

AGENDA
WORCESTER COUNTY COMMISSIONERS

Worcester County Government Center, Room 1101, One West Market Street, Snow Hill, Maryland 21863

The public is invited to view this meeting live online at - <https://worcestercountymd.swagit.com/live>

July 5th, 2023

- | | |
|--|--------------|
| | Item # |
| 9:00 AM - Vote to Meet in Closed Session in Commissioners' Conference Room – Room 1103
Government Center, One West Market Street, Snow Hill, Maryland | |
| 9:01 - Closed Session
(Discussion regarding a personnel update, request to hire a Recycling Manager and certain personnel matters with human resources, receiving legal advice, and performing administrative functions) | |
| 10:00 - Call to Order, Prayer, Pledge of Allegiance | |
| 10:01 - Report on Closed Session; Review and Approval of Minutes from June 20, 2023 | |
| 10:02 - Commendation and Proclamations | |
| 10:05 - Consent Agenda
(Rezoning Case 441 Findings of Fact and Resolution, Request for Public Hearing SECU ATM, BJAG Grant Request, Request to Purchase Armored Rescue Vehicle, Letter of Support St James AME Church, SHSG Grant Extension, Community Partnership Agreement, Request to Purchase AEDs, Request for Public Hearing MALPF) | 1 |
| 10:06 - Chief Administrative Officer: Administrative Matters
(Legislative Update, Full-time to Part-time Conversion, Private Road Bay Point Lane, Request to Bid Housing Rehabilitation Contractor Qualifications, ARPA Funding Requests Berlin EMS and Fire, Request to Award Recreation Center Storage Addition, Request to Contract Jail Medical Services, Update on ESSER Grant Information, Discussion on School Construction Funding, Board Appointments) | 2-10 |
| | 11-20 |
| 12:00 PM - Questions from the Press; County Commissioner's Remarks | |
| Lunch | |
| 1:00 PM - Chief Administrative Officer: Administrative Matters (if necessary) | |

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

Hearing Assistance Units Available – see County Administration Office Please be thoughtful and considerate of others. *Turn OFF all cell phones and notification during the meeting!*
--



Minutes of the County Commissioners of Worcester County, Maryland

June 20, 2023

Anthony W. Bertino, Jr., president
Madison J. Bunting, Jr., vice president
Caryn G. Abbott
Theodore J. Elder
Eric J. Fiori
Joseph M. Mitrecic
Diana Purnell

Following a motion by Commissioner Elder, seconded by Commissioner Bunting, the commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners’ Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Weston Young, Deputy Chief Administrative Officer Candace Savage, County Attorney Roscoe Leslie, Budget Officer Kim Reynolds, Public Information Officer Kim Moses, and Human Resources Director Stacey Norton and Deputy Director Pat Walls. Topics discussed and actions taken included the following: a personnel update, hiring Jeff Bradley as a part-time roads worker for the Roads Division and Tylesia Lewis as a transfer station attendant for the Solid Waste Division, promoting Office Assistant V Taylor Burkhead to human resources specialist within Human Resources, and certain personnel matters; receiving legal advice from counsel; and performing administrative functions, including receiving an FY23 monthly financial update and discussing potential board appointments.

Following a motion by Commissioner Bunting, seconded by Commissioner Abbott, the commissioners unanimously voted to adjourn their closed session at 9:21 a.m.

After the closed session, the commissioners reconvened in open session. Commissioner Bertino called the meeting to order, and following a morning prayer by Reverend George Tasker of Abundant Life Apostolic Church of Pocomoke and pledge of allegiance, announced the topics discussed during the morning closed session.

The commissioners reviewed and approved the open and closed session minutes of their June 6, 2023 meeting as presented.

The commissioners presented years-of-service commendations to the following retiring staff members: Transfer Station Attendant Wade Warren (10 years), Human Resources Specialist Ann Hankins (15 years), Vehicle & Equipment Mechanic III Johnnie Lewis (18 years), Recycle Worker III Sylvester Byrd (20 years), and Benefits Manager Hope Carmean (47 years).

Upon a motion by Commissioner Elder, the commissioners unanimously approved by consent agenda item numbers 2-6 as follows: renewing the Maryland Community Criminal

Justice Treatment Program memorandum of understanding for \$22,000 to help offset the cost of mental health services for Jail inmates; bid specifications to construct a new concrete pad at the unmanned recycling center in Bishopville; a \$700,000 in-kind County match for the annual grant to the Maryland Coastal Bays Program from the Environmental Protection Agency's National Estuary Program; renewing the Independent Contractor's Agreement between Shockley Environmental Services (Bobby Shockley) and the County for the review and recommendation of approval, denial, or revision of Stormwater Management (SWM) Plans and applications; and the County Appropriation Transmittal Schedule for FY24 for the Board of Education totaling \$100,006,640.

Pursuant to the written request of Superintendent Lou Taylor and upon a motion by Commissioner Purnell, the commissioners unanimously approved the revised FY24 BOE budget request.

The commissioners reviewed and discussed a recommendation by County and BOE staff to accept a one-year pre-k expansion grant for the 2023-2024 school year to add one additional pre-k classroom at each of the three Title I schools: Buckingham, Pocomoke, and Snow Hill Elementary Schools. In response to a question by Commissioner Bertino, Chief Administrative Officer Weston Young stated that the BOE submitted a list of recurring items based on the ESSER grant; however, that report was part of a larger body of documents that staff are still reviewing.

Following some discussion, the commissioners took no action on this request.

Upon a motion by Commissioner Bunting, the commissioners voted 6-1, with Commissioner Mitreic voting in opposition, to adopt Resolution No. 23-11 adopting the FY24 Solid Waste Enterprise Budget for FY24.

Upon a motion by Commissioner Bunting, the commissioners unanimously adopted Resolution No. 23-12 adopting the FY24 Sanitary Service Area Budgets, Assessments, and Charges.

Pursuant to the request of Recreation and Parks Director Kelly Rados and upon a motion by Commissioner Purnell, the commissioners voted 6-1, with Commissioner Mitreic voting in opposition, to approve the County's FY24 Program Open Space annual program.

Pursuant to the recommendation of Procurement Officer Nicholas Rice and upon a motion by Commissioner Purnell, the commissioners unanimously approved the use of American Rescue Plan Act (ARPA) funds of \$70,000 towards the purchase of a replacement ambulance for Pocomoke City EMS, \$136,000 toward the purchase of a replacement ambulance for the Newark Volunteer Fire Company, and \$150,000 toward the purchase of a new pumper engine for the Stockton Volunteer Fire Company (SVFC).

In response to concerns raised by Commissioner Bertino that the request from the SVFC did not meet the criteria of fixing the fragile system, SVFC Chief Tim Jerscheid, President Brock Payne, Treasurer Bob Bell, and Executive Officer Jerred Johnson advised that utilizing ARPA to purchase the pumper engine will result in interest savings that can be used to help cover the cost

to purchase an ambulance. They further agreed to provide this information in writing to the County within the next 14 days to justify this use of ARPA funds.

Pursuant to the request of Mr. Rice and Warden Fulton Holland and upon a motion by Commissioner Purnell, the commissioners unanimously accepted the proposal of \$413,126.94 from Absolute Security for the purchase and installation of a new camera system at the County Jail. In response to questions by Commissioner Abbott, Warden Holland advised that the new equipment will provide coverage of all the cell blocks and existing dead zones.

Environmental Programs Director Bob Mitchell presented a request to modify the fee schedule for applications processed by Development Review and Permitting (DRP) and Environmental Programs. Mr. Mitchell reviewed the requested fee changes, which would amend certain fees within Environmental Programs to more accurately reflect departmental costs for these services. No changes were proposed within DRP. Following some discussion and upon a motion by Commissioner Fiori, the commissioners unanimously adopted Resolution No. 23-13 Establishing Fees for DRP and Environmental Programs.

The commissioners conducted a public hearing on Rezoning Case No. 441 for an application submitted by Hugh Cropper, IV on behalf of Ocean 8 Group, LLC, property owner, which seeks to rezone approximately 3.29 acres of land located on the easterly side of Stephen Decatur Highway, approximately 450 feet south of Sunset Avenue, and identified on Tax Map 26 as Parcel 445, Lot 1B, from C-2 General Commercial District to R-4 General Residential District. County Attorney Roscoe Leslie swore in those individuals who planned to give testimony during the hearing. DRP Director Jennifer Keener reviewed the application, which received a favorable recommendation from the County Planning Commission. She then stated that, according to the application for rezoning, the applicants' claim as the basis for their rezoning request was that there has been a change in the character of the neighborhood since 2009.

Commissioner Bertino opened the floor to receive public comment.

Mr. Cropper reviewed the request to downzone the property, which would make it consistent with the adjacent Mystic Harbour subdivision and the Comprehensive Plan. He concurred with the Planning Commission's findings and asked the commissioners to accept the findings as his testimony as well.

Land Surveyor Greg Wilkins agreed that the proposed rezoning is consistent with the Existing Developed Area (EDA) land use designation, and this property is located squarely within the EDA adjacent to the Mystic Harbour subdivision.

Landscape Architect Steve Engel stated that the residential site plan is consistent with the R-4 District, that there are no environmental conditions or constraints, and that the rezoning would be more suitable for residential than commercial development.

There being no further public comment, Commissioner Bertino closed the public hearing.

Upon a motion by Commissioner Fiori, the commissioners conceptually adopted the Planning Commission's Findings of Fact as their own and approved the rezoning from C-2 General Commercial District to R-4 General Residential District based on the change in character of the neighborhood.

The commissioners conducted a public hearing on Bill 23-05 (Zoning – Multi-family dwelling units in the C-3 Highway Commercial District), which was introduced on May 16, 2023 by Commissioners Mitrecic and Purnell. Ms. Keener reviewed the bill, which would allow multi-family dwelling units as an accessory use to a commercial development as a principal permitted use to the C-3 Highway Commercial District, provided that at least 65 percent or more of the net lot area for a given parcel be developed with a commercial use or structure. Ms. Keener advised that the Planning Commission provided a favorable recommendation to the request, subject to the inclusion of a minimum of 15 percent open space based upon the net lot area of the multi-family use. In response to a question by Commissioner Bertino, Ms. Keener stated that this change would impact approximately six properties zoned C-3 from Holly Grove Road to the MD Rt. 589 intersection. In response to a question by Commissioner Elder, Ms. Keener explained that the 15 percent open space requirement would come out of the 35 percent residential portion.

Commissioner Bertino opened the floor to receive public comment.

Attorney Mark Cropper reviewed the history of the C-3 District along with the significant need for high-density, multi-family housing that does not presently exist. He noted that residential housing is already permitted in the C-3 District, and explained that Bill 23-5 would simply permit residential uses to be developed as a separate community but part of the overall commercial parcel. He cited Seaside Village on Golf Course Road in West Ocean City, which is surrounded by high intensity commercial development on three sides as an example of such a permitted use. He concluded that the proposed amendment is consistent with the Comprehensive Plan and would be an improvement over the existing Code.

There being no further public comment, Commissioner Bertino closed the public hearing.

Upon a motion by Commissioner Mitrecic, the commissioners unanimously adopted Bill 23-05 (Zoning – Multifamily dwelling units in the C-3 Highway Commercial District) as presented.

The commissioners conducted a public hearing on a Comprehensive Water and Sewerage Plan amendment submitted by County staff to change the designation of the water system for the St. Martins by the Bay community from a private to public system, with service from the Ocean Pines water system and addition of the community to the Ocean Pines Sanitary Service Area (SSA). Mr. Mitchell reviewed the amendment, which would transfer the existing W-1 (immediate to two years) designation to the Ocean Pines water planning area. He advised that the Planning Commission found the amendment to be consistent with the Comprehensive Plan.

Commissioner Bertino opened the floor to receive public comments.

There being no public comment, Commissioner Bertino closed the public hearing.

Upon a motion by Commissioner Bunting, the commissioners unanimously adopted Resolution No. 23-14 amending the Sewerage Plan for the Ocean Pines SSA – St. Martins by the Bay.

The commissioners reviewed and discussed various board appointments.

Upon a nomination by Commissioner Abbott, the commissioners unanimously agreed to appoint Nola Tullar to the Tourism Advisory Board.

The commissioners answered questions from the press, after which they adjourned to meet again on July 5, 2023.

TEL: 410-632-1194
FAX: 410-632-3131
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

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

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

COMMENDATION

WHEREAS, we recognize Executive Director Jack Ferry for the indelible mark he has made on the community throughout his 15 years of leadership to the Worcester County Developmental Center, where he instituted and expanded enrichment activities, work programs, and volunteer opportunities for people with developmental and physical disabilities; and

WHEREAS, Mr. Ferry's contributions, which include establishing partnerships that earned the WCDC recognition as a Center for the Arts and brought about phenomenal growth in employment opportunities and residential services, have empowered developmentally impaired individuals to explore their talents and abilities, reach their highest levels of independence, and become more active and engaged in their communities.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Jack Ferry** for making a difference in the lives of others, and we wish him a happy and healthy retirement.

Executed under the Seal of the County of Worcester, State of Maryland, this 5th day of July, in the Year of Our Lord Two Thousand and Twenty-Three.



Anthony W. Bertino, Jr., President

Madison J. Bunting, Jr., Vice President

Caryn G. Abbott

Eric J. Fiori

Theodore J. Elder

Joseph M. Mitrecic

Diana Purnell

TEL: 410-632-1194
FAX: 410-632-3131
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

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

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

PROCLAMATION

WHEREAS, since 1985 America has celebrated July as National Park and Recreation Month, recognizing that parks and recreation are fundamental to the well-being of our community, as they promote time spent in nature, encourage physical activity, and increase a community's economic prosperity; and

WHEREAS, in keeping with the 2023 theme "Where Community Grows," we also celebrate the vital role park and recreation professionals play in bringing people together, providing essential services, and fostering the growth of our communities.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby proclaim July as **Park and Recreation Month** and recognize July 21 as **Park and Recreation Professionals Day** and encourage residents to visit and discover the wonders awaiting them at the many parks and recreation areas Worcester County has to offer.

