FOR APPROVAL. THE STRUCTURAL ENGINEER WILL NOT BE RESPONSIBLE FOR THE STRUCTURAL CERTIFICATION AND DESIGN OF THE PROJECT IF THE GENERAL CONTRACTOR FAILS TO OBTAIN APPROVAL OF THE SHOP DRAWINGS. THE GENERAL CONTRACTOR SHALL INFORM THE STRUCTURAL ENGINEER IN WRITING CONCERNING DEVIATIONS AND/OR OMISSIONS FROM THE CONTRACT DOCUMENTS AT THE TIME OF SHOP DRAWING SUBMISSION. THE GENERAL CONTRACTOR SHALL REVIEW ALL SHOP DRAWINGS AND SHALL MAKE ALL CORRECTIONS HE DEEMS NECESSARY BEFORE SUBMISSION. THE GENERAL CONTRACTOR SHALL STATE ON THE SHOP DRAWINGS THAT CONTRACT DOCUMENT REQUIREMENTS HAVE BEEN MET AND THAT ALL DIMENSIONS, CONDITIONS AND QUANTITIES HAVE BEEN REVIEWED AND VERIFIED AS SHOWN AND/OR CORRECTED ON THE SHOP DRAWINGS.
15) THE CONTRACTOR SHALL ENGAGE A GEOTECHNICAL ENGINEERING CONSULTANT TO PROVIDE WRITTEN CONFIRMATION THAT:
   a) THE PROPOSED PILE INSTALLATION MEETS THE CAPACITY REQUIREMENTS
   b) THE SUBGRADE BELOW THE RAMP MEETS THE BEARING REQUIREMENTS
   c) THE CONCRETE MIX MEETS THE NOTED REQUIREMENTS, MINIMUM ONE SET OF CYLINDERS PER POUR
16) ALL IRON AND STEEL USED IN THE PROJECT ARE PRODUCED IN THE UNITED STATES. THIS MEANS ALL MANUFACTURING PROCESSES, FROM THE INITIAL MELTING STAGE THROUGH THE APPLICATION OF COATINGS, OCCURRED IN THE UNITED STATES.
17) ALL MANUFACTURED PRODUCTS USED IN THE PROJECT ARE PRODUCED IN THE UNITED STATES. THIS MEANS THE MANUFACTURED PRODUCT WAS MANUFACTURED IN THE UNITED STATES, AND THE COST OF THE COMPONENTS OF THE MANUFACTURED PRODUCT THAT ARE MINED, PRODUCED, OR MANUFACTURED IN THE UNITED STATES IS GREATER THAN 55% OF THE TOTAL COST OF ALL COMPONENTS OF THE MANUFACTURED PRODUCT, UNLESS ANOTHER STANDARD FOR DETERMINING THE MINIMUM AMOUNT OF DOMESTIC CONTENT OF THE MANUFACTURED PRODUCT HAS BEEN ESTABLISHED UNDER APPLICABLE LAW OR REGULATION.
18) ALL CONSTRUCTION MATERIALS ARE MANUFACTURED IN THE UNITED STATES. THIS MEANS THAT ALL MANUFACTURING PROCESSES OF THE CONSTRUCTION MATERIAL OCCURRED IN THE UNITED STATES. FOR CONSTRUCTION MATERIAL STANDARDS, SEE 2 CFS SECTION 184.6.
19) THIS BUY AMERICA PREFERENCE ONLY APPLIES TO ARTICLES, MATERIALS, AND SUPPLIES CONSUMED IN, INCORPORATED INTO, OR AFFIXED TO AN INFRASTRUCTURE PROJECT. AS SUCH, IT DOES NOT APPLY TO TOOLS, EQUIPMENT, AND SUPPLIES, SUCH AS TEMPORARY SCAFFOLDING, BROUGHT TOT HE CONSTRUCTION SITE AND REMOVED AT OR BEFORE THE COMPLETION OF THE INFRASTRUCTURE PROJECT. NOR DOES A BUY AMERICA PREFERENCE APPLY TO EQUIPMENT AND FURNISHING, SUCH AS MOVABLE CHAIRS, DESKS, AND PORTABLE COMPUTER EQUIPMENT, USED AT OR WITHIN THE FINISHED INFRASTRUCTURE PROJECT BUT ARE NOT AN INTEGRAL PART OF THE STRUCTURE OR PERMANENTLY AFFIXED TO THE INFRASTRUCTURE PROJECT.

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REPLACEMENT OF BOAT RAMP, BULKHEAD, AND REVETMENT IMPROVEMENT

GEORGE ISLAND LANDING
WORCESTER COUNTY, MARYLAND

PROPOSED BOAT RAMP PLAN AND DETAILS

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| SCALE | : AS NOTED | SHEET NO. |
| DESIGN BY | : ARM | S2.1 |
| DRAWN BY | : TFVT | |
| CHECKED BY | : ARM | |
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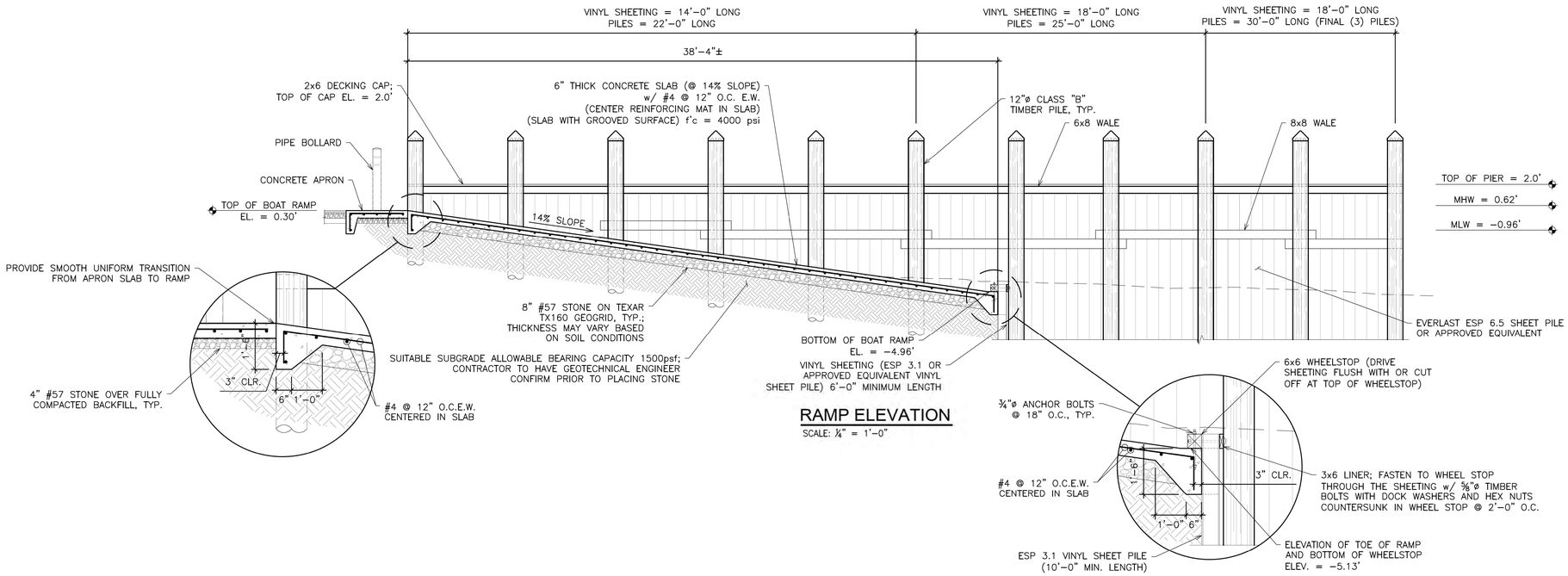
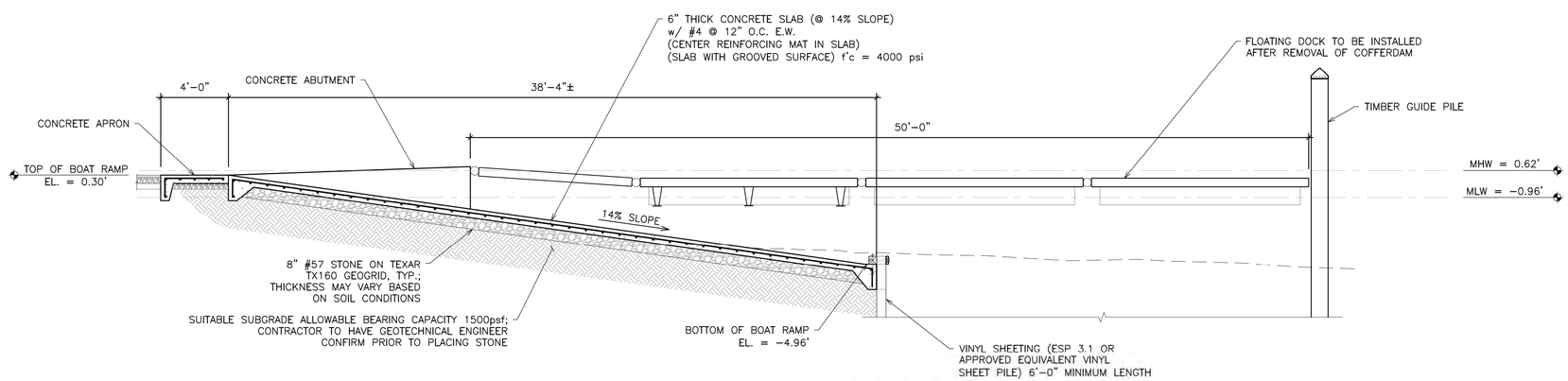
| DATE | : MARCH 2026 | |



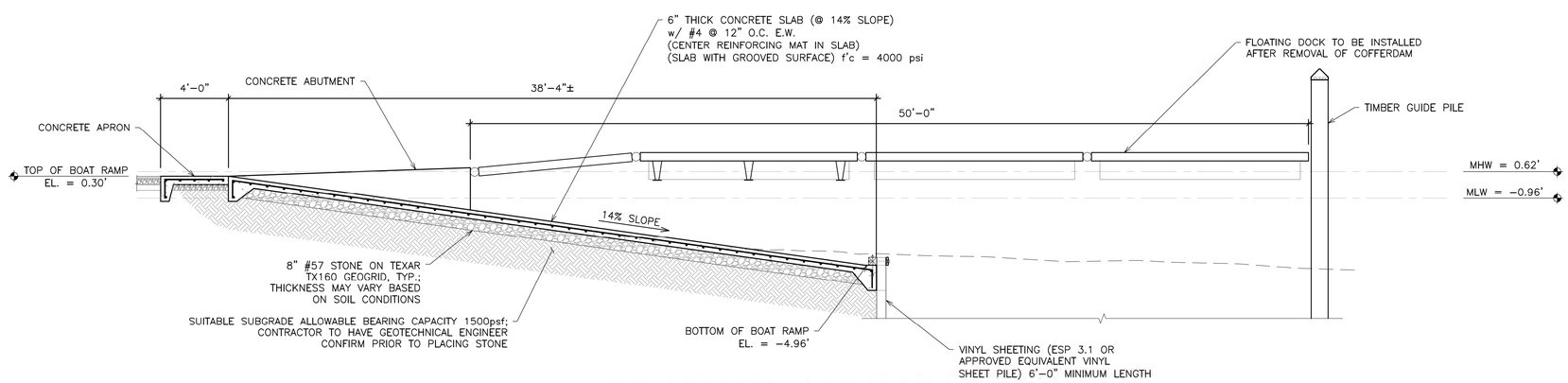

## RAMP ELEVATION

SCALE: ¼" = 1'-0"




## FLOATING DOCK ELEVATION (LOW TIDE)

SCALE: ¼" = 1'-0"




## FLOATING DOCK ELEVATION (HIGH TIDE)

SCALE: ¼" = 1'-0"

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REPLACEMENT OF BOAT RAMP, BULKHEAD, AND REVETMENT IMPROVEMENT

GEORGE ISLAND LANDING
WORCESTER COUNTY, MARYLAND

PROPOSED
BOAT RAMP
ELEVATIONS

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| DRAWN BY | : TFVT |
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| GMB FILE | : 240262 |
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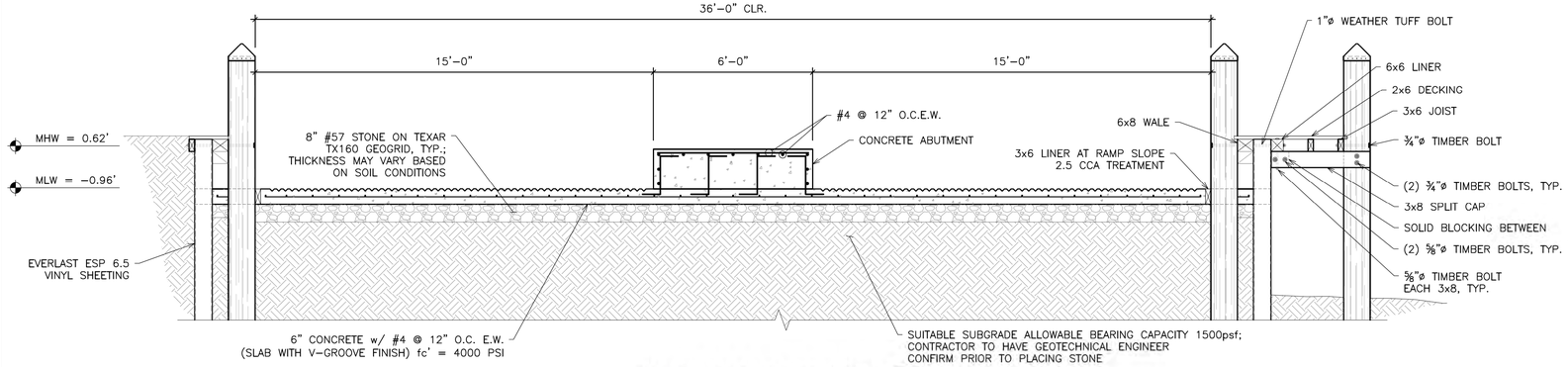
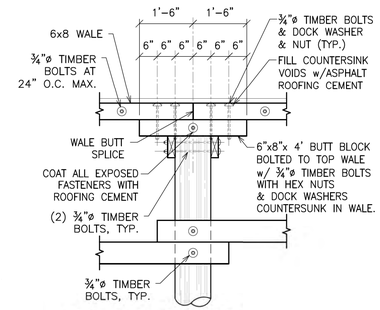


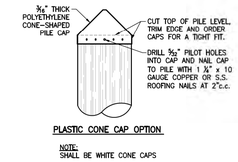

## RAMP CROSS SECTION (1 / S2.3)

SCALE: ⅜" = 1'-0"




## TYP. WALE SPLICE DETAIL

SCALE: ½" = 1'-0"




## TYP. PILE CAP DETAIL

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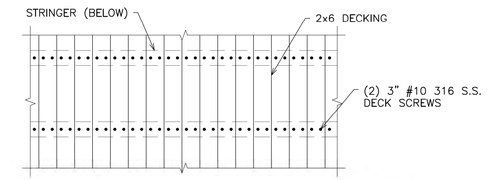
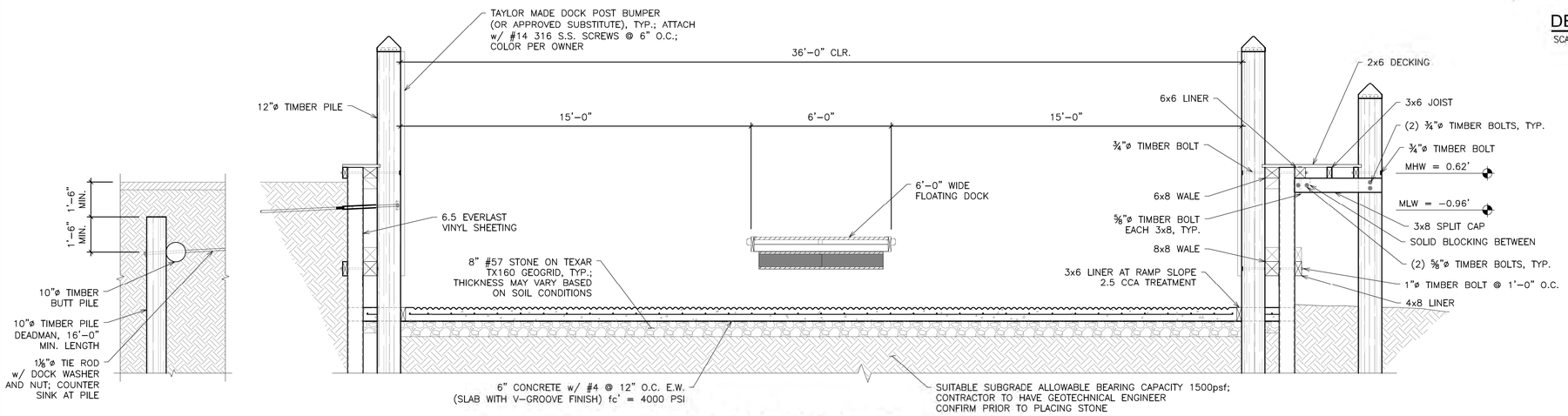


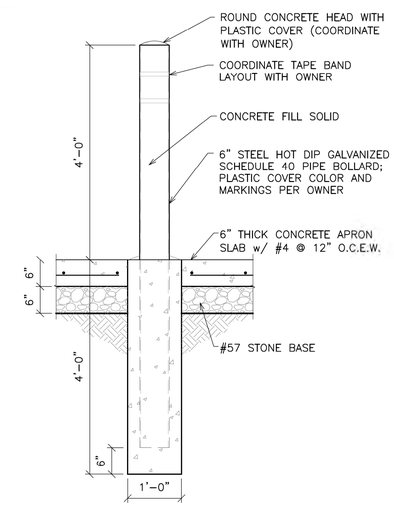

## DECK BOARD ATTACHMENT DETAIL

SCALE: ½" = 1'-0"



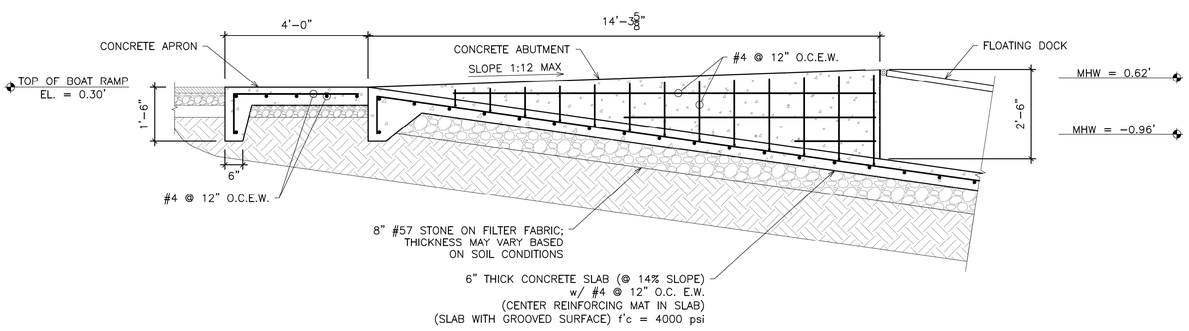

## RAMP CROSS SECTION (2 / S2.3)

SCALE: ⅜" = 1'-0"




## PIPE BOLLARD DETAIL

SCALE: ¾" = 1'-0"




## SECTION @ CONCRETE ABUTMENT (3 / S2.3)

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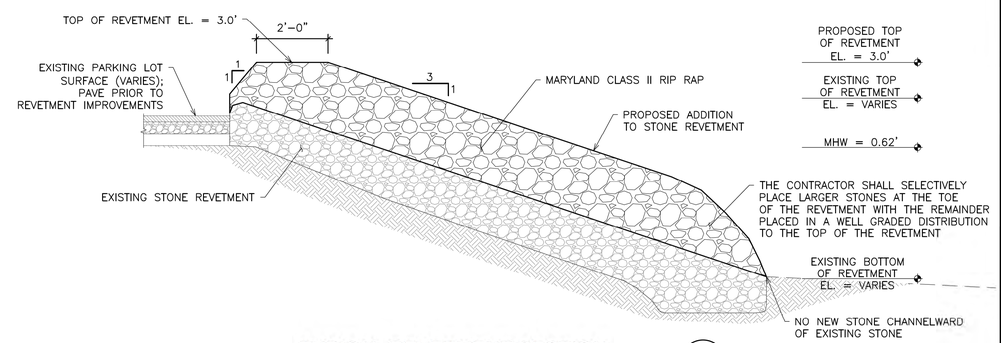


## TYPICAL REVETMENT SECTION (4 / S2.3)

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ARCHITECTS & ENGINEERS
SALISBURY · BALTIMORE · SEAFORD
206 DOWNTOWN PLAZA
SALISBURY, MARYLAND 21801
410-742-3115, FAX 410-548-5790
www.gmbnet.com

REPLACEMENT OF BOAT RAMP, BULKHEAD, AND REVETMENT IMPROVEMENT

GEORGE ISLAND LANDING
WORCESTER COUNTY, MARYLAND

PROPOSED BOAT RAMP SECTIONS AND DETAILS

| | |
|---|---|
| SCALE | : AS NOTED |
| DESIGN BY | : ARM |
| DRAWN BY | : TFVT |
| CHECKED BY: | ARM |
| GMB FILE | : 240262 |
| DATE | : MARCH 2026 |

SHEET NO. S2.3

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 19, 2026**, between the **County Commissioners of Worcester County, Maryland** ("County"); and **Bay Coastal Contracting, LLC** ("Successful Vendor").

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

1. Successful Vendor will commence and complete the **George Island Landing – Replacement of Boat Ramp, Bulkhead, and Revetment Improvements**.
2. Successful Vendor will furnish all the 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 **$577,714.00** **(Five Hundred Seventy-Seven Thousand Dollars and zero cents)** as shown on 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 above written.

**COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND**

_____
Theodore J. Elder
President
Date:

**CONTRACTOR**:

_____

_____
By:
Title:
Date:

MARYLAND'S Coast WORCESTER COUNTY

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: May 13, 2026
RE: Request to Award – Berlin Homeowner Convenience Center Improvement Project

Public Works – Solid Waste Division is requesting that the Commissioners review and approve awarding the **Berlin Homeowner Convenience Center Improvement Project** to the lowest responsive and responsible vendor, **AJT Homes LLC**, in the amount of $496,750. The facility is located at 9636 Mill Haven Road, Berlin, MD 21811. Bids were due and opened on Wednesday, April 15, 2026, at 2 p.m. Seven (7) bids were received. *(see bid tabulation below)*

Public Works would also like to award the construction administration and part-time inspection services for this project to **EA Engineering**. Construction Administration is $10,660.00 and Part-time Inspection is $37,256.25 (representing 7.5% of the construction cost), for a total award to EA of $47,916.25. The 7.5% rate is consistent with what the County charges developers for inspection of new water and wastewater infrastructure installations.

Funding for this project was approved from the FY24 surplus.

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

| Berlin Homeowners Convenience Center Improvements | |
|---|---|
| Wednesday, April 15, 2026 at 2:00 pm | |
| Bid Tabulation | |
| **Vendor Name** | **Base Bid** |
| **AJT Homes LLC** (Salisbury, MD) | $496,750.00 |
| **Delmarva Veteran Builders** (Salisbury, MD) | $591,731.00 |
| **Henley Construction** (Gaitherburg, MD) | $597,120.00 |
| **Harkins Contracting** (Salisbury, MD) | $606,522.50 |
| **David Bramble** (Chestertown, MD) | $669,789.00 |
| **George & Lynch** (Dover, DE) | $762,486.00 |
| **Stratified** (Crofton, MD) | $1,321,250.00 |

EA Engineering, Science,
and Technology, Inc.

11200 Racetrack Road Unit 101
Ocean Pines, MD 21811
Telephone: 410-641-5341
Fax: 410-641-5349
www.eaest.com

May 5, 2026

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

Subject**: Berlin Homeowners Convenience Center Improvements**
**Bid Package Review, Tabulation and Recommendation**

Dear Mr. Baker:

Bids were received on April, 15th, 2026 for Berlin Homeowners Convince Center Improvements project. Seven bids were received from the following contractors: George and Lynch, AJT Homes LLC, David Bramble, Inc., Henley Construction Co., Inc., Stratified, Delmarva Veteran builders, and Harkins Contracting. On behalf of the County, EA Engineering, Science and Technology, Inc. PBC (EA) has reviewed each of these bids for completeness in accordance with the bid documents, submitted bid cost, and qualifications based on the type of work to be performed. A Bid Tabulation is attached to this letter for reference. The following is a summary of each of the bids received.

George and Lynch submitted a Bid of $762,486. The bid package included a completed Bid Form, Proposal Bond, References Form, Exceptions Form with no exceptions identified, Corporate Principal completed, Affidavit of Qualification to Bid, Non-Collusive Affidavit, and Maryland Certificate of Good Standing.

AJT Homes LLC submitted a Bid of $496,750 resulting in the lowest bid. The bid package included a completed Bid Form, References Form, Exceptions Form with no exceptions identified, Individual Principal completed, Affidavit of Qualification to Bid, Non-Collusive Affidavit, and Bid Bond. The Vendor did not submit a copy of the Certificate of Status from the State of Maryland as required by Section I Item H.1 of the Contract Documents.

David Bramble, Inc. submitted a Bid of $669,789. The bid package included only Page 3 of 6 of the Bid Form, References Form, Exceptions Form with no exception identified, Corporate Principal completed, Affidavit of Qualification to Bid, Non-Collusive Affidavit, and Proposal Bond. The Vendor did not submit a copy of the Certificate of Status from the State of Maryland as required by Section I Item H.1 of the Contract Documents.

Henley Construction Co. submitted a Bid of $597,120. The bid package included a completed Bid Form, References Form, Exceptions Form with no exceptions identified, Corporate Principal completed, Affidavit of Qualification to Bid, Non-Collusive Affidavit, Proposal Bond, State of Maryland Business License, and Maryland Certificate of Good Standing.

Stratified submitted a Bid of $1,321,250 resulting in the highest bid. The bid package included a completed Bid Form, References Form, Exceptions Form with no exceptions identified, Corporate Principal completed, Affidavit of Qualification to Bid, Non-Collusive Affidavit, and Proposal Bond. The Vendor did not submit a copy of the Certificate of Status from the State of Maryland as

required by Section I Item H.1 of the Contract Documents.

Delmarva Veteran Builders submitted a Bid of $591,731. The bid package included a completed Bid Form, References Form, Exceptions form with no exceptions identified, Corporate Principal completed, Affidavit of Qualification to Bid, Non-Collusive Affidavit, and Proposal Bond. The Vendor did not submit a copy of the Certificate of Status from the State of Maryland as required by Section I Item H.1 of the Contract Documents.

Harkins Contracting submitted a Bid of $606,522.50. The bid package included a completed Bid Form, References Form, Exceptions Form with no exceptions identified, Corporate Principal completed, Affidavit of Qualification to Bid, Non-Collusive Affidavit, Proposal Bond. State of Maryland Business License (Expires on 4/30/2026), and Maryland Certificate of Good Standing.

Based on EA's review of all supplied bid packages, credentials, execution of prior County projects, and bid price, EA recommends the County consider AJT Homes, LLC to be awarded the project in the amount of $496,750 pending receipt of their Certificate of Status from the State of Maryland.

Respectfully yours,
EA ENGINEERING, SCIENCE, AND TECHNOLOGY, INC. PBC

Steven Lemasters, P.E.,
Project Manager

Cc: David Candy. Solid Waste Superintendent
Jana Potvin, Deputy Director of Public Works

SECTION 01 11 00
SUMMARY OF WORK

PART 1 GENERAL

1.1 LOCATION

A. The work to be performed hereunder for the Worcester County Department of Public Works Berlin Homeowner Convenience Center Bulkhead Repairs project is located in Worcester County, Maryland, at the following address:

Berlin Homeowner Convenience Center
9696 Mill Haven Road
Berlin, Maryland 21811

1.2 SCOPE

A. The work to be performed hereunder includes the furnishing of all labor, materials, transportation, tools, supplies, equipment, electrical work, and appurtenances necessary for the complete, and in-place, satisfactory construction, dewatering as needed, and testing of all work shown on the Contract Drawings and required by the Contract for Worcester County Department of Public Works Berlin Homeowner Convenience Center Bulkhead Repairs project.

B. It is the intent of the Contract Documents to describe a complete project and any work that may be reasonably inferred as being required to produce a finished job for the intended purposes, and this work shall be completed whether or not such incidental or related work is explicitly stated in the Contract Documents.

C. The project Work generally includes the following:

1. Coordination with Worcester County to maintain operations of the transfer station adjacent to the work areas. Setup of traffic cones to allow public access to half of the work zone during construction. CONTRACTOR shall set up traffic cones in the middle of the drive lane and commence work along the western side of the proposed improvements. The public shall be given access to the eastern side of the work zone to access the trash compactor. When approved, the CONTRACTOR shall switch public access to the western side and commence work on the eastern side of the work zone.

2. Coordinate with Worcester County for temporary relocation and storage of the western trash compactor while work occurs on the western side of the site.

3. Coordinate with Worcester County for temporary relocation and storage of the bulk containers while work occurs on the eastern side of the site.

4. Demolish and remove existing concrete pads. Dispose of offsite at an approved facility.

5. Full removal of wooden walkways, framing, decking, supports, and piles as well as aggregates and soils for the installation and testing of cast-in-place reinforced concrete walls, slabs, and all associated appurtenances.

6. Demolish existing sheds and dispose of debris in on-site bulk containers.

7. Demolish and remove asphalt to limits indicated. Dispose of offsite at an approved facility.

8. Furnish and install cast-in-place reinforced concrete pads and retaining walls. Including testing, reinforcement, chairs, ties, compounds, form work, and all associated appurtenances.

9. Furnish and install 10-inch compacted graded aggregate base, 2.5-inch 9.5MM Surface Superpave asphalt, and 4-inch 19.5MM Base Superpave asphalt to limits indicated. Work is inclusive of backfill, compaction, and testing of soils, aggregates, and pavement sections.

10. Furnish and install 2-inch overlay of 9.5MM Surface Superpave asphalt to limits indicated.

11. Furnish and install gravel.

12. Furnish and install bollards.

13. Furnish and install light poles.

14. Furnish and install electrical distribution components, such as disconnect, panels, mounting rack, conduits, conductors, ductbank, and shed HVAC, and connection to the proposed electrical loads onsite.

15. Disassemble concrete block wall. Coordinate with County for temporary stockpile location for concrete blocks and assist in loading concrete blocks on County supplied truck to be transported offsite by the County.

16. Coordination with County for placement of County procured attendant hut and storage shed.

17. Coordination with County approved trash compactor installers.

18. Site restoration and repair.

19. Installation and maintenance of erosion and sediment controls.

20. Coordination with Worcester County to return operations of the transfer station over to the completed project area.

D. The CONTRACTOR shall provide and install materials and labor to construct the upgrades and make all connections and install all appurtenant items as shown in or required by the Contract Documents.

E. All spoil material shall be removed and disposed of by the CONTRACTOR. The OWNER shall have right of salvage for all equipment removed; however, if the OWNER does not claim this equipment, it shall be disposed of at the CONTRACTOR'S expense.

F. Lump Sum Items

Measurement for all items listed as Lump Sum will be on a lump sum basis and are reflected as such on the bid form. Payment for each of the items will be as a percent complete in accordance with the schedule of values established prior to initiating construction and in accordance with the work completed each month. Payment is not to exceed each lump sum price from bid.

G. Measurement and Payment, Unit Price Items

Measurement for all items listed as Unit Price with quantities identified will be at the unit prices bid, and shall include the furnishing of all labor, tools, equipment and materials and the performance for all work required to complete the project as indicated and specified in accordance with all requirements on the Contract Documents and to the entire satisfaction of the ENGINEER.

H. Measurement and Payment, General

1. All incidental, minor and miscellaneous items, work and materials for which no specific lump sum or unit price bid item is shown and which are necessary to complete the work and to maintain and/or repair the work, shall be done and furnished by the CONTRACTOR without extra charge.

1.3 BOUNDARIES OF WORK

A. The OWNER shall provide land for the work specified in these Contract Documents and shall provide suitable provisions for ingress and egress, and the CONTRACTOR shall not enter on or occupy with men, tools, equipment, or material any ground outside the property of the OWNER without the written consent of the OWNER of such ground. Other contractors and employees or agents

of the OWNER may, for all necessary purposes, enter upon the work and premises used by the CONTRACTOR, and the CONTRACTOR shall conduct his work so as not to impede unnecessarily any work being done by others on or adjacent to the site.

B. Staging Area shall be on the property. Additional storage required shall be obtained by the CONTRACTOR and shall be the CONTRACTOR'S responsibility.

1.4 WATER SUPPLY

A. The CONTRACTOR is responsible for providing the construction water necessary to perform the work. The CONTRACTOR shall not take water from the OWNER'S system without written approval of the ENGINEER.

1.5 PERMITS, INSPECTIONS, TESTS

A. The CONTRACTOR will acquire all permits, inspections, and tests necessary for the proper execution of the work in accordance with all federal, state, and local rules, regulations, and codes. Copies of all permits shall be presented to the OWNER upon receipt and shall be posted, as required, at the project site. The CONTRACTOR is required to immediately notify Worcester County and the Maryland Department of the Environment in the event of any spills or discharges.

B. The CONTRACTOR shall notify the ENGINEER two (2) working days prior to all inspections and tests and shall furnish certificates of test results and approvals to the ENGINEER upon receipt

1.6 CONTINUITY OF SERVICES

A. Coordination with Worcester County to maintain operations of half of the homeowner dropoff adjacent to the work areas during construction. When half of the project is finished returning operations to the completed side and start work on the remaining half.

1.7 MATERIAL AND WORKMANSHIP WARRANTY

A. The CONTRACTOR shall warrant that all workmanship, material, and equipment furnished and installed by him shall be free of defects for a period of one (1) year after acceptance of the work. Should such defects appear, the CONTRACTOR shall repair or replace such defects at no cost to the OWNER.

1.8 INSTRUCTION OF OWNER'S REPRESENTATIVES

A. The CONTRACTOR shall thoroughly and completely instruct the OWNER or his representative in the operation and maintenance of all equipment and systems installed under this Contract to the satisfaction of the ENGINEER.

1.9 COORDINATION WITH OTHER CONTRACTORS, UTILITIES, AND GOVERNMENT AGENCIES

A. There will be construction activities by other contractors, utilities, and government agencies at the project site. The CONTRACTOR will be required to coordinate and cooperate with others in carrying out his work.

1.10 REFERENCED SPECIFICATIONS

A. The requirements of the ACI, ASA, API, ASME ASTM, AWS, AWWA, CFR, COMAR, EPA, MDE, MSS, UL and other specifications shall mean the latest edition thereof, and shall apply to all of the latest edition thereof, and shall apply to all of the applicable work to be performed, except as modified or revised by the Contract Documents, which shall govern.

B. The requirements of referenced specifications shall be as binding upon the performance of the work as if they were fully written out herein.

1.11 FIELD ADJUSTMENTS

A. The alignment and placement of the work shall be subject to adjustments in the field as directed by the ENGINEER.

B. Calibration of instruments and sensors shall be subject to adjustments in the field as directed by the ENGINEER. All instruments shall be accurately and completely calibrated by the CONTRACTOR.

** End of Section **

# WORCESTER COUNTY
# DEPARTMENT OF PUBLIC WORKS
## BERLIN HOMEOWNER CONVENIENCE CENTER BULKHEAD REPAIR
### WORCESTER COUNTY, MARYLAND

**ABBREVIATIONS**

| | |
|---|---|
| AC | ACRES |
| APPRX | APPROXIMATELY |
| BLDG | BUILDING |
| BW | BOTTOM OF WALL |
| CATV | CABLE TELEVISION |
| COMM | COMMUNICATIONS |
| CONC | CONCRETE |
| CL | CENTERLINE |
| CLR | CLEARANCE |
| CY | CUBIC YARD |
| EL/ELEV | ELEVATION |
| ESC | EROSION AND SEDIMENT CONTROL |
| EX/EXIST | EXISTING |
| FL | FLOWLINE |
| FT | FEET |
| INV | INVERT |
| LF | LINEAR FOOT |
| L.O.D | LIMITS OF DISTURBANCE |
| m.i. | MILE |
| MOSH | MARYLAND OCCUPATIONAL SAFETY AND HEALTH |
| N/A | NOT APPLICABLE |
| NAD 83 | NORTH AMERICAN DATUM OF 1983 |
| NAVD 88 | NORTH AMERICAN VERTICAL DATUM OF 1988 |
| NO. | NUMBER |
| O.C. | ON CENTER |
| O.C.E.W. | ON CENTER EACH WAY |
| OHE | OVERHEAD ELECTRIC |
| PR | PROPOSED |
| SCH | SCHEDULE |
| SD | STORM DRAIN |
| SF | SQUARE FEET |
| SWM | STORMWATER MANAGEMENT |
| TW | TOP OF WALL |
| TYP | TYPICAL |
| UGND/UG | UNDERGROUND |
| W/ | WITH |
| WSEL | WATER SURFACE ELEVATION |

GENERAL NOTES:

1. TOPOGRAPHIC SURVEY PERFORMED BY RUSSELL T. HAMMOND SURVEYING, LLC IN OCTOBER 2024, SUPPLEMENTED IN JUNE 2025, AND PROVIDED TO EA ENGINEERING, SCIENCE, & TECHNOLOGY, INC., PBC FOR PLAN PRODUCTION.
2. PARTIAL BOUNDARY DETERMINATION SURVEY PERFORMED BY RUSSELL T. HAMMOND SURVEYING, LLC. IN JUNE 2025.
3. UTILITY INFORMATION IS FOR THE CONVENIENCE OF THE CONTRACTOR ONLY. THE CONTRACTOR SHALL LOCATE AND TAKE THE NECESSARY PRECAUTIONS TO LOCATED AND PROTECT THE EXISTING UTILITIES. CONTRACTOR SHALL NOTIFY "MISS UTILITY" AT LEAST 48 HOURS PRIOR TO EXCAVATION.
4. THIS PROJECT IS EXEMPT FROM WORCESTER COUNTY FOREST CONSERVATION LAW. THE PROJECT DOES NOT HAVE QUALIFYING FORESTED AREA WITHIN THE LIMIT OF DISTURBANCE AS DEFINED BY MARYLAND AND WORCESTER COUNTY CODE [NR 1-402(B)].
5. CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR THE MEANS, METHODS, TECHNIQUES, AND PROCEDURES, UTILIZED FOR THE CONSTRUCTION UNDER THE SCOPE OF WORK. CONTRACTOR SHALL BE RESPONSIBLE FOR SAFETY OF THE PUBLIC AND CONTRACTOR'S EMPLOYEES. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE TO CARRY OUT THE WORK IN ACCORDANCE WITH THE CONTRACT DOCUMENTS AND STANDARD CONSTRUCTION PRACTICES.
6. FAILURE TO MENTION SPECIFICALLY ANY WORK WHICH WOULD NORMALLY BE REQUIRED TO COMPLETE THIS PROJECT SHALL NOT RELIEVE THE CONTRACTOR FROM PERFORMING SUCH WORK.
7. ALL WORK ON THIS PROJECT SHALL BE PERFORMED IN ACCORDANCE WITH THE REQUIREMENTS SET FORTH BY WORCESTER COUNTY STANDARDS.
8. ALL DIMENSIONS, LOCATIONS, AND ELEVATIONS OF EXISTING STRUCTURES SHOWN ON THE CONTRACT DRAWINGS SHALL BE VERIFIED IN THE FIELD BY THE CONTRACTOR. ALL DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER BEFORE PROCEEDING WITH WORK.
9. ALL ASPECTS OF CONSTRUCTION AND EQUIPMENT INSTALLATION SHALL BE PERFORMED / INSTALLED PLUM AND TRUE AND SHALL CONFORM TO THE PRACTICES OF GOOD WORKMANSHIP.
10. MATERIAL DEMOLISHED/SALVAGED DURING CONSTRUCTION SHALL BECOME THE CONTRACTOR'S PROPERTY UNLESS OTHERWISE NOTED ON THE PLANS AND/OR SPECIFICATIONS.
11. THE CONTRACTOR SHALL TAKE NECESSARY PRECAUTIONS CONCERNING SAFETY AND PRESERVATION OF EXISTING UTILITIES ADJACENT TO ANY WORK AND IS RESPONSIBLE FOR THE PROTECTION OF EXISTING STRUCTURES (BELOW GRADE AND ABOVE GRADE) DURING THE COURSE OF DEMOLITION AND CONSTRUCTION. ANY DAMAGE CAUSED BY THE CONTRACTOR SHALL BE REPAIRED IMMEDIATELY AND THE COSTS OF SUCH REPAIR SHALL BE BORNE BY THE CONTRACTOR.
12. CONTRACTOR SHALL TAKE EVERY MEASURE TO PREVENT ANY AND ALL DAMAGE TO NEIGHBORING PROPERTIES. CONTRACTOR IS RESPONSIBLE FOR ANY AND ALL SUCH DAMAGE AND WILL REPAIR AND / OR REPLACE ANY OBJECT, PLANT OR PIECE OF PROPERTY TO ORIGINAL STATE ON ADJACENT PROPERTIES THAT IS DAMAGED IN ANY WAY DUE TO THIS CONSTRUCTION.
13. ALL WORK SHALL BE COORDINATED WITH WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS. CONTRACTOR SHALL PROVIDE FOR AND MAINTAIN TRAFFIC ACCESS TO THE ADJACENT PROPERTY OWNERS AT ALL TIMES.
14. THE CONTRACTOR IS RESPONSIBLE FOR KEEPING THE CONSTRUCTION SITE SECURE AT ALL TIMES.
15. JOB SITE SAFETY SHALL BE SOLELY THE RESPONSIBILITY OF THE CONTRACTOR.
16. CONTRACTOR IS RESPONSIBLE FOR PERFORMING ALL WORK IN ACCORDANCE WITH STATE AND FEDERAL CONFINED SPACE SAFETY REGULATIONS AS REQUIRED.
17. CONTRACTOR SHALL BE RESPONSIBLE FOR RESTORATION OF SURFACES IN ALL DISTURBED AREAS.
18. ANY AND ALL IMPROVEMENTS, SUCH AS ASPHALT OR CONCRETE PAVEMENT, SOD, ETC., IF DAMAGED, SHALL BE RESTORED TO ITS ORIGINAL CONDITION BY THE CONTRACTOR.
19. THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AND ELEVATIONS PRIOR TO PROCEEDING WITH CONSTRUCTION.
20. THE CONTRACTOR SHALL PROVIDE SURVEY CONSTRUCTION STAKEOUT FOR ALL NECESSARY LINE, GRADES, AND ELEVATIONS OF THE PROPOSED FACILITIES.
21. THE CONTRACTOR SHALL MAINTAIN AN "AS-BUILT" DRAWING RECORD OF THE PROPOSED CONSTRUCTION. THE CONTRACTOR SHALL RECORD ALL DEVIATIONS FROM THE CONTRACT DOCUMENTS AS THEY OCCUR, TO CLEARLY DEPICT HOW WORK WAS ACTUALLY CONSTRUCTED. PARTICULAR ATTENTION SHALL BE GIVEN TO ACCURATE RECORDINGS OF CONCEALED WORK. THE "AS-BUILT" RECORD SHALL INCLUDE DESCRIPTIONS, DRAWINGS, SKETCHES, MARKED PRINTS, AND SIMILAR DATA SHALL BE MAINTAINED AT THE JOB SITE AND SHALL BE KEPT CURRENT ON A DAILY BASIS AS WORK PROGRESSES. ALL "AS-BUILT" DRAWINGS AND RELATED DATA SHALL BE SUBJECT TO REGULAR SURVEILLANCE BY THE OWNER'S ON-SITE REPRESENTATIVE.
22. MAINTENANCE SHALL BE PERFORMED AS NECESSARY TO ENSURE STABILIZED AREAS CONTINUOUSLY MEET APPROPRIATE REQUIREMENTS OF THE 2011 MARYLAND STANDARDS AND SPECIFICATIONS FOR SOIL AND EROSION AND SEDIMENT CONTROL.
23. APPROVED PLANS FOR EROSION AND SEDIMENT CONTROL REMAIN VALID FOR 3 YEARS FROM THE DATE OF APPROVAL.


**LOCATION MAP**
SCALE: 1" = 6 mi.

**SHEET LIST**

| DRAWING NO. | SHEET NO. | DRAWING TITLE |
|---|---|---|
| G-001 | 1 | TITLE SHEET |
| C-101 | 2 | EXISTING CONDITIONS AND DEMOLITION PLAN |
| C-102 | 3 | PROPOSED SITE LAYOUT |
| C-103 | 4 | EROSION AND SEDIMENT CONTROL PLAN |
| C-501 | 5 | DETAILS |
| C-502 | 6 | EROSION AND SEDIMENT CONTROL NOTES AND DETAILS |
| C-503 | 7 | EROSION AND SEDIMENT CONTROL NOTES |
| S1.1 | 8 | STRUCTURAL PLAN, DETAILS, AND NOTES |
| S2.1 | 9 | SECTIONS AND DETAILS |
| E-101 | 10 | ELECTRICAL SITE PLAN, NOTES, ABBREVIATIONS, AND LEGEND |
| E-102 | 11 | ELECTRICAL DETAILS AND ONE-LINE DIAGRAM |


**VICINITY MAP**
SCALE: 1" = 700'

S.W.M. Plan Approval
Worcester County Environmental Programs
Snow Hill, MD 21863
Approved by
Date 11/12/25
**THIS APPROVAL EXPIRES IN TWO (2) YEARS.**

WAIVER RECOMMENDED

PROJECT AND SITE DATA

1. OWNER: COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND
1 WEST MARKET STREET, ROOM 1103
SNOW HILL, MARYLAND 21863
CONTACT: MR. DALLAS BAKER, P.E.
PHONE: 410-632-5623 EXT. 2300
EMAIL: DBAKER@CO.WORCESTER.MD.US
2. APPLICANT: WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS
6113 TIMMONS ROAD
SNOW HILL, MARYLAND 21863
CONTACT: MR. DALLAS BAKER, P.E.
PHONE: (410) 632-5623 EXT. 2300
EMAIL: DBAKER@CO.WORCESTER.MD.US
3. ENGINEER: EA ENGINEERING, SCIENCE, AND TECHNOLOGY, INC. PBC
11200 RACETRACK ROAD, UNIT 101A
OCEAN PINES, MARYLAND 21811
CONTACT: STEVEN LEMASTERS, P.E.
PHONE: 410-641-5341
EMAIL: SLEMASTERS@EAEST.COM
4. SITE ADDRESS: 9696 MILL HAVEN ROAD, BERLIN, MD 21811
5. PROPERTY : TAX MAP 25, PARCEL 0423, GRID 0001, AREA= 24.99 ACRES
6. FLOODPLAIN: ZONE X (UNSHADED): AREAS DETERMINES TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN PER FIRM PANEL 24047C0154H LAST REVISED JULY 16, 2015. PANEL 154 OF 450.
7. SOILS PRESENT: UzB - UDORTHENTS, LOAMY (HSG C)
FmB - FORT MOTT LOAMY SAND (HSG A)
8. PROPOSED L.O.D.: 38,860 SF OR 0.892 ACRES
9. ESTIMATED CUT VOLUME: 235 CY
10. ESTIMATED FILL VOLUME: 165 CY
11. FOREST CONSERVATION IS NOT REQUIRED.
12. NO PART OF THE PROJECT RESIDES WITHIN THE CRITICAL AREA BUFFER.
13. NO WETLANDS WILL BE DISTURBED AS A PART OF THE PROJECT.

**CONSULTANTS CERTIFICATION**

I CERTIFY THAT THIS PLAN OF EROSION AND SEDIMENT CONTROL REPRESENTS A PRACTICABLE AND WORKABLE PLAN BASED ON MY PERSONAL KNOWLEDGE OF THE SITE, AND THIS PLAN WAS PREPARED IN ACCORDANCE WITH THE REQUIREMENTS OF APPLICABLE SOIL EROSION AND SEDIMENT CONTROL CODES. I HAVE REVIEWED THIS EROSION AND SEDIMENT CONTROL PLAN WITH THE OWNER/DEVELOPER.

STEVEN LEMASTERS, P.E. — 11/12/2025
MD P.E. NO. 55422 — DATE

**CERTIFICATE OF COMPLIANCE**

I HEREBY CERTIFY THAT I HAVE INSPECTED THIS SITE AND THAT DRAINAGE ONTO THIS SITE FROM OTHER UPGRADE PROPERTIES, AND FROM THIS SITE ONTO OTHER DOWNGRADE PROPERTIES HAS BEEN ADDRESSED IN SUBSTANTIAL ACCORDANCE WITH APPLICABLE CODES.

STEVEN LEMASTERS, P.E. — 11/12/2025
MD P.E. NO. 55422 — DATE

**OWNER/DEVELOPER CERTIFICATION**

CERTIFICATION BY THE OWNER OR DEVELOPER THAT ANY CLEARING, GRADING, CONSTRUCTION, OR DEVELOPMENT WILL BE DONE PURSUANT TO THE APPROVED EROSION AND SEDIMENT CONTROL PLAN, INCLUDING INSPECTING AND MAINTAINING CONTROLS, AND THAT THE RESPONSIBLE PERSONNEL INVOLVED IN THE CONSTRUCTION PROJECT WILL HAVE A CERTIFICATE OF TRAINING AT A MARYLAND DEPARTMENT OF THE ENVIRONMENT (MDE) APPROVED TRAINING PROGRAM FOR THE CONTROL OF EROSION AND SEDIMENT PRIOR TO THE BEGINNING OF THE PROJECT. ADDITIONALLY, THE OWNER OR DEVELOPER SHALL CERTIFY RIGHT OF ENTRY FOR PERIODIC ON-SITE EVALUATION BY THE APPROPRIATE ENFORCEMENT AUTHORITY AND/OR MDE.

Dallas Baker Jr — 11/12/25
OWNER SIGNATURE — DATE

Dallas Baker Jr.
PRINTED NAME

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND
1 WEST MARKET STREET
SNOW HILL, MARYLAND 21863

**LEGEND**

| DESCRIPTION | EXISTING | PROPOSED |
|---|---|---|
| ELECTRIC JUNCTION BOX | J | J |
| ELECTRIC METER | M | M |
| ELECTRIC TRANSFORMER | T | |
| ELECTRIC LIGHT POST | # | # |
| ELECTRIC UTILITY MARKING | E | |
| ELECTRIC UGND LINE | | E |
| PROPERTY BOUNDARY | | |
| PROPERTY MARKER | | |
| SITE RIPRAP/GRAVEL | | |
| SITE MONITORING/OBSERVATION WELL | MW | MW |
| SITE SIGN | | |
| SITE BOLLARD | | |
| SITE UNKNOWN FEATURE | UNK | UNK |
| SITE SPOT ELEVATION | EL | EL |
| SITE CONCRETE | | |
| SITE EDGE OF GRAVEL | | |
| SITE DEMOLITION | | |
| SITE PAVEMENT OVERLAY | | |
| SITE PAVEMENT | | |
| SITE FULL SECTION PAVEMENT RESTORATION | | |
| SITE PERMANENT VEGETATIVE STABILIZATION | | |
| SITE TRAFFIC BARRELS | | |
| SITE SOIL BOUNDARY | | |
| SITE SOIL CLASSIFICATION | SFB HSG B | |
| SITE STREAM CHANNEL | | |
| SITE TREE/BRUSH LINE | | |
| SITE LIMIT OF FIELD RUN SURVEY | | |
| PLAN NORTH ARROW | | |
| PLAN KEYNOTE CALLOUT | X | |
| PLAN REVISION CALLOUT | # | |
| PLAN SECTION CUT VIEW BEGIN | X | |
| PLAN SECTION CUT VIEW END | X' | |
| ESC STABILIZED CONSTRUCTION ENTRANCE | | |
| ESC SILT FENCE | SF | SF |
| ESC SUPER SILT FENCE | SSF | SSF |
| ESC CONCRETE WASHOUT STRUCTURE | | CWS |

Sediment Control Plan Approval
Worcester Soil Conservation District
Snow Hill, MD 21863
Approved by
Date 11/21/2025

**SUMMARY OF WORK**

THE PROJECT GENERALLY CONSISTS OF THE FOLLOWING WORK ITEMS:

- COORDINATION WITH COUNTY TO MAINTAIN OPERATIONS DURING CONSTRUCTION ACTIVITIES
- PHASE CONSTRUCTION OF WALL CONSTRUCTION TO MAINTAIN OPERATIONS
- DEMOLITION OF EXISTING TIMBER WALLS, CONCRETE PADS, AND OTHER ANCILLARY ITEMS AS SHOWN IN THE CONTRACT DOCUMENTS
- CONSTRUCTION OF PROPOSED REINFORCED CONCRETE WALL AND CONCRETE PADS
- REGRADING OF RAMP TO LOWER OVERALL WALL HEIGHT
- FULL DEPTH PAVEMENT TO LIMITS SHOWN
- ASPHALT OVERLAY AND BUTT JOINT TIE INTO EXISTING PAVEMENT
- REFRESH OF STONE ACCESS
- INSTALLATION AND MAINTENANCE OF EROSION AND SEDIMENT CONTROLS
- ELECTRICAL SERVICE UPGRADE
- CONNECTION OF ALL ELECTRICAL COMPONENTS
- ANY WORK THAT REQUIRES BOTH TRAFFIC LANES TO BE INOPERABLE SHALL BE PERFORMED ON WEDNESDAYS WHEN THE SITE IS CLOSED TO THE PUBLIC

THIS FACILITY IS TO BE CONSTRUCTED IN ACCORDANCE WITH THESE PLANS ARE APPROVED BY WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS.

Dallas Baker Jr — 11/12/25
WORCESTER COUNTY, DIRECTOR OF PUBLIC WORKS — DATE

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

11200 Racetrack Road, Unit A101
Ocean Pines, Maryland 21811
(410) 641-5341

www.eaest.com

**HORIZONTAL DATUM:**
MD STATE PLANE, NAD 83, US SURVEY FEET

**VERTICAL DATUM:**
NAVD 88

FULL SIZE PLOT: 24" x 36"

**REVISIONS**

**SEAL**

STATE OF MARYLAND — STEVEN C. LEMASTERS — 55422 — PROFESSIONAL ENGINEER — 11/12/2025

PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 55422
EXPIRATION DATE: DECEMBER 16, 2025

**PROJECT NAME**
BERLIN HOMEOWNER CONVENIENCE CENTER BULKHEAD REPAIR

**PROJECT ADDRESS**
9696 MILL HAVEN ROAD
BERLIN, MD 21811

**DRAWING TITLE**
TITLE SHEET

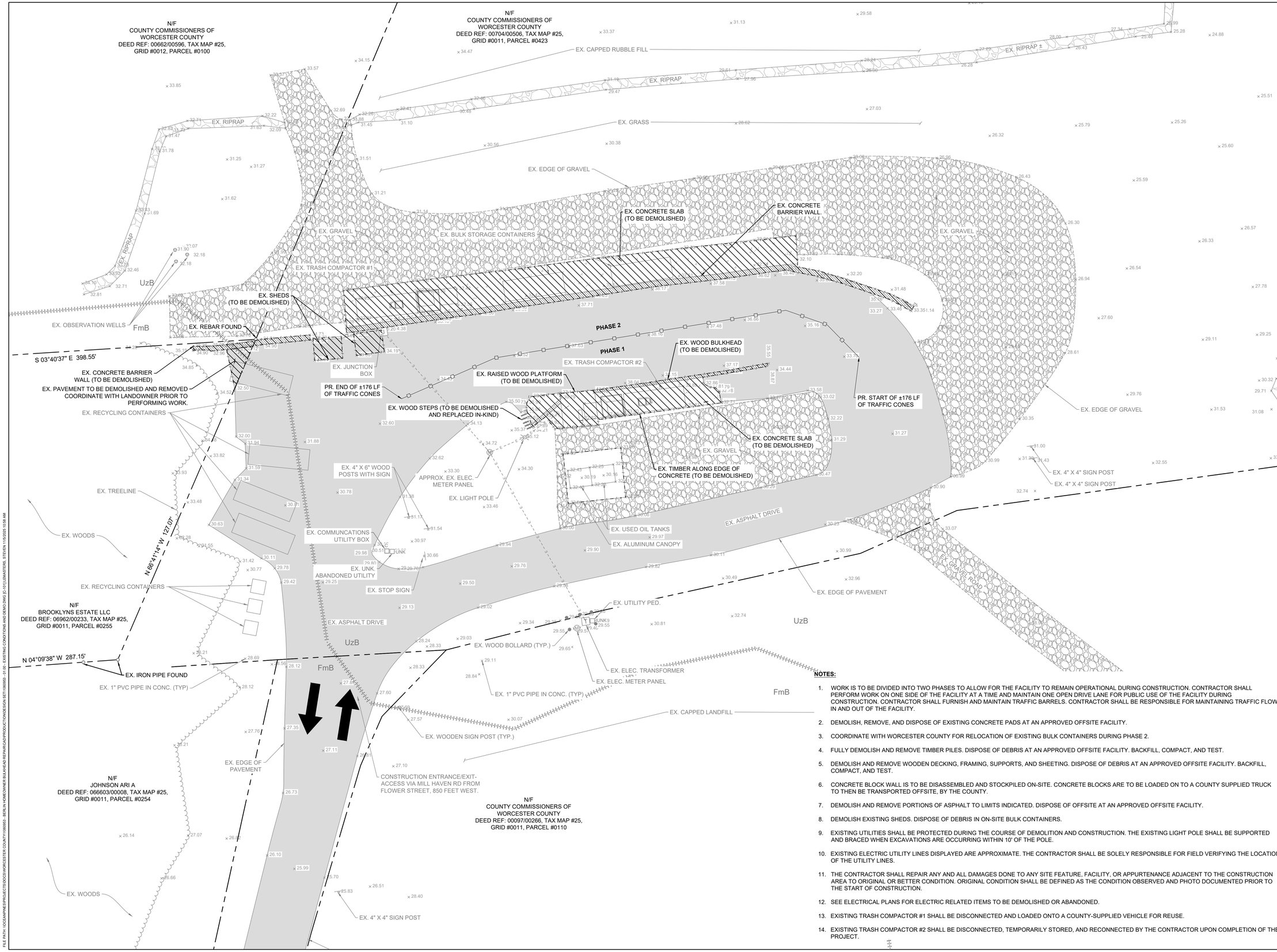
**DRAWING INFORMATION**

DRAWN BY: JWB — DESIGNED BY: JWB/SCL
CHECKED BY: DOK — PROJECT MANAGER: SCL
PROJECT NUMBER: 1060953

**DRAWING NO.**
**G-001**

DATE: NOVEMBER 2025 — SHEET: 1 OF 11

100% PLANS - FOR CONSTRUCTION




**NOTES:**

1. WORK IS TO BE DIVIDED INTO TWO PHASES TO ALLOW FOR THE FACILITY TO REMAIN OPERATIONAL DURING CONSTRUCTION. CONTRACTOR SHALL PERFORM WORK ON ONE SIDE OF THE FACILITY AT A TIME AND MAINTAIN ONE OPEN DRIVE LANE FOR PUBLIC USE OF THE FACILITY DURING CONSTRUCTION. CONTRACTOR SHALL FURNISH AND MAINTAIN TRAFFIC BARRELS. CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING TRAFFIC FLOW IN AND OUT OF THE FACILITY.
2. DEMOLISH, REMOVE, AND DISPOSE OF EXISTING CONCRETE PADS AT AN APPROVED OFFSITE FACILITY.
3. COORDINATE WITH WORCESTER COUNTY FOR RELOCATION OF EXISTING BULK CONTAINERS DURING PHASE 2.
4. FULLY DEMOLISH AND REMOVE TIMBER PILES. DISPOSE OF DEBRIS AT AN APPROVED OFFSITE FACILITY. BACKFILL, COMPACT, AND TEST.
5. DEMOLISH AND REMOVE WOODEN DECKING, FRAMING, SUPPORTS, AND SHEETING. DISPOSE OF DEBRIS AT AN APPROVED OFFSITE FACILITY. BACKFILL, COMPACT, AND TEST.
6. CONCRETE BLOCK WALL IS TO BE DISASSEMBLED AND STOCKPILED ON-SITE. CONCRETE BLOCKS ARE TO BE LOADED ON TO A COUNTY SUPPLIED TRUCK TO THEN BE TRANSPORTED OFFSITE, BY THE COUNTY.
7. DEMOLISH AND REMOVE PORTIONS OF ASPHALT TO LIMITS INDICATED. DISPOSE OF OFFSITE AT AN APPROVED OFFSITE FACILITY.
8. DEMOLISH EXISTING SHEDS. DISPOSE OF DEBRIS IN ON-SITE BULK CONTAINERS.
9. EXISTING UTILITIES SHALL BE PROTECTED DURING THE COURSE OF DEMOLITION AND CONSTRUCTION. THE EXISTING LIGHT POLE SHALL BE SUPPORTED AND BRACED WHEN EXCAVATIONS ARE OCCURRING WITHIN 10' OF THE POLE.
10. EXISTING ELECTRIC UTILITY LINES DISPLAYED ARE APPROXIMATE. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR FIELD VERIFYING THE LOCATION OF THE UTILITY LINES.
11. THE CONTRACTOR SHALL REPAIR ANY AND ALL DAMAGES DONE TO ANY SITE FEATURE, FACILITY, OR APPURTENANCE ADJACENT TO THE CONSTRUCTION AREA TO ORIGINAL OR BETTER CONDITION. ORIGINAL CONDITION SHALL BE DEFINED AS THE CONDITION OBSERVED AND PHOTO DOCUMENTED PRIOR TO THE START OF CONSTRUCTION.
12. SEE ELECTRICAL PLANS FOR ELECTRIC RELATED ITEMS TO BE DEMOLISHED OR ABANDONED.
13. EXISTING TRASH COMPACTOR #1 SHALL BE DISCONNECTED AND LOADED ONTO A COUNTY-SUPPLIED VEHICLE FOR REUSE.
14. EXISTING TRASH COMPACTOR #2 SHALL BE DISCONNECTED, TEMPORARILY STORED, AND RECONNECTED BY THE CONTRACTOR UPON COMPLETION OF THE PROJECT.

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**HORIZONTAL DATUM:**
MD STATE PLANE, NAD 83, US SURVEY FEET

**VERTICAL DATUM:**
NAVD 88

0 7.5' 15 30
1" = 15'
GRAPHIC SCALE IN FEET

FULL SIZE PLOT: 24" x 36"

**REVISIONS**

**SEAL**

STATE OF MARYLAND
STEVEN C. LEMASTERS
55422
PROFESSIONAL ENGINEER
11/12/2025

PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 55422
EXPIRATION DATE: DECEMBER 16, 2025

**PROJECT NAME**
BERLIN HOMEOWNER CONVENIENCE CENTER BULKHEAD REPAIR

**PROJECT ADDRESS**
9696 MILL HAVEN ROAD
BERLIN, MD 21811

**DRAWING TITLE**
EXISTING CONDITIONS AND DEMOLITION PLAN

**DRAWING INFORMATION**

| | |
|---|---|
| DRAWN BY: JWB | DESIGNED BY: JWB/SCL |
| CHECKED BY: DOK | PROJECT MANAGER: SCL |

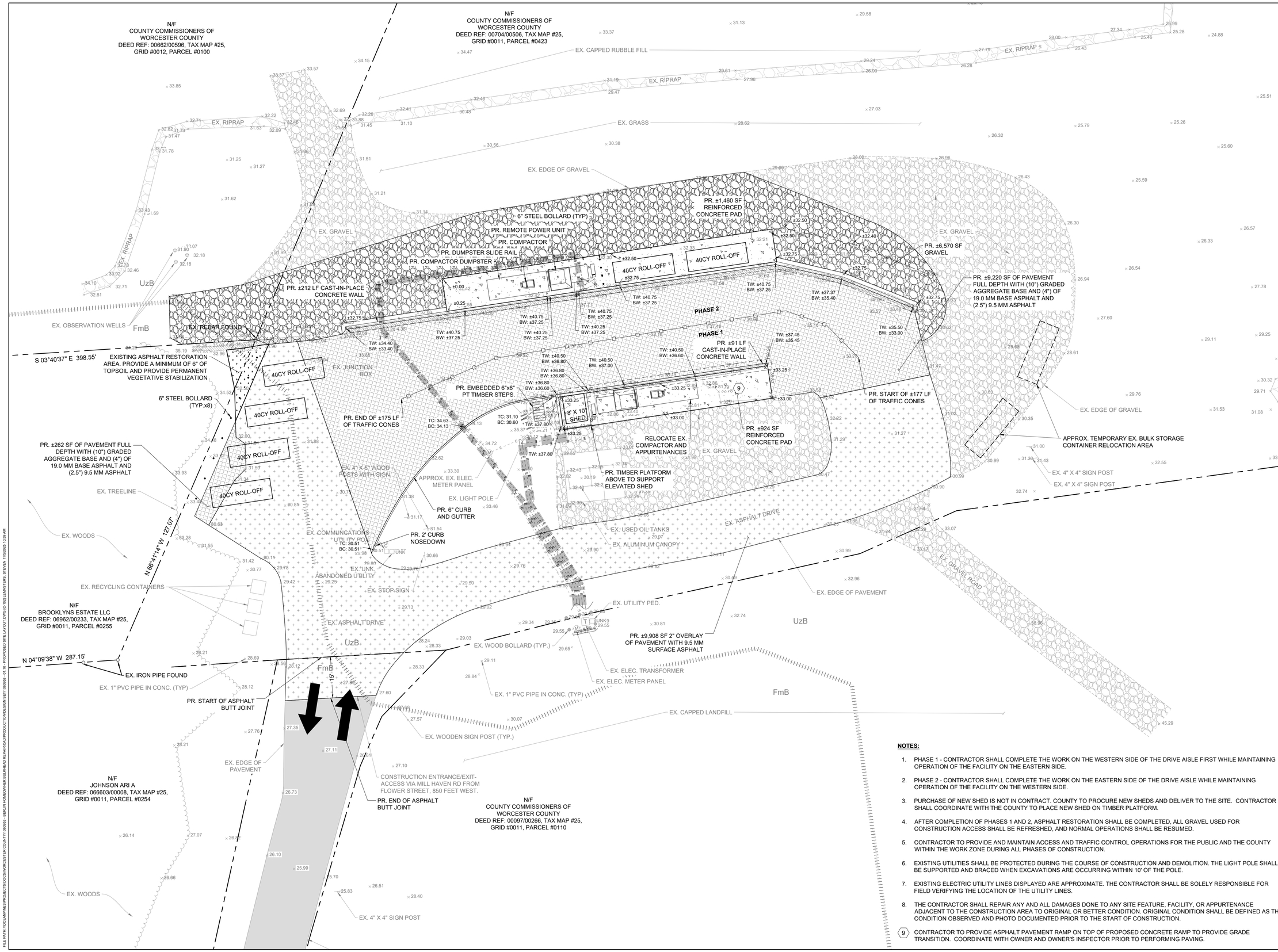
PROJECT NUMBER: 1060953

**DRAWING NO.**
**C-101**

DATE: NOVEMBER 2025 SHEET: 2 OF 11

100% PLANS - FOR CONSTRUCTION

FILE PATH: \\OCEANPINES\PROJECTS\DOCS\WORCESTER COUNTY\1060953 - BERLIN HOMEOWNER BULKHEAD REPAIR\CAD\PRODUCTION\DESIGN SET\1060953 - C1.00 - EXISTING CONDITIONS AND DEMO.DWG [C-101] LEMASTERS, STEVEN 11/5/2025 10:58 AM




**NOTES:**

1. PHASE 1 - CONTRACTOR SHALL COMPLETE THE WORK ON THE WESTERN SIDE OF THE DRIVE AISLE FIRST WHILE MAINTAINING OPERATION OF THE FACILITY ON THE EASTERN SIDE.
2. PHASE 2 - CONTRACTOR SHALL COMPLETE THE WORK ON THE EASTERN SIDE OF THE DRIVE AISLE WHILE MAINTAINING OPERATION OF THE FACILITY ON THE WESTERN SIDE.
3. PURCHASE OF NEW SHED IS NOT IN CONTRACT. COUNTY TO PROCURE NEW SHEDS AND DELIVER TO THE SITE. CONTRACTOR SHALL COORDINATE WITH THE COUNTY TO PLACE NEW SHED ON TIMBER PLATFORM.
4. AFTER COMPLETION OF PHASES 1 AND 2, ASPHALT RESTORATION SHALL BE COMPLETED, ALL GRAVEL USED FOR CONSTRUCTION ACCESS SHALL BE REFRESHED, AND NORMAL OPERATIONS SHALL BE RESUMED.
5. CONTRACTOR TO PROVIDE AND MAINTAIN ACCESS AND TRAFFIC CONTROL OPERATIONS FOR THE PUBLIC AND THE COUNTY WITHIN THE WORK ZONE DURING ALL PHASES OF CONSTRUCTION.
6. EXISTING UTILITIES SHALL BE PROTECTED DURING THE COURSE OF CONSTRUCTION AND DEMOLITION. THE LIGHT POLE SHALL BE SUPPORTED AND BRACED WHEN EXCAVATIONS ARE OCCURRING WITHIN 10' OF THE POLE.
7. EXISTING ELECTRIC UTILITY LINES DISPLAYED ARE APPROXIMATE. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR FIELD VERIFYING THE LOCATION OF THE UTILITY LINES.
8. THE CONTRACTOR SHALL REPAIR ANY AND ALL DAMAGES DONE TO ANY SITE FEATURE, FACILITY, OR APPURTENANCE ADJACENT TO THE CONSTRUCTION AREA TO ORIGINAL OR BETTER CONDITION. ORIGINAL CONDITION SHALL BE DEFINED AS THE CONDITION OBSERVED AND PHOTO DOCUMENTED PRIOR TO THE START OF CONSTRUCTION.