Executed under the Seal of the County of Worcester, State of Maryland, this 5th day of July, in the Year of Our Lord Two Thousand and Twenty-Three.



Anthony W. Bertino, Jr., President

Madison J. Bunting, Jr., Vice President

Caryn G. Abbott

Eric J. Fiori

Theodore J. Elder

Joseph M. Mitrecic

Diana Purnell

TEL: 410-632-1194
FAX: 410-632-3131
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

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

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

COMMENDATION

WHEREAS, Worcester County’s very own Camp Coast made a big splash during the 33rd annual Berlin Bathtub Races by out-sprinting all other competing teams across a 100-foot section of Main Street and across the finish line to take first place; and

WHEREAS, we commend Driver Derek Jarmon for his agility, his expert handling of the Camp Coast bathtub, and his Herculean strides, as he dashed past all other competitors to victory.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby express our pride in the entire **Camp Coast team** for their outstanding sportsmanship and for working together to take first place in the 2023 Berlin Bathtub races and to bring home the Turner Cup.

Executed under the Seal of the County of Worcester, State of Maryland, this 5th day of July, in the Year of Our Lord Two Thousand and Twenty-Three.



Anthony W. Bertino, Jr., President

Madison J. Bunting, Jr., Vice President

Caryn G. Abbott

Eric J. Fiori

Theodore J. Elder

Joseph M. Mitrecic

Diana Purnell

TEL: 410-632-1194
FAX: 410-632-3131
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

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

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

COMMENDATION

WHEREAS, Worcester County’s very own Camp Coast made a big splash during the 33rd annual Berlin Bathtub Races by out-sprinting all other competing teams across a 100-foot section of Main Street and across the finish line to take first place; and

WHEREAS, we commend Driver Aaron Goddard for being feather light and enthusiastic and for expertly navigating the Camp Coast bathtub past all other competitors to victory.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby express our pride in the entire **Camp Coast team** for their outstanding sportsmanship and for working together to take first place in the 2023 Berlin Bathtub races and to bring home the Turner Cup.

Executed under the Seal of the County of Worcester, State of Maryland, this 5th day of July, in the Year of Our Lord Two Thousand and Twenty-Three.

Anthony W. Bertino, Jr., President

Madison J. Bunting, Jr., Vice President

Caryn G. Abbott

Eric J. Fiori

Theodore J. Elder

Joseph M. Mitrecic

Diana Purnell



TEL: 410-632-1194
FAX: 410-632-3131
WEB: www.co.worcester.md.us



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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

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

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

COMMENDATION

WHEREAS, Worcester County’s very own Camp Coast made a big splash during the 33rd annual Berlin Bathtub Races by out-sprinting all other competing teams across a 100-foot section of Main Street and across the finish line to take first place; and

WHEREAS, we commend pit crew members Lisa Gebhardt, Ben Kirk, Tyler Keiser, Myro Small, Brianna Dix, Lauren Ahlers, Amelia Goddard, and Kelly Buchanan, building and construction crew members Jacob Stephens, Billy Allman, and Ryan Blevins, and Roads Division welder Travis Timmons for the skillful design and maintenance of the winning bathtub.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, commend the entire **Camp Coast team** for their outstanding sportsmanship and for working together to take first place in the 2023 Berlin Bathtub races and to bring home the Turner Cup.

Executed under the Seal of the County of Worcester, State of Maryland, this 5th day of July, in the Year of Our Lord Two Thousand and Twenty-Three.



Anthony W. Bertino, Jr., President

Madison J. Bunting, Jr., Vice President

Caryn G. Abbott

Eric J. Fiori

Theodore J. Elder

Joseph M. Mitrecic

Diana Purnell



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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

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

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

MEMORANDUM

To: Weston S. Young, Chief Administrative Officer
From: Jennifer K. Keener, AICP, Director
Date: June 26, 2023
Re: County Commissioners' Findings of Fact and Resolution - Rezoning Case No. 441

.....

I am requesting review and approval of the attached draft County Commissioners' Findings of Fact and Resolution relative to the above referenced rezoning case that was heard on June 20, 2023. An electronic copy has been forwarded to your office for your use. Once the County Commissioners adopt and execute these Findings of Fact and Resolution, please forward signed copies to me so that we may notify the appropriate parties.

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

ZONING RECLASSIFICATION RESOLUTION NO. 23-

A RESOLUTION OF THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, PURSUANT TO § ZS 1-113 OF THE ZONING AND SUBDIVISION CONTROL ARTICLE OF THE CODE OF PUBLIC LOCAL LAWS OF WORCESTER COUNTY, MARYLAND, CHANGING THE ZONING CLASSIFICATION OF A CERTAIN PARCEL OF LAND SHOWN ON TAX MAP 26 AS PARCEL 445, LOT 1B, FROM C-2 GENERAL COMMERCIAL DISTRICT TO R-4 GENERAL RESIDENTIAL DISTRICT.

WHEREAS, pursuant to § ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, Ocean 8 Group, LLC, applicant, and Hugh Cropper, IV, applicant’s attorney, filed a petition for the rezoning of approximately 3.29 acres of land shown on Tax Map 26 as Parcel 445, Lot 1B, located on the easterly side of Stephen Decatur Highway approximately 450 feet south of Sunset Avenue, requesting a change in zoning classification thereof from C-2 General Commercial District to R-4 General Residential District; and

WHEREAS, the Worcester County Planning Commission gave the petition a favorable recommendation during its review on April 6, 2023; and

WHEREAS, subsequent to a public hearing held on June 20, 2023, following due notice and all procedures as required by Sections ZS 1-113 and 1-114 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, the County Commissioners found that there is a change in the character of the neighborhood necessitating a rezoning of the petitioned area and the findings of fact relative to the criteria as required by law are incorporated by reference;

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County that the land petitioned by Ocean 8 Group, LLC, applicant, and Hugh Cropper, IV, applicant’s attorney, and shown on Tax Map 26 as Parcel 445, Lot 1B is hereby reclassified from C-2 General Commercial District to R-4 General Residential District.

BE IT FURTHER RESOLVED that the effective date of this Resolution shall be nunc pro tunc, June 20, 2023.

EXECUTED this _____ day of _____, 2023.

IN THE MATTER OF *
 *
 THE REZONING APPLICATION OF *
 * REZONING CASE NO. 441
 *
 OCEAN 8 GROUP, LLC *
 *

FINDINGS OF FACT

Subsequent to a public hearing held on June 20, 2023 and after a review of the entire record, all pertinent plans and all testimony, the Worcester County Commissioners hereby adopt the findings of the Worcester County Planning Commission and also make the following additional findings of fact as the County Commissioners’ complete findings of fact pursuant to the provisions of Section ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland.

Regarding the specifics of Rezoning Case No. 441: This case seeks to rezone approximately 3.29 acres of land (“petitioned area”) located on the easterly side of Stephen Decatur Highway approximately 450 feet south of Sunset Avenue. The request is to reclassify the petitioned area from C-2 General Commercial District to R-4 General Residential District. The petitioned area is shown as Parcel 445, Lot 1B on Tax Map 26. The petitioned area is currently undeveloped.

Applicant’s testimony before the County Commissioners: Mr. Hugh Cropper, IV, attorney for the applicant, began his presentation by stating that the request is considered a downzoning, and is based upon a change in the character of the neighborhood. Once the appropriate findings are made with respect to the neighborhood, consistency with the Comprehensive Plan is then required. Mr. Cropper stated that this case meets both of those requirements.

Mr. Gregory Wilkins, professional land surveyor, testified that the property is within the Existing Developed Area (EDA) based upon the Land Use Map, submitted as Applicant’s Exhibit No. 1. The property in question is adjacent to the Mystic Harbour subdivision, as well as residential uses to the north. Submitted as Applicant’s Exhibit No. 2 was an excerpt of Pages 13 and 14 from the 2006 Comprehensive Plan. Mr. Wilkins reviewed the underlined passage on EDAs and agreed that the proposed R-4 zoning would be the best fit with the description of infill. Mr. Cropper described the adjacency of several large subdivisions that are also in the EDA and the defined neighborhood.

Submitted as Applicant’s Exhibit No. 3 was a map that outlined the defined neighborhood. Mr. Cropper stated that the area to the south had been excluded because the Planning Commission modified the boundary of the neighborhood as part of their findings. He also noted that areas along Sunset Avenue which were designated as a Commercial Center on the Land Use Plan and also carry a commercial zoning classification contain a large residential

development, making it a non-conforming use. Within this same neighborhood, Mr. Cropper referenced Rezoning Case No. 395, which was a 20-acre reclassification within the Frontier Town campground from C-2 General Commercial District to A-2 Agricultural District.

Submitted as Applicant's Exhibit No. 4 was Resolution 17-19 (6 pages), which established an allocation process for the sale of Equivalent Dwelling Units (EDUs) in the Mystic Harbour Sanitary Service Area, constituting a change in the character of the neighborhood. He noted that this expansion contributed to furthering the residential nature of the Route 611 corridor, to include developments such as Sea Oaks Village. Submitted as Applicant's Exhibit No. 5 were the draft County Commissioner's Findings of Fact and Resolution for the amended Sea Oaks Village RPC Step I from June 2022 (9 pages).

In summary, Mr. Cropper noted that the R-4 General Residential District was consistent with the EDA designation, the Comprehensive Plan with respect to infill development and the references to infill in the purpose and intent statement of the R-4 District zoning regulations. Mr. Wilkins concurred with that statement. Mr. Cropper also noted that the property was partially in the Critical Area with a designation of Intensely Developed Area (IDA). Mr. Wilkins agreed that the R-4 District was consistent with the IDA. Mr. Cropper also pointed out that the comments from the Department of Environmental Programs noted that the neighborhood has been significantly improved with residential development.

Mr. Steve Engel, professional landscape architect, testified that he has been retained by the property owner to develop a plan for an R-4 District residential development on the petitioned area which has 20 EDUs. He concurred that a residential development would be more suitable on this property than a commercial development, and that there were no environmental constraints. He also concurred that the property was consistent with the IDA designation, agreed with the definition of the neighborhood, and agreed that the rezoning would be consistent with the Comprehensive Plan.

Mr. Cropper said that during the Planning Commission's review, one member even pointed out that there had been several rezoning cases just outside of the defined neighborhood near the commercial harbor where properties were rezoned from residential to commercial. In closing, Mr. Cropper stated that there was a resident who backed up to the site who was in attendance. Mr. Cropper and Mr. Engel both agreed that it was their goal to save the existing row of trees between the residents dwelling and the proposed development. Mr. Cropper noted that the trees were on the petitioned area, but within the setback, so that area could not be developed.

Upon a question by Commissioner Fiori, Mr. Cropper noted that the property currently has 20 EDUs allocated to it. Mr. Engel stated that the first phase of his design would utilize those 20 EDUs.

The County Commissioners' findings regarding the definition of the neighborhood: The County Commissioners concurred with Mr. Cropper's amended definition of the neighborhood as illustrated on Applicant's Exhibit No. 3.

The County Commissioners' findings regarding population change in the area: As did the Planning Commission, the County Commissioners conclude that there has been only a modest increase in the population of the neighborhood since the comprehensive rezoning of 2009.

The County Commissioners' findings regarding availability of public facilities: As indicated in the Planning Commission's findings of fact, the County Commissioners find that found that there would be no impact upon public facilities as it pertains to wastewater disposal and the provision of potable water, as the parcel has twenty EDUs of water and sewer allocated to it from the Mystic Harbour sanitary service area. The petitioned area has utility access and direct access onto MD Route 611 (Stephen Decatur Highway). No comments were received from the local fire companies, the Worcester Sheriff's Office, nor the Maryland State Police to indicate any negative impact on fire, EMS or police coverage. In addition, no comments were received from the Worcester County Board of Education relative to the potential increase in attendance within the school system. In consideration of its review, the County Commissioners found that there will be no negative impacts to public facilities and services resulting from the proposed rezoning, and the site will be subject to the availability of public water and wastewater as well as the Critical Area regulations.

The County Commissioners' findings regarding present and future transportation patterns: Based upon the Planning Commission's findings of fact and recommendation, the County Commissioners find the petitioned area fronts on MD Route 611 (Stephen Decatur Highway), a State-owned and -maintained roadway. Any potential development would be subject to Maryland Department of Transportation State Highway Administration (MDOT SHA) review and approval. Based upon its review, the County Commissioners agreed with the Planning Commission that any traffic impacts for a proposed residential development would be significantly less than for a commercial development in the C-2 General Commercial District. Therefore, the County Commissioners found that there will be no negative impact to the transportation patterns arising from the proposed rezoning of the petitioned area.

The County Commissioners' findings regarding compatibility with existing and proposed development and existing environmental conditions in the area, including having no adverse impact to waters included on the State's impaired waters list or having an established total maximum daily load requirement: Based upon the Planning Commission's findings and the testimony of the applicant's representative, the County Commissioners find that the petitioned area is currently vacant but previously disturbed. Based upon Maryland Department of the Environment's review of the parcel, there are no significant environmental impacts to waters on the State's impaired waters list or those having an established total maximum daily load requirement. Additionally, the County Commissioners agreed that the petitioned area constitutes infill development, with residential uses and requisite open space being more environmentally

friendly than a large-scale commercial development. Based upon its review, the County Commissioners found that the proposed rezoning of the petitioned area from C-2 General Commercial District to R-4 General Residential District is compatible with existing and proposed development and existing environmental conditions in the area.

The County Commissioners' findings regarding compatibility with the County's Comprehensive Plan: Based upon the Planning Commission's findings and the testimony of the applicant's representatives, the County Commissioners find that according to the Comprehensive Plan and associated land use plan map, the petitioned area lies within the Existing Developed Areas (EDA) Land Use category within the Comprehensive Plan. Therefore, rezoning the petitioned area would further its compatibility with the Comprehensive Plan with respect to providing compatible infill development and protect the existing residential neighborhoods. Based upon its review, the County Commissioners found that the proposed rezoning of the petitioned area from C-2 General Commercial District to R-4 General Residential District is compatible with the Comprehensive Plan and in keeping with its goals and objectives.

The County Commissioners' findings regarding the recommendation of the Planning Commission: The County Commissioners find that the Planning Commission gave a favorable recommendation to the rezoning of the petitioned area from C-2 General Commercial District to R-4 General Residential District. Having made the above findings of fact, the County Commissioners concur with the recommendation of the Planning Commission and adopt its findings.

Decision of the County Commissioners: As a result of the testimony and evidence presented before the County Commissioners and the findings as set forth above, the County Commissioners find that there has been a change in the character of the neighborhood necessitating a rezoning of the petitioned area. As detailed in the Planning Commission's findings and the testimony of the applicant's representatives, the County Commissioners find that the provision of public water and sewer allocations from the Mystic Harbour Sanitary Service Area as a result of Resolution No. 17-19 granted previously undeveloped or underdeveloped properties with the ability to develop at a larger scale within the neighborhood. In addition, the R-4 zoning is more consistent with the Existing Developed Areas land use designation in the Comprehensive Plan, as the petitioned area would serve as an appropriate extension of the surrounding existing residential uses by virtue of infill development. Based upon their review, the County Commissioners conclude that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan and hereby approve Rezoning Case No. 441 and thus rezone the petitioned area, shown as Parcel 445, Lot 1B on Tax Map 26, from C-2 General Commercial District to R-4 General Residential District.

Adopted as of June 20, 2023. Reduced to writing and signed _____, 2023.



Worcester County

Government Center

Department of Human Resources

One West Market Street, Room 1301

Snow Hill, Maryland 21863-1213

410-632-0090

Fax: 410-632-5614

STACEY E. NORTON
Human Resources Director

PAT WALLS
Deputy Director

To: Weston Young, Chief Administrative Officer
From: Stacey Norton, Human Resources Director
Date: June 25, 2023
Subject: **Request for a Public Hearing to Lease Space to SECU for an ATM in the front lobby of the Government Center**

We are requesting a Public Hearing on August 1, 2023 to hear public comments on leasing approximately four by five feet of floor space in the front lobby of the Government Center to be used for the purpose of operating and maintaining a State Employees Credit Union of Maryland (SECU) Automated Teller Machine (ATM). This ATM will be a cash dispenser only and will not accept deposits.

The closest SECU location is in Salisbury. There are 132 county employees with an account at SECU. There are also state employees in Snow Hill that would be able to use the ATM.

This will be a 5-year lease that can be renewed at two-year increments.

There will be no rent payment as this is a convenience for our employees and local State employees.

We will advertise once a week for 3 successive weeks in at least one newspaper of general circulation in the county and shall include the terms of the lease and give opportunity for objections.

Thank you for your consideration.

Attachment

Lease Agreement

This Agreement made on _____, is between State Employees Credit Union of Maryland, Incorporated (herein referred to as the "Lessee" or "SECU") and _____ (Herein referred to as _____ or the "Lessor").

Lessee Information:

Name: State Employees Credit Union of Maryland, Incorporated (SECU of MD)
Address: 971 Corporate Boulevard, Linthicum, Maryland 21090
Operations Contacts:
Maryjo Pierorazio (Operations Manager) 410-487-7611
Market Contact:
Erik Schwink (AVP, Virtual Engagement) 410-487-7710

Lessor Information:

Name:
Address:
Contact Person:
Telephone:

1. Lessor demises and leases unto Lessee the premises located within the Worcester County Government Center as shown on the attached drawing in Exhibit A, incorporated herein (the "premises").
2. The premises contain approximately four by five feet of floor space to be used for the purpose of operating and maintaining a SECU Automated Teller Machine (ATM), currently which will be a cash dispenser (i.e., it does not accept deposits), which may be updated and upgraded by SECU in its sole discretion, including to provide new and/or enhanced services with notice to Lessor. The ATM clearances will be as specified in the attached Exhibit B, incorporated herein.
3. The term of this lease is for five years commencing when the ATM is installed and operating, with two-year renewal options. Options are automatically exercised for five additional renewal terms of two-years each, unless Lessee or Lessor provides written notice to the contrary at least thirty days prior to the end of the then current term. Nothing herein shall confer upon the Lessee any right to remain on the premises beyond termination, except with the consent of the Lessor. In the event that Lessor fails to acquire all governmental permits needed for Lessee to operate an ATM at the premises within ninety days after the date hereof (other than approvals from the DLLR, which are Lessee's responsibility to obtain), Lessee shall have the right to terminate this Lease upon written notification to Lessor. This section is subject to section 29.
4. Plans for all work performed by Lessee shall be submitted to Lessor for review and written approval, which approval shall include the right to bolt the ATM to the premises and which shall not be unreasonably withheld, conditioned or delayed and which shall be deemed granted if not reasonably disapproved (with supporting detail) within ten (10) business days following submissions. Lessor will bear all costs of preparing the site for installation of the ATM: ensuring

that the floor upon which the ATM rests is properly constructed, and any ATM site preparation work and associated permits. All costs for the actual installation and operation of the ATM, including but not limited to purchase or leasing of the ATM, design, construction, installation, maintenance and repair of the ATM is the responsibility of the Lessee. Lessee shall use all reasonable and good faith efforts to see that, upon receipt of possession of the premises is the condition described above and receipt of all permits required for the installation and operation of the ATM, installation is completed as soon as possible and with as little disruption to the premises as possible. Lessor is responsible for ensuring that access to the premises and ATM shall, throughout the term of this lease comply with all laws and regulations, including, without limitation, the Americans with Disabilities Act and its implementing regulations and comparable federal, state and local access laws (as may be amended from time to time) provided that Lessee is responsible for compliance of the ATM with such laws and regulations as applicable to the ATM functionality and size/appearance. Lessee's expense will be limited to installing, operating and repairing the ATM. There will be no rent payment, nor will Lessee be responsible for utility charges. If Lessor requests that the ATM be moved to another location within the premises suitable to Lessee, Lessor will be responsible for related costs.

5. Lessee shall be solely responsible for the security of the ATM (but not of ATM customers and invitees, who use the ATM at their sole risk) and shall institute, at a minimum, an alarm system which monitors the security integrity of its freestanding ATM which shall notify a central alarm monitoring office of a security breach (currently accessible by calling 410-777-1818) which shall in turn notify the Lessor's Police Department. Lessor shall provide commercially reasonable building and premise security.
6. It is understood and agreed that the Lessor shall not be liable for loss of or damage to the ATM installed pursuant to this agreement, unless and to the extent resulting from the gross negligence or willful misconduct of Lessor or its employees, agents or contractors.
7. This lease shall be interpreted according to the laws of the State of Maryland.
8. Lessor shall not be liable to Lessee for damages because of any interruption in utility services and Lessee shall not be entitled to claim a constructive eviction due to such interruption; but Lessor shall proceed with reasonable diligence to restore such service to the extent that it is within Lessor's control to do so.
9. At the termination of this lease, Lessee shall retain title to and full rights to the possession of the ATM. Lessee shall at that time, remove the ATM equipment/device at Lessee's expense and shall refrain from damaging any of Lessor's property. Lessee shall not cut or drill into, or secure any fixtures, apparatus or equipment of any kind to, any part of the premises, other than bolting the ATM to the premises in connection with the initial installation of the ATM, without Lessor's prior written consent, which consent shall not be unreasonably withheld, conditioned or delayed. Before undertaking any alterations permitted hereunder or consented to by Lessor, Lessee shall obtain and furnish to Lessor evidence of insurance to cover liabilities incurred in connection with any work undertaken by Lessee.
10. Lessee shall promptly comply with all laws, rules, regulations, requirements and recommendations of governmental and public authorities and of the local board of fire underwriters rating bureau or other fire insurance rating organization for the area in which the Lessee's and Lessor's insurers, pertaining to the premises or the use and occupancy thereof, or

to fire preventive, warning and extinguishing apparatus only to the extent applicable to the ATM. Lessee shall not do or suffer to be done, or keep or suffer to be kept, anything in or about the premises which will contravene any of Lessee's or Lessor's insurance policies on the improvement or premises, or any part thereof (including without limitation fire, casualty, liability insurance) or which will prevent Lessee or Lessor from procuring such policies in companies reasonably acceptable to Lessee or Lessor, as applicable, or which will impair Lessee's or Lessor's right to collect on any insurance policy; and if anything done, omitted to be done or suffered to be done by Lessee or kept, or suffered by Lessee to be kept in or about the premises shall cause the rate of any such insurance on the improvements or on any part thereof to increase or shall cause any policy of Lessor to be canceled or result in the disturbance of any insurance recovery, then Lessee will, at Lessee's option, pay the increase in premium promptly upon Lessor's demand or terminate this Lease and promptly remove the ATM.

11. If any mechanic's or other lien is filed against improvements to the premises or any part thereof by reason of any labor, material or service furnished or alleged to have been furnished to Lessee, or for any change, alteration, addition or repair to the premises made by or by reason of any other act of omission by Lessee, its employees, agents or contractors, Lessee shall cause such lien to be released of record by payment, bond or otherwise as allowed by law, at Lessee's expense within thirty (30) days after Lessee's receipt of written notice of the filing thereof; and Lessee shall at its expense defend any proceeding for the enforcement of any such lien, discharge any judgment thereon and save Lessor harmless from all losses and expenses resulting therefrom. Lessor may elect to participate in such proceeding at its cost.
12. Lessee shall defend, indemnify, and save Lessor harmless from and against any and all third party claims, actions, demands, damages, liabilities, and expenses to the extent allowed for under Maryland law for injury to the property of others and or death of persons (with the exception of negligence or direct actions on the part of the Lessor or its employees, agents or contractors), which is caused by or arises out of or in connection with Lessee's use of the premises in violation of the provisions of this Lease, or any act or omission of Lessee, its employees, servants, or contractors, or breach by Lessee of any term, covenant, or condition of this Lease to be performed or observed by Lessee. Lessor shall defend, indemnify, and save Lessee harmless from and against losses, costs, expenses, and liabilities arising out of and/or related to the Lessor's (or its agents' or employees') gross negligence, willful misconduct, or breach of the terms of this Lease. In no event shall either Lessor or Lessee be liable for indirect, consequential, punitive, or other speculative damages, or lost profits – even if advised they could occur.
13. Throughout the term, Lessee shall, at its expense, maintain comprehensive general public liability insurance covering personal injury and property damage occurring on the premises, which shall include Lessor and Lessee as named insured and shall include contractual indemnity coverage. Such policy shall have liability limits of one million dollars per occurrence for bodily injury or death, property damage or personal injury arising out of the premises; and such policies shall be written on an occurrence basis.
14. Prior to the beginning of the term, Lessee shall deliver to Lessor certificates evidencing the insurance policies required to be carried under this agreement bearing a notification by the insurer or its agent that the premium has been paid. At least thirty days prior to the expiration of any policy term. Lessee shall deliver to Lessor renewal certificates of each policy bearing a notation that the renewal premium has been paid.

15. Lessee shall be responsible for obtaining all permits and approvals required by the DLLR and respecting Lessee's use and occupancy of the premises, and shall pay all privilege charges, occupancy permit fees, license fees or other charges or taxes which are imposed on Lessee with respect to Lessee's business activities at the premises.
16. Lessor shall not be liable to Lessee for damage to any of Lessee's trade fixtures, merchandise or other personal property in the premises from any cause (with the exception of negligence on the part of or actions of the Lessor or its employees, agents or contractors, or of any other invitee of Lessor).
17. Subject to Lessee's reasonable security requirements, Lessor and its representatives may, after twenty-four hours' notice to Lessee (or without notice in the event of an emergency), inspect the premises to make repairs and bring upon the premises all things necessary to perform any work done in the premises pursuant to this paragraph. Nothing herein shall be deemed or construed to impose upon Lessor any obligation or responsibility for the care, maintenance or repair of the premises, except as otherwise provided in the lease. Any work performed by Lessor shall be completed expeditiously and subject to Lessee's reasonable security procedures.
18. All notices from either party to the other under this lease shall be sent by nationally recognized overnight courier. Whenever in this Lease reference is made to a notice to be given, such notice shall be deemed to be given three business days after being sent by nationally recognized overnight courier, or upon delivery as confirmed by such nationally recognized overnight courier. Notices to Lessor shall be addressed to Worcester County Commissioners, 1 West Market Street, Room 1103, Snow Hill, MD 21863. Notices to Lessee shall be addressed to: Operations Department, SECU Credit Union, 971 Corporate Boulevard, Linthicum, Maryland 21090 either party may from time to time designate a different address to receive notices, by giving the other party notice of the change of address in the manner above specified.
19. If any transfer of Lessee's interest in the premises created by this lease shall be made under execution or similar legal process, or if a petition is filed by or against Lessee to adjudicate Lessee as bankrupt or insolvent under any federal or state law, or if a receiver or trustee shall be appointed for Lessee's business or property and such appointment is not vacated within ten days, or if a petition is filed by or against Lessee under any provision of federal or state law for a corporate reorganization of Lessee or an arrangement with its creditors, or if Lessee makes an assignment or deed of trust for the benefit of its creditors, or if in any other manner Lessee's interest under this lease shall pass to another by operation of law, then, in any of said events Lessee shall be deemed to have committed a material breach of this lease, and Lessor may, at its option, terminate this lease; but, notwithstanding such termination, Lessee shall remain liable for all damages which may be due at the time of such termination. As used in this section the word "Lessee" includes any guarantor of Lessee's obligations under this lease.
20. If Lessee defaults in the performance or observance of any other term covenant or condition of this lease on its part to be performed or observed and does not commence to rectify such default within fifteen days after written notice thereof or does not thereafter diligently complete the rectification thereof; or if Lessee vacates or abandons the premises without first terminating this lease as provided for herein, then, in any of such events, Lessor may, at its option, terminate this lease with process of law; and reenter the premises in the aforesaid manner. Notwithstanding any other provision of this Lease to the contrary, Lessee's personal property shall include all cash and securities, computer servers, software, intellectual property

and other personal property which could reasonably be expected to contain customer information and which may be subject to federal regulations as to ownership, possession, storage, disposal and handling (collectively, the "Protected Items") Lessor hereby waives any lien it has against the ATM and the Protected Items. It is expressly acknowledged and agreed that Lessee is the sole owner of the ATM and the Protected Items.