9 CONTRACTOR TO PROVIDE ASPHALT PAVEMENT RAMP ON TOP OF PROPOSED CONCRETE RAMP TO PROVIDE GRADE TRANSITION. COORDINATE WITH OWNER AND OWNER'S INSPECTOR PRIOR TO PERFORMING PAVING.

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**VERTICAL DATUM:**
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0 7.5' 15' 30'
1" = 15'
GRAPHIC SCALE IN FEET

FULL SIZE PLOT: 24" x 36"

**REVISIONS**

**SEAL**

STATE OF MARYLAND
STEVEN C. LEWISTON
55422
PROFESSIONAL ENGINEER
11/12/2025

PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 55422
EXPIRATION DATE: DECEMBER 16, 2025

**PROJECT NAME**
BERLIN HOMEOWNER CONVENIENCE CENTER BULKHEAD REPAIR

**PROJECT ADDRESS**
9696 MILL HAVEN ROAD
BERLIN, MD 21811

**DRAWING TITLE**
PROPOSED SITE LAYOUT

**DRAWING INFORMATION**

| | |
|---|---|
| DRAWN BY: JWB | DESIGNED BY: JWB/SCL |
| CHECKED BY: DOK | PROJECT MANAGER: SCL |

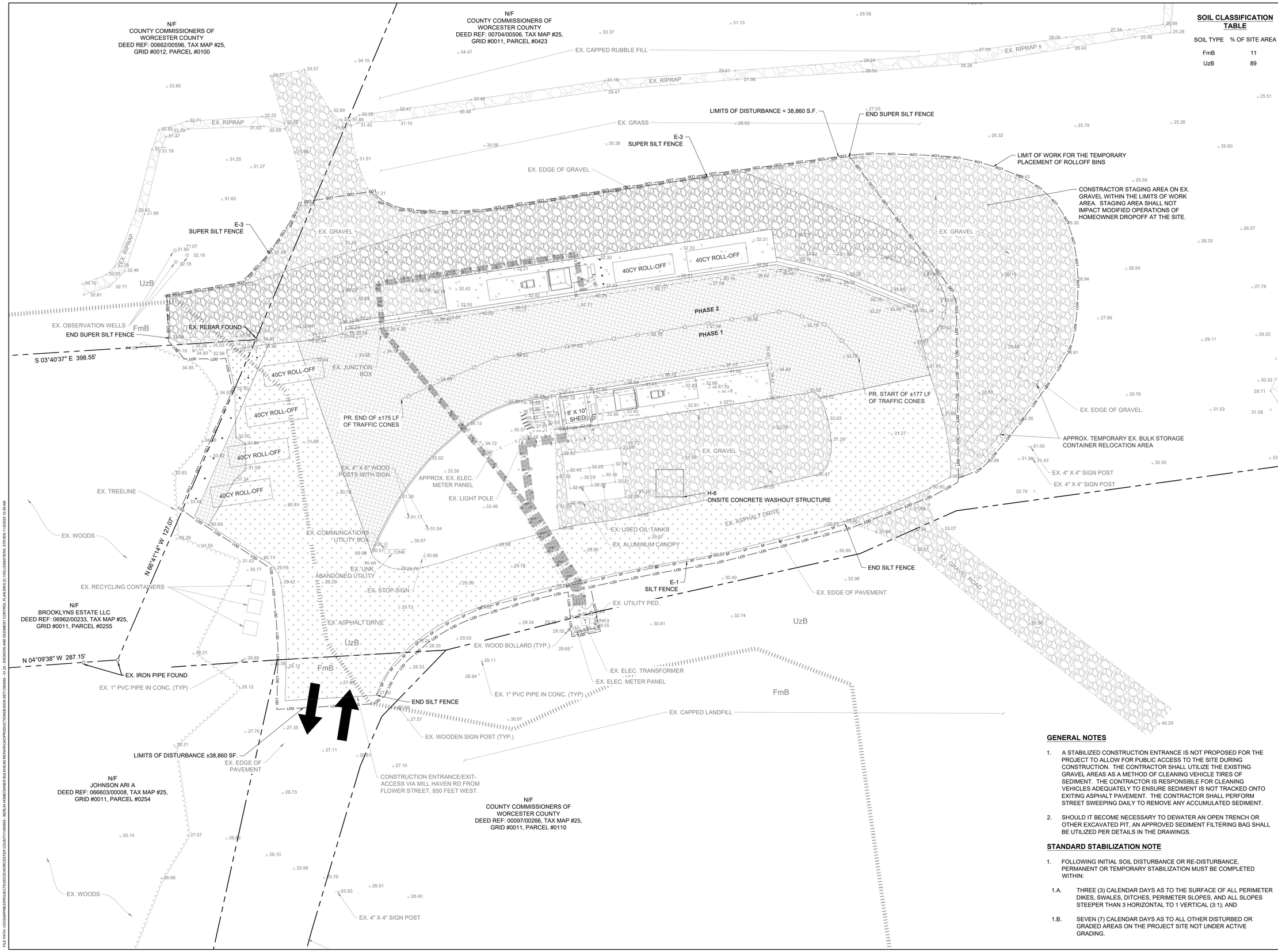
PROJECT NUMBER: 1060953

**DRAWING NO.**
**C-102**

DATE: NOVEMBER 2025 SHEET: 3 OF 11

100% PLANS - FOR CONSTRUCTION

FILE PATH: \\OCEANPINES\PROJECTS\DOCS\WORCESTER COUNTY\1060953 - BERLIN HOMEOWNER BULKHEAD REPAIR\ROAD\PRODUCTION\DESIGN\SET\1060953 - 01 10 - PROPOSED SITE LAYOUT.DWG\C-102 LEWISTEN, STEVEN 11/5/2025 10:59 AM




## SOIL CLASSIFICATION TABLE

| SOIL TYPE | % OF SITE AREA |
|---|---|
| FmB | 11 |
| UzB | 89 |

## GENERAL NOTES

1. A STABILIZED CONSTRUCTION ENTRANCE IS NOT PROPOSED FOR THE PROJECT TO ALLOW FOR PUBLIC ACCESS TO THE SITE DURING CONSTRUCTION. THE CONTRACTOR SHALL UTILIZE THE EXISTING GRAVEL AREAS AS A METHOD OF CLEANING VEHICLE TIRES OF SEDIMENT. THE CONTRACTOR IS RESPONSIBLE FOR CLEANING VEHICLES ADEQUATELY TO ENSURE SEDIMENT IS NOT TRACKED ONTO EXITING ASPHALT PAVEMENT. THE CONTRACTOR SHALL PERFORM STREET SWEEPING DAILY TO REMOVE ANY ACCUMULATED SEDIMENT.

2. SHOULD IT BECOME NECESSARY TO DEWATER AN OPEN TRENCH OR OTHER EXCAVATED PIT, AN APPROVED SEDIMENT FILTERING BAG SHALL BE UTILIZED PER DETAILS IN THE DRAWINGS.

## STANDARD STABILIZATION NOTE

1. FOLLOWING INITIAL SOIL DISTURBANCE OR RE-DISTURBANCE, PERMANENT OR TEMPORARY STABILIZATION MUST BE COMPLETED WITHIN:

1.A. THREE (3) CALENDAR DAYS AS TO THE SURFACE OF ALL PERIMETER DIKES, SWALES, DITCHES, PERIMETER SLOPES, AND ALL SLOPES STEEPER THAN 3 HORIZONTAL TO 1 VERTICAL (3:1); AND

1.B. SEVEN (7) CALENDAR DAYS AS TO ALL OTHER DISTURBED OR GRADED AREAS ON THE PROJECT SITE NOT UNDER ACTIVE GRADING.

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**VERTICAL DATUM:**
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0 7.5' 15' 30'
1" = 15'
GRAPHIC SCALE IN FEET

FULL SIZE PLOT: 24" x 36"

**REVISIONS**

**SEAL**

STATE OF MARYLAND
STEVEN C. LEWSTER
55422
PROFESSIONAL ENGINEER
11/12/2025

PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 55422
EXPIRATION DATE: DECEMBER 16, 2025

**PROJECT NAME**
BERLIN HOMEOWNER CONVENIENCE CENTER BULKHEAD REPAIR

**PROJECT ADDRESS**
9696 MILL HAVEN ROAD
BERLIN, MD 21811

**DRAWING TITLE**
EROSION AND SEDIMENT CONTROL PLAN

**DRAWING INFORMATION**

| | |
|---|---|
| DRAWN BY: JWB | DESIGNED BY: JWB/SCL |
| CHECKED BY: DOK | PROJECT MANAGER: SCL |

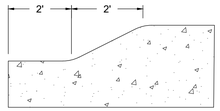
PROJECT NUMBER: 1060953

**DRAWING NO.**
**C-103**

DATE: NOVEMBER 2025 SHEET: 4 OF 11

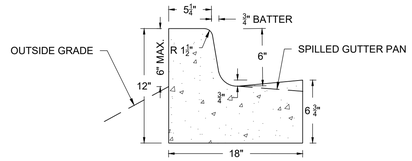
100% PLANS - FOR CONSTRUCTION

FILE PATH: \\OCEANPINE\PROJECTS\DOCS\WORCESTER COUNTY\1060953 - BERLIN HOMEOWNER BULKHEAD REPAIR\CAD\PRODUCTION\DESIGN SET\1060953 - 01 20 - EROSION AND SEDIMENT CONTROL PLAN.DWG [C-103] LEWSTERS, STEVEN 11/5/2025 10:59 AM



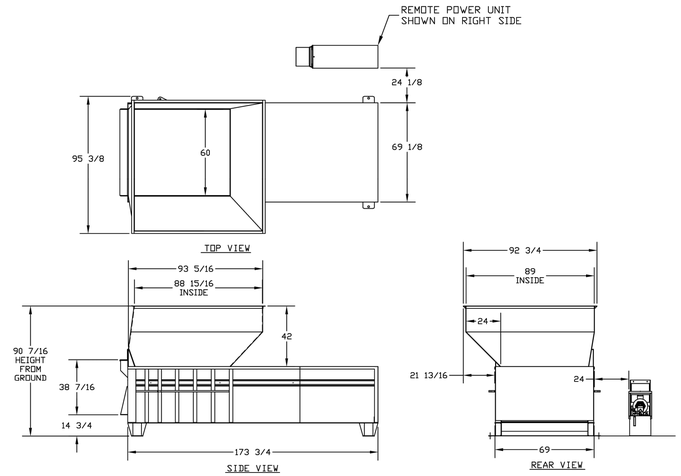

NOSEDOWN / CURB CUT DETAIL
NOT TO SCALE

NOTES:
1. TRANSITIONS SHALL BE SMOOTHLY TAPERED WITH 1" RADIUS ON ALL EDGES.
2. FLEXIBLE OR RIGID PAVEMENT SHALL BE FLUSH TO THE DEPRESSION OF THE CURB CUT.



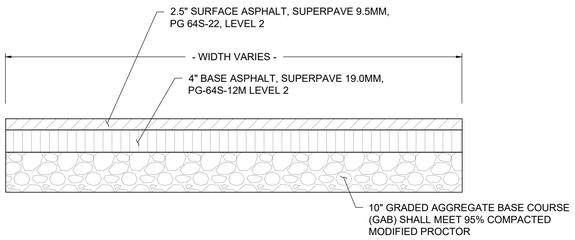

6" INTEGRAL CURB AND GUTTER
NOT TO SCALE

NOTES:
1. CONCRETE SHALL BE MIX NO. 3.
2. SUB-GRADE SHALL BE COMPACTED TO 95% MODIFIED PROCTOR DENSITY.
3. NO GREATER THAN 6" OF EXPOSED CONCRETE SHALL BE PROVIDED BEHIND THE CURB WHEN PERFORMING GRADE TRANSITIONING.




**TRASH COMPACTOR DETAIL**
NOT TO SCALE

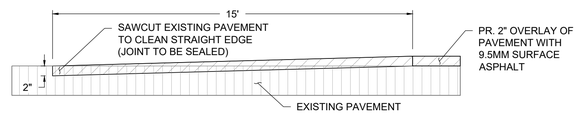
**NOTES:**
1. DIMENSIONS ARE SHOWN IN INCHES.
2. TRASH COMPACTOR MODEL DISPLAYED IS THE MARATHON RJ-325 RH REMOTE WITH 4 SIDED RF HOPPER EXTENDED 24" ON LEFT SIDE.
3. SEE SITE PLAN FOR SITE REQUIRED CONFIGURATION OF HOPPER AND REMOTE POWER UNIT.
4. CONTRACTOR SHALL FABRICATE A STEEL CHUTE FROM THE WALL INTO THE HOPPER.




ASPHALT PAVEMENT RESTORATION DETAIL
NOT TO SCALE

NOTES:

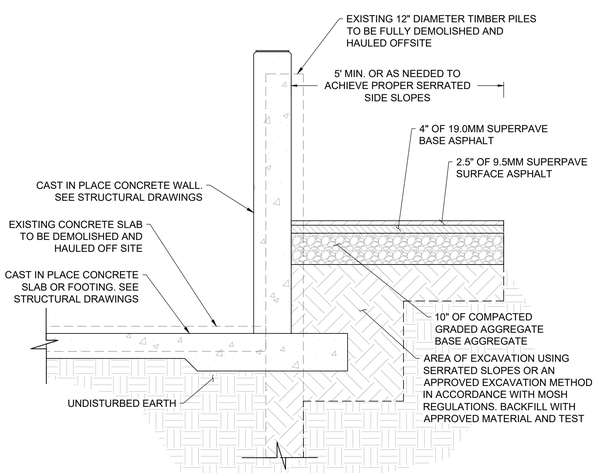
1. ASPHALT PAVEMENT SHALL ADHERE TO THE LATEST VERSION OF THE MARYLAND DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION'S CONSTRUCTION AND MATERIAL STANDARDS AND SPECIFICATIONS.
2. PAVEMENT SECTION SHALL BE UTILIZED FOR ALL ONSITE IMPERVIOUS ASPHALT AREAS WITHIN THE PROJECT LIMITS.
3. SUBGRADE SOILS SHALL BE COMPACTED TO 98% OF THE MAXIMUM DRY DENSITY PER ASTM D698. UNSUITABLE SUB SOILS SHALL BE REMOVED AND REPLACED WITH APPROVED STRUCTURAL FILL.
4. CONTRACTOR SHALL PROOF ROLL THE SUBGRADE SOIL WITH A LOADED TANDEM DUMP TRUCK OR RUBBER TIRE ROLLER WITH GROSS WEIGHT GREATER THAN 30 TONS. SUBGRADE SHALL BE APPROVED BY THE OVERSEEING GEOTECHNICAL ENGINEER PRIOR TO STONE BASE PLACEMENT.
5. CONTRACTOR SHALL PROOF ROLL THE BASE COURSE STONE WITH A LOADED TANDEM AXEL DUMP TRUCK AND APPROVED BY THE OVERSEEING GEOTECHNICAL ENGINEER PRIOR TO ASPHALT PLACEMENT.
6. CONTRACTOR SHALL PROVIDE POSITIVE DRAINAGE. POOLING/PONDING OF WATER WILL NOT BE ACCEPTED.



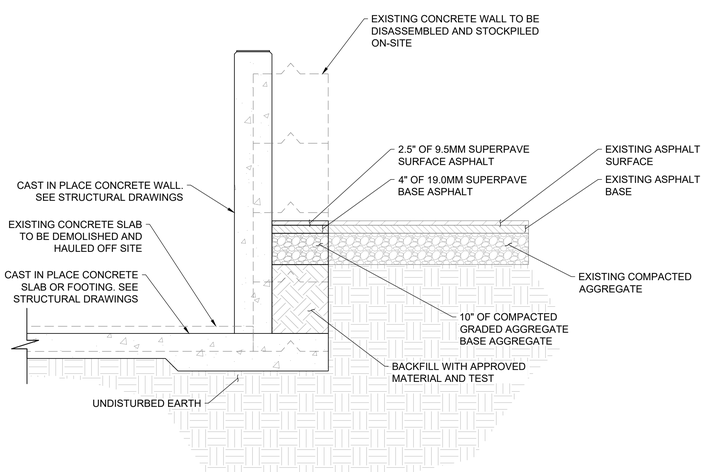

BUTT JOINT DETAIL
NOT TO SCALE

NOTES:

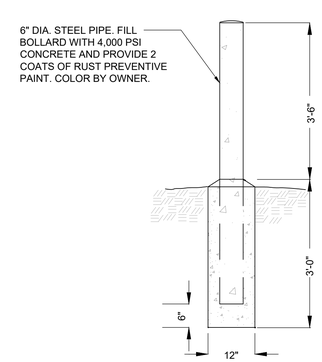
1. ADJUST THE PROFILE OF THE OVERLAY PAVING TO ASSURE A SMOOTH TRANSITION THROUGH THE BUTT JOINT.
2. CRACK SEAL THE JOINT BETWEEN THE BUTT JOINT AND THE EXISTING PAVEMENT.




**DEMOLITION OF EXISTING TIMER PILE SECTION DETAIL**
NOT TO SCALE




**DEMOLITION OF EXISTING CONCRETE BLOCK WALL SECTION DETAIL**
NOT TO SCALE




TYPICAL BOLLARD DETAIL
NOT TO SCALE

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**HORIZONTAL DATUM:**
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**VERTICAL DATUM:**
NAVD 88

FULL SIZE PLOT: 24" x 36"

**REVISIONS**

**SEAL**

STATE OF MARYLAND
STEVEN C. LEMASTERS
55422
PROFESSIONAL ENGINEER
11/12/2025

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EXPIRATION DATE: DECEMBER 16, 2025

**PROJECT NAME**
BERLIN HOMEOWNER CONVENIENCE CENTER BULKHEAD REPAIR

**PROJECT ADDRESS**
9696 MILL HAVEN ROAD
BERLIN, MD 21811

**DRAWING TITLE**
DETAILS

**DRAWING INFORMATION**

DRAWN BY: JWB | DESIGNED BY: JWB/SCL
CHECKED BY: DOK | PROJECT MANAGER: SCL
PROJECT NUMBER: 1060953

**DRAWING NO.**
**C-501**

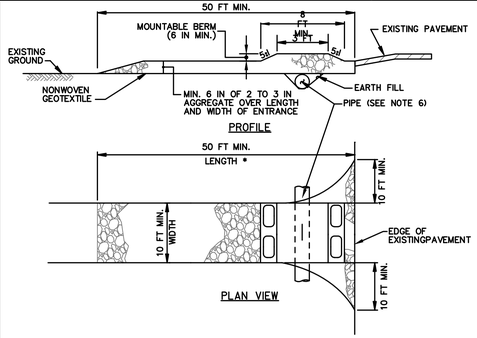
DATE: NOVEMBER 2025 | SHEET: 5 OF 11

100% PLANS - FOR CONSTRUCTION

FILE PATH: \\OCEANPINES\PROJECTS\DOCS\WORCESTER COUNTY\1060953 - BERLIN HOMEOWNER BULKHEAD REPAIR\CAD\PRODUCTION\ZESIGN SET\1060953 - 05-00 - DETAILS.DWG [C-501] LEMASTERS, STEVEN 11/5/2025 10:59 AM

## DETAIL B-1 STABILIZED CONSTRUCTION ENTRANCE

STANDARD SYMBOL: SCE




CONSTRUCTION SPECIFICATIONS

1. PLACE STABILIZED CONSTRUCTION ENTRANCE IN ACCORDANCE WITH THE APPROVED PLAN. VEHICLES MUST TRAVEL OVER THE ENTIRE LENGTH OF THE SCE. USE MINIMUM LENGTH OF 50 FEET (*30 FEET FOR SINGLE RESIDENCE LOT). USE MINIMUM WIDTH OF 10 FEET. FLARE SCE 10 FEET MINIMUM AT THE EXISTING ROAD TO PROVIDE A TURNING RADIUS.
2. PIPE ALL SURFACE WATER FLOWING TO OR DIVERTED TOWARD THE SCE UNDER THE ENTRANCE, MAINTAINING POSITIVE DRAINAGE. PROTECT PIPE INSTALLED THROUGH THE SCE WITH A MOUNTABLE BERM WITH 5:1 SLOPES AND A MINIMUM OF 12 INCHES OF STONE OVER THE PIPE. PROVIDE PIPE AS SPECIFIED ON APPROVED PLAN. WHEN THE SCE IS LOCATED AT A HIGH SPOT AND HAS NO DRAINAGE TO CONVEY, A PIPE IS NOT NECESSARY. A MOUNTABLE BERM IS REQUIRED WHEN SCE IS NOT LOCATED AT A HIGH SPOT.
3. PREPARE SUBGRADE AND PLACE NONWOVEN GEOTEXTILE, AS SPECIFIED IN SECTION H-1 MATERIALS.
4. PLACE CRUSHED AGGREGATE (2 TO 3 INCHES IN SIZE) OR EQUIVALENT RECYCLED CONCRETE (WITHOUT REBAR) AT LEAST 6 INCHES DEEP OVER THE LENGTH AND WIDTH OF THE SCE.
5. MAINTAIN ENTRANCE IN A CONDITION THAT MINIMIZES TRACKING OF SEDIMENT. ADD STONE OR MAKE OTHER REPAIRS AS CONDITIONS DEMAND TO MAINTAIN CLEAN SURFACE, MOUNTABLE BERM, AND SPECIFIED DIMENSIONS. IMMEDIATELY REMOVE STONE AND/OR SEDIMENT SPILLED, DROPPED, OR TRACKED ONTO ADJACENT ROADWAY BY VACUUMING, SCRAPING, AND/OR SWEEPING. WASHING ROADWAY TO REMOVE MUD TRACKED ONTO PAVEMENT IS NOT ACCEPTABLE UNLESS WASH WATER IS DIRECTED TO AN APPROVED SEDIMENT CONTROL PRACTICE.

MARYLAND STANDARDS AND SPECIFICATIONS FOR SOIL EROSION AND SEDIMENT CONTROL

| U.S. DEPARTMENT OF AGRICULTURE NATURAL RESOURCES CONSERVATION SERVICE | 2011 | MARYLAND DEPARTMENT OF ENVIRONMENT WATER MANAGEMENT ADMINISTRATION |
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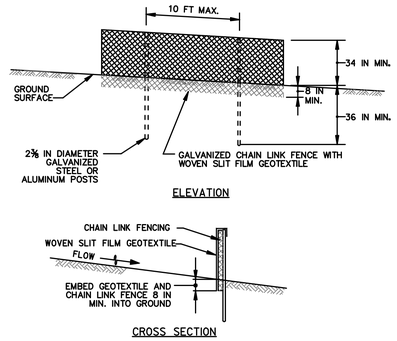
## DETAIL E-3 SUPER SILT FENCE

STANDARD SYMBOL: SSF




CONSTRUCTION SPECIFICATIONS

1. INSTALL 2⅜ INCH DIAMETER GALVANIZED STEEL POSTS OF 0.095 INCH WALL THICKNESS AND SIX FOOT LENGTH SPACED NO FURTHER THAN 10 FEET APART. DRIVE THE POSTS A MINIMUM OF 36 INCHES INTO THE GROUND.
2. FASTEN 9 GAUGE OR HEAVIER GALVANIZED CHAIN LINK FENCE (2⅜ INCH MAXIMUM OPENING) 42 INCHES IN HEIGHT SECURELY TO THE FENCE POSTS WITH WIRE TIES OR HUG RINGS.
3. FASTEN WOVEN SLIT FILM GEOTEXTILE AS SPECIFIED IN SECTION H-1 MATERIALS, SECURELY TO THE UPSLOPE SIDE OF CHAIN LINK FENCE WITH TIES SPACED EVERY 24 INCHES AT THE TOP AND MID SECTION. EMBED GEOTEXTILE AND CHAIN LINK FENCE A MINIMUM OF 8 INCHES INTO THE GROUND.
4. WHERE ENDS OF THE GEOTEXTILE COME TOGETHER, THE ENDS SHALL BE OVERLAPPED BY 6 INCHES, FOLDED, AND STAPLED TO PREVENT SEDIMENT BY PASS.
5. EXTEND BOTH ENDS OF THE SUPER SILT FENCE A MINIMUM OF FIVE HORIZONTAL FEET UPSLOPE AT 45 DEGREES TO THE MAIN FENCE ALIGNMENT TO PREVENT RUNOFF FROM GOING AROUND THE ENDS OF THE SUPER SILT FENCE.
6. PROVIDE MANUFACTURER CERTIFICATION TO THE INSPECTION/ENFORCEMENT AUTHORITY SHOWING THAT GEOTEXTILE USED MEETS THE REQUIREMENTS IN SECTION H-1 MATERIALS.
7. REMOVE ACCUMULATED SEDIMENT AND DEBRIS WHEN BULGES DEVELOP IN FENCE OR WHEN SEDIMENT REACHES 25% OF FENCE HEIGHT. REPLACE GEOTEXTILE IF TORN. IF UNDERMINING OCCURS, REINSTALL CHAIN LINK FENCING AND GEOTEXTILE.

MARYLAND STANDARDS AND SPECIFICATIONS FOR SOIL EROSION AND SEDIMENT CONTROL

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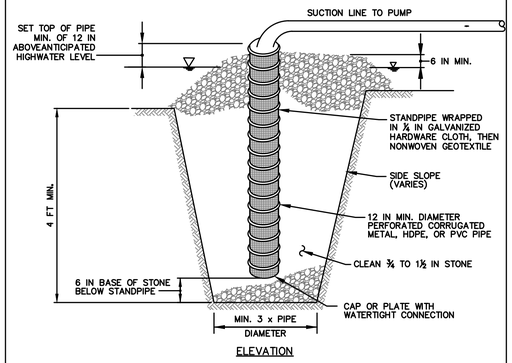
## DETAIL F-2 SUMP PIT

STANDARD SYMBOL: SP




CONSTRUCTION SPECIFICATIONS

1. USE 12 INCH OR LARGER DIAMETER CORRUGATED METAL, HDPE, OR PVC PIPE WITH 1 INCH DIAMETER PERFORATIONS, 6 INCHES ON CENTER. BOTTOM OF PIPE MUST BE CAPPED WITH WATERTIGHT SEAL.
2. WRAP PIPE WITH ¼ INCH GALVANIZED HARDWARE CLOTH AND WRAP NONWOVEN GEOTEXTILE, AS SPECIFIED IN SECTION H-1 MATERIALS, OVER THE HARDWARE CLOTH.
3. EXCAVATE PIT TO THREE TIMES THE PIPE DIAMETER AND FOUR FEET IN DEPTH. PLACE ¾ TO 1½ INCH STONE OR EQUIVALENT RECYCLED CONCRETE, 6 INCHES IN DEPTH PRIOR TO PIPE PLACEMENT.
4. SET TOP OF PIPE MINIMUM 12 INCHES ABOVE ANTICIPATED WATER SURFACE ELEVATION.
5. BACKFILL PIT AROUND THE PIPE WITH ¾ TO 1½ INCH CLEAN STONE OR EQUIVALENT RECYCLED CONCRETE AND EXTEND STONE A MINIMUM OF 6 INCHES ABOVE ANTICIPATED WATER SURFACE ELEVATION.
6. DISCHARGE TO A STABLE AREA AT A NONEROSIVE RATE.
7. A SUMP PIT REQUIRES FREQUENT MAINTENANCE. IF SYSTEM CLOGS, REMOVE PERFORATED PIPE AND REPLACE GEOTEXTILE AND STONE. KEEP POINT OF DISCHARGE FREE OF EROSION.

MARYLAND STANDARDS AND SPECIFICATIONS FOR SOIL EROSION AND SEDIMENT CONTROL

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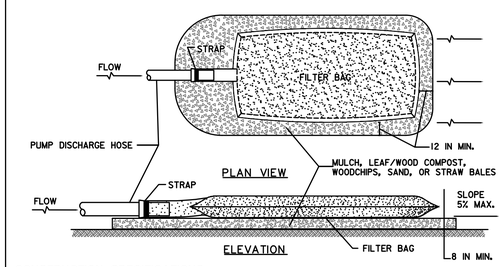
## DETAIL F-4 FILTER BAG

STANDARD SYMBOL: FB




CONSTRUCTION SPECIFICATIONS

1. TIGHTLY SEAL SLEEVE AROUND THE PUMP DISCHARGE HOSE WITH A STRAP OR SIMILAR DEVICE.
2. PLACE FILTER BAG ON SUITABLE BASE (E.G., MULCH, LEAF/WOOD COMPOST, WOODCHIPS, SAND, OR STRAW BALES) LOCATED ON A LEVEL OR 5% MAXIMUM SLOPING SURFACE. DISCHARGE TO A STABILIZED AREA. EXTEND BASE A MINIMUM OF 12 INCHES FROM EDGES OF BAG.
3. CONTROL PUMPING RATE TO PREVENT EXCESSIVE PRESSURE WITHIN THE FILTER BAG IN ACCORDANCE WITH THE MANUFACTURER RECOMMENDATIONS. AS THE BAG FILLS WITH SEDIMENT, REDUCE PUMPING RATE.
4. REMOVE AND PROPERLY DISPOSE OF FILTER BAG UPON COMPLETION OF PUMPING OPERATIONS OR AFTER BAG HAS REACHED CAPACITY, WHICHEVER OCCURS FIRST. SPREAD THE DEWATERED SEDIMENT FROM THE BAG IN AN APPROVED UPLAND AREA AND STABILIZE WITH SEED AND MULCH BY THE END OF THE WORK DAY. RESTORE THE SURFACE AREA BENEATH THE BAG TO ORIGINAL CONDITION UPON REMOVAL OF THE DEVICE.
5. USE NONWOVEN GEOTEXTILE WITH DOUBLE STITCHED SEAMS USING HIGH STRENGTH THREAD. SIZE SLEEVE TO ACCOMMODATE A MAXIMUM 4 INCH DIAMETER PUMP DISCHARGE HOSE. THE BAG MUST BE MANUFACTURED FROM A NONWOVEN GEOTEXTILE THAT MEETS OR EXCEEDS MINIMUM AVERAGE ROLL VALUES (MARV) FOR THE FOLLOWING:

| | | |
|---|---|---|
| GRAB TENSILE | 250 LB | ASTM D-4632 |
| PUNCTURE | 150 LB | ASTM D-4833 |
| FLOW RATE | 70 GAL/MIN/FT$^2$ | ASTM D-4491 |
| PERMITTIVITY ($SEC^{-1}$) | 1.2 $SEC^{-1}$ | ASTM D-4491 |
| UV RESISTANCE | 70% STRENGTH @ 500 HOURS | ASTM D-4355 |
| APPARENT OPENING SIZE (AOS) | 0.15-0.18 MM | ASTM D-4751 |
| SEAM STRENGTH | 90% | ASTM D-4632 |

6. REPLACE FILTER BAG IF BAG CLOGS OR HAS RIPS, TEARS, OR PUNCTURES. DURING OPERATION KEEP CONNECTION BETWEEN PUMP HOSE AND FILTER BAG WATER TIGHT. REPLACE BEDDING IF IT BECOMES DISPLACED.

MARYLAND STANDARDS AND SPECIFICATIONS FOR SOIL EROSION AND SEDIMENT CONTROL

| U.S. DEPARTMENT OF AGRICULTURE NATURAL RESOURCES CONSERVATION SERVICE | 2011 | MARYLAND DEPARTMENT OF ENVIRONMENT WATER MANAGEMENT ADMINISTRATION |
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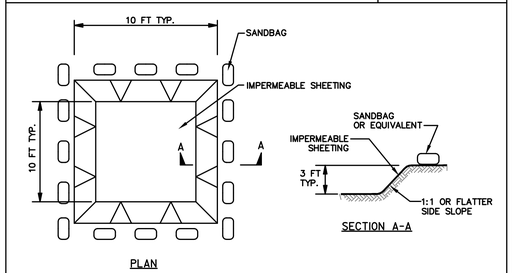
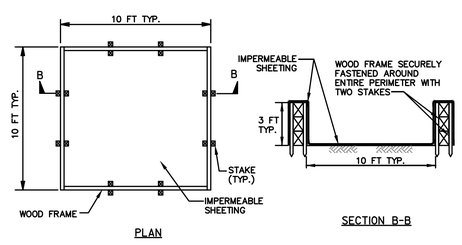
## DETAIL H-6 ONSITE CONCRETE WASHOUT STRUCTURE

STANDARD SYMBOL: CWS




EXCAVATED WASHOUT STRUCTURE




WASHOUT STRUCTURE WITH WOOD PLANKS

1 OF 2

MARYLAND STANDARDS AND SPECIFICATIONS FOR SOIL EROSION AND SEDIMENT CONTROL

| U.S. DEPARTMENT OF AGRICULTURE NATURAL RESOURCES CONSERVATION SERVICE | 2011 | MARYLAND DEPARTMENT OF ENVIRONMENT WATER MANAGEMENT ADMINISTRATION |
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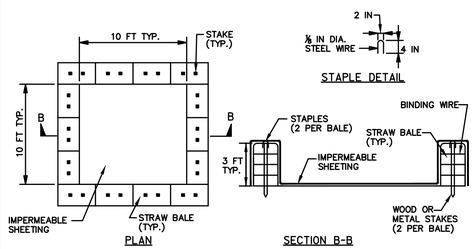
## DETAIL H-6 ONSITE CONCRETE WASHOUT STRUCTURE

STANDARD SYMBOL: CWS




NOTE: CAN BE TWO STACKED BALES OR PARTIALLY EXCAVATED TO REACH 3 FT DEPTH

WASHOUT STRUCTURE WITH STRAW BALES

CONSTRUCTION SPECIFICATIONS

1. LOCATE WASHOUT STRUCTURE A MINIMUM OF 50 FEET AWAY FROM OPEN CHANNELS, STORM DRAIN INLETS, SENSITIVE AREAS, WETLANDS, BUFFERS AND WATER COURSES AND AWAY FROM CONSTRUCTION TRAFFIC.
2. SIZE WASHOUT STRUCTURE FOR VOLUME NECESSARY TO CONTAIN WASH WATER AND SOLIDS AND MAINTAIN AT LEAST 4 INCHES OF FREEBOARD. TYPICAL DIMENSIONS ARE 10 FEET X 10 FEET X 3 FEET DEEP.
3. PREPARE SOIL BASE FREE OF ROCKS OR OTHER DEBRIS THAT MAY CAUSE TEARS OR HOLES IN THE LINER. FOR LINER, USE 10 MIL OR THICKER UV RESISTANT, IMPERMEABLE SHEETING, FREE OF HOLES AND TEARS OR OTHER DEFECTS THAT COMPROMISE IMPERMEABILITY OF THE MATERIAL.
4. PROVIDE A SIGN FOR THE WASHOUT IN CLOSE PROXIMITY TO THE FACILITY.
5. KEEP CONCRETE WASHOUT STRUCTURE WATER TIGHT. REPLACE IMPERMEABLE LINER IF DAMAGED (E.G., RIPPED OR PUNCTURED). EMPTY OR REPLACE WASHOUT STRUCTURE THAT IS 75 PERCENT FULL, AND DISPOSE OF ACCUMULATED MATERIAL PROPERLY. DO NOT REUSE PLASTIC LINER. WET-VACUUM STORED LIQUIDS THAT HAVE NOT EVAPORATED AND DISPOSE OF IN AN APPROVED MANNER. PRIOR TO FORECASTED RAINSTORMS, REMOVE LIQUIDS OR COVER STRUCTURE TO PREVENT OVERFLOWS. REMOVE HARDENED SOLIDS, WHOLE OR BROKEN UP, FOR DISPOSAL OR RECYCLING. MAINTAIN RUNOFF DIVERSION AROUND EXCAVATED WASHOUT STRUCTURE UNTIL STRUCTURE IS REMOVED.

2 OF 2

MARYLAND STANDARDS AND SPECIFICATIONS FOR SOIL EROSION AND SEDIMENT CONTROL

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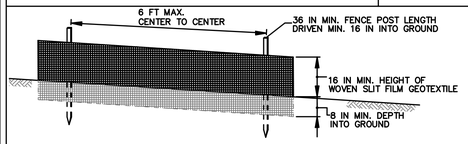
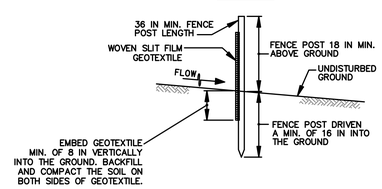
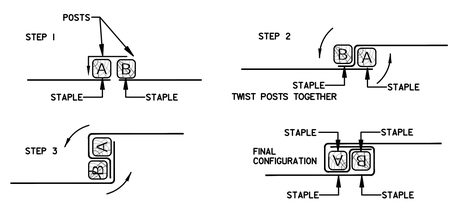
## DETAIL E-1 SILT FENCE

STANDARD SYMBOL: SF




JOINING TWO ADJACENT SILT FENCE SECTIONS (TOP VIEW)

1 OF 2

MARYLAND STANDARDS AND SPECIFICATIONS FOR SOIL EROSION AND SEDIMENT CONTROL

| U.S. DEPARTMENT OF AGRICULTURE NATURAL RESOURCES CONSERVATION SERVICE | 2011 | MARYLAND DEPARTMENT OF ENVIRONMENT WATER MANAGEMENT ADMINISTRATION |
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## DETAIL E-1 SILT FENCE

STANDARD SYMBOL: SF

CONSTRUCTION SPECIFICATIONS

1. USE WOOD POSTS 1½ X 1½ ⅜ ⅛ INCH (MINIMUM) SQUARE CUT OF SOUND QUALITY HARDWOOD. AS AN ALTERNATIVE TO WOODEN POST USE STANDARD "T" OR "U" SECTION STEEL POSTS WEIGHING NOT LESS THAN 1 POUND PER LINEAR FOOT.
2. USE 36 INCH MINIMUM POSTS DRIVEN 16 INCH MINIMUM INTO GROUND NO MORE THAN 6 FEET APART.
3. USE WOVEN SLIT FILM GEOTEXTILE AS SPECIFIED IN SECTION H-1 MATERIALS AND FASTEN GEOTEXTILE SECURELY TO UPSLOPE SIDE OF FENCE POSTS WITH WIRE TIES OR STAPLES AT TOP AND MID-SECTION.
4. PROVIDE MANUFACTURER CERTIFICATION TO THE AUTHORIZED REPRESENTATIVE OF THE INSPECTION/ENFORCEMENT AUTHORITY SHOWING THAT THE GEOTEXTILE USED MEETS THE REQUIREMENTS IN SECTION H-1 MATERIALS.
5. EMBED GEOTEXTILE A MINIMUM OF 8 INCHES VERTICALLY INTO THE GROUND. BACKFILL AND COMPACT THE SOIL ON BOTH SIDES OF FABRIC.
6. WHERE TWO SECTIONS OF GEOTEXTILE ADJOIN, OVERLAP, TWIST, AND STAPLE TO POST IN ACCORDANCE WITH THIS DETAIL.
7. EXTEND BOTH ENDS OF THE SILT FENCE A MINIMUM OF FIVE HORIZONTAL FEET UPSLOPE AT 45 DEGREES TO THE MAIN FENCE ALIGNMENT TO PREVENT RUNOFF FROM GOING AROUND THE ENDS OF THE SILT FENCE.
8. REMOVE ACCUMULATED SEDIMENT AND DEBRIS WHEN BULGES DEVELOP IN SILT FENCE OR WHEN SEDIMENT REACHES 25% OF FENCE HEIGHT. REPLACE GEOTEXTILE IF TORN. IF UNDERMINING OCCURS, REINSTALL FENCE.

2 OF 2

MARYLAND STANDARDS AND SPECIFICATIONS FOR SOIL EROSION AND SEDIMENT CONTROL

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

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Ocean Pines, Maryland 21811
(410) 641-5341

www.eaest.com

HORIZONTAL DATUM:
MD STATE PLANE, NAD 83, US SURVEY FEET

VERTICAL DATUM:
NAVD 88

SCALE AS SHOWN

FULL SIZE PLOT: 24" x 36"

REVISIONS

SEAL


PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 55422
EXPIRATION DATE: DECEMBER 16, 2025

PROJECT NAME
BERLIN HOMEOWNER CONVENIENCE CENTER BULKHEAD REPAIR

PROJECT ADDRESS
9696 MILL HAVEN ROAD
BERLIN, MD 21811

DRAWING TITLE
EROSION AND SEDIMENT CONTROL DETAILS AND NOTES

DRAWING INFORMATION

| | |
|---|---|
| DRAWN BY: JWB | DESIGNED BY: JWB/SCL |
| CHECKED BY: DOK | PROJECT MANAGER: SCL |

PROJECT NUMBER: 1060953

DRAWING NO.
**C-502**

DATE: NOVEMBER 2025 SHEET: 6 OF 11

100% PLANS - FOR CONSTRUCTION

FILE PATH: \\CDEANPNESFPROJECTS\DOCS\WORKCENTER COUNTY\1060953 - BERLIN HOMEOWNER BULKHEAD REPAIR\CADPRODUCTION\CDESIGN SET\1060953 - C0.10 - ESC DETAILS AND NOTES.DWG [C-502] LEWASTERS, STEVEN 11/05/2025 10:09 AM

### B-4 STANDARDS AND SPECIFICATIONS FOR VEGETATIVE STABILIZATION

DEFINITION

USING VEGETATION AS COVER TO PROTECT EXPOSED SOIL FROM EROSION.

PURPOSE

TO PROMOTE THE ESTABLISHMENT OF VEGETATION ON EXPOSED SOIL.

CONDITIONS WHERE PRACTICE APPLIES

ON ALL DISTURBED AREAS NOT STABILIZED BY OTHER METHODS. THIS SPECIFICATION IS DIVIDED INTO SECTIONS ON INCREMENTAL STABILIZATION; SOIL PREPARATION, SOIL AMENDMENTS AND TOPSOILING; SEEDING AND MULCHING; TEMPORARY STABILIZATION; AND PERMANENT STABILIZATION.

EFFECTS ON WATER QUALITY AND QUANTITY

STABILIZATION PRACTICES ARE USED TO PROMOTE THE ESTABLISHMENT OF VEGETATION ON EXPOSED SOIL. WHEN SOIL IS STABILIZED WITH VEGETATION, THE SOIL IS LESS LIKELY TO ERODE AND MORE LIKELY TO ALLOW INFILTRATION OF RAINFALL, THEREBY REDUCING SEDIMENT LOADS AND RUNOFF TO DOWNSTREAM AREAS.

PLANTING VEGETATION IN DISTURBED AREAS WILL HAVE AN EFFECT ON THE WATER BUDGET, ESPECIALLY ON VOLUMES AND RATES OF RUNOFF, INFILTRATION, EVAPORATION, TRANSPIRATION, PERCOLATION, AND GROUNDWATER RECHARGE. OVER TIME, VEGETATION WILL INCREASE ORGANIC MATTER CONTENT AND IMPROVE THE WATER HOLDING CAPACITY OF THE SOIL AND SUBSEQUENT PLANT GROWTH.

VEGETATION WILL HELP REDUCE THE MOVEMENT OF SEDIMENT, NUTRIENTS, AND OTHER CHEMICAL CARRIED BY RUNOFF TO RECEIVING WATERS. PLANTS WILL ALSO HELP PROTECT GROUNDWATER SUPPLIES BY ASSIMILATING THOSE SUBSTANCES PRESENT WITHIN THE ROOT ZONE.

SEDIMENT CONTROL PRACTICES MUST REMAIN IN PLACE DURING GRADING, SEEDBED PREPARATION, SEEDING, MULCHING, AND VEGETATIVE ESTABLISHMENT.

ADEQUATE VEGETATIVE ESTABLISHMENT

INSPECT SEEDED AREAS FOR VEGETATIVE ESTABLISHMENT AND MAKE NECESSARY REPAIRS, REPLACEMENTS, AND RESEEDINGS WITHIN THE PLANTING SEASON.

1. ADEQUATE VEGETATIVE STABILIZATION REQUIRES 95 PERCENT GROUNDCOVER.
2. IF AN AREA HAS LESS THAN 40 PERCENT GROUNDCOVER, RESTABILIZE FOLLOWING THE ORIGINAL RECOMMENDATIONS FOR LIME, FERTILIZER, SEEDBED PREPARATION, AND SEEDING.
3. IF AN AREA HAS BETWEEN 40 AND 94 PERCENT GROUNDCOVER, OVER-SEED AND FERTILIZE USING HALF OF THE RATES ORIGINALLY SPECIFIED.
4. MAINTENANCE FERTILIZER RATES FOR PERMANENT SEEDING ARE SHOWN IN TABLE B.6.

### B-4-1 STANDARDS AND SPECIFICATIONS FOR INCREMENTAL STABILIZATION

DEFINITION

ESTABLISHMENT OF VEGETATIVE COVER ON CUT AND FILL SLOPES.

PURPOSE

TO PROVIDE TIMELY VEGETATIVE COVER ON CUT AND FILL SLOPES AS WORK PROGRESSES.

CONDITIONS WHERE PRACTICE APPLIES

ANY CUT OR FILL SLOPE GREATER THAN 15 FEET IN HEIGHT. THIS PRACTICE ALSO APPLIES TO STOCKPILES.

CRITERIA

A. INCREMENTAL STABILIZATION - CUT SLOPES
   1. EXCAVATE AND STABILIZE CUT SLOPES IN INCREMENTS NOT TO EXCEED 15 FEET IN HEIGHT. PREPARE SEEDBED AND APPLY SEED AND MULCH ON ALL CUT SLOPES AS THE WORK PROGRESSES.
   2. CONSTRUCTION SEQUENCE EXAMPLE (REFER TO FIGURE B.1):
      - 2.a. CONSTRUCT AND STABILIZE ALL TEMPORARY SWALES OR DIKES THAT WILL BE USED TO CONVEY RUNOFF AROUND THE EXCAVATION.
      - 2.b. PERFORM PHASE I EXCAVATION, PREPARE SEEDBED, AND STABILIZE.
      - 2.c. PERFORM PHASE 2 EXCAVATION, PREPARE SEEDBED, AND STABILIZE. OVERSEED PHASE 1 AREAS AS NECESSARY.
      - 2.d. PERFORM FINAL PHASE EXCAVATION, PREPARE SEEDBED, AND STABILIZE. OVERSEED PREVIOUSLY SEEDED AREAS AS NECESSARY.

NOTE: ONCE EXCAVATION HAS BEGUN, THE OPERATION SHOULD BE CONTINUOUS FROM GRUBBING THROUGH THE COMPLETION OF GRADING AND PLACEMENT OF TOPSOIL (IF REQUIRED) AND PERMANENT SEED AND MULCH. ANY INTERRUPTIONS IN THE OPERATION OR COMPLETING THE OPERATION OUT OF THE SEEDING SEASON WILL NECESSITATE THE APPLICATION OF TEMPORARY STABILIZATION.

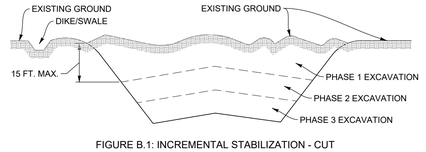


FIGURE B.1: INCREMENTAL STABILIZATION - CUT

B. INCREMENTAL STABILIZATION - FILL SLOPES
   1. CONSTRUCT AND STABILIZE FILL SLOPES IN INCREMENTS NOT TO EXCEED 15 FEET IN HEIGHT. PREPARE SEEDBED AND APPLY SEED AND MULCH ON ALL SLOPES AS THE WORK PROGRESSES.
   2. STABILIZE SLOPES IMMEDIATELY WHEN THE VERTICAL HEIGHT OF A LIFT REACHES 15 FEET OR WHEN THE GRADING OPERATION CEASES AS PRESCRIBED IN THE PLANS.
   3. AT THE END OF EACH DAY, INSTALL TEMPORARY WATER CONVEYANCE PRACTICE(S), AS NECESSARY, TO INTERCEPT SURFACE RUNOFF AND CONVEY IT DOWN THE SLOPE IN A NON-EROSIVE MANNER.
   4. CONSTRUCTION SEQUENCE EXAMPLE (REFER TO FIGURE B.2):
      - 4.a. CONSTRUCT AND STABILIZE ALL TEMPORARY SWALES OR DIKES THAT WILL BE USED TO DIVERT RUNOFF AROUND THE FILL. CONSTRUCT SILT FENCE ON LOW SIDE OF FILL UNLESS OTHER METHODS SHOWN ON THE PLANS ADDRESS THIS AREA.
      - 4.b. AT THE END OF THE DAY, INSTALL TEMPORARY WATER CONVEYANCE PRACTICE(S), AS NECESSARY, TO INTERCEPT SURFACE RUNOFF AND CONVEY IT DOWN THE SLOPE IN A NON-EROSIVE MANNER.
      - 4.c. PLACE PHASE 1 FILL, PREPARE SEEDBED, AND STABILIZE.
      - 4.d. PLACE PHASE 2 FILL, PREPARE SEEDBED, AND STABILIZE.
      - 4.e. PLACE FINAL PHASE FILL, PREPARE SEEDBED, AND STABILIZE. OVERSEED PREVIOUSLY SEEDED AREAS AS NECESSARY.

NOTE: ONCE THE PLACEMENT OF FILL HAS BEGUN, THE OPERATION SHOULD BE CONTINUOUS FROM GRUBBING THROUGH THE COMPLETION OF GRADING AND PLACEMENT OF TOPSOIL (IF REQUIRED) AND PERMANENT SEED AND MULCH. ANY INTERRUPTIONS IN THE OPERATION OR COMPLETING THE OPERATION OUT OF THE SEEDING SEASON WILL NECESSITATE THE APPLICATION OF TEMPORARY STABILIZATION.

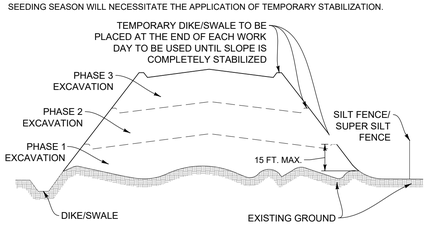


FIGURE B.2: INCREMENTAL STABILIZATION - FILL

FILE PATH: \\OCEANPINES\PROJECTS\DOCS\WORCESTER COUNTY\1060953 - BERLIN HOMEOWNER BULKHEAD REPAIR\CAD\PRODUCTION\DESIGN SET\1060953 - 05.10 - ESC DETAILS AND NOTES.DWG [C-503] LEMASTERS, STEVEN 11/5/2025 11:00 AM

### B-4-2 STANDARDS AND SPECIFICATIONS FOR SOIL PREPARATION, TOPSOILING, AND SOIL AMENDMENTS

DEFINITION

THE PROCESS OF PREPARING THE SOILS TO SUSTAIN ADEQUATE VEGETATIVE STABILIZATION.

PURPOSE

TO PROVIDE A SUITABLE SOIL MEDIUM FOR VEGETATIVE GROWTH.

CONDITIONS WHERE PRACTICE APPLIES

WHERE VEGETATIVE STABILIZATION IS TO BE ESTABLISHED.

CRITERIA

A. SOIL PREPARATION
   1. TEMPORARY STABILIZATION
      - 1.a. SEED PREPARATION CONSISTS OF LOOSENING SOIL TO A DEPTH OF 3 TO 5 INCHES BY MEANS OF SUITABLE AGRICULTURAL OR CONSTRUCTION EQUIPMENT, SUCH AS DISC HARROWS OR CHISEL PLOWS OR RIPPERS MOUNTED ON CONSTRUCTION EQUIPMENT. AFTER SOIL IS LOOSENED, IT MUST NOT BE ROLLED OR DRAGGED SMOOTH BUT LEFT IN ROUGHENED CONDITION. SLOPES 3:1 OR FLATTER ARE TO BE TRACKED WITH RIDGES RUNNING PARALLEL TO THE CONTOUR OF THE SLOPE.
      - 1.b. APPLY FERTILIZER AND LIME AS PRESCRIBED ON THE PLANS.
      - 1.c. INCORPORATE LIME AND FERTILIZER INTO THE TOP 3 TO 5 INCHES OF SOIL BY DISKING OR OTHER SUITABLE MEANS
   2. PERMANENT STABILIZATION
      - 2.a. A SOIL TEST IS REQUIRED FOR ANY EARTH DISTURBANCE OF 5 ACRES OR MORE. THE MINIMUM SOIL CONDITIONS REQUIRED FOR PERMANENT VEGETATIVE ESTABLISHMENT ARE:
        - a. SOIL PH BETWEEN 6.0 TO 7.0.
        - b. SOLUBLE SALTS LESS THAN 500 PARTS PER MILLION (PPM).
        - c. SOIL CONTAINS LESS THAN 40 PERCENT CLAY BUT ENOUGH FINE GRAINED MATERIAL (GREATER THAN 30 PERCENT SILT PLUS CLAY) TO PROVIDE THE CAPACITY TO HOLD A MODERATE AMOUNT OF MOISTURE. AN EXCEPTION: IF LOVEGRASS WILL BE PLANTED, THEN A SANDY SOIL (LESS THAN 30 PERCENT SILT PLUS CLAY) WOULD BE ACCEPTABLE
        - d. SOIL CONTAINS 1.5 PERCENT MINIMUM ORGANIC MATTER BY WEIGHT.
        - e. SOIL CONTAINS SUFFICIENT PORE SPACE TO PERMIT ADEQUATE ROOT PENETRATION.
      - 2.a. APPLICATION OF AMENDMENTS OR TOPSOIL IS REQUIRED IF ON-SITE SOILS DO NOT MEET THE ABOVE CONDITIONS.
      - 2.b. GRADED AREAS MUST BE MAINTAINED IN A TRUE AND EVEN GRADE AS SPECIFIED ON THE APPROVED PLAN, THEN SCARIFIED OR OTHERWISE LOOSENED TO A DEPTH OF 3 TO 5 INCHES.
      - 2.c. APPLY SOIL AMENDMENTS AS SPECIFIED ON THE APPROVED PLAN OR AS INDICATED BY THE RESULTS OF A SOIL TEST.
      - 2.d. MIX SOIL AMENDMENTS INTO THE TOP 3 TO 5 INCHES OF SOIL BY DISKING OR OTHER SUITABLE MEANS. RAKE LAWN AREAS TO SMOOTH THE SURFACE, REMOVE LARGE OBJECTS LIKE STONES AND BRANCHES, AND READY THE AREA FOR SEED APPLICATION. LOOSEN SURFACE SOIL BY DRAGGING WITH A HEAVY CHAIN OR OTHER EQUIPMENT TO ROUGHEN THE SURFACE WHERE SITE CONDITIONS WILL NOT PERMIT NORMAL SEEDBED PREPARATION. TRACK SLOPES 3:1 OR FLATTER WITH TRACKED EQUIPMENT LEAVING THE SOIL IN AN IRREGULAR CONDITION WITH RIDGES RUNNING PARALLEL TO THE CONTOUR OF THE SLOPE. LEAVE THE TOP 1 TO 3 INCHES OF SOIL LOOSE AND FRIABLE. SEEDBED LOOSENING MAY BE UNNECESSARY ON NEWLY DISTURBED AREAS.

B. TOPSOILING
   1. TOPSOIL IS PLACED OVER PREPARED SUBSOIL PRIOR TO ESTABLISHMENT OF PERMANENT VEGETATION. THE PURPOSE IS TO PROVIDE A SUITABLE SOIL MEDIUM FOR VEGETATIVE GROWTH. SOILS OF CONCERN HAVE LOW MOISTURE CONTENT, LOW NUTRIENT LEVELS, LOW PH, MATERIALS TOXIC TO PLANTS, AND/OR UNACCEPTABLE SOIL GRADATION.
   2. TOPSOIL SALVAGED FROM AN EXISTING SITE MAY BE USED PROVIDED IT MEETS THE STANDARDS AS SET FORTH IN THESE SPECIFICATIONS. TYPICALLY, THE DEPTH OF TOPSOIL TO BE SALVAGED FOR A GIVEN SOIL TYPE CAN BE FOUND IN REPRESENTATIVE SOIL PROFILE SECTION IN THE SOIL SURVEY PUBLISHED BY USDA-NRCS.
   3. TOPSOILING IS LIMITED TO AREAS HAVING 2:1 OR FLATTER SLOPES WHERE:
      - 3.a. THE TEXTURE OF THE EXPOSED SUBSOIL/PARENT MATERIAL IS NOT ADEQUATE TO PRODUCE VEGETATIVE GROWTH.
      - 3.b. THE SOIL MATERIAL IS SO SHALLOW THAT THE ROOTING ZONE IS NOT DEEP ENOUGH TO SUPPORT PLANTS OR FURNISH CONTINUING SUPPLIES OF MOISTURE AND PLANT MATERIAL.
      - 3.c. THE ORIGINAL SOIL TO BE VEGETATED CONTAINS MATERIAL TOXIC TO PLANT GROWTH.
      - 3.d. THE SOIL IS SO ACIDIC THAT TREATMENT WITH LIMESTONE IS NOT FEASIBLE.
   4. AREAS HAVING SLOPES STEEPER THAN 2:1 REQUIRE SPECIAL CONSIDERATION AND DESIGN.
   5. TOPSOIL SPECIFICATIONS: SOIL TO BE USED AS TOPSOIL MUST MEET THE FOLLOWING CRITERIA:
      - 5.a. TOPSOIL MUST BE A LOAM, SANDY LOAM, CLAY LOAM, SILT LOAM, SANDY CLAY LOAM, OR LOAMY SAND. OTHER SOILS MAY BE USED IF RECOMMENDED BY AN AGRONOMIST OR SOIL SCIENTIST AND APPROVED BY THE APPROPRIATE APPROVAL AUTHORITY. TOPSOIL MUST NOT BE A MIXTURE OF CONTRASTING TEXTURED SUBSOILS AND MUST CONTAIN LESS THAN 5 PERCENT BY VOLUME OF CINDERS, STONES, SLAG, COARSE FRAGMENTS, GRAVEL, STICKS, ROOTS, TRASH, OR OTHER MATERIALS LARGER THAN 1½ INCHES IN DIAMETER.
      - 5.b. TOPSOIL MUST BE FREE OF NOXIOUS PLANTS OR PLANT PARTS SUCH AS BERMUDA GRASS, QUACK GRASS, JOHNSON GRASS, NUT SEDGE, POISON IVY, THISTLE, OR OTHERS AS SPECIFIED.
      - 5.c. TOPSOIL SUBSTITUTES OR AMENDMENTS, AS RECOMMENDED BY A QUALIFIED AGRONOMIST OR SOIL SCIENTIST AND APPROVED BY THE APPROPRIATE APPROVAL AUTHORITY, MAY BE USED IN LIEU OF NATURAL TOPSOIL.
   6. TOPSOIL APPLICATION
      - 6.a. EROSION AND SEDIMENT CONTROL PRACTICES MUST BE MAINTAINED WHEN APPLYING TOPSOIL.
      - 6.b. UNIFORMLY DISTRIBUTE TOPSOIL IN A 5 TO 8 INCH LAYER AND LIGHTLY COMPACT TO A MINIMUM THICKNESS OF 4 INCHES. SPREADING IS TO BE PERFORMED IN SUCH A MANNER THAT SODDING OR SEEDING CAN PROCEED WITH A MINIMUM OF ADDITIONAL SOIL PREPARATION AND TILLAGE. ANY IRREGULARITIES IN THE SURFACE RESULTING FROM TOPSOILING OR OTHER OPERATIONS MUST BE CORRECTED IN ORDER TO PREVENT THE FORMATION OF DEPRESSIONS OR WATER POCKETS.
      - 6.c. TOPSOIL MUST NOT BE PLACED IF THE TOPSOIL OR SUBSOIL IS IN A FROZEN OR MUDDY CONDITION, WHEN THE SUBSOIL IS EXCESSIVELY WET OR IN A CONDITION THAT MAY OTHERWISE BE DETRIMENTAL TO PROPER GRADING AND SEEDBED PREPARATION.

C. SOIL AMENDMENTS (FERTILIZER AND LIME SPECIFICATIONS)
   1. SOIL TESTS MUST BE PERFORMED TO DETERMINE THE EXACT RATIOS AND APPLICATION RATES FOR BOTH LIME AND FERTILIZER ON SITES HAVING DISTURBED AREAS OF 5 ACRES OR MORE. SOIL ANALYSIS MAY BE PERFORMED BY A RECOGNIZED PRIVATE OR COMMERCIAL LABORATORY. SOIL SAMPLES TAKEN FOR ENGINEERING PURPOSES MAY ALSO BE USED FOR CHEMICAL ANALYSES.
   2. FERTILIZERS MUST BE UNIFORM IN COMPOSITION, FREE FLOWING AND SUITABLE FOR ACCURATE APPLICATION BY APPROPRIATE EQUIPMENT. MANURE MAY BE SUBSTITUTED FOR FERTILIZER WITH PRIOR APPROVAL FROM THE APPROPRIATE APPROVAL AUTHORITY. FERTILIZERS MUST ALL BE DELIVERED TO THE SITE FULLY LABELED ACCORDING TO THE APPLICABLE LAWS AND MUST BEAR THE NAME, TRADE NAME OR TRADEMARK AND WARRANTY OF THE PRODUCER.
   3. LIME MATERIALS MUST BE GROUND LIMESTONE (HYDRATED OR BURNT LIME MAY BE SUBSTITUTED EXCEPT WHEN HYDROSEEDING) WHICH CONTAINS AT LEAST 50 PERCENT TOTAL OXIDES (CALCIUM OXIDE PLUS MAGNESIUM OXIDE). LIMESTONE MUST BE GROUND TO SUCH FINENESS THAT AT LEAST 50 PERCENT WILL PASS THROUGH A #100 MESH SIEVE AND 98 TO 100 PERCENT WILL PASS THROUGH A #20 MESH SIEVE.
   4. LIME AND FERTILIZER ARE TO BE EVENLY DISTRIBUTED AND INCORPORATED INTO THE TOP 3 TO 5 INCHES OF SOIL BY DISKING OR OTHER SUITABLE MEANS.
   5. WHERE THE SUBSOIL IS EITHER HIGHLY ACIDIC OR COMPOSED OF HEAVY CLAYS, SPREAD GROUND LIMESTONE AT THE RATE OF 4 TO 8 TONS/ACRE (200-400 POUNDS PER 1,000 SQUARE FEET) PRIOR TO THE PLACEMENT OF TOPSOIL.

### B-4-3 STANDARDS AND SPECIFICATIONS FOR SEEDING AND MULCHING

DEFINITION

THE APPLICATION OF SEED AND MULCH TO ESTABLISH VEGETATIVE COVER.

PURPOSE

TO PROTECT DISTURBED SOILS FROM EROSION DURING AND AT THE END OF CONSTRUCTION.

CONDITIONS WHERE PRACTICE APPLIES

TO THE SURFACE OF ALL PERIMETER CONTROLS, SLOPES, AND ANY DISTURBED AREA NOT UNDER ACTIVE GRADING.

CRITERIA

A. SEEDING
   1. SPECIFICATIONS
      - 1.a. ALL SEED MUST MEET THE REQUIREMENT OF THE MARYLAND STATE SEED LAW. ALL SEED MUST BE SUBJECT TO RE-TESTING BY A RECOGNIZED SEED LABORATORY. ALL SEED USED MUST HAVE BEEN TESTED WITHIN THE 6 MONTHS IMMEDIATELY PRECEDING THE DATE OF SOWING SUCH MATERIAL ON ANY PROJECT. REFER TO TABLE B.4 REGARDING THE QUALITY OF SEED. SEED TAGS MUST BE AVAILABLE UPON REQUEST TO THE INSPECTOR TO VERIFY TYPE OF SEED AND SEEDING RATE.
      - 1.b. MULCH ALONE MAY BE APPLIED BETWEEN THE FALL AND SPRING SEEDING DATES ONLY IF THE GROUND IS FROZEN. THE APPROPRIATE SEEDING MIXTURE MUST BE APPLIED WHEN THE GROUND THAWS.
      - 1.c. INOCULANTS: THE INOCULANT FOR TREATING LEGUME SEED IN THE SEED MIXTURES MUST BE A PURE CULTURE OF NITROGEN FIXING BACTERIA PREPARED SPECIFICALLY FOR THE SPECIES. INOCULANTS MUST NOT BE USED LATER THAN THE DATE INDICATED ON THE CONTAINER. ADD FRESH INOCULANTS AS DIRECTED ON THE PACKAGE. USE FOUR TIMES THE RECOMMENDED RATE WHEN HYDROSEEDING. NOTE: IT IS VERY IMPORTANT TO KEEP INOCULANT AS COOL AS POSSIBLE UNTIL USED. TEMPERATURES ABOVE 75 TO 80 DEGREES FAHRENHEIT CAN WEAKEN BACTERIA AND MAKE THE INOCULANT LESS EFFECTIVE.
      - 1.d. SOD AND SEED MUST NOT BE PLACED ON SOIL WHICH HAS BEEN TREATED WITH SOIL STERILANTS OR CHEMICALS USED FOR WEED CONTROL UNTIL SUFFICIENT TIME HAS ELAPSED (14 DAYS MIN.) TO PERMIT DISSIPATION OF PHYTO-TOXIC MATERIALS.
   2. APPLICATION
      - 2.a. DRY SEEDING: THIS INCLUDES USE OF CONVENTIONAL DROP OR BROADCAST SPREADERS.
        - a. INCORPORATE SEED INTO THE SUBSOIL AT THE RATES PRESCRIBED ON TEMPORARY SEEDING TABLE B.1, PERMANENT SEEDING TABLE B.3, OR SITE-SPECIFIC SEEDING SUMMARIES.
        - b. APPLY SEED IN TWO DIRECTIONS, PERPENDICULAR TO EACH OTHER. APPLY HALF THE SEEDING RATE IN EACH DIRECTION. ROLL THE SEEDED AREA WITH A WEIGHTED ROLLER TO PROVIDE GOOD SEED TO SOIL CONTACT.
      - 2.B. DRILL OR CULTIPACKER SEEDING: MECHANIZED SEEDERS THAT APPLY AND COVER SEED WITH SOIL.
        - a. CULTIPACKING SEEDERS ARE REQUIRED TO BURY THE SEED IN SUCH A FASHION AS TO PROVIDE AT LEAST ¼ INCH OF SOIL COVERING. SEEDBED MUST BE FIRM AFTER PLANTING.
        - b. APPLY SEED IN TWO DIRECTIONS, PERPENDICULAR TO EACH OTHER. APPLY HALF THE SEEDING RATE IN EACH DIRECTION.
      - 2.C. HYDROSEEDING: APPLY SEED UNIFORMLY WITH HYDROSEEDER (SLURRY INCLUDES SEED AND FERTILIZER).
        - a. IF FERTILIZER IS BEING APPLIED AT THE TIME OF SEEDING, THE APPLICATION RATES SHOULD BE EXCEED THE FOLLOWING: NITROGEN, 100 POUNDS PER ACRE TOTAL SOLUBLE NITROGEN; $P_2O_5$ (PHOSPHOROUS), 200 POUNDS PER ACRE; $K_2O$ (POTASSIUM), 200 POUNDS PER ACRE.
        - b. LIME: USE ONLY GROUND AGRICULTURAL LIMESTONE (UP TO 3 TONS PER ACRE MAY BE APPLIED BY HYDROSEEDING). NORMALLY, NOT MORE THAN 2 TONS ARE APPLIED BY HYDROSEEDING AT ANY ONE TIME. DO NOT USE BURNT OR HYDRATED LIME WHEN HYDROSEEDING.
        - c. MIX SEED AND FERTILIZER ON SITE AND SEED IMMEDIATELY AND WITHOUT INTERRUPTION.
        - d. WHEN HYDROSEEDING, DO NOT INCORPORATE INTO THE SOIL.