21. It shall be a default by Lessor hereunder if Lessor fails to comply with its obligations stated in this Lease. In connection with a material breach of this lease by Lessor hereunder, Lessee may terminate this Lease, without penalty or on-going liability, by written notice to Lessor.
22. The waiver by Lessor or Lessee of any breach of this lease shall not constitute a waiver of the covenant, term or condition breached or of any subsequent breach of the same or any other covenant, term or condition of this lease. Whenever any provision of this lease requires Lessor's consent to any act or conduct of Lessee, such provision shall be construed to mean Lessor's written, and such consent shall not be unreasonably withheld, conditioned or delayed; and knowledge of or acquiescence by Lessor in, any such act or conduct shall not be deemed a waiver of the requirement for written consent. The finally prevailing party in any litigation shall be entitled to recover its reasonable, out-of-pocket legal fees and court costs.
23. This lease and the covenants, terms and conditions herein contained shall inure to the benefit of and be binding upon Lessor, its successors, and assigns, and shall be binding upon and inure to the benefit of Lessee and its permitted successors and assigns.
24. As used herein the term "Lessee" includes its successors, whether by merger, acquisition of assets, or otherwise. Further, Lessee shall have the right to assign this Lease or sublease the premises, only with Lessor's prior written consent, and such consent shall not be unreasonably withheld, conditioned or delayed, to any other financial institution that operates at least three other ATMs in Worcester County, Maryland.
25. If Lessor transfers its estate in the premises, Lessor shall thereafter be relieved of all obligations of Lessor expressed in this lease or implied by law accruing on and after the date of such transfer; provided, however, that Lessor will remain responsible for any obligations accruing for the benefit of Lessee prior to the date of such transfer. Upon written notice to Lessor, Lessor shall be obligated to rectify the default of which it was so notified notwithstanding any such transfer or lease of the premises.
26. Upon observing and performing all of the covenants, conditions and provisions on Lessee's part to be observed and performed hereunder, Lessee shall have quiet possession of the premises for the Term, including all renewals thereof.
27. This lease contains the final agreement between the parties hereto. Lessor has no obligation not expressly set forth herein and neither party shall be bound by any promises or representations not contained herein.
28. Notwithstanding any other provision of this Lease to the contrary, Lessor and Lessee shall have the right to terminate this Lease, without penalty or on-going liability at any time by giving the other party at least thirty (30) days' written notice prior to the desired termination date.
29. This Lease may be amended, but only in writing, signed and executed with all the formalities and

signatures with which this agreement is signed and executed.

30. The waiver at any time by the Lessor or Lessee of any particular covenant or condition of the lease shall extend to the particular manner specified and such waiver shall not be construed or understood as waiving any further or other rights.

[Signatures on Following Page]

[Signature Page – Lease Agreement]

LESSEE: State Employees Credit Union of Maryland, Incorporated

By: _____ (Seal)

Title: _____

Witness

By: _____ (Seal)

LESSOR: County Commissioners of Worcester County, Maryland

By: _____ (Seal)

Title: _____

Witness

By: _____ (Seal)

Exhibit A: Location of ATM.

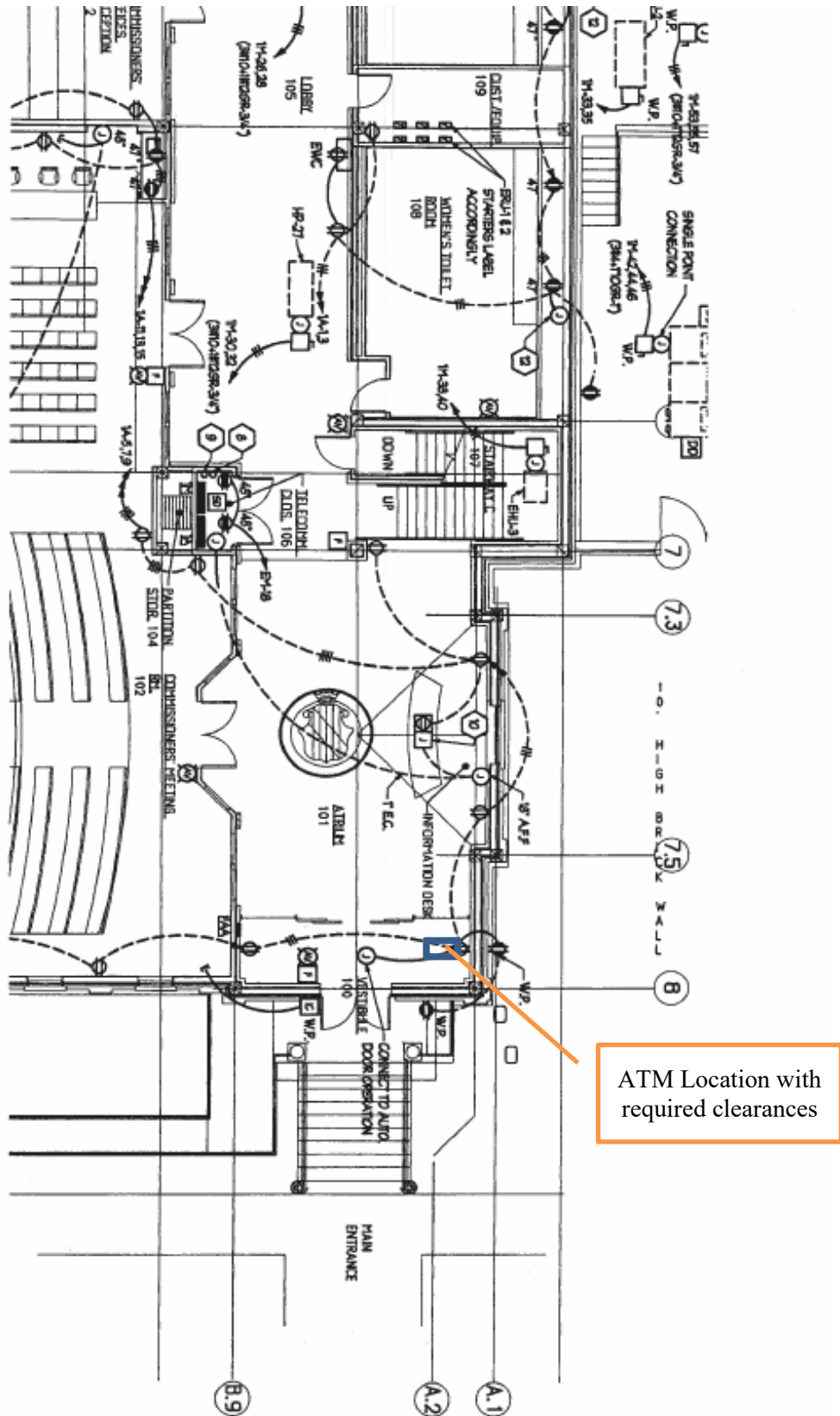
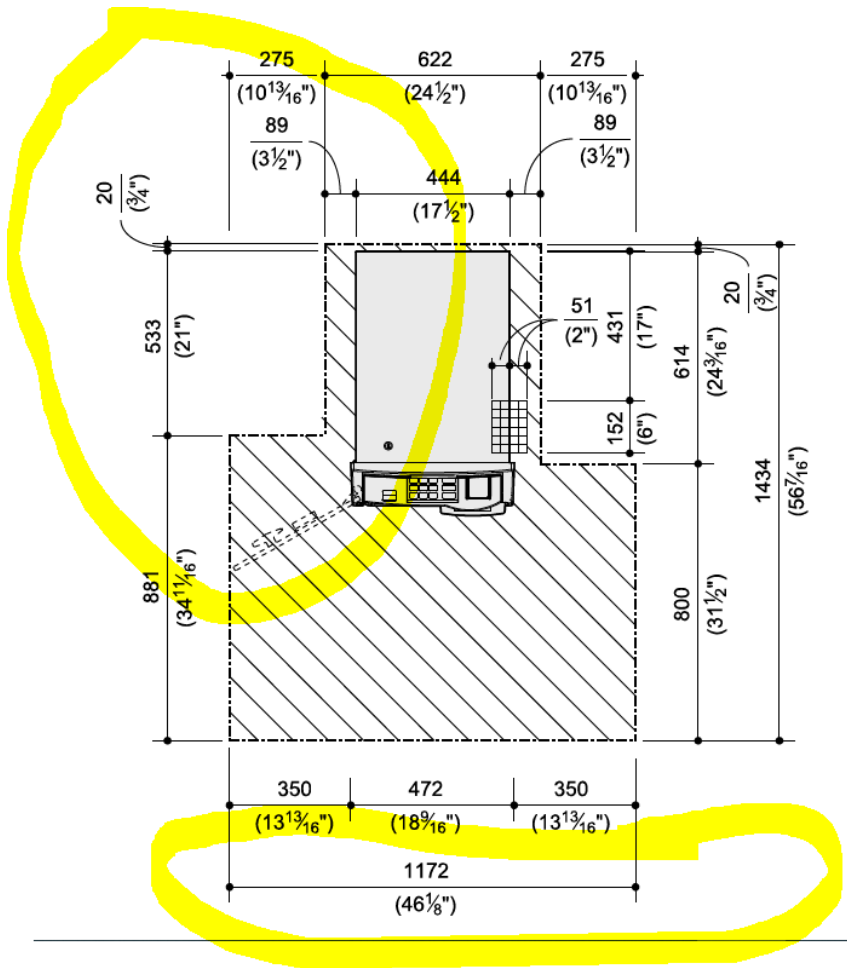


Exhibit B: Clearances must be maintained for operations of ATM. Any conflict to be resolved by Landlord.



Fire extinguisher relocation and/or clearances to be addressed by Landlord

ATM Location with required clearances shown above

Worcester County Sheriff's Office ^{ITEM 4}

Matthew Crisafulli
Sheriff



Nate Passwaters
Chief Deputy

June 13, 2023

To: Weston Young, Chief Administrative Officer
Worcester County Commissioners

RE: FY2024 Edward J. Byrne Memorial Justice Grant (BJAG) Program

Dear Mr. Young and Worcester County Commissioners,

We respectfully request your approval of our application for the FY2024 Edward J. Byrne Memorial Justice Grant (BJAG) Program in the amount of \$99,981.00.

If approved and awarded, the grant monies will be used to purchase 7 night vision goggles, 7 flip mounts, 13 ballistic helmets, and 16 Infrared Illuminators for our STAR Team members, to allow for more effective nighttime operations.

Thank you for your consideration.

Respectfully submitted,
Carrie Tingle
Finance Administrator

“Proud to Protect, Ready to Serve”

Worcester County Sheriff's Office
One West Market Street, Room 1001
Snow Hill, MD 21863
410-632-1111- phone / 410-632-3070- fax
www.WorcesterSheriff.com

Edward J. Byrne Memorial Justice Assistance (BJAG) Grant – 2024 (BJAG)

Applicant: Worcester County Board of County Commissioners

Grant Application Form



Governor's Office of Crime Control and Prevention

Submitted: 6/14/2023

Governor's Office of Crime Control and Prevention
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

- Checkboxes for application contents: Cover Sheet, Face Sheet, Summary / Narrative, Budget Summary, Personnel, Operating, Travel, Civil Rights, Service Sites, Assurances, Anti-Lobbying, Services, Equipment, Other.

Form with fields: Date Stamp, OFFICE USE ONLY, Control Number (with barcode), Application Number (2023-BJ-0035), Received By, Date.



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

**Edward J. Byrne Memorial Justice Assistance (BJAG) Grant – 2024
(BJAG)**

Applicant: Worcester County Board of County Commissioners

Project Title: FY24 BJAG WCSO Night Vision Equipment for STAR Team

Worcester

Local Government

Start Date: 10/01/2023

Submitted: 6/14/2023 8:23:24 AM

DUNS Number: 101119399

End Date: 09/30/2024

Funding Year:

SAM Expiration: 11/1/2023

Applicant:

Implementing Agency:

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

Worcester County Sheriff's Office
1 West Market Street, Room 1001
Snow Hill, MD 21863 1069
(410) 632-1111 FAX: (410) 632-3070

Authorized Official:

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

Project Director:

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

Fiscal Officer:

Wright, Lynn Senior Budget Accountant
lwright@co.worcester.md.us
Worcester County Board of County Commissioners
County Government Center
1 W Market St Rm 1103
Snow Hill, MD 21863-1072
(410) 632-1191 FAX: (410) 632-3131

Funding Summary	100.0 %	Grant Funds	\$99,981.00	_____	_____
	0.0 %	Cash Match	\$0.00	_____	_____
	0.0 %	In-Kind Match	\$0.00	_____	_____
		Total Project Funds	\$99,981.00		

Project Summary

The Worcester County Sheriff's Office Night Vision & Ballistic Helmet program helps to improve the safety of the Sheriff's Tactical Armed Response (STAR) Team members in properly equipping each team member with this essential equipment. The program will equip STAR Team members to handle exigent, dangerous, or unique situations in attempts to locate lost/missing persons, searching for suspects, or for perimeter operations and surveillance in low light or hours of darkness with maximum protection. Program funds provide essential equipment.