B. MULCHING
   1. MULCH MATERIALS (IN ORDER OF PREFERENCE)
      - 1.a. STRAW CONSISTING OF THOROUGHLY THRESHED WHEAT, RYE, OAT, OR BARLEY AND REASONABLE BRIGHT IN COLOR. STRAW IS TO BE FREE OF NOXIOUS WEED SEEDS AS SPECIFIED IN THE MARYLAND SEE LAW AND NOT MUSTY, MOLDY, CAKED, DECAYED, OR EXCESSIVELY DUSTY. NOTE: USE ONLY STERILE STRAW MULCH IN AREAS WHERE ONE SPECIES OF GRASS IS DESIRED.
      - 1.b. WOOD CELLULOSE FIBER MULCH (WCFM) CONSISTING OF SPECIALLY PREPARED WOOD CELLULOSE PROCESSED INTO A UNIFORM FIBROUS PHYSICAL STATE.
        - a. WCFM IS TO BE DYED GREEN OR CONTAIN A GREEN DYE IN THE PACKAGE THAT WILL PROVIDE AN APPROPRIATE COLOR TO FACILITATE VISUAL INSPECTION OF THE UNIFORMLY SPREAD SLURRY.
        - b. WCFM, INCLUDING DYE, MUST CONTAIN NO GERMINATION OR GROWTH INHIBITING FACTORS.
        - c. WCFM MATERIALS ARE TO BE MANUFACTURED AND PROCESSED IN SUCH A MANNER THAT THE WOOD CELLULOSE FIBER MULCH WILL REMAIN IN UNIFORM SUSPENSION IN WATER UNDER AGITATION AND WILL BLEND WITH SEED, FERTILIZER AND OTHER ADDITIVES TO FORM A HOMOGENOUS SLURRY. THE MULCH MATERIAL MUST FORM A BLOTTER-LIKE GROUND COVER, ON APPLICATION, HAVING MOISTURE ABSORPTION AND PERCOLATION PROPERTIES AND MUST COVER AND HOLD GRASS SEED IN CONTACT WITH THE SOIL WITHOUT INHIBITING THE GROWTH OF THE GRASS SEEDLINGS.
        - d. WCFM MATERIAL MUST NOT CONTAIN ELEMENTS OR COMPOUNDS AT CONCENTRATION LEVELS THAT WILL BY PHYTO-TOXIC.
        - e. WCFM MUST CONFORM TO THE FOLLOWING PHYSICAL REQUIREMENTS: FIBER LENGTH OF APPROXIMATELY 10 MILLIMETERS, DIAMETER APPROXIMATELY 1 MILLIMETER, PH RANGE OF 4.0 TO 8.5, ASH CONTENT OF 1.6 PERCENT MAXIMUM AND WATER HOLDING CAPACITY OF 90 PERCENT MINIMUM.
   2. APPLICATION
      - 2.a. APPLY MULCH TO ALL SEEDED AREAS IMMEDIATELY AFTER SEEDING.
      - 2.b. WHEN STRAW MULCH IS USED, SPREAD IT OVER ALL SEEDED AREAS AT THE RATE OF 2 TONS PER ACRE TO A UNIFORM LOOSE DEPTH OF 1 TO 2 INCHES. APPLY MULCH TO ACHIEVE A UNIFORM DISTRIBUTION AND DEPTH SO THAT THE SOIL SURFACE IS NOT EXPOSED. WHEN USING A MULCH ANCHORING TOOL, INCREASE THE APPLICATION RATE TO 2.5 TONS PER ACRE.
      - 2.c. WOOD CELLULOSE FIBER USED AS MULCH MUST BE APPLIED AT A NET DRY WEIGHT OF 100 POUNDS PER ACRE. MIX THE WOOD CELLULOSE FIBER WITH WATER TO ATTAIN A MIXTURE WITH A MAXIMUM OF 50 POUNDS OF WOOD CELLULOSE FIBER PER 100 GALLONS OF WATER.
   3. ANCHORING
      - 3.a. PERFORM MULCH ANCHORING IMMEDIATELY FOLLOWING APPLICATION OF MULCH TO MINIMIZE LOSS BY WIND OR WATER. THIS MAY BE DONE BY ONE OF THE FOLLOWING METHODS (LISTED BY PREFERENCE), DEPENDING UPON THE SIZE OF THE AREA AND EROSION HAZARD:
        - a. A MULCH ANCHORING TOOL IS A TRACTOR DRAWN IMPLEMENT DESIGNED TO PUNCH AND ANCHOR MULCH INTO THE SOIL SURFACE A MINIMUM OF 2 INCHES. THIS PRACTICE IS MOST EFFECTIVE ON LARGE AREAS, BUT IS LIMITED TO FLATTER SLOPES WHERE EQUIPMENT CAN OPERATE SAFELY. IF USED ON SLOPING LAND, THIS PRACTICE SHOULD FOLLOW THE CONTOUR.
        - b. WOOD CELLULOSE FIBER MAY BE USED FOR ANCHORING STRAW. APPLY THE FIBER BINDER AT A NET DRY WEIGHT OF 750 POUNDS PER ACRE. MIX THE WOOD CELLULOSE FIBER WITH WATER AT A MAXIMUM OF 50 POUNDS OF WOOD CELLULOSE FIBER PER 100 GALLONS OF WATER.
        - c. SYNTHETIC BINDERS SUCH AS ACRYLIC DLR (AGRO-TACK), DCA-70, PETROSET, TERRA TAX II, TERRA TACK AR OR OTHER APPROVED EQUAL MAY BE USED. FOLLOW APPLICATION RATES AS SPECIFIED BY THE MANUFACTURER. APPLICATION OF LIQUID BINDERS NEEDS TO BE HEAVIER AT THE EDGES WHERE WIND CATCHES MULCH, SUCH AS IN VALLEYS AND ON CRESTS OF BANKS. USE OF ASPHALT BINDERS IS STRICTLY PROHIBITED.
        - d. LIGHTWEIGHT PLASTIC NETTING MAY BE STAPLED OVER THE MULCH ACCORDING TO MANUFACTURER RECOMMENDATIONS. NETTING IS USUALLY AVAILABLE IN ROLLS 4 TO 15 FEET WIDE AND 300 TO 3,000 FEET LONG.

### B-4-4 STANDARDS AND SPECIFICATIONS FOR TEMPORARY STABILIZATION

DEFINITION

TO STABILIZE DISTURBED SOILS WITH VEGETATION FOR UP TO 6 MONTHS.

PURPOSE

TO USE FAST GROWING VEGETATION THAT PROVIDES COVER ON DISTURBED SOILS.

CONDITIONS WHERE PRACTICE APPLIES

EXPOSED SOILS WHERE GROUND COVER IS NEEDED FOR A PERIOD OF 6 MONTHS OR LESS. FOR LONGER DURATION OF TIME, PERMANENT STABILIZATION PRACTICES ARE REQUIRED.

CRITERIA

A. SELECT ONE OR MORE OF THE SPECIES OR SEED MIXTURES LISTED IN TABLE B.1 FOR THE APPROPRIATE PLANT HARDINESS ZONE (FROM FIGURE B.3), AND ENTER THEM IN THE TEMPORARY SEEDING SUMMARY BELOW ALONG WITH APPLICATION RATES, SEEDING DATES AND SEEDING DEPTHS. IF THE SUMMARY IS NOT PUT ON THE PLAN AND COMPLETED, THEN TABLE B.1 PLUS FERTILIZER AND LIME RATES MUST BE PUT ON THE PLAN.

B. FOR SITES HAVING SOIL TESTS PERFORMED, USE AND SHOW THE RECOMMENDED RATES BY THE TESTING AGENCY. SOILS TESTS ARE NOT REQUIRED FOR TEMPORARY SEEDING.

C. WHEN STABILIZATION IS REQUIRED OUTSIDE OF A SEEDING SEASON, APPLY SEED AND MULCH OR STRAW MULCH ALONG AS PRESCRIBED IN SECTION B-4-3.A.1.1B AND MAINTAIN UNTIL THE NEXT SEEDING SEASON.

TEMPORARY SEEDING SUMMARY

| HARDINESS ZONE: 7b<br>SEED MIXTURE: | | | | | FERTILIZER RATE (10-20-20) | LIME RATE |
|---|---|---|---|---|---|---|
| NO. | SPECIES | APPLICATION RATE(LB/AC) | SEEDING DATES | SEEDING DEPTHS | | |
| | ANNUAL RYEGRASS | 40 | FEB. 15-APR. 30<br>AUG. 15-NOV. 30 | 0.5 inches | 436 LB/AC (10 LB/ 1000SF) | 2 TONS/AC (90 LB/ 1000SF) |
| | FOXTAIL MILLET | 30 | MAY 1-AUG. 14 | 0.5 inches | | |
| | | | | | | |
| | | | | | | |

### B-4-5 STANDARDS AND SPECIFICATIONS FOR PERMANENT STABILIZATION

DEFINITION

TO STABILIZE DISTURBED SOILS WITH PERMANENT VEGETATION.

PURPOSE

TO USE LONG-LIVED PERENNIAL GRASSES AND LEGUMES TO ESTABLISH PERMANENT COVER ON DISTURBED SOILS..

CONDITIONS WHERE PRACTICE APPLIES

EXPOSED SOILS WHERE GROUND COVER IS NEEDED FOR 6 MONTHS OR MORE..

CRITERIA

A. SEED MIXTURES
   1. GENERAL USE
      - 1.a. SELECT ONE OR MORE OF THE SPECIES OR MIXTURES LISTED IN TABLE B.3 FOR THE APPROPRIATE PLANT HARDINESS ZONE (FROM FIGURE B.3) AND BASED ON THE SITE CONDITION OR PURPOSE FOUND ON TABLE B.2. ENTER SELECTED MIXTURE(S), APPLICATION RATES, AND SEEDING DATES IN THE PERMANENT SEEDING SUMMARY. THE SUMMARY IS TO BE PLACED ON THE PLAN.
      - 1.b. ADDITIONAL PLANTING SPECIFICATIONS FOR EXCEPTIONAL SITES SUCH AS SHORELINES, STREAM BANKS, OR DUNES OR FOR SPECIAL PURPOSES SUCH AS WILDLIFE OR AESTHETIC TREATMENT MAY BE FOUND IN USDA-NRCS TECHNICAL FIELD OFFICE GUIDE, SECTION 342 - CRITICAL AREA PLANTING.
      - 1.c. FOR SITES HAVING DISTURBED AREA OVER 5 ACRES, USE AND SHOW THE RATES RECOMMENDED BY THE SOIL TESTING AGENCY.
      - 1.d. FOR AREAS RECEIVING LOW MAINTENANCE, APPLY UREA FORM FERTILIZER (46-0-0) AT 3½ POUNDS PER 1000 SQUARE FEET (150 POUNDS PER ACRE) AT THE TIME OF SEEDING IN ADDITION TO THE SOIL AMENDMENTS SHOWN IN THE PERMANENT SEEDING SUMMARY.
   2. TURFGRASS MIXTURES
      - 2.a. AREAS WHERE TURFGRASS MAY BE DESIRED INCLUDE LAWNS, PARKS, PLAYGROUNDS, AND COMMERCIAL SITES WHICH WILL RECEIVE A MEDIUM TO HIGH LEVEL OF MAINTENANCE.
      - 2.b. SELECT ONE OR MORE OF THE SPECIES OR MIXTURES LISTED BELOW BASED ON THE SITE CONDITIONS OR PURPOSE. ENTER SELECTED MIXTURE(S), APPLICATION RATES, AND SEEDING DATES IN THE PERMANENT SEEDING SUMMARY. THE SUMMARY IS TO BE PLACED ON THE PLAN:
        - a. KENTUCKY BLUEGRASS: FULL SUN MIXTURE: FOR USE IN AREAS THAT RECEIVE INTENSIVE MANAGEMENT. IRRIGATION REQUIRED IN THE AREAS OF CENTRAL MARYLAND AND EASTERN SHORE. RECOMMENDED CERTIFIED KENTUCKY BLUEGRASS CULTIVARS SEEDING RATE: 1.5 TO 2.0 POUNDS PER 1000 SQUARE FEET. CHOOSE A MINIMUM OF THREE KENTUCKY BLUEGRASS CULTIVARS WITH EACH RANGING FROM 10 TO 35 PERCENT OF TOTAL MIXTURE BY WEIGHT.
        - b. KENTUCKY BLUEGRASS/PERENNIAL RYE: FULL SUN MIXTURE: FOR USE IN FULL SUN AREAS WHERE RAPID ESTABLISHMENT IS NECESSARY AND WHEN TURF WILL RECEIVE MEDIUM TO INTENSIVE MANAGEMENT. CERTIFIED PERENNIAL RYEGRASS CULTIVARS/CERTIFIED KENTUCKY BLUEGRASS SEEDING RATE: 2 POUNDS MIXTURE PER 1000 SQUARE FEET. CHOOSE A MINIMUM OF THREE KENTUCKY BLUEGRASS CULTIVARS WITH EACH RANGING FROM 10 TO 35 PERCENT OF THE TOTAL MIXTURE BY WEIGHT.
        - c. TALL FESCUE/KENTUCKY BLUEGRASS: FULL SUN MIXTURE: FOR USE IN DROUGHT PRONE AREAS AND/OR FOR AREAS RECEIVING LOW TO MEDIUM MANAGEMENT IN FULL SUN TO MEDIUM SHADE. RECOMMENDED MIXTURE INCLUDES; CERTIFIED TALL FESCUE CULTIVARS 95 TO 100 PERCENT, CERTIFIED KENTUCKY BLUEGRASS CULTIVARS 0 TO 5 PERCENT. SEEDING RATE: 5 TO 8 POUNDS PER 1000 SQUARE FEET. ONE OR MORE CULTIVARS MAY BE BLENDED.
        - d. KENTUCKY BLUEGRASS/FINE FESCUE: SHADE MIXTURE: FOR USE IN AREAS WITH SHADE IN BLUEGRASS LAWNS. FOR ESTABLISHMENT IN HIGH QUALITY, INTENSIVELY MANAGED TURF AREA. MIXTURE INCLUDES; CERTIFIED KENTUCKY BLUEGRASS CULTIVARS 30 TO 40 PERCENT AND CERTIFIED FINE FESCUE 60 TO 70 PERCENT. SEEDING RATE: 1½ TO 3 POUNDS PER 1000 SQUARE FEET.

        NOTES:

        SELECT TURFGRASS VARIETIES FROM THOSE LISTED IN THE MOST CURRENT UNIVERSITY OF MARYLAND PUBLICATION, AGRONOMY MEMO #77, "TURFGRASS CULTIVAR RECOMMENDATIONS FOR MARYLAND".

        CHOOSE CERTIFIED MATERIAL. CERTIFIED MATERIAL IS THE BEST GUARANTEE OF CULTIVAR PURITY. THE CERTIFICATION PROGRAM OF THE MARYLAND DEPARTMENT OF AGRICULTURE, TURF AND SEED SECTION, PROVIDES A RELIABLE MEANS OF CONSUMER PROTECTION AND ASSURES A PURE GENETIC LINE.

   3. IDEAL TIMES OF SEEDING FOR TURF GRASS MIXTURES

      WESTERN MARYLAND: MARCH 15 TO JUNE 1, AUGUST 1 TO OCTOBER 1 (HARDINESS ZONES: 5B, 6A)

      CENTRAL MARYLAND: MARCH 1 TO MAY 15, AUGUST 15 TO OCTOBER 15 (HARDINESS ZONE: 6B)

      SOUTHERN MD, EASTERN SHORE: MARCH 1 TO MAY 15, AUGUST 15 TO OCTOBER 15 (HARDNESS ZONES: 7A, 7B)

   4. TILL AREAS TO RECEIVE SEED BY DISKING OR OTHER APPROVED METHODS TO A DEPTH OF 2 TO 4 INCHES, LEVEL AND RAKE THE AREAS TO PREPARE A PROPER SEEDBED. REMOVE STONES AND DEBRIS OVER 1½ INCHES IN DIAMETER. THE RESULTING SEEDBED MUST BE IN SUCH CONDITION THAT FUTURE MOWING OF GRASSES WILL POSE NO DIFFICULTY.
   5. IF SOIL MOISTURE IS DEFICIENT, SUPPLY NEW SEEDINGS WITH ADEQUATE WATER FOR PLANT GROWTH (½ TO 1 INCH EVER 3 TO 4 DAYS DEPENDING ON SOIL TEXTURE) UNTIL THEY ARE FIRMLY ESTABLISHED. THIS IS ESPECIALLY TRUE WHEN SEEDINGS ARE MADE LATE IN THE PLANTING SEASON, IN ABNORMALLY DRY OR HOT SEASONS, OR ON ADVERSE SITES.

PERMANENT SEEDING SUMMARY

| HARDINESS ZONE: 7b<br>SEED MIXTURE: | | | | | FERTILIZER RATE (10-20-20) | | | LIME RATE |
|---|---|---|---|---|---|---|---|---|
| NO. | SPECIES | APPLICATION RATE(LB/AC) | SEEDING DATES | SEEDING DEPTHS | N | $P_2O_5$ | $K_2O$ | |
| 6 | TALL FESCUE<br>PERENNIAL RYEGRASS<br>WHITE CLOVER | 40<br>25<br>5 | FEB. 15-APR 30<br>AUG. 15-OCT 31 | ¼ TO ½ IN. | 45 LB/ AC (1 LB/ 1000SF) | 90 LB/ AC (2 LB/ 1000SF) | 90 LB/ AC (2 LB/ 1000SF) | 2 TONS/ AC (90 LB/ 1000 SF) |
| 3 | DEERTONGUE<br>CANADA WILD RYE<br>REDTOP<br>COMMON LESPEDEZA | 20<br>3<br>1<br>10 | FEB 15-APR 30<br>MAY 1-MAY 31 | ¼ TO ½ IN. | | | | |

B. SOD: TO PROVIDE QUICK COVER ON DISTURBED AREAS (2:1 GRADE OR FLATTER).
   1. GENERAL SPECIFICATIONS
      - 1.a. CLASS OF TURFGRASS SOD MUST BE MARYLAND STATE CERTIFIED. SOD LABELS MUST BE MADE AVAILABLE TO THE JOB FOREMAN AND INSPECTOR.
      - 1.b. SOD MUST BE MACHINE CUT AT A UNIFORM SOIL THICKNESS OF ¾ INCHES, PLUS OR MINUS ¼ INCH, AT THE TIME OF CUTTING. MEASUREMENT FOR THICKNESS MUST EXCLUDE TOP GROWTH AND THATCH. BROKEN PADS AND TORN OR UNEVEN ENDS WILL NOT BE ACCEPTABLE.
      - 1.c. STANDARD SIZE SECTIONS OF SOD MUST BE STRONG ENOUGH TO SUPPORT THEIR OWN WEIGHT AND RETAIN THEIR SIZE AND SHAPE WHEN SUSPENDED VERTICALLY WITH A FIRM GRASP ON THE UPPER 10 PERCENT OF THE SECTION.
      - 1.d. SOD MUST NOT BE HARVESTED OR TRANSPLANTED WHEN MOISTURE CONTENT (EXCESSIVELY DRY OR WET) MAY ADVERSELY AFFECT ITS SURVIVAL.
      - 1.e. SOD MUST BE HARVESTED, DELIVERED, AND INSTALLED WITHIN A PERIOD OF 36 HOURS. SOD NOT TRANSPLANTED WITHIN THIS PERIOD MUST BE APPROVED BY AN AGRONOMIST OR SOIL SCIENTIST PRIOR TO ITS INSTALLATION
   2. SOD INSTALLATION
      - 2.a. DURING PERIODS OF EXCESSIVELY HIGH TEMPERATURE OR IN AREAS HAVING DRY SUBSOIL, LIGHTLY IRRIGATE THE SUBSOIL IMMEDIATELY PRIOR TO LAYING THE SOD.
      - 2.b. LAY THE FIRST ROW OF SOD IN A STRAIGHT LINE WITH SUBSEQUENT ROWS PLACE PARALLEL TO IT AND TIGHTLY WEDGED AGAINST EACH OTHER. STAGGER LATERAL JOINTS TO PROMOTE MORE UNIFORM GROWTH AND STRENGTH. ENSURE THAT SOD IS NOT STRETCHED OR OVERLAPPED AND THAT ALL JOINTS ARE BUTTED TIGHT IN ORDER TO PREVENT VOIDS WHICH WOULD CAUSE AIR DRYING OF THE ROOTS.
      - 2.c. WHEREVER POSSIBLE, LAY SOD WITH THE LONG EDGES PARALLEL TO THE CONTOUR AND WITH STAGGERING JOINTS. ROLL AND TAMP, PEG OR OTHERWISE SECURE THE SOD TO PREVENT SLIPPAGE ON SLOPES. ENSURE SOLID CONTACT EXISTS BETWEEN SOD ROOTS AND THE UNDERLYING SOIL SURFACE.
      - 2.d. WATER THE SOD IMMEDIATELY FOLLOWING ROLLING AND TAMPING UNTIL THE UNDERSIDE OF THE NEW SOD PAD AND SOIL SURFACE BELOW THE SOD ARE THOROUGHLY WET. COMPLETE THE OPERATION OF LAYING, TAMPING AND IRRIGATING FOR ANY PIECE OF SOD WITHIN EIGHT HOURS.
   3. SOD MAINTENANCE
      - 3.a. IN THE ABSENCE OF ADEQUATE RAINFALL, WATER DAILY DURING THE FIRST WEEK OR AS OFTEN AND SUFFICIENTLY AS NECESSARY TO MAINTAIN MOIST SOIL TO A DEPTH OF 4 INCHES. WATER SOD DURING THE HEAT OF THE DAY TO PREVENT WILTING.
      - 3.b. AFTER THE FIRST WEEK, SOD WATERING IS REQUIRED AS NECESSARY TO MAINTAIN ADEQUATE MOISTURE CONTENT.
      - 3.c. DO NOT MOW UNTIL THE SOD IS FIRMLY ROOTED. NO MORE THAN ⅓ OF THE GRASS LEAF MUST BE REMOVED BY THE INITIAL CUTTING OR SUBSEQUENT CUTTINGS. MAINTAIN A GRASS HEIGHT OF AT LEAST 3 INCHES UNLESS OTHERWISE SPECIFIED.

### B-4-8 STANDARDS AND SPECIFICATIONS FOR STOCKPILE AREAS

DEFINITION

A MOUND OR PILE OF SOIL PROTECTED BY APPROPRIATELY DESIGNED EROSION AND SEDIMENT CONTROL MEASURES.

PURPOSE

TO PROVIDE A DESIGNATED LOCATION FOR THE TEMPORARY STORAGE OF SOIL THAT CONTROLS THE POTENTIAL FOR EROSION, SEDIMENTATION, AND CHANGES TO DRAINAGE PATTERNS.

CONDITIONS WHERE PRACTICE APPLIES

STOCKPILE AREAS ARE UTILIZED WHEN IT IS NECESSARY TO SALVAGE AND STORE SOIL FOR LATER USE.

CRITERIA

A. THE STOCKPILE LOCATION AND ALL RELATED SEDIMENT CONTROL PRACTICES MUST BE CLEARLY INDICATED ON THE EROSION AND SEDIMENT CONTROL PLAN.
B. THE FOOTPRINT OF THE STOCKPILE MUST BE SIZED TO ACCOMMODATE THE ANTICIPATED VOLUME OF MATERIAL AND BASED ON A SIDE SLOPE RATIO NO STEEPER THAN 2:1. BENCHING MUST BE PROVIDED IN ACCORDANCE WITH SECTION B-3 LAND GRADING.
C. RUNOFF FROM THE STOCKPILE AREA MUST DRAIN TO A SUITABLE SEDIMENT CONTROL PRACTICE.
D. ACCESS THE STOCKPILE AREA FROM THE UPGRADE SIDE.
E. CLEAR WATER RUNOFF INTO THE STOCKPILE AREA MUST BE MINIMIZED BY USE OF A DIVERSION FENCE SUCH AS AN EARTH DIKE, TEMPORARY SWALE OR DIVERSION FENCE. PROVISIONS MUST BE MADE FOR DISCHARGING CONCENTRATED FLOW IN A NON-EROSIVE MANNER.
F. WHERE RUNOFF CONCENTRATES ALONG THE TOE OF THE STOCKPILE FILL, AN APPROPRIATE EROSION/SEDIMENT CONTROL PRACTICE MUST BE USED TO INTERCEPT THE DISCHARGE.
G. STOCKPILES MUST BE STABILIZED IN ACCORDANCE WITH THE 3/7 DAY STABILIZATION REQUIREMENT AS WELL AS STANDARD B-4-1 INCREMENTAL STABILIZATION AND STANDARD B-4-4 TEMPORARY STABILIZATION.
H. IF THE STOCKPILE IS LOCATED ON AN IMPERVIOUS SURFACE, A LINER SHOULD BE PROVIDED BELOW THE STOCKPILE TO FACILITATE CLEANUP. STOCKPILES CONTAINING CONTAMINATED MATERIAL MUST BE COVERED WITH IMPERMEABLE SHEETING.

MAINTENANCE

THE STOCKPILE AREA MUST CONTINUOUSLY MEET THE REQUIREMENTS FOR ADEQUATE VEGETATIVE ESTABLISHMENT IN ACCORDANCE WITH SECTION B-4 VEGETATIVE STABILIZATION. SIDE SLOPES MUST BE MAINTAINED AT NO STEEPER THAN A 2:1 RATIO. THE STOCKPILE AREA MUST BE KEPT FREE OF EROSION. IF THE VERTICAL HEIGHT OF A STOCKPILE EXCEEDS 20 FEET FOR 2:1 SLOPES, 30 FEET FOR 3:1 SLOPES OR 40 FEET FOR 4:1 SLOPES, BENCHING MUST BE PROVIDED IN ACCORDANCE WITH SECTION B-3 LAND GRADING.

### SEQUENCE OF CONSTRUCTION:

1. REQUEST A PRE-CONSTRUCTION MEETING WITH WORCESTER COUNTY DEPARTMENT OF ENVIRONMENTAL PROGRAMS AT 410-632-1200 TO SCHEDULE A PRE-CONSTRUCTION MEETING AT LEAST 48 HOURS PRIOR TO COMMENCING ANY SITE WORK. FAILURE TO DO SO MAY RESULT IN AN IMMEDIATE STOPWORK ORDER. WORK MAY NOT BEGIN UNTIL A PRECONSTRUCTION MEETING IS HELD WITH, OR WAIVED BY, THE WORCESTER COUNTY DEPARTMENT OF ENVIRONMENTAL PROGRAMS.
2. CLEARING AND GRUBBING AS NECESSARY FOR THE INSTALLATION OF PERIMETER CONTROLS.
3. CONSTRUCTION AND STABILIZATION OF PERIMETER CONTROLS: SILT FENCE AND SUPER SILT FENCE. PERIMETER CONTROLS MUST BE INSPECTED BY THE WORCESTER COUNTY ENVIRONMENTAL PROGRAMS PRIOR TO PERFORMING ADDITIONAL EARTH DISTURBING ACTIVITIES.
4. REMAINING CLEARING AND GRUBBING WITHIN INSTALLED PERIMETER CONTROLS.
5. CONSTRUCTION OF ADDITIONAL SEDIMENT CONTROL: ONSITE CONCRETE WASHOUT STRUCTURE.
6. COORDINATE WITH WORCESTER COUNTY TO MAINTAIN TRANSFER STATION OPERATIONS:
   - 6.A. SET UP TRAFFIC BARRELS TO ALLOW PUBLIC ACCESS TO HALF OF THE WORK ZONE.
7. COMMENCE WORK ON THE WESTERN SIDE WHILE MAINTAINING PUBLIC ACCESS TO THE EASTERN SIDE. COORDINATE TEMPORARY RELOCATION OF BULK CONTAINER AND COMPACTOR WITH THE COUNTY.
8. DEMOLITION AND SITE PREPARATION:
   - 8.D. REMOVE CONCRETE PADS, WOODEN WALKWAYS, FRAMING, DECKING, SUPPORTS, PILES, AND AGGREGATES
   - 8.E. DISASSEMBLE CONCRETE BLOCK WALL. COORDINATE WITH COUNTY FOR TEMPORARY STOCKPILE LOCATION FOR CONCRETE BLOCKS AND ASSIST IN LOADING CONCRETE BLOCKS ON COUNTY SUPPLIED TRUCK TO BE TRANSPORTED OFFSITE BY THE COUNTY.
   - 8.F. DEMOLISH EXISTING SHEDS AND ASPHALT TO LIMITS INDICATED.
9. CONSTRUCTION OF SITE IMPROVEMENTS:
   - 9.A. INSTALL ELECTRIC DUCT BANK
   - 9.B. PERFORMING REGRADING OF EXISTING RAMP TO LINES AND GRADES SHOWN ON THE DRAWINGS.
   - 9.C. INSTALL CAST-IN-PLACE REINFORCED CONCRETE PADS AND RETAINING WALLS WITH REQUIRED TESTING.
   - 9.D. PERFORM ELECTRICAL UPGRADES AND COORDINATE ELECTRICAL CONNECTIONS FOR COMPACTORS, ATTENDANT HUT, LIGHTING, AND ASSOCIATED INFRASTRUCTURE AS REQUIRED.
   - 9.E. FURNISH AND INSTALL BASE AGGREGATE, SUPERPAVE ASPHALT LAYERS, GRAVEL, BOLLARDS, AND LIGHT POLES.
   - 9.F. PERFORM OVERLAY WORK AS INDICATED.
   - 9.G. COORDINATE PLACEMENT OF COUNTY-PROVIDED ATTENDANT HUT AND STORAGE SHED.
10. SITE RESTORATION AND STABILIZATION, REMOVAL OF EROSION CONTROLS, AND FINAL COORDINATION WITH WORCESTER COUNTY TO RETURN TRANSFER STATION OPERATIONS TO THE COMPLETED PROJECT AREA.
11. REMOVAL OF EROSION AND SEDIMENT CONTROL MEASURES BY THE CONTRACTOR SHALL BE CONDUCTED ONLY AFTER THE FOLLOWING IS ACCOMPLISHED:
    - 11.A. ALL WORK DEFINED BY THE DRAWINGS WITHIN THE PROJECT LIMITS OF DISTURBANCE ARE COMPLETED AND APPROVED IN WRITING BY THE COUNTY.
12. UPON REMOVAL OF EROSION AND SEDIMENT CONTROLS, IMMEDIATELY PROVIDE PERMANENT STABILIZATION IN AREAS DISTURBED BY THE REMOVAL OF EROSION AND SEDIMENT CONTROLS.

MINIMUM REGULATORY EROSION AND SEDIMENT CONTROL INSPECTION REQUIREMENTS FOR THE PROJECT.

THE OWNER, DEVELOPER, AND/OR PROJECT REPRESENTATIVE SHALL CONTACT THE WORCESTER COUNTY DEPARTMENT OF ENVIRONMENTAL PROGRAMS AT THE FOLLOWING STAGES OF CONSTRUCTION:

1. PRE-CONSTRUCTION MEETING, PRIOR TO THE START OF EARTH DISTURBANCE
2. UPON INSTALLATION OF PERIMETER EROSION AND SEDIMENT CONTROLS AND PRIOR TO PROCEEDING WITH OTHER EARTH DISTURBING ACTIVITIES.
3. PRIOR TO THE REMOVAL OF ANY OF THE EROSION AND SEDIMENT CONTROL PRACTICES.

**EA Engineering, Science, and Technology, Inc., PBC**

11200 Racetrack Road, Unit A101
Ocean Pines, Maryland 21811
(410) 641-5341
www.eaest.com

**HORIZONTAL DATUM:**
MD STATE PLANE, NAD 83, US SURVEY FEET

**VERTICAL DATUM:**
NAVD 88

SCALE AS SHOWN

FULL SIZE PLOT: 24" x 36"

**REVISIONS**

**SEAL**

STEVEN C. LEMASTERS
55422
11/12/2025

PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 55422
EXPIRATION DATE: DECEMBER 16, 2025

**PROJECT NAME**
BERLIN HOMEOWNER
CONVENIENCE CENTER
BULKHEAD REPAIR

**PROJECT ADDRESS**
9696 MILL HAVEN ROAD
BERLIN, MD 21811

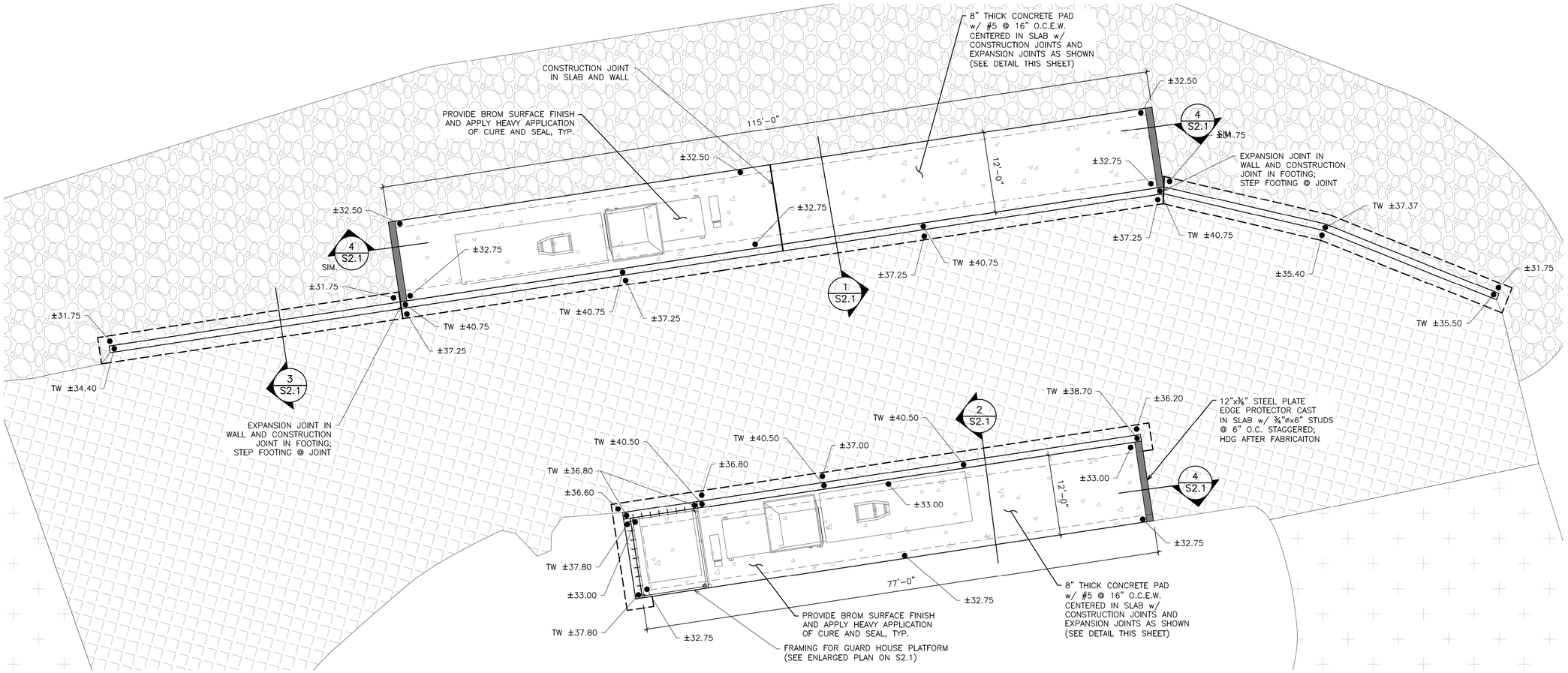
**DRAWING TITLE**
EROSION AND SEDIMENT
CONTROL NOTES

**DRAWING INFORMATION**
DRAWN BY: JWB
DESIGNED BY: JWB/SCL
CHECKED BY: DOK
PROJECT MANAGER: SCL
PROJECT NUMBER: 1060953

**DRAWING NO.**
**C-503**

DATE: NOVEMBER 2025
SHEET: 7 OF 11

100% PLANS - FOR CONSTRUCTION




## FOUNDATION PLAN

SCALE: ⅛" = 1'-0"

**NOTE:**
1) COORDINATE ALL ELEVATIONS WITH CIVIL DRAWINGS

**CAST-IN-PLACE CONCRETE**

ALL CONCRETE SHALL BE MADE IN ACCORDANCE WITH DESIGN MIXES WHICH ARE TO BE APPROVED BY THE ENGINEER PRIOR TO CASTING ANY CONCRETE. MIXES SHALL BE IN ACCORDANCE WITH THE AMERICAN CONCRETE INSTITUTION ACI 318. MIXES SHALL HAVE A MINIMUM CEMENT CONTENT OF 520 LB. PER CUBIC YD., MAXIMUM WATER/CEMENT RATIO OF 0.53 FOR INTERIOR CONCRETE PROTECTED FROM FREEZING AND 0.45 FOR ALL EXTERIOR EXPOSED CONCRETE.

MINIMUM SPECIFIED COMPRESSIVE STRENGTH f'c @ 28 DAYS.

| LOCATION | MIN. COMP. (F'C) | SLUMP (IN.) | AIR ENTRAINED |
|---|---|---|---|
| SLABS AND WALLS | 4000 PSI | 4" +/- 1" | 5% +/- 1% |

FIBERMESH ADDITIVE ACCEPTABLE WITHIN MANUFACTURER RECOMMENDATIONS AND PER COUNTY.

CONCRETE MATERIALS SHALL CONFORM TO ASTM C150, TYPE I FOR PORTLAND CEMENT AND ASTM C33 FOR AGGREGATES. WATER-REDUCING ADMIXTURES SHALL CONFORM TO ASTM C494, TYPE A (FREE OF CALCIUM CHLORIDES), AIR-ENTRAINING ADMIXTURES SHALL CONFORM TO ASTM C260, AND HIGH-RANGE WATER REDUCERS (SUPER-PLASTICIZERS) SHALL CONFORM TO ASTM C494, TYPE F. FLY ASH SHALL COMPLY WITH ASTM C619 FOR CLASS F AND SHALL NOT BE PROPORTIONED IN MIXES WITH MORE THAN 20% CEMENT BY WEIGHT. LIQUID-MEMBRANE CURING COMPOUNDS SHALL BE HIGH-SOLIDS, WATER AND ACRYLIC-BASED, COMPLYING WITH ASTM C309 AS TESTED UNDER ASTM C156.

USE OF ADDITIVES CONTAINING CALCIUM CHLORIDE SHALL NOT BE PERMITTED.
DO NOT USE HIGH-RANGE WATER REDUCING ADMIXTURES IN AIR-ENTRAINED CONCRETE.
CONFORM TO ASTM C260.

ADDITION OF WATER TO THE CONCRETE AT THE JOB SITE FOR THE PURPOSE OF INCREASING THE SLUMP OR FOR RETEMPERING THE CONCRETE WHICH HAS BEGUN TO SET IS STRICTLY PROHIBITED.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR FURNISHING AND INSTALLING ANCHOR BOLTS, CLIPS, INSERTS, CONNECTION PLATES, SLEEVES, SLOTS AND OTHER REQUIRED ITEMS IN ACCORDANCE WITH THE CONTRACT DRAWINGS, AND IN COOPERATION WITH OTHER TRADES PRIOR TO PLACING CONCRETE.

REINFORCING STEEL SHALL BE HIGH STRENGTH NEW BILLET STEEL CONFORMING TO ASTM A-615, GRADE 60 (60,000 PSI). WELDED WIRE FABRIC (WWF) SHALL CONFORM TO ASTM A-185. ALL REINFORCING SHALL BE DETAILED, FABRICATED, AND PLACED IN ACCORDANCE WITH ACI'S MANUAL OF STANDARD PRACTICE FOR DETAILING CONCRETE STRUCTURES, (ACI-315). DETAILS OF REINFORCEMENT SHALL CONFORM TO ACI 318, ACI 315, AND CRSI STANDARDS.

ALL REINFORCING STEEL (INCLUDING WELDED WIRE FABRIC) SHALL BE SECURELY TIED AND ANCHORED IN PLACE TO PREVENT DISLOCATION DURING THE PLACING OPERATION.

REINFORCING STEEL SHALL BE CLEAN OF MUD, DEBRIS, LOOSE RUST, CEMENT, GROUT, OR ANY OTHER MATERIAL WHICH MAY INHIBIT THE BOND BETWEEN THE STEEL AND CONCRETE.

**STEEL**

ALL OTHER STRUCTURAL STEEL, INCLUDING PLATES, TIE RODS AND MISCELLANEOUS SHAPES SHALL CONFORM TO ASTM A36 (36 KSI).

BOLTS FOR CONNECTING STRUCTURAL STEEL SHAPES SHALL BE ASTM A325-N, 3/4 -INCH DIAMETER, UNLESS OTHERWISE NOTED ON THE DRAWINGS OR IN THE PROJECT SPECIFICATIONS.

OTHER BOLTS SHALL CONFORM TO ASTM F1554 GRADE 36.

FABRICATION AND ERECTION OF ALL STRUCTURAL STEEL SHALL BE IN ACCORDANCE WITH THE LATEST SPECIFICATION OF THE AMERICAN INSTITUTE OF STEEL CONSTRUCTION.

**FOUNDATION**

SLAB AND FOOTING SUBGRADE SHALL BE PREPARED PER SOIL REPORT BY SGI, LLC DATED SEPTEMBER 26, 2024 REQUIREMENTS WITH 3000 PSF ALLOWABLE BEARING CAPACITY.

**TIMBER**

ALL TIMBER SHALL BE #1 SYP TREATED TO 0.6pcf CCA (MIN.)

**SHOP DRAWINGS**

THE GENERAL CONTRACTOR SHALL SUBMIT SHOP DRAWINGS FOR ALL STRUCTURAL ELEMENTS SHOWN ON THE CONTRACT DOCUMENTS FOR APPROVAL. THE STRUCTURAL ENGINEER WILL NOT BE RESPONSIBLE FOR THE STRUCTURAL CERTIFICATION AND DESIGN OF THE PROJECT IF THE GENERAL CONTRACTOR FAILS TO OBTAIN APPROVAL OF THE SHOP DRAWINGS. THE GENERAL CONTRACTOR SHALL INFORM THE STRUCTURAL ENGINEER IN WRITING CONCERNING DEVIATIONS AND/OR OMISSIONS FROM THE CONTRACT DOCUMENTS AT THE TIME OF SHOP DRAWING SUBMISSION. THE GENERAL CONTRACTOR SHALL REVIEW ALL SHOP DRAWINGS AND SHALL MAKE ALL CORRECTIONS HE DEEMS NECESSARY BEFORE SUBMISSION. THE GENERAL CONTRACTOR SHALL STATE ON THE SHOP DRAWINGS THAT CONTRACT DOCUMENT REQUIREMENTS HAVE BEEN MET AND THAT ALL DIMENSIONS, CONDITIONS AND QUANTITIES HAVE BEEN REVIEWED AND VERIFIED AS SHOWN AND/OR CORRECTED ON THE SHOP DRAWINGS.

**MISCELLANEOUS ITEMS**

THE CONTRACTOR IS SOLELY RESPONSIBLE FOR ALL SAFETY REGULATIONS, PROGRAMS AND PRECAUTIONS RELATED TO ALL WORK ON THIS PROJECT AND FOR THE PROTECTION OF PERSONS AND PROPERTY EITHER ON OR ADJACENT TO THE PROJECT AND SHALL PROTECT SAME AGAINST INJURY, DAMAGE OR LOSS.

THE CONTRACTOR IS RESPONSIBLE FOR LIMITING THE AMOUNT OF CONSTRUCTION LOAD IMPOSED ON THE STRUCTURE. SUCH LOADS SHALL NOT EXCEED THE CAPACITY OF THE STRUCTURE AT ANY TIME.

THE STRUCTURE IS DESIGNED TO FUNCTION AS A UNIT UPON COMPLETION, AND ANY TEMPORARY BRACING OR SUPPORT REQUIRED TO ACCOMMODATE THE CONTRACTOR'S MEANS AND METHODS ARE THE RESPONSIBILITY OF THE CONTRACTOR.

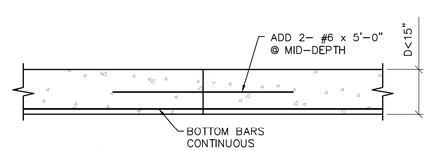
STRUCTURAL DRAWINGS SHALL BE USED IN CONJUNCTION WITH THE SITE DRAWINGS, AND THE CONTRACTOR SHALL BE RESPONSIBLE FOR SEEING THAT THE WORK OF ALL TRADES IS COORDINATED WITH ADJACENT WORK.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR DESIGNING, FURNISHING, ERECTING AND REMOVING ANY TEMPORARY SHORING AND BRACING DURING CONSTRUCTION

SAFETY REGULATIONS SHALL BE STRICTLY FOLLOWED BY THE CONTRACTOR OR SUBCONTRACTOR DURING ALL TIMES OF WORK ON THIS PROJECT. THE ARCHITECT OR ENGINEER SHALL NOT HAVE CONTROL OR CHARGE OF, AND SHALL NOT BE RESPONSIBLE FOR CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES OR PROCEDURES, FOR SAFETY PRECAUTIONS AND PROGRAMS IN CONNECTION WITH THE WORK, FOR ACTS OF OMISSIONS OF THE CONTRACTOR, SUBCONTRACTORS, OR ANY OTHER PERSONS PERFORMING ANY OF THE WORK IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.

ALL SPECIALTY BOLTS, INCLUDING EXPANSION TYPE AND EPOXY TYPE ANCHORS SHALL BE INSTALLED IN STRICT ACCORDANCE WITH THE MANUFACTURER'S PRINTED INSTRUCTIONS.

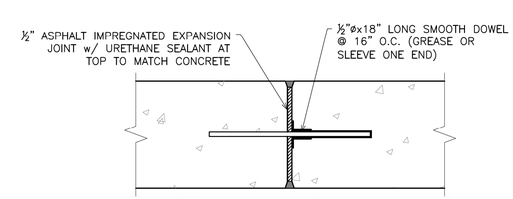
THE CONTRACTOR SHALL PROTECT FROM DAMAGES EXISTING BUILDING(S), OWNER EQUIPMENT, ROADS, WALKS AND UTILITIES. THE CONTRACTOR SHALL MAINTAIN THESE DURING THE COURSE OF THE WORK, AND SHALL REPAIR ALL DAMAGES AT NO ADDITIONAL EXPENSE TO THE OWNER.




NOTE:
CONSTRUCTION JOINTS SHALL BE PLACED IN MIDDLE THIRD OF CLEAR SPAN. CONSTRUCTION JOINTS ARE NOT PERMITTED WITHIN 4'-0" OF OPENINGS

## CONSTRUCTION JOINT DETAIL

N.T.S.




## EXPANSION JOINT DETAIL

N.T.S.

PRINTS ISSUED FOR:
REVIEW

REVISIONS

| REV. # | DESCRIPTION | DATE |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |
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| 5 | | |
| 6 | | |
| 7 | | |

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GEORGE, MILES & BUHR, LLC
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SALISBURY, MARYLAND 21801
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www.gmbnet.com

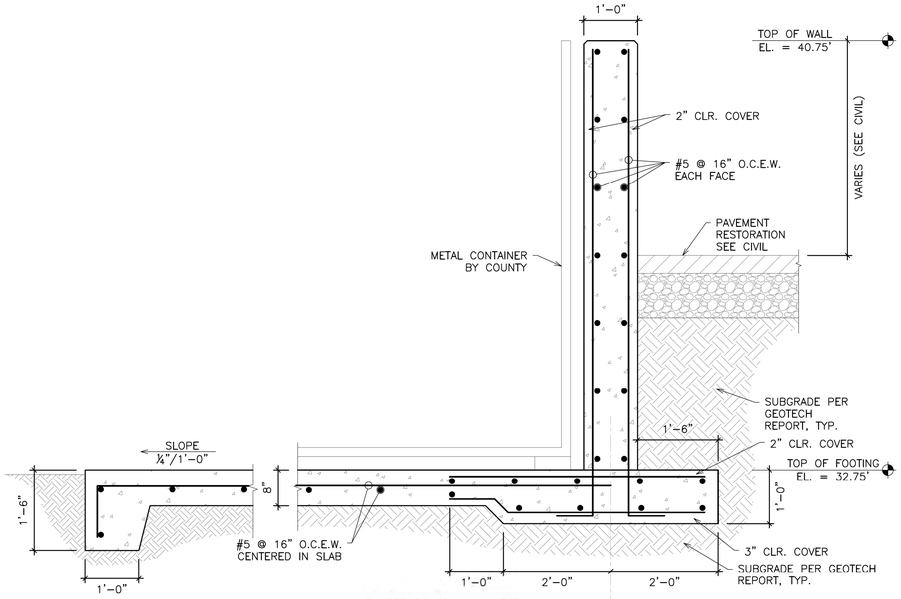
BERLIN HOMEOWNER CONVENIENCE CENTER BULKHEAD REPAIR
9696 MILL HAVEN ROAD
BERLIN, MD 21811

STATE OF MARYLAND
ALEXANDRA R. MILES
No. 22745
PROFESSIONAL ENGINEER

STRUCTURAL PLAN, DETAILS, AND NOTES

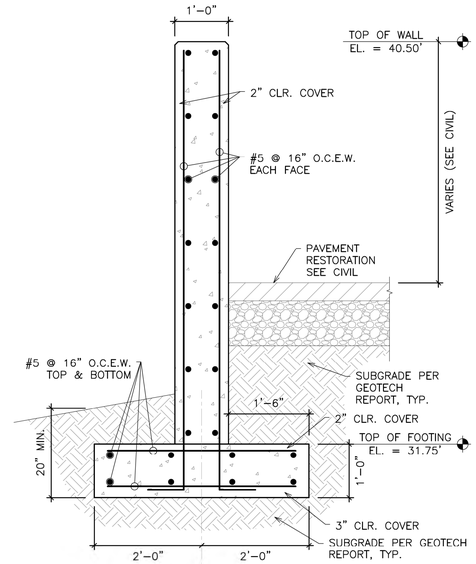
| | |
|---|---|
| SCALE | : AS NOTED |
| DESIGN BY | : ARM |
| DRAWN BY | : TFVT |
| CHECKED BY: | ARM |
| GMB FILE | : 240209 |
| DATE | : FEB 2025 |

SHEET NO.
S1.1



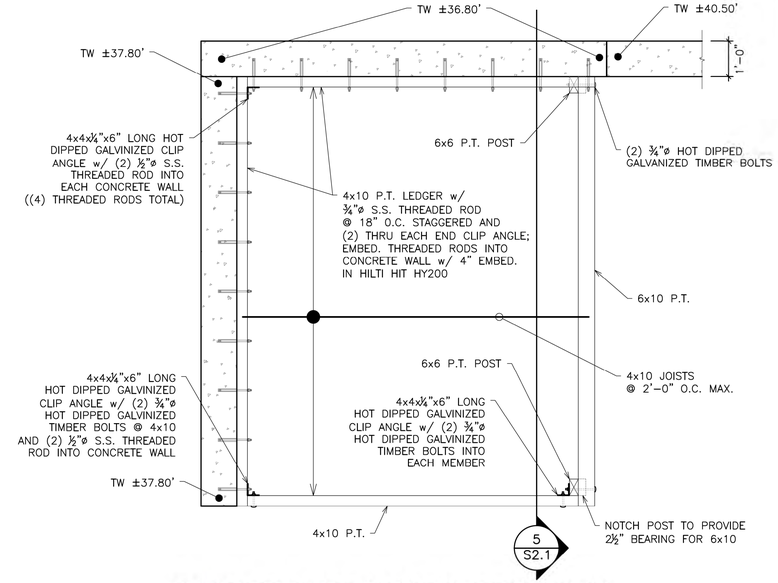

## SECTION 1/S2.1

SCALE: ¾" = 1'-0"




## SECTION 3/S2.1

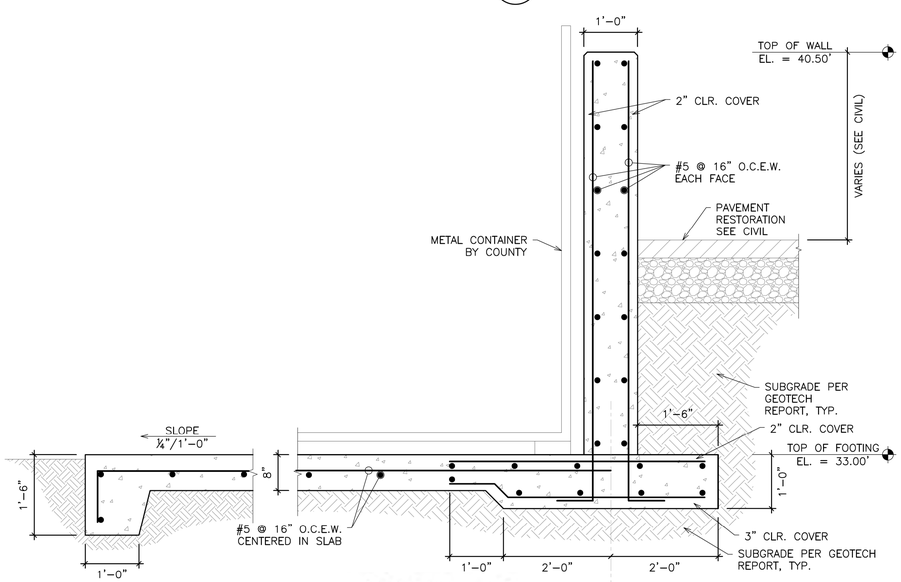
SCALE: ¾" = 1'-0"




## ENLARGED GUARD HOUSE PLATFORM PLAN

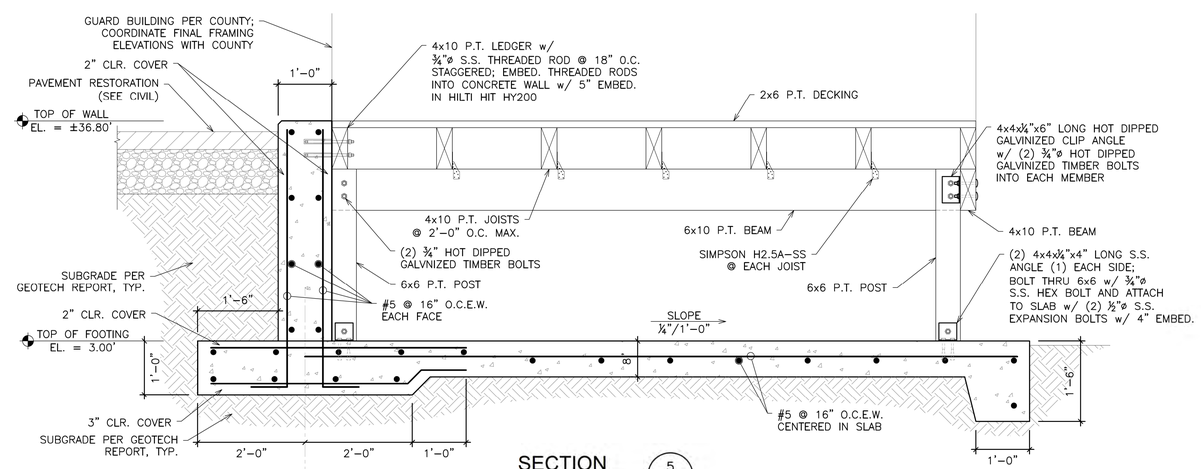
SCALE: ½" = 1'-0"

**NOTE:**
TIMBER TREATMENT SHALL BE MIN. 0.6 CCA.



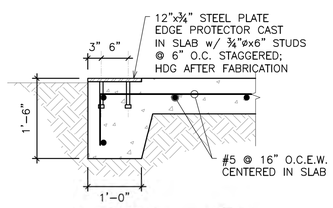

## SECTION 2/S2.1

SCALE: ¾" = 1'-0"



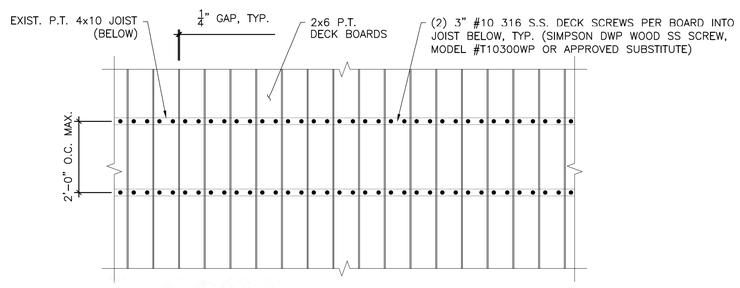

## SECTION 5/S2.1

SCALE: ¾" = 1'-0"



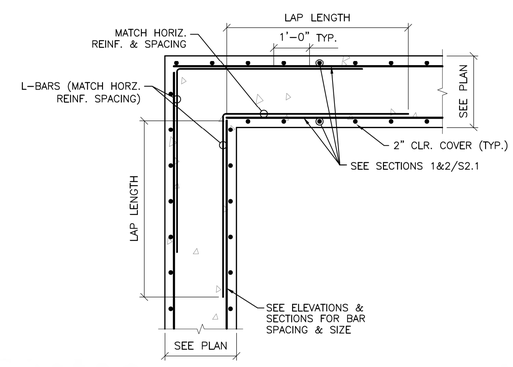

## SECTION 4/S2.1

SCALE: ¾" = 1'-0"



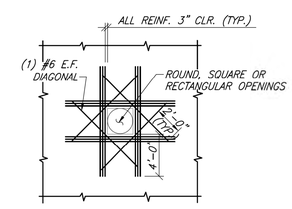

## DECK BOARD ATTACHMENT DETAIL

N.T.S.




## TYPICAL WALL CORNER REINFORCEMENT DETAIL

N.T.S.




NOTE:

1. PROVIDE ADDITIONAL REINFORCING, (MINIMUM OF ONE-HALF THE NUMBER OF PRINCIPLE REINFORCING, BARS BEING INTERRUPTED BY THE OPENING AT EACH FACE ON EACH SIDE.
2. FOR OPENINGS LESS THAN 12" DIA., NO ADDITIONAL REINFORCING IS REQUIRED PROVIDED, NO REINFORCING IS INTERRUPTED BY THE OPENING.

## REBAR DETAIL @ OPENINGS

N.T.S.

PRINTS ISSUED FOR:
REVIEW

REVISIONS

| REV. # | DESCRIPTION | DATE |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |

GMB
GEORGE, MILES & BUHR, LLC
ARCHITECTS & ENGINEERS
SALISBURY · BALTIMORE · SEAFORD
206 DOWNTOWN PLAZA
SALISBURY, MARYLAND 21801
410-742-3115, FAX 410-548-5790
www.gmbnet.com

BERLIN HOMEOWNER
CONVENIENCE CENTER
BULKHEAD REPAIR

9696 MILL HAVEN ROAD
BERLIN, MD 21811

STATE OF MARYLAND
ARIF REHMAN JAFFERY
No. 22748
PROFESSIONAL ENGINEER

SECTIONS AND
DETAILS

| | |
|---|---|
| SCALE : AS NOTED | SHEET NO. |
| DESIGN BY : ARM | S2.1 |
| DRAWN BY : TFVT | |
| CHECKED BY: ARM | |
| GMB FILE : 240209 | |
| DATE : FEB 2025 | |

## ABBREVIATIONS

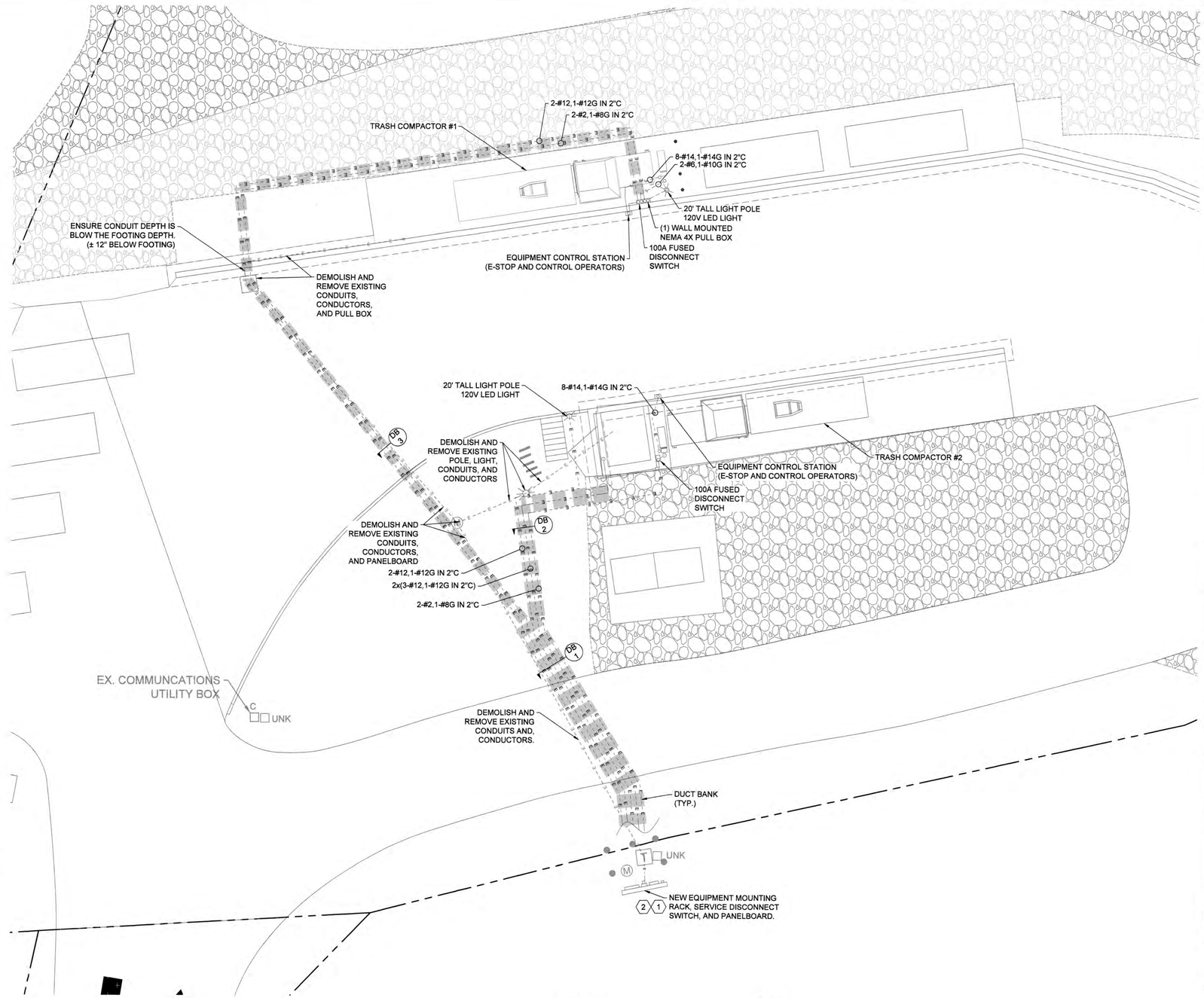
| | |
|---|---|
| A | AMPERE |
| AC | ALTERNATING CURRENT |
| APPROX. | APPROXIMATELY |
| AT | AMPS TRIP |
| AWG | AMERICAN WIRE GAGE |
| CB | CIRCUIT BREAKER |
| CFR | CODE OF FEDERAL REGULATIONS |
| CKT, CIRC. | CIRCUIT |
| CP, C.P. | CONTROL PANEL |
| CPT | CONTROL POWER TRANSFORMER |
| DC | DIRECT CURRENT |
| DIA | DIAMETER |
| D.S. | DISCONNECT SWITCH |
| DWG | DRAWING |
| ELEC | ELECTRICAL |
| ENCL | ENCLOSURE |
| EX., EXIST | EXISTING |
| G | EQUIPMENT GROUNDING CONDUCTOR OR GREEN |
| GRD | GROUND |
| HOA | HAND-OFF-AUTOMATIC |
| HZ | HERTZ |
| JB, JB-() | JUNCTION BOX OR JUNCTION BOX WITH DESIGNATION |
| KCMIL | KILO (THOUSAND) CIRCULAR MILS |
| KVA | KILOVOLT AMPERE |
| KW | KILOWATT |
| LP | LIGHTING PANELBOARD |
| M-() | MOTOR STARTER COIL WITH DESIGNATION |
| MAX | MAXIMUM |
| MCM | THOUSAND CIRCULAR MILS |
| MIN. | MINIMUM |
| MTG | MOUNTING |
| NEC | NATIONAL ELECTRICAL CODE |
| NEMA | NATIONAL ELECTRICAL MANUFACTURERS ASSOCIATION |
| NFSS | NON-FUSED SAFETY SWITCH |
| NO. | NUMBER |
| OL | OVERLOAD |
| PF-() | POWER FEEDER WITH SOURCE DESIGNATION AND CIRCUIT DESIGNATION |
| PH | PHASE |
| PP-() | POWER PANELBOARD |
| P-() | PUMP WITH DESIGNATION |
| SDBC | SOFT DRAWN BARE COPPER |
| S.E. | SERVICE ENTRANCE |
| SP | SURGE PROTECTOR |
| S.S. | STAINLESS STEEL |
| T-() | TRANSFORMER WITH DESIGNATION |
| TSP | TWISTED SHIELDED PAIR |
| TYP. | TYPICAL |
| UTIL. | UTILITY |
| V | VOLT |
| VAC | VOLTS ALTERNATING CURRENT |
| VFD | VARIABLE FREQUENCY DRIVE |
| W/ | WITH |
| WWTP | WASTE WATER TREATMENT PLANT |
| XFM | TRANSFORMER |

## LEGEND - PLANS & DETAILS

| SYMBOL | DESCRIPTION |
|---|---|
| | CONDUIT EXPOSED |
| | CONDUIT CONCEALED |
| | CONDUIT DOWN |
| | CONDUIT UP |
| | CONDUIT CONTINUATION / BREAK LINE |
| C | CONDUIT BODY |
| J | JUNCTION BOX |
| | MOTOR |
| E | ELECTRIC UGND LINE |
| ? | CODED NOTE |
| LP#-# OR PP#-# | HOME RUN TO PANELBOARD |
| | GROUP OF ITEMS |
| | RECEPTACLE |
| | LIGHT |
| | DUCT BANK |
| DB # | DUCT BANK SECTION MARKER |

## GENERAL NOTES

1. ALL WORK IS NEW UNLESS OTHERWISE NOTED AS EXISTING. FOR THE CONVENIENCE OF THE CONTRACTOR, ON DRAWINGS WHICH CONTAIN NEW AND EXISTING FEATURES, A DISTINCTION BETWEEN NEW AND EXISTING MATERIALS, EQUIPMENT, AND STRUCTURES HAS BEEN MADE BY LINE WEIGHT. HEAVY LINE WEIGHT REPRESENTS NEW FEATURES (OR WORK TO BE DONE ON EXISTING FEATURES) AND LIGHT LINE WEIGHT REPRESENTS EXISTING FEATURES.
2. INFORMATION FOR EXISTING UTILITIES IS FROM AVAILABLE RECORDS AND SHALL BE VERIFIED BY THE CONTRACTOR TO HIS OR HER SATISFACTION PRIOR TO CONSTRUCTION ACTIVITIES. CONTRACTOR SHALL TAKE PRECAUTIONS TO PROTECT EXISTING UTILITIES AND STRUCTURES AND ANY DAMAGE TO THEM SHALL BE REPAIRED IMMEDIATELY (WITHIN 24 HOURS) BY THE CONTRACTOR AT NO COST TO THE OWNER.
3. THE CONTRACTOR SHALL MAINTAIN ACCESS TO THE EXISTING HOMEOWNER DROPOFF FACILITY AT ALL TIMES TO ALLOW COUNTY OPERATIONS AND MAINTENANCE STAFF TO EXECUTE AND COMPLETE ROUTINE DUTIES.
4. ALL WORK SHALL COMPLY WITH APPLICABLE REQUIREMENTS OF THE NATIONAL ELECTRICAL CODE.
5. MATERIALS, DEVICES, APPLIANCES, FITTINGS, AND EQUIPMENT INSTALLED SHALL BE LISTED. ALL PRODUCTS SHALL BE USED ONLY IN THE MANNER IN WHICH THEY HAVE BEEN TESTED AND FOUND SUITABLE FOR THE INTENDED USE.
6. EQUIPMENT AND SYSTEMS SHALL BE BONDED AND GROUNDED IN ACCORDANCE WITH ARTICLE 250 OF THE NATIONAL ELECTRICAL CODE, APPLICABLE LOCAL CODES, THE ELECTRICAL UTILITY PROVIDER, AND THE MANUFACTURER'S RECOMMENDATIONS.
7. CONDUIT AND CONDUCTOR SIZES ARE BASED ON COPPER CONDUCTORS UNLESS SPECIFICALLY NOTED OTHERWISE.
8. VOLTAGE DROP CALCULATIONS ARE BASED ON CIRCUIT LOADS AND DISTANCES FOR THE CIRCUIT ROUTING AS SHOWN. IF ALTERNATE CIRCUIT ROUTING, LOADING, OR CONDUCTOR MATERIAL ARE USED, VERIFY THAT THE VOLTAGE DROP IS ACCEPTABLE.
9. UNLESS OTHERWISE NOTED, CONDUCTORS HAVE NOT BEEN DERATED FOR BUNDLING OF CONDUCTORS, OR SIZED FOR MULTIPLE CIRCUITS. IF MULTIPLE CIRCUITS ARE INSTALLED IN A SINGLE RACEWAY, DERATE THE CONDUCTOR AMPACITY IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE, AND PROVIDE THE CORRECT CONDUCTOR AND CONDUIT SIZES.
10. THE CONSTRUCTION CODE REQUIREMENTS OF STATE, COUNTY, OR OTHER POLITICAL SUBDIVISION WHICH EXCEED THE REQUIREMENTS OF NATIONAL CODES, STANDARDS, AND APPROVING BODIES SHALL BE MET AND COMPLIED WITH.
11. THE INSTALLATION OF ALL EQUIPMENT SHALL BE IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS, REQUIREMENTS, AND GUIDELINES AND SHALL CONFORM TO THE PARTICULAR APPLICATION INVOLVED, IN ACCORDANCE WITH DETAILS SHOWN ON THE DRAWINGS. INSTALLATION OF EQUIPMENT CONNECTIONS TO EQUIPMENT SHALL BE COMPLETE IN EVERY DETAIL IN ACCORDANCE WITH APPLICABLE AND ACCEPTED INDUSTRY STANDARDS AND PRACTICES. PRIOR TO ACCEPTANCE OF ALL OR ANY PART OF THE WORK, THE CONTRACTOR SHALL TEST EACH PIECE OF EQUIPMENT AND SUBMIT WRITTEN CERTIFICATION THAT IT HAS BEEN INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S REQUIREMENTS AND IS READY TO BEGIN OPERATION.




**SITE PLAN INSET**
SCALE: 1" = 10'

**NOTES:**

1. INSTALL NEW EQUIPMENT MOUNTING RACK WITH SERVICE DISCONNECT SWITCH AND PANELBOARD TO REPLACE EXISTING PANELBOARD. COORDINATE THE FAULT INTERRUPTING CURRENT RATING OF THE SERVICE EQUIPMENT WITH CHOPTANK ELECTRIC.
2. EXISTING TRASH COMPACTOR #1 (EASTERN SIDE) SHALL REMAIN OPERATIONAL DURING THE CONSTRUCTION OF PHASE 1 (WESTERN SIDE). THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING OR MAINTAINING SERVICE TO TRASH COMPACTOR #1 DURING PHASE 1 CONSTRUCTION ACTIVITIES INCLUSIVE OF THE CONSTRUCTION OF NEW ELECTRIC EQUIPMENT.

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

11200 Racetrack Road, Unit A101
Ocean Pines, Maryland 21811
(410) 641-5341

www.eaest.com

HORIZONTAL DATUM:
MD STATE PLANE, NAD 83, US SURVEY FEET

VERTICAL DATUM:
NAVD 88

N

0 5.0' 10' 20'
1" = 10'
GRAPHIC SCALE IN FEET

FULL SIZE PLOT: 24" x 36"

REVISIONS

SEAL

STATE OF MARYLAND
DANIELLE KOCAND
PROFESSIONAL ENGINEER
No. 20812
13 November 2025

PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 20812
EXPIRATION DATE: APRIL 24, 2027

PROJECT NAME
BERLIN HOMEOWNER CONVENIENCE CENTER BULKHEAD REPAIR

PROJECT ADDRESS
9696 MILL HAVEN ROAD
BERLIN, MD 21811

DRAWING TITLE
ELECTRICAL SITE PLAN, NOTES, ABBREVIATIONS, AND LEGEND

DRAWING INFORMATION

| | |
|---|---|
| DRAWN BY: JWB | DESIGNED BY: JWB/SCL |
| CHECKED BY: DOK | PROJECT MANAGER: SCL |

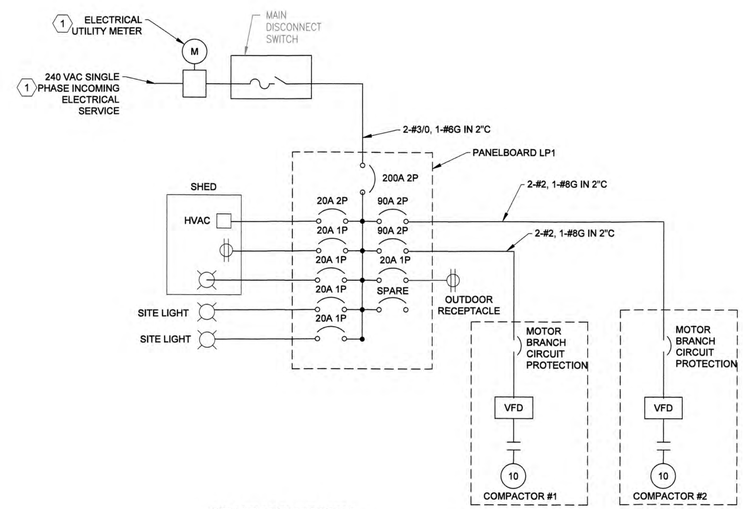
PROJECT NUMBER: 1060953

DRAWING NO.
**E-101**

DATE: NOVEMBER 2025 SHEET: 10 OF 11

100% PLANS - FOR CONSTRUCTION

FILE PATH: SOCAIWINESPROJECTS\DOCS\WORCESTER COUNTY\1060953 - BERLIN HOMEOWNER BULKHEAD REPAIR\CAD\PRODUCTION\DESIGN SET\1060953 - E7.10 - ELECTRICAL.DWG [E-101] | EMASTERS, STEVEN 11/13/2025 3:07 PM




**ONE-LINE DIAGRAME NOTES:**

1. EXISTING 200A, 240 VAC SINGLE-PHASE SERVICE FROM CHOPTANK ELECTRIC. COORDINATE CONNECTION OF EXISTING 240 VAC, 200A SERVICE WITH NEW DISCONNECT SWITCH AND PANELBOARD LP1 INSTALLATION.

**PANEL SCHEDULE**

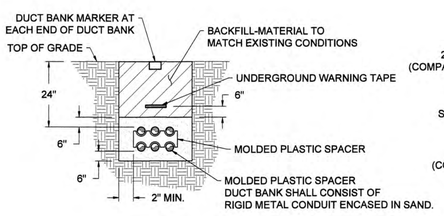
PANELBOARD LP-1 LOCATION ATTENDANT HUT INSTALLATION -

RATINGS 225 AMPS, 240/120 VOLTS, SINGLE PH, 3 WIRE, 60 HZ, GRD BAR -

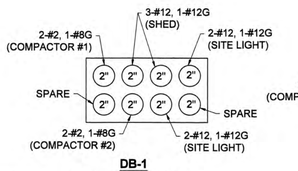
MAIN LUGS - BKR INTERRUPTING RATING 42,000 KAIC RMS. SYMM. AMPS

MAIN CIRCUIT BREAKER 200 AMPS, CONNECTED LOAD - KVA PANEL SIZE 12

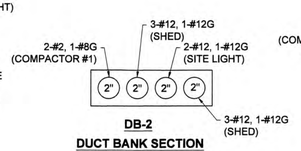
| DESCRIPTION | NOTES | BKR AMPS | POLES | CKT | A | B | CKT | POLES | BKR AMPS | NOTES | DESCRIPTION |
|---|---|---|---|---|---|---|---|---|---|---|---|
| SITE LIGHT | | 20A | 1P | 1 | | | 2 | 2P | 90A | | COMPACTOR #1 |
| SITE LIGHT | | 20A | 1P | 3 | | | 4 | | | | ↓ |
| SHED HVAC | | 20A | 2P | 5 | | | 6 | | 90A | | COMPACTOR #2 |
| ↓ | | | | 7 | | | 8 | | | | ↓ |
| SHED RECEPTACLES | | 20A | 1P | 9 | | | 10 | | SPACE | | SPACE |
| SHED LIGHTS | | 20A | 1P | 11 | | | 12 | | 20A | 1P | OUTDOOR RECEPTACLE |



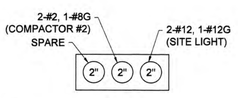

**DUCT BANK DETAIL**
NOT TO SCALE




**DB-1**
**DUCT BANK SECTION**
NOT TO SCALE



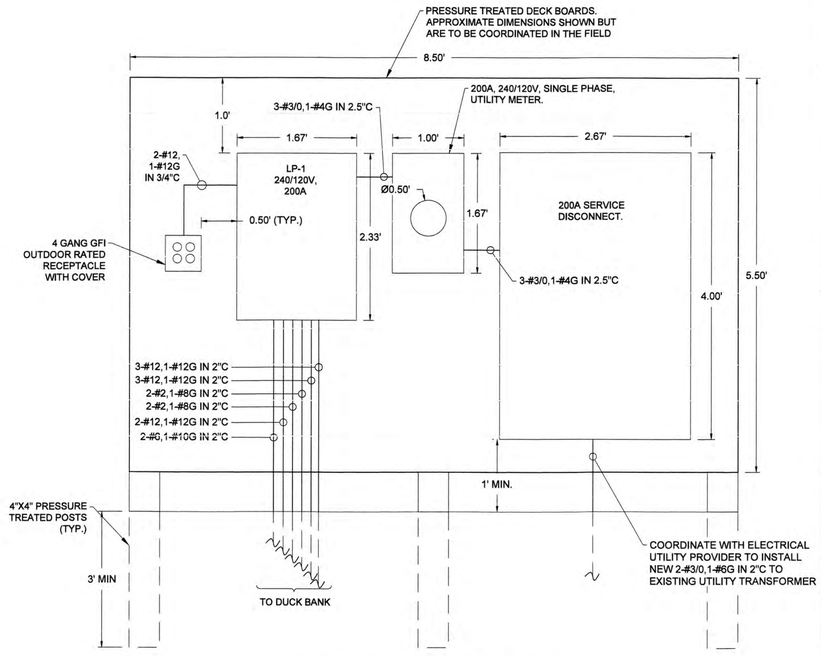

**DB-2**
**DUCT BANK SECTION**
NOT TO SCALE




**DB-3**
**DUCT BANK SECTION**
NOT TO SCALE

**DUCT BANK DETAIL NOTES**

1. TYPICAL DETAIL FOR CONDUIT ARRANGEMENT. EXACT CONFIGURATION OF CONDUITS WITHIN DUCTWILL VARY IN ACCORDANCE WITH CIRCUIT AND EQUIPMENT REQUIREMENTS.




**EQUIPMENT MOUNTING RACK - ELEVATION**
SCALE: 1" = 1'

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Ocean Pines, Maryland 21811
(410) 641-5341

www.eaest.com

N

**HORIZONTAL DATUM:**
MD STATE PLANE, NAD 83, US SURVEY FEET

**VERTICAL DATUM:**
NAVD 88

FULL SIZE PLOT: 24" x 36"

**REVISIONS**

**SEAL**

STATE OF MARYLAND
DANIEL T. SHEPHERD
59812
PROFESSIONAL ENGINEER
13 November 2025

PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO: 20812.
EXPIRATION DATE: APRIL 24, 2027

**PROJECT NAME**
BERLIN HOMEOWNER CONVENIENCE CENTER BULKHEAD REPAIR

**PROJECT ADDRESS**
9696 MILL HAVEN ROAD
BERLIN, MD 21811

**DRAWING TITLE**
ELECTRICAL DETAILS AND ONE-LINE DIAGRAM

**DRAWING INFORMATION**

DRAWN BY: JWB DESIGNED BY: JWB/SCL

CHECKED BY: DOK PROJECT MANAGER: SCL

PROJECT NUMBER: 1060953

**DRAWING NO.**
**E-102**

DATE: NOVEMBER 2025 SHEET: 11 OF 11

100% PLANS - FOR CONSTRUCTION

FILE PATH: \\DCEANPRES\PROJECTS\DOC\SWC\CESTER COUNTY\1060953 - BERLIN HOME\OWNER BULKHEAD REPAIR\CAD\PRODUCTION\DESIGN SET\1060953 - 07-10 - ELECTRICAL.DWG [E-102] LEMASTERS, STEVEN 11/13/2025 3:07 PM

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 19, 2026**, between the **County Commissioners of Worcester County, Maryland** ("County"); and **AJT Homes LLC** ("Successful Vendor").

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

1. Successful Vendor will commence and complete the **Berlin Homeowner Convenience Center Improvements.**
2. Successful Vendor will furnish all the 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 **$496,750.00 (Four Hundred Ninety-Six Thousand Seven Hundred Fifty Dollars and zero 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 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 above written.

**COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND**

_____
Theodore J. Elder
President
Date:

**CONTRACTOR**:

_____

_____
By:
Title:
Date:

MARYLAND'S Coast WORCESTER COUNTY

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: May 6, 2026
RE: Request to Award – Central Landfill Cell 1 Pump Station Upgrades

Public Works – Solid Waste Division is requesting that the Commissioners review and approve awarding the **Central Landfill Cell 1 Pump Station Upgrades** to the lowest responsive and responsible vendor, **TK Construction, Inc**, in the amount of **$971,000**. The facility is located at 7091 Central Site Lane, Newark, MD 21841.

Bids were due and opened on Friday, May 1, 2026, at 2 p.m. Two (2) bids were received.
*(see bid tabulation below)*

The relevant funding history is as follows:

- FY23/FY24 initial funding of $620,000 was approved.
- Commissioners approved awarding Leachate Force Main & Pumpstation Project from Reserve in the amount of $1,750,576.[93]. That purchase order (PO 2025-047) was subsequently canceled due to a change in project scope.
- FY25 Encumbrance Request – Cell 1 PS Upgrade Construction: $1,721,839.[44] - account 680.7002.9010.060 (Capital Equipment Other)

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

| Central Landfill Cell 1 Pump Station Upgrades | |
|---|---|
| Friday, May 1, 2026, at 2:00 pm | |
| Bid Tabulation | |
| **Vendor Name** | **Base Bid** |
| **TK Construction, Inc** *(Salisbury, MD)* | $971,000.00 |
| **Chesapeake Turf** *(Salisbury, MD)* | $998,925.00 |
| | |

**BID SCPECIFICATION SUMMARY (REPLACE FOUR LECHATE PUMP STATIONS)**

**DEMOLITION NOTES:**

DEMOLISH AND REMOVE EXISTING SUBMERSIBLE PUMPS, PUMP WIRING, AND PUMP CONTROLS. COORDINATE

WITH THE COUNTY FOR ITEMS TO BE SALVAGED AND KEPT.

DEMOLISH AND REMOVE EXISTING PUMP SLIDE RAILS, BASE PLATES, HARDWARE, AND ASSOCIATED PIPING.

PIPING SHALL BE TRANSITIONED FROM EXISTING TO THE PROPOSED PUMPSTATION WITHIN THE EXISTING

FIBERGLASS TANK.

DEMOLISH AND REMOVE LEVEL SENSORS, ALARMS CONTROLS, AND ALL ELECTRICAL COMPONENTS WITHIN THE

EXISTING FIBERGLASS TANK.

REMOVE EXISTING LADDER AND LIFTING CHAINS.

REMOVE EXISTING LID, HATCH, VENT PIPE, AND ANY FIBERGLASS TO STEEL LID CONNECTIONS.

POWER WASH, CLEAN, AND EVALUATE EACH OF THE FOUR EXISTING FIBERGLASS TANKS. PROVIDE ENGINEER

AN EVALUATION OF EACH OF THE FOUR EXISTING TANKS AND PROVIDE METHODS OF REPAIR FOR APPROVAL

PRIOR TO FIXING. MAKE REPAIRS USING AN APPROVED FIBERGLASS TANK REPAIR KIT.

DEMOLISH AND REMOVE EXISTING CONTROL CONSOLE AND ELECTRICAL RACK. SEE SHEET E-2 FOR PROPOSED

ELECTRICAL WORK.

LOCATE, REMOVE, AND REPLACE MAGNESIUM ANODE, CONNECTION, AND WIRING.

CONSTRUCTION SPECIFICATIONS

I. LOCATE WASHOUT STRUCTURE A MINIMUM OF 50 FEET AWAY FROM OPEN CHANNELS, STORM DRAIN INLETS,

SENSITIVE AREAS, WETLANDS, BUFFERS AND WATER COURSES AND AWAY FROM CONSTRUCTION TRAFFIC.

2. SIZE WASHOUT STRUCTURE FOR VOLUME NECESSARY TO CONTAIN WASH WATER AND SOLIDS AND MAINTAIN AT

LEAST 4 INCHES OF FREEBOARD. TYPICAL DIMENSIONS ARE 10 FEET X 10 FEET X 3 FEET DEEP.

3. PREPARE SOIL BASE FREE OF ROCKS OR OTHER DEBRIS THAT MAY CAUSE TEARS OR HOLES IN THE LINER. FOR

LINER, USE 10 MIL OR THICKER UV RESISTANT, IMPERMEABLE SHEETING, FREE OF HOLES AJ,O TEARS OR OTHER

DEFECTS THAT COMPROMISE IMPERMEABILITY OF THE MATERIAL.

4. PROVIDE A SIGN FOR THE WASHOUT IN CLOSE PROXIMITY TO THE FACILITY.

5. KEEP CONCRETE WASHOUT STRUCTURE WATER TIGHT. REPLACE IMPERMEABLE LINER IF DAMAGED (E.G., RIPPED

OR PUNCTURED>. EMPTY OR REPLACE WASHOUT STRUCTURE THAT IS 75 PERCENT FULL, AND DISPOSE OF

ACCUMULATED MATERIAL PROPERLY. DO NOT REUSE PLASTIC LINER. WET-VACUUM STORED LIQUIDS THAT HAVE NOT

EVAPORATED ANO DISPOSE OF IN AN APPROVED MANNER. PRIOR TO FORECASTED RAINSTORMS, REMOVE LIQUIDS OR

COVER STRUCTURE TO PREVENT OVERFLOWS. REMOVE HARDENED SOLIDS, WHOLE OR BROKEN UP, FOR DISPOSAL DR

RECYCLING. MAINTAIN RUNOFF DIVERSION AROUND EXCAVATED WASHOUT STRUCTURE UNTIL STRUCTURE IS REMOVED.

CONSTRUCTION SPECIFICATIONS

I. PLACE STABILIZED CONSTRUCTION ENTRANCE IN ACCORDANCE WITH THE APPROVED PLAN. VEHICLES MUST

TRAVEL OVER THE ENTIRE LENGTH OF THE SCE. USE MINIMUM LENGTH OF 50 FEET 1•30 FEET FOR SINGLE

RESIDENCE LOT>. USE MINIMW.I WIDTH OF 10 FEET. FLARE SCE 10 FEET MIMMUM AT THE EXISTING ROA TO

PROVIDE A TURNING RADIUS.

2. PIPE ALL SURFACE WATER FLOWING TO OR DIVERTED TOWARD THE SCE Ut,llER THE ENTRANCE, MAINTAINING

POSITIVE DRAINAGE. PROTECT PIPE INSTALLED THROUGH THE SCE WITH A MOUNTABLE BERM WITH 5:1 SLOPES AND

A MINlt.lUM OF 12 INCHES OF STONE OVER THE PIPE. PROVIDE PIPE AS SPECIFIED ON APPROVED PLAN. WHEN

THE SCE IS LOCATED AT A HIGH SPOT AND HAS NO DRAINAGE TO CONVEY, A PIPE IS NOT NECESSARY. A

MOUNTABLE BERM IS REQUIRED WHEN SCE IS NOT LOCATED AT A IIGH SPOT.

3. PREPARE SUBGRA□E AN□ PLACE NONWOVEN GEOTEXTILE, AS SPECIFIED IN SECTION H-I MATERIALS.

4. PLACE CRUSHED AGGREGATE 12 TO 3 INCHES IN SIZE> OR EQUIVALENT RECYCLED CONCRETE !WITHOUT REBAR>

AT LEAST 6 INCHES DEEP OVER THE LENGTH AN WIDTH OF THE SCE.

5. MAINTAIN ENTRANCE IN A CONDITION THAT MINIMIZES TRACKING OF SEDIMENT. ADD STONE OR MAKE OTHER

REPAIRS AS CONDITIONS DEMAN TO MAINTAIN CLEAN SURFACE, MOUNTABLE BERM, AN SPECFIED llMENSIONS.

IMMEDIATELY REMOVE STONE AND/OR SEDIMENT SPILLED, DROPPED, OR TRACKED ONTO ADJACENT ROADWAY BY

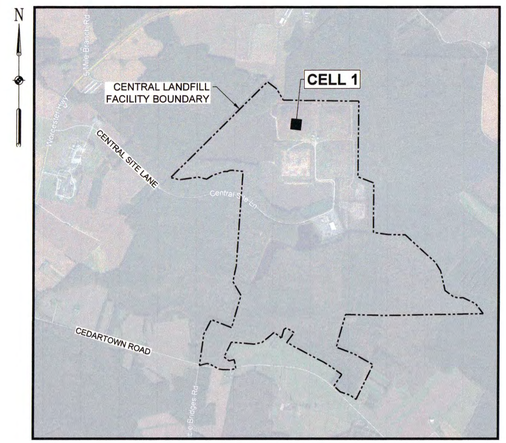
VACUUMING, SCRAPING, AND/OR SWEEPING. WASHING ROADWAY

TO REMOVE MU□ TRACKED ONTO PAVEMENT IS NOT ACCEPTABLE UNLESS WASH WATER IS DIRECTED TO AN APPROVE□

SEDIMENT CONTROL PRACTICE.

# WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS
# CENTRAL LANDFILL CELL 1 PUMP STATION UPGRADES
## WORCESTER COUNTY, MARYLAND


**LOCATION MAP**
SCALE: 1" = 5 mi
0 2.5 mi. 5 mi. 10 mi.
GRAPHIC SCALE IN FEET




**VICINITY MAP**
SCALE 1" = 2,000'
0 1,000' 2,000' 4,000'
GRAPHIC SCALE IN FEET

### SHEET LIST

| DRAWING NO. | SHEET NO. | DRAWING TITLE |
|---|---|---|
| G-001 | 1 | TITLE SHEET |
| C-101 | 2 | CENTRAL LANDFILL FACILITY PROJECT LOCATION PLAN |
| C-102 | 3 | EXISTING CONDITIONS PLAN |
| C-201 | 4 | PROPOSED CELL 1 PUMP STATIONS SITE PLAN |
| C-301 | 5 | TYPICAL PUMP STATION DEMOLITION SECTIONS AND DETAILS |
| C-302 | 6 | TYPICAL PROPOSED PUMP STATION PLAN AND DETAILS |
| C-303 | 7 | TYPICAL PROPOSED PUMP STATION SECTIONS AND DETAILS |
| C-701 | 8 | EROSION AND SEDIMENT CONTROL NOTES |
| C-702 | 9 | EROSION AND SEDIMENT CONTROL DETAILS |
| E-1 | 10 | SITE PLAN, NOTES, ABBREVIATIONS, AND LEGEND |
| E-2 | 11 | SECTIONS, ELEVATIONS, AND DETAILS |
| E-3 | 12 | SECTIONS, ELEVATIONS, DETAILS AND MODIFIED SCADA CONTROL PANEL |
| E-4 | 13 | MODIFIED SCADA CONTROL PANEL ELEMENTARY |
| E-5 | 14 | MODIFIED SCADA CONTROL PANEL ELEMENTARY |

### GENERAL NOTES:

1. EXISTING SURVEY DATA GATHERED IN THE LOCATION BETWEEN FOREBAY NO. 1 AND THE RAILROAD TRACKS WAS PROVIDED BY BENCHMARK LAND SURVEYING INC. IN APRIL 2021. THE REMAINDER OF THE EXISTING SITE SURVEY DATA WAS GATHERED FROM AERIAL SURVEY PROVIDED FROM AXIS GEOSPATIAL LLC. ON MARCH 21, 2021.
2. THE CENTRAL LANDFILL FACILITY HAS AN ESTABLISHED LOCAL HORIZONTAL AND VERTICAL DATUM. BENCHMARKS FOUND ON THESE PLANS SHALL BE ADHERED TO.
4. THIS PROJECT IS EXEMPT FROM WORCESTER COUNTY FOREST CONSERVATION LAW. THE PROJECT DOES NOT HAVE QUALIFYING FORESTED AREA WITHIN THE LIMIT OF DISTURBANCE AS DEFINED BY MARYLAND AND WORCESTER COUNTY CODE [NR 1-402(B)].
5. NO WETLANDS, FLOODPLAINS, OR CRITICAL AREAS ARE LOCATED WITHIN THE LIMITS OF DISTURBANCE.
6. UTILITY INFORMATION IS FOR THE CONVENIENCE OF THE CONTRACTOR ONLY. THE CONTRACTOR SHALL LOCATE AND TAKE THE NECESSARY PRECAUTIONS TO LOCATED AND PROTECT THE EXISTING UTILITIES. CONTRACTOR SHALL NOTIFY "MISS UTILITY" AT LEAST THREE DAYS BEFORE INITIATING ANY SITE IMPROVEMENT WORK, (1-800-257-7777).
7. CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR THE MEANS, METHODS, TECHNIQUES, AND PROCEDURES, UTILIZED FOR THE CONSTRUCTION UNDER THE SCOPE OF WORK. CONTRACTOR SHALL BE RESPONSIBLE FOR SAFETY OF THE PUBLIC AND CONTRACTOR'S EMPLOYEES. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE TO CARRY OUT THE WORK IN ACCORDANCE WITH THE CONTRACT DOCUMENTS AND STANDARD CONSTRUCTION PRACTICES.
8. THIS EROSION AND SEDIMENT CONTROL PLAN SHALL REMAIN VALID FOR A PERIOD OF THREE (3) YEARS FROM THE DATE OF APPROVAL OR UNTIL COMPLETION OF CONSTRUCTION, WHICHEVER OCCURS FIRST.
9. THE CONTRACTOR SHALL COMPLY WITH THE REQUIREMENTS OF THE NOTICE OF INTENT (NOI) AND NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) 20-CP PERMIT. WEEKLY INSPECTIONS AND POST-RAINFALL EVENTS OF 0.25 INCHES OR GREATER ARE REQUIRED AND SHALL BE DOCUMENTED IN ACCORDANCE WITH PERMIT REQUIREMENTS.
10. ALL EROSION AND SEDIMENT CONTROL PRACTICES SHALL BE INSTALLED, MAINTAINED AND REMOVED IN ACCORDANCE WITH THE 2011 MARYLAND STANDARDS AND SPECIFICATIONS FOR SOIL EROSION AND SEDIMENT CONTROL, AND ANY SUBSEQUENT REVISIONS.
11. FAILURE TO MENTION SPECIFICALLY ANY WORK WHICH WOULD NORMALLY BE REQUIRED TO COMPLETE THIS PROJECT SHALL NOT RELIEVE THE CONTRACTOR FROM PERFORMING SUCH WORK.
12. ALL WORK ON THIS PROJECT SHALL BE PERFORMED IN ACCORDANCE WITH THE REQUIREMENTS SET FORTH BY WORCESTER COUNTY STANDARDS.
13. ALL DIMENSIONS, LOCATIONS, AND ELEVATIONS OF EXISTING STRUCTURES SHOWN ON THE CONTRACT DRAWINGS SHALL BE VERIFIED IN THE FIELD BY THE CONTRACTOR. ALL DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER BEFORE PROCEEDING WITH WORK.
14. ALL ASPECTS OF CONSTRUCTION AND EQUIPMENT INSTALLATION SHALL BE PERFORMED / INSTALLED PLUM AND TRUE AND SHALL CONFORM TO THE PRACTICES OF GOOD WORKMANSHIP.
15. THE CONTRACTOR SHALL TAKE NECESSARY PRECAUTIONS CONCERNING SAFETY AND PRESERVATION OF EXISTING UTILITIES ADJACENT TO ANY WORK AND IS RESPONSIBLE FOR THE PROTECTION OF EXISTING STRUCTURES (BELOW GRADE AND ABOVE GRADE) DURING THE COURSE OF DEMOLITION AND CONSTRUCTION. ANY DAMAGE CAUSED BY THE CONTRACTOR SHALL BE REPAIRED IMMEDIATELY AND THE COSTS OF SUCH REPAIR SHALL BE BORNE BY THE CONTRACTOR.
16. CONTRACTOR SHALL TAKE EVERY MEASURE TO PREVENT ANY AND ALL DAMAGE TO NEIGHBORING PROPERTIES. CONTRACTOR IS RESPONSIBLE FOR ANY AND ALL SUCH DAMAGE AND WILL REPAIR AND / OR REPLACE ANY OBJECT, PLANT OR PIECE OF PROPERTY TO ORIGINAL STATE ON ADJACENT PROPERTIES THAT IS DAMAGED IN ANY WAY DUE TO THIS CONSTRUCTION.
17. ALL CONTAMINATED MATERIALS, DEBRIS, AND EQUIPMENT ASSOCIATED WITH LEACHATE SYSTEM IMPROVEMENTS SHALL BE EITHER REMOVED FROM THE SITE DAILY OR STORED IN A DESIGNATED, COVERED AND SECURE CONTAINER UNTIL PROPER DISPOSAL. THE CONTRACTOR SHALL MAINTAIN THE STORAGE AREA IN A CLEAN AND ORDERLY CONDITION AT ALL TIMES. NO MATERIAL SHALL BE STOCKPILED ON THE GROUND.
18. ALL WORK SHALL BE COORDINATED WITH WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS.
19. THE CONTRACTOR IS RESPONSIBLE FOR KEEPING THE CONSTRUCTION SITE SECURE AT ALL TIMES.
20. JOB SITE SAFETY SHALL BE SOLELY THE RESPONSIBILITY OF THE CONTRACTOR.
21. CONTRACTOR IS RESPONSIBLE FOR PERFORMING ALL WORK IN ACCORDANCE WITH STATE AND FEDERAL CONFINED SPACE SAFETY REGULATIONS AS REQUIRED.
22. CONTRACTOR SHALL BE RESPONSIBLE FOR RESTORATION OF SURFACES IN ALL DISTURBED AREAS.
23. ANY AND ALL IMPROVEMENTS, SUCH AS ASPHALT OR CONCRETE PAVEMENT, SOD, ETC., IF DAMAGED, SHALL BE RESTORED TO ITS ORIGINAL CONDITION BY THE CONTRACTOR.
24. THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AND ELEVATIONS PRIOR TO PROCEEDING WITH CONSTRUCTION.
25. THE CONTRACTOR SHALL ESTABLISH PROJECT SURVEY CONTROL WITH THE EXISTING BENCHMARKS, PERFORM CONSTRUCTION STAKEOUT FOR ALL NECESSARY LINE, GRADES, AND ELEVATIONS OF THE PROPOSED FACILITIES.
26. THE CONTRACTOR SHALL MAINTAIN AN "AS-BUILT" DRAWING RECORD OF THE PROPOSED CONSTRUCTION. THE CONTRACTOR SHALL RECORD ALL DEVIATIONS FROM THE CONTRACT DOCUMENTS AS THEY OCCUR, TO CLEARLY DEPICT HOW WORK WAS ACTUALLY CONSTRUCTED. PARTICULAR ATTENTION SHALL BE GIVEN TO ACCURATE RECORDINGS OF CONCEALED WORK. THE "AS-BUILT" RECORD SHALL INCLUDE DESCRIPTIONS, DRAWINGS, SKETCHES, MARKED PRINTS, AND SIMILAR DATA SHALL BE MAINTAINED AT THE JOB SITE AND SHALL BE KEPT CURRENT ON A DAILY BASIS AS WORK PROGRESSES. ALL "AS-BUILT" DRAWINGS AND RELATED DATA SHALL BE SUBJECT TO REGULAR SURVEILLANCE BY THE OWNER'S ON-SITE REPRESENTATIVE.
27. THE CONTRACTOR IS RESPONSIBLE FOR TEST PITTING FOR ALL UTILITIES WITHIN THE PROJECT LIMITS.
28. THE CONTRACTOR IS RESPONSIBLE FOR COORDINATING WITH DEPARTMENT OF SOLID WASTE FOR MATERIAL STAGING AND STOCKPILING.

Sediment Control Plan Approval
Worcester Soil Conservation District
Snow Hill, MD 21863
Approved by _____
Date _____

S.W.M. Plan Approval
Worcester County Environmental Programs
Snow Hill, MD 21863
Approved by _____
Date 11/12/25
**THIS APPROVAL EXPIRES IN TWO (2) YEARS.**

WAIVER RECOMMENDED

### ABBREVIATIONS

| | | | |
|---|---|---|---|
| AC | ACRES | GALV. | GALVANIZED |
| APPRX | APPROXIMATELY | INV | INVERT |
| ASTM | AMERICAN SOCIETY FOR TESTING AND MATERIALS | MDOT | MEAN HIGH WATER |
| | | MNT | MONUMENT |
| BLDG | BUILDING | MWH | MEAN HIGH WATER |
| CMP | CORRUGATED METAL PIPE | NA | NOT APPLICABLE |
| CONC | CONCRETE | PR | PROPOSED |
| DA | DRAINAGE AREA | PSI | POUNDS PER SQUARE INCH |
| D.I. | DUCTILE IRON | RCP | REINFORCED CONCRETE PIPE |
| DIA | DIAMETER | SCH | SCHEDULE |
| EL/ELEV | ELEVATION | SD | STORM DRAIN |
| EX/EXIST | EXISTING | S.S. | STAINLESS STEEL |
| FM | FORCEMAIN | SWM | STORMWATER MANAGEMENT |
| FT | FEET | TYP | TYPICAL |
| | | W/ | WITH |

### SITE DATA

1. OWNER: COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND
1 WEST MARKET STREET
SNOW HILL, MARYLAND 21863
CONTACT: MR. DALLAS BAKER, P.E.
EMAIL: DBAKER@CO.WORCESTER.MD.US
PHONE: 410-641-5623

2. SURVEYOR: BENCHMARK LAND SURVEYING, INC.
24 BROAD STREET
BERLIN, MARYLAND 21811
CONTACT: CAL HALLOWAY, PLS
EMAIL: CAL@BENCHMARKMD.COM
PHONE: 410-641-3313

3. ENGINEER: EA ENGINEERING, SCIENCE, AND TECHNOLOGY, INC. PBC
11200 RACETRACK ROAD, UNIT 101A
OCEAN PINES, MARYLAND 21811
CONTACT: DARL O. KOLAR, P.E.
EMAIL: DKOLAR@EAEST.COM
PHONE: 410-641-5341

4. SITE ADDRESS: 7091 CENTRAL SITE LANE
NEWARK, MARYLAND 21841

5. PROPERTY : TAX MAP 48, PARCEL 58
PROPERTY AREA = 719.58 ACRES
DEED REFERENCE: 1397 / 438

6. ZONING: A-1: AGRICULTURAL DISTRICT

7. EXISTING USE: WORCESTER COUNTY CENTRAL SOLID WASTE LANDFILL FACILITY

8. FLOODPLAIN: SITE: ZONE X UNSHADED- AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN.
FIVE MILE BRANCH: ZONE A - FLOODPLAIN AREAS WITH NO BASE FLOOD ELEVATIONS DETERMINED.
BASED ON FIRM MAP 24047C0255H LAST REVISED JULY 16, 2015.

9. PRIMARY SOILS: UzB UDORTHENS LOAMY (0-5% SLOPES)

10. THIS PROPERTY IS NOT LOCATED IN THE ATLANTIC COASTAL BAYS CRITICAL AREA.

### BENCHMARK DATA

| BENCHMARK # | ELEVATION | NORTHING | EASTING | DESCRIPTION |
|---|---|---|---|---|
| BM1 | 34.86 | 18420.1686 | 8969.9174 | CONCRETE MNT |
| BM2 | 33.83 | 18349.167 | 10007.823 | 60D GALV. NAIL |
| BM3 | 34.64 | 18133.0211 | 11020.8919 | CONCRETE MNT. |
| BM4 | 39.99 | 17319.6318 | 9866.4779 | 1/2" REBAR |

### LEGEND

| DESCRIPTION | EXISTING | PROPOSED |
|---|---|---|
| COMM CATV PEDESTAL | C | N/A |
| COMM TELEPHONE PEDESTAL | T | N/A |
| ELECTRIC OVHD LINE | OHE | N/A |
| PROPERTY MARKER | | N/A |
| PROPERTY BOUNDARY | | N/A |
| PROPERTY BOUNDARY ADJOINER | | N/A |
| SANITARY SEWER CLEANOUT | SCO | N/A |
| SEWER LINE | SS | N/A |
| FORCEMAIN | FM | FM |
| SITE SIGN | | N/A |
| SITE BOLLARD | | N/A |
| SITE SPOT ELEVATION | + 7.6 | N/A |
| SITE CONTOUR | 6 | N/A |
| SITE CONCRETE | | N/A |
| SITE FENCE | X X | N/A |
| STORM DRAIN CATCH BASIN | | N/A |
| STORM DRAIN LINE | | N/A |
| WATER LINE | W W | N/A |
| WATER VALVE | WV | WV |
| FIRE HYDRANT | | N/A |
| PLAN NORTH ARROW | N/A | |
| PLAN KEYNOTE CALLOUT | N/A | 1 |
| ESC LIMIT OF DISTURBANCE | N/A | LOD LOD |
| BUILDING HATCH AND OUTLINE | | N/A |
| PUMP STATION, VALVE VAULT, AND PANEL | N/A | |

### OWNER/DEVELOPER'S CERTIFICATION

I/WE HEREBY CERTIFY THAT ANY CLEARING, GRADING, CONSTRUCTION, OR DEVELOPMENT WILL BE DONE PURSUANT TO THE APPROVED EROSION AND SEDIMENT CONTROL PLAN, INCLUDING INSPECTING AND MAINTAINING CONTROLS, AND THAT THE RESPONSIBLE PERSONNEL INVOLVED IN THE CONSTRUCTION PROJECT WILL HAVE A CERTIFICATION OF TRAINING AT A MARYLAND DEPARTMENT OF THE ENVIRONMENT (MDE) APPROVED TRAINING PROGRAM FOR THE CONTROL OF EROSION AND SEDIMENT PRIOR TO BEGINNING THE PROJECT. ADDITIONALLY, THE OWNER OR DEVELOPER SHALL CERTIFY RIGHT OF ENTRY TO PERIODIC ON-SITE EVALUATION BY THE APPROPRIATE ENFORCEMENT AUTHORITY AND/OR MDE.

SIGNATURE: Dallas Baker Jr DATE: 11/12/25

PRINTED NAME: DALLAS BAKER, P.E. TITLE: DIRECTOR OF PUBLIC WORKS

PHONE: 410-641-5623

COMPLETE ADDRESS: 6113 TIMMONS ROAD, SNOW HILL MARYLAND 21863

### PROFESSIONAL CERTIFICATION

I HEREBY CERTIFY THAT AS A PROFESSIONAL ENGINEER, LAND SURVEYOR, LANDSCAPE ARCHITECT, ARCHITECT, OR FORESTER (FOR FOREST HARVEST OPERATIONS ONLY) REGISTERED IN THE STATE THAT THE PLANS HAVE BEEN DESIGNED IN ACCORDANCE WITH EROSION AND SEDIMENT CONTROL LAWS, REGULATIONS, AND STANDARDS. THE ONLY EXCEPTION TO THIS REQUIREMENT MAY BE IF A STORMWATER WAIVER IS APPROVED, AND IT WILL BE AT THE DISCRETION OF THE APPROVAL AUTHORITY.

SIGNATURE: _____ DATE: 11/12/2025:

PRINTED NAME: STEVEN LEMASTERS, P.E. TITLE: PROJECT ENGINEER

THIS FACILITY IS TO BE CONSTRUCTED IN ACCORDANCE WITH THESE PLANS ARE APPROVED BY WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS.
Dallas Baker Jr 11/12/25
WORCESTER COUNTY, DIRECTOR OF PUBLIC WORKS — DATE

REVISIONS

| NO. | DATE | BY | DESCRIPTION |
|---|---|---|---|
| | | | |

DESIGN INFORMATION
DESIGNED BY: NWH
DRAWN BY: NWH
CHECKED BY: GAT
PROJECT MANAGER: DOK

PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 55422
EXPIRATION DATE: DECEMBER 16, 2025

SEAL: STATE OF MARYLAND — STEVEN C. LEMASTERS — 55422 — PROFESSIONAL ENGINEER — 11/12/2025

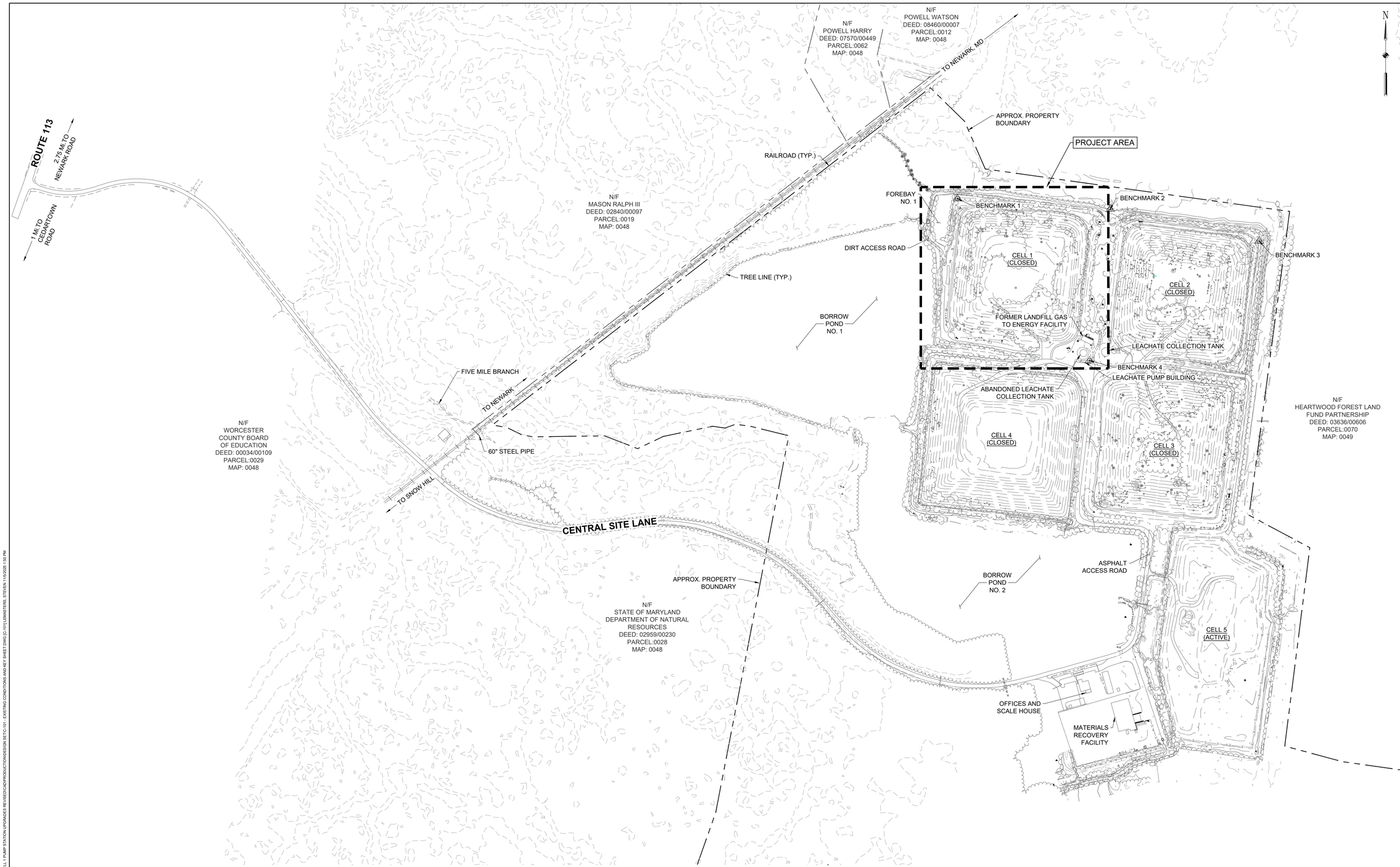
WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS
CENTRAL LANDFILL CELL 1 PUMP STATION UPGRADES
WORCESTER COUNTY, MARYLAND
TITLE SHEET

EA Engineering, Science, and Technology, Inc., PBC
11200 Racetrack Road, Unit A101
Ocean Pines, Maryland 21811
(410) 641-5341
www.eaest.com

SCALE AS SHOWN
FULL SIZE PLOT: 24" x 36"
DATE: NOVEMBER 2025
PROJECT NUMBER: 61060951R
G-001
SHEET: 1 OF 14

100% PLANS - FOR CONSTRUCTION

FILE PATH: \\OCEANPINE\SPROJECTS\DOCS\WORCESTER COUNTY\61060951R - CELL 1 PUMP STATION UPGRADES REVISED\CAD\PRODUCTION\DESIGN SET\G-001 - TITLE SHEET.DWG [G-001] LEMASTERS, STEVEN 11/05/2025 1:49 PM




**PROJECT LOCATION PLAN**
SCALE: 1" = 300'

| REVISIONS | | | |
|---|---|---|---|
| NO. | DATE | BY | DESCRIPTION |

DESIGN INFORMATION

| DESIGNED BY: | DRAWN BY: | CHECKED BY: | PROJECT MANAGER: |
|---|---|---|---|
| NWH | NWH | GAT | DOK |

PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 55422
EXPIRATION DATE: DECEMBER 16, 2025

SEAL: STATE OF MARYLAND · STEVEN C. LEMASTERS · 55422 · PROFESSIONAL ENGINEER · 11/12/2025

# WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS
# CENTRAL LANDFILL CELL 1 PUMP STATION UPGRADES

WORCESTER COUNTY, MARYLAND

## CENTRAL LANDFILL FACILITY PROJECT LOCATION PLAN

**EA Engineering, Science, and Technology, Inc., PBC**
11200 Racetrack Road, Unit A101
Ocean Pines, Maryland 21811
(410) 641-5341
www.eaest.com

0 150' 300' 600'
GRAPHIC SCALE IN FEET

FULL SIZE PLOT: 24" x 36"

DATE: NOVEMBER 2025

PROJECT NUMBER: 61060951R

**C-101**
SHEET: 2 OF 14

100% PLANS - FOR CONSTRUCTION

FILE PATH: \\DCSANPRES\PROJECTS\DOCS\WORCESTER COUNTY\61060951R - CELL 1 PUMP STATION UPGRADES REVISED\CAD\PRODUCTION\DESIGN SET\C-101 - EXISTING CONDITIONS AND KEY SHEET.DWG JC-101 | LEMASTERS, STEVEN 11/5/2025 1:50 PM


**EXISTING CONDITIONS PLAN INSET**
SCALE: 1" = 60'

| REVISIONS | | | |
|---|---|---|---|
| NO. | DATE | BY | DESCRIPTION |

DESIGN INFORMATION

| | |
|---|---|
| DESIGNED BY: | NWH |
| DRAWN BY: | NWH |
| CHECKED BY: | GAT |
| PROJECT MANAGER: | DOK |

PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 55422
EXPIRATION DATE: DECEMBER 16, 2025

SEAL

STATE OF MARYLAND · STEVEN C. LEMASTERS · 55422 · PROFESSIONAL ENGINEER

11/12/2025

# WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS
# CENTRAL LANDFILL CELL 1 PUMP STATION UPGRADES

WORCESTER COUNTY, MARYLAND

## EXISTING CONDITIONS PLAN

**EA Engineering, Science, and Technology, Inc., PBC**
11200 Racetrack Road, Unit A101
Ocean Pines, Maryland 21811
(410) 641-5341
www.eaest.com

0 30' 60' 120'
GRAPHIC SCALE IN FEET

FULL SIZE PLOT: 24" x 36"

DATE: NOVEMBER 2025

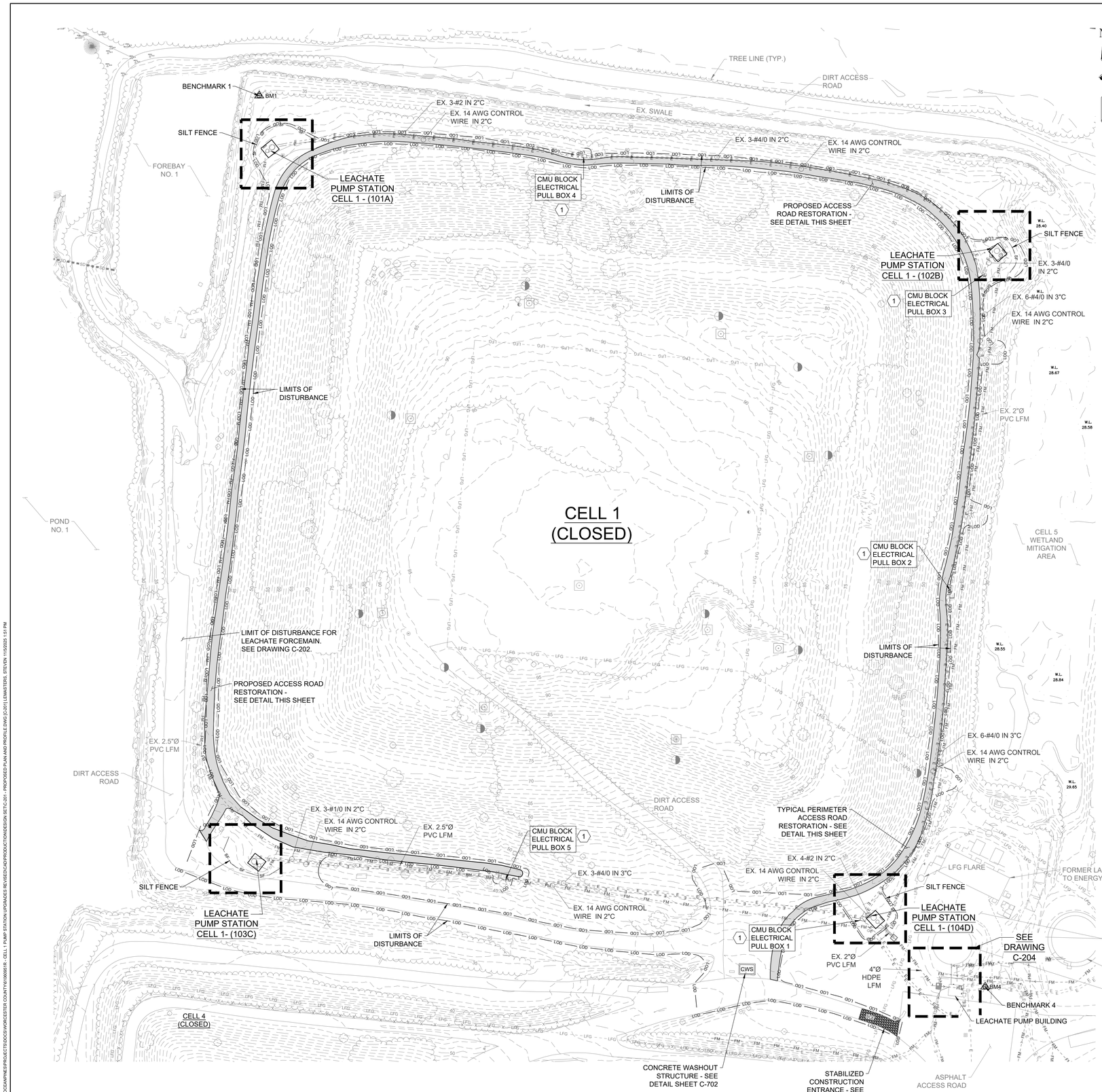
PROJECT NUMBER: 61060951R

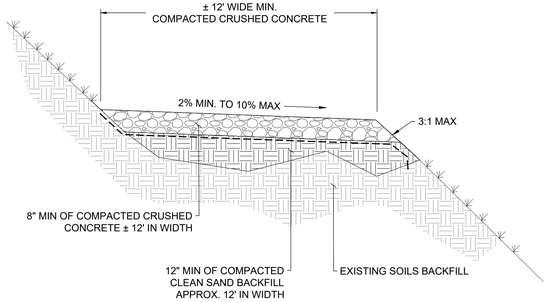
**C-102**

SHEET: 3 OF 14

100% PLANS - FOR CONSTRUCTION

FILE PATH: \\DCSANP\RESPROJECTS\DOCS\WORCESTER COUNTY\61060951R - CELL 1 PUMP STATION UPGRADES REVISED\CAD\PRODUCTION\DESIGN SET\C-101 - EXISTING CONDITIONS AND KEY SHEET.DWG [C-102] LEMASTERS, STEVEN 11/5/2025 1:55 PM




**TYPICAL PERIMETER ACCESS ROAD RESTORATION DETAIL**

SCALE: 1" = 60'

NOTES:

1. MIN. OF 12" COMPACTED SAND SHALL BE GRADED TO WIDTH OF 12' MIN ACROSS THE EXISTING PERIMETER ACCESS ROAD. CONTRACTOR SHALL FILL VOIDS, LEVEL OUT, AND BUILD ROAD BASE SUITABLE FOR CRUSHED CONCRETE TO BE BE PLACED.
2. WOVEN GEOTEXTILE SHALL BE PLACED ATOP THE SAND LEVELING COURSE AND BELOW THE CRUSHED CONCRETE LAYER. GEOTEXTILE SHALL BE KEYED IN ON BOTH ENDS.
3. CROSS SLOPE SHALL BE NO LESS THAN 2% AND NO MORE THAN 10%.
4. CRUSHED CONCRETE SHALL BE CLEAN AND FREE OF METAL DEBRIS.
5. CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING POSITIVE DRAINAGE.
6. PERIMETER ACCESS ROAD SHALL BE BRUSH HOGGED AND / OR MOWED PRIOR TO ANY EARTH WORK.

(1) THE CONTRACTOR SHALL PERFORM REPAIRS TO THE EXISTING CMU ELECTRICAL PULL BOXES, INCLUSIVE OF BLOCK REPAIRS, BLOCK REPLACEMENT, NEW JOINTS, POINTING, LEVELING AND INSTALLATION OF FABRICATED LID WITH HATCH. THE CONTRACTOR SHALL SUBMIT TO THE OWNER AND ENGINEER FOR APPROVAL, A PROPOSED PLAN FOR REPAIR AT EACH LOCATION.

REVISIONS

| NO. | DATE | BY | DESCRIPTION |
|---|---|---|---|
| | | | |

DESIGN INFORMATION

| | |
|---|---|
| DESIGNED BY: | NWH |
| DRAWN BY: | NWH |
| CHECKED BY: | GAT |
| PROJECT MANAGER: | DOK |

PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 55422
EXPIRATION DATE: DECEMBER 16, 2025

SEAL

STATE OF MARYLAND · STEVEN C. LEMASTERS · 55422 · PROFESSIONAL ENGINEER

11/12/2025

WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS
CENTRAL LANDFILL CELL 1 PUMP STATION UPGRADES

WORCESTER COUNTY, MARYLAND

PROPOSED CELL 1 PUMP STATIONS SITE PLAN

EA Engineering, Science, and Technology, Inc., PBC
11200 Racetrack Road, Unit A101
Ocean Pines, Maryland 21811
(410) 641-5341
www.eaest.com

0 30' 60' 120'
GRAPHIC SCALE IN FEET

FULL SIZE PLOT: 24" x 36"

DATE: NOVEMBER 2025

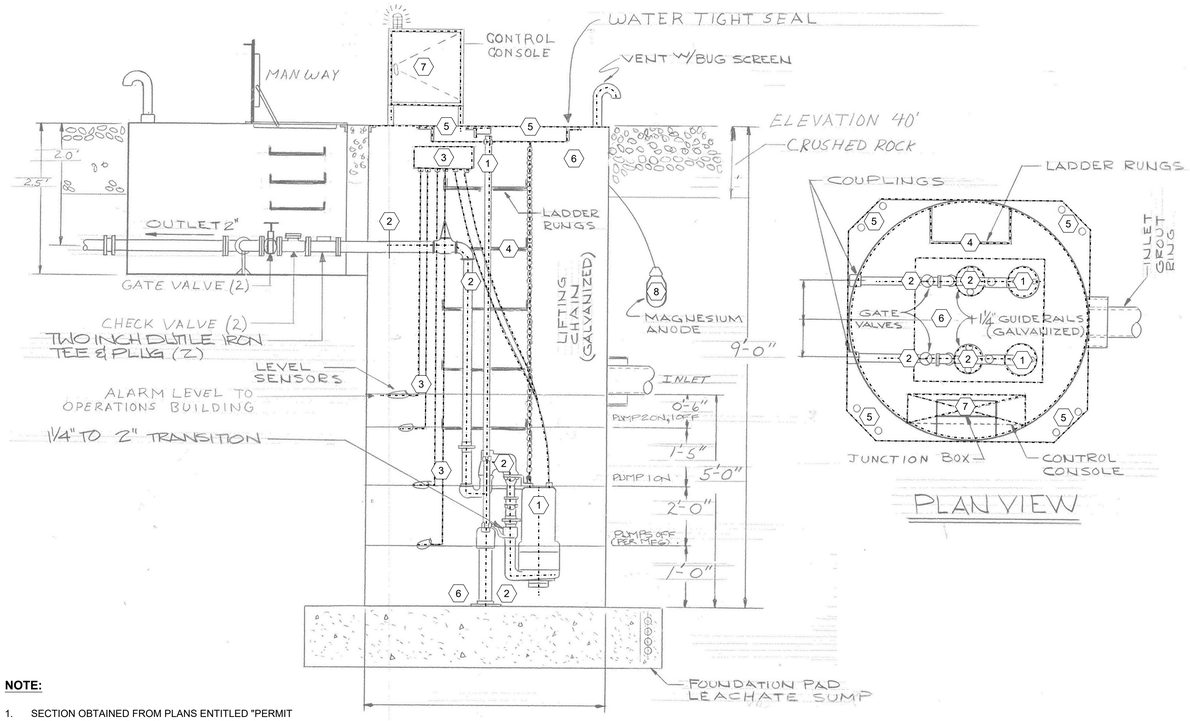
PROJECT NUMBER: 61060951R

**C-201**

SHEET: 4 OF 14

100% PLANS - FOR CONSTRUCTION

FILE PATH: \\DCSA\PWE\PROJECTS\DOCS\WORCESTER COUNTY\61060951R - CELL 1 PUMP STATION UPGRADES REVISED\CAD\PRODUCTION\DESIGN SET\C-201 - PROPOSED PLAN AND PROFILE.DWG [C-201] LEMASTERS, STEVEN 11/5/2025 1:51 PM




**NOTE:**

1. SECTION OBTAINED FROM PLANS ENTITLED "PERMIT APPLICATION, LANDFILL CELL NUMBER ONE & RUBBLE FILL CONSTRUCTION" PREPARED BY EA ENGINEERING, SCIENCE, AND TECHNOLOGY, INC. DATED 1988.

**DEMOLITION SECTION OF CELL No. 1 PUMP STATIONS**
**(TYPICAL OF FOUR LOCATIONS)**
NOT TO SCALE

**DEMOLITION NOTES:**

1. DEMOLISH AND REMOVE EXISTING SUBMERSIBLE PUMPS, PUMP WIRING, AND PUMP CONTROLS. COORDINATE WITH THE COUNTY FOR ITEMS TO BE SALVAGED AND KEPT.
2. DEMOLISH AND REMOVE EXISTING PUMP SLIDE RAILS, BASE PLATES, HARDWARE, AND ASSOCIATED PIPING. PIPING SHALL BE TRANSITIONED FROM EXISTING TO THE PROPOSED PUMPSTATION WITHIN THE EXISTING FIBERGLASS TANK.
3. DEMOLISH AND REMOVE LEVEL SENSORS, ALARMS CONTROLS, AND ALL ELECTRICAL COMPONENTS WITHIN THE EXISTING FIBERGLASS TANK.
4. REMOVE EXISTING LADDER AND LIFTING CHAINS.
5. REMOVE EXISTING LID, HATCH, VENT PIPE, AND ANY FIBERGLASS TO STEEL LID CONNECTIONS.
6. POWER WASH, CLEAN, AND EVALUATE EACH OF THE FOUR EXISTING FIBERGLASS TANKS. PROVIDE ENGINEER AN EVALUATION OF EACH OF THE FOUR EXISTING TANKS AND PROVIDE METHODS OF REPAIR FOR APPROVAL PRIOR TO FIXING. MAKE REPAIRS USING AN APPROVED FIBERGLASS TANK REPAIR KIT.
7. DEMOLISH AND REMOVE EXISTING CONTROL CONSOLE AND ELECTRICAL RACK. SEE SHEET E-2 FOR PROPOSED ELECTRICAL WORK.
8. LOCATE, REMOVE, AND REPLACE MAGNESIUM ANODE, CONNECTION, AND WIRING.

REVISIONS

| NO. | DATE | BY | DESCRIPTION |
|---|---|---|---|
| | | | |

DESIGN INFORMATION

| | |
|---|---|
| DESIGNED BY: | NWH |
| DRAWN BY: | NWH |
| CHECKED BY: | GAT |
| PROJECT MANAGER: | DOK |

PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 55422 EXPIRATION DATE: DECEMBER 16, 2025

SEAL

STATE OF MARYLAND · STEVEN C. LEWIS · 55422 · PROFESSIONAL ENGINEER

11/12/2025

WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS
CENTRAL LANDFILL CELL 1 PUMP STATION UPGRADES

WORCESTER COUNTY, MARYLAND

TYPICAL PUMP STATION DEMOLITION SECTIONS AND DETAILS

EA Engineering, Science, and Technology, Inc., PBC
11200 Racetrack Road, Unit A101
Ocean Pines, Maryland 21811
(410) 641-5341
www.eaest.com

SCALE AS SHOWN

FULL SIZE PLOT: 24" x 36"

DATE: NOVEMBER 2025

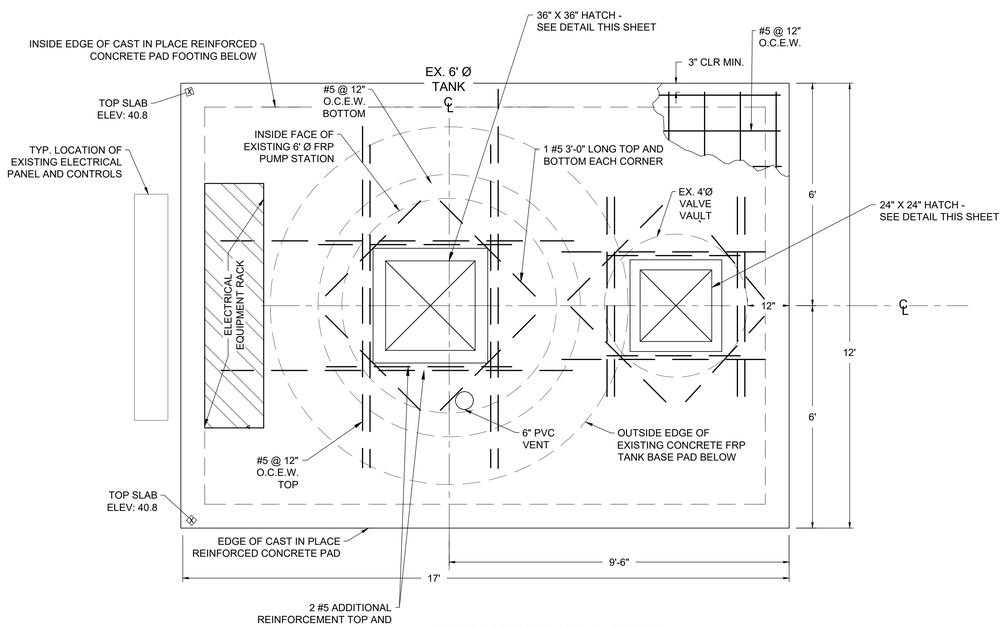
PROJECT NUMBER: 61060951R

**C-301**

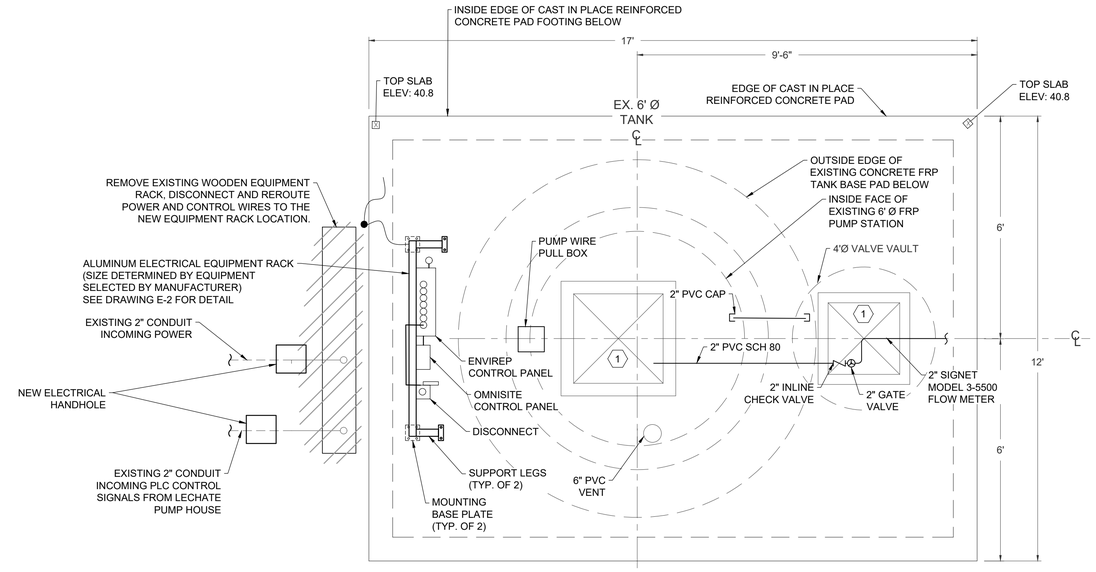
SHEET: 5 OF 14

100% PLANS - FOR CONSTRUCTION

FILE PATH: \\DCDANPRESFPROJECTS\DOCS\WORCESTER COUNTY\61060951R - CELL 1 PUMP STATION UPGRADES REVISED\CAD\PRODUCTION\DESIGN SET\C-301 - SECTIONS AND DETAILS.DWG [C-301] LEMASTERS, STEVEN 11/12/2025 1:52 PM



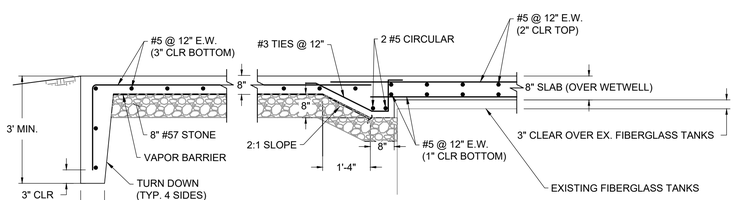

**TYPICAL CAST IN PLACE REINFORCED CONCRETE SLAB DETAIL**
NOT TO SCALE



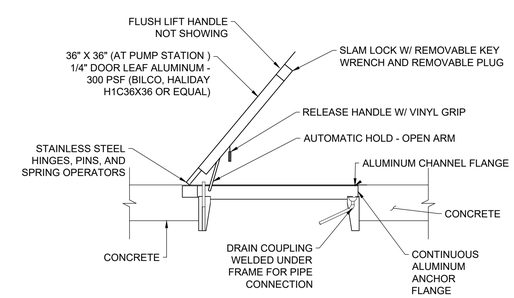

**TYPICAL PUMP STATION PLAN**

**NOTES:**

1. COORDINATE HATCH SWING OUT ORIENTATION AND ELECTRICAL PUMP WIRE PULL BOX WITH THE OWNER PRIOR TO CASTING IN PLACE.
2. COORDINATE WITH PUMP MANUFACTURER.
3. FOR PUMP STATIONS LOCATED ON THE EAST SIDE ON THE CELL WHERE THE ROAD WOULD BE TO THE WEST THIS TYPICAL ELECTRICAL RACK LOCATION SHALL BE MIRRORED TO THE OPPOSITE SIDE OF THE PROPOSED PAD.
4. UTILIZE EXISTING POWER CONDUCTORS AND SIGNAL WIRES THAT ARE ROUTED TO THE PLC LOCATED WITHIN THE LEACHATE PUMP HOUSE.
5. SEE DRAWING E-2 FOR PROPOSED ELECTRICAL WORK.




**PUMP STATION SLAB SECTION**
NOT TO SCALE




**UTILITY HATCH DETAIL**
NOT TO SCALE

**GENERAL NOTES**

1. CONCRETE SHALL BE 4,500 PSI @ 28 DAY COMPRESSIVE STRENGTH.
2. LOCATION OF PVC VENT SHALL BE FIELD COORDINATED SO THAT THE DOORS OF THE STATION SWING FREE AND CLEAR.
3. VAPOR BARRIER SHALL BE 20 MIL THICKNESS.
4. REINFORCING SHALL BE GRADE 60.
5. #57 STONE STONE SHALL BE WASHED AND CLEAN.
6. CONTRACTOR IS RESPONSIBLE FOR THE FITMENT AND ALIGNMENT OF ALL PIPING AND MECHANICAL EQUIPMENT. COORDINATION BETWEEN TRADES IS REQUIRED.