Problem Statement/Needs Justification

The Worcester County STAR (Sheriff's Tactical Armed Response) Team is a tactical unit incorporated into the Worcester County Sheriff's Office in which Deputies volunteer and train for this honorable duty alongside their primary assignments. The STAR Team is a collateral duty team, meaning its personnel and equipment are dispersed throughout the Road Patrol, Criminal Investigative Division, Criminal Enforcement Team, and School Safety Division for their primary duty assignments and its members are called upon as needed for exigent, dangerous, or unique situations above those which could be expected of typical patrol deputies/officers. Each deputy is assigned their own take home vehicle.

On the night of 03/16/23, Deputies from the Worcester County Sheriff's Office were dispatched to a suicidal subject. The male subject had advised his spouse he was going to kill himself, exited the home with a firearm, and discharged that firearm in the back yard. The subject then fled from the residence, briefly evading law enforcement attempts to locate him before returning to his property. The subject parked at a pole barn over 100 yards behind his residence in complete darkness. Law Enforcement, which included members of Worcester County STAR Team, attempted to locate the subject, who was known to be armed, intoxicated, and believed to be a threat to himself and others. Law Enforcement Officers were forced to cover 100 yards of open ground in the dark, unaware of the suspect's final location. Since there were no agency Night Vision or Thermal Imaging devices available, the Maryland State Police Helicopter, Trooper 4 was called to aid in the search and was able to locate the subject on Forward Looking Infrared (FLIR). The subject was prone and lying in wait for responding Law Enforcement. The subject was taken into custody for an Emergency Petition and a semiautomatic handgun was located where he had been laying. Trooper 4 was able to provide an image following the incident for the report of where the suspect was hiding in the dark. Night Vision and Thermal equipment on the ground could have alleviated the need for the helicopter, allowed the STAR Team members to move more safely on the ground, and not expose themselves to a potentially fatal adversary. But what if Trooper 4 was not available with their FLIR system? Would the outcome be gravely different for Law Enforcement?

The Worcester County Sheriff's Office is seeking to outfit the STAR Team members with night vision goggles, ballistic helmets, infrared illuminators and coordinating accessories that will enhance our STAR Team's ability to safely and effectively operate during the most common and dangerous times deployments, such as in the above scenario. This equipment will give these STAR Team members an advantage over those who intend to harm themselves, community members, or our deputies. Night vision will also allow law enforcement to more easily locate vulnerable citizens who go missing or astray.

Currently, when night vision is needed, our office will contact Natural Resources Police (NRP) to respond if they are available. Critical time is lost awaiting their arrival, which could be as long as a two-hour response time. In exigent circumstances, NRP has assisted our agency with their night vision approximately 10 times in 2022.

For the last eight years, the request to purchase night vision has been sidelined due to budgetary restraints. In the summer of 2022, the Worcester County Sheriff's Office submitted a request for grant funds for 11 night vision goggles through the BJAG 2023 grant. This grant was awarded in December 2022. Unfortunately, due to the distributor having to fulfill a Federal agency priority purchase ahead of local government orders, we have not yet (as of 06/06/23) received these night vision goggles, but are projected to receive them by the end of June 2023. Our STAR Team has recently grown to 16 members. Approximately 1/3 of the STAR team members will be without binocular night vision once the recently ordered goggles arrive. This leaves part of the team ill-equipped when responding to the scene of critical incidents where night vision is need for the safety of the public, their team members and themselves.

STAR Team personnel are also regularly deployed to search for missing persons ranging from autistic children, Dementia/ Alzheimer's patients, and persons missing in dangerous weather conditions of extreme heat or cold. The environments that STAR Team personnel have been deployed in to search for a missing person has typically been densely wooded areas, marsh, farmland and/or cleared fields, all far from artificial lighting. Deputies were limited by what can be observed through the beam of their flashlight as opposed to the entirety of their field of view. The ability to see at night would greatly aid in the search, rescue, and recovery of these victims. The efficacy of this technology has been shown repeatedly when Natural Resource Police units were available to assist, as they possess this equipment.

Over the last year alone, the STAR Team personnel have been deployed multiple times to conduct large area searches following criminal conduct or chases. Suspects have fled into wooded areas, large fields, or rural areas in which streetlights and other manmade illumination was not available. This required deputies to employ white lights which identify their location to the suspects while the suspects remain shrouded in darkness. This puts the deputies in grave jeopardy as they are only be able to identify the suspect while that suspect is both unobscured and within the beam of the white light the deputy is projecting. The suspect, however, can observe each deputy employing white light and therefore can trace back their exact locations. This allows the suspect to more effectively evade the pursuing deputies, as well as lie in wait to cause harm. The suspect is also ahead of the action vs. reaction equation putting the

deputy at a further disadvantage.

The night vision goggles and ballistic helmets will also assist STAR Team members who are assigned to the Criminal Investigations Division and Criminal Enforcement Team while they conduct surveillance for felony suspects. These investigators would have the ability to observe suspects concealed by darkness, while during the commission of, or the planning and preparation of, their crimes. The ability to passively see in the dark help conceal the investigators and maintain the covert nature of their investigations.

In conclusion, the STAR Team consists of 16 members, and we are requesting 7 night vision goggles and 7 flip mounts to outfit the remaining team members. We are requesting 13 ballistic helmets to replace expired and outdated helmets the team members are currently wearing. These helmets serve as both ballistic protection as well as a mounting surface for the night vision goggles. We are also requesting 16 Infrared Illuminators to illuminate areas where there is no ambient light. These are a night vision flashlight which is invisible to the naked eye, but visible under night vision for assessment, navigation, and acquisition. The total cost of this grant request equals \$99,981.00. Having safer and more effective equipment is a benefit to the citizens of Worcester County, the Sheriff's Office, and the STAR team in particular. Night Vision, helmets and accessories will enhance their ability to safely and effectively operate during the most common and most dangerous times that they are deployed, and will protect them as they perform their duties in evolving operational environments.

Federal Purpose Area

Worcester County is the Easternmost County in the State of Maryland. It is Maryland's only seaside county where it is known for its recreational activities and tourism. Worcester County geographical areas has a population of approximately 53,000 permanent residents and is a mix of urban, rural, woodland, marsh, and water environments over approximately 700 square miles. It is the seventh largest county in Maryland. It is bordered to the North by Sussex County, Delaware and to the South by Accomack County, Virginia. However, the resort town of Ocean City, located in Worcester County, becomes the 2nd most populated municipality in Maryland during the summer months as it hosts between 320,000 to 345,000 vacationers, and up to 8 million visitors annually.

The Worcester County Sheriff's Office has 95 sworn deputies. In 2021 our office handled 45,250 calls for service; in 2022, that number rose to 52,510, an increase of 16%. The STAR Team was called out approximately 14 times in 2022, and over 100 times in the past 6 years.

Funding Priority/Category

Equipment Category and Other Category: We are requesting 7 night vision goggles and 7 flip mounts to outfit the remaining STAR Team members. We are requesting 13 ballistic helmets to replace expired and outdated helmets the team members are currently wearing. These helmets serve as both ballistic protection as well as a mounting surface for the night vision goggles. We are also requesting 16 Infrared Illuminators to illuminate areas where there is no ambient light. These are a night vision flashlight which is invisible to the naked eye, but visible under night vision for assessment, navigation, and acquisition. The total cost of this grant request equals \$99,981.00. Having safer and more effective equipment is a benefit to the citizens of Worcester County, the Sheriff's Office, and the STAR team in particular. Night Vision, helmets and accessories will enhance their ability to safely and effectively operate during the most common and most dangerous times that they are deployed and will protect them as they perform their duties in evolving operational environments.

Program Goals and Objectives

The goal of this project is to increase situational awareness by equipping deputies with advanced technology to enhance their ability to perform their job safely.

Short Term Goal: To outfit the remaining seven team members of the STAR team with night vision goggles and accessories since not all members will be available at every call out. To also equip the STAR Team members with updated ballistic helmet geared to potentially saving their life. Members will receive training on how to use the equipment effectively.

Long-Term Goal: Increase efficiency within our office with locating suspects, lost children or the elderly in a timely manner, and handling perimeter operations and surveillance in a stealth manner for officer safety. This includes using this new equipment to assist allied agencies within and outside of Worcester County when requested.

Program Strategy/Program Logic

Innovative technology offers more visual information for assessment and acquisition, increasing accuracy and effectiveness in criminal investigations to obtain a positive outcome. The most common exigent callout for the STAR Team is a barricaded suspect, or criminals who have occupied a dwelling and are refusing to surrender. These callouts have ranged from attempted murder suspects to interrupted burglary suspects and have lasted as long as 18 hours in duration. The vast majority of these callouts occur or last through the evening, night, and early morning hours. Deputies on the perimeter of the crisis location are there to provide containment and gather information to help effect a safe resolution for all parties involved. Without night vision and infrared illuminators devices, those deputies are limited by what their eyes can naturally observe or what they can gather by the white light provided by themselves or their vehicles.

The most common planned response for the STAR team is a search and seizure warrant. During the service of these warrants STAR regularly clears commercial and residential buildings, outbuildings, garages, and other structures during darkness or in reduced light conditions while searching for suspects. Beyond the safety concerns previously stated of utilizing white light, night vision and infrared illuminators devices would allow deputies to benefit from the cover of darkness in order to move to and from positions of advantage unseen by potential suspects.

The program proposes having safer and more effective night vision equipment and ballistic helmets that will be of benefit to the citizens of Worcester County, the Sheriff's Office, and the STAR Team in particular for criminal investigations. This equipment will enhance our ability to safely and effectively operate during the most common and most dangerous times that our deputies are deployed. It will give us an advantage over those who mean us and our community harm and allow us to more easily find those vulnerable citizens who go missing or astray.

Program Measurement

Output Measurement: The immediate services this project provides is safety to the public and law enforcement personnel. The outcome of this project is the ability to see clearly in order to gather more information to make informed decisions. This will substantially contribute to safer and more expedient resolutions.

Initial Outcome Measures – The substantive changes that are anticipated are a percent increase in cases to be prosecuted due to locating suspects using night vision and its accessories without which would those suspects could otherwise hide or escape. This equipment will also:

- Reduce crime rates
- Increase public safety
- Increase officer safety

Impacts – The long-term outcomes that are anticipated from using Night Vision equipment is increase public safety not only to our deputies, but also to our citizens of Worcester County. After more suspects are located in low light situations using night vision, it will lower crime rates due to offenders or repeat offenders unable to commit crimes due to incarceration.

Although this project is not directly affected by Covid-19, the goal in being awarded this grant would alleviate the possibility of sharing equipment. This would diminish the spread of Covid-19 and other germs since this equipment is be worn on a Deputy's head and positioned around his/her face. Our objective is to outfit each member of the STAR Team with their own equipment as listed in this grant.

Timeline

The priority of the Worcester County Sheriff's Office is to purchase the equipment as soon as the funds are available to make the deputies more efficient and enhance officer safety as expediently as possible. The STAR Team's Assistant Team Leader, Sgt. Joshua Moore, will contact the vendor as soon as the funds are available to place an order. Once he is notified by the vendor that the equipment is ready to be shipped, Sgt. Moore will schedule the training dates with the STAR Team recipients. The deputies will be trained by the end of the second quarter.

Spending Plan

Funds will be expended for all of the below equipment in the first quarter. Once the equipment arrives, training will be scheduled and completed before the end of the second quarter.

- L3 Harris BNVD-1531 Dual Tube Articulation Google with SOCOM Spec 2376 Min FOM White Phosphor Unfilmed Tubes- Night vision goggles: \$8,510 x Qty 7 = \$59,570
- Cadex NVG Flip Mount – Mount for Night Vision goggles: \$428 x Qty 7 = \$2,996
- L3 Harris ATPIAL/PEQ 15 Full Power Restricted to LE- Infrared Illuminators – night vision flashlight, naked to the human eye but illuminates under night vision goggles: \$1,440 x Qty 16 = \$23,040
- Team Wendy Ballistic EXFIL Helmet – the night vision goggles will mount on this helmet as well as provide ballistic protection: \$1,100 x Qty 13 = \$14,300.
- Shipping: \$75

Total package: \$99,981.00

Management Capabilities

The history of the Sheriff's Tactical Armed Response (STAR) Team was established in late 1980's. It was originally a 6-man unit. Equipment used was military surplus. Over time, the unit grew to its present authorized strength of 16 personnel. Personnel are now trained in specialties in reconnaissance and observation, less lethal munitions use, counter sniper operations, high risk vehicle stops and extraction. Team members hold active membership with the National Tactical Officers Association in order to stay up to date with current training trends and available technologies.

Project Director: Ms. Carrie Tingle serves as the Finance Administrator and Grants Coordinator for the Worcester County Sheriff's Office. She began her career in finance and budgeting with the State of Maryland, and has served in governmental environments for the past 14 years. Ms. Tingle now works for Worcester County, specifically the Sheriff's Office, to manage all aspects of multiple budgets, including forecasting and maintenance and data/costs analyses, as well as grants procurement, application, and compliance monitoring.