REVISIONS

| NO. | DATE | BY | DESCRIPTION |
|---|---|---|---|

DESIGN INFORMATION

| | |
|---|---|
| DESIGNED BY: | NWH |
| DRAWN BY: | NWH |
| CHECKED BY: | GAT |
| PROJECT MANAGER: | DOK |

PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 55422 EXPIRATION DATE: DECEMBER 16, 2025

SEAL

STATE OF MARYLAND · STEVEN C. LEMASTERS · 55422 · PROFESSIONAL ENGINEER
11/12/2025

WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS
CENTRAL LANDFILL CELL 1 PUMP STATION UPGRADES

WORCESTER COUNTY, MARYLAND

TYPICAL PROPOSED PUMP STATION PLAN AND DETAILS

EA Engineering, Science, and Technology, Inc., PBC
11200 Racetrack Road, Unit A101
Ocean Pines, Maryland 21811
(410) 641-5341
www.eaest.com

SCALE AS SHOWN

FULL SIZE PLOT: 24" x 36"

DATE: NOVEMBER 2025

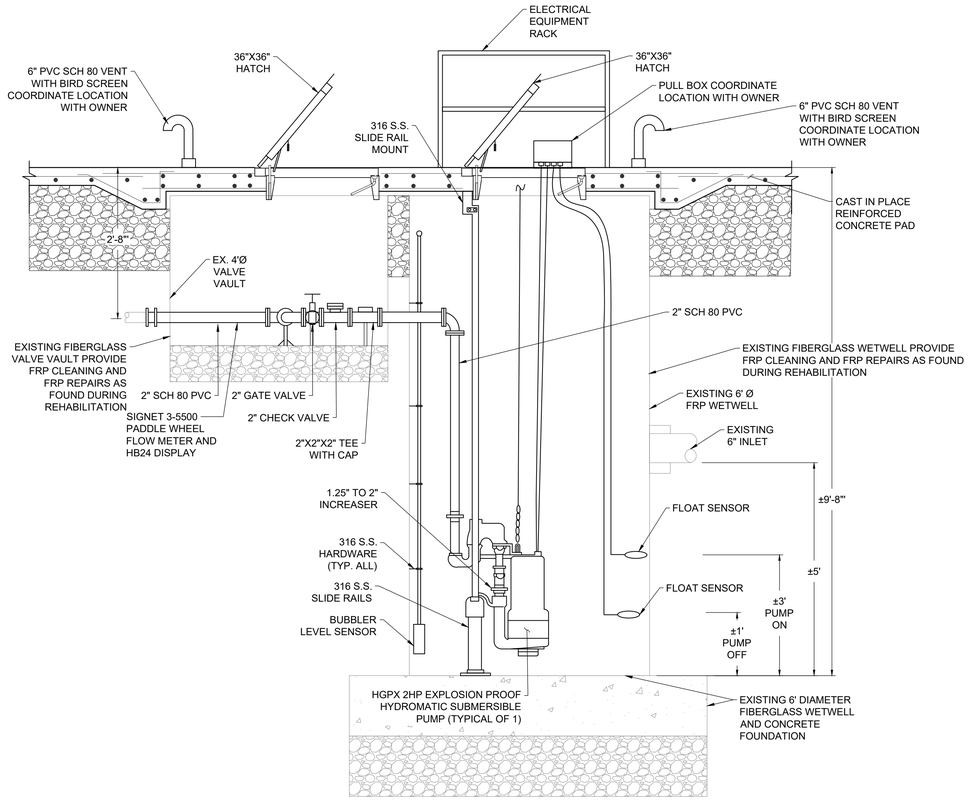
PROJECT NUMBER: 61060951R

**C-302**

SHEET: 6 OF 14

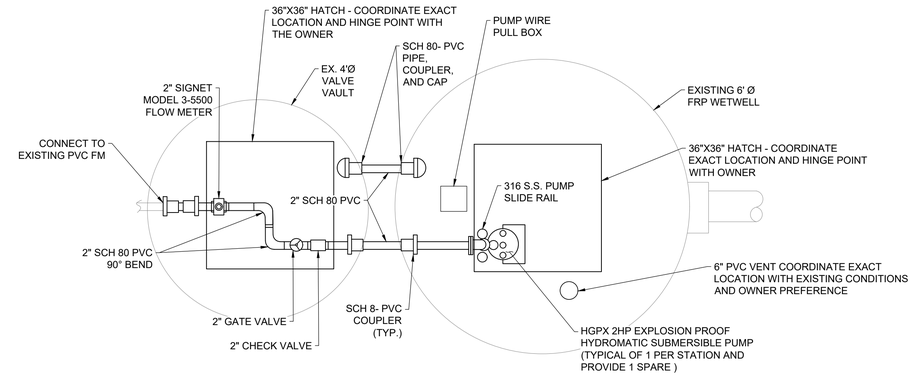
100% PLANS - FOR CONSTRUCTION

FILE PATH: \\OCEANPINE\PROJECTS\DOCS\WORCESTER COUNTY\61060951R - CELL 1 PUMP STATION UPGRADES REVISION\CAD\PRODUCTION\DESIGN SET\C-301 - SECTIONS AND DETAILS.DWG [C-302] LEMASTERS, STEVEN 11/12/2025 1:52 PM

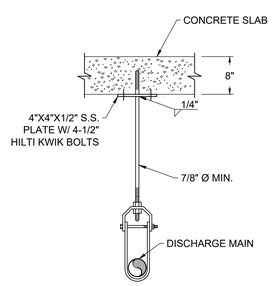



**PROPOSED SECTION OF CELL No. 1 PUMP STATIONS**
**(TYPICAL OF FOUR LOCATIONS)**
NOT TO SCALE

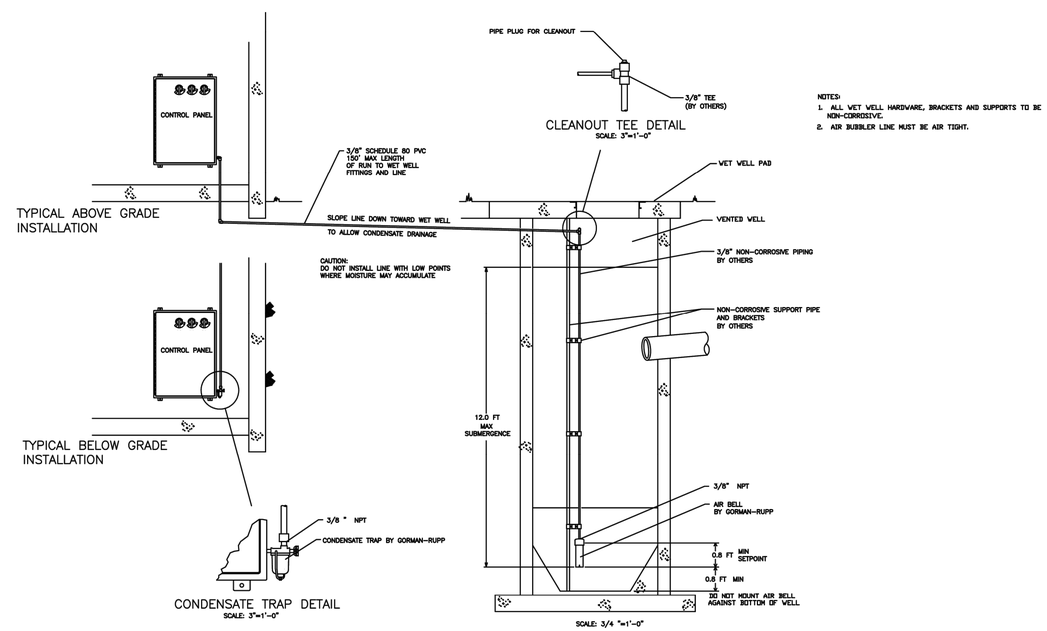
**NOTE:**
1. BASIS FOR PROPOSED SECTION WAS OBTAINED FROM PLANS ENTITLED "PERMIT APPLICATION, LANDFILL CELL NUMBER ONE & RUBBLE FILL CONSTRUCTION" PREPARED BY EA ENGINEERING, SCIENCE, AND TECHNOLOGY, INC. DATED 1988.




**PROPOSED PLAN VIEW OF CELL No. 1 PUMP STATIONS**
**(TYPICAL OF FOUR LOCATIONS)**
NOT TO SCALE




**CELL 1 LEACHATE PUMP STATION**
**S.S. CLEVIS HANGER**
NOT TO SCALE




**NOTE:**
1. DETAIL WAS PROVIDED FROM ENVIREP FOR TYPICAL INSTALLATION AT EACH OF THE FOUR CELL 1 PUMP STATIONS REPRESENTING A BELOW GRADE OR ABOVE GRADE INSTALLATION.
2. THE CONTRACTOR SHALL COORDINATE THE INSTALLATION METHODS, OR ALTERNATIVE PROPOSED INSTALLATION WITH THE OWNER AND ENGINEER.

**AIR BUBBLER INSTALLATION DETAIL**
NOT TO SCALE

| NO. | DATE | BY | REVISIONS DESCRIPTION |
|---|---|---|---|
| | | | |

DESIGN INFORMATION
DESIGNED BY: NWH
DRAWN BY: NWH
CHECKED BY: GAT
PROJECT MANAGER: DOK

PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 55422 EXPIRATION DATE: DECEMBER 16, 2025

SEAL
STATE OF MARYLAND · STEVEN C. LEMASTERS · 55422 · PROFESSIONAL ENGINEER
01/12/2025

WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS
CENTRAL LANDFILL CELL 1 PUMP STATION UPGRADES
WORCESTER COUNTY, MARYLAND
TYPICAL PROPOSED PUMP STATION SECTIONS AND DETAILS

EA Engineering, Science, and Technology, Inc., PBC
11200 Racetrack Road, Unit A101
Ocean Pines, Maryland 21811
(410) 641-5341
www.eaest.com

SCALE AS SHOWN
FULL SIZE PLOT: 24" x 36"
DATE: NOVEMBER 2025
PROJECT NUMBER: 61060951R

**C-303**
SHEET: 7 OF 14

100% PLANS - FOR CONSTRUCTION

FILE PATH: \\DESIAPP\NES\PROJECTS\DOCS\WORCESTER COUNTY\61060951R - CELL 1 PUMP STATION UPGRADES REVISED\CAD\PRODUCTION\DESIGN\SETC-301 - SECTIONS AND DETAILS.DWG [C-303] LEMASTERS, STEVEN 11/5/2025 1:52 PM

## B-4 STANDARDS AND SPECIFICATIONS FOR VEGETATIVE STABILIZATION

### DEFINITION
USING VEGETATION AS COVER TO PROTECT EXPOSED SOIL FROM EROSION.

### PURPOSE
TO PROMOTE THE ESTABLISHMENT OF VEGETATION ON EXPOSED SOIL.

### CONDITIONS WHERE PRACTICE APPLIES
ON ALL DISTURBED AREAS NOT STABILIZED BY OTHER METHODS. THIS SPECIFICATION IS DIVIDED INTO SECTIONS ON INCREMENTAL STABILIZATION; SOIL PREPARATION, SOIL AMENDMENTS AND TOPSOILING; SEEDING AND MULCHING; TEMPORARY STABILIZATION; AND PERMANENT STABILIZATION.

### EFFECTS ON WATER QUALITY AND QUANTITY
STABILIZATION PRACTICES ARE USED TO PROMOTE THE ESTABLISHMENT OF VEGETATION ON EXPOSED SOIL. WHEN SOIL IS STABILIZED WITH VEGETATION, THE SOIL IS LESS LIKELY TO ERODE AND MORE LIKELY TO ALLOW INFILTRATION OF RAINFALL, THEREBY REDUCING SEDIMENT LOADS AND RUNOFF TO DOWNSTREAM AREAS.

PLANTING VEGETATION IN DISTURBED AREAS WILL HAVE AN EFFECT ON THE WATER BUDGET, ESPECIALLY ON VOLUMES AND RATES OF RUNOFF, INFILTRATION, EVAPORATION, TRANSPIRATION, PERCOLATION, AND GROUNDWATER RECHARGE. OVER TIME, VEGETATION WILL INCREASE ORGANIC MATTER CONTENT AND IMPROVE THE WATER HOLDING CAPACITY OF THE SOIL AND SUBSEQUENT PLANT GROWTH.

VEGETATION WILL HELP REDUCE THE MOVEMENT OF SEDIMENT, NUTRIENTS, AND OTHER CHEMICAL CARRIED BY RUNOFF TO RECEIVING WATERS. PLANTS WILL ALSO HELP PROTECT GROUNDWATER SUPPLIES BY ASSIMILATING THOSE SUBSTANCES PRESENT WITHIN THE ROOT ZONE.

SEDIMENT CONTROL PRACTICES MUST REMAIN IN PLACE DURING GRADING, SEEDBED PREPARATION, SEEDING, MULCHING, AND VEGETATIVE ESTABLISHMENT.

### ADEQUATE VEGETATIVE ESTABLISHMENT
INSPECT SEEDED AREAS FOR VEGETATIVE ESTABLISHMENT AND MAKE NECESSARY REPAIRS, REPLACEMENTS, AND RESEEDINGS WITHIN THE PLANTING SEASON.

1. ADEQUATE VEGETATIVE STABILIZATION REQUIRES 95 PERCENT GROUNDCOVER.
2. IF AN AREA HAS LESS THAN 40 PERCENT GROUNDCOVER, RESTABILIZE FOLLOWING THE ORIGINAL RECOMMENDATIONS FOR LIME, FERTILIZER, SEEDBED PREPARATION, AND SEEDING.
3. IF AN AREA HAS BETWEEN 40 AND 94 PERCENT GROUNDCOVER, OVER-SEED AND FERTILIZE USING HALF OF THE RATES ORIGINALLY SPECIFIED.
4. MAINTENANCE FERTILIZER RATES FOR PERMANENT SEEDING ARE SHOWN IN TABLE B.6.

## B-4-2 STANDARDS AND SPECIFICATIONS FOR SOIL PREPARATION, TOPSOILING, AND SOIL AMENDMENTS

### DEFINITION
THE PROCESS OF PREPARING THE SOILS TO SUSTAIN ADEQUATE VEGETATIVE STABILIZATION.

### PURPOSE
TO PROVIDE A SUITABLE SOIL MEDIUM FOR VEGETATIVE GROWTH.

### CONDITIONS WHERE PRACTICE APPLIES
WHERE VEGETATIVE STABILIZATION IS TO BE ESTABLISHED.

### CRITERIA

A. SOIL PREPARATION
 1. TEMPORARY STABILIZATION
  1.a. SEED PREPARATION CONSISTS OF LOOSENING SOIL TO A DEPTH OF 3 TO 5 INCHES BY MEANS OF SUITABLE AGRICULTURAL OR CONSTRUCTION EQUIPMENT, SUCH AS DISC HARROWS OR CHISEL PLOWS OR RIPPERS MOUNTED ON CONSTRUCTION EQUIPMENT. AFTER SOIL IS LOOSENED, IT MUST NOT BE ROLLED OR DRAGGED SMOOTH BUT LEFT IN ROUGHENED CONDITION. SLOPES 3:1 OR FLATTER ARE TO BE TRACKED WITH RIDGES RUNNING PARALLEL TO THE CONTOUR OF THE SLOPE.
  1.b. APPLY FERTILIZER AND LIME AS PRESCRIBED ON THE PLANS.
  1.c. INCORPORATE LIME AND FERTILIZER INTO THE TOP 3 TO 5 INCHES OF SOIL BY DISKING OR OTHER SUITABLE MEANS

 2. PERMANENT STABILIZATION
  2.a. A SOIL TEST IS REQUIRED FOR ANY EARTH DISTURBANCE OF 5 ACRES OR MORE. THE MINIMUM SOIL CONDITIONS REQUIRED FOR PERMANENT VEGETATIVE ESTABLISHMENT ARE:
   a. SOIL PH BETWEEN 6.0 TO 7.0.
   b. SOLUBLE SALTS LESS THAN 500 PARTS PER MILLION (PPM).
   c. SOIL CONTAINS LESS THAN 40 PERCENT CLAY BUT ENOUGH FINE GRAINED MATERIAL (GREATER THAN 30 PERCENT SILT PLUS CLAY) TO PROVIDE THE CAPACITY TO HOLD A MODERATE AMOUNT OF MOISTURE. AN EXCEPTION: IF LOVEGRASS WILL BE PLANTED, THEN A SANDY SOIL (LESS THAN 30 PERCENT SILT PLUS CLAY) WOULD BE ACCEPTABLE
   d. SOIL CONTAINS 1.5 PERCENT MINIMUM ORGANIC MATTER BY WEIGHT.
   e. SOIL CONTAINS SUFFICIENT PORE SPACE TO PERMIT ADEQUATE ROOT PENETRATION.
  2.a. APPLICATION OF AMENDMENTS OR TOPSOIL IS REQUIRED IF ON-SITE SOILS DO NOT MEET THE ABOVE CONDITIONS.
  2.b. GRADED AREAS MUST BE MAINTAINED IN A TRUE AND EVEN GRADE AS SPECIFIED ON THE APPROVED PLAN, THEN SCARIFIED OR OTHERWISE LOOSENED TO A DEPTH OF 3 TO 5 INCHES.
  2.c. APPLY SOIL AMENDMENTS AS SPECIFIED ON THE APPROVED PLAN OR AS INDICATED BY THE RESULTS OF A SOIL TEST.
  2.d. MIX SOIL AMENDMENTS INTO THE TOP 3 TO 5 INCHES OF SOIL BY DISKING OR OTHER SUITABLE MEANS. RAKE LAWN AREAS TO SMOOTH THE SURFACE, REMOVE LARGE OBJECTS LIKE STONES AND BRANCHES, AND READY THE AREA FOR SEED APPLICATION. LOOSEN SURFACE SOIL BY DRAGGING WITH A HEAVY CHAIN OR OTHER EQUIPMENT TO ROUGHEN THE SURFACE WHERE SITE CONDITIONS WILL NOT PERMIT NORMAL SEEDBED PREPARATION. TRACK SLOPES 3:1 OR FLATTER WITH TRACKED EQUIPMENT LEAVING THE SOIL IN AN IRREGULAR CONDITION WITH RIDGES RUNNING PARALLEL TO THE CONTOUR OF THE SLOPE. LEAVE THE TOP 1 TO 3 INCHES OF SOIL LOOSE AND FRIABLE. SEEDBED LOOSENING MAY BE UNNECESSARY ON NEWLY DISTURBED AREAS.

B. TOPSOILING
 1. TOPSOIL IS PLACED OVER PREPARED SUBSOIL PRIOR TO ESTABLISHMENT OF PERMANENT VEGETATION. THE PURPOSE IS TO PROVIDE A SUITABLE SOIL MEDIUM FOR VEGETATIVE GROWTH. SOILS OF CONCERN HAVE LOW MOISTURE CONTENT, LOW NUTRIENT LEVELS, LOW PH, MATERIALS TOXIC TO PLANTS, AND/OR UNACCEPTABLE SOIL GRADATION.
 2. TOPSOIL SALVAGED FROM AN EXISTING SITE MAY BE USED PROVIDED IT MEETS THE STANDARDS AS SET FORTH IN THESE SPECIFICATIONS. TYPICALLY, THE DEPTH OF TOPSOIL TO BE SALVAGED FOR A GIVEN SOIL TYPE CAN BE FOUND IN REPRESENTATIVE SOIL PROFILE SECTION IN THE SOIL SURVEY PUBLISHED BY USDA-NRCS.
 3. TOPSOILING IS LIMITED TO AREAS HAVING 2:1 OR FLATTER SLOPES WHERE:
  3.a. THE TEXTURE OF THE EXPOSED SUBSOIL/PARENT MATERIAL IS NOT ADEQUATE TO PRODUCE VEGETATIVE GROWTH.
  3.b. THE SOIL MATERIAL IS SO SHALLOW THAT THE ROOTING ZONE IS NOT DEEP ENOUGH TO SUPPORT PLANTS OR FURNISH CONTINUING SUPPLIES OF MOISTURE AND PLANT MATERIAL.
  3.c. THE ORIGINAL SOIL TO BE VEGETATED CONTAINS MATERIAL TOXIC TO PLANT GROWTH.
  3.d. THE SOIL IS SO ACIDIC THAT TREATMENT WITH LIMESTONE IS NOT FEASIBLE.
 4. AREAS HAVING SLOPES STEEPER THAN 2:1 REQUIRE SPECIAL CONSIDERATION AND DESIGN.
 5. TOPSOIL SPECIFICATIONS: SOIL TO BE USED AS TOPSOIL MUST MEET THE FOLLOWING CRITERIA:
  5.a. TOPSOIL MUST BE A LOAM, SANDY LOAM, CLAY LOAM, SILT LOAM, SANDY CLAY LOAM, OR LOAMY SAND. OTHER SOILS MAY BE USED IF RECOMMENDED BY AN AGRONOMIST OR SOIL SCIENTIST AND APPROVED BY THE APPROPRIATE APPROVAL AUTHORITY. TOPSOIL MUST NOT BE A MIXTURE OF CONTRASTING TEXTURED SUBSOILS AND MUST CONTAIN LESS THAN 5 PERCENT BY VOLUME OF CINDERS, STONES, SLAG, COARSE FRAGMENTS, GRAVEL, STICKS, ROOTS, TRASH, OR OTHER MATERIALS LARGER THAN 1½ INCHES IN DIAMETER.
  5.b. TOPSOIL MUST BE FREE OF NOXIOUS PLANTS OR PLANT PARTS SUCH AS BERMUDA GRASS, QUACK GRASS, JOHNSON GRASS, NUT SEDGE, POISON IVY, THISTLE, OR OTHERS AS SPECIFIED.
  5.c. TOPSOIL SUBSTITUTES OR AMENDMENTS, AS RECOMMENDED BY A QUALIFIED AGRONOMIST OR SOIL SCIENTIST AND APPROVED BY THE APPROPRIATE APPROVAL AUTHORITY, MAY BE USED IN LIEU OF NATURAL TOPSOIL.
 6. TOPSOIL APPLICATION
  6.a. EROSION AND SEDIMENT CONTROL PRACTICES MUST BE MAINTAINED WHEN APPLYING TOPSOIL.
  6.b. UNIFORMLY DISTRIBUTE TOPSOIL IN A 5 TO 8 INCH LAYER AND LIGHTLY COMPACT TO A MINIMUM THICKNESS OF 4 INCHES. SPREADING IS TO BE PERFORMED IN SUCH A MANNER THAT SODDING OR SEEDING CAN PROCEED WITH A MINIMUM OF ADDITIONAL SOIL PREPARATION AND TILLAGE. ANY IRREGULARITIES IN THE SURFACE RESULTING FROM TOPSOILING OR OTHER OPERATIONS MUST BE CORRECTED IN ORDER TO PREVENT THE FORMATION OF DEPRESSIONS OR WATER POCKETS.
  6.c. TOPSOIL MUST NOT BE PLACED IF THE TOPSOIL OR SUBSOIL IS IN A FROZEN OR MUDDY CONDITION, WHEN THE SUBSOIL IS EXCESSIVELY WET OR IN A CONDITION THAT MAY OTHERWISE BE DETRIMENTAL TO PROPER GRADING AND SEEDBED PREPARATION.

C. SOIL AMENDMENTS (FERTILIZER AND LIME SPECIFICATIONS)
 1. SOIL TESTS MUST BE PERFORMED TO DETERMINE THE EXACT RATIOS AND APPLICATION RATES FOR BOTH LIME AND FERTILIZER ON SITES HAVING DISTURBED AREAS OF 5 ACRES OR MORE. SOIL ANALYSIS MAY BE PERFORMED BY A RECOGNIZED PRIVATE OR COMMERCIAL LABORATORY. SOIL SAMPLES TAKEN FOR ENGINEERING PURPOSES MAY ALSO BE USED FOR CHEMICAL ANALYSES.
 2. FERTILIZERS MUST BE UNIFORM IN COMPOSITION, FREE FLOWING AND SUITABLE FOR ACCURATE APPLICATION BY APPROPRIATE EQUIPMENT. MANURE MAY BE SUBSTITUTED FOR FERTILIZER WITH PRIOR APPROVAL FROM THE APPROPRIATE APPROVAL AUTHORITY. FERTILIZERS MUST ALL BE DELIVERED TO THE SITE FULLY LABELED ACCORDING TO THE APPLICABLE LAWS AND MUST BEAR THE NAME, TRADE NAME OR TRADEMARK AND WARRANTY OF THE PRODUCER.
 3. LIME MATERIALS MUST BE GROUND LIMESTONE (HYDRATED OR BURNT LIME MAY BE SUBSTITUTED EXCEPT WHEN HYDROSEEDING) WHICH CONTAINS AT LEAST 50 PERCENT TOTAL OXIDES (CALCIUM OXIDE PLUS MAGNESIUM OXIDE). LIMESTONE MUST BE GROUND TO SUCH FINENESS THAT AT LEAST 50 PERCENT WILL PASS THROUGH A #100 MESH SIEVE AND 98 TO 100 PERCENT WILL PASS THROUGH A #20 MESH SIEVE.
 4. LIME AND FERTILIZER ARE TO BE EVENLY DISTRIBUTED AND INCORPORATED INTO THE TOP 3 TO 5 INCHES OF SOIL BY DISKING OR OTHER SUITABLE MEANS.
 5. WHERE THE SUBSOIL IS EITHER HIGHLY ACIDIC OR COMPOSED OF HEAVY CLAYS, SPREAD GROUND LIMESTONE AT THE RATE OF 4 TO 8 TONS/ACRE (200-400 POUNDS PER 1,000 SQUARE FEET) PRIOR TO THE PLACEMENT OF TOPSOIL.

## B-4-3 STANDARDS AND SPECIFICATIONS FOR SEEDING AND MULCHING

### DEFINITION
THE APPLICATION OF SEED AND MULCH TO ESTABLISH VEGETATIVE COVER.

### PURPOSE
TO PROTECT DISTURBED SOILS FROM EROSION DURING AND AT THE END OF CONSTRUCTION.

### CONDITIONS WHERE PRACTICE APPLIES

TO THE SURFACE OF ALL PERIMETER CONTROLS, SLOPES, AND ANY DISTURBED AREA NOT UNDER ACTIVE GRADING.

### CRITERIA

A. SEEDING
 1. SPECIFICATIONS
  1.a. ALL SEED MUST MEET THE REQUIREMENT OF THE MARYLAND STATE SEED LAW. ALL SEED MUST BE SUBJECT TO RE-TESTING BY A RECOGNIZED SEED LABORATORY. ALL SEED USED MUST HAVE BEEN TESTED WITHIN THE 6 MONTHS IMMEDIATELY PRECEDING THE DATE OF SOWING SUCH MATERIAL ON ANY PROJECT. REFER TO TABLE B.4 REGARDING THE QUALITY OF SEED. SEED TAGS MUST BE AVAILABLE UPON REQUEST TO THE INSPECTOR TO VERIFY TYPE OF SEED AND SEEDING RATE.
  1.b. MULCH ALONE MAY BE APPLIED BETWEEN THE FALL AND SPRING SEEDING DATES ONLY IF THE GROUND IS FROZEN. THE APPROPRIATE SEEDING MIXTURE MUST BE APPLIED WHEN THE GROUND THAWS.
  1.c. INOCULANTS: THE INOCULANT FOR TREATING LEGUME SEED IN THE SEED MIXTURES MUST BE A PURE CULTURE OF NITROGEN FIXING BACTERIA PREPARED SPECIFICALLY FOR THE SPECIES. INOCULANTS MUST NOT BE USED LATER THAN THE DATE INDICATED ON THE CONTAINER. ADD FRESH INOCULANTS AS DIRECTED ON THE PACKAGE. USE FOUR TIMES THE RECOMMENDED RATE WHEN HYDROSEEDING. NOTE: IT IS VERY IMPORTANT TO KEEP INOCULANT AS COOL AS POSSIBLE UNTIL USED. TEMPERATURES ABOVE 75 TO 80 DEGREES FAHRENHEIT CAN WEAKEN BACTERIA AND MAKE THE INOCULANT LESS EFFECTIVE.
  1.d. SOD AND SEED MUST NOT BE PLACED ON SOIL WHICH HAS BEEN TREATED WITH SOIL STERILANTS OR CHEMICALS USED FOR WEED CONTROL UNTIL SUFFICIENT TIME HAS ELAPSED (14 DAYS MIN.) TO PERMIT DISSIPATION OF PHYTO-TOXIC MATERIALS.
 2. APPLICATION
  2.a. DRY SEEDING: THIS INCLUDES USE OF CONVENTIONAL DROP OR BROADCAST SPREADERS.
   a. INCORPORATE SEED INTO THE SUBSOIL AT THE RATES PRESCRIBED ON TEMPORARY SEEDING TABLE B.1, PERMANENT SEEDING TABLE B.3, OR SITE-SPECIFIC SEEDING SUMMARIES.
   b. APPLY SEED IN TWO DIRECTIONS, PERPENDICULAR TO EACH OTHER. APPLY HALF THE SEEDING RATE IN EACH DIRECTION. ROLL THE SEEDED AREA WITH A WEIGHTED ROLLER TO PROVIDE GOOD SEED TO SOIL CONTACT.
  2.B. DRILL OR CULTIPACKER SEEDING: MECHANIZED SEEDERS THAT APPLY AND COVER SEED WITH SOIL.
   a. CULTIPACKING SEEDERS ARE REQUIRED TO BURY THE SEED IN SUCH A FASHION AS TO PROVIDE AT LEAST ¼ INCH OF SOIL COVERING. SEEDBED MUST BE FIRM AFTER PLANTING.
   b. APPLY SEED IN TWO DIRECTIONS, PERPENDICULAR TO EACH OTHER. APPLY HALF THE SEEDING RATE IN EACH DIRECTION.
  2.C. HYDROSEEDING: APPLY SEED UNIFORMLY WITH HYDROSEEDER (SLURRY INCLUDES SEED AND FERTILIZER).
   a. IF FERTILIZER IS BEING APPLIED AT THE TIME OF SEEDING, THE APPLICATION RATES SHOULD BE EXCEED THE FOLLOWING: NITROGEN, 100 POUNDS PER ACRE TOTAL SOLUBLE NITROGEN; $P_2O_5$ (PHOSPHOROUS), 200 POUNDS PER ACRE; $K_2O$ (POTASSIUM), 200 POUNDS PER ACRE.
   b. LIME: USE ONLY GROUND AGRICULTURAL LIMESTONE (UP TO 3 TONS PER ACRE MAY BE APPLIED BY HYDROSEEDING). NORMALLY, NOT MORE THAN 2 TONS ARE APPLIED BY HYDROSEEDING AT ANY ONE TIME. DO NOT USE BURNT OR HYDRATED LIME WHEN HYDROSEEDING.
   c. MIX SEED AND FERTILIZER ON SITE AND SEED IMMEDIATELY AND WITHOUT INTERRUPTION.
   d. WHEN HYDROSEEDING, DO NOT INCORPORATE INTO THE SOIL.

B. MULCHING
 1. MULCH MATERIALS (IN ORDER OF PREFERENCE)
  1.a. STRAW CONSISTING OF THOROUGHLY THRESHED WHEAT, RYE, OAT, OR BARLEY AND REASONABLE BRIGHT IN COLOR. STRAW IS TO BE FREE OF NOXIOUS WEED SEEDS AS SPECIFIED IN THE MARYLAND SEE LAW AND NOT MUSTY, MOLDY, CAKED, DECAYED, OR EXCESSIVELY DUSTY. NOTE: USE ONLY STERILE STRAW MULCH IN AREAS WHERE ONE SPECIES OF GRASS IS DESIRED.
  1.b. WOOD CELLULOSE FIBER MULCH (WCFM) CONSISTING OF SPECIALLY PREPARED WOOD CELLULOSE PROCESSED INTO A UNIFORM FIBROUS PHYSICAL STATE.
   a. WCFM IS TO BE DYED GREEN OR CONTAIN A GREEN DYE IN THE PACKAGE THAT WILL PROVIDE AN APPROPRIATE COLOR TO FACILITATE VISUAL INSPECTION OF THE UNIFORMLY SPREAD SLURRY.
   b. WCFM, INCLUDING DYE, MUST CONTAIN NO GERMINATION OR GROWTH INHIBITING FACTORS.
   c. WCFM MATERIALS ARE TO BE MANUFACTURED AND PROCESSED IN SUCH A MANNER THAT THE WOOD CELLULOSE FIBER MULCH WILL REMAIN IN UNIFORM SUSPENSION IN WATER UNDER AGITATION AND WILL BLEND WITH SEED, FERTILIZER AND OTHER ADDITIVES TO FORM A HOMOGENOUS SLURRY. THE MULCH MATERIAL MUST FORM A BLOTTER-LIKE GROUND COVER, ON APPLICATION, HAVING MOISTURE ABSORPTION AND PERCOLATION PROPERTIES AND MUST COVER AND HOLD GRASS SEED IN CONTACT WITH THE SOIL WITHOUT INHIBITING THE GROWTH OF THE GRASS SEEDLINGS.
   d. WCFM MATERIAL MUST NOT CONTAIN ELEMENTS OR COMPOUNDS AT CONCENTRATION LEVELS THAT WILL BY PHYTO-TOXIC.
   e. WCFM MUST CONFORM TO THE FOLLOWING PHYSICAL REQUIREMENTS: FIBER LENGTH OF APPROXIMATELY 10 MILLIMETERS, DIAMETER APPROXIMATELY 1 MILLIMETER, PH RANGE OF 4.0 TO 8.5, ASH CONTENT OF 1.6 PERCENT MAXIMUM AND WATER HOLDING CAPACITY OF 90 PERCENT MINIMUM.

 2. APPLICATION
  2.a. APPLY MULCH TO ALL SEEDED AREAS IMMEDIATELY AFTER SEEDING.
  2.b. WHEN STRAW MULCH IS USED, SPREAD IT OVER ALL SEEDED AREAS AT THE RATE OF 2 TONS PER ACRE TO A UNIFORM LOOSE DEPTH OF 1 TO 2 INCHES. APPLY MULCH TO ACHIEVE A UNIFORM DISTRIBUTION AND DEPTH SO THAT THE SOIL SURFACE IS NOT EXPOSED. WHEN USING A MULCH ANCHORING TOOL, INCREASE THE APPLICATION RATE TO 2.5 TONS PER ACRE.
  2.c. WOOD CELLULOSE FIBER USED AS MULCH MUST BE APPLIED AT A NET DRY WEIGHT OF 100 POUNDS PER ACRE. MIX THE WOOD CELLULOSE FIBER WITH WATER TO ATTAIN A MIXTURE WITH A MAXIMUM OF 50 POUNDS OF WOOD CELLULOSE FIBER PER 100 GALLONS OF WATER.
 3. ANCHORING
  3.a. PERFORM MULCH ANCHORING IMMEDIATELY FOLLOWING APPLICATION OF MULCH TO MINIMIZE LOSS BY WIND OR WATER. THIS MAY BE DONE BY ONE OF THE FOLLOWING METHODS (LISTED BY PREFERENCE), DEPENDING UPON THE SIZE OF THE AREA AND EROSION HAZARD:
   a. A MULCH ANCHORING TOOL IS A TRACTOR DRAWN IMPLEMENT DESIGNED TO PUNCH AND ANCHOR MULCH INTO THE SOIL SURFACE A MINIMUM OF 2 INCHES. THIS PRACTICE IS MOST EFFECTIVE ON LARGE AREAS, BUT IS LIMITED TO FLATTER SLOPES WHERE EQUIPMENT CAN OPERATE SAFELY. IF USED ON SLOPING LAND, THIS PRACTICE SHOULD FOLLOW THE CONTOUR.
   b. WOOD CELLULOSE FIBER MAY BE USED FOR ANCHORING STRAW. APPLY THE FIBER BINDER AT A NET DRY WEIGHT OF 750 POUNDS PER ACRE. MIX THE WOOD CELLULOSE FIBER WITH WATER AT A MAXIMUM OF 50 POUNDS OF WOOD CELLULOSE FIBER PER 100 GALLONS OF WATER.
   c. SYNTHETIC BINDERS SUCH AS ACRYLIC DLR (AGRO-TACK), DCA-70, PETROSET, TERRA TAX II, TERRA TACK AR OR OTHER APPROVED EQUAL MAY BE USED. FOLLOW APPLICATION RATES AS SPECIFIED BY THE MANUFACTURER. APPLICATION OF LIQUID BINDERS NEEDS TO BE HEAVIER AT THE EDGES WHERE WIND CATCHES MULCH, SUCH AS IN VALLEYS AND ON CRESTS OF BANKS. USE OF ASPHALT BINDERS IS STRICTLY PROHIBITED.
   d. LIGHTWEIGHT PLASTIC NETTING MAY BE STAPLED OVER THE MULCH ACCORDING TO MANUFACTURER RECOMMENDATIONS. NETTING IS USUALLY AVAILABLE IN ROLLS 4 TO 15 FEET WIDE AND 300 TO 3,000 FEET LONG.

## B-4-4 STANDARDS AND SPECIFICATIONS FOR TEMPORARY STABILIZATION

### DEFINITION
TO STABILIZE DISTURBED SOILS WITH VEGETATION FOR UP TO 6 MONTHS.

### PURPOSE
TO USE FAST GROWING VEGETATION THAT PROVIDES COVER ON DISTURBED SOILS.

### CONDITIONS WHERE PRACTICE APPLIES
EXPOSED SOILS WHERE GROUND COVER IS NEEDED FOR A PERIOD OF 6 MONTHS OR LESS. FOR LONGER DURATION OF TIME, PERMANENT STABILIZATION PRACTICES ARE REQUIRED.

### CRITERIA

A. SELECT ONE OR MORE OF THE SPECIES OR SEED MIXTURES LISTED IN TABLE B.1 FOR THE APPROPRIATE PLANT HARDINESS ZONE (FROM FIGURE B.3), AND ENTER THEM IN THE TEMPORARY SEEDING SUMMARY BELOW ALONG WITH APPLICATION RATES, SEEDING DATES AND SEEDING DEPTHS. IF THE SUMMARY IS NOT PUT ON THE PLAN AND COMPLETED, THEN TABLE B.1 PLUS FERTILIZER AND LIME RATES MUST BE PUT ON THE PLAN.
B. FOR SITES HAVING SOIL TESTS PERFORMED, USE AND SHOW THE RECOMMENDED RATES BY THE TESTING AGENCY. SOILS TESTS ARE NOT REQUIRED FOR TEMPORARY SEEDING.
C. WHEN STABILIZATION IS REQUIRED OUTSIDE OF A SEEDING SEASON, APPLY SEED AND MULCH OR STRAW MULCH ALONG AS PRESCRIBED IN SECTION B-4-3.A.1.1B AND MAINTAIN UNTIL THE NEXT SEEDING SEASON.

## B-4-5 STANDARDS AND SPECIFICATIONS FOR PERMANENT STABILIZATION

### DEFINITION
TO STABILIZE DISTURBED SOILS WITH PERMANENT VEGETATION.

### PURPOSE
TO USE LONG-LIVED PERENNIAL GRASSES AND LEGUMES TO ESTABLISH PERMANENT COVER ON DISTURBED SOILS..

### CONDITIONS WHERE PRACTICE APPLIES
EXPOSED SOILS WHERE GROUND COVER IS NEEDED FOR 6 MONTHS OR MORE..

### CRITERIA

A. SEED MIXTURES
 1. GENERAL USE
  1.a. SELECT ONE OR MORE OF THE SPECIES OR MIXTURES LISTED IN TABLE B.3 FOR THE APPROPRIATE PLANT HARDINESS ZONE (FROM FIGURE B.3) AND BASED ON THE SITE CONDITION OR PURPOSE FOUND ON TABLE B.2. ENTER SELECTED MIXTURE(S), APPLICATION RATES, AND SEEDING DATES IN THE PERMANENT SEEDING SUMMARY. THE SUMMARY IS TO BE PLACED ON THE PLAN.
  1.b. ADDITIONAL PLANTING SPECIFICATIONS FOR EXCEPTIONAL SITES SUCH AS SHORELINES, STREAM BANKS, OR DUNES OR FOR SPECIAL PURPOSES SUCH AS WILDLIFE OR AESTHETIC TREATMENT MAY BE FOUND IN USDA-NRCS TECHNICAL FIELD OFFICE GUIDE, SECTION 342 - CRITICAL AREA PLANTING.
  1.c. FOR SITES HAVING DISTURBED AREA OVER 5 ACRES, USE AND SHOW THE RATES RECOMMENDED BY THE SOIL TESTING AGENCY.
  1.d. FOR AREAS RECEIVING LOW MAINTENANCE, APPLY UREA FORM FERTILIZER (46-0-0) AT 3½ POUNDS PER 1000 SQUARE FEET (150 POUNDS PER ACRE) AT THE TIME OF SEEDING IN ADDITION TO THE SOIL AMENDMENTS SHOWN IN THE PERMANENT SEEDING SUMMARY.
 2. TURFGRASS MIXTURES
  2.a. AREAS WHERE TURFGRASS MAY BE DESIRED INCLUDE LAWNS, PARKS, PLAYGROUNDS, AND COMMERCIAL SITES WHICH WILL RECEIVE A MEDIUM TO HIGH LEVEL OF MAINTENANCE.
  2.b. SELECT ONE OR MORE OF THE SPECIES OR MIXTURES LISTED BELOW BASED ON THE SITE CONDITIONS OR PURPOSE. ENTER SELECTED MIXTURE(S), APPLICATION RATES, AND SEEDING DATES IN THE PERMANENT SEEDING SUMMARY. THE SUMMARY IS TO BE PLACED ON THE PLAN:
   a. KENTUCKY BLUEGRASS: FULL SUN MIXTURE: FOR USE IN AREAS THAT RECEIVE INTENSIVE MANAGEMENT. IRRIGATION REQUIRED IN THE AREAS OF CENTRAL MARYLAND AND EASTERN SHORE. RECOMMENDED CERTIFIED KENTUCKY BLUEGRASS CULTIVARS SEEDING RATE: 1.5 TO 2.0 POUNDS PER 1000 SQUARE FEET. CHOOSE A MINIMUM OF THREE KENTUCKY BLUEGRASS CULTIVARS WITH EACH RANGING FROM 10 TO 35 PERCENT OF TOTAL MIXTURE BY WEIGHT.
   b. KENTUCKY BLUEGRASS/PERENNIAL RYE: FULL SUN MIXTURE: FOR USE IN FULL SUN AREAS WHERE RAPID ESTABLISHMENT IS NECESSARY AND WHEN TURF WILL RECEIVE MEDIUM TO INTENSIVE MANAGEMENT. CERTIFIED PERENNIAL RYEGRASS CULTIVARS/CERTIFIED KENTUCKY BLUEGRASS SEEDING RATE: 2 POUNDS MIXTURE PER 1000 SQUARE FEET. CHOOSE A MINIMUM OF THREE KENTUCKY BLUEGRASS CULTIVARS WITH EACH RANGING FROM 10 TO 35 PERCENT OF THE TOTAL MIXTURE BY WEIGHT.
   c. TALL FESCUE/KENTUCKY BLUEGRASS: FULL SUN MIXTURE: FOR USE IN DROUGHT PRONE AREAS AND/OR FOR AREAS RECEIVING LOW TO MEDIUM MANAGEMENT IN FULL SUN TO MEDIUM SHADE. RECOMMENDED MIXTURE INCLUDES; CERTIFIED TALL FESCUE CULTIVARS 95 TO 100 PERCENT, CERTIFIED KENTUCKY BLUEGRASS CULTIVARS 0 TO 5 PERCENT. SEEDING RATE: 5 TO 8 POUNDS PER 1000 SQUARE FEET. ONE OR MORE CULTIVARS MAY BE BLENDED.
   d. KENTUCKY BLUEGRASS/FINE FESCUE: SHADE MIXTURE: FOR USE IN AREAS WITH SHADE IN BLUEGRASS LAWNS. FOR ESTABLISHMENT IN HIGH QUALITY, INTENSIVELY MANAGED TURF AREA. MIXTURE INCLUDES; CERTIFIED KENTUCKY BLUEGRASS CULTIVARS 30 TO 40 PERCENT AND CERTIFIED FINE FESCUE 60 TO 70 PERCENT. SEEDING RATE: 1½ TO 3 POUNDS PER 1000 SQUARE FEET.

   NOTES:
   SELECT TURFGRASS VARIETIES FROM THOSE LISTED IN THE MOST CURRENT UNIVERSITY OF MARYLAND PUBLICATION, AGRONOMY MEMO #77, "TURFGRASS CULTIVAR RECOMMENDATIONS FOR MARYLAND".

   CHOOSE CERTIFIED MATERIAL. CERTIFIED MATERIAL IS THE BEST GUARANTEE OF CULTIVAR PURITY. THE CERTIFICATION PROGRAM OF THE MARYLAND DEPARTMENT OF AGRICULTURE, TURF AND SEED SECTION, PROVIDES A RELIABLE MEANS OF CONSUMER PROTECTION AND ASSURES A PURE GENETIC LINE.

 3. IDEAL TIMES OF SEEDING FOR TURF GRASS MIXTURES
  WESTERN MARYLAND: MARCH 15 TO JUNE 1, AUGUST 1 TO OCTOBER 1 (HARDINESS ZONES: 5B, 6A)

  CENTRAL MARYLAND: MARCH 1 TO MAY 15, AUGUST 15 TO OCTOBER 15 (HARDINESS ZONE: 6B)

  SOUTHERN MD, EASTERN SHORE: MARCH 1 TO MAY 15, AUGUST 15 TO OCTOBER 15 (HARDNESS ZONES: 7A, 7B)

 4. TILL AREAS TO RECEIVE SEED BY DISKING OR OTHER APPROVED METHODS TO A DEPTH OF 2 TO 4 INCHES, LEVEL AND RAKE THE AREAS TO PREPARE A PROPER SEEDBED. REMOVE STONES AND DEBRIS OVER 1½ INCHES IN DIAMETER. THE RESULTING SEEDBED MUST BE IN SUCH CONDITION THAT FUTURE MOWING OF GRASSES WILL POSE NO DIFFICULTY.
 5. IF SOIL MOISTURE IS DEFICIENT, SUPPLY NEW SEEDINGS WITH ADEQUATE WATER FOR PLANT GROWTH (½ TO 1 INCH EVER 3 TO 4 DAYS DEPENDING ON SOIL TEXTURE) UNTIL THEY ARE FIRMLY ESTABLISHED. THIS IS ESPECIALLY TRUE WHEN SEEDINGS ARE MADE LATE IN THE PLANTING SEASON, IN ABNORMALLY DRY OR HOT SEASONS, OR ON ADVERSE SITES.

B. SOD: TO PROVIDE QUICK COVER ON DISTURBED AREAS (2:1 GRADE OR FLATTER).
 1. GENERAL SPECIFICATIONS
  1.a. CLASS OF TURFGRASS SOD MUST BE MARYLAND STATE CERTIFIED. SOD LABELS MUST BE MADE AVAILABLE TO THE JOB FOREMAN AND INSPECTOR.
  1.b. SOD MUST BE MACHINE CUT AT A UNIFORM SOIL THICKNESS OF ¾ INCHES, PLUS OR MINUS ¼ INCH, AT THE TIME OF CUTTING. MEASUREMENT FOR THICKNESS MUST EXCLUDE TOP GROWTH AND THATCH. BROKEN PADS AND TORN OR UNEVEN ENDS WILL NOT BE ACCEPTABLE.
  1.c. STANDARD SIZE SECTIONS OF SOD MUST BE STRONG ENOUGH TO SUPPORT THEIR OWN WEIGHT AND RETAIN THEIR SIZE AND SHAPE WHEN SUSPENDED VERTICALLY WITH A FIRM GRASP ON THE UPPER 10 PERCENT OF THE SECTION.
  1.d. SOD MUST NOT BE HARVESTED OR TRANSPLANTED WHEN MOISTURE CONTENT (EXCESSIVELY DRY OR WET) MAY ADVERSELY AFFECT ITS SURVIVAL.

  1.e. SOD MUST BE HARVESTED, DELIVERED, AND INSTALLED WITHIN A PERIOD OF 36 HOURS. SOD NOT TRANSPLANTED WITHIN THIS PERIOD MUST BE APPROVED BY AN AGRONOMIST OR SOIL SCIENTIST PRIOR TO ITS INSTALLATION
 2. SOD INSTALLATION
  2.a. DURING PERIODS OF EXCESSIVELY HIGH TEMPERATURE OR IN AREAS HAVING DRY SUBSOIL, LIGHTLY IRRIGATE THE SUBSOIL IMMEDIATELY PRIOR TO LAYING THE SOD.
  2.b. LAY THE FIRST ROW OF SOD IN A STRAIGHT LINE WITH SUBSEQUENT ROWS PLACE PARALLEL TO IT AND TIGHTLY WEDGED AGAINST EACH OTHER. STAGGER LATERAL JOINTS TO PROMOTE MORE UNIFORM GROWTH AND STRENGTH. ENSURE THAT SOD IS NOT STRETCHED OR OVERLAPPED AND THAT ALL JOINTS ARE BUTTED TIGHT IN ORDER TO PREVENT VOIDS WHICH WOULD CAUSE AIR DRYING OF THE ROOTS.
  2.c. WHEREVER POSSIBLE, LAY SOD WITH THE LONG EDGES PARALLEL TO THE CONTOUR AND WITH STAGGERING JOINTS. ROLL AND TAMP, PEG OR OTHERWISE SECURE THE SOD TO PREVENT SLIPPAGE ON SLOPES. ENSURE SOLID CONTACT EXISTS BETWEEN SOD ROOTS AND THE UNDERLYING SOIL SURFACE.
  2.d. WATER THE SOD IMMEDIATELY FOLLOWING ROLLING AND TAMPING UNTIL THE UNDERSIDE OF THE NEW SOD PAD AND SOIL SURFACE BELOW THE SOD ARE THOROUGHLY WET. COMPLETE THE OPERATION OF LAYING, TAMPING AND IRRIGATING FOR ANY PIECE OF SOD WITHIN EIGHT HOURS.
 3. SOD MAINTENANCE
  3.a. IN THE ABSENCE OF ADEQUATE RAINFALL, WATER DAILY DURING THE FIRST WEEK OR AS OFTEN AND SUFFICIENTLY AS NECESSARY TO MAINTAIN MOIST SOIL TO A DEPTH OF 4 INCHES. WATER SOD DURING THE HEAT OF THE DAY TO PREVENT WILTING.
  3.b. AFTER THE FIRST WEEK, SOD WATERING IS REQUIRED AS NECESSARY TO MAINTAIN ADEQUATE MOISTURE CONTENT.
  3.c. DO NOT MOW UNTIL THE SOD IS FIRMLY ROOTED. NO MORE THAN ⅓ OF THE GRASS LEAF MUST BE REMOVED BY THE INITIAL CUTTING OR SUBSEQUENT CUTTINGS. MAINTAIN A GRASS HEIGHT OF AT LEAST 3 INCHES UNLESS OTHERWISE SPECIFIED.

### PERMANENT SEEDING SUMMARY

| HARDINESS ZONE: 7B<br>SEED MIXTURE: TABLE B-3 #9 | | | | | FERTILIZER RATE (10-20-20) | | | LIME RATE |
|---|---|---|---|---|---|---|---|---|
| NO. | SPECIES | APPLICATION RATE(LB/AC) | SEEDING DATES | SEEDING DEPTHS | N | $P_2O_5$ | $K_2O$ | |
| 9 | TALL FESCUE (COYOTE, GENESIS, LANCER) | 60 | 2/15-4/30<br>8/15-10/30 | ¼ TO ½ IN. | 45 LB/ AC (1 LB/ 1000 SF) | 90 LB/ AC (2 LB/ 1000 SF) | 90 LB/ AC (2 LB/ 1000 SF) | 2 TONS/ AC (90 LB/ 1000 SF) |
| | KENTUCKY BLUEGRASS (AMERICA, FREEDOM, MIDNIGHT) | 40 | | ¼ TO ½ IN. | | | | |
| | PERENNIAL RYE GRASS (PENNFINE) | 20 | | ¼ TO ½ IN. | | | | |

### TEMPORARY SEEDING SUMMARY

| HARDINESS ZONE: 7B<br>SEED MIXTURE: | | | | | FERTILIZER RATE (10-20-20) | LIME RATE |
|---|---|---|---|---|---|---|
| NO. | SPECIES | APPLICATION RATE(LB/AC) | SEEDING DATES | SEEDING DEPTHS | | |
| | ANNUAL RYEGRASS | 40 | 2/15-4/30<br>8/15-11/30 | 1/2" | 436 LB/AC (10 LB/ 1000SF) | 2 TONS/AC (90 LB/ 1000SF) |
| | FOXTAIL MILLET | 30 | 5/1-8/14 | 1/2" | | |
| | | | | | | |
| | | | | | | |

### Table H.1: Geotextile Fabrics

| | | WOVEN SLIT FILM GEOTEXTILE | | WOVEN MONOFILAMENT GEOTEXTILE | | NONWOVEN GEOTEXTILE | |
|---|---|---|---|---|---|---|---|
| | | MINIMUM AVERAGE ROLL VALUE[1] | | | | | |
| PROPERTY | TEST METHOD | MD | CD | MD | CD | MD | CD |
| Grab Tensile Strength | ASTM D-4632 | 200 lb | 200 lb | 370 lb | 250 lb | 200 lb | 200 lb |
| Grab Tensile Elongation | ASTM D-4632 | 15% | 10% | 15% | 15% | 50% | 50% |
| Trapezoidal Tear Strength | ASTM D-4533 | 75lb | 75lb | 100 lb | 60 lb | 80 lb | 80 lb |
| PunctureStrength | ASTM D-6241 | 450lb | | 900lb | | 450lb | |
| Apparent Opening Size[2] | ASTM D-4751 | U.S. Sieve 30 (0.59 mm) | | U.S. Sieve 70 (0.21 mm) | | U.S. Sieve 70 (0.21 mm) | |
| Permittivity | ASTM D-4491 | 0.05 $\text{sec}^{-1}$ | | 0.28 $\text{sec}^{-1}$ | | 1.1$\text{sec}^{-1}$ | |
| Ultraviolet Resistance Retained at 500 hours | ASTM D-4355 | 70% strength | | 70% strength | | 70% strength | |

[1] All numeric values except apparent opening size (AOS) represent minimum average roll values (MARV). MARV iscalculated as the typical minus two standard deviations. MD is machine direction; CD is cross direction.

[2] Values for AOS represent the average maximum opening.

Geotextiles must be evaluated by the National Transportation Product Evaluation Program (NTPEP) and conform to the values in Table H.1.

The geotextile must be inert to commonly encountered chemicals and hydrocarbons and must be rot and mildew resistant. The geotextile must be manufactured from fibers consisting of long chain synthetic polymers and composed of a minimum of 95 percent by weight of polyolefins or polyesters, and formed into a stable network so the filaments or yarns retain their dimensional stability relative to each other, including selvages.

When more than one section of geotextile is necessary, overlap the sections by at least one foot. The geotextile must be pulled taut over the applied surface. Equipment must not run over exposed fabric. When placing riprap on geotextile, donot exceed a onefoot drop height.

## STANDARD STABILIZATION NOTE:
a. THREE (3) CALENDAR DAYS AS TO THE SURFACE OF ALL PERIMETER DIKES, SWALES, DITCHES, PERIMETER SLOPES, AND ALL SLOPES STEEPER THAN 3 HORIZONTAL AND 1 VERTICAL. (3:1).

b. SEVEN (7) CALENDAR DAYS AS TO ALL OTHER DISTURBED OR GRADED AREAS ON THE PROJECT SITE NOT UNDER ACTIVE GRADING.

## SEQUENCE OF CONSTRUCTION

1. CONTACT THE MARYLAND DEPARTMENT OF THE ENVIRONMENT (MDE) AT 410-901-4020, WORCESTER COUNTY DEPARTMENT OF ENVIRONMENTAL PROGRAMS AT 410-632-1220, WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS AT 410-641-5623 AND THE ENGINEER OF RECORD AT 410-641-5341 TO SCHEDULE A PRE CONSTRUCTION MEETING AT LEAST 48 HOURS PRIOR TO COMMENCING ANY WORK AT THE SITE. FAILURE TO DO SO MAY RESULT IN A "STOP WORK" ORDER.
2. OBTAIN ALL PROPER PERMITS AND CONTACT MISS UTILITY 800-257-7777 AT LEAST 24 HOURS PRIOR TO STARTING ANY WORK.
3. ALL MATERIALS STORED ON SITE SHALL BE PROTECTED AND PROPER SAFETY MEASURES SHALL BE PROVIDED TO ENSURE MATERIALS DO NOT FAIL TO REMAIN ONSITE.
4. WITH THE APPROVAL OF THE SEDIMENT CONTROL INSPECTOR, COMMENCE WORK.
5. CUT, MOW, CLEAR, AND / OR GRUB AREAS AROUND THE PUMP STATIONS, ALONG THE PERIMETER ACCESS ROAD, AND ALONG THE PROPOSED FORCEMAIN ROUTE AS NEEDED TO START THE PROPOSED WORK.
6. INSTALL EROSION AND SEDIMENT CONTROLS AS SHOWN ON THE PLANS.
7. LEVEL PERIMETER ROADS, INSTALL COMPACTED FILL MATERIALS, FABRIC, AND CRUSHED CONCRETE. WORK AREA SHALL BE STABILIZED AT THE END OF THE WORK DAY WITH EITHER EROSION CONTROL MATTING OR WITH THE RECYCLED CONCRETE SURFACE.
8. ONCE PERIMETER ACCESS ROADS ARE COMPLETED AND STABILIZED CONTRACTOR SHALL BEGIN DEMOLITION OF ONE STATION AT A TIME. CONTRACTOR SHALL KEEP 3 PUMP STATIONS OPERATIONAL AT ALL TIMES.
9. CONTRACTOR SHALL PROCEED WITH STARTING AT CELL No.1 STATION 104D AND FINISHING AT STATION 101A.
10. PERFORM DEMOLITION OF CELL 1 PUMP STATION EQUIPMENT AS SHOWN ON THE PLANS.
11. PROCEEDED WITH INSTALLATION OF MECHANICAL AND ELECTRICAL ITEMS LOCATED WITHIN THE WETWELL.
12. INSTALL ELECTRICAL CONDUITS AND CONCRETE PAD.
13. INSTALL PROPOSED PACKAGE PUMPING STATION. INSTALL ELECTRICAL CONTROLS, EQUIPMENT RACK, AND VERIFY OPERATIONS OF THE THAT STATION.
14. GRADE, LEVEL, TOPSOIL, SEED, AND STABILIZE AREA BEFORE PROCEEDING TO THE NEXT STATION.
15. COMPLETE ALL 4 PUMP STATIONS AND PROVIDE FINE GRADING AND FINAL STABILIZATION..
16. UPON 95% VEGETATIVE ESTABLISHMENT AND WITH THE WRITTEN APPROVAL FROM THE WORCESTER COUNTY DEPARTMENT OF ENVIRONMENTAL PROGRAMS AND MARYLAND DEPARTMENT OF THE ENVIRONMENT, REMOVE ANY EROSION AND SEDIMENT CONTROLS AND STABILIZE ANY RE-DISTURBED AREAS.

## LIMIT OF DISTURBANCE = 100,330 SF OR 2.30 AC

ESTIMATED CUT = ± 0 CY
ESTIMATED FILL = ± 515 CY
NET EARTHWORK = 515 CY

| REVISIONS | | |
|---|---|---|
| NO. | DATE | BY | DESCRIPTION |

DESIGN INFORMATION
DESIGNED BY: NWH
DRAWN BY: NWH
CHECKED BY: GAT
PROJECT MANAGER: DOK

PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 55422 EXPIRATION DATE: DECEMBER 16, 2025

SEAL
STEVEN C. LEMASTERS
55422
11/12/2025

WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS
CENTRAL LANDFILL CELL 1 PUMP STATION UPGRADES

WORCESTER COUNTY, MARYLAND

EROSION AND SEDIMENT CONTROL NOTES

EA Engineering, Science, and Technology, Inc., PBC
11200 Racetrack Road, Unit A101
Ocean Pines, Maryland 21811
(410) 641-5341

www.eaest.com

FULL SIZE PLOT: 24" x 36"
DATE: NOVEMBER 2025
PROJECT NUMBER: 61060951R

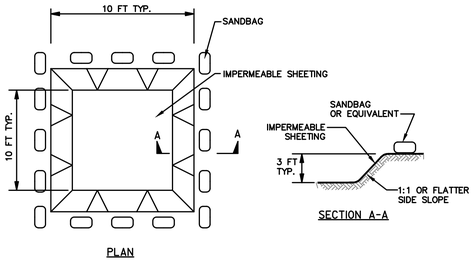
C-701
SHEET: 8 OF 14

100% PLANS - FOR CONSTRUCTION

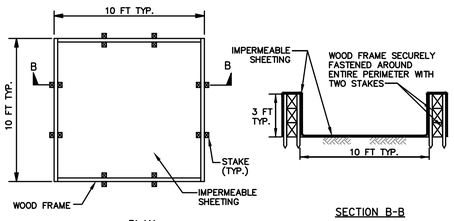
FILE PATH: \\OCEANPINES\PROJECTS\DOCS\WORCESTER COUNTY\61060951R - CELL 1 PUMP STATION UPGRADES REVISED\CAD\PRODUCTION\DESIGN SET\C-701 ESC NOTES.DWG [C-701] LEMASTERS, STEVEN 11/5/2025 1:52 PM

## DETAIL H-6 ONSITE CONCRETE WASHOUT STRUCTURE

STANDARD SYMBOL: CWS




EXCAVATED WASHOUT STRUCTURE




WASHOUT STRUCTURE WITH WOOD PLANKS

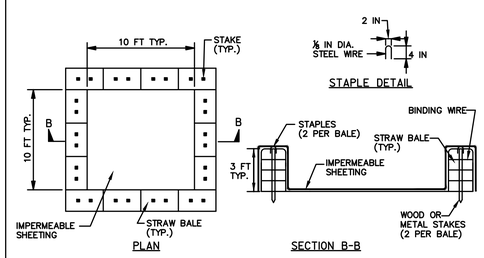
1 OF 2

MARYLAND STANDARDS AND SPECIFICATIONS FOR SOIL EROSION AND SEDIMENT CONTROL

| U.S. DEPARTMENT OF AGRICULTURE NATURAL RESOURCES CONSERVATION SERVICE | 2011 | MARYLAND DEPARTMENT OF ENVIRONMENT WATER MANAGEMENT ADMINISTRATION |
|---|---|---|

## DETAIL H-6 ONSITE CONCRETE WASHOUT STRUCTURE

STANDARD SYMBOL: CWS




NOTE: CAN BE TWO STACKED BALES OR PARTIALLY EXCAVATED TO REACH 3 FT DEPTH

WASHOUT STRUCTURE WITH STRAW BALES

CONSTRUCTION SPECIFICATIONS

1. LOCATE WASHOUT STRUCTURE A MINIMUM OF 50 FEET AWAY FROM OPEN CHANNELS, STORM DRAIN INLETS, SENSITIVE AREAS, WETLANDS, BUFFERS AND WATER COURSES AND AWAY FROM CONSTRUCTION TRAFFIC.
2. SIZE WASHOUT STRUCTURE FOR VOLUME NECESSARY TO CONTAIN WASH WATER AND SOLIDS AND MAINTAIN AT LEAST 4 INCHES OF FREEBOARD. TYPICAL DIMENSIONS ARE 10 FEET X 10 FEET X 3 FEET DEEP.
3. PREPARE SOIL BASE FREE OF ROCKS OR OTHER DEBRIS THAT MAY CAUSE TEARS OR HOLES IN THE LINER. FOR LINER, USE 10 MIL OR THICKER UV RESISTANT, IMPERMEABLE SHEETING, FREE OF HOLES AND TEARS OR OTHER DEFECTS THAT COMPROMISE IMPERMEABILITY OF THE MATERIAL.
4. PROVIDE A SIGN FOR THE WASHOUT IN CLOSE PROXIMITY TO THE FACILITY.
5. KEEP CONCRETE WASHOUT STRUCTURE WATER TIGHT. REPLACE IMPERMEABLE LINER IF DAMAGED (E.G., RIPPED OR PUNCTURED). EMPTY OR REPLACE WASHOUT STRUCTURE THAT IS 75 PERCENT FULL, AND DISPOSE OF ACCUMULATED MATERIAL PROPERLY. DO NOT REUSE PLASTIC LINER. WET-VACUUM STORED LIQUIDS THAT HAVE NOT EVAPORATED AND DISPOSE OF IN AN APPROVED MANNER. PRIOR TO FORECASTED RAINSTORMS, REMOVE LIQUIDS OR COVER STRUCTURE TO PREVENT OVERFLOWS. REMOVE HARDENED SOLIDS, WHOLE OR BROKEN UP, FOR DISPOSAL OR RECYCLING. MAINTAIN RUNOFF DIVERSION AROUND EXCAVATED WASHOUT STRUCTURE UNTIL STRUCTURE IS REMOVED.

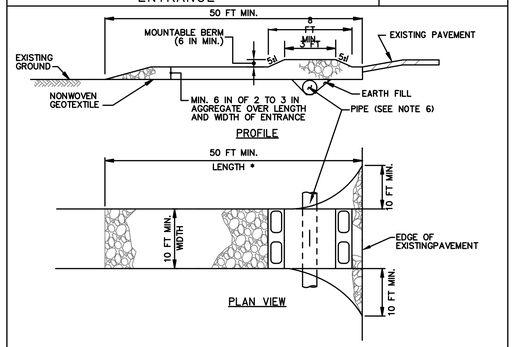
2 OF 2

MARYLAND STANDARDS AND SPECIFICATIONS FOR SOIL EROSION AND SEDIMENT CONTROL

| U.S. DEPARTMENT OF AGRICULTURE NATURAL RESOURCES CONSERVATION SERVICE | 2011 | MARYLAND DEPARTMENT OF ENVIRONMENT WATER MANAGEMENT ADMINISTRATION |
|---|---|---|

## DETAIL B-1 STABILIZED CONSTRUCTION ENTRANCE

STANDARD SYMBOL




CONSTRUCTION SPECIFICATIONS

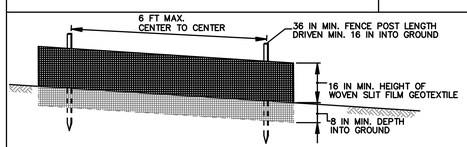
1. PLACE STABILIZED CONSTRUCTION ENTRANCE IN ACCORDANCE WITH THE APPROVED PLAN. VEHICLES MUST TRAVEL OVER THE ENTIRE LENGTH OF THE SCE. USE MINIMUM LENGTH OF 50 FEET (*30 FEET FOR SINGLE RESIDENCE LOT). USE MINIMUM WIDTH OF 10 FEET. FLARE SCE 10 FEET MINIMUM AT THE EXISTING ROAD TO PROVIDE A TURNING RADIUS.
2. PIPE ALL SURFACE WATER FLOWING TO OR DIVERTED TOWARD THE SCE UNDER THE ENTRANCE, MAINTAINING POSITIVE DRAINAGE. PROTECT PIPE INSTALLED THROUGH THE SCE WITH A MOUNTABLE BERM WITH 5:1 SLOPES AND A MINIMUM OF 12 INCHES OF STONE OVER THE PIPE. PROVIDE PIPE AS SPECIFIED ON APPROVED PLAN. WHEN THE SCE IS LOCATED AT A HIGH SPOT AND HAS NO DRAINAGE TO CONVEY, A PIPE IS NOT NECESSARY. A MOUNTABLE BERM IS REQUIRED WHEN SCE IS NOT LOCATED AT A HIGH SPOT.
3. PREPARE SUBGRADE AND PLACE NONWOVEN GEOTEXTILE, AS SPECIFIED IN SECTION H-1 MATERIALS.
4. PLACE CRUSHED AGGREGATE (2 TO 3 INCHES IN SIZE) OR EQUIVALENT RECYCLED CONCRETE (WITHOUT REBAR) AT LEAST 6 INCHES DEEP OVER THE LENGTH AND WIDTH OF THE SCE.
5. MAINTAIN ENTRANCE IN A CONDITION THAT MINIMIZES TRACKING OF SEDIMENT. ADD STONE OR MAKE OTHER REPAIRS AS CONDITIONS DEMAND TO MAINTAIN CLEAN SURFACE, MOUNTABLE BERM, AND SPECIFIED DIMENSIONS. IMMEDIATELY REMOVE STONE AND/OR SEDIMENT SPILLED, DROPPED, OR TRACKED ONTO ADJACENT ROADWAY BY VACUUMING, SCRAPING, AND/OR SWEEPING. WASHING ROADWAY TO REMOVE MUD TRACKED ONTO PAVEMENT IS NOT ACCEPTABLE UNLESS WASH WATER IS DIRECTED TO AN APPROVED SEDIMENT CONTROL PRACTICE.

MARYLAND STANDARDS AND SPECIFICATIONS FOR SOIL EROSION AND SEDIMENT CONTROL

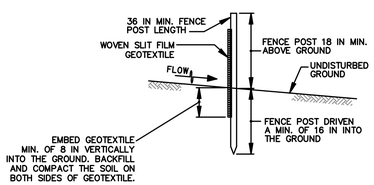
| U.S. DEPARTMENT OF AGRICULTURE NATURAL RESOURCES CONSERVATION SERVICE | 2011 | MARYLAND DEPARTMENT OF ENVIRONMENT WATER MANAGEMENT ADMINISTRATION |
|---|---|---|

## DETAIL E-1 SILT FENCE

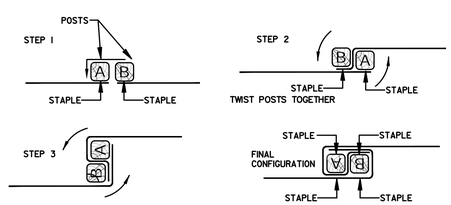
STANDARD SYMBOL: SF




ELEVATION




CROSS SECTION




JOINING TWO ADJACENT SILT FENCE SECTIONS (TOP VIEW)

1 OF 2

MARYLAND STANDARDS AND SPECIFICATIONS FOR SOIL EROSION AND SEDIMENT CONTROL

| U.S. DEPARTMENT OF AGRICULTURE NATURAL RESOURCES CONSERVATION SERVICE | 2011 | MARYLAND DEPARTMENT OF ENVIRONMENT WATER MANAGEMENT ADMINISTRATION |
|---|---|---|

## DETAIL E-1 SILT FENCE

STANDARD SYMBOL: SF

CONSTRUCTION SPECIFICATIONS

1. USE WOOD POSTS 1¾ X 1¾ ¾₀ ⅛ INCH (MINIMUM) SQUARE CUT OF SOUND QUALITY HARDWOOD. AS AN ALTERNATIVE TO WOODEN POST USE STANDARD "T" OR "U" SECTION STEEL POSTS WEIGHING NOT LESS THAN 1 POUND PER LINEAR FOOT.
2. USE 36 INCH MINIMUM POSTS DRIVEN 16 INCH MINIMUM INTO GROUND NO MORE THAN 6 FEET APART.
3. USE WOVEN SLIT FILM GEOTEXTILE AS SPECIFIED IN SECTION H-1 MATERIALS AND FASTEN GEOTEXTILE SECURELY TO UPSLOPE SIDE OF FENCE POSTS WITH WIRE TIES OR STAPLES AT TOP AND MID-SECTION.
4. PROVIDE MANUFACTURER CERTIFICATION TO THE AUTHORIZED REPRESENTATIVE OF THE INSPECTION/ENFORCEMENT AUTHORITY SHOWING THAT THE GEOTEXTILE USED MEETS THE REQUIREMENTS IN SECTION H-1 MATERIALS.
5. EMBED GEOTEXTILE A MINIMUM OF 8 INCHES VERTICALLY INTO THE GROUND. BACKFILL AND COMPACT THE SOIL ON BOTH SIDES OF FABRIC.
6. WHERE TWO SECTIONS OF GEOTEXTILE ADJOIN: OVERLAP, TWIST, AND STAPLE TO POST IN ACCORDANCE WITH THIS DETAIL.
7. EXTEND BOTH ENDS OF THE SILT FENCE A MINIMUM OF FIVE HORIZONTAL FEET UPSLOPE AT 45 DEGREES TO THE MAIN FENCE ALIGNMENT TO PREVENT RUNOFF FROM GOING AROUND THE ENDS OF THE SILT FENCE.
8. REMOVE ACCUMULATED SEDIMENT AND DEBRIS WHEN BULGES DEVELOP IN SILT FENCE OR WHEN SEDIMENT REACHES 25% OF FENCE HEIGHT. REPLACE GEOTEXTILE IF TORN. IF UNDERMINING OCCURS, REINSTALL FENCE.