Financial Officer: Ms. Lynn Wright holds an Associate Degree of Science in Accounting and a Bachelor of Arts Degree in Human Resources Management. She has 19 years of experience in local government, serving as a Human Resources Manager and later as Accounting Supervisor. Ms. Wright now works with Worcester County to administer grants procurement and compliance, track capital projects, and assist in all phases of budget preparation, maintenance, and analysis of financial data and audit compliance.

Key Consultant: Captain Douglas Dods started his law enforcement career in South Carolina, and moved to the Maryland State Police in 1979. He has served a lengthy and multi-faceted career in law enforcement. Captain Dods has served in many roles, including MSP Barrack Commander. His Army career ran parallel with his MSP career, again serving many roles. He retired from the Army in 2007 at the rank of Colonel, and in that same year retired from MSP. At that time, he was recruited for by the Worcester County Sheriff's Office to serve as Operations Officer, and is responsible for the day to day operations of the Office. In addition, Captain Dods is the Range Master/Chief Firearms instructor and STAR Team Commander.

Professional Staff Member: Sergeant Joshua Moore has been employed with the Worcester County Sheriff's Office since 2008 and is assigned to the Patrol Division as the Evening Shift Patrol Sergeant and as an Assistant Team Leader for the Worcester County Armed Response Team. Sgt. Moore brings tactical experience to the STAR Team as a prior infantry squad leader in the United States Marine Corps. Sgt. Moore serves as an instructor for Firearms, SWAT Techniques and Tactics, Law Enforcement Active Shooter Emergency Response (DHS), Civilian Response to Active Killer Events (FBI ALERRT), and Simunitions for Scenario based training events. Sgt. Moore also serves as an adjunct faculty member for the Eastern Shore Criminal Justice Academy. Sgt Moore holds a bachelor's degree in Sociology and associate degrees in Criminal Justice and Liberal Arts General Studies.

Sustainability

The priority of the Worcester County Sheriff's Office is to upgrade equipment to make the STAR Team more efficient and productive. The one-time purchase requires no additional resources and will be fully funded in this application. The Worcester County STAR (Sheriff's Tactical Armed Response) Team will maintain the newly purchased equipment by budgeting upgrades and maintenance fees where applicable.

Applicant Disclosure of Pending Applications Statement

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

Unique Entity Identifier and SAM.GOV Expiration Date

UEI Number: KEA9KRV8GPG3

Expiration 11/01/2023

Person Completing the Project Narrative

Jennifer DeGiovanni
Deputy Sheriff
Worcester County Sheriff's Office
Ph: 410-632-1111 x2237
Fax: 410-632-3070
jdegiovanni@co.worcester.md.us



Project Budget

A. Budget Summary

	Grant Funds	Cash Match	In-Kind Match	Total Award
Personnel	\$0.00	\$0.00	\$0.00	\$0.00
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	\$59,570.00	\$0.00	\$0.00	\$59,570.00
Other	\$40,411.00	\$0.00	\$0.00	\$40,411.00
Grand Total	\$99,981.00	\$0.00	\$0.00	\$99,981.00

ITEM 4

Category E - Equipment



Control Number:

2023-BJ-0035

	Equipment	Priority	Funding Type	Quantity	Cost / Unit	Total
1	L3 Harris BNVD-1531 Dual Tube Articulation Goggle with SOCOM Spec 2376 Min FORM White Phosphor Unfilmed Tubes	1	Grant Funds	7	\$8,510.00	\$59,570.00
						\$59,570.00

1. Night vision goggles

ITEM 4

Category F - Other



Control Number:

2023-BJ-0035

	Other	Priority	Funding Type	Quantity	Cost / Unit	Total
2	L3 Harris ATPIAL/PEQ 15 Full Power Restricted to LE - Infrared Illuminators	2	Grant Funds	16	\$1,440.00	\$23,040.00
3	Team Wendy Ballistic EXFIL Helmet	3	Grant Funds	13	\$1,100.00	\$14,300.00
1	Cadex NVG Flip Mount	4	Grant Funds	7	\$428.00	\$2,996.00
4	Shipping	5	Grant Funds	1	\$75.00	\$75.00
						\$40,411.00

1. Mount for night vision goggles
2. Night vision flashlight, naked to the human eye but illuminates under night vision goggles
3. Ballistic helmet
4. Lump sum shipping costs for all equipment and other items



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: 17

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 formula 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 matching 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 following the first year covered by a Grant Award and each year thereafter, a performance evaluation and assessment report will be submitted to the Governor's Office of Crime Control & Prevention.

4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Control & Prevention 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 Control & Prevention may reasonably require to administer the program.

6. Sub-recipients will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604 (e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000(d)); the Rehabilitation Act of 1973 (29 U.S.C. § 704); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. § 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); and the

Department of Justice (DOJ's) Equal Treatment Regulations (28 C.F.R. pt. 38).

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 Control & Prevention.

8. Sub-recipients that are governmental or for-profit entities, that have fifty or more employees and that receive a single award of \$500,000 or more under the Safe Streets Act or other Department of Justice (DOJ) program statutes are required to submit their Equal Employment Opportunity Plan (EEOP) to the federal Office of Civil Rights (OCR). The sub-recipients are not required to submit a copy to the Governor's Office of Crime Control & Prevention (GOCCP), but must have a copy available on site for monitoring purposes. Those sub-recipients that are subject to the OCR's EEOP Certification Form may access this form at: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>.

9. That the Grantee will comply with all provisions set forth in the Governor's Office of Crime Control & Prevention's General <http://www.goccp.maryland.gov/grants/general-conditions.php> and Special Conditions.

10. That the Grantee will comply with the provisions of 28 CFR applicable to grants and cooperative agreement.

11. Sub-recipients 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: <http://www.archives.gov/eo/laws/title-vi.html>

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

Bertino Jr., Anthony W. - President

Name and Title



Certification Regarding Lobbying



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

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

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

1. LOBBYING

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

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

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

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

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

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

A. The applicant certifies that it and its principals:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Project Title: FY24 BJAG WCSO Night Vision Equipment for STAR Team
Federal ID Number: 52-6001064

Authorized Representative: Bertino Jr., Anthony W. - President

Signature: _____
Signature of Authorized Official **Date**



Worcester County Government
One West Market Street | Room 1103 | Snow Hill MD 21863-1195
(410) 632-1194 | (410) 632-3131 (fax) | admin@co.worcester.md.us | www.co.worcester.md.us

MEMORANDUM

TO: Worcester County Commissioners
FROM: Nicholas W. Rice, Procurement Officer
DATE: July 5, 2023
RE: Request to Purchase – Worcester County Sheriff’s Office Armored Rescue Vehicle

The Worcester County Sheriff’s Office is requesting approval to purchase an armored rescue vehicle. Please see the attached quote from Lenco Armored Vehicles. Pricing is based off of a competitively bid contract with Howard County, Maryland. Total quote amount is \$321,833.

FY24 funding in the amount of \$324,000 was approved for this purchase in G/L account 1101.030.9010.010.

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



Protecting Our Nation's Defenders™

10 Betnr Industrial Drive - Pittsfield, MA 01201

PH: 413-443-7359 - FAX: 413-445-7865

ITEM 5 Quotation 100787

Customer Code: WOLMD

Quotation Date: 06/07/23

Lenco Tax ID#: 04-2719777

Page #: 1 of 2

Bill To
Worcester County Sheriff's Office No 1 W. Market St. Room 1001 Snow Hill, MD 21863 USA

Ship To
Customer Pick-Up 10 Betnr Industrial Dr Pittsfield, MA 01201 USA

Payment Terms	Shipping Terms	Ship Via
Payment Upon Pick-Up	FOB: Origin	Customer Pickup
Estimated Completion	Inhouse Contact	Inspection & Acceptance
12 months ARO (Est.)	Daniel Besemer	At Lenco's Facility, Pittsfield, MA

Item:	Product #	Qty	Unit Price	Total
Vehicle configuration				
Lenco BearCat	BC55003-BASE	1	\$200,704.00	\$200,704.00
Options:				
LED All Blue	LED_BLUE	1		
Lusterless Urban Green	LUSTERLESS_URBAN_GREEN	1		
Diesel Engine, 6.7L Turbo	BCDLEN	1	\$8,859.00	\$8,859.00
BearCat G3 4-Wheel Off-Road Upgrade Pkg w/Run-Flats	BC3WOFFRD	1	\$34,958.00	\$34,958.00
4-Door Configuration	BC4DR	1	\$7,858.00	\$7,858.00
(1) 7" Vertical GunPort Upgrade	BCGP7	8	\$152.00	\$1,216.00
Electric Power Mirrors	BCMIR	1	\$1,508.00	\$1,508.00
360 Camera System	BC360DEG	1	\$4,422.00	\$4,422.00
Radio Prep Package, (1) Max (2)	BCINSRA	1	\$502.00	\$502.00
Rear A/C - Heating Systems: High Capacity Upgrade	BCHACUP	1	\$7,182.00	\$7,182.00
Hydraulic Ram Upgrade w/Front Mounted Receiver with Ram Post and Plate	BCHYDRAM	1	\$12,479.00	\$12,479.00
Break and Rake	BCBAR	1	\$1,200.00	\$1,200.00
VSP Style Low Profile & Scene Lighting Pkg	BCVSPL	1	\$4,068.00	\$4,068.00
Roof Mounted Remote Control Spot Light - LED	BCSLLED	2	\$1,404.00	\$2,808.00
High Intensity Driving Lights in Front Bumper	BCHIDL	1	\$1,340.00	\$1,340.00
IR Take Down Light (Bumper Mounted)	BCTDL-IR	1	\$2,577.00	\$2,577.00
AC-DC Power Inverter w/ Auto Eject	BCINV2000	1	\$6,387.00	\$6,387.00
Electric Power Winch - Synthetic Rope - Modular w/ Winch Basket	BCWNCHRMP	1	\$6,095.00	\$6,095.00
Rear Tow Hitch Receiver w/ Winch Power	BCRTOWRWP	1	\$1,257.00	\$1,257.00
Armored Oil Pan Guard	BCAOPG	1	\$1,936.00	\$1,936.00
Ballistic Skip Round Shield	BCBSRS	2	\$1,936.00	\$3,872.00
(2) Rear Area Electric Fans	BC2RELFAN	1	\$300.00	\$300.00
Interior Rubber Mats	BCRMF	1	\$455.00	\$455.00
Semi-Automatic Tire Inflation System	BCSTIS	1	\$8,600.00	\$8,600.00
Ford Ignition Key	BC3-104	3	\$350.00	\$1,050.00
Instrument Blackout Panel	BCIBP	1	\$200.00	\$200.00
Configuration Subtotal:				\$321,833.00
Lenco BearCat	NEWCONFIG	1	\$321,833.00	\$321,833.00
Net Total				\$321,833.00



Protecting Our Nation's Defenders™

10 Betnr Industrial Drive - Pittsfield, MA 01201

PH: 413-443-7359 - FAX: 413-445-7865

ITEM 5 Quotation 100787

Customer Code: WOLMD

Quotation Date: 06/07/23

Lenco Tax ID#: 04-2719777

Page #: 2 of 2

Notes:

Howard County MD Contract: 4400004548

WARNING: Information Subject to Export Control Laws

The written approval of the Directorate of US Defense Trade Controls and Lenco Industries, Inc. must be obtained before reselling, transferring, transshipping or disposing of a defense article to any end user, end use or destination other than as stated on this Lenco quote or the shipper's export declaration in cases where an exemption is claimed under this subchapter ITAR 123.9(A).

Acceptance of this quotation or entering into a purchase agreement with Lenco, the purchaser agrees to Lenco's full Terms and Conditions of Sale, available upon request. This quote will be valid for 90 days.

ACCEPTANCE OF PROPOSAL

Authorized

Signature: _____

Please sign and return

Authorized

Signature: Daniel Besemer

Daniel Besemer

Thank you



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: Public Information Officer Kim Moses
DATE: June 21, 2023
RE: Letter of support for St. James AME Church Grant Application

Cynthia Parker of St. James AME Church of Snow Hill is requesting a letter of support from the Worcester County Commissioners to include with an application being submitted to the Maryland Historical Trust for an African American Heritage Preservation Program grant. If awarded, the funds will be used to complete an interior and exterior preservation project to protect this 120-year-old, historic church building.

St. James AME Church, built in 1905, retains its original form, and the congregation is an active and significant part of the local community. The draft letter supporting the grant request is attached for Commission President Bertino to sign.



OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

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

July 5, 2023

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

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

Barbara Fisher, Administrator
Maryland Historical Trust
100 Community Place, 3rd Floor
Crownsville, MD 21032-2023

RE: AAHPP Grant Application for St. James AME Church

Dear Ms. Fisher:

On behalf of the Worcester County Commissioner, I would like to express our support of the St. James AME Church application to the Maryland Historical Trust for an African American Heritage Preservation Program grant. The funds will be used to complete an interior and exterior preservation project to protect this aging, historic church building, which is a focal point of our community.

St. James AME Church, built in 1905, retains its original form and is a key-contributing resource within the Snow Hill Historic District. This historic church, which is celebrating 120 years of service within Snow Hill, also remains an active and significant part of the local community.

We thank you for your favorable consideration in awarding grant funds to support the historic preservation of St. James AME Church.

Sincerely,

Anthony W. Bertino, Jr.
President



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: Billy Birch, Director of Emergency Services

Re: FY 2020 State Homeland Security Grant

Date: 21 Jun 2023

The Department of Emergency Services is requesting a signing of a prior approved FY2020 SHSG grant. The purpose of the resigning was for an extension of the grant until 6-30-23 so all funds could be processed and spent in accordance with state and federal guidelines.

Again, this agreement was between Worcester County and the Maryland Emergency Management Agency for the FY 2020 State Homeland Security Grant which is reoccurring every year. These funds are awarded to the State of Maryland as pass through funds authorized by the Department of Homeland Security which is why the county is listed as a sub-recipient. The award this year is in the amount of \$97,308.52.

I am available to answer any questions that may arise at your convenience.

Attachment (1)



2020 Grant Adjustment Notice
for
County Commissioners of Worcester County, Maryland

Date of Award
3/22/2023

1. Sub-Recipient Name and Address	2. Prepared by: <i>Low, Wilson</i>	3. MEMAGMS Award Number: 20-GA 8861-04
County Commissioners of Worcester County, Maryland	4. Federal Grant Information	
	Federal Grant Title:	State Homeland Security Grant Program
	Federal Grant Award Number/CFDA Number:	EMW-2020-SS-00010 SHSP / 97-067
	Federal Granting Agency:	U.S. Department of Homeland Security

5. Award Amount

Total Award Amount \$97,308.52	2020 State Homeland Security Program Performance Period: FROM Sep 1, 2020 – Jun 30, 2023
--	---

6. Statutory Authority for Grant: This project is supported under the Homeland Security Act of 2002 as amended (Public Law 107-296), (6USC603)
Appropriations Authority for Grant: The Department of Homeland Security Appropriations Act, 2017

7. Method of Payment: Primary method is reimbursement.

8. Debarment/Suspension Certification: The Sub-Recipient certifies that the subgrantee and its' contractors/vendors are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal department or agency and do not appear in the Excluded Parties List System at <https://www.sam.gov/portal/SAM/>

9. Agency Approval

Approving SAA Official: Robert Poler, Chief Financial Officer Maryland Department of Emergency Management DBA Maryland Emergency Management Agency	Signature of SAA Official:
	Date:

10. This award supercedes all prior awards. Sub-Recipient Acceptance

I have read and understand the attached Agreement Articles.

Type name and title of Authorized Sub-Recipient official:	Signature of Sub-Recipient Official:

11. Enter Federal Employer Identification Number (FEIN) and DUNS number: 526001064	12. Date Signed :
--	--------------------------

13. DUE DATE: 5/6/2023
 Signed award must be returned to the SAA on or before the above due date.

TABLE OF CONTENTS

Article I - Summary Description of Award

Article II - Activities Conducted Abroad

Article III - Reporting of Matters Related to Recipient Integrity and Performance

Article IV - Trafficking Victims Protection Act of 2000 (TVPA)

Article V - Federal Leadership on Reducing Text Messaging while Driving

Article VI - Debarment and Suspension

Article VII - Fly America Act of 1974

Article VIII - Americans with Disabilities Act of 1990

Article IX - Duplication of Benefits

Article X - Copyright

Article XI - Civil Rights Act of 1968

Article XII - Best Practices for Collection and Use of Personally Identifiable Information (PII)

Article XIII - Limited English Proficiency (Civil Rights Act of 1964, Title VI)

Article XIV - Hotel and Motel Fire Safety Act of 1990

Article XV - Disposition of Equipment Acquired Under the Federal Award

Article XVI - Patents and Intellectual Property Rights

Article XVII - DHS Specific Acknowledgements and Assurances

Article XVIII - Procurement of Recovered Materials

Article XIX - Terrorist Financing

Article XX - Civil Rights Act of 1964 - Title VI

Article XXI - Prior Approval for Modification of Approved Budget

Article XXII - Acknowledgement of Federal Funding from DHS

Article XXIII - Acceptance of Post Award Changes

Article XXIV - Rehabilitation Act of 1973

Article XXV - False Claims Act and Program Fraud Civil Remedies

Article XXV - Nondiscrimination in Matters Pertaining to Faith-Based Organizations

Article XXVII - Lobbying Prohibitions

Article XXVIII - Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX

Article XXIX - Age Discrimination Act of 1975

Article XXX - National Environmental Policy Act

Article XXXI - Assurances, Administrative Requirements, Cost Principles, Representations and Certifications

Article XXXII - USA PATRIOT Act of 2001

Article XXXIII - Non-Supplanting Requirement

Article XXXIV - Drug-Free Workplace Regulations

Article XXXV - Universal Identifier and System of Award Management

Article XXXVI - Reporting Subawards and Executive Compensation

Article XXXVI - Energy Policy and Conservation Act

Article XXXVIII - Whistleblower Protection Act

Article XXXIX - Federal Debt Status

Article XL - Use of DHS Seal, Logo and Flags

Article XLI - Notice of Funding Opportunity Requirements

Article XLII - SAFECOM

Article XLIII - Environmental Planning and Historic Preservation

Article I - Summary Description of Award

The purpose of the FY 2020 HSGP is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. The HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, HSGP supports the goal to Strengthen National Preparedness and Resilience. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community. This HSGP award consists of State Homeland Security Program (SHSP) funding in the amount of \$7,692,000 and Urban Area Security Initiative (UASI) funding in the amount of \$4,250,000. These grant programs fund a range of activities, including planning,

organization, equipment purchase, training, exercises, and management and administration across all core capabilities and mission areas.

Article II - Activities Conducted Abroad

Sub-recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

Article III - Reporting of Matters

Related to Recipient Integrity and Performance If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

Article IV - Trafficking Victims Protection Act of 2000 (TVPA)

Sub-recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. section 7104. The award term is located at 2 C.F.R. section 175.15, the full text of which is incorporated here by reference.

Article V - Federal Leadership on Reducing Text Messaging while Driving

Sub-recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

Article VI - Debarment and Suspension

Sub-recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3000. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Article VII - Fly America Act of 1974

Sub-recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. section 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. section 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

Article VIII - Americans with Disabilities Act of 1990

Sub-recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. sections 12101-12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

Article IX - Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

Article X - Copyright

Sub-recipients must affix the applicable copyright notices of 17 U.S.C. sections 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

Article XI - Civil Rights Act of 1968

Sub-recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. No. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. section 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)-be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

Article XII - Best Practices for Collection and Use of Personally Identifiable Information (PII)

Sub-recipients who collect PII are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Sub-recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.

Article XIII - Limited English Proficiency (Civil Rights Act of 1964, Title VI)

Sub-recipients must comply with Title VI of the Civil Rights Act of 1964, (42 U.S.C. section 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that sub-recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

Article XIV - Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. section 2225a, sub-recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, (codified as amended at 15 U.S.C. section 2225.)

Article XV - Disposition of Equipment Acquired Under the Federal Award

When original or replacement equipment acquired under this award by the recipient or its sub-recipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from DHS/FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. Section 200.313.

Article XVI - Patents and Intellectual Property Rights

Sub-recipients are subject to the Bayh-Dole Act, 35 U.S.C. section 200 et seq, unless otherwise provided by law. Sub-recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from

federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. section 401.14.

Article XVII - DHS Specific Acknowledgements and Assurances

All recipients, sub-recipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
2. Sub-recipients must give DHS & MEMA access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Sub-recipients must submit timely, complete, and accurate reports to the appropriate MEMA officials and maintain appropriate backup documentation to support the reports.
4. Sub-recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. Recipients of federal financial assistance from DHS must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receipt of the Notice of Award or, for State Administering Agencies, thirty (30) days from receipt of the DHS Civil Rights Evaluation Tool from DHS or its awarding component agency. After the initial submission for the first award under which this term applies, recipients are required to provide this information once every two (2) years as long as they have an active award, not every time an award is made. Recipients should submit the completed tool, including supporting materials, to CivilRightsEvaluation@hq.dhs.gov. This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Sub-recipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>.
6. The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to CivilRightsEvaluation@hq.dhs.gov prior to expiration of the 30-day deadline.

Article XVIII - Procurement of Recovered Materials

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965), (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. section 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Article XIX - Terrorist Financing

Sub-recipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Sub-recipients are legally responsible to ensure compliance with the Order and laws.

Article XX - Civil Rights Act of 1964 - Title VI

Sub-recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. section 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

Article XXI - Prior Approval for Modification of Approved Budget

Before making any change to the DHS/FEMA approved budget for this award, you must request prior written approval from MEMA where required by 2 C.F.R. Section 200.308. DHS/FEMA is also utilizing its discretion to impose an additional restriction under 2 C.F.R. Section 200.308(e) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the Federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from MEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget MEMA last approved. You must report any deviations from your approved budget in the first Federal Financial Report (SF-425) you submit with the Quarterly Status Report (QSR) following any budget deviation, regardless of whether the budget deviation requires prior written approval.

Article XXII - Acknowledgement of Federal Funding from DHS

Sub-recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

Article XXIII - Acceptance of Post Award Changes

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, sub-recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate sub-recipient acceptance of the changes to the award.

Please call the MEMA's Grants Division at 410-517-3600 or email Grants.mema@maryland.gov.

Article XXIV - Rehabilitation Act of 1973

Sub-recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112 (1973), (codified as amended at 29 U.S.C. section 794,) which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Article XXV - False Claims Act and Program Fraud Civil Remedies

Sub-recipients must comply with the requirements of the False Claims Act, 31 U.S.C. sections 3729-3733, which prohibits the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. sections 3801-3812, which details the administrative remedies for false claims and statements made.)

Article XXVI - Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Sub-recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

Article XXVII - Lobbying Prohibitions

Sub-recipients must comply with 31 U.S.C. section 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the sub-recipient to pay any person to influence, or attempt 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 any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

Article XXVIII - Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX

Sub-recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. No. 92-318 (1972) (codified as amended at 20 U.S.C. section 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.

Article XXIX - Age Discrimination Act of 1975

Sub-recipients must comply with the requirements of the Age Discrimination Act of 1975, Pub. L. No. 94-135 (1975) (codified as amended at Title 42, U.S. Code, section 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

Article XXX - National Environmental Policy Act

Sub-recipients must comply with the requirements of the National Environmental Policy Act of 1969 (NEPA), Pub. L. No. 91-190 (1970) (codified as amended at 42 U.S.C. section 4321 et seq.) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require sub-recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

Article XXXI - Assurances, Administrative Requirements, Cost Principles, Representations and Certifications

DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances - Non-Construction Programs, or OMB Standard Form 424D Assurances - Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions. DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200, and adopted by DHS at 2 C.F.R. Part 3002.

Article XXXII - USA PATRIOT Act of 2001

Sub-recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), Pub. L. No. 107-56, which amends 18 U.S.C. sections 175-175c.

Article XXXIII - Non-Supplanting Requirement

Sub-recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

Article XXXIV - Drug-Free Workplace Regulations

Sub-recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. sections 8101-8106).

Article XXXV - Universal Identifier and System of Award Management

Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

Article XXXVI - Reporting Subawards and Executive Compensation Sub-recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

Article XXXVII - Energy Policy and Conservation Act

Sub-recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. No. 94-163 (1975) (codified as amended at 42 U.S.C. section 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

Article XXXVIII - Whistleblower Protection Act

Sub-recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C. section 2409, 41 U.S.C. section 4712, and 10 U.S.C. section 2324, 41 U.S.C. sections 4304 and 4310.

Article XXXIX - Federal Debt Status

All sub-recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

Article XL - Use of DHS Seal, Logo and Flags

Sub-recipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

Article XLI - Notice of Funding Opportunity Requirements All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All sub-recipients must comply with any such requirements set forth in the program NOFO.

Article XLII - SAFECOM

Sub-recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

Article XLIII - Environmental Planning and Historic Preservation

DHS/FEMA funded activities that may require an EHP review are subject to FEMA's Environmental Planning and Historic Preservation (EHP) review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires sub-recipient to comply with all federal, state, and local laws. Failure to obtain all appropriate federal, state, and local environmental permits and clearances may jeopardize federal funding. DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/ FEMA grant funds, through its EHP Review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and, any other applicable laws and Executive Orders.

To access the FEMA's EHP screening form and instructions, go to the MEMAGMS > Admin Menu > Forms Manager. In order to initiate EHP review of your project(s), sub-recipients must complete all relevant sections of this form and submit it to janet.moncrieffe@maryland.gov & copy.grants.mema@maryland.gov along with all other pertinent project information.

*Worcester County's
Initiative to Preserve Families*

6040 Public Landing Rd.
Post Office Box 129
Snow Hill, MD 21863

Telephone: 410-632-3648



June 27, 2023

TO: Candace Savage, Deputy Chief Administrative Officer
THROUGH: Jessica Sexauer, Director, Local Management Board *JS*
FROM: Christen Barbierrri, Coordinator, Local Management Board *CB*
SUBJECT: 2024 Community Partnership Agreement

Please accept this document as a request to approve the Fiscal Year 2024 Local Management Board Community Partnership Agreement. The total award amount for Worcester County is \$930,831. In addition to Board Support, the programs to be funded in fiscal year 2024 are:

- Worcester Navigation
- Worcester Connects
- Bounce Back
- Healthy Worcester Families
- Family Peer Support
- Local Care Team Coordinator

The results and indicators have been reviewed by LMB staff, LMB Board members, and staff from the Governor’s Office for Children. This Community Partnership Agreement encompasses services provided during fiscal year 2024. We are requesting that the three copies of the Community Partnership Agreement be reviewed and signed. Please return all three signed copies to the LMB. An original copy will be provided to the County Commissioners after approval by the Governor’s Office for Children. If you have any questions, please contact me at 410-632-3648.

Thank you for your time and consideration.

Attachments (1)

COMMUNITY PARTNERSHIP AGREEMENT
BETWEEN
STATE OF MARYLAND
AND
COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

This Community Partnership Agreement (“**Agreement**”) effective, as of July 1, 2023, between the State of Maryland (“**State**”), acting by and through the Children’s Cabinet (“**Cabinet**”); and **County Commissioners of Worcester County, Maryland** (“**Subdivision**”), acting by and through the **Worcester County Initiative to Preserve Families** (“**Board**”), designated as the Local Management Board by the Subdivision pursuant to Section 8-301 of the Human Services Article of the Annotated Code of Maryland.