2 OF 2

MARYLAND STANDARDS AND SPECIFICATIONS FOR SOIL EROSION AND SEDIMENT CONTROL

| U.S. DEPARTMENT OF AGRICULTURE NATURAL RESOURCES CONSERVATION SERVICE | 2011 | MARYLAND DEPARTMENT OF ENVIRONMENT WATER MANAGEMENT ADMINISTRATION |
|---|---|---|

| NO. | DATE | BY | REVISIONS DESCRIPTION |
|---|---|---|---|
| | | | |

DESIGN INFORMATION

| DESIGNED BY: | DRAWN BY: | CHECKED BY: | PROJECT MANAGER: |
|---|---|---|---|
| NWH | NWH | GAT | DOK |

PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 55422 EXPIRATION DATE: DECEMBER 16, 2025

SEAL: STATE OF MARYLAND · STEVEN C. LEMASTERS · 55422 · PROFESSIONAL ENGINEER · 11/12/2025

WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS
CENTRAL LANDFILL CELL 1 PUMP STATION UPGRADES

WORCESTER COUNTY, MARYLAND

EROSION AND SEDIMENT CONTROL DETAILS

EA Engineering, Science, and Technology, Inc., PBC
11200 Racetrack Road, Unit A101
Ocean Pines, Maryland 21811
(410) 641-5341
www.eaest.com

FULL SIZE PLOT: 24" x 36"

DATE: NOVEMBER 2025

PROJECT NUMBER: 61060951R

C-702

SHEET: 9 OF 14

100% PLANS - FOR CONSTRUCTION

FILE PATH: \\DCSANPNES\PROJECTS\DOCS\WORCESTER COUNTY\61060951R - CELL 1 PUMP STATION UPGRADES REVISED\CAD\PRODUCTION\DESIGN SET\C-702 ESC DETAILS.DWG [C-702] LEMASTERS, STEVEN 11/5/2025 1:52 PM

## GENERAL NOTES

1. ALL UNDERGROUND CELL AREAS SHALL BE CONSIDERED A CLASS I, DIVISION 2, GROUP D CLASSIFIED AREA AS DEFINED BY ARTICLE 500 OF THE NEC. ALL WORK SHALL COMPLY WTH APPLICABLE REQUIREMENTS OF THE NEC (NFPA 70).
2. ALL WORK IS NEW UNLESS OTHERWISE NOTED AS EXISTING. FOR THE CONVENIENCE OF THE CONTRACTOR, ON DRAWINGS WHICH CONTAIN NEW AND EXISTING FEATURES, A DISTINCTION BETWEEN NEW AND EXISTING MATERIALS, EQUIPMENT, AND STRUCTURES HAS BEEN MADE BY LINE WEIGHT. HEAVY LINE WEIGHT REPRESENTS NEW FEATURES (OR WORK TO BE DONE ON EXISTING FEATURES) AND LIGHT LINE WEIGHT REPRESENTS EXISTING FEATURES.
3. INFORMATION FOR EXISTING UTILITIES IS FROM AVAILABLE RECORDS AND SHALL BE VERIFIED BY THE CONTRACTOR TO HIS OR HER SATISFACTION PRIOR TO CONSTRUCTION ACTIVITIES.
4. INFORMATION FOR EXISTING UTILITIES IS FROM AVAILABLE RECORDS AND SHALL BE VERIFIED BY THE CONTRACTOR TO THEIR SATISFACTION PRIOR TO CONSTRUCTION ACTIVITIES. CONTRACTOR SHALL TAKE PRECAUTIONS TO PROTECT EXISTING UTILITIES AND STRUCTURES AND ANY DAMAGE TO THEM SHALL BE REPAIRED IMMEDIATELY (WITHIN 24 HOURS) BY THE CONTRACTOR AT NO COST TO THE OWNER.
5. CONDUITS ENTERING OR EXITING CLASSIFIED AREAS SHALL BE INSTALLED WITH CONDUIT SEAL-OFF FITTINGS IN ACCORDANCE WITH ARTICLE 500 OF THE NATIONAL ELECTRICAL CODE.
6. ALL WORK SHALL COMPLY WITH APPLICABLE REQUIREMENTS OF THE NATIONAL ELECTRICAL CODE (NFPA 70).
7. MATERIALS, DEVICES, APPLIANCES, FITTINGS, AND EQUIPMENT INSTALLED SHALL BE LISTED AND LABELED BY UNDERWRITERS LABORATORIES, INC. (UL), FACTORY MUTUAL (FM), EDISON TESTING LABORATORIES (ETL), OR ANOTHER NATIONALLY RECOGNIZED TESTING LABORATORY ACCEPTABLE TO THE OWNER AND ENGINEER. ALL PRODUCTS SHALL BE USED ONLY IN THE MANNER IN WHICH THEY HAVE BEEN TESTED AND FOUND SUITABLE FOR THE INTENDED USE.
8. NO MECHANICAL EQUIPMENT SHALL BE USED WITHIN 18" OF THE MARKS INDICATING UTILITY LOCATION. HAND EXCAVATE UNTIL THE UTILITY IS FULLY LOCATED.
9. EQUIPMENT AND SYSTEMS SHALL BE BONDED AND GROUNDED IN ACCORDANCE WITH ARTICLE 250 OF THE NATIONAL ELECTRICAL CODE, APPLICABLE LOCAL CODES, THE ELECTRICAL UTILITY PROVIDER, AND THE MANUFACTURER'S RECOMMENDATIONS.
10. CONDUIT AND CONDUCTOR SIZES ARE BASED ON COPPER CONDUCTORS UNLESS SPECIFICALLY NOTED OTHERWISE.
11. VOLTAGE DROP CALCULATIONS ARE BASED ON CIRCUIT LOADS AND DISTANCES FOR THE CIRCUIT ROUTING AS SHOWN. IF ALTERNATE CIRCUIT ROUTING, LOADING, OR CONDUCTOR MATERIAL ARE USED, VERIFY THAT THE VOLTAGE DROP IS ACCEPTABLE.
12. UNLESS OTHERWISE NOTED, CONDUCTORS HAVE NOT BEEN DERATED FOR BUNDLING OF CONDUCTORS, OR SIZED FOR MULTIPLE CIRCUITS. IF MULTIPLE CIRCUITS ARE INSTALLED IN A SINGLE RACEWAY, DERATE THE CONDUCTOR AMPACITY IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE, AND PROVIDE THE CORRECT CONDUCTOR AND CONDUIT SIZES.
13. SEALING FITTINGS AND SEALING COMPOUND SHALL BE UL LISTED AND INSTALLED IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE. SEAL CONDUIT PENETRATIONS OF FIRE RATED-WALLS WITH AN APPROVED FIRE STOPPING MATERIAL WHICH HAS BEEN APPROVED FOR USE IN FIRE RATED ASSEMBLIES.
14. THE CONSTRUCTION CODE REQUIREMENTS OF STATE, COUNTY, OR OTHER POLITICAL SUBDIVISION WHICH EXCEED THE REQUIREMENTS OF NATIONAL CODES, STANDARDS, AND APPROVING BODIES SHALL BE MET AND COMPLIED WITH.
15. THE INSTALLATION OF ALL EQUIPMENT SHALL BE IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS, REQUIREMENTS, AND GUIDELINES AND SHALL CONFORM TO THE PARTICULAR APPLICATION INVOLVED, IN ACCORDANCE WITH DETAILS SHOWN ON THE DRAWINGS. INSTALLATION OF EQUIPMENT CONNECTIONS TO EQUIPMENT SHALL BE COMPLETE IN EVERY DETAIL IN ACCORDANCE WITH APPLICABLE AND ACCEPTED INDUSTRY STANDARDS AND PRACTICES. PRIOR TO ACCEPTANCE OF ALL OR ANY PART OF THE WORK, THE CONTRACTOR SHALL TEST EACH PIECE OF EQUIPMENT AND SUBMIT WRITTEN CERTIFICATION THAT IT HAS BEEN INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S REQUIREMENTS AND IS READY TO BEGIN OPERATION.
16. ALL EQUIPMENT SHALL BE FURNISHED BY MANUFACTURERS WHO HAVE AT LEAST THREE YEARS' EXPERIENCE IN THE DESIGN, PRODUCTION, ASSEMBLY, AND FIELD SERVICE OF EQUIPMENT OF LIKE TYPE AND SIZE. PRODUCTS SHALL HAVE BEEN IN SATISFACTORY COMMERCIAL OR INDUSTRIAL USE FOR TWO YEARS PRIOR TO BID OPENING. THE TWO-YEAR PERIOD SHALL INCLUDE APPLICATIONS OF EQUIPMENT AND MATERIALS UNDER SIMILAR CIRCUMSTANCES AND OF SIMILAR SIZE. THE PRODUCT SHALL HAVE BEEN ON SALE ON THE COMMERCIAL MARKET THROUGH ADVERTISEMENTS, MANUFACTURER'S CATALOGS, OR BROCHURES DURING THE TWO-YEAR PERIOD. PRODUCTS HAVING LESS THAN A TWO-YEAR FIELD SERVICE RECORD WILL BE ACCEPTABLE IF A CERTIFIED RECORD OF SATISFACTORY FIELD OPERATION FOR NOT LESS THAN 6,000 HOURS, EXCLUSIVE OF THE MANUFACTURER'S FACTORY OR LABORATORY TESTS, IS FURNISHED.
17. UNLESS OTHERWISE SPECIFIED, EQUIPMENT OR MATERIAL OF THE SAME TYPE OF CLASSIFICATION, USED FOR THE SAME PURPOSE SHALL BE THE PRODUCT OF THE SAME MANUFACTURER. ALL MATERIAL SHALL BE NEW AND OF THE CURRENT DESIGN OF THE MANUFACTURER PROVIDING EQUIPMENT OR MATERIAL.
18. EQUIPMENT AND ACCESSORIES NOT SPECIFICALLY DESCRIBED OR IDENTIFIED BY MANUFACTURER'S CATALOG NUMBERS SHALL BE DESIGNED IN CONFORMITY WITH NEMA, INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, OR OTHER APPLICABLE TECHNICAL STANDARDS AND SHALL HAVE A NEAT AND FINISHED APPEARANCE.
19. ERECT EQUIPMENT IN A NEAT AND WORKMANLIKE MANNER; ALIGN, LEVEL, AND ADJUST FOR SATISFACTORY OPERATION. INSTALL EQUIPMENT SO THAT PARTS ARE EASILY ACCESSIBLE FOR INSPECTION, OPERATION, MAINTENANCE, AND REPAIR. MINOR DEVIATIONS FROM THE INDICATED ARRANGEMENTS MAY BE MADE, BUT ONLY AFTER OBTAINING APPROVAL FROM THE ENGINEER.
20. MAINTAIN A MINIMUM 1 FOOT VERTICAL SEPARATION BETWEEN ELECTRICAL CONDUIT AND UNDERLYING UTILITIES WHERE CONDUIT MUST CROSS EXISTING SUBSURFACE UTILITIES.
21. CONTRACTOR SHALL NOTIFY ENGINEER IF FIELD CONDITIONS DIFFER FROM WHAT IS SHOWN ON THE PLANS.

### LEGEND - PLANS & DETAILS

| DESCRIPTION | SYMBOL |
|---|---|
| CONDUIT EXPOSED | |
| CONDUIT CONCEALED | |
| CONDUIT DOWN | |
| CONDUIT UP | |
| CONDUIT CONTINUATION / BREAK LINE | |
| CONDUIT BODY | C |
| JUNCTION BOX | J |
| GROUND GRID | |
| GROUND ROD | |
| GROUND TEST WELL | |
| UNDERGROUND DUCT BANK | |
| HEAT TRACE CABLE | |
| MOTOR | |
| SOLENOID VALVE | S |
| LIQUID LEVEL SENSOR | FS |
| LEVEL ELEMENT | LE |
| PRESSURE SENSOR | PE |
| VACUUM SENSOR | VE |
| LIMIT SWITCH | ZS |
| TERMINAL BOX | TB |
| DISCONNECT SWITCH - NON-FUSED | |
| DISCONNECT SWITCH - FUSED | F |
| ELECTRIC MANHOLE | E |
| ELECTRIC HANDHOLE | |
| ELECTRIC PULL BOX | PB |
| ELECTRIC METER | M |
| ELECTRIC OVHD LINE | OHE |
| ELECTRIC UGND LINE | E |
| EQUIPMENT TO BE REMOVED | |
| CODED NOTE | ? |
| GROUP OF ITEMS | |
| HOME RUN TO PANELBOARD | LP#-# OR PP#-# |

### LEGEND - DIAGRAMS & ELEMENTARIES

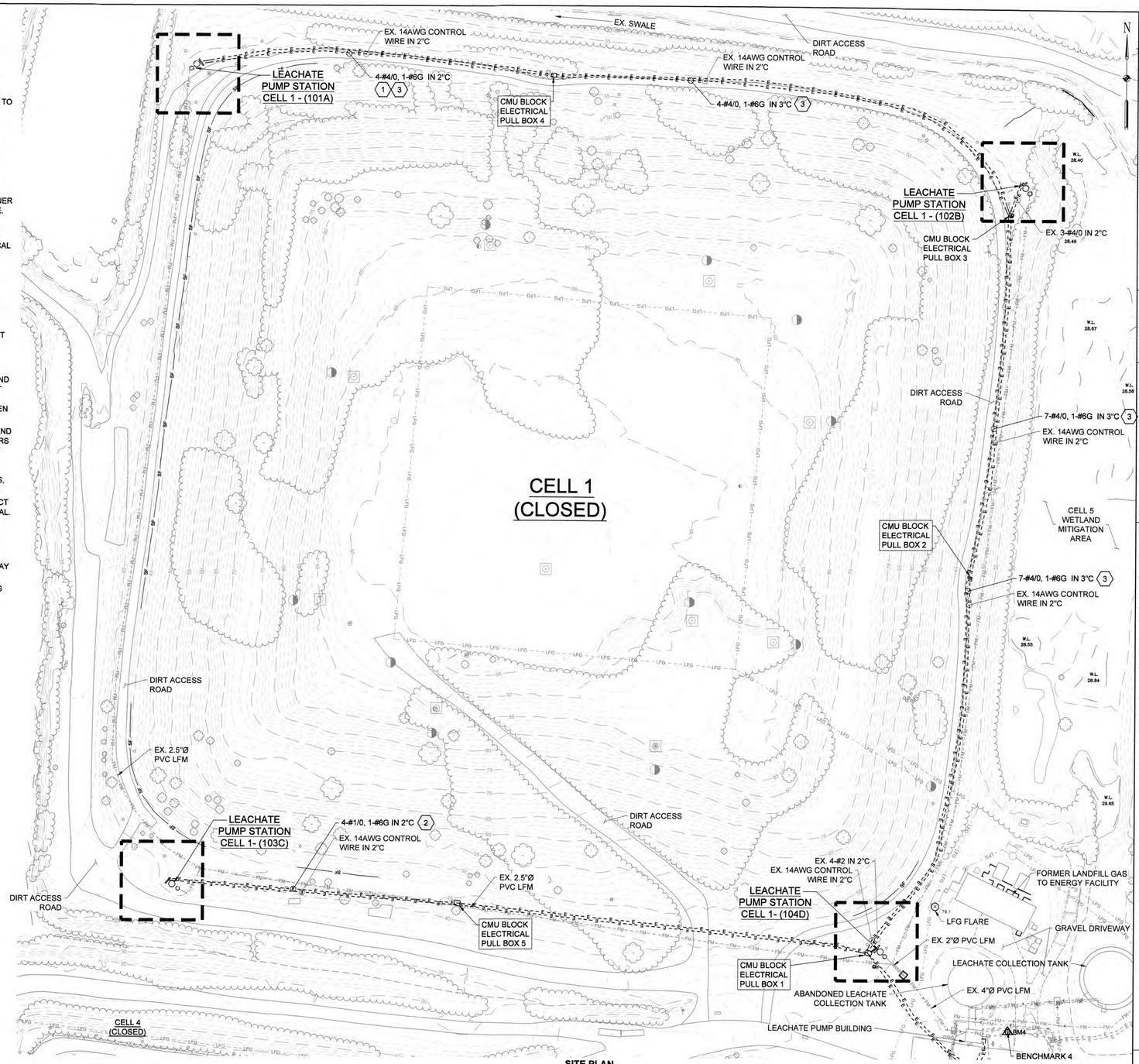
| DESCRIPTION | SYMBOL |
|---|---|
| CIRCUIT CONNECTION | |
| CIRCUIT LUG / SCREW CONNECTION | |
| CIRCUIT CONTINUATION / BREAK LINE | |
| CIRCUIT BREAKER | |
| FUSE | |
| GROUND | |
| OVERLOAD | |
| RELAY CONTACT | |
| SINGLE SWITCH | |
| MOMENTARY PUSHBUTTON | |
| LIMIT SWITCH | |
| PRESSURE SWITCH | |
| FLOAT SWITCH | |
| TEMPERATURE SWITCH | |
| TIMING RELAY | |
| RELAY COIL | CR |
| INDICATING LIGHT | |
| INDICATING LIGHT - PUSH-TO-TEST | |
| REMOTE CONTACT | |
| REMOTE INSTRUMENTATION SIGNAL | |

### CODED NOTES

1. CONTRACTOR SHALL DISCONNECT AND REMOVE EXISTING NON-COMPLIANT CONDUCTOR/CABLE IN LOCATIONS IDENTIFIED. CONTRACTOR SHALL PROVIDED A WATERTIGHT SPLICE OF NEW 4-#4/0 CONDUCTORS IN EXISTING CONDUIT AND INSTALL NEW #6 AWG EQUIPMENT GROUNDING CONDUCTOR.
2. EXISTING FEEDER TO CELL 1 PUMP STATION 103C. REUSE EXISTING FEEDER CONDUCTORS AND INSTALL NEW #6 AWG EQUIPMENT GROUNDING CONDUCTOR.
3. EXISTING FEEDER TO CELL 1 PUMP STATIONS 101A, 102B. REUSE EXISTING FEEDER CONDUCTORS AND INSTALL NEW #6 AWG EQUIPMENT GROUNDING CONDUCTOR.

### ABBREVIATIONS

| | |
|---|---|
| A | AMPERE |
| AC | ALTERNATING CURRENT |
| AF | AMPS FRAME |
| AI | ANALOG INPUT |
| AL | ALUMINUM |
| AO | ANALOG OUTPUT |
| APPROX. | APPROXIMATELY |
| AT | AMPS TRIP |
| AST | ABOVEGROUND STORAGE TANK |
| AWG | AMERICAN WIRE GAGE |
| BLDG. | BUILDING |
| CB | CIRCUIT BREAKER |
| C.E.P. | CONCRETE EQUIPMENT PAD |
| CFR | CODE OF FEDERAL REGULATIONS |
| CKT, CIRC. | CIRCUIT |
| CP, C.P. | CONTROL PANEL |
| CPT | CONTROL POWER TRANSFORMER |
| DC | DIRECT CURRENT |
| DI | DIGITAL INPUT |
| DIA | DIAMETER |
| DO | DIGITAL OUTPUT |
| D.S. | DISCONNECT SWITCH |
| DWG | DRAWING |
| ELEC | ELECTRICAL |
| ENCL. | ENCLOSURE |
| EX., EXIST | EXISTING |
| G | GREEN OR GROUNDING CONDUCTOR |
| GRD | GROUND |
| HOA | HAND-OFF-AUTOMATIC |
| HZ | HERTZ |
| JB, JB-() | JUNCTION BOX OR JUNCTION BOX WITH DESIGNATION |
| KCMIL | KILO (THOUSAND) CIRCULAR MILS |
| KVA | KILOVOLT AMPERE |
| KW | KILOWATT |
| LP | LIGHTING PANELBOARD |
| M-() | MOTOR STARTER COIL WITH DESIGNATION |
| MAX | MAXIMUM |
| MCM | THOUSAND CIRCULAR MILS |
| MIN. | MINIMUM |
| MTG | MOUNTING |
| NEC | NATIONAL ELECTRICAL CODE |
| NEMA | NATIONAL ELECTRICAL MANUFACTURERS ASSOCIATION |
| NFPA | NATIONAL FIRE PROTECTION ASSOCIATION |
| NFSS | NON-FUSED SAFETY SWITCH |
| NO. | NUMBER |
| NTS | NOT TO SCALE |
| OL | OVERLOAD |
| PF-() | POWER FEEDER WITH SOURCE DESIGNATION AND CIRCUIT DESIGNATION |
| PH | PHASE |
| PP-() | POWER PANELBOARD |
| PT | POTENTIAL TRANSFORMER |
| P-() | PUMP WITH DESIGNATION |
| QTY | QUANTITY |
| SDBC | SOFT DRAWN BARE COPPER |
| S.E. | SERVICE ENTRANCE |
| SH | SHIELDED |
| SP | SURGE PROTECTOR |
| S.S. | STAINLESS STEEL |
| SYS. | SYSTEM |
| T-() | TRANSFORMER WITH DESIGNATION |
| TB-() | TERMINAL BOX WITH DESIGNATION |
| TSP | TWISTED SHIELDED PAIR |
| TYP. | TYPICAL |
| UST | UNDERGROUND STORAGE TANK |
| UTIL. | UTILITY |
| V | VOLT |
| VAC | VOLTS ALTERNATING CURRENT |
| VFD | VARIABLE FREQUENCY DRIVE |
| W/ | WITH |
| XFM | TRANSFORMER |




**SITE PLAN**
SCALE: 1" = 60'

| NO. | DATE | BY | DESCRIPTION |
|---|---|---|---|
| | | | |

REVISIONS

DESIGN INFORMATION
DESIGNED BY: DY/NWH
DRAWN BY: NWH
CHECKED BY: DY
PROJECT MANAGER: DOK

PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 20812 EXPIRATION DATE: APRIL 24, 2027

SEAL

STATE OF MARYLAND — DANIEL YUE — 20812 — PROFESSIONAL ENGINEER

13 November 2025

# WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS
# CENTRAL LANDFILL CELL 1 PUMP STATION UPGRADES

WORCESTER COUNTY, MARYLAND

SITE PLAN, NOTES, ABBREVIATIONS, AND LEGEND

EA Engineering, Science, and Technology, Inc., PBC
11200 Racetrack Road, Unit A101
Ocean Pines, Maryland 21811
(410) 641-5341
www.eaest.com

0 30' 60' 120'
GRAPHIC SCALE IN FEET

FULL SIZE PLOT: 24" x 36"

DATE: NOVEMBER 2025

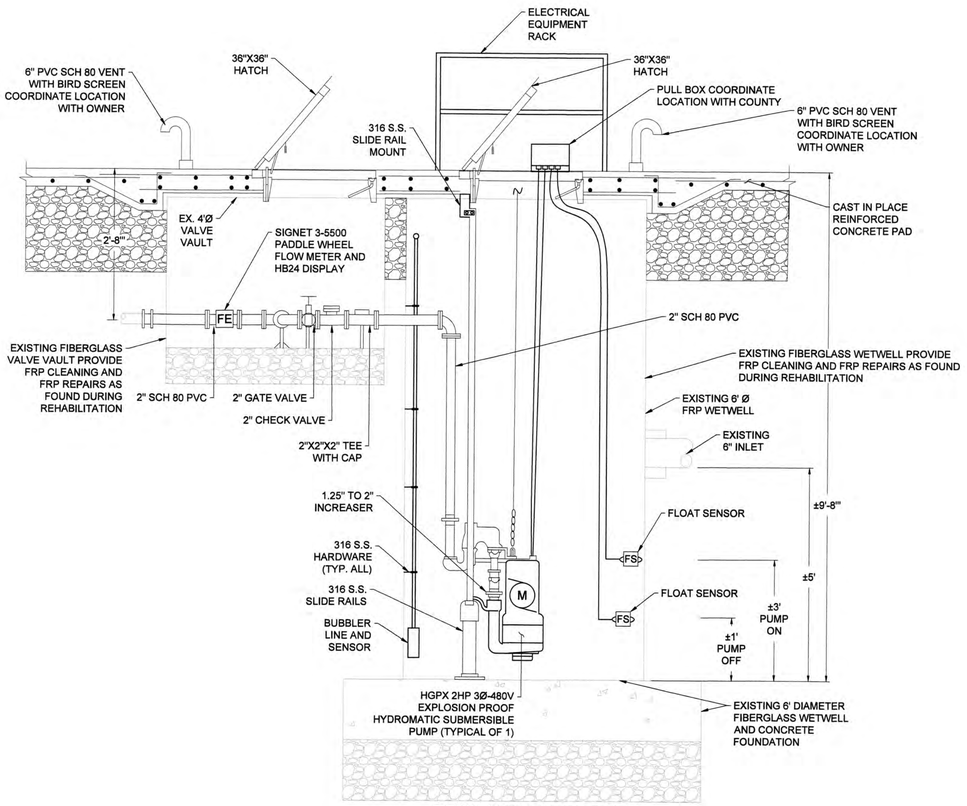
PROJECT NUMBER: 61060951R

**E-1**

SHEET: 10 OF 14

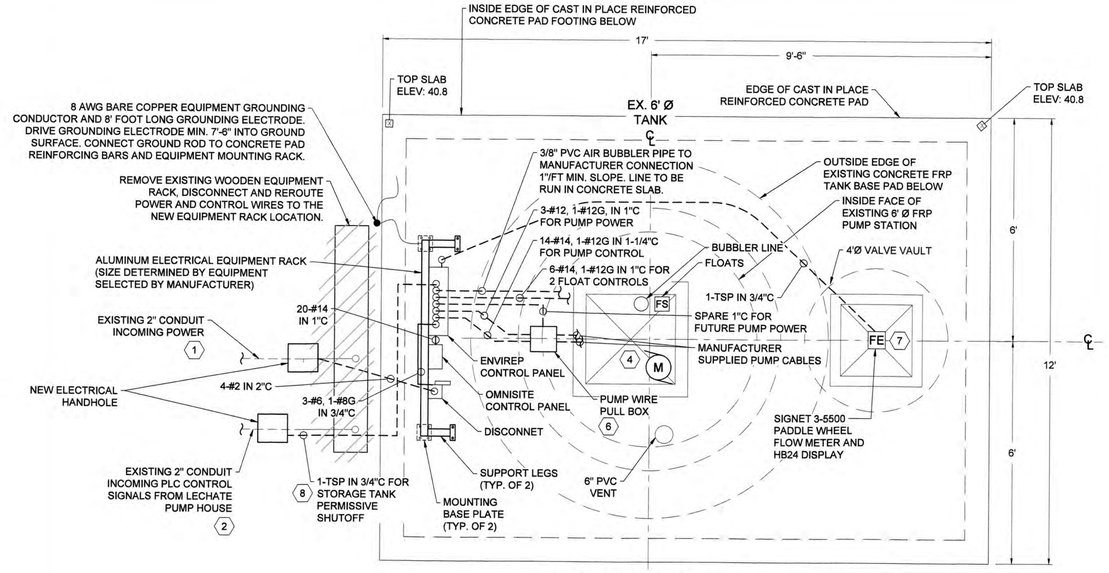
100% PLANS - FOR CONSTRUCTION

FILE PATH: \\OCEANPRESPROJECTS\DOCS\WORCESTER COUNTY\61060951R - CELL 1 PUMP STATION UPGRADES\REVISED\CAD\PRODUCTION\DESIGN SET\E-501 ELECTRICAL.DWG [E-1] HALLOWELL, NEIL 11/13/2025 10:28 AM




**TYPICAL PUMP STATION SECTION OF CELL No. 1 PUMP STATIONS**
**(TYPICAL OF FOUR LOCATIONS)**
NOT TO SCALE

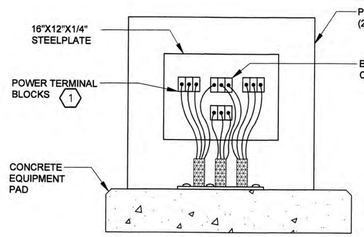
**NOTE:**
1. BASIS FOR PROPOSED SECTION WAS OBTAINED FROM THE CELL No. 1 DESIGN DRAWINGS DATED 1988 FOR EXISTING WETWELL AND VALVE VAULT.




**TYPICAL PUMP STATION PLAN**

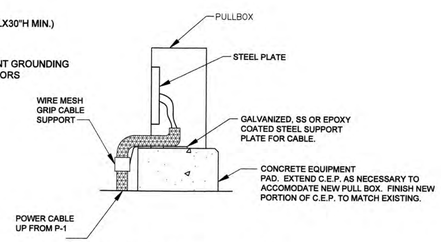
**CODED NOTES:**

1. LOCATE EXISTING POWER CONDUIT. INSTALL NEW HANDHOLE, AND INSTALL NEW CONDUIT. EXTEND CONDUCTORS FROM THE HANDHOLE TO THE LOCATION OF THE NEW DISCONNECT (SPLICE AS NECESSARY). COORDINATE ANY DEFICIENCIES WITH OWNER, ENGINEER, AND MANUFACTURER. DISCONNECT EXISTING PUMP STATION EQUIPMENT AND RECONNECT TO THE NEW EQUIPMENT
2. LOCATE EXISTING SIGNAL CONDUIT. INSTALL NEW HANDHOLE AND CAP SIGNAL WIRES FOR ABANDONMENT OR FUTURE USE.
3. COORDINATE INSTALLATION WITH THE PUMP MANUFACTURER.
4. DETAIL TYPICAL FOR PUMP STATION 101A AND 103C. MIRRORED INSTALLATION FOR PUMP STATION 102B AND 104C.
5. UTILIZE EXISTING POWER CONDUCTORS AND SIGNAL WIRES THAT ARE ROUTED TO THE LEACHATE PUMP HOUSE. DISCONNECT EXISTING PUMP STATION EQUIPMENT AND RECONNECT TO THE NEW EQUIPMENT
6. COORDINATE WITH OWNER FOR EXACT LOCATION OF PUMP WIRE ELECTRICAL PULL BOX.
7. COORDINATE HATCH SWING ORIENTATION WITH THE OWNER PRIOR TO CASTING IN PLACE.
8. CONNECT TO AN EXISTING TSP AT NEW HANDHOLE LOCATION. HANDHOLE WILL BE UTILIZED TO ABANDON IN PLACE THE EXISTING TSP SIGNAL CONDUCTORS. CONTRACTOR SHALL CONNECT TO ONE OF THE EXISTING SIGNAL WIRES THAT ROUTES BACK TO THE PLC. CONNECT TO PLC FOR STORAGE TANK PERMISSION SHUT OFF IF TANK IS FULL. COORDINATE ANY PROGRAMMING NEEDED WITHIN EXISTING PLC.

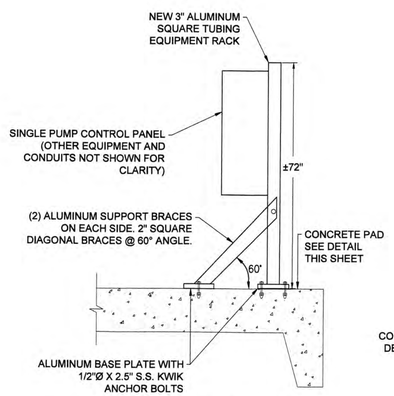



PULL BOX CONNECTION DETAIL
FRONT VIEW
NOT TO SCALE

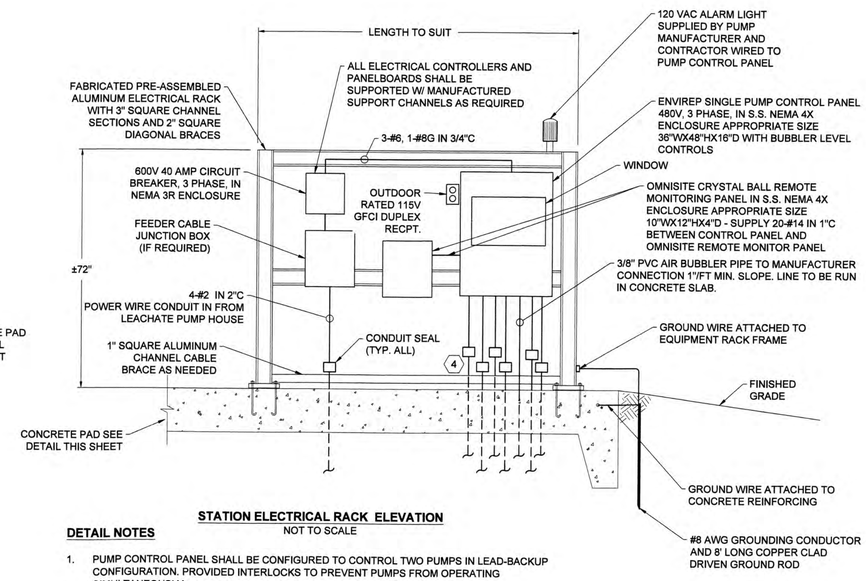
1 NOTE:
PROVIDE SEPARATE TERMINAL MOUNTING PLATE AND TERMINALS FOR CONTROL CABLE TERMINATIONS.




PULL BOX CONNECTION DETAIL
SIDE VIEW
NOT TO SCALE




**EQUIPMENT RACK BRACE DETAIL**
NOT TO SCALE




**STATION ELECTRICAL RACK ELEVATION**
NOT TO SCALE

**DETAIL NOTES**

1. PUMP CONTROL PANEL SHALL BE CONFIGURED TO CONTROL TWO PUMPS IN LEAD-BACKUP CONFIGURATION. PROVIDED INTERLOCKS TO PREVENT PUMPS FROM OPERATING SIMULTANEOUSLY
2. SEAL OFF'S SHALL BE PROVIDED FOR ALL CONDUITS.
3. CONDUITS SHALL BE PVC COATED STEEL.
4. CONDUITS ENTERING OR EXITING CLASSIFIED AREAS SHALL BE INSTALLED WITH CONDUIT SEAL-OFF FITTINGS IN ACCORDANCE WITH ARTICLE 500 THE NATIONAL ELECTRIC CODE.

| NO. | DATE | BY | DESCRIPTION |
|---|---|---|---|
| | | | |

REVISIONS

DESIGN INFORMATION
DESIGNED BY: DYN/WH
DRAWN BY: NWH
CHECKED BY: DY
PROJECT MANAGER: DOK

PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND. LICENSE NO. 20812
EXPIRATION DATE: APRIL 24, 2027

SEAL

STATE OF MARYLAND
DANIEL T. YUE-HONG
20812
PROFESSIONAL ENGINEER
11/20/2025

WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS
CENTRAL LANDFILL CELL 1 PUMP STATION UPGRADES
WORCESTER COUNTY, MARYLAND
SECTIONS, ELEVATIONS, AND DETAILS

EA Engineering, Science, and Technology, Inc., PBC
11200 Racetrack Road, Unit A101
Ocean Pines, Maryland 21811
(410) 641-5341
www.eaest.com

FULL SIZE PLOT: 24" x 36"
DATE: NOVEMBER 2025
PROJECT NUMBER: 61060951R

E-2
SHEET: 11 OF 14

100% PLANS - FOR CONSTRUCTION

FILE PATH: NOCEAMPNE5PROJECTSDOCS\WORCESTER COUNTY\61060951R - CELL 1 PUMP STATION UPGRADES REVISED\CAD\PRODUCTION\DESIGN SET\E-001 ELECTRICAL.DWG [E-2] HALLOWELL, NEIL 11/13/2025 10:28 AM

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 19, 2026**, between the **County Commissioners of Worcester County, Maryland** ("County"); and **T.K. Construction, Inc.** ("Successful Vendor").

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

1. Successful Vendor will commence and complete the **Central Landfill Cell 1 Pump Station Upgrades.**
2. Successful Vendor will furnish all the 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 **$971,000.00** **(Nine Hundred Seventy-One Thousand 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 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 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, P.E.**
DEPUTY DIRECTOR

**TO:** **Weston Young P.E., Chief Administrative Officer**
**Candace Savage, Deputy Chief Administrative Officer**
**FROM:** **Dallas Baker, Jr., P.E., Director**
**DATE:** **April 29, 2026**
**SUBJECT:** **Glenn Riddle Water Tower Repainting Bid Award**

---

Public Works respectfully requests Commissioner approval to award the Glenn Riddle Water Tower Repainting Contract to Tank and Tower Restoration LLC for $559,000 and the project inspection services during rehabilitation to MBA, Inc for $54,000 for a total project cost of $613,000.00.

Funding is available within the Glenn Riddle Service District Account number 570.9010.080. The money was transferred from the general fund to Riddle in FY25, and an encumbrance of $715,200 for the water tower rehabilitation was approved for FY26.

This project was competitively bid with nine companies submitting bids for the rehabilitation work. Tank and Tower Restoration LLC, was the lowest bidder that met the bid requirement with contingences and bid alternates included. The bid tab is listed below:

**Bid Tabulation**

**Glen Riddle Water Tank Rehabilitation**

April 16, 2026 at 2pm

| Vendor Name | Base Bid | Contingencies | Alt. No. 1 | Alt. No. 2 | Alt. No. 3 | Total |
|---|---|---|---|---|---|---|
| | | | Logo #1 | Logo#2 | Floor | |
| **Tank & Tower Restoration** (Fairborn, OH) | $537,792.50 | $8,707.50 | $7,500.00 | | $5,000.00 | $559,000 |
| **D & M Painting Corp** (Washington, PA) | $490,120.00 | $21,400.00 | $36,000.00 | | $28,000.00 | $575,520 |
| **Nostos SS Contractors** (Nokesville, VA) | $570,500.00 | $11,325.00 | $14,000.00 | | $9,000.00 | $604,825 |
| **Minoan Industrial LLC** (Red Lion, PA) | $712,170.00 | $30,300.00 | $19,500.00 | | $35,100.00 | $797,070 |
| **Apex Pro LLC** (Perry Hall, MD) | $793,100.00 | $25,180.00 | $40,000.00 | | $45,000.00 | $903,280 |
| **Manolis Painting Inc** (Dundalk, MD) | $963,000.00 | $13,100.00 | $38,000.00 | | $18,500.00 | $1,032,600 |
| **Brave Industrial Paint** (Long Branch , NJ) | $1,145,850.00 | $23,200.00 | $40,000.00 | | $40,000.00 | $1,249,050 |
| **US Tank Painting** (Millstone Twp, NJ) | $1,340,000.00 | $31,000.00 | $25,000.00 | | $24,000.00 | $1,420,000 |

The daily inspection services will be provided by MBA, Inc as they have been providing inspection services for cellular antennas on other County water tanks and specialize in tank inspection services.

The Glenn Riddle Water Tower is a 400,000-gallon elevated water storage tank that serves the Glenn Riddle community and commercial customers along Samuel Bowen Boulevard. This water tower has been out of service for several years with customers in the Glenn Riddle Service District supplied water from Ocean Pines. This project will allow the water tower to be placed back into operation and improve service reliability for the district.

Please let me know if there are any questions.

Attachments

CC: Jana Potvin, P.E., Deputy Director
Lee Beauchamp, P.E., W/WW Superintendent

# GLEN RIDDLE FARM WATER TOWER REHABILITATION

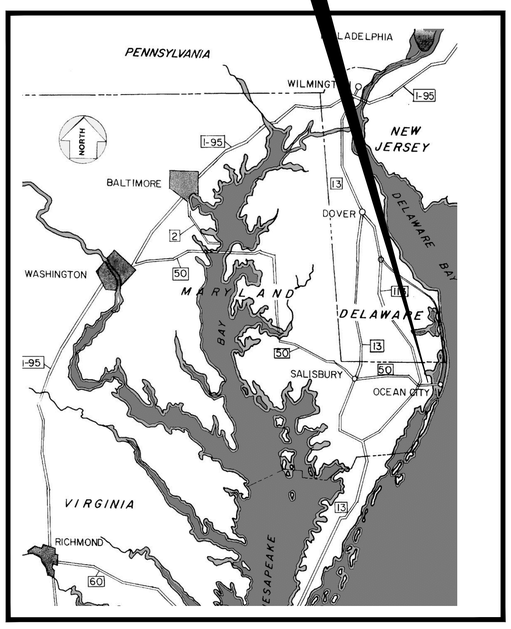
## WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS

## WORCESTER COUNTY, MARYLAND

GMB FILE NO. 240256

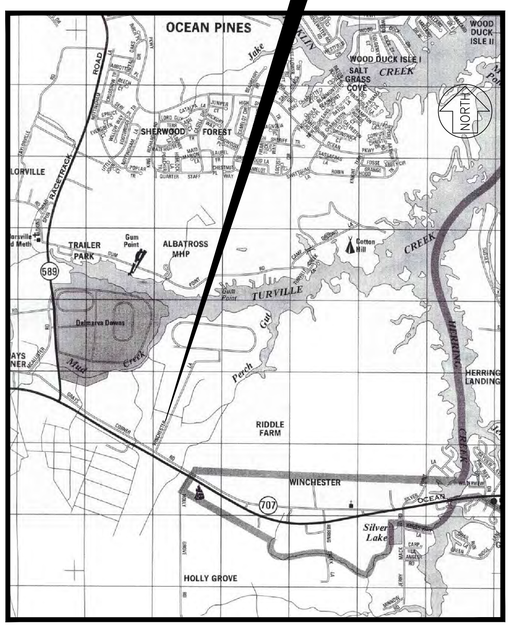
GLEN RIDDLE

PROJECT SITE




VICINITY MAP

1" = 20 MILES




LOCATION MAP

1" = 2000'

### LIST OF DRAWINGS



### CONTACTS


OWNER: WORCESTER COUNTY COMMISSIONERS – DEPARTMENT OF PUBLIC WORKS, 6113 TIMMONS ROAD, SNOW HILL, MD 21863

CONTACT: DALLAS BAKER, P.E. 410-632-5623

ENGINEER: GEORGE, MILES & BUHR, LLC. 206 WEST MAIN STREET, SALISBURY, MD. 21801

CONTACT: KATHERINE McALLISTER, P.E. 410-742-3115


### ENGINEER'S CERTIFICATION

"I KATHERINE J. McALLISTER, P.E, HEREBY CERTIFY THAT I AM A REGISTERED ENGINEER IN THE STATE OF MARYLAND, THAT THE INFORMATION SHOWN HERE ON HAS BEEN PREPARED UNDER MY SUPERVISION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF REPRESENTS GOOD ENGINEERING PRACTICES AS REQUIRED BY THE APPLICABLE LAWS OF THE STATE OF MARYLAND."

Katherine McAllister — 3/3/2026

ENGINEER'S SIGNATURE — DATE


GMB

GEORGE, MILES & BUHR, LLC
ARCHITECTS & ENGINEERS
SALISBURY • BALTIMORE • SEAFORD
206 WEST MAIN STREET
SALISBURY, MARYLAND 21801
410-742-3115, FAX 410-548-5790
www.gmbnet.com


AUGUST 2025

PLANS APPROVED BY THE WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS

Dallas Baker Jr — 3/5/26

DALLAS BAKER, P.E. — DATE

DIRECTOR OF PUBLIC WORKS

PRINTS ISSUED FOR: BIDDING

| NO. | REVISIONS | DATE |
|---|---|---|
| 1 | MDE REVIEW #1 | 4/10/25 |
| 2 | FINAL BID SET | 3/3/26 |

PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 31298, EXPIRATION DATE: JANUARY 10, 2028


GMB
GEORGE, MILES & BUHR, LLC
ARCHITECTS & ENGINEERS
SALISBURY • BALTIMORE • SEAFORD
206 WEST MAIN STREET
SALISBURY, MARYLAND 21801
410-742-3115, FAX 410-548-5790
www.gmbnet.com


GLEN RIDDLE FARM WATER TOWER REHABILITATION

WORCESTER COUNTY, MARYLAND

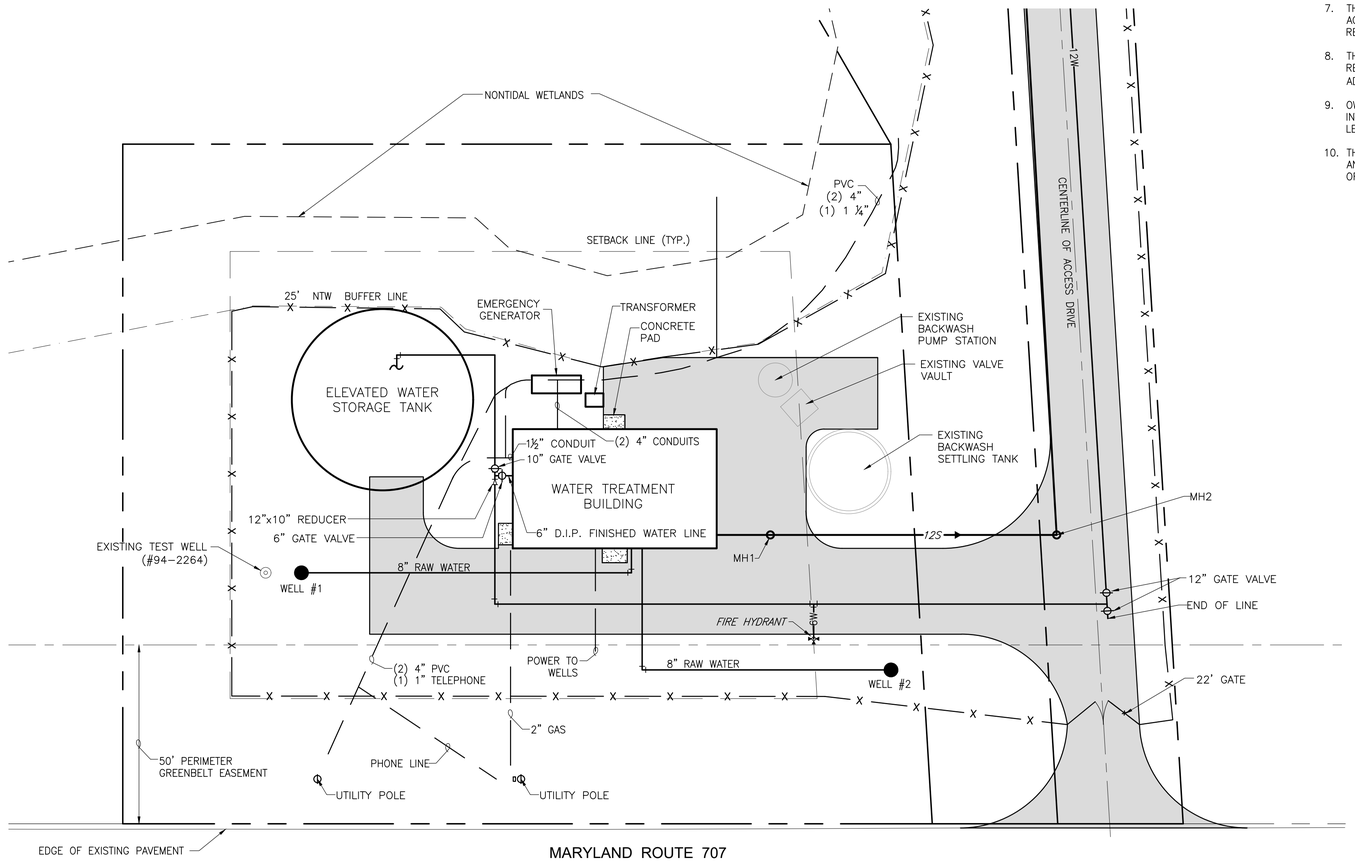
STATE OF MARYLAND — KATHERINE J. McALLISTER — No. 31298 — PROFESSIONAL ENGINEER — 3/3/26

COVER SHEET

| | |
|---|---|
| SCALE | : AS NOTED |
| DESIGN BY | : WTM |
| DRAWN BY | : MDM |
| CHECKED BY | : KJM |
| GMB FILE | : 240256 |
| DATE | : AUG 2025 |

SHEET NO. G1.0

DRAWING 1 OF 5




## EXISTING SITE PLAN

SCALE: 1" = 20'

0 10 20 40 60

SCALE: 1" = 20'

## GENERAL NOTES

1. EXISTING UTILITIES SHOWN ARE FROM THE BEST AVAILABLE RECORDS AND WERE NOT FIELD SURVEYED. UTILITIES SHALL BE VERIFIED BY THE CONTRACTOR TO HIS SATISFACTION PRIOR TO CONSTRUCTION. ANY DISCREPANCIES OR UTILITY CONFLICTS SHALL BE IMMEDIATELY REPORTED TO OWNER.
2. EXISTING UTILITIES IN THE VICINITY OF THE PROPOSED WORK SHALL BE LOCATED BY THE CONTRACTOR TWO WEEKS IN ADVANCE OF CONSTRUCTION OPERATIONS AT HIS OWN EXPENSE.
3. DIMENSIONS AND ELEVATIONS OF EXISTING STRUCTURES SHOWN ON THESE DRAWINGS ARE BASED ON BEST AVAILABLE RECORDS AND/OR INFORMATION PROVIDED BY OTHERS. ACCURACY AND COMPLETENESS ARE NOT GUARANTEED, AND EXISTING CONDITIONS ENCOUNTERED MAY VARY FROM THOSE SHOWN ON THE DRAWINGS.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CLEANING UP ALL DUST AND MUD ON ALL SIDEWALKS, ROADS AND SITE AREAS DUE TO VEHICLES ARRIVING AND LEAVING THE JOB SITE DAILY AND AS DIRECTED BY THE ENGINEER.
5. IT SHALL BE DISTINCTLY UNDERSTOOD THAT FAILURE TO MENTION SPECIFICALLY ANY WORK WHICH WOULD NORMALLY BE REQUIRED TO COMPLETE THE PROJECT SHALL NOT RELIEVE THE CONTRACTOR OF HIS RESPONSIBILITY TO COMPLETE SUCH WORK.
6. ALL SAFETY MEASURES TO BE IMPLEMENTED DURING THE CONSTRUCTION OF THIS PROJECT ARE THE RESPONSIBILITY OF THE CONTRACTOR.
7. THE CONTRACTOR SHALL TAKE ALL PRECAUTIONS NECESSARY FOR THE PREVENTION OF ACCIDENTS AND SHALL COMPLY WITH ALL FEDERAL, STATE AND MUNICIPAL LAWS AND REGULATIONS.
8. THE CONTRACTOR AND ALL HIS SUBCONTRACTORS SHALL COMPLY WITH THE PROVISIONS, REQUIREMENTS, RULES AND REGULATIONS OF THE OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) LAWS OF THE STATE OF MARYLAND.
9. OWNER WILL PROVIDE LEAD PAINT INSPECTION RESULTS PER ADDENDUM. ANY ADDITIONAL INVESTIGATION OF HAZARDOUS MATERIALS TO MEET OSHA OR FEDERAL REGULATIONS, INCLUDING LEAD BASED PAINT OR ASBESTOS TESTING, SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
10. THE CONTRACTOR SHALL BEAR THE RESPONSIBILITY FOR REPLACMENT OR REPAIR TO RESTORE ANY EQUIPMENT OR AREAS DAMAGED BY CONTRACTOR DURING WORK ACTIVITIES, TO THEIR ORIGINAL CONDITION, AT NO COST TO THE OWNER.

PRINTS ISSUED FOR: BIDDING

| NO. | REVISIONS | DATE |
|---|---|---|
| 1 | MDE REVIEW #1 | 4/10/25 |
| 2 | FINAL BID SET | 3/3/26 |

PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 31298, EXPIRATION DATE: JANUARY 10, 2028

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206 WEST MAIN STREET
SALISBURY, MARYLAND 21801
410-742-3115, FAX 410-548-5790
www.gmbnet.com

# GLEN RIDDLE FARM WATER TOWER REHABILITATION

WORCESTER COUNTY, MARYLAND

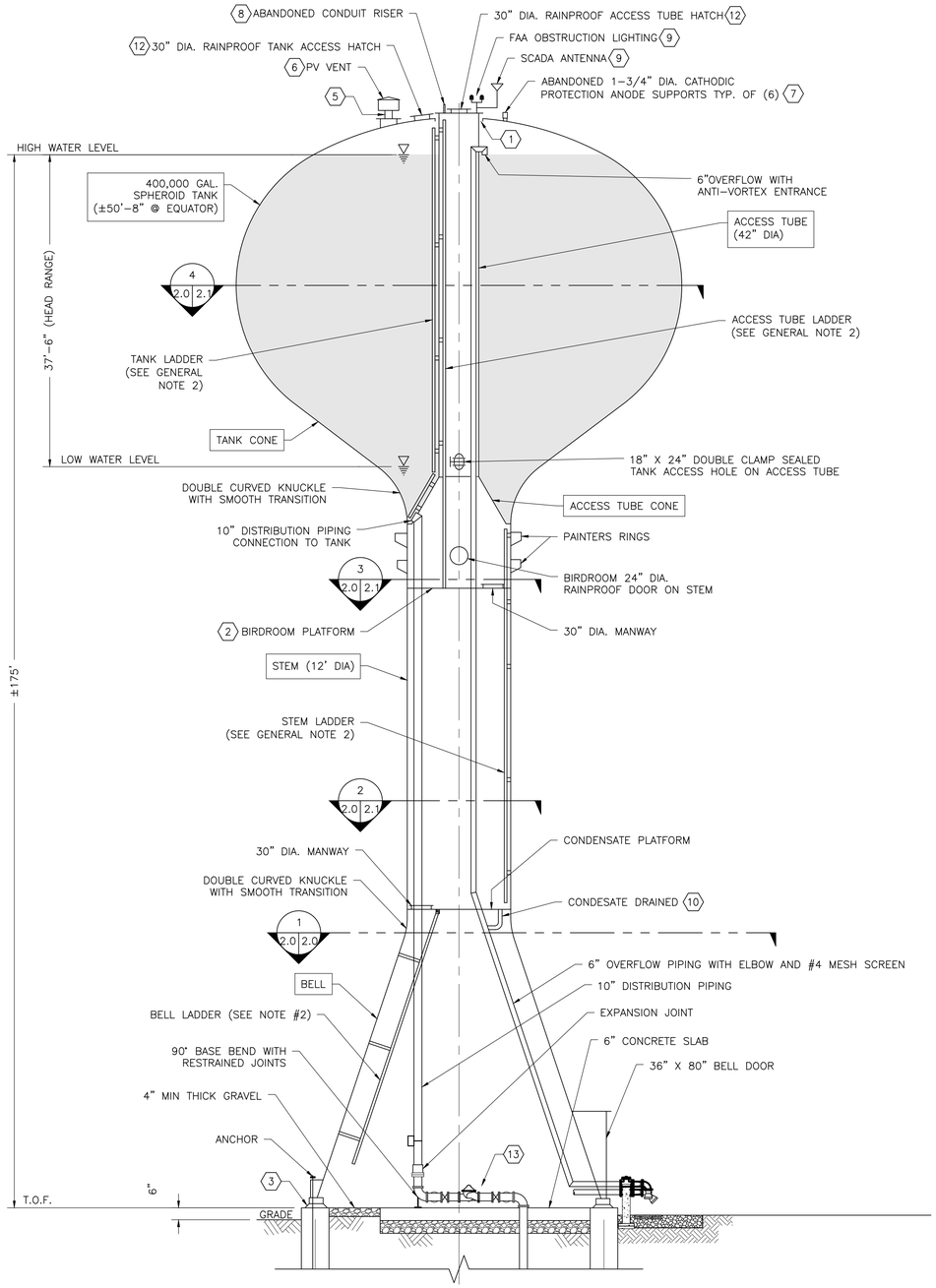
STATE OF MARYLAND — KIMBERLY J. MCALLISTER — No. 31298 — PROFESSIONAL ENGINEER

## EXISTING SITE PLAN

| | |
|---|---|
| SCALE | : AS NOTED |
| DESIGN BY | : WTM |
| DRAWN BY | : MDM |
| CHECKED BY | : KJM |
| GMB FILE | : 240256 |
| DATE | : AUG 2025 |

SHEET NO. C1.0

DRAWING 2 of 5




## ELEVATED WATER STORAGE TANK ELEVATION

SCALE: NONE

0 1 5 10 15 20

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

## CONSTRUCTION NOTES

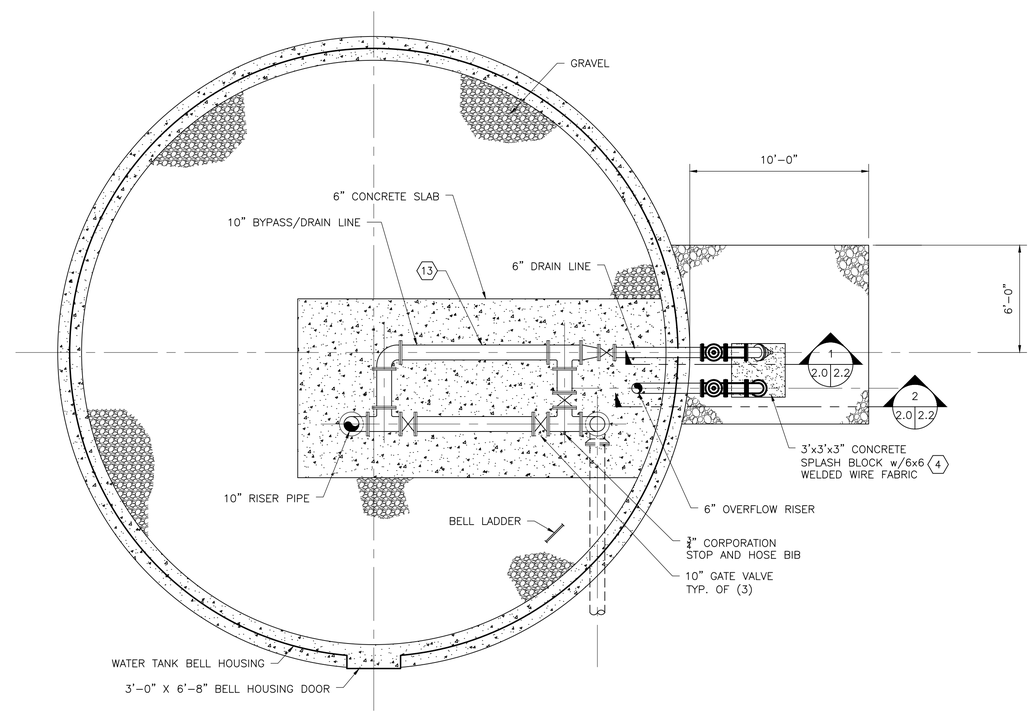
1. INSTALL OVERHANGING RAIN GUARD, BATTEN AND #24 STAINLESS STEEL WIRE MESH SCREEN AT ACCESS TUBE VENT GAP PER MBA STANDARD DETAIL.
2. DRILL DRAINAGE HOLES IN BIRDROOM PLATFORM. BID ALTERNATE 3 INCLUDES FULL REPLACEMENT OF BIRDROOM PLATFORM FLOOR PRIOR TO DRILLING HOLES IN FLOOR TO ALLOW PROPER DRAINAGE OF CONDENSATE.
3. REMOVE LOOSE OR DAMAGED GROUT AND REPLACE WITH NON-SHRINK/NON-METALLIC GROUT. APPLY SIKAFLEX-1A ELASTOMERIC SEALANT OVER GROUT PER SPECIFICATION.
4. REPLACE CONCRETE SLASH PADS UNDER OVERFLOW AND DRAIN PIPE DISCHARGES AND ORIENT TO CARRY WATER AWAY FROM FOUNDATION. REPAIR EXISTING RIP RAP AND STABILIZATION FABRIC AS DIRECTED BY OWNER. SEE DETAIL ON C2.2.
5. REMOVE EXISTING 10" FLANGED VENT NECK AND REPLACE WITH A 24" VENT NECK WITH 4" RAIN LIP.
6. REPLACE EXISTING 24" ROOF PV VENT WITH NEW FROST-FREE ALUMINUM 24" PRESSURE VACUUM VENT PER SPECIFICATION AND MBA STANDARD DETAIL.
7. SEAL ABANDONED 1¾" DIA. CATHODIC PROTECTION ANODE SUPPORTS (TYP. OF 6).
8. SEAL ABANDONED CONDUIT AT TOP OF ACCESS TUBE.
9. RELOCATE ANTENNAS AND FAA LIGHTS TO NEW ROOF HANDRAILS. FAA LIGHTS TO BE RAISED AS NECESSARY TO PROVIDE 180 DEGREE VISIBILITY.
10. REPLACE PLATFORM CONDENSATE DRAIN PIPING AND THE CONNECTION TO 6" OVERFLOW PIPING. BID ALTERNATE 3 INCLUDES FULL REPLACEMENT OF CONDENSATE PLATFORM FLOOR PRIOR TO DRAIN PIPING MODIFICATIONS.
11. INSTALL NEW PIPING FOR DE-CHLORINATION TABS, TYPICAL OF TWO (2), AT 6" OVERFLOW DRAIN PIPE. SEE DETAIL C2.2.
12. INSTALL LOCKS ON ACCESS HATCH. COORDINATE LOCK KEY WITH OWNER.
13. REMOVE INSULATION AND JACKETING FROM INLET/DISTRIBUTION PIPES, PREPARE AND COAT EXTERIOR OF PIPE. INSTALL HEAT TRACING, NEW INSULATION AND METAL JACKETING. FIBERGLASS PIPE INSULATION SHALL INCLUDE AN ASJ JACKET. MICRO-LOK HP PIPE INSULATION AS MANUFACTURED BY JOHNS MANVILLE OR EQUAL. PROVIDE SUBMITTAL VERIFYING INSULATION COMPATIBILITY WITH HEAT TRACING.

## GENERAL NOTES

1. THE RIDDLE FARM ELEVATED TANK WAS INSPECTED ON DECEMBER 15, 2021 BY MUMFORD-BJORKMAN AND ASSOCIATES (MBA). SEE SPECIFICATIONS FOR COPY OF MBA REPORT. ALL REPAIRS AND MODIFICATIONS TO WATER TOWER SHALL BE COMPLETED AS DETAILED ON PLANS INCLUDING ANY ADDITIONAL ITEMS AND RECOMMENDED REPAIR ITEMS DETAILED IN MBA REPORT.
2. OSHA COMPLIANT LADDER SAFETY DEVICES SHALL BE USED WHEN REQUIRED DUE TO LADDER HEIGHT PER OSHA STANDARDS. SEE GENERAL REPAIR NOTE 5.
3. IN ACCORDANCE WITH CODE OF MARYLAND REGULATIONS (COMAR) 26.04.01.33, DIRECT AND INDIRECT ADDITIVES, SUPPLIERS OF WATER SHALL ONLY USE PRODUCTS (ANY MATERIAL THAT COME IN CONTACT WITH WATER INTENDED FOR USE IN PUBLIC WATER SUPPLY) THAT MEET THE APPLICABLE AMERICAN NATIONAL STANDARDS INSTITUTE / NSF INTERNATIONAL (ANSI/NSF) STANDARDS FOR DIRECT OR INDIRECT DRINKING WATER ADDITIVES. THE PRODUCTS CAN ALSO BE CERTIFIED BY AN ORGANIZATION ACCREDITED BY THE ANSI FOR TESTING (I.E., INTERNATIONAL ASSOCIATION OF PLUMBING AND MECHANICAL OFFICIALS RESEARCH AND TESTING, ONTARIO, CA, UNDERWRITERS LABORATORY, NORTHBROOK, IL, AND WATER QUALITY ASSOCIATION, LISLE, IL).
4. IN COMPLIANCE WITH COMAR 09.20.01.03 AND THE SAFE DRINKING WATER ACT (SECTION 1417(a)(4)(8), MATERIALS THAT COME IN CONTACT WITH WATER INTENDED FOR USE IN PUBLIC WATER SUPPLY SHALL COMPLY WITH THE REDUCTION OF LEAD IN DRINKING WATER ACT, WHICH WENT INTO EFFECT IN MARYLAND IN JANUARY 2012.
5. THE COMPLETED STORAGE TANK MUST BE DISINFECTED IN ACCORDANCE WITH THE LATEST VERSION OF AWWA STANDARD C652, METHOD 2. AFTER DISINFECTION, A BACTERIOLOGICAL AND VOLATILE ORGANIC CHEMICAL (VOC) SAMPLE SHALL BE COLLECTED AFTER THE REQUIRED MINIMUM TIME PERIOD. SAMPLES MUST BE COLLECTED BY A STATE-CERTIFIED SAMPLER AND ANALYZED AT A STATE-CERTIFIED LABORATORY. THE SAMPLE RESULTS MUST BE REVIEWED BY THE MARYLAND DEPARTMENT OF ENVIRONMENT WATER SUPPLY PROGRAM, WHICH WILL GIVE AUTHORIZATION TO PLACE THE WATER STORAGE TANK INTO SERVICE.

## GENERAL REPAIR NOTES

1. SUBMIT SHOP DRAWING FOR EXTERIOR ABRASIVE BLASTING CONTAINMENT PLAN TO OWNER FOR REVIEW AND APPROVAL. FURNISH AND INSTALL EXTERIOR CONTAINMENT SYSTEM PRIOR TO COMPLETING ANY WORK ON EXTERIOR COATING.
2. PRIOR TO COMPLETING WORK ON INTERIOR WET AREAS, REMOVE AND DISPOSE OF APPROXIMATELY 12" – 18" OF SEDIMENT LOCATED IN TANK CONE.
3. BLAST, PRIME, COAT AND FINISH ALL EXTERIOR AND INTERIOR SURFACES PER SPECIFICATION.
4. INSTALL OSHA COMPLIANT HANDRAILS TO ENCLOSE THE ROOF AREA PER MBA STANDARD DETAILS.
5. REPLACE NOTCHED RAIL SAFETY CLIMBS ON LADDERS WITH GALVANIZED FLEXIBLE CABLE SAFETY CLIMBS PER MBA STANDARD DETAILS ON LADDERS WITHIN BELL, STEM AND ACCESS TUBE ONLY.
6. RESTORE FULL LIGHTING SYSTEM FUNCTIONALITY.
7. INSTALL WELDED STAND-OFF CLIPS TO LADDERS WITHIN BELL, STEM AND ACCESS TUBE ONLY AND RELOCATE ALL CONDUITS CABLES TO NEW CLIPS.
8. REPLACE NOTCHED RAIL WITH STAINLESS STEEL FLEX CABLE SAFETY CLIMB.
9. CONTRACTOR RESPONSIBLE FOR INSTALLATION OF TANK LOGO. SEE SHEET C2.2.




## TANK GROUND LEVEL BELL SECTION PLAN 1 / 2.0 2.0

1/4" = 1'-0"

0 1 5 10

SCALE: 1/4" = 1'-0"

PRINTS ISSUED FOR: BIDDING

| NO. | REVISIONS | DATE |
|---|---|---|
| 1 | MDE REVIEW #1 | 4/10/25 |
| 2 | FINAL BID SET | 3/3/26 |

PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 31298, EXPIRATION DATE: JANUARY 10, 2028

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www.gmbnet.com

# GLEN RIDDLE FARM WATER TOWER REHABILITATION

WORCESTER COUNTY, MARYLAND

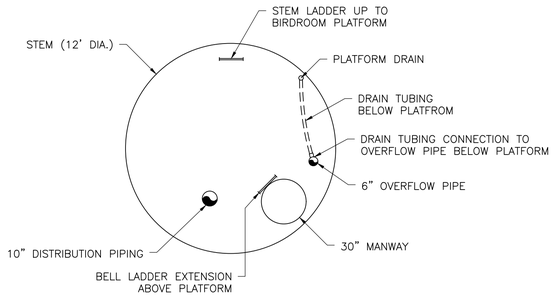
STATE OF MARYLAND — KATHERINE J. MCALLISTER — No. 31298 — PROFESSIONAL ENGINEER — 3/3/26

## WATER TANK ELEVATION AND SECTION PLAN

| | |
|---|---|
| SCALE | : AS NOTED |
| DESIGN BY | : WTM |
| DRAWN BY | : MDM |
| CHECKED BY | : KJM |
| GMB FILE | : 240256 |
| DATE | : AUG 2025 |

SHEET NO. C2.2

DRAWING 3 OF 5

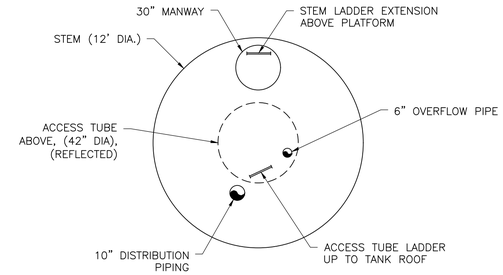



TANK STEM SECTION PLAN @ CONDENSATE PLATFORM (2 / 2.0 | 2.1)

1/4" = 1'-0"

0 1 5 10

SCALE: 1/4" = 1'-0"

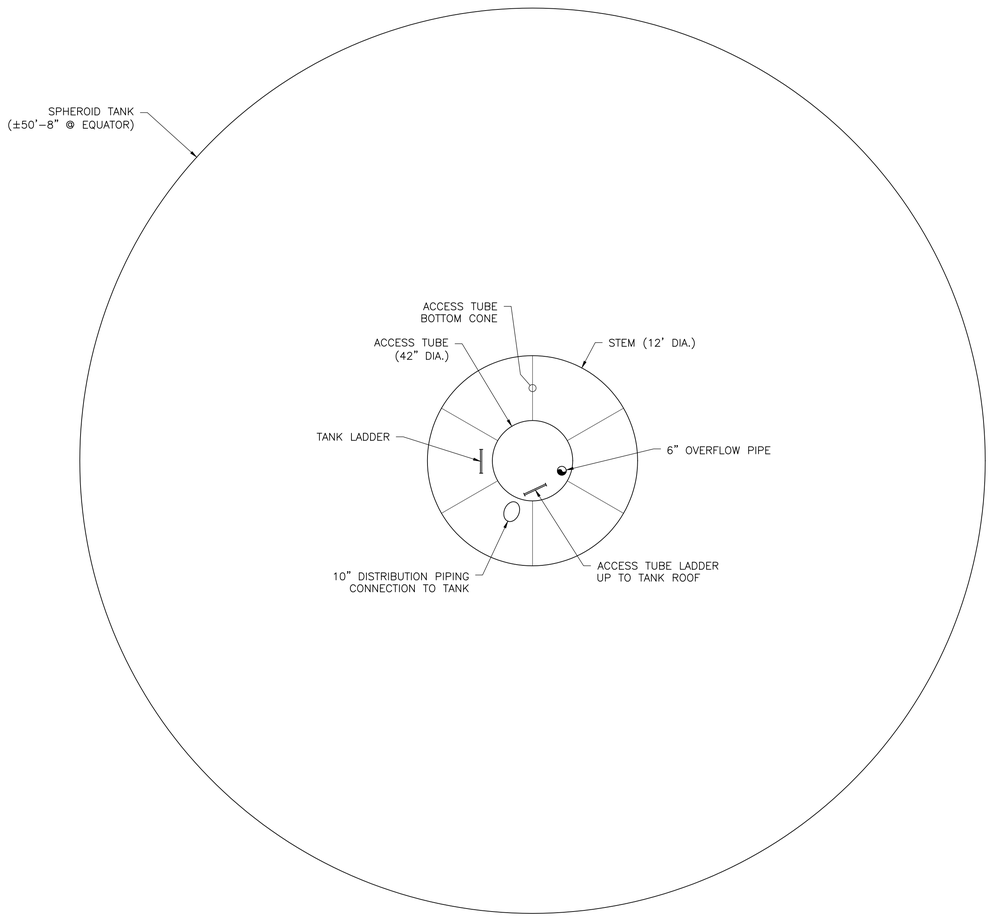



TANK STEM SECTION PLAN @ BIRDROOM PLATFORM (3 / 2.0 | 2.1)

1/4" = 1'-0"

0 1 5 10

SCALE: 1/4" = 1'-0"

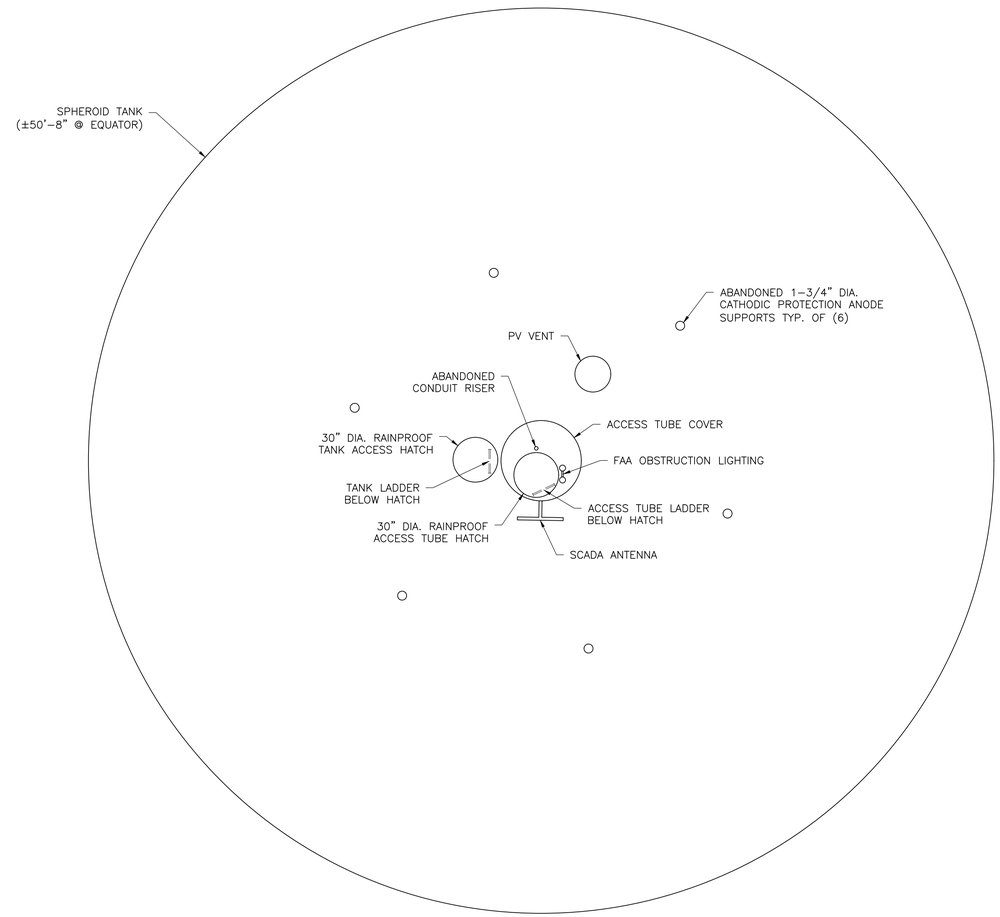



TANK SPHEROID SECTION PLAN @ EQUATOR (4 / 2.0 | 2.1)

1/4" = 1'-0"

0 1 5 10

SCALE: 1/4" = 1'-0"




TANK SPHEROID ROOF PLAN

1/4" = 1'-0"

0 1 5 10

SCALE: 1/4" = 1'-0"

PRINTS ISSUED FOR: BIDDING

| NO. | REVISIONS | DATE |
|---|---|---|
| 1 | MDE REVIEW #1 | 4/10/25 |
| 2 | FINAL BID SET | 3/3/26 |

*PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 31298, EXPIRATION DATE: JANUARY 10, 2028*

GMB
GEORGE, MILES & BUHR, LLC
ARCHITECTS & ENGINEERS
SALISBURY • BALTIMORE • SEAFORD
206 WEST MAIN STREET
SALISBURY, MARYLAND 21801
410-742-3115, FAX 410-548-5790
www.gmbnet.com

# GLEN RIDDLE FARM WATER TOWER REHABILITATION

WORCESTER COUNTY, MARYLAND

STATE OF MARYLAND — MARGARETTE J. MCALLISTER — No. 31298 — PROFESSIONAL ENGINEER

## WATER TANK ROOF AND SECTION PLANS

| | |
|---|---|
| SCALE | : AS NOTED |
| DESIGN BY | : WTM |
| DRAWN BY | : MDM |
| CHECKED BY | : KJM |
| GMB FILE | : 240256 |
| DATE | : AUG 2025 |

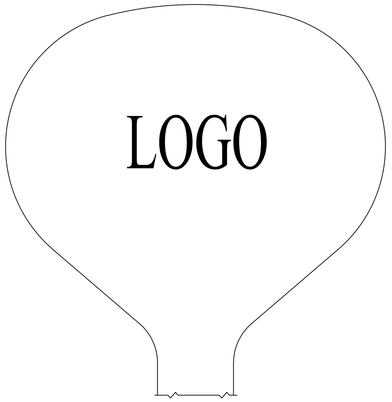
SHEET NO. C2.1

DRAWING 4 of 5



PLOT CODE PENA-RED 006 INCHES (.15mm) | PENA-YELLOW 007 INCHES (.18mm) | PENA-GREEN 010 INCHES (.25mm) | PENA-BLUE 014 INCHES (.35mm) | PENA-CYAN 020 INCHES (.50mm) | PENA-MAGENTA 027 INCHES (.70mm) | PENA-WHITE 039 INCHES (1.00mm)

g:\Projects\2024\240256 glen riddle water tower rehab\Drawings\Working Sets\C-COVER.dwg, 3/3/2026 3:07:13 PM, mmd, DWG To PDF.pc3




SIGN LAYOUT - LOGO (BID ALTERNATES)

NOT TO SCALE

NOTES

1. DIMENSIONS AND FINAL LAYOUT PER MANUFACTURERS RECOMMENDATION AND OWNER APPROVAL.
2. INSTALL LOGO ON TWO (2) SIDES.
3. BASE BID WILL NOT INCLUDE LOGO.


BID ALTERNATE #1 LOGO

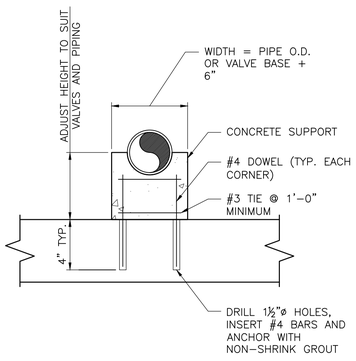
MARYLAND'S Coast WORCESTER COUNTY

BID ALTERNATE #2 LOGO

## CONSTRUCTION NOTES

(1) REPLACE CONCRETE SLASH PADS UNDER OVERFLOW AND DRAIN PIPE DISCHARGES AND ORIENT TO CARRY WATER AWAY FROM FOUNDATION. REPAIR EXISTING RIP RAP AND STABILIZATION FABRIC AS DIRECTED BY OWNER. SEE DETAIL THIS SHEET.

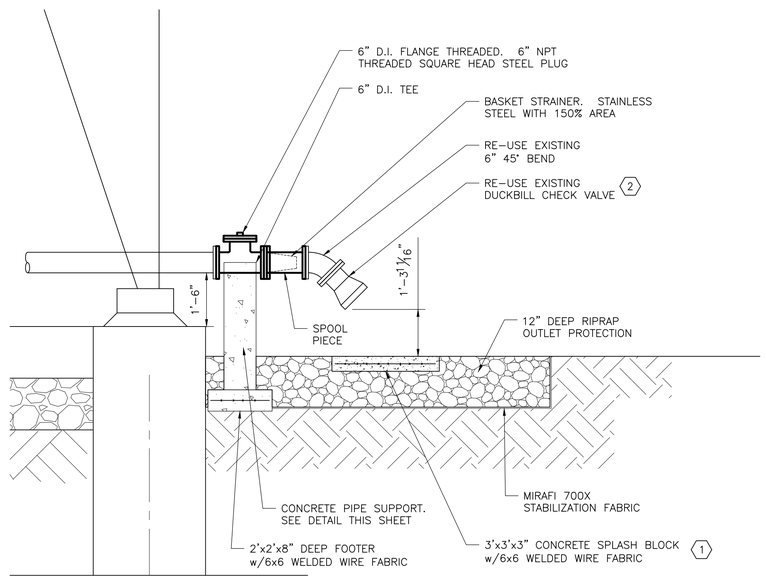
(2) INSTALL NEW PIPING FOR DE-CHLORINATION TABS, TYPICAL OF TWO (2), AT 6" OVERFLOW DRAIN PIPE. SEE DETAIL THIS SHEET.




NOTE: LENGTH OF PIER = 8" FOR PIPES 12" AND SMALLER, AND 1'-0" FOR ALL OTHER PIPE SIZES.

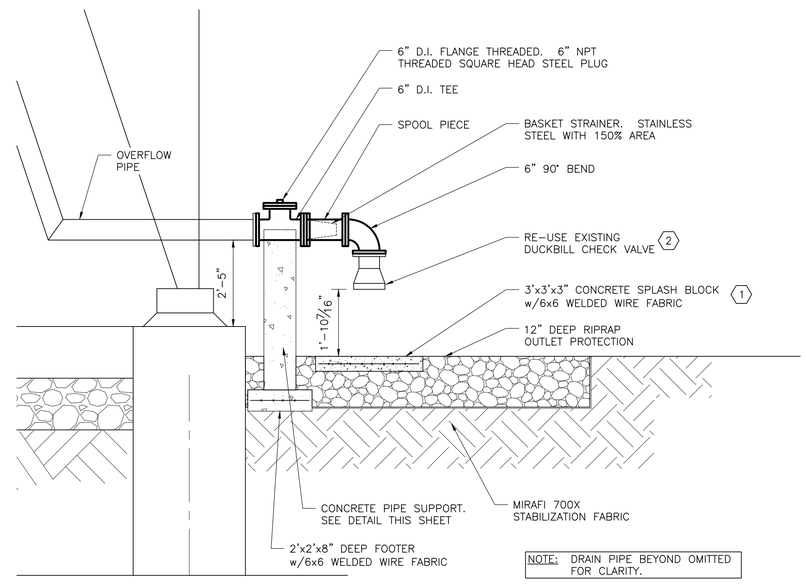
CONCRETE PIPE SUPPORT

NO SCALE




SECTION (1) 2.0 | 2.2

SCALE: ½" = 1'-0"




NOTE: DRAIN PIPE BEYOND OMITTED FOR CLARITY.

SECTION (2) 2.0 | 2.2

SCALE: ½" = 1'-0"

0 1 3 6

SCALE: 1/2" = 1'-0"

PRINTS ISSUED FOR: BIDDING

| NO. | REVISIONS | DATE |
|---|---|---|
| 1 | MDE REVIEW #1 | 4/10/25 |
| 2 | FINAL BID SET | 3/3/26 |

PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 31298. EXPIRATION DATE: JANUARY 10, 2028

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# GLEN RIDDLE FARM WATER TOWER REHABILITATION

WORCESTER COUNTY, MARYLAND

STATE OF MARYLAND — KIMBERLEE M. KOLLSTER — No. 31298 — PROFESSIONAL ENGINEER — 3/3/26

## WATER TANK DETAILS

| | |
|---|---|
| SCALE | : AS NOTED |
| DESIGN BY | : WTM |
| DRAWN BY | : MMD |
| CHECKED BY | : KJM |
| GMB FILE | : 240256 |
| DATE | : AUG 2025 |

SHEET NO. C2.2

DRAWING 5 OF 5

E. All excavation under this Contract is unclassified; that is, the unit prices bid shall be taken to include and cover all materials required to be excavated and backfilled, whether wet or dry, and regardless of the character of the materials. The excavations, removal and replacement of road surfacing materials, curb, sidewalk, gutter and yard restoration, as required, shall be included in the unit prices bid with any exceptions as noted herein or as designated on the plans.

F. The cost of dewatering and associated work will not be separately paid for but shall be considered as incidental to other bid items and included in the prices bid for them.

G. All removal, relocation and disposal work as indicated in the Contract Documents, and/or as necessary to complete the proposed work shall be performed at no additional cost to the Owner. Cost of all removal, relocation and disposal work shall be included in the price bid.

H. For the unit price Items included in the Bid, the Contractor will be paid for the actual quantity of the authorized work done or material furnished under each item of the proposal, at the unit price bid for such item. The quantities for payment under this Contract shall be determined by actual measurement of the completed items, in place, ready for service and accepted by the Owner, in accordance with the General Conditions.

I. All items of work shall be measured concurrently, upon installation and before covering or backfilling, by the Resident Project Representative and the Contractor's representative. All items so measured will be recorded by both parties in a format which can be kept current until completion of work. All measurements, to the maximum extent possible, shall be referenced to base dimensions and stationing shown on the Drawings.

J. Payments during the course of the work for lump sum items will be made on the basis of percentage completion of the work items listed in the Schedule of Values for each lump sum item. The Schedule of Values shall be prepared by the Contractor and submitted to the Engineer and shall serve as a breakdown of the Lump Sum bid for the purpose of arriving at a basis for the monthly estimate. The Schedule shall add up to 100% of the Lump Sum bid.

**1.02 LUMP SUM ITEMS**

A. Bid Item A1: Mobilization/General Conditions

1. The lump sum price bid shall include all work directly or indirectly related to the mobilization / demobilization and general conditions as described in the Specifications. The work shall include, but not be limited to, initial movement of personnel to the project site; establishment of offices, shops and plants; moving on and off site all construction equipment, hauling units, concrete mixers, hoisting equipment, compressors and tools required to complete the work; establishment and security of storage yard area; furnishing, installing, maintaining and removing any project signs; maintenance of traffic;

construction of sanitary, sediment and erosion control, and other facilities required by the Specifications and State and Local regulations; temporary utilities, electric power and security fence; submittals; closeout and cleanup; construction stakeout; administrative overhead costs; all other work and operations which must be performed prior to beginning work on compensable items of work at the project site, including obtaining all permits and the cost of required insurance and bonds and other initial expenses; etc.

2. Measurement shall be made on the basis of the entire mobilization / demobilization effort, complete. Payment shall be made at the lump sum price bid.
3. This item shall be limited to five (5) percent of the total bid price. At the onset of construction and full mobilization, fifty percent (50%) of the Bid Item amount can be requested for payment and the remaining 50% will be paid on a pro-rated basis for the remainder of the construction contract duration.

B. Bid Item A2: Rehabilitation of Existing 400,000 Gallon Elevated Water Tower

1. The lump sum price bid shall include all work directly or indirectly related to the blasting, painting, refurbishment and rehabilitation of the existing 400,000 gallon water tower as indicated in the Contract Documents, including fully blasting interior and exterior for surface preparation and repainting of the interior surfaces and exterior surfaces; surface preparation and painting of the concrete foundation, including grouting and caulking; clean and remove sediment from interior tank cone and throughout; remove notched rail safety climbs and replace with galvanized flexible cable safety climbs; remove insulation jacketing from inlet/distribution pipe and install new insulation and metal jacketing after painting; restore full lighting system and thermostat functionality; install new bird room drain line with overflow tie and/or repair or replace condensate drain line; install welded conduit clips off of ladders, and relocate all conduits, light fixtures, and coaxial cables onto new clips in bell, stem, bird room, and access tube; install OSHA compliant roof handrails to enclose the center roof area; install neoprene boot or new overhang, batten, and screen at access tube vet gap; seal unused penetration and remove and seal unused conduit adjacent to access tube manhole; relocate antennas and FAA lights to new roof handrails to provide maximum visibility; install new de-chlorination system at overflow/drainpipe discharges and install new concrete splash pad; secure roof manholes with locks; clean and disinfect the interior surfaces; and temporary control modifications and operational changes associated with the temporary shut-down of water tower. Also included shall be all removal and proper disposal of debris and excess materials including all cleared materials, and all other work necessary for a fully usable and operational facility. All work shall be performed as required by the Contract Documents and in accordance with the requirements of the Owner for the lump sum price bid.

2. **Lump sum bid includes painting of all surfaces but excludes painting of logo.**
3. Measurement and payment shall be made on the basis of the percentage complete of this item as agreed upon by the Owner and Contractor at each pay application, not to exceed the lump sum price bid.

C. Bid Item A3: Design Submittal and Installation of Abrasive Blasting Exterior Containment Plan

1. The lump sum price bid shall include all work directly or indirectly related to furnishing all materials, tools, labor, equipment, engineering or other professional services, necessary to design, construct and operate an abrasive blast cleaning residuals containment system. The minimum design requirements for the containment system shall meet **Class 4A Containment** as per SSPC-Guide 6 and fully enclose the tank or individual work areas necessary to protect Owner's property in and around the vicinity of the tank and any adjacent properties restrict and control wind borne fallout of residue, particulate matter from cleaning operations, and/or paint.
2. The price bid shall include design and submittals of the contaminant system and associated structural components or attachments to existing tower. Containment plan shall be designed and sealed by a Professional Engineer registered in the State of Maryland.
3. Payment will be made at the lump sum price bid for this item.

D. Bid Item A4: Modification to exterior Overflow Drain Piping, Pipe Support and Splash Pad

1. The price bid for furnishing and installing all materials, equipment and labor necessary to remove existing overflow and drain pipes outside of dry riser, replace overflow and drain pipes with de-chlorination chamber and relocate duckbill check valve, install any necessary fittings, stone, surface restoration and complete all other work required to provide functional system.
2. Furnish and install new splash pad (s) and remove and dispose of old materials.
3. Payment will be made at the lump sum price bid for this item.

E. Bid Item A5: Disinfection and Sampling

1. The price bid for furnishing all material, equipment and labor to complete disinfection and sampling as specified.
2. Complete and cover costs for all required state sampling and reporting to state prior to bringing tank online.
3. Payment will be made at the lump sum price bid for this item.

## 1.03 CONTINGENT BID/UNIT PRICE ITEMS

A. In the BID FORM, there are several items listed as “Contingent Unit Price Items”. These items are for work which may or may not be ordered by the Owner. These items will be used only if the Owner determines that they are required due to actual field conditions. A quantity is listed in the “Unit Price Item” description. The Contractor will include the cost of these items in his BASE BID. In the event that the actual quantity used is higher or lower than that shown, the amount paid to the Contractor will be adjusted up or down in accordance with the price quoted by the Contractor.

B. All contingent unit price work shall be performed only as, and when, ordered in writing by the Engineer.

## 1.04 EXPLANATION OF CONTINGENT BID UNIT PRICE ITEMS

A. Bid Item B1: Miscellaneous Pit Filling

1. Measurement for this item will be the actual volume of pit filler in gallons placed. This item will only be used if directed by the Engineer and/or Owner.
2. Payment for the work completed under this item will be made at the unit price bid per gallon for "Contingent Pit Filling" which price shall be full compensation for all labor, materials, tools, equipment and incidentals required to complete all work in accordance with Section 09950 – Tank Interior – Painting System and as ordered by the Engineer or Owner. All surface preparation and coating required for the rehabilitation of the tank and other related work shown on the Drawings shall be included in the lump sum price bid A2 – Rehabilitation of Existing 400,000-gallon Water Tower.

B. Bid Item B2: Miscellaneous Pit Welding

1. Measurement for this item will be made on the actual amount of time in hours required for pit welding. This item will only be used if directed by the Engineer and/or Owner.
2. Payment for this item will be made at the unit price bid for "Contingent Pit Welding" which price shall be full compensation for all labor materials, tools, equipment and incidentals required to complete all work in accordance with Section 05500 – Miscellaneous Metals and as ordered by the Engineer and/or Owner. All surface preparation and coating required for the rehabilitation of the tank and other related work shown on the Drawings shall be included in the lump sum price bid A2 – Rehabilitation of Existing 400,000-gallon Water Tower.

C. Bid Items B3: Miscellaneous Contingent Seam Welding

1. Measurement for this item will be made on the actual amount of time in hours required for seam welding. This item will only be used if directed by the Engineer and/or Owner.
2. Payment for this item will be made at the unit price bid for "Contingent Seam Welding" which price shall be full compensation for all labor materials, tools, equipment and incidentals required to complete all work in accordance with Section 05500 – Miscellaneous Metals and as ordered by the Engineer an/or Owner. All surface preparation and coating required for the rehabilitation of the tank and other related work shown on the Drawings shall be included in the lump sum price bid A2 – Rehabilitation of Existing 400,000-gallon Water Tower.

D. Bid Item B4: Miscellaneous Steel Patch Plates

1. Measurement for this item will be made on the actual number of patch plates installed. This item will only be used if directed by the Engineer and/or Owner.
2. Payment for this item will be made at the unit price bid for "Contingent Steel Patch Plates" which price shall be full compensation for all labor materials, tools, equipment and incidentals required to complete all work in accordance with Section 05500 – Miscellaneous Metals and as ordered by the Engineer and/or Owner. All surface preparation and coating required for the rehabilitation of the tank and other related work shown on the Drawings shall be included in the lump sum price bid A2 – Rehabilitation of Existing 400,000-gallon Water Tower.

E. Item B5: Miscellaneous Weld Repairs

1. Measurement for this item will be made on the actual amount of time in hours required for weld repairs. This item will only be used if directed by the Engineer and/or Owner.
2. Payment for this item will be made at the unit price bid for "Contingent Weld Repairs" which price shall be full compensation for all labor materials, tools, equipment and incidentals required to complete all work in accordance with Section 05500 – Miscellaneous Metals and as ordered by the Engineer an/or Owner. All surface preparation and coating required for the rehabilitation of the tank and other related work shown on the Drawings shall be included in the lump sum price bid A2 – Rehabilitation of Existing 400,000-gallon Water Tower.

F. Item B6: Furnish and Place Miscellaneous 4,000 PSI Concrete

1. The price bid shall include and cover furnishing and placing miscellaneous 4,000 psi concrete, including forming, finishing, and all other incidental work or other construction not included as part of other pay items.

2. Measurement of quantities for miscellaneous concrete will be made based upon authorized depth, width, and length of concrete placement.
3. Payment for all work in connection with miscellaneous concrete will be made at the appropriate unit prices bid for the volume of concrete actually furnished and placed within the limits defined here in before and as authorized by the Engineer and/or Owner.

G. Item B7: Excavate and Replace Rip Rap

1. Measurement for this item will be made on the actual number of cubic yards of material removed and stone placed. This item will only be used when the Engineer and/or Owner directs the Contractor to remove material and replace the material with rip rap. Any material removed shall be disposed of off-site in a suitable manner.
2. Payment for this item shall be made at the per cubic yard price bid which shall be full compensation for all labor, materials, tools, equipment, and incidentals required to excavate the existing material, haul and dispose of the material off site, and replace it with stone.

## 1.05 MEASUREMENT AND PAYMENT FOR EQUIPMENT

A. Payment schedule for equipment that requires performance testing shall be:

1. 90% of the total (with supporting documentation) upon shipment of the equipment to the site.
2. 10% of the total upon completion of installation and demonstration that the performance Testing and Guarantee requirements stated in individual equipment specifications are met in their entirety.

## 1.06 PAYMENT

A. Payment for Material not incorporated in the Work

1. Storage of Material
   a. Payment for equipment and materials stored on the site and not actually incorporated in the work will be made on the basis of 95 percent of the amount of paid invoices submitted to the Engineer for incorporation in the monthly estimate.
2. Authorization for Payment
   a. Payment will be authorized after delivery to the Construction and after being certified by the Engineer or Owner as being stored in conformance with the manufacturers recommendations and satisfactory evidence is provided that the items are as specified.
   b. Title to all items of equipment and materials upon which payment has been made shall rest with the Owner and document transferring title shall be executed by the Contractor. Transfer of ownership shall not

**ISSUED BY ADDENDUM**
**4/2/2026**

## DIVISION 00 – BIDDING AND CONTRACT REQUIREMENTS

## SECTION 00410 – BID FORM FOR CONSTRUCTION CONTRACT

The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

### ARTICLE 1—OWNER AND BIDDER

1.01 This Bid is submitted to:

**WORCESTER COUNTY, MARYLAND**
**ATTN: EDWARD WELCH, PROCUREMENT OFFICER**
**1 WEST MARKET STREET, ROOM 103**
**SNOW HILL, MARYLAND 21863**

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

### ARTICLE 2—ATTACHMENTS TO THIS BID

2.01 The following documents are submitted with and made a condition of this Bid:

A. List of Proposed Subcontractors; - NONE

B. List of Proposed Suppliers; - Tnemec, Newlins Welding & Tank Parts, French Creek, and Dixon Engineering for the containment drawing as well as the 2 other drawings.

C. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such authority within the time for acceptance of Bids; - If considered for award we will register with the MD state depts and provide Evidence of Authority.

D. Contractor's license number as evidence of Bidder's State Contractor's License or a covenant by Bidder to obtain said license within the time for acceptance of Bids; failure to do so may result in rejection of Bid; - No such specialty license for water tank rehab

E. Required Bidder Qualification Statement with supporting data;

### ARTICLE 3—BASIS OF BID

3.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

A. Bidder will complete the Work in accordance with the Contract Documents for the following lump sum (stipulated) price(s):

ISSUED BY ADDENDUM
4/2/2026

SCHEDULE A –LUMP SUM PRICES BID

| ITEM NO. | DESCRIPTION | UNIT | EST QTY | BID PRICE |
|---|---|---|---|---|
| A1 | Mobilization/General Conditions (not exceeding 5% of Base Bid) | Lump Sum | 1 | $ 24,000.00 |
| A2 | Rehabilitation of the Existing 400,000 Gallon Elevated Water Tower | Lump Sum | 1 | $ 437,700.50 |
| A3 | Design Submittal and Installation of Abrasive Blasting Exterior Containment Plan | Lump Sum | 1 | $ 69,092.00 |
| A4 | Modification to Exterior Overflow Drain Piping, Pipe Support and Splash Pad | Lump Sum | 1 | $ 5,000.00 |
| A5 | Disinfection and Sampling | Lump Sum | 1 | $ 2,000.00 |
| **Subtotal Schedule A** | | | | $ 537,792.50 |

B. Bidder will complete the Work under Schedule B, when authorized, in accordance with the Contract Documents for the following price(s):

SCHEDULE B – UNIT PRICE CONTINGENT BID ITEMS

| ITEM NO. | DESCRIPTION | UNIT | EST QTY | BID UNIT PRICE | ESTIMATED BID PRICE |
|---|---|---|---|---|---|
| B1 | Miscellaneous Pit Filling | GAL | 5 | $ 221.50 | $ 1,107.50 |
| B2 | Miscellaneous Pit Welding | HR | 8 | $ 125.00 | $ 1,000.00 |
| B3 | Miscellaneous Contingent Seam Welding | HR | 8 | $ 125.00 | $ 1,000.00 |
| B4 | Miscellaneous Steel Patch Plates | EA | 5 | $ 70.00 | $ 350.00 |
| B5 | Miscellaneous Weld Repairs | HR | 8 | $ 125.00 | $ 1,000.00 |
| B6 | Furnish and Place Miscellaneous Concrete 4,000 psi | CY | 10 | $ 300.00 | $ 3,000.00 |
| B7 | Excavate and Replace Rip Rap | CY | 5 | $ 250.00 | $ 1,250.00 |
| **Subtotal Schedule B** | | | | | $ 8,707.50 |

**ISSUED BY ADDENDUM**
**4/2/2026**

3.02 *Total Bid Price (Basis of Award)*

| | |
|---|---|
| **Total Bid Price:** Total of Schedule A + B | $ 546,500.00 |

Five Hundred Forty Six Thousand Five Hundred Dollars and zero cents **Dollars $(** $546,500.00 **)**

3.03 *Add/ Deduct Alternates*

A. *The following Alternate bid items may or may not be part of the contract. The Owner may decide at their sole discretion to select an Item. Prices bid by Contractor are deemed to be full compensation for all required, labor, products, tools, equipment, transportation, testing, inspection, services, incidentals, administrative procedures, applicable taxes, permit fees, overhead, profit, and other miscellaneous expenses specified or referenced in the Contract Documents. The Owner reserves the right to add or deduct items it deems to be in its own best interest. The low Bidder selected will be determined based on the Total Base Bid above (Schedule A + B). ADD Alternate Items will not be included to select Low Bidder.*

**SCHEDULE C – ADD ALTERNATES**

| ITEM NO. | DESCRIPTION | UNIT | EST QTY | BID PRICE |
|---|---|---|---|---|
| C1 | Alternate #1: Paint Glen Riddle Community Logo as Shown on Plans | Lump Sum | 1 | $ 7,500.00 |
| C2 | Alternate #2: Paint Worcester County Logo as Shown on Plans | Lump Sum | 1 | $ 7,500.00 |
| C3 | Remove and Weld New Floor in its Entirety for Bird Room and Condensate Platform Floors | Lump Sum | 1 | $ 5,000.00 |

**ISSUED BY ADDENDUM**
**4/2/2026**

3.04 *List of Products and Equipment*

A. The Contractor shall list below the equipment manufacturer upon which he has based his Bid. The Contractor must list one of the named manufacturers or approved "or equal". If the Contractor writes more than one manufacturer or leaves the line blank, the Owner shall have the right to consider his Bid non-responsive.

**EQUIPMENT LISTING**

| Item | Description | Manufacturer | Approved Alt. Manufacturer(s) |
|---|---|---|---|
| 1 | **Tank Paint Manufacturer** | Tnemec | Sherwin Williams |

We intend to use Tnemec Coatings

B. Substitute Equipment Listing:

The Bidder understands that after a contract is awarded, the Owner may, at his sole discretion, select items of any manufacturer listed in the following tabulation. If awarded the Contract, the Bidder agrees to furnish and install any substitutions listed for the price indicated. The Contract Price will then be adjusted by a Change Order. The acceptance or rejection of Substitute Equipment will not be considered when determining the low Bidder.

The Contractor hereby wishes to offer the following pieces of equipment as substitute for the equipment listed above. If the equipment is approved by Engineer, the Contract Price will be adjusted by the price shown:

| ITEM | ADD OR DESCRIPTION | DEDUCT | MANUFACTURER |
|---|---|---|---|
| None | | | |
| | | | |
| | | | |
| | | | |

**ISSUED BY ADDENDUM**
**4/2/2026**

## ARTICLE 4—TIME OF COMPLETION

4.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.

4.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

## ARTICLE 5—BIDDER'S ACKNOWLEDGEMENTS: ACCEPTANCE PERIOD, INSTRUCTIONS, RECEIPT OF ADDENDA, AND ASSIGNMENT OF PROCUREMENT CONTRACT

5.01 *Bid Acceptance Period*

A. This Bid will remain subject to acceptance for 90 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

5.02 *Instructions to Bidders*

A. Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security.

5.03 *Receipt of Addenda*

A. Bidder hereby acknowledges receipt of the following Addenda:

| Addendum Number | Addendum Date |
|---|---|
| #1 | 3/30/2026 |
| #2 | 4/2/2026 |
| #3 | 4/13/2026 |

## ARTICLE 6—BIDDER'S REPRESENTATIONS AND CERTIFICATIONS

6.01 *Bidder's Representations*

A. In submitting this Bid, Bidder represents the following:

1. Bidder has examined and carefully studied the Bidding Documents, including Addenda.
2. Bidder has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
3. Bidder is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work, including all American Iron and Steel requirements.
4. Bidder has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical Data in such reports and drawings.
5. Bidder has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.

6. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, if selected as Contractor; and (c) Bidder's (Contractor's) safety precautions and programs.
7. Based on the information and observations referred to in the preceding paragraph, Bidder agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
8. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
9. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
10. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
11. The submission of this Bid constitutes an incontrovertible representation by Bidder that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

6.02 *Bidder's Certifications*

A. The Bidder certifies the following:

1. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation.
2. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid.
3. Bidder has not solicited or induced any individual or entity to refrain from bidding.
4. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 8.02.A:
   a. Corrupt practice means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process.
   b. Fraudulent practice means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition.
   c. Collusive practice means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels.

d. Coercive practice means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

5. There has been no violation of copyrights or patent rights in manufacturing, producing, or selling the product or services shipped or ordered as a result of this Bid. The successful Bidder shall, at his own expense, defend any and all actions or suits charging such infringements, and will save Worcester County, and its appointed and elected officials, officers, partners, directors, employees, and agents harmless from any and all liability, loss, or expense occasioned by any such violation.

Non Collusion Affidavit attached

## Non-Collusion Affidavit

PROJECT DESCRIPTION: Glen Riddle Water Tank Rehabilitation, Worcester County, Maryland

STATE OF OHIO }

COUNTY OF CLARK }

Eric Boling, being first duly sworn, deposes and says that (s)he is Managing Member of Tank and Tower Restoration LLC, the party making the foregoing Proposal or Bid; that such Bid is genuine and not collusive or a sham; that said Bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any Bidder or person, to put in a sham Bid, or that such other person refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the Bid Price of affiant or any other Bidder, or to fix any overhead, profit or cost element of said Bid Price, or that of any other Bidder, or to secure any advantage against Richmond Utilities / Madison County, or any person interested in the proposed Contract; and that all statements in said Proposal or Bid are true; and further, that such Bidder has not, directly or indirectly submitted this Bid, or the contents thereof, or divulged information or data relative thereto, to any association or to any member or agent thereof.

Affiant: _____ Eric Boling, Managing Member

Date: 4-15-26 -

Signed and sworn to (or affirmed) before me on April 15, 2026

by Eric Boling,

✓ -Personally Known -Or- _____ Produced Identification

Notary Public _____ my commission expires Nov 02, 2027

SEAL

NOTARY PUBLIC STATE OF OHIO

JENNIFER L. McINTIRE
Notary Public, State of Ohio
My Commission Expires Nov. 2, 2027

**ISSUED BY ADDENDUM**
**4/2/2026**

BIDDER hereby submits this Bid as set forth above:

Bidder:

Tank and Tower Restoration LLC
*(typed or printed name of organization)*

By: Eric Boling
*(individual's signature)*

Name: Eric Boling
*(typed or printed)*

Title: Owner, Manager
*(typed or printed)*

Date: 4/14/2026
*(typed or printed)*

*If Bidder is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.*

Attest: Lisa Boling
*(individual's signature)*

Name: Lisa Boling
*(typed or printed)*

Title: Senior Administration
*(typed or printed)*

Date: 4/14/2026
*(typed or printed)*

Address for giving notices:

Bidder's Contact:

Name: Eric Boling
*(typed or printed)*

Title: Owner Manager
*(typed or printed)*

Phone: 937-681-9522

Email: eboling@ttrpro.com, CC lboling@ttrpro.com

Address: 10658 Haddix Road Fairborn, Ohio 45324-9640

Bidder's Contractor License No.: (if applicable) NA

# DIVISION 00 – BIDDING AND CONTRACT REQUIREMENTS

## SECTION 00451 - QUALIFICATIONS STATEMENT

### ARTICLE 1—GENERAL INFORMATION

1.01 Provide contact information for the Business:

| | | | |
|---|---|---|---|
| Legal Name of Business: | Tank and Tower Restoration LLC | | |
| Corporate Office 10658 Haddix Road Fairborn, Ohio 45324-9640 | | | |
| Name: | Eric Boling | Phone number: | 937-681-9522 |
| Title: | Owner, Manager | Email address: | eboling@ttrpro.com CC lboling@ttrpro.com |
| Business address of corporate office: | 10658 Haddix Road | | |
| | Fairborn, Ohio 45324-9640 | | |
| | | | |
| Local Office None | | | |
| Name: | | Phone number: | |
| Title: | | Email address: | |
| Business address of local office: | | | |
| | | | |
| | | | |

1.02 Provide information on the Business's organizational structure:

| | | | |
|---|---|---|---|
| Form of Business: | ☐ Sole Proprietorship ☐ Partnership ☐ Corporation | | |
| ☑ Limited Liability Company ☐ Joint Venture comprised of the following companies: | | | |
| | 1. Eric Boling, sole member | | |
| | 2. | | |
| | 3. | | |
| Provide a separate Qualification Statement for each Joint Venturer. | | | |
| Date Business was formed: | 12/28/2023 | State in which Business was formed: | Ohio |
| Is this Business authorized to operate in the Project location? | ☐ Yes ☐ No ☑ Pending | | |

1.03 Identify all businesses that own Business in whole or in part (25% or greater), or that are wholly or partly (25% or greater) owned by Business:

| | | | |
|---|---|---|---|
| Name of business: | None | Affiliation: | |
| Address: | | | |
| Name of business: | | Affiliation: | |

| | | | |
|---|---|---|---|
| Address: | | | |
| Name of business: | | Affiliation: | |
| Address: | | | |

1.04 Provide information regarding the Business's officers, partners, and limits of authority.

| | | | |
|---|---|---|---|
| Name: | Eric Boling | Title: | Owner, manager |
| Authorized to sign contracts: ☑ Yes ☐ No | | Limit of Authority: | $ no limit |
| Name: | | Title: | |
| Authorized to sign contracts: ☐ Yes ☐ No | | Limit of Authority: | $ |
| Name: | | Title: | |
| Authorized to sign contracts: ☐ Yes ☐ No | | Limit of Authority: | $ |
| Name: | | Title: | |

**ARTICLE 2—LICENSING**

2.01 Provide information regarding licensure for Business:

| | | | |
|---|---|---|---|
| Name of License: | Specialty Contractors License | | |
| Licensing Agency: | State of West Virgnia | | |
| License No: | WV064554 | Expiration Date: | 12/29/2026 |
| Name of License: | Ohio entity# 5157674 | | |
| Licensing Agency: | | | |
| License No: | | Expiration Date: | |

**ARTICLE 3—DIVERSE BUSINESS CERTIFICATIONS**

3.01 Provide information regarding Business's Diverse Business Certification, if any. Provide evidence of current certification.

| Certification | Certifying Agency | Certification Date |
|---|---|---|
| ☐ Disadvantaged Business Enterprise | | |
| ☐ Minority Business Enterprise | | |
| ☐ Woman-Owned Business Enterprise | | |
| ☐ Small Business Enterprise | | |
| ☐ Disabled Business Enterprise | | |
| ☐ Veteran-Owned Business Enterprise | | |
| ☐ Service-Disabled Veteran-Owned Business | | |
| ☐ HUBZone Business (Historically Underutilized) Business | | |

| | | | |
|---|---|---|---|
| ☐ Other | | | |
| ☑ None | | | |

**ARTICLE 4—SAFETY**

4.01 Provide information regarding Business's safety organization and safety performance.

| | | |
|---|---|---|
| Name of Business's Safety Officer: | Lisa Boling | |
| Safety Certifications | | |
| Certification Name | Issuing Agency | Expiration |
| Attached | | |
| | | |

4.02 Provide Worker's Compensation Insurance Experience Modification Rate (EMR), Total Recordable Frequency Rate (TRFR) for incidents, and Total Number of Recorded Manhours (MH) for the last 3 years and the EMR, TRFR, and MH history for the last 3 years of any proposed Subcontractor(s) that will provide Work valued at 10% or more of the Contract Price. Provide documentation of the EMR history for Business and Subcontractor(s).

| Year | 2025 | | | 2024 | | | 2023 | | |
|---|---|---|---|---|---|---|---|---|---|
| Company | EMR | TRFR | MH | EMR | TRFR | MH | EMR | TRFR | MH |
| TTR | 1.00 | 0 | 15,086 | 1.00 | 0 | 4000 | 0 | 0 | 0 |
| | | | | | | | | | |

**ARTICLE 5—FINANCIAL**

5.01 Provide information regarding the Business's financial stability. Provide the most recent audited financial statement, and if such audited financial statement is not current, also provide the most current financial statement.

| | | |
|---|---|---|
| Financial Institution: | WesBanco | |
| Business address: | 7601 Dayton Springfield Rd, Fairborn, OH 45324 | |
| Date of Business's most recent financial statement: | 2/28/2026 | ☑ Attached |
| Date of Business's most recent audited financial statement: | 12/31/2024 | ☑ Attached |
| Financial indicators from the most recent financial statement | | |
| Contractor's Current Ratio (Current Assets ÷ Current Liabilities) | | 1.56 |
| Contractor's Quick Ratio ((Cash and Cash Equivalents + Accounts Receivable + Short Term Investments) ÷ Current Liabilities) | | 1.56 |

**ARTICLE 6—SURETY INFORMATION**

6.01 Provide information regarding the surety company that will issue required bonds on behalf of the Business, including but not limited to performance and payment bonds.

| | | | |
|---|---|---|---|
| Surety Name: | Capital Indemnity Corp | | |
| Surety is a corporation organized and existing under the laws of the state of: | | Wisconsin | |
| Is surety authorized to provide surety bonds in the Project location? | | ☑ Yes ☐ No | |
| Is surety listed in "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" published in Department Circular 570 (as amended) by the Bureau of the Fiscal Service, U.S. Department of the Treasury? ☑ Yes ☐ No | | | |
| Mailing Address (principal place of business): | 1600 Aspen Commons Middlton, Wisconson 53562 | | |
| | | | |
| | | | |
| Physical Address (principal place of business): | 1600 Aspen Commons, Middleton, Wisconson 53562 | | |
| | | | |
| | bondclaims@CapSpecialty.com | | |
| Phone (main): | 800-475-4450 | Phone (claims): | 800-475-4450 option #3 |

**ARTICLE 7—INSURANCE**

7.01 Provide information regarding Business's insurance company(s), including but not limited to its Commercial General Liability carrier. Provide information for each provider.

| | | | |
|---|---|---|---|
| Name of insurance provider, and type of policy (CLE, auto, etc.): | | | |
| Insurance Provider | | Type of Policy (Coverage Provided) | |
| Universal Shield Insurance Group, Inc. | | Commercial General Liability | |
| Universal Shield Insurance Group, Inc. | | Excess Liability | |
| Westchester Surplus Lines Ins. Co (Chubb) | | Environmental/Pollution Liability | |
| Hiscox Insurance, Underwriters at Lloyd's Lond | | Professional Liability | |
| Are providers licensed or authorized to issue policies in the Project location? | | | ☑ Yes ☐ No |
| Does provider have an A.M. Best Rating of A-VII or better? | | | ☑ Yes ☐ No |
| Mailing Address (principal place of business): | Universal Shield Insurance Co. | | |
| | 2850 Dixie Hwy, Ste 100 | | |
| | Waterford, MI 48328 | | |
| Physical Address (principal place of business): | Universal Shield Insurance Co. | | |
| | 2850 Dixie Hwy, Ste 100 | | |
| | Waterford, MI 48328 | | |
| Phone (main): | 1-800-874-8472 | Phone (claims): | 1-800-874-8472 |

## ARTICLE 8—CONSTRUCTION EXPERIENCE

8.01 Provide information that will identify the overall size and capacity of the Business.

| | |
|---|---|
| Average number of current full-time employees: | 12-15 |
| Estimate of revenue for the current year: | $2.5M |
| Estimate of revenue for the previous year: | $1.9M |

8.02 Provide information regarding the Business's previous contracting experience.

| | | | | |
|---|---|---|---|---|
| Years of experience with projects like the proposed project: 30 plus, see attachement | | | | |
| As a general contractor: | yes | As a joint venturer: | no | |
| Has Business, or a predecessor in interest, or an affiliate identified in Paragraph 1.03: | | | | |
| Been disqualified as a bidder by any local, state, or federal agency within the last 5 years? ☐ Yes ☑ No | | | | |
| Been barred from contracting by any local, state, or federal agency within the last 5 years? ☐ Yes ☑ No | | | | |
| Been released from a bid in the past 5 years? ☐ Yes ☑ No | | | | |
| Defaulted on a project or failed to complete any contract awarded to it? ☐ Yes ☑ No | | | | |
| Refused to construct or refused to provide materials defined in the contract documents or in a change order? ☐ Yes ☑ No | | | | |
| Been a party to any currently pending litigation or arbitration? ☐ Yes ☑ No | | | | |
| Provide full details in a separate attachment if the response to any of these questions is Yes. | | | | |

8.03 List all projects currently under contract in Schedule A and provide indicated information.

8.04 List a minimum of three and a maximum of six projects completed in the last 5 years in Schedule B and provide indicated information to demonstrate the Business's experience with projects similar in type and cost of construction.

8.05 In Schedule C, provide information on key individuals whom Business intends to assign to the Project. Provide resumes for those individuals included in Schedule C. Key individuals include the Project Manager, Project Superintendent, Quality Manager, and Safety Manager. Resumes may be provided for Business's key leaders as well.

## ARTICLE 9—REQUIRED ATTACHMENTS

9.01 Provide the following information with the Statement of Qualifications:

A. If Business is a Joint Venture, separate Qualifications Statements for each Joint Venturer, as required in Paragraph 1.02.

B. Diverse Business Certifications if required by Paragraph 3.01.

C. Certification of Business's safety performance if required by Paragraph 4.02.

D. Financial statements as required by Paragraph 5.01.

E. Attachments providing additional information as required by Paragraph 8.02.

F. Schedule A (Current Projects) as required by Paragraph 8.03.

G. Schedule B (Previous Experience with Similar Projects) as required by Paragraph 8.04.

H. Schedule C (Key Individuals) and resumes for the key individuals listed, as required by Paragraph 8.05.

I. Additional items as pertinent.

This Statement of Qualifications is offered
by: Business:

Tank and Tower Restoration LLC
*(typed or printed name of organization)*

By: Eric Bly
*(individual's signature)*

Name: Tank and Tower Restoration LLC
*(typed or printed)*

Title: Owner, Manager
*(typed or printed)*

Date: 4/15/2026
*(date signed)*

*(If Business is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)*

Attest: Lisa Boling
*(individual's signature)*

Name: Lisa Boling
*(typed or printed)*

Title: Senior Administration
*(typed or printed)*

Address for giving notices:

10658 Haddix Road Fairborn, Ohio 45324-9640

Designated Representative:

Name: Eric Boling
*(typed or printed)*

Title: Owner, Manager
*(typed or printed)*

Address:
10658 Haddix Road Fairborn, Ohio 45324-9640

Phone: 937-681-9522

Email: eboling@ttrpro.com, CC lboling@ttrpro.com

**Schedule A—Current Projects**

| | | | | | |
|---|---|---|---|---|---|
| Name of Organization | City of Wooster, Ohio | | | | |
| Project Owner | Wooster Dept of Water and Sewer | | Project Name | Oldman Rd WTP-Wooster, Ohio 2026 | |
| General Description of Project | 1 MG Fluted Column - Lead abatement, repairs, complete interior and exterior with containment | | | | |
| Project Cost | $466,040.00 | | Date Project | 4/1/2026 - 6/5/2026 | |
| Key Project Personnel | Project Manager | Project Superintendent | Safety Manager | Quality Control Manager | |
| Name | | | | | |
| Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference) | | | | | |
| | Name | Title/Position | Organization | Telephone | Email |
| Owner | Bret Baker PE | Staff Engineer | City of Wooster | | |
| Designer | Burgess & Niple - inspector | TBD | | | |
| Construction Manager | John Rice PE. | Senior Engineer | City of Wooster | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Owner | | | Project Name | | |
| General Description of Project | | | | | |
| Project Cost | | | Date Project | | |
| Key Project Personnel | Project Manager | Project Superintendent | Safety Manager | Quality Control Manager | |
| Name | | | | | |
| Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference) | | | | | |
| | Name | Title/Position | Organization | Telephone | Email |
| Owner | | | | | |
| Designer | | | | | |
| Construction Manager | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Owner | | | Project Name | | |
| General Description of Project | | | | | |
| Project Cost | | | Date Project | | |
| Key Project Personnel | Project Manager | Project Superintendent | Safety Manager | Quality Control Manager | |
| Name | | | | | |
| Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference) | | | | | |
| | Name | Title/Position | Organization | Telephone | Email |
| Owner | | | | | |
| Designer | | | | | |
| Construction Manager | | | | | |

**Schedule B—Previous Experience with Similar Projects**

| | | | | | |
|---|---|---|---|---|---|
| Name of Organization | Tank and Tower Restoration | | | | |
| Project Owner | West Virginia American Water | | Project Name | Oakridge Tank & Lilly Grove Tank Rehabilitations | |
| General Description of Project | Repairs, complete interior and exterior with full containment and lead abatement | | | | |
| Project Cost | $1,030,800.00 | | Date Project | 2025 - No liquidated damages | |
| Key Project Personnel | Project Manager | Project Superintendent | Safety Manager | Quality Control Manager | |
| Name | Eric Boling | Julio Ruiz | Lisa Boling | Eric Boling | |
| Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference) | | | | | |
| | Name | Title/Position | Organization | Telephone | Email |
| Owner | Randal Blankenship PE. | Engineering Manager - Project Delivery | WVAW | 304.932.5627 | randal.blankenship@amwater.com |
| Designer | Ernie Hause | Project Manager | Tank Industry Consultants | 317.372.8684 | hause@tankindustry.com |
| Construction Manager | Ernie Hause | | Tank Industry Consultants | 317.372.8684 | hause@tankindustry.com |

| | | | | | |
|---|---|---|---|---|---|
| Project Owner | Forsyth County Dept of Water and Sewer | | Project Name | Watson Road WTP | |
| General Description of Project | 1MG Hydropillar - Repairs, complete interior, exterior overcoat & logo | | | | |
| Project Cost | $347,891.26 | | Date Project | Spring 2025 - No liquidated damages | |
| Key Project Personnel | Project Manager | Project Superintendent | Safety Manager | Quality Control Manager | |
| Name | Eric Boling | Julio Ruiz | Lisa Boling | Eric Boling | |
| Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference) | | | | | |
| | Name | Title/Position | Organization | Telephone | Email |
| Owner | Daniel Shaw PE. | Senior project Manager | County of Forsyth Georgia | 470.487.5873 | DDShaw@forsythco.com |
| Designer | Forsyth Co, Georgia Dept of Water and Sewer | | | | |
| Construction Manager | same | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Owner | Highland County Water Company | | Project Name | Swisshelm WTP | |
| General Description of Project | 400,000 G Legged Tank - Repairs, complete interior and exterior with full containment and lead abatement | | | | |
| Project Cost | $551,286.00 | | Date Project | Summer 2025 - No liquidated damages | |
| Key Project Personnel | Project Manager | Project Superintendent | Safety Manager | Quality Control Manager | |
| Name | Eric Boling | Julio Ruiz | Lisa Boling | Eric Boling | |
| Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference) | | | | | |
| | Name | Title/Position | Organization | Telephone | Email |
| Owner | Dan Cutler | Highland County Water Company | | | Dan@highlandcountywater.com |
| Designer | Patrick Karnes PE. | Project Engineer | Strand Associates | 614.835.0460 ext. 5019 | patrick.karnes@strand.com |
| Construction Manager | Patrick Karnes PE. | Project Engineer | Strand Associates | 614.835.0460 ext. 5019 | patrick.karnes@strand.com |

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**Schedule B—Previous Experience with Similar Projects**

| | | | | | |
|---|---|---|---|---|---|
| Name of Organization | | | | | |
| Project Owner | | | Project Name | | |
| General Description of Project | | | | | |
| Project Cost | | | Date Project | | |
| Key Project Personnel | Project Manager | Project Superintendent | Safety Manager | Quality Control Manager | |
| Name | | | | | |
| Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference) | | | | | |
| | Name | Title/Position | Organization | Telephone | Email |
| Owner | | | | | |
| Designer | | | | | |
| Construction Manager | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Owner | | | Project Name | | |
| General Description of Project | | | | | |
| Project Cost | | | Date Project | | |
| Key Project Personnel | Project Manager | Project Superintendent | Safety Manager | Quality Control Manager | |
| Name | | | | | |
| Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference) | | | | | |
| | Name | Title/Position | Organization | Telephone | Email |
| Owner | | | | | |
| Designer | | | | | |
| Construction Manager | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Project Owner | | | Project Name | | |
| General Description of Project | | | | | |
| Project Cost | | | Date Project | | |
| Key Project Personnel | Project Manager | Project Superintendent | Safety Manager | Quality Control Manager | |
| Name | | | | | |
| Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference) | | | | | |
| | Name | Title/Position | Organization | Telephone | Email |
| Owner | | | | | |
| Designer | | | | | |
| Construction Manager | | | | | |

**Schedule C—Key Individuals**

| **Project Manager** | | | |
|---|---|---|---|
| Name of individual | | Eric Boling | |
| Years of experience as project manager | | 30+ | |
| Years of experience with this organization | | We are a second generation company specializing in water tank rehabilitation | |
| Number of similar projects as project manager | | | |
| Number of similar projects in other positions | | 50+ | |
| Current Project Assignments | | | |
| Name of assignment | | Percent of time used for this project | Estimated project completion date |
| At times projects may overlap but we never have more than two major projects going at any given time. | | | |
| City of Wooster | | 75% | mid June 2026 |
| | | | |
| Reference Contact Information (listing names indicates approval to contact named individuals as a reference) | | | |
| Name | Ron Christian | Name | Daniel Shaw PE. |
| Title/Position | Project Manager | Title/Position | Senior project Engineer |
| Organization | City of Columbus | Organization | Forsyth Co Water and Sewer |
| Telephone | 614.769.1791 | Telephone | 470.487.5873 |
| Email | | Email | DDShaw@forsythco.com |
| Project | North District West Tank | Project | Watson Rd WTP |
| Candidate's role on project | project manager | Candidate's role on project | project manager |

| **Project Superintendent** | | | |
|---|---|---|---|
| Name of individual | | Julio Ruiz | |
| Years of experience as project superintendent | | 20+ | |
| Years of experience with this organization | | 2 | |
| Number of similar projects as project superintendent | | 100+ | |
| Number of similar projects in other positions | | 5 | |
| Current Project Assignments | | | |
| Name of assignment | | Percent of time used for this project | Estimated project completion date |
| City of Wooster | | 75 | mid June |
| | | | |
| | | | |
| Reference Contact Information (listing names indicates approval to contact named individuals as a reference) | | | |
| Name | Ron Christain | Name | Daniel Shaw PE. |
| Title/Position | Project Manager | Title/Position | Senior Project Engineer |
| Organization | City of Columbus | Organization | Forsyth Co Water and Sewer |
| Telephone | 614-769-1791 | Telephone | 470.487.5873 |
| Email | | Email | DDShaw@forsythco.com |
| Project | North District West Tank | Project | Watson Rd WTP |
| Candidate's role on project | Project Superintendent | Candidate's role on project | Project Superintendent |

| **Safety Manager** | | | |
|---|---|---|---|
| Name of individual | | Lisa Boling | |
| Years of experience as project manager | | 30+ | |
| Years of experience with this organization | | We are a second generation company specializing in water | |
| Number of similar projects as project manager | | tank rehabilitation 100+ | |
| Number of similar projects in other positions | | 100+ | |
| Current Project Assignments | | | |
| Name of assignment | | Percent of time used for this project | Estimated project completion date |
| City of Wooster | | 75 | mid June |
| | | | |
| | | | |
| Reference Contact Information (listing names indicates approval to contact named individuals as a reference) | | | |
| Name | Daniel Shaw PE. | Name | Ernie Hause |
| Title/Position | Senior Project Manager | Title/Position | Project Manager |
| Organization | Forsyth County Water and Sewer | Organization | Tank Industry Consultants |
| Telephone | 470.487.5873 | Telephone | 317.372.8684 |
| Email | DDShaw@forsythco.com | Email | hause@tankindustry.com |
| Project | Watson Rd WTP | Project | Many projects through the years while employed withAmerican Suncraft |
| Candidate's role on project | Senior Project Admin, Safety Manager | Candidate's role on project | Project administration, Special Waste and Safety |
| **Quality Control Manager** | | | |
| Name of individual | | Eric Boling | |
| Years of experience as project superintendent | | 30+ | |
| Years of experience with this organization | | 3 | |
| Number of similar projects as project superintendent | | 100 | |
| Number of similar projects in other positions | | 50 | |
| Current Project Assignments | | | |
| Name of assignment | | Percent of time used for this project | Estimated project completion date |
| City of Wooster | | 75 | mid June |
| | | | |
| | | | |
| Reference Contact Information (listing names indicates approval to contact named individuals as a reference) | | | |
| Name | Attached and above | Name | |
| Title/Position | | Title/Position | |
| Organization | | Organization | |
| Telephone | | Telephone | |
| Email | | Email | |
| Project | | Project | |
| Candidate's role on project | | Candidate's role on project | |

# DIVISION 00 – BIDDING AND CONTRACT REQUIREMENTS

## SECTION 00510 - NOTICE OF AWARD

| | | | |
|---|---|---|---|
| Date of Issuance: | | | |
| Owner: | **Worcester County** | Owner's Project No.: | |
| Engineer: | **George, Miles & Buhr, LLC** | Engineer's Project No.: | **240256** |
| Project: | **Glen Riddle Farm Water Tower Rehabilitation** | | |
| Contract Name: | **Glen Riddle Farm Water Tower Rehabilitation** | | |
| Bidder: | | | |
| Bidder's Address: | | | |

You are notified that Owner has accepted your Bid dated **[date]** for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

**[Describe Work, alternates, or sections of Work awarded]**

The Contract Price of the awarded Contract is $**[Contract Price]**. Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

**[Number of copies sent]** unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

☐ Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner **[number of copies sent]** counterparts of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any): **[Describe other conditions that require Successful Bidder's compliance]**

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, ~~and declare your Bid security forfeited~~.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

| | |
|---|---|
| Owner: | **[Full formal name of Owner]** |
| By *(signature)*: | |
| Name *(printed)*: | Eric Lee Boling |
| Title: | Owner, Manager |

REDOX COATING CONSULTANTS, LLC
Independent Representative of Tnemec Company, Inc.
6047 Frantz Road, Suite 103, Dublin, OH 43017
TEL 800.890.7580 tnemec.com/redox

**04.14.26**

Mr. Eric Boling
Tank & Tower Restoration, LLC
10658 Haddix Road Apartment C
Fairborn, OH 45324
ericboling054@gmail.com

Re: Tnemec Recognized Applicator Letter

Dear Mr. Boling,

I am writing to confirm that Redox Coating Consultants, LLC, as Independent Representatives of Tnemec Company, Inc., has enjoyed a longstanding and productive relationship with you in your previous business ventures.

Throughout our many years of collaboration, we have consistently found you to be a conscientious coatings professional who employs competent and professional field applicators. We have had the great privilege of working together on numerous successful projects, where you have led teams to execute large-scale and highly complicated coating & lining applications on elevated potable water storage tanks and in treatment plants throughout the United States.

Your expertise and leadership have been evident in every project, contributing significantly to their success. We look forward to continuing our partnership with you in your role as CEO of Tank & Tower Restoration, LLC.

If we can be of assistance to you in any way, please don't hesitate to reach out. Thanks!

Best regards,

Randall S Cooper

**Randall Cooper**
Coating Consultant
513.417.1533 Cell
rcooper@redoxcoatings.com

# Eric Boling

937-681-9522
eboling@ttrpro.com
10658 Haddix Rd., Fairborn, OH 45324

To whom it may concern,

With over 35 years' experience in the water tank maintenance and painting industry working in a family business my Father owned. I have developed a strong talent for mastering interior and exterior water storage tank refurbishing from beginning to end. I not only possess the professional skills needed to collaborate and execute projects, but I also, have built strong lasting relationships with employees, suppliers, engineers, inspectors, and customers from small villages to major cities and with individuals inside the American Water Works public utility company.

I began working as a groundman on water tank jobs at the age of fifteen during summer break. I started at the bottom and learned the ins and outs of keeping jobs running by loading sand pots, shoveling sand, mixing and running paint machines, and operating generators, bobcats, and forklifts. After graduating high school, I began full-time, sandblasting, painting, and welding the interior and exterior of tanks. Over the years, I have attended countless pre-bid and bid meetings, performed many tank inspections, collaborated with tank owners, engineers, and city officials, ordered sand, paint, and supplies. I have worked with steel fabricators to get custom-made parts, have repaired many tanks, for example- leaks, bullet holes, and frozen tanks in winter, replaced valve pipes, ladders, manholes, riser pipes, and overflows. I have taught different safety techniques during employee safety training. I have received NACE (National Association of Corrosion Engineers) Certification. I am trained and can run Pleural Component Paint Machines. I have worked many hours in the shop, maintaining and repairing broken equipment. I have a CDL License and have transported countless pieces of equipment via semi-trucks to and from job sites, and oversaw all mobilizing of equipment, working with and scheduling other drivers, as well. Lastly, I was project manager over five different crews at five different locations throughout the country from 2015 through 2022. And was involved with approximately twenty jobs per year, ranging in size from 50,000-gallon to 5,000,000-gallon water storage tanks. Over the years, with my experience, I have been able to streamline jobs and complete them ahead of schedule which is important to the customer.

How I intend to acquire contracts is by private entities, such as American Water (who own hundreds of water tanks in multiple states). These private companies do not open bid, it's by invitation only. I have solid contacts in many states that will be good at sourcing these projects. One example is Tod Reedy from West Virginia, on my reference sheet. Secondly, all

government entities, such as the City of Columbus, are all open-bid and take the lowest bidder. Therefore, all these are published to the public on different websites.

As far as employees, I have many strong relationships with skilled laborers in the water tank industry, that I have worked with over the years. They are excited at the opportunity to work with Tank And Tower Restoration. Experienced laborers (foremen, sandblasters and painters, welders, truck drivers, machine operators, and office workers) will not be a problem.

Due to having years of experience in all aspects of this business, I firmly believe that I am very qualified and have the skills to excel in this field. My mission is to create a leading water tank painting company that treats its employees well and exceeds the expectations of its customers. I am
including references that I would encourage you to contact that will attest to my ability and professionalism.

Beth Brant PE 850-978-1230
Daniel Shaw PE 470-487-5873
Ron Christian Certified Coating Inspector 614-769-1791
Holly Mattevi Supplier 614-813-8353
Tod Reedy Customer American Water WV 304-382-5280

Sincerely,

Eric Boling

# LISA BOLING

Fairborn, OH 45324 | 9373084352 | lboling@ttrpro.com

## Summary

Seasoned Senior Administration Executive with proven track record in strategic planning, risk management, and process improvement. Strengths include leadership skills, multitasking abilities, problem-solving aptitude, and strong decision-making capabilities. *Previous roles have brought about substantial increases in efficiency and productivity* through effective administrative strategies.

## Skills

- Organizational leadership
- Document management
- Recordkeeping
- Professional correspondence
- QuickBooks expert
- Problem-solving aptitude
- Sensitive material handling
- Multitasking and time management
- Written communication

## Experience

**Senior Administration Executive** — Jun 2024 to Current
**Tank and Tower Restoration** - Fairborn, Ohio

**Vice President** — Jan 2017 to Apr 2021
**American Suncraft Co., Inc** - Medway, Ohio

**Corporate Safety Director** — Jan 2009 to Apr 2021
**American Suncraft Co., Inc.** - Medway, Ohio

**President** — Jan 2003 to Jan 2008
**American Suncraft Co., Inc.** - Medway, Ohio

**Administrator - Business Operations** — Jan 1993 to Jan 2002
**American Suncraft Co., Inc.** - Medway, Ohio

**Grounds Keeper** — Jan 1991 to Dec 1992
**American Suncraft Co., Inc.** - Medway, Ohio

## Education and Training

**PASS, Arkansas Contractors Licensing Board** — Jan 2022
Arkansas Business And Law - PSI Testing

**PASS, Contractors Licensing Board** — May 2017
West Virginia Business And Law - Charleston, WV

**PASS, Alabama Business And Law** — Mar 2017
Contractors Licensing Board - Montgomery, AL

**#CP4790, Competent Person For Suspended Scaffold** — 2012
Spider - Cleveland, OH

**CP4790 - Competent Person, Suspended Access And Rigging Safety** — 2012
Spider Industrial Course - Cleveland, OH

**PASS, Contractor Licensing Board** — 2012
TN Business And Law - Nashville, TN

**#34125, De-leading of Industrial Steel Structures** — 2011
SSPC- C3, C5 Refresher - Pittsburgh, PA

**110711-300003482, Lead Abatement Supervisor** — Jul 2011
Missouri Dept of Health - State Of Missouri

**C052011-09, EPA Certification, Lead Abatement Contractor** — 2011
Lead Consortium - Cincinnati, OH

**#34125 - 2010, 2011, 2013, 2014, 2015,2016, 2017,2019 , De-leading of Industrial Steel Structures** — Mar 2010
SSPC-C3 Competent Person - Pittsburgh, PA

**101 Fundamentals of An Effective Safety Program** — 2010
Springfield Chamber of Commerce - Springfield, OH

**Certification, Fork Lift Operator / Trainer** — 2010
NKH Safety - Cincinnati, OH

**#21-6000610929,21-600615205, 21-003886571, 21-601000139, 21-601214783, 21-601084769, OSHA 30, With Industry Specific Focus**
OSHA 30 - Cincinnati, OH

**21-003886571, OSHA 10 With Industry Specific Focus**
OSHA 10 - Cincinnati, OH

Julio Ruiz: OSHA Training with industry specific topics, First Aid CPR, Drug Free Supervisor, Lead Awareness.
OSHA Training
6/2007 – 002086526 – 10 HR
7/2009 – 002478565 – 10 HR
2/2010 – 21-600610942 – 30 HR
2/2011 – 21-600615233 – 30 HR
4/2012 – 21-601084746 – 10 HR
1/2013 – 21-6011000156 – 30 HR
1/2014 – 21-601084746 – 30 HR
3/2015 – 21-005165483 – 10 HR
2/2016 – 230060000012207 – 10 HR
3/2017 – 26-006032863 – 10 HR
3/2018 – 26-006062290 – 10 HR
3/2019 – 26-006090271 – 10 HR
The 2020 training wasn't an official OSHA class.
3/2021 – 26006141971
5/2025-21-006191528

Other Training
Missouri Dept of Health Lead Abatement License
7/11/2013 – License #110711-300003483
Spider Rigging Competent Person Training
4/12/2012 – Certificate #CP4771
SAIA Suspended Scaffold Competent Person Training
2/10/2016 – Certification #66956
SSPC C3 De-Leading of Industrial Structures Competent Person
Certification #1279837 - Since 2010
SSPC C5 refreshers 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2019

Nace Level I #64225 – Since 12/2015

Certified Welder

# UNITED STATES OF AMERICA
# STATE OF OHIO
# OFFICE OF THE SECRETARY OF STATE

*I, Frank LaRose, do hereby certify that I am the duly elected, qualified and present acting Secretary of State for the State of Ohio, and as such have custody of the records of Ohio and Foreign business entities; that said records show TANK AND TOWER RESTORATION LLC, an Ohio Limited Liability Company, Registration Number 5157674, was organized in the State of Ohio on December 28, 2023, is currently in FULL FORCE AND EFFECT upon the records of this office.*

*Witness my hand and the seal of the Secretary of State at Columbus, Ohio this 3rd day of April, A.D. 2026.*

**Ohio Secretary of State**

**Validation Number: 202609302968**

# Tank and Tower Restoration

## Entity Operating Agreement

### Authority to Sign

The undersigned, Eric L Boling, does hereby certify that he is the sole member of Tank and Tower Restoration, a Limited Liability Company established 12/28/2023.
Ohio Entity# 5157674, in good standing and having its principal address located at 10658 Haddix Road Fairborn, Ohio 45324-9640.
As such he is duly authorized to sign all documents on behalf of Tank and Tower Restoration LLC.

Tank and Tower Restoration LLC
BY: Eric Boling DATE: 3-18-25
Eric L Boling – Managing Member

NOTARY ATTEST: Elizabeth A. Myers

SUBSCRIBED AND SWORN TO BEFORE ME
THIS 18 DAY OF March, 2025

NOTARY PUBLIC – STATE OF Ohio
MY COMMISION EXPIRES: 09-14-2025

NOTARIAL SEAL STATE OF OHIO
ELIZABETH A MYERS
NOTARY PUBLIC - OHIO
MY COMMISSION EXPIRES
09-14-25

10658 HADDIX ROAD FAIRBORN, OHIO 45324-9640
T 937-681-9522 EBOLING@TTRPRO.COM

ITEM 21

21 - 43

Lisa Boling
Worker ID: ISN-09476547

Tank and Tower Restoration LLC
Company ID: 400-770712

English | Help Center | Log Out

Home / Connected Clients / Scorecard & Requirements

New View

# Scorecard & Requirements

Bulletin Board | Account 360 Dashboard

Connected Clients: American Water

Connected Sites: West Virginia American Water

Copy as Image

## Hiring Client Information

AMERICAN WATER

American Water
Connected Sites: 1 (View All)

## Company Grade

Grade Details

**A**

Recommended to use...

| Grade Since | Total Points |
|---|---|
| 05/09/2025 | 100 / 105 |

Scorecard | Requirements

| Scorecard Component | Status | Points |
|---|---|---|
| Health & Safety Pre-Qualification | Exceptional | 20 / 20 |
| Core Written Program Questionnaire | Completed | 0 / 0 |
| TRIR (Total Recordable Incident Rate) | Exceptional | 15 / 15 |
| DART (Days Away/Restricted or Transfer Rate) | Exceptional | 15 / 15 |
| Fatalities | No fatalities in the past 3 years | 0 / 0 |
| Citations | No Severe OSHA Citations Reported | 5 / 5 |
| Experience Modifier | Rate is 1.00 | 5 / 5 |

| | | |
|---|---|---|
| Job Site Evaluation | 2026 Job Site Evaluation is between 90 and 100 | 10 / 10 |
| Performance Evaluation | Performance Evaluation is between 90 and 100 | 20 / 20 |
| Incident Tracking Evaluation | Incident Tracking Evaluation is between 100 and 100 | 0 / 0 |
| Site Tracker | Status is Complete | 0 / 0 |
| Acknowledgement Form | Cut-Off and Ring Saw Safety Operations Practice is Acknowledged | 0 / 0 |
| Acknowledgement Form | Electrical Bonding and Grounding Practice is Acknowledged | 0 / 0 |
| RAVS Plus Implementation Assessment | RAVS 360 Implementation Assessment score is Not Required | 0 / 5 |
| Suspension Status | Contractor Suspended? grade Not Submitted (System) | 0 / 0 |
| | Total Points: | 100 / 105 |

## Rating plan information

# Rating period

**Tank and Tower Restoration LLC**
**Policy number** 80173999-0

Rating period

03/25/2024 - 07/01/2024

**Experience modifier (EM)**
1.00

**EM Cap:**
NO

Our records indicate that you're participating in:

- Grow Ohio

---

## Related links

Enter policy number | Rating period | Inactive manuals | Reclassified manuals | Experience modifier history | Experience period data | Rating adjustment history | Rating plan information

## Rating plan information

# Rating period

**Tank and Tower Restoration LLC**
**Policy number** 80173999-0

Rating period

07/01/2024 - 07/01/2025

**Experience modifier (EM)**
1.00

**25% EM Cap:**
NO

Our records indicate that you're participating in:

- Grow Ohio

---

## Related links

Enter policy number | Rating period | Inactive manuals | Reclassified manuals | Experience modifier history | Experience period data | Rating adjustment history | Rating plan information

## Rating plan information

# Rating period

**Tank and Tower Restoration LLC**
**Policy number** 80173999-0

Rating period

07/01/2025 - 07/01/2026

**Experience modifier (EM)**
1.00

**25% EM Cap:**
NO

Our records indicate that you're participating in:

- Substance Use Prevention and Recovery Program

---

Here are the details for your Substance Use Prevention and Recovery Program:
**Approved program level**
BASIC

**Industry**
04 CONSTRUCTION

---

## Related links

Enter policy number | Rating period | Inactive manuals | Reclassified manuals | Experience modifier history | Experience period data | Rating adjustment history | Rating plan information

**Bureau of Workers' Compensation**

30 W. Spring St.
Columbus, OH 43215

## Certificate of Ohio Workers' Compensation

This certifies that the employer listed below participates in the Ohio State Insurance Fund as required by law. Therefore, the employer is entitled to the rights and benefits of the fund for the period specified. This certificate is only valid if premiums and assessments, including installments, are paid by the applicable due date. To verify coverage, visit www.bwc.ohio.gov, or call 1-800-644-6292.

This certificate must be conspicuously posted.

Policy number and employer
80173999

Period Specified Below
07/01/2025 to 07/01/2026

Tank and Tower Restoration LLC
10658 Haddix Rd
Fairborn OH 45324-9640

www.bwc.ohio.gov
Issued by: BWC

Stephanie McCloud

Administrator/CEO

You can reproduce this certificate as needed.

### Ohio Bureau of Workers' Compensation

## Required Posting

Section 4123.54 of the Ohio Revised Code requires notice of rebuttable presumption. Rebuttable presumption means an employee may dispute or prove untrue the presumption (or belief) that alcohol, marihuana or a controlled substance not prescribed by the employee's physician is the proximate cause (main reason) of the work-related injury.

The burden of proof is on the employee to prove the presence of alcohol, marihuana or a controlled substance was not the proximate cause of the work-related injury. An employee who tests positive or refuses to submit to chemical testing may be disqualified for compensation and benefits under the Workers' Compensation Act.

**Bureau of Workers' Compensation**

You must post this language with the Certificate of Ohio Workers' Compensation.

**DP-29** BWC-1629 (Rev. Jan. 10, 2019)

9:34 AM
04/15/26
Accrual Basis

# Tank & Tower Restoration LLC
## Balance Sheet
### As of February 28, 2026

| | Feb 28, 26 |
|---|---|
| **ASSETS** | |
| Current Assets | |
| Checking/Savings | |
| WesBanco 8419 | 136,369.29 |
| Total Checking/Savings | 136,369.29 |
| Accounts Receivable | |
| Accounts Receivable | 1,035.45 |
| Total Accounts Receivable | 1,035.45 |
| Total Current Assets | 137,404.74 |
| Fixed Assets | |
| Accumulated Amortization | -4,245.57 |
| Accumulated Depreciation | -104,070.76 |
| Furniture and Equipment | 936,652.30 |
| Loan Closing Costs | 23,258.84 |
| Total Fixed Assets | 851,594.81 |
| Other Assets | |
| Prepaid Expense | 124.78 |
| Prepaid Insurance | 14,067.37 |
| Total Other Assets | 14,192.15 |
| **TOTAL ASSETS** | **1,003,191.70** |
| **LIABILITIES & EQUITY** | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 2,686.31 |
| Total Accounts Payable | 2,686.31 |
| Other Current Liabilities | |
| Due to Owner | 4,053.12 |
| Twin Valley Bank 5250174 | 39,959.18 |
| Twin Valley Bank 5250410 | 41,201.92 |
| Total Other Current Liabilities | 85,214.22 |
| Total Current Liabilities | 87,900.53 |

# Tank & Tower Restoration LLC
## Balance Sheet
### As of February 28, 2026





| | Feb 28, 26 |
|---|---|
| Long Term Liabilities | |
| SBA Loan | 1,197,347.75 |
| Total Long Term Liabilities | 1,197,347.75 |
| Total Liabilities | 1,285,248.28 |
| Equity | |
| Owner Contribution | 226,200.00 |
| Owners Draw | -1,441.02 |
| Retained Earnings | -426,711.86 |
| Net Income | -80,103.70 |
| Total Equity | -282,056.58 |
| TOTAL LIABILITIES & EQUITY | 1,003,191.70 |

9:33 AM
04/15/26
Accrual Basis

# Tank & Tower Restoration LLC
## Profit & Loss
### January through February 2026

| | Jan - Feb 26 |
|---|---|
| **Ordinary Income/Expense** | |
| **Income** | |
| **Services Income** | 15,515.00 |
| **Total Income** | 15,515.00 |
| **Cost of Goods Sold** | |
| **Purchases - Parts and Materials** | 814.04 |
| **Total COGS** | 814.04 |
| **Gross Profit** | 14,700.96 |
| **Expense** | |
| **Amortization Expense** | 369.18 |
| **Auto and Truck Expenses** | 451.03 |
| **Bank Service Charges** | 2,146.11 |
| **Bidding Expense** | 258.00 |
| **Depreciation Expense** | 12,516.26 |
| **Dues and Subscriptions** | 638.60 |
| **Equipment Rental** | 150.38 |
| **Insurance Expense** | 15,314.74 |
| **Interest Expense** | 2,571.04 |
| **Meals and Entertainment** | 59.96 |
| **Office Supplies** | 55.86 |
| **Payroll Processing Fee** | 247.25 |
| **Payroll Taxes** | 3,620.76 |
| **Professional Fees** | 3,005.46 |
| **Rent Expense** | 7,200.00 |
| **Salary and Wages** | 39,663.52 |
| **Shipping & Postage** | 5.46 |
| **Shop Supplies** | 507.33 |
| **Training Expense** | 490.00 |
| **Travel Expense** | 3,990.99 |
| **Utilities** | 47.90 |
| **Vehicle Expense** | 470.50 |
| **Workers Compensation** | 1,024.33 |
| **Total Expense** | 94,804.66 |
| **Net Ordinary Income** | -80,103.70 |
| **Net Income** | **-80,103.70** |

TANK AND TOWER RESTORATION LLC

# SAFETY WEEK 2025

**MAY 14'th, 15'th & 16'th 10658 Haddix Rd Fairborn, Ohio 45324**

**8:00 a.m. / Shop**

## ATTENDEES

1. Alberto Puga
2. Carlos D Ramirez
3. Cesar Ruiz
4. Eric Boling
5. Eric Ruiz
6. Ignacio Ramirez
7. Israel Gallego
8. Jorge Del Rio
9. Joshua Rocha
10. Julio Ruiz
11. Lisa Boling
12. Luis E Ojeda
13. Luis M Ramirez
14. Marco A Ramirez
15. Osvaldo Ramirez
16. Rodolfo Alfaro

## AGENDA

**Wednesday May 14'th**

8:00 - 9:00 a.m. Medical Monitoring Forms and Discussion
9:00 - 11:30- Citran Occupational Nurses arrive for lead & zpp blood level draws,and drug tests.
Physicals will be performed at Citran located at 7774 Dayton Springfield Rd Fairborn, Ohio 45324 employees will be sent throughout training.

Physicals include:
Medical and Occupational History and Vitals
Respirator Physical
Pulmonary Function Test
Respirator Questionnaire and Medical Certificate for Respirator Use

9:00 -11;30 a.m. Quantitative Respirator Fit Testin

11:30 - Lunch Provided, Pizza

12:30 2:00 Drug-Free Workplace, Supervisors and Employees
2:00-2:30 Fire Extinguisher Training, and Open
Discussion

- **Word from Safety Director, Forms & Policies**

  Safety Meetings - Cutoff Saws, Waste Management, Hazard Awareness, Safety is Everyone's business, HSE review and signatures
- **Word from Owner**

4:00 End of day

## Thursday May 15'th

8:00 - 12:00 Road to Safety - OSHA 10 construction training with industry specific focus Darrin Pierce Trainer.

12:00 Lunch, Street tacos

12:45 - Training resumes

4:00 - End of day

## Friday May 16'th

8:00 - Osha 10 Resumes

11:30 Lunch, Street Tacos

12:00 - 4:30 CPR training and Construction First Aid

Employee forms to be completed by each employee

1. Employee Contact Information
2. Employment Contract
3. Acknowledgment of training
4. Non-Disclosure Agreement
5. Harassment Policy
6. Violence in the Workplace Policy
7. PPE Acknowledgement
8. Employee Exposure testing & Medical Monitoring Policy
9. HSE Policy Review and Signature
10. TTR Environmental Policy Statement
11. TTR Safety Policy Statement
12. TTR Mission Statement

OSHA Occupational Safety and Health Administration

21-006191519

This card acknowledges that the recipient has successfully completed:

**10-hour Construction Safety and Health**

This card issued to:
**ALBERTO PUGA**

Darrin G. Pierce — Trainer Name
05/16/2025 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006191520

This card acknowledges that the recipient has successfully completed:

**10-hour Construction Safety and Health**

This card issued to:
**CARLOS D. RAMIREZ**

Darrin G. Pierce — Trainer Name
05/16/2025 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006191521

This card acknowledges that the recipient has successfully completed:

**10-hour Construction Safety and Health**

This card issued to:
**CESAR RUIZ**

Darrin G. Pierce — Trainer Name
05/16/2025 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006191522

This card acknowledges that the recipient has successfully completed:

**10-hour Construction Safety and Health**

This card issued to:
**ERIC BOLING**

Darrin G. Pierce — Trainer Name
05/16/2025 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006191523

This card acknowledges that the recipient has successfully completed:

**10-hour Construction Safety and Health**

This card issued to:
**ERIC RUIZ**

Darrin G. Pierce — Trainer Name
05/16/2025 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006191524

This card acknowledges that the recipient has successfully completed:

**10-hour Construction Safety and Health**

This card issued to:
**IGNACIO RAMIREZ**

Darrin G. Pierce — Trainer Name
05/16/2025 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006191525

This card acknowledges that the recipient has successfully completed:

**10-hour Construction Safety and Health**

This card issued to:
**ISRAEL GALLEGOS**

Darrin G. Pierce — Trainer Name
05/16/2025 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006191526

This card acknowledges that the recipient has successfully completed:

**10-hour Construction Safety and Health**

This card issued to:
**JORGE DEL RIO**

Darrin G. Pierce — Trainer Name
05/16/2025 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006191527

This card acknowledges that the recipient has successfully completed:

**10-hour Construction Safety and Health**

This card issued to:
**JOSHUA ROCHA**

Darrin G. Pierce — Trainer Name
05/16/2025 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006191528

This card acknowledges that the recipient has successfully completed:

**10-hour Construction Safety and Health**

This card issued to:
**JULIO RUIZ**

Darrin G. Pierce — Trainer Name
05/16/2025 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006191529

This card acknowledges that the recipient has successfully completed:

**10-hour Construction Safety and Health**

This card issued to:
**LISA BOLING**

Darrin G. Pierce — Trainer Name
05/16/2025 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006191530

This card acknowledges that the recipient has successfully completed:

**10-hour Construction Safety and Health**

This card issued to:
**LUIS E. OJEDA**

Darrin G. Pierce — Trainer Name
05/16/2025 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006191531

This card acknowledges that the recipient has successfully completed:

**10-hour Construction Safety and Health**

This card issued to:
**LUIS M. RAMIREZ**

Darrin G. Pierce — Trainer Name
05/16/2025 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006191532

This card acknowledges that the recipient has successfully completed:

**10-hour Construction Safety and Health**

This card issued to:
**MARCO A. RAMIREZ**

Darrin G. Pierce — Trainer Name
05/16/2025 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006191533

This card acknowledges that the recipient has successfully completed:

**10-hour Construction Safety and Health**

This card issued to:
**OSVALDO RAMIREZ**

Darrin G. Pierce — Trainer Name
05/16/2025 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006191534

This card acknowledges that the recipient has successfully completed:

**10-hour Construction Safety and Health**

This card issued to:
**RODOLFO ALFARO**

Darrin G. Pierce — Trainer Name
05/16/2025 — Date of Issue

HSI
1450 Westec Drive
Eugene, OR 97402
800-447-3177

5/20/2025
Lisa Boling

Dear Lisa

Congratulations on successfully completing your HSI Adult First Aid | CPR AED Adult (2020) -DC class. This HSI-Approved Training Center has chosen to issue your certification card digitally.

The digital certification card below is identical to a printed version of the card. It documents that you have demonstrated achievement of the required knowledge and hands-on skill objectives of the training program to the satisfaction of a currently authorized HSI Instructor. Your digital certification card may be printed for validation of certification. If further proof is required, scan the QR Code or go to www.hsi.com/validation and follow the instructions. The QR Code link in this letter will stay active. If you lose this letter, you may request a copy from the Training Center named below.

We strongly recommend that you download and save a copy of this letter for safekeeping.

To download the digital student book for this class or to complete a short evaluation of your class and instructor, please go to www.hsi.com/passport and register using the following number: 202662

Firefighter Safe
Dayton, OH

Certification Validation QR Code

---

hsi | MEDIC First Aid | AMERICAN SAFETY & HEALTH INSTITUTE | EMS SAFETY

**Lisa Boling**

has demonstrated achievement of the required knowledge and hands-on skill evaluation(s) according to the certification requirements of the training program indicated below.

☑ ADULT ☐ ADULT/CHILD/INFANT ☐ ADULT/CHILD ☐ ADULT/INFANT

*Card is void if more than one box is checked / Check boxes reflect CPR AED options*

**ADULT FIRST AID | CPR AED** C21162426

PCCOMBO-20 (11/21)

**Greg Wright**
Authorized Instructor (Print Name)

**4069147**
Registry No.

| | |
|---|---|
| **5/16/2025** | **5/2027** |
| Class Completion Date | Expiration Date |
| **937-414-7725** | **49359** |
| Training Center Phone No. | Training Center I.D. |

This Adult First Aid | CPR AED training program conforms with the 2020 American Heart Association (AHA) Guidelines Update for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care and the 2020 AHA and American Red Cross Focused Update for First Aid. This training program was not designed to meet pediatric first aid training requirements and should not be used for that purpose.

**Expiration date may not exceed two years from month of class completion.**

HSI
1450 Westec Drive
Eugene, OR 97402
800-447-3177

5/20/2025
Eric Boling

Dear Eric

Congratulations on successfully completing your HSI Adult First Aid | CPR AED Adult (2020) -DC class. This HSI-Approved Training Center has chosen to issue your certification card digitally.

The digital certification card below is identical to a printed version of the card. It documents that you have demonstrated achievement of the required knowledge and hands-on skill objectives of the training program to the satisfaction of a currently authorized HSI Instructor. Your digital certification card may be printed for validation of certification. If further proof is required, scan the QR Code or go to www.hsi.com/validation and follow the instructions. The QR Code link in this letter will stay active. If you lose this letter, you may request a copy from the Training Center named below.

We strongly recommend that you download and save a copy of this letter for safekeeping.

To download the digital student book for this class or to complete a short evaluation of your class and instructor, please go to www.hsi.com/passport and register using the following number: 202662

Firefighter Safe
Dayton, OH

Certification Validation QR Code

---

hsi | MEDIC First Aid | AMERICAN SAFETY & HEALTH INSTITUTE | EMS SAFETY

**Eric Boling**

has demonstrated achievement of the required knowledge and hands-on skill evaluation(s) according to the certification requirements of the training program indicated below.

☑ ADULT ☐ ADULT/CHILD/INFANT ☐ ADULT/CHILD ☐ ADULT/INFANT

*Card is void if more than one box is checked / Check boxes reflect CPR AED options*

**ADULT FIRST AID | CPR AED** C2117925A

FCCDCAED-20 (11/21)

**Greg Wright**
Authorized Instructor (Print Name)

**4069147**
Registry No.

| | |
|---|---|
| **5/16/2025** | **5/2027** |
| Class Completion Date | Expiration Date |
| **937-414-7725** | **49359** |
| Training Center Phone No. | Training Center I.D. |

This Adult First Aid | CPR AED training program conforms with the 2020 American Heart Association (AHA) Guidelines Update for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care and the 2020 AHA and American Red Cross Focused Update for First Aid. This training program was not designed to meet pediatric first aid training requirements and should not be used for that purpose.

**Expiration date may not exceed two years from month of class completion.**

HSI
1450 Westec Drive
Eugene, OR 97402
800-447-3177

5/20/2025
Julio Ruiz

Dear Julio

Congratulations on successfully completing your HSI Adult First Aid | CPR AED Adult (2020) -DC class. This HSI-Approved Training Center has chosen to issue your certification card digitally.

The digital certification card below is identical to a printed version of the card. It documents that you have demonstrated achievement of the required knowledge and hands-on skill objectives of the training program to the satisfaction of a currently authorized HSI Instructor. Your digital certification card may be printed for validation of certification. If further proof is required, scan the QR Code or go to www.hsi.com/validation and follow the instructions. The QR Code link in this letter will stay active. If you lose this letter, you may request a copy from the Training Center named below.

We strongly recommend that you download and save a copy of this letter for safekeeping.

To download the digital student book for this class or to complete a short evaluation of your class and instructor, please go to www.hsi.com/passport and register using the following number: 202662

Firefighter Safe
Dayton, OH

Certification Validation QR Code

---

hsi | MEDIC First Aid | AMERICAN SAFETY & HEALTH INSTITUTE | EMS SAFETY

**Julio Ruiz**

has demonstrated achievement of the required knowledge and hands-on skill evaluation(s) according to the certification requirements of the training program indicated below.

☑ ADULT ☐ ADULT/CHILD/INFANT ☐ ADULT/CHILD ☐ ADULT/INFANT

*Card is void if more than one box is checked / Check boxes reflect CPR AED options*

**ADULT FIRST AID | CPR AED** C2136ABC6

PCCOMBO-20 (11/21)

**Greg Wright**
Authorized Instructor (Print Name)

**4069147**
Registry No.

| **5/16/2025** | **5/2027** |
|---|---|
| Class Completion Date | Expiration Date |
| **937-414-7725** | **49359** |
| Training Center Phone No. | Training Center I.D. |

This Adult First Aid | CPR AED training program conforms with the 2020 American Heart Association (AHA) Guidelines Update for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care and the 2020 AHA and American Red Cross Focused Update for First Aid. This training program was not designed to meet pediatric first aid training requirements and should not be used for that purpose.

**Expiration date may not exceed two years from month of class completion.**

Worcester County Administration Office
1 West Market Street, Room 1103
Snow Hill, MD 21863
Ph. 410-632-1194 Fax 410-632-3131
Email: purchasing@co.worcester.md.us

# Addendum # 2 – Glen Riddle Water Tank Rehabilitation (Questions & Answers)

**April 2, 2026**
Date of Addendum:

| NOTICE TO ALL BIDDERS AND PLANHOLDERS |
|---|
| The Bid Documents for the above-referenced Project are modified as set forth in this Addendum. The original Bid Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the Bid Documents. Vendors will take this Addendum into consideration when preparing and submitting a bid and shall acknowledge receipt of this Addendum in the space provided in the Bid Documents. |

| BID SUBMITTAL DEADLINE |
|---|
| The bid submittal time has not been changed. |

**1.0 – ATTACHMENTS**

| Item | Description |
|---|---|
| | |
| | |

**2.0 – CLARIFICATIONS**

The following clarifications are provided as a matter of information to clarify issues raised about the Bid Documents.

| Item | Description |
|---|---|
| | |

**3.0 – QUESTIONS AND ANSWERS**

The following questions and answers are provided as a matter of information to clarify issues raised about the Bid Documents.

| Item | Questions and Answers |
|---|---|
| | (see attached) |
| | |
| | |
| | |
| | |
| | |
| | |

**END OF ADDENDUM**

George, Miles and Buhr, LLC
206 West Main St.
Salisbury, MD 21801



3. SECTION 09950, **DELETE** Section 3.03 – A (1). **REPLACE** with following:

"1. The below coatings are based on Tnemec Company, Inc. products.
2. Tank Interior – Wet
   a. Primer Coat: 94-H2O @ 2.5 - 3.5 mils DFT
   b. Stripe Coat: 21 @ 4.0 - 6.0 mils DFT
   c. Finish Coat: 22 @ 25.0 - 35.0 mils DFT
   Total System Thickness: 31.5 - 44.5 mils DFT
3. Tank Interior - Dry
   a. Primer Coat: 94-H2O @ 2.5 - 3.5 mils DFT
   b. Stripe Coat: 21 @ 4.0 - 6.0 mils DFT
   c. Finish Coat: 21 @ 4.0 - 6.0 mils DFT
   Total System Thickness: 10.5 - 15.5 mils DFT"

**DRAWINGS**

4. Sheet C2.0, **ADD** the following General Note:

   *"6. The FAA obstruction lighting system and SCADA antenna shall remain in continuous operation during all phases of the Work. The Contractor shall coordinate all work with the Owner and provide any temporary wiring, supports, or equipment necessary to maintain uninterrupted operation."*

5. Sheet C2.0, **ADD** the following General Note:

   *"7. All existing conduits and wiring that are currently in operation shall be removed, replaced, and reinstalled as part of the Work. The Contractor shall coordinate with the Owner and/or the leasing agency to identify any existing wiring that is inactive or obsolete and may be removed."*

6. Sheet C2.0, **ADD** call out for construction Note 11 at the exterior overflow piping near the base of tank where pipe drains to exterior and requires de-chlorination.

7. Sheet C2.2, **ADD** the following general note under Section 1 and 2:

   *"As an alternative to 6" tee and basket strainer, Contractor shall furnish and install a Simplex Basket Strainer, Model 72 as manufactured by Eaton. Exterior shall be cast iron material with strainer compatible with chlorine water. Support strainer with concrete support block."*

**PLEASE ACKNOWLEDGE THIS ADDENDUM ON PAGE 00410-5 OF YOUR BID. FAILURE TO ACKNOWLEDGE ALL ADDENDA COULD RESULT IN REJECTION OF YOUR BID.**

**Attachments:**

- Revised Section 00410 – Bid Form. (8 pages)

MUMFORD-BJORKMAN ASSOCIATES, INC

April 17, 2026

Mr. Lee Beauchamp
Worcester County
1000 Shore Lane
Berlin, MD 21811

Re: 400,000 gal. Waterspheroid
Glen Riddle Water Tank
Berlin, MD

Dear Mr. Beauchamp:

Mumford-Bjorkman Associates (MBA) is pleased to submit a proposal to provide daily inspection services during the rehabilitation of your Glen Riddle Water Tower.

We believe our past experience with tanks in the Mid-Atlantic region, coupled with our extensive water tank and coatings knowledge accrued over the past 40 years, make MBA an exceptionally qualified firm to serve you and Worcester County. Below are the services we can provide for this project.

## *SCOPE of WORK and PRICING*

### 1. *Daily Inspection During Rehabilitation*

MBA's primary service is providing resident inspectors during the repair and painting of water storage tanks. Our inspectors have various certifications from NACE and SSPC, now known as AMPP. All have successfully completed confined space entry training and fall prevention training, are well versed in proper and safe rigging practices, and actively enter and gain access to all work areas on a daily basis.

955 South Chapel Street | Newark, DE 19713 | PH: 302-655-8234 | FX: 302-655-8260 | www.mbatanks.com

As your inspection firm, we will represent you during the repair and coating phase of the tank project. MBA will verify that the specification is followed by the Contractor, and we will serve as your technical advisor, assisting you throughout the course of the tank rehabilitation project.

At the start of the project, we strongly recommend a pre-construction meeting with the contractor to review the scope of work, your expectations, and go over site specific requirements. We find these meetings lead to a smoother running project.

We will provide part time inspection services during the repair portion of the project. Meaning, we will not be on site every day during the modifications. Depending on the specified repairs, this will typically be 2 to 3 days of inspection prior to the contractor fully mobilizing and starting full time production work.

Once cleaning and coating operations start on site, we will provide full-time daily inspection during production work, at which time our inspector will:

A. Evaluate the surface preparation, the quality of the blast, and the profile as stated within the specification and requirements set forth in SSPC and NACE.
B. Review the application during painting to verify that the Contractor is applying the coating within the limits of the specification and manufacturer's product data sheets.
C. Verify the ambient weather conditions using a digital dewmeter. The temperatures, relative humidity and dew point will be recorded to determine if the application of the coatings is within the limitations of the specification and manufacturer's product data sheets.
D. Review the mixing prior to the application of any coating, to determine if the mixing of the materials is proper and correct, and in accordance with the specification and manufacturer's product data sheets. If there is a required set up time, our inspector will see that the material has set in accordance with the paint manufacturer's product data sheets.
E. Measure the dry film thickness of the coating by a dry film thickness gauge, as stipulated in the specification. The gauge will be calibrated, using the National Bureau of Standard Shims or shims provided by the gauge manufacturer. The procedure for calibration and operation of the gauge will be in accordance with SSPC-PA2.
F. Thoroughly inspect the surfaces, prior to applying the intermediate or finish coat, to verify that they are clean and free of all foreign materials. All oil, grease, or dirt should be removed by the Contractor in accordance with SSPC-SP1, Solvent Cleaning, prior to applying the next coat.

G. Perform holiday testing, if required in the specification, on the designated surfaces using a holiday detector. Our inspector will perform the testing, utilizing the Contractor's rigging, as long as it is deemed safe.
H. Properly check each coating that has been applied for adequate cure prior to applying the next coat. The limits and requirements set forth in the specification and manufacturer's product data sheets shall be followed.

Over the course of the project and upon completion, MBA will submit daily inspection reports with details about the work, enhanced with digital photographs taken periodically throughout the project. These will be compiled and forwarded to you approximately every two weeks.

Pricing for inspection services is one thousand two hundred dollars ($1,200.00) per day for work performed in 2026, inclusive of all expenses.

Attendance at the pre-construction meeting will be charged at this rate. There will be no extra charges for overtime or weekend work. Holidays will be billed at 1.5 times the daily rate. Days will be billed by the day. Unused days will not be billed.

Based on similarly sized tanks with a similar scope of work, MBA estimates that the tank will require 45 days of inspection.

2. ***Pricing Summary***

| Task | Price/Unit | # | Total |
|---|---|---|---|
| 1. **Daily Inspection -est. 45 days** | $1,200 | 45 | $54,000.00 |
| | | **Total** | $54,000.00 |

## *CONCLUSION*

For 40 years, MBA has provided quick, reliable service, including emergency same-day assistance, to local municipalities, engineering firms, and water companies. Our growth, numerous repeat customers, and word-of-mouth recommendations are all a result of our primary focus: customer satisfaction.

We appreciate this opportunity and look forward to the possibility of working with you and Worcester County on this project. If you should have any questions, please email me at mike@mbatanks.com or call our office at (302) 655-8234. For more information on our company and inspection services, please visit our website at www.mbatanks.com.

Yours truly,

**Mumford-Bjorkman Associates, Inc.**

Michael F. Catts, Jr.
President

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 19, 2026**, between the County Commissioners of Worcester County, Maryland ("County"); and **Tank & Tower Restoration LLC** ("Successful Vendor").

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

1. Successful Vendor will commence and complete the **Glen Riddle Water Tank Rehabilitation.**
2. Successful Vendor will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Bid Documents unless the period for completion is extended otherwise.
4. Successful Vendor agrees to perform the Work (to include **Base Bid, Contingent, Alternates #1 & #3)** as described in the Contract Documents and comply with the terms therein for the sum of **$559,00.$^{00}$ (Five Hundred Fifty-Nine Thousand Dollars and zero 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:

MARYLAND'S Coast WORCESTER COUNTY

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 28, 2026
RE: Request to Bid – RFP for Rate Study of Water & Wastewater Service Areas

Please find attached for your review and approval a Request for Proposal (RFP) to have a consulting firm prepare a **Rate Study for Water & Wastewater Service Areas**. Once the Commissioners have had the opportunity to review these documents, it is requested that you provide authorization to issue an RFP for these professional services.

The results of that RFP will be brought back to the Commissioners for review and approval prior to proceeding with the Rate Study for Water & Wastewater Service Areas.

The RFP process is contingent upon the Commissioners approving the allocation of the funding. Funds were set aside in FY24 assigned funds in the amount of $259,691 and labeled as WWW Service Area Consolidation. It is requested that the purpose be changed, and that funds be rolled forward and approved from the FY25 surplus.

Please feel free to contact me with any questions or concerns.

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

# REQUEST FOR PROPOSAL

**PROJECT:** Rate Study for Water & Wastewater Service Areas

**DEPARTMENT:** Water & Wastewater

# VENDOR:

**NAME:** _____

**ADDRESS:** _____

_____

# PROPOSAL OPENING:

**DATE:** To Be Determined

**TIME:** 2 p.m.

# TABLE OF CONTENTS

# SECTION I: INTRODUCTION

A. **PURPOSE**

1. The purpose of this Request for Proposal Document is for Worcester County ("County") to contract for a **Rate Study for Water & Wastewater Service Areas** 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 INQUIRES**

1. Questions must be addressed in writing to the Worcester County Procurement Officer at purchasing@worcestermd.gov.
2. **The last date/time for questions will be To Be Determined, at noon**.
3. 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.
4. It is the Vendor's responsibly 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 by the County.
2. One unbound original and five bound copies of the proposal form and any required attachments must be submitted in the solicitation 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 & relevant details regarding how proposal specifications will be met, (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
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: **RFP- Rate Study for Water & Wastewater Service Areas** 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 will they 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 not accompanied by required Bid security 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. 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. 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. **DESCRIPTIVE LITERATURE**

1. The proposed descriptive literature fully describing the product bid is what is intended to be included as the price. Failure to do so may be cause for rejection of the proposal.
2. Any items, systems or devices supplied in this proposal that are proprietary in nature relative to maintenance, repair, servicing or updating must be disclosed on the proposal form.

J. **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 Goods and/or 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 the items and conditions referred to herein.

K. **PIGGYBACKING**

1. Worcester County may authorize, upon request, any governmental entity (hereafter Authorized User) within the County to purchase items under the contract awarded pursuant to this proposal solicitation.
2. All purchase orders issued against the contract by an authorized User shall be honored by the Successful Vendor in accordance with all terms and conditions of this contract.
3. The issuance of a purchase order by an Authorized User pursuant to this provision shall constitute an express assumption of all contractual obligations, covenants, conditions and terms of the contract. A breach of the contract by any particular Authorized User shall neither constitute nor be deemed a breach of the contract as a whole which shall remain in full force and effect, and shall not affect the validity of the contract nor the obligations of the Successful Vendor thereunder respecting the County.
4. The County specifically and expressly disclaims any and all liability for any breach by an Authorized User other than the County and each such Authorized User and Successful Vendor guarantee to save the County, its officers, agents and employees harmless from any liability that may be or is imposed by the Authorized User's failure to perform in accordance with its obligations under the contract.

**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 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 WITHDRAWL 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.
2.

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.
4.

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.2.
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 specifications 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 specifications 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. **APPROVED EQUALS**

1. Intentionally omitted

N. **DELIVERY**

1. All items shall be delivered F.O.B. destination and delivery costs and charges included in the proposal unless otherwise stated in the specifications or proposal form.

O. **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.

P. **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.

**END OF SECTION**

# SECTION III: GENERAL CONDITIONS

A. **DRAWINGS AND SPECIFICATIONS**

1. Should any detail be omitted from the drawings or specifications, or should any errors appear in either, it shall be the duty of the Successful Vendor to notify the County's designated construction inspector.
2. In no case shall the Successful Vendor proceed with the work without notifying and receiving definite instructions from the County. Work wrongly constructed without such notification shall be corrected by the Successful Vendor at his own cost.

B. **MATERIALS, SERVICES AND FACILITIES**

1. It is understood that, except as otherwise specifically stated in the Proposal Documents, the Successful Vendor will provide and pay for all materials, labor, tools, equipment, water, light, power and transportation, supervision, and all other services and facilities of any nature whatsoever necessary to execute, complete, and deliver the Work within the specified time.
2. Materials and equipment will be so stored as to insure the preservation of their quality and fitness for the Work. Stored materials and equipment to be incorporated in the Work will be located so as to facilitate prompt inspection.
3. Manufactured articles, materials, and equipment will be applied, installed, connected, erected, used, cleaned and conditioned as directed by the manufacturer.
4. Materials, supplies and equipment will be in accordance with samples submitted by the Successful Vendor and approved by the County.

C. **INSPECTION AND TESTING**

1. Intentionally omitted

D. **APPROVAL OF SUBSTITUTION OF MATERIALS**

1. Intentionally omitted

E. **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. Successful Vendor will take all necessary precautions for the safety of, and will provide the necessary protection to prevent damage, injury or loss to, all employees on the Work and other persons who may be affected thereby, all the Work and all materials or equipment to be incorporated therein, whether in storage on off the site, and other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of construction.
2. Successful Vendor will comply with all applicable laws, ordinances, rules, regulations and orders of any public body having jurisdiction. Successful Vendor will erect and maintain, as required by the conditions and progress of the Work, all necessary safeguards for safety and protection. Successful Vendor will notify owners of adjacent utilities when progress of the Work may affect them. The Successful Vendor will remedy all damage, injury or loss to any property caused, directly or indirectly, in whole or in part, by Successful Vendor, any Subcontractor or anyone directly or indirectly employed by any of them or anyone for whose acts any of them be liable.
3. In emergencies affecting the safety of persons or the Work or property at the site or adjacent thereto, the Successful Vendor, without special instruction or authorization from the County, will act to prevent threatened damage, injury or loss. Successful Vendor will give the County prompt Written Notice of any significant changes in the Work or deviations from the Proposal Documents caused thereby, and a Change Order will thereupon be issued covering the changes and deviations involved.

F. **BARRICADES, DANGER, WARNING AND DETOUR SIGNS**

1. Intentionally omitted

G. **LICENSES AND PERMITS**

1. The Successful Vendor shall have all necessary licenses required to do the work.
2. Any State and Federal permits (if applicable) to undertake work have been obtained by the County and accompany these specifications.

H. **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.

I. **CLEAN UP**

1. Intentionally omitted

J. **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.

K. **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.
2. The Successful Vendor will be allowed to work eight hours per day, Monday through Friday, except for holidays, fifty-two weeks per year.
3. The Successful Vendor will not be permitted to work on holidays observed by Worcester County or the State of Maryland or on Sundays unless otherwise authorized in writing.
4. In case of an emergency which may require that work be done on Saturdays, Sundays, and Holidays, the Successful Vendor shall request permission of the County to do so. If, in the opinion of the County, the emergency is bonafide, permission may be granted to the Successful Vendor to work such hours as may be determined are necessary by the County. Also, if in the opinion of the County a bonafide emergency exists, the Successful Vendor may be directed to work such hours as may be necessary whether or not the Successful Vendor requests permission to do so.
5. The Successful Vendor shall pay the County for all costs incurred for inspection services required for work permitted during holidays, weekends or in excess of eight hours per day.

L. **LIQUIDATED DAMAGES**

Intentionally omitted

M. **CORRECTION OF WORK**

1. The Successful Vendor will promptly remove from the premises all Work rejected by the County for failure to comply with the Proposal Documents, whether incorporated in the construction or not, and the Successful Vendor will promptly replace and re-execute the Work in accordance with the Proposal Documents and without expense to the County and will bear the expense of making good all Work of other Vendors destroyed or damaged by such removal or replacement.

2. All removal and replacement Work will be done at the Successful Vendor's expense. If the Successful Vendor does not act to remove such rejected Work within ten days after receipt of Written Notice, the County may remove such Work and store the materials at the expense of the Successful Vendor.

N. **CONSTRUCTION SAFETY AND HEALTH STANDARDS**

1. Intentionally omitted

O. **PERFORMANCE AND PAYMENT BONDS**

1. Intentionally omitted

P. **GUARANTEE**

1. The Successful Vendor shall furnish the County with a one-year guarantee of workmanship dating from time of acceptance of the project and shall make good any defects which may occur during that period.
2. Upon completion of work, and before final payment or release of retainage, the Successful Vendor shall submit, and obtain from each subcontractor, material supplier and equipment manufacture general warranties and a notarized asbestos free guarantee.

**END OF SECTION**

# SECTION IV: PROPOSAL SPECIFICATIONS

## A. SCOPE

The County is seeking proposals from qualified Vendors for a **Rate Study for Water & Wastewater Service Areas** in accordance with the terms and conditions and specifications set forth in this solicitation. This study should be structured based on the end user price per gallon and a "wholesale" price or a bulk rate that would be charged to send water between service areas.

**Overview of Service Areas:**

The Worcester County Department of Public Works (DPW) Water and Wastewater Division manages the infrastructure and delivery of potable water and sewer services throughout Worcester County, Maryland. The division operates as a self-sufficient entity, with funding derived directly from user bills to cover operations, maintenance, and facility planning. They have the responsibility of managing multiple service areas, providing water and wastewater services throughout the north end of the County.

Employees working in this department operate, maintain, repair and install public water and sewer lines, operate pump stations, and water sewage treatment plants. Plant operators operate water treatment plants to provide potable water to residents and oversee both water testing for compliance with the federal and state regulations and new construction for new subdivisions. This division works directly with four (4) Water Wastewater Advisory Boards (Ocean Pines, Newark, Mystic Harbour/Landings/Assateague Pointe, and West Ocean City), who aid in innovative ideas, budget reviews, facility planning, etc.

The quarterly billing schedule for all service areas is January, April, July and October.

| | Customers | FY26 O&M Exp. | FY26 CapEx | Drinking Water GL Produced/Yr | Wastewater GL Treated/Yr | Treatment Process |
|---|---|---|---|---|---|---|
| **Assateague Pointe** | 612 | $504,692 | $158,655 | 12,380,740 | 5,669,000 | Lagoon/ Spray Field |
| **Briddletown** | 37 | $62,104 | $13,213 | 3,376,250 | N/A | Septic Systems |
| **Edgewater Acres** | 222 | $279,176 | $153,516 | 20,257,500 | N/A - Sent to Sussex | N/A |
| **Landings** | 315 | $884,596 | $73,710 | 25,889,587 | N/A - Sent to Mystic | N/A |
| **Lighthouse Sound** | 95 | $120,733 | $12,461 | N/A - Sewer Only | 6,679,633 | Lagoon/ Spray Field |
| **Mystic Harbour** | 2,028 | $2,717,453 | $560,937 | 140,166,750 | 74,013,290 | Membrane Filtration |
| **Newark** | 165 | $388,427 | $19,396 | 10,980,107 | 8,485,816 | Lagoon/ Spray Field |
| **Ocean Pines (OP)** | 8,904 | $9,110,603 | $1,187,190 | 483,390,000 | 301,375,000 | Activated Sludge w/ENR |
| **Riddle Farm** | 665 | $2,418,146 | $201,080 | N/A - Purchased from OP | 772,086 | Membrane Filtration |
| **River Run** | 215 | $382,588 | $42,471 | N/A - Purchased from OP | 9,600,000 | Lagoon/ Spray Field |
| **West Ocean City** | 1,876 | $1,299,022 | $1,140,555 | N/A - Sewer Only | 102,711,000 | Sent to Ocean City |
| **Total** | **15,134** | **$18,167,540** | **$3,563,184** | | | |

## B. CONTRACT PRICING

1. Contract pricing will be valid for the term of one year ("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

1. Intentionally omitted

## D. SUMMARY - SCOPE OF SERVICES

The Consultant shall perform the following core tasks:

**Task 1: Financial Plan Development (11) Sanitary Service Areas (SSAs)**

- Develop 5-year revenue requirement forecasts for each of the 11 SSAs to achieve 100% self-sufficiency.
- Incorporate debt service, reserve policies, and the County's Capital Improvement Program (CIP).

**Task 2: Cost of Service & EDU Analysis**

- Analyze the current **Equivalent Dwelling Unit (EDU)** assignment methodology
- Evaluate and update **Accessibility Fees** for unimproved lots and future developments.

**Task 3: Evaluate the allocation between the base fee and usage fees.**

- Study to identify which associated revenues correspond to fixed expenses and which correspond to variable expenses.

**Task 4: Evaluate the fee charged by service areas when providing service to another service area.**

- An example of this would be when Riddle Farm purchases water from Ocean Pines.
- Inter-service area services may already be captured in the breakdown of revenue/expense by water vs. wastewater but seeking best practices on how to handle inter-fund services.

**Task 5: Review the current split between water and sewer revenues. The existing allocation is 25% water and 75% sewer.**

- The existing allocation is 25% water and 75% sewer.

**Task 6: Rate Structure Design & Maryland Compliance**

- Develop rate alternatives that comply with Maryland Public Utilities Article.
- Conduct regional benchmarking against neighboring Maryland jurisdictions.

**Task 7: County-wide Service Alignment Assessment (Core Option)**

- Evaluate pathways to greater alignment among the eleven (11) SSAs—policy harmonization, shared services, common rate frameworks, and governance options.
- Provide scenario analyses and customer impact protections (phased transitions, bill impact guardrails).

**Task 8: Public Outreach & Stakeholder Engagement**

- Facilitate up to three (3) public information sessions if requested.
- Produce SSA-specific "Fact Sheets" comparing current vs. proposed/consolidated rates.

E. **GENERAL REQUIREMENTS**

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

F. **PRE-PROPOSAL CONFERENCE**

**A pre-proposal conference will be held on-site at the Treasurer's Office, 1 West Market St. Snow Hill, MD 21863 or remotely via Microsoft Teams on To Be Determined.**

G. The last date/ **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 (i.e., 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.

H. **QUESTIONS**

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

I. **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 V: EVALUATION AND SELECTION PROCESS

A. EVALUATION

1. All Vendors are advised that in the event of the 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:

| Weighting Factor | Criterion |
|---|---|
| 20% | Qualifications of the Organization |
| 20% | Vendor's understanding of the purpose and objectives of the specified work |
| 10% | Vendor's organizational capacity to meet the demands of the RFP specifications |
| 30% | Vendor's knowledge and experience to perform the specified work. (based on previous jobs of a similar nature) |
| 20% | Price |

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 a **Rate Study for Water & Wastewater Service Areas** 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 PRICE |
|---|---|---|
| 1 | **Rate Study for Water & Wastewater Service Areas** as stated in the Proposal Specifications. | |

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.

Have you included your certificate of good standing with the State of Maryland? (See Section I, Subsection H.1 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

**<u>***Vendor should attach details stating how the will accomplish the Proposal Specifications.***</u>**

## 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.

| **Number** | **Date** | **Initials** |
|---|---|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

_____ 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:

| | |
|---|---|
| _____ | By: _____ |
| Witness | 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 Commercial General Liability Insurance in the amounts listed below. The insurance must include coverage for personal injury, discrimination, and civil rights violation claims. All insurance must name County, its employees, and agents as "ADDITIONAL INSURED". A copy of the certificate of insurance must be filed with the County before the Contract is executed, providing coverage in the amount of $1,000,000 per occurrence, $2,000,000 general aggregate, and $500,000 for property damage.

b. 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".

c. 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.

d. All insurance policies must have a minimum 30 days' notice of cancellation. The County must be notified immediately upon cancellation.

e. 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.

**Small Project Request:** **Water and Wastewater Rate Study**

**Project Director (Name & Title):** Quinn Dittrich, Enterprise Fund Controller

**Phone Number:** 410-632-0686 ext 1201

**Project Location:**

**Proposed Start/End Date of Project:** 3/1/2026 - 6/30/2026

**Project Objectives/Need:** To investigate our water and wastewate service area expenses and what a sustainable, equitable, and forward looking rate structure would look like to fund current expenses and debt payments, as well as future capital expenses and inflation.

**Benefits of completing this project (This might include cost savings or service improvements):** The benefits of this rate study is having a third party come in and give an expert opinion and recommendation on how to best serve our water and wastewater districts that is both equitable and logical. The improvements to a rate strucuture would result in adequate funding for current year budgeted expenes as well as adding in components that set aside a reasonable reserve and capital fund.

| EXPENDITURES | FY 26 | FY 27 | Total Expenditures |
|---|---|---|---|
| Engineering/Design | | | **0** |
| Land Acquisition | | | **0** |
| Site Work | | | **0** |
| Construction | | | **0** |
| Equipment/Furnishings | | | **0** |
| Other - Please Specify | 259,691 | | **259,691** |
| **TOTAL EXPENDITURES** | **259,691** | **0** | **259,691** |

| SOURCES OF FUNDS | FY 26 | FY 27 | Total Funds |
|---|---|---|---|
| General Fund | | | **0** |
| User Fees | | | **0** |
| Grant Funds | | | **0** |
| State Match | | | **0** |
| State Loan | | | **0** |
| Assigned Funds | 259,691 | | **259,691** |
| Private Donation | | | **0** |
| Other - Please Specify | | | **0** |
| **TOTAL SOURCE OF FUNDS** | **259,691** | **0** | **259,691** |

**Complete the following questions**

**Project scope**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this a Federal or State mandate?** The scope of this project would be to determine what a gallon of water costs to produce and maintain and what a gallon of wastewater costs to treat and maintain. From there a rate would be developed for each service area that would cover costs and generate enough to have reserves for emergency expenses and capital improvements.

**County benefit**

**Does the County benefit as a whole from this project or is there a specific group of residents that will benefit from this project?** The Water and Wastewater Enterprise Funds would benefit from this project. An ancillary benefit would be the General Fund as the hope would be a rate recommendation would be implemented that these funds are self sufficient with all expenses be covered by their user fees and no longer require General Fund support.

**Cost estimate**

**How was the cost estimate developed? Was there a scope study? Is it an engineer's estimate? Is it based on similar projects? Please provide back up documentation.** A preliminary cost estimate was received from a vendor.

**Project success**

**What measures will be put in place to determine the success of the project?** Measures that will be put in place would be how affordable is the rate to each customer's service area. How equitable is this rate. How is the reserve and capital policy put into place and does this meet future CIP requirements.

**Urgency**

**Is this project critical? Will there be a significant impact if the project is delayed? What is the useful life of this project?** The urgency of this rate study is necessary for customers to have confidence that the rate they are being charged is equitable and sustainable. The useful life would be perpetual if we continue with recommendations and montior how the rates are generating revenues.

TEL: 410-632-0686
FAX: 410-632-3003

OFFICE OF THE TREASURER
Worcester County
GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1105
P.O. Box 248
SNOW HILL, MARYLAND
21863

Ondrea Starzhevskiy
Finance Officer

Vacant
Deputy Finance Officer

**MEMORANDUM**

TO: Worcester County Commissioners
FROM: Quinn M. Dittrich, CPA, Enterprise Fund Controller
DATE: May 12, 2026
SUBJECT: Financial Impact of Potential Customer Refunds

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The purpose of this memorandum is to provide the County Commissioners with additional information requested during the April 14, 2026, Commissioner Meeting. This information is regarding the potential issuance of refunds to customers affected by the adopted Fiscal Year 2026 Usage Fee structure, specifically related to customers with multiple Equivalent Dwelling Units (EDUs).

Any refunds and/or credits issued would reduce revenues without benefiting the financial position of the affected water and wastewater service areas. The estimated refunds/credits are possible and would be a direct reduction from available fund balance within each affected service area. Additionally, each affected service area is projected to operate at a deficit in the proposed Fiscal Year 2027 Budget or is heavily supported already by the General Fund.

Estimated refunds were calculated by reapplying the adopted tiered usage rates as though each customer's number of EDUs had been incorporated into their tier thresholds, which is proposed in the Fiscal Year 2027 Budget, and comparing those recalculated charges to the amounts actually billed. These amounts remain estimated, as Fiscal Year 2026 billing activity is not yet complete and projections for the third and fourth quarters were based on Fiscal Year 2025 consumption trends. Based on current estimates, total potential refunds across all affected service areas are projected at approximately $462,000. The service areas, number of customers with multiple EDUs that were affected, and the expected refunds are listed below:

| Service Area | Number of Customers | Estimated Refund |
|---|---|---|
| Mystic Harbour | 53 | $221,215 |
| Newark | 3 | $4,075 |
| Ocean Pines | 58 | $203,609 |
| Riddle Farm | 4 | $30,451 |
| River Run | 24 | $2,622 |
| **Total** | **142** | **$461,972** |

Staff's intent in providing this information is to ensure that the Commissioners fully understand the operational and financial implications associated with any potential refund scenario. Staff will continue to evaluate the matter and provide any additional information requested by the Commissioners.

MARYLAND'S Coast WORCESTER COUNTY

Worcester County Recreation & Parks
6030 Public Landing Road | Snow Hill MD 21863 | (410) 632-2144 | www.PlayMarylandsCoast.org

**MEMORANDUM**

TO: Weston S. Young, Chief Administrative Officer
Candace Savage, Deputy Chief Administrative Officer
FROM: Kelly Rados, Director of Recreation & Parks
DATE: March 13, 2026
SUBJECT: Isle of Wight Park special use request – Brothers Pyro Fireworks

---

The Recreation & Parks Department received a request from Aaron Jackson, Owner and Operator of Brothers Pyro Fireworks for special use of Isle of Wight (IOW) Park on June 5, 2026. They have a fireworks wedding display and are trying to secure a load in place for the fireworks. IOW would be a convenient location for them as it is naturally closed at dusk and is directly across the waterway from where they will be holding the fireworks display. In addition, this site was recommended to them from both the Town of Ocean City and County Fire Marshall offices, due to the Maryland State Laws for transporting/unloading fireworks.

Their request is to transport their materials to IOW. They will offload their boxes of materials by walking it down the pier to load it on their small barge, after dusk at 8:00 p.m. Their truck will then leave the site for the rest of the evening. At 8:30 p.m. they will move their boat from the pier/dock and out into the waters closer to Ocean City for the wedding fireworks at 9:15 p.m. They will not return to our property after 8:30 p.m.

They have spoken with Fire Marshall Matt Owens who will accommodate them by arriving on site with their truck and staying on site until the barge leaves. This will help them ensure there is no public coming or going during the unloading of the truck and loading on the barge from 8:00 to 8:30 p.m. The park closes at dusk so this would be an extra precautionary measure.

Our Department has reviewed this request and our only concern is any damage that could occur to the pier when they tie up to transfer the fireworks. They stated that there should not be any issues, and that their plan is to tie up and hand the items over the railing to the barge. They also agreed to list any requirements from us on their insurance policy that they carry. The only other comment we have is it will be tide dependent on whether they can get to the pier as we believe if it is low tide they will not be able to access it.

cc: Darcy Billetdeaux, Parks Superintendent
Matt Owens, Fire Marshall

MARYLAND'S Coast WORCESTER COUNTY

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

**Subject:** **Critical Areas Map Update**
Request to Send Maps to Planning Commission

**Date:** 5/11/26

As the attached memo from Mr. Soper details, Worcester's Critical Area maps are required to be updated, and we are forward in the approval process for the revised maps. This mapping update was required under House Bill 1253 in the 2008 Session of the Maryland General Assembly. This bill required the Critical Area Maps, originally delineated from the 1972 Tidal Wetland Maps, be revised to be consistent with the Critical Area Commission (CAC) delineated Critical Area Line on Statewide Base Maps. The new tidal wetland line on the base maps is based on aerial photography, topography, color infrared imagery, the original wetland maps, GIS examinations, and field verification of questionable sites. The legislation directed the Department of Natural Resources to prepare a Statewide Base Map that includes a State-determined shoreline and landward boundary of tidal wetlands and a digitally generated, geo-referenced 1,000-foot Critical Area boundary.

Environmental Programs staff worked with CAC staff and their consultants to review, and field verify the proposed maps, and the net analysis of these changes are detailed in Mr. Soper's memo. We have also had three (3) remapping amendments to process through CAC approval since the state's transmittal that needed to be amended in the map revision. As Worcester is the farthest county to the east in the state, we are the last county the CAC staff has contacted to complete this mapping update. We would therefore respectfully request the County Commissioners approve a referral to the Planning Commission for their recommendation before we return to the Commissioners for a public hearing to adopt the maps.

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

Enclosures

cc: David Bradford
Brain Soper
Katherine Munson

# Worcester County

Department of Environmental Programs
Natural Resources Division

## Memorandum

**To:** Robert Mitchell, Director

**From:** Brian Soper, Natural Resources Administrator BS

**Subject:** Map Update of the Atlantic Coastal Bays and Chesapeake Bay Critical Areas

**Date:** May 11, 2026

The Worcester County Critical Area maps are required to be updated after changes to the Critical Area law in 2008 by the General Assembly. The Critical Area Commission ("CAC") officially has submitted the updated Critical Area maps for local approval. Their official letter is attached.

The updated maps can be viewed at the following website: https://webmaps.esrgc.org/cbca/

The update resulted in a net loss of 550 acres in the County's Critical Area. There are gains and losses of Critical Area throughout the County, but the largest loss is due to the transition of the Pocomoke River from tidal to non-tidal near Porter's Crossing. The Chesapeake Critical Area had a net loss of -691 acres, while the Atlantic Coastal Bays Critical Area had a net gain of 141 acres.

Prior to receiving the updated maps CAC staff worked with County staff to review changes to the 1,000-foot boundary line over the course of several years. The following has occurred as part of this process:

1. November 6, 2024 - The CAC provided an update to the County Commissioners.
2. November 22, 2024 – The CAC sent notification letters to property owners affected by the 1% or greater gain in Critical Area on their property; 994 total.
3. January 15, 2025 – The CAC held a public meeting in Snow Hill.
4. May 9, 2025 – Site visits were conducted as requested by property owners.
5. June 25, 2025 – Official updated map was submitted to the County.

At this time staff is requesting the updated maps be referred to the Planning Commission for a recommendation.

cc: David Bradford, Deputy Director of Environmental Programs



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

Wes Moore
*Governor*
Aruna Miller
*Lt. Governor*

Erik Fisher
*Chair*
Nick Kelly
*Executive Director*

**STATE OF MARYLAND**
**CRITICAL AREA COMMISSION**
**CHESAPEAKE AND ATLANTIC COASTAL BAYS**

June 25, 2025

Mr. Bob Mitchell, Director
Department of Environmental Programs, Worcester County
One West Market Street, Room 1306
Snow Hill, Maryland 21863

RE: Transmittal of the Summary Draft Map of the Critical Area for Worcester County

Dear Mr. Mitchell:

The Critical Area Commission and the Department of Natural Resources have appreciated working with you and your staff to develop updated Critical Area Maps for Worcester County. This effort is required by House Bill 1253, passed in 2008.

A Summary Draft Map prepared by the Department of Natural Resources and the Critical Area Commission is hereby delivered to the county for formal adoption. (Detailed information about downloading the Summary Draft Map will be provided to you via email from our office). The regulations specify that the process of local approval shall be completed within 24 months of the date of transmittal. This letter serves as your official notification to begin the local review and adoption process.

As part of this update to the County's maps the definition of Critical Area in the County's Code may need to be revised to reference the newly adopted maps. The County may also want to consider whether interim provisions are necessary for those project approvals that are currently being reviewed but may not be approved prior to the adoption of the updated Critical Area boundary line. Commission staff are happy to provide additional guidance to your office about potential text changes.

Also, as you are aware, the County staff along with Commission staff, the Department of Natural Resources, and the Maryland Department of the Environment conducted additional field visits after the public meeting. Here is a summary of the results of those field visits.

1) Orchard Road –The tidal flow and vegetation found supported pulling the extent back and closer to the main channel of Beaverdam Creek. Drone photos were collected to support revising the tidal extent of the wetlands.

2) Sinepuxent Road- The tidal flow, visible mud banks, and vegetation found supported pulling the extent back and closer to the main channel of Ayers Creek.

3) Unionville Road - The tidal flow and vegetation found supported pulling the extent back and closer to the main channel of Union Branch.

4) Assateague Road - The tidal flow, visible mud banks, and vegetation found supported pulling the extent back and closer to the main channel of Trappe Creek.

5) Gum Point Road - The tidal flow, visible mud banks, and vegetation supported keeping the pond and adjacent wetlands as tidal.

6) Harrison Road - The tidal extent was confirmed in the field and supported keeping the boundary as proposed.

Thank you for working so closely with the Department and the Commission during the development of the updated Critical Area Maps. Because of your efforts and the cooperation and hard work of you and your staff, we believe that we have created an excellent map product that will improve the efficacy of the Critical Area Program throughout the State. The Department and the Commission look forward to working with you during the review and adoption process over the coming months.

If you have any questions, please do not hesitate to contact Lisa Hoerger, the project manager for the Critical Area Mapping Update Project, at (410) 260-3478.

Sincerely,

Erik Fisher
Chair

Natalie Snider

Natalie Snider, Director
Watershed & Climate Service
Department of Natural Resources

cc: Mr. David Bradford, Deputy Director, Environmental Programs
Mr. Brian Soper, Planner, Environmental Programs
Mr. Kevin Coyne, Maryland Department of Natural Resources
Mr. Dave Foreman, Maryland Department of Natural Resources

cc: Mr. Jon Stewart, Maryland Department of the Environment
Ms. Lauren McDermott, Eastern Shore Regional GIS Cooperative
Ms. Ryan Mello, Eastern Shore Regional GIS Cooperative
Dr. Michael Scott, Eastern Shore Regional GIS Cooperative
Ms. Lisa Hoerger, Critical Area Commission

TEL: 410-632-1194
WEB: www.co.worcester.md.us



OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

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



May 11, 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 – <u>All of your positions are fulfilled. Thank you!</u>**

**Commissioner Fiori - <u>You have Three (3) positions open</u>:**

- 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

**<u>All Commissioners</u>**

**(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: 11/3 year terms
Terms expire December 31st

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

Meetings: Semi-annually

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

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

Current Members:

| Member's Name | Representing | Years of Term(s) |
|---|---|---|
| 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

Updated: September 16, 2025
Printed: September 18, 2025

# AGRICULTURAL RECONCILIATION BOARD

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

Appointed by: County Commissioners

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

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

Compensation: None - Expense Reimbursement as provided by County Commissioners

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

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

Staff Contact: Dept. of Development Review & Permitting
- 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:

| Member's Name | Nominated By | Ag/Forest Industry | Resides | Years of Term(s) |
|---|---|---|---|---|
| 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

Updated: December 17, 2024
Printed: December 18, 2024

## 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:

| Member=s Name | Nominated By | Resides | Years of Term(s) |
|---|---|---|---|
| Bill Paul | D-7 - Mitrecic | Ocean Pines | 15-19-23 **Resigned** |
| 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

Updated: February 17, 2026
Printed: February 17, 2026

# DRUG AND ALCOHOL ABUSE COUNCIL

Reference: PGL Health-General, Section 8-1001

Appointed by: County Commissioners

Functions: Advisory
Develop and implement a plan for meeting the needs of the general public and the criminal justice system for alcohol and drug abuse evaluation, prevention and treatment services.

Number/Term: At least 18 - At least 7 At-Large, and 11 ex-officio (also several non-voting members)
At-Large members serve 4-year terms; Terms expire December 31

Compensation: None

Meetings: As Necessary

Special Provisions: Former Alcohol and Other Drugs Task Force was converted to Drug and Alcohol Abuse Council on October 5, 2004.

Staff Contact: Regina Mason, Council Secretary, Health Department (410-632-1100)
Doug Dods, Council Chair, Sheriff=s Office (410-632-1111)

Current Members:

| Name | Representing | Years of Term(s) |
|---|---|---|
| | **At-Large Members** | |
| 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** |

| | **Ex-Officio Members** | |
|---|---|---|
| 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

Updated: March 3, 2026
Printed: March 16, 2026

## ETHICS BOARD

Reference: Public Local Law, Section CG 5-103

Appointed by: County Commissioners

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

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

Compensation: $100 per meeting

Meetings: As Necessary

Special Provisions:

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

Current Members:

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

* = Appointed to fill an unexpired term

Updated: December 17, 2024
Printed: December 18, 2024

# 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:

| Member=s Name | Nominated By | Resides | Years of Terms(s) |
|---|---|---|---|
| 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
William Lynch
Art Rutter
William Buchanan
Christina Alphonsi
Elsie Purnell
William Freeman
Jack Dill
Elbert Davis
J. D. Quillin, III (90-96)
Ted Ward (94-00)
Larry Duffy (90-00)
Patricia McMullen (00-02)
William Merrill (90-01)
Debbie Rogers (92-02)
Wardie Jarvis, Jr. (96-03)
Albert Bogdon (02-06)
Jamie Rice (03-07)
Howard Martin (08)
Marlene Ott (02-08)
Mark Frostrom, Jr. (01-10)
Joseph McDonald (08-10)
Sherwood Brooks (03-12)
Otho Mariner (95-13)
Becky Flater (13-14)
Ruth Waters (12-15)
John Glorioso (*06-19)
Sharon Teagle (00- 20)
Davida Washington (*21-21)
Donna Dillion (08-22)
C.D. Hall 10-22
Chase Church (*19-22)
Jake Mitrecic (15-21)
Scot Tingle 14-24
Keri Byrd 22-25

* = Appointed to fill an unexpired term

Updated January6, 2026
Printed: January 9, 2026

# LOCAL DEVELOPMENT COUNCIL FOR THE OCEAN DOWNS CASINO

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

Appointed by: County Commissioners

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

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

Compensation: None

Meetings: At least semi-annually

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

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

Current Members:

| Member=s Name | Nominated By | Represents/Resides | Years of Term(s) |
|---|---|---|---|
| Mark Wittmyer | At-Large | Business - Ocean Pines | 15-19 |
| David Massey [c] | At-Large | Business - Ocean Pines | 09-13-17, 17-21 |
| Bobbi Jones | Ocean Downs Casino | Ocean Downs Casino | 23-indefinite |
| Mary Beth Carozza | Indefinite | Maryland Senator | 14-indefinite |
| Wayne A. Hartman | Indefinite | Maryland Delegate | 18-indefinite |
| Charles Otto | Indefinite | Maryland Delegate | 14-indefinite |
| Matt Gordon | Dist. 1 – Abbott | Resident - Pocomoke | 19-22, 22-26 |
| Ivy Wells | Dist. 3 - Church | Resident - Berlin | 22-26 |
| Cam Bunting [c] | At-Large | Business - Berlin | *09-10-14-18-22-26 |
| Roxane Rounds | Dist. 2 - Purnell | Resident - Berlin | *14-15-19-23-27 |
| Michael Donnelly | Dist. 7 - Mitrecic | Resident - Ocean City | *16-19-23-27 |
| Kerrie Bunting | Dist. 4 - Elder | Resident - Snow Hill | *22-24-28 |
| Mayor Rick Meehan [c] | At-Large | Business - Ocean City | *09-12-16-20-24-28 |
| Tina Kolarik | Dist. 6 - Bunting | Resident -Bishopville | 24-28 |
| Bob Gilmore | Dist. 5 - Bertino | Resident - Ocean Pines | *19-21, 21-25-29 |

Prior Members: Since 2009

J. Lowell Stoltzfus [c] (09-10)
Mark Wittmyer [c] (09-11)
John Salm [c] (09-12)
Mike Pruitt [c] (09-12)
Norman H. Conway [c] (09-14)
Michael McDermott (10-14)
Diana Purnell [c] (09-14)
Linda Dearing (11-15)
Todd Ferrante [c] (09-16)
Joe Cavilla (12-17)
James N. Mathias, Jr.[c] (09-18)
Ron Taylor [c] (09-14)
James Rosenberg (09-19)
Rod Murray [c] (*09-19)
Gary Weber (*19-21)
Charlie Dorman (12-19)
Gee Williams (09-21)
Bobbi Sample (17-23)
Steve Ashcraft (19-24)

* = Appointed to fill an unexpired term/initial terms staggered
[c] = Charter Member

Updated: October 21, 2025
Printed: October 27, 2025

## 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:

| Member=s Name | Nominated By | Resides | Years of Term(s) |
|---|---|---|---|
| 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

Updated: November 18, 2025
Printed: November 20, 2025

# SOLID WASTE ADVISORY COMMITTEE

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

Appointed by: County Commissioners

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

Number/Term: 11/4-year terms; Terms expire December 31st.

Compensation: $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:

| Member=s Name | Nominated By | Resides | Years of Term(s) |
|---|---|---|---|
| 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

. Updated: October 21, 2025
Printed: October 27, 2025

**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:

| Name | Resides/Appt. By | Years of Term(s) |
|---|---|---|
| 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:

| Name | Resides | Years of Term(s) |
|---|---|---|
| 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

Updated: April 1. 2025
Printed: April 29, 2025

# 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:

| Member=s Name | Resides/Ratepayer of | Terms (Years) |
|---|---|---|
| Keith Swanton | West Ocean City | 13-17, 17-21 |
| Blake Haley | West Ocean City | *19-20, 20-24 |
| Gail Fowler | West Ocean City | 99-23-27 |
| Deborah Stanley | West Ocean City | 95-23-27 |
| Todd Ferrante | West Ocean City | 13-17-21-25-29 |

Prior Members: (Since 1993)

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

* = Appointed to fill an unexpired term
[C] = Charter member

Updated: November 18, 2025
Printed: November 18, 2025

# COMMISSION FOR WOMEN

Reference: Public Local Law CG 6-101

Appointed by: County Commissioners

Function: Advisory

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

Compensation: None

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

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

Contact: Susan Ostrowski, Chair, and Jocelyn Briddell, Secretary
Worcester County Commission for Women - P.O. Box 211, Snow Hill, MD 21863

Current Members:

| Member=s Name | Nominated By | Resides | Years of Term(s) |
|---|---|---|---|
| Kimberly List | D-7, Mitrecic | Ocean City | 18- 21-24 **Termed Out** |
| Jocelyn Briddell | At-Large | Berlin | 23-26 |
| Laura Morrison | At-Large | Pocomoke | *19-20-23-26 **Resigned** |
| Crystal Bell, MPA | Health Department | | *22-23-26 |
| Jeannine Jerscheid | Public Safety – Sheriff's Office | | 23-26 |
| Sharnell Tull | At-Large | Pocomoke | 23 -26 |
| Susan Ostrowski | D-6, Bunting | Berlin | 24-27 |
| Dorothy Shelton-Leslie | D-5, Bertino | Ocean Pines | 24-27 |
| Dr. Darlene Jackson- Bowen | D-2, Purnell | Pocomoke | *19-21-24-27 **Resigned** |
| Michelle Goad | D-1, Abbott | Pocomoke City | 25-28 - **Dismissal** |
| 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[c] (95-97)
Helen Henson[c] (95-97)
Barbara Beaubien[c] (95-97)
Sandy Wilkinson[c] (95-97)
Helen Fisher[c] (95-98)
Bernard Bond[c] (95-98)
Jo Campbell[c] (95-98)
Karen Holck[c] (95-98)
Judy Boggs[c] (95-98)
Mary Elizabeth Fears[c] (95-98)
Pamela McCabe[c] (95-98)
Teresa Hammerbacher[c] (95-98)
Bonnie Platter (98-00)
Marie Velong[c] (95-99)
Carole P. Voss (98-00)
Martha Bennett (97-00)
Patricia Ilczuk-Lavanceau (98-99)
Lil Wilkinson (00-01)
Diana Purnell[c] (95-01)
Colleen McGuire (99-01)
Wendy Boggs McGill (00-02)
Lynne Boyd (98-01)
Barbara Trader[c] (95-02)
Heather Cook (01-02)
Vyoletus Ayres (98-03)
Terri Taylor (01-03)
Christine Selzer (03)
Linda C. Busick (00-03)
Gloria Bassich (98-03)
Carolyn Porter (01-04)
Martha Pusey (97-03)
Teole Brittingham (97-04)
Catherine W. Stevens (02-04)
Hattie Beckwith (00-04)
Mary Ann Bennett (98-04)
Rita Vaeth (03-04)

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

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