WHEREAS, the **Cabinet** and the **Board** intend to enter into a partnership to develop a more comprehensive integration of children and family services and the funding for these services; and

WHEREAS, pursuant to Title 8, Subtitle 5 of the Human Services Article of the Annotated Code of Maryland, the **Board** has made an application for money from the **Cabinet** Fund, and desires to enter into a Community Partnership Agreement that: (1) reflects coordination with the State’s three-year plan for children, youth, and families and any local government plan for services for children, youth, and families; and (2) addresses the priorities and strategies of the Subdivision for meeting the identified needs of children, youth and families as articulated in the **Board’s** community plan; and,

WHEREAS, the **Cabinet** intends to disburse **Cabinet** funds to the **Board** subject to certain terms, conditions, performance measures, or outcome evaluations that the **Cabinet** considers necessary,

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is acknowledged by both parties, the parties hereto agree as follows:

I. SCOPE

The purpose of this **Agreement** is to establish a Community Partnership Agreement in **Worcester County, Maryland** to establish a comprehensive, integrated children and family interagency service delivery system that is community-based, family-focused and culturally competent. This **Agreement** is based on a shared vision and a joint commitment by the **Cabinet** and the **Board** to advance a results-based accountability and management system that enhances child and family well-being.

This **Agreement** includes Appendices A and B, which are attached hereto and incorporated herein. The appendices that are attached and incorporated into this **Agreement** are as follows:

1. Appendix A, Program Description Chart, which sets forth the details of the programs/strategies to be funded in whole or in part by the **Cabinet** and managed by the **Board** under this **Agreement**, for the fiscal year; and
2. Appendix B, which contains the annual budget for **Cabinet-funded** programs/strategies, Board Administration, and Community Support.

II. PROGRAMS AND SERVICES TO BE PROVIDED

- A. The programs, services, requirements, conditions and other activities of the **Board** as to its operations that will be funded by the **Cabinet** are set forth in the Appendices A and B. By

accepting **Cabinet** funds under this **Agreement**, the **Board** agrees to the terms and conditions set forth herein and appended hereto and those contained in the State of Maryland Policies and Procedures Manual for Local Management Boards (“Manual”), which is incorporated by reference into this **Agreement** in accordance with paragraph VIII (H) herein.

- B. The **Board** shall comply with applicable provisions of Title 8 of the Human Services Article of the Annotated Code of Maryland; the Code of Maryland Regulations (“COMAR”); written guidelines and policies communicated in writing and issued by the **Cabinet** and the Executive Director for the **Governor’s Office of Crime Prevention, Youth, and Victim Services (“Office”)**; and other applicable federal and State laws, regulations, and policies relating to the terms and conditions of this **Agreement**, including the delivery of services to children and families described herein.
- C. The parties hereby expressly acknowledge the possibility of substantial changes in State and federal regulations applicable to this **Agreement** and expressly agree to negotiate associated amendments to the **Agreement** as necessary to comply with such changes; *provided* that any increase in the scope of work or cost of performance associated with such amendments may be compensated by a budget increase or, in the alternative, by modifying the scope of work to reduce the cost of performance, as determined by the **Cabinet** in its sole discretion. Any such modification in the scope of work or budget shall be performed in accordance with the provisions of this **Agreement** (see Section V “MODIFICATIONS”).

III. TERM

This **Agreement** shall be effective and remain in full force and effect for State fiscal year 2024 (July 1, 2023 – June 30, 2024) unless modified or terminated under Sections V. (“MODIFICATIONS”) and VI. (“TERMINATION”) herein, and unless renewed thereafter upon the mutual written agreement of the parties.

IV. FUNDING

- A. Amount: Funding for the programs/strategies to be provided by the **Board** under this **Agreement** will be provided by the **Cabinet**. The total amount will be determined by the **Office** on behalf of the **Cabinet**, based on the proposed budget submitted by the **Board** and approved by the **Office** on behalf of the **Cabinet**, and which is subject to annual **State** appropriations.
- B. Conditions:
 1. Funding received from the **Cabinet** is conditioned upon the availability of **State** appropriations. The **Board** shall make every effort to maximize revenue from sources other than **State** appropriations. In the event of a funding reduction, the **Subdivision** shall not be required to utilize **Subdivision** funds to meet the objectives of this **Agreement**.
 2. Funding received from the **Cabinet** is conditioned upon the **Board** complying with the conditions as set forth in this **Agreement**, including Appendices A and B.
 3. Funding received from the **Cabinet** is conditioned on the submission by the **Board** of an annual budget that has been approved by the **Cabinet**.

4. Funding received from the **Cabinet** is conditioned on the submission by the **Board** of performance measures for each funded program/strategy noted in Appendix A in accordance with the instructions established by the **Cabinet**.
 5. Funding received from the **Cabinet** is conditioned on the utilization by the **Board** of the Results Scorecard web-based application for each funded program/strategy noted in Appendix A in accordance with the instructions established by the **Office**.
- C. Payments: Payments from the **Cabinet** Fund pursuant to this **Agreement** shall be made in accordance with the provisions of the Manual.
- D. Withholding and Repayment of Funds:
1. The **Cabinet** reserves the right to withhold the transfer of **Cabinet** funds to the **Board** if the **Board** fails to:
 - a) Comply with the terms and conditions of this **Agreement**, **including any and all Children’s Cabinet reporting requirements**; and/or,
 - b) Implement the programs/strategies listed in Appendix A in accordance with the terms and conditions of this **Agreement**.
 2. Before any funds are withheld hereunder, the **Cabinet** shall notify the **Board** in writing of the provision(s) of the **Agreement** that the **Board** failed to follow. The **Board** shall have thirty (30) calendar days from receipt of the **Cabinet** notice to develop a corrective plan acceptable to the **Cabinet**. This corrective plan shall specify the date by which deficiencies will be corrected. Failure by the **Board** to correct deficiencies shall result in withholding of funds hereunder by the **Cabinet**.
 3. Any funds not expended during the fiscal year shall be returned to the Children’s Cabinet Fund in accordance with Manual requirements or as directed by the Children’s Cabinet.

V. MODIFICATIONS

No amendment or modification to this **Agreement** is binding unless it is in writing and signed by all parties, except as specifically provided in the Manual.

VI. TERMINATION

- A. This **Agreement** may be terminated by the **Cabinet**, upon sixty (60) calendar days written notice, if the **Board** fails to fulfill its obligations under the **Agreement** as determined by the **Cabinet** in its sole discretion, or if termination is determined by the **Cabinet** in its sole discretion to be in the best interest of the **Cabinet**. The **Subdivision** or the **Board** may terminate the **Agreement**, upon sixty (60) calendar days written notice, if that is determined to be in the best interest of the **Subdivision** or the **Board**. The **Cabinet** shall pay the cost of budgeted expenditures made prior to the date of termination that are consistent with the terms of this **Agreement** and the **Board** Manual.

- B. If the **Cabinet** determines that the **Agreement**, or any portion thereof, must be terminated due to a lack of appropriations or other reductions to the **Cabinet** Fund, the provisions of the above paragraph A. do not apply. In such circumstances, the **Cabinet** will attempt to provide prior notice of termination and payment for allowable budgeted expenditures prior to the date of termination, to the extent feasible.
- C. Termination of this **Agreement** does not relieve the **Subdivision** of the requirements of Section 8-301 of the Human Services Article of the Annotated Code of Maryland requiring the establishment of a Local Management Board. Prior to termination of this **Agreement**, the **Subdivision** and the **Board** shall adopt and implement a transition plan, subject to approval by the **Cabinet**, to ensure the continuation of programs and services under this **Agreement** through a State or local entity. However, if the **Cabinet** terminates this **Agreement** due to a lack of appropriations or other reductions to the **Cabinet** Fund, then the **Subdivision** and the **Board** may be relieved of all obligations to continue the programs and services required under this **Agreement** if substitute funding cannot be obtained. Termination under this Paragraph C shall occur in accordance with the provisions of the Manual.

VII. REVIEW PROCESS

The **Board** may request a review of any decision made by or on behalf of the **Cabinet** with respect to this **Agreement**. The request must be made in writing to the Assistant Deputy Director of the **Office** within thirty (30) calendar days of the decision. The Assistant Deputy Director for the **Office** will respond, in writing, within sixty (60) calendar days of the date of the **Board** request. A request for review of the Assistant Deputy Director's response may be made, in writing, to the **Cabinet** or its designee within thirty (30) calendar days of the date of the Assistant Deputy Director's response.

VIII. GENERAL PROVISIONS AND CONDITIONS

- A. State Laws and Regulations: The terms of this **Agreement** and its execution, interpretation, and enforcement shall be governed by and are subject to all applicable Maryland laws and regulations and approval of other agencies of the **State**, as required under said laws and regulations.
- B. Successors and Assigns: This **Agreement** shall bind the respective agents, successors and assigns of the parties.
- C. Nondiscrimination: The **Board** shall comply with applicable nondiscrimination provisions of federal and Maryland laws and regulations.
- D. Anti-Bribery: The **Board** certifies that, to the best of its knowledge, neither the **Board** nor any of its officers, directors, partners, nor any of its employees directly involved in obtaining this **Agreement** with the **State** or any county, city, or other subdivision of the State, has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or the United States.
- E. It is understood and agreed that the parties to this **Agreement** do not waive any rights they may have to assert governmental or sovereign immunity.
- F. The **State** shall not assume any obligation to indemnify, hold harmless, or pay attorneys' fees that may arise from or in any way be associated with the performance or operation of this

Agreement.

- G. In the event that monies designated by the United States Department of Health and Human Services for programs under Title IV-A, IV-B, and IV-E of the Social Security Act, as amended, are used in programs provided for under this **Agreement**, the Maryland Department of Human Services, as the Single State Agency for Title IV-A, IV-B, and IV-E funding, retains all decision-making authority which it held as of the date of this **Agreement** for purposes of implementation of any such program. Similarly, if any services provided under this Agreement are funded by Medicaid, under Title XX of the Social Security Act, then the Maryland Department of Health, as the Single State Agency for administration of the Medicaid Program, retains decision-making authority with respect to those funds, to the extent required by 42 U.S.C., Section 1902(a)(5) and 42 CFR 431.10, as amended.
- H. Incorporation by Reference: The provisions of the Manual effective as of July 1, 2021 and amended from time to time, are incorporated herein by reference. The **Board** shall incorporate the Manual by reference into any and all of its subcontracts funded by the **Cabinet** pursuant to this **Agreement**, as appropriate.

IN WITNESS WHEREOF, the **State** and **Subdivision** have executed this **Agreement**.

THE STATE OF MARYLAND

BY: _____
Director, Children and Youth Division of the Governor’s Office of Crime Prevention, Youth, and Victim Services on behalf of the Children’s Cabinet

DATE: _____

LOCAL MANAGEMENT BOARD

BY: _____, Chair
Worcester County Initiative to Preserve Families

DATE: _____

SUBDIVISION

BY: _____, (Local official)
County Commissioners of Worcester County, Maryland

DATE: _____

Approved as to Form and Legal Sufficiency

This _____ day of _____, _____

By: _____
Worcester County Legal Counsel

Fiscal Year 2024 - APPENDIX A

A. GENERAL INFORMATION

Local Management Board: Worcester County's Initiative to Preserve Families

Street Address: 6040 Public Landing Road

City: Snow Hill **Zip:** 21863

Point of Contact: Jessica Sexauer **Phone:** 410-632-3648 **Fax:** 410-632-0065

Federal Taxpayer ID: 01-0916667

B. TYPE OF REQUEST

New Modification Supplemental Reduction

C. AFFIRMATION

The Local Management Board agrees to the terms and conditions set forth in Section D of this Appendix, for those items containing an X in the box appearing prior to the term/condition. The Local Management Board affirms that the information conveyed in this Appendix is true and accurate to the best of its knowledge.

Local Management Board Chair Date

Local Management Board Point of Contact Date

State Official Date

D. TERMS and CONDITIONS (for Governor's Office of Crime Prevention, Youth, and Victim Service use only)

X Attached Pages 8

Program/Strategy Name	Program/Strategy Description	Target Population	Performance Measures	Children’s Cabinet Priority	Prioritized Result(s)	Prioritized Indicator(s)
Worcester Connects	This program will provide youth with a supportive and positive mentor/role model. The mentor service is designed to be a hybrid of 1:1 mentoring services as well as group mentoring to allow mentees to produce a sense of membership with their peers. This program will promote increased self-esteem, confidence and improve overall health and wellness.	Worcester Connects will be open to all school-age youth, grades 1-12. The target population will be youth that are truant, bullied, have special needs (learning, developmental, behavioral), and/or youth that are living in poverty.	<p>How Much:</p> <ul style="list-style-type: none"> ● # of youth mentored ● # of 1:1 monthly meetings held between youth and mentor ● # of monthly group meetings held between mentees and mentor ● # of youth that were referred by partnering agencies and enrolled in the program who were identified as “at-risk of entering the juvenile justice system” <p>How Well:</p> <ul style="list-style-type: none"> ● #/% of successful contacts (face to face meeting, text messages, and/or phone calls) made to youth during the first 30 days of enrollment DEN: # of attempts ● #/% of youth that have improved attendance by 10% in school after being enrolled in the program for 3 months DEN: # of youth mentored ● #/% of youth who were referred to the diversion program by the law enforcement/Department of Juvenile Services DEN: # of youth mentored <p>Better Off:</p> <ul style="list-style-type: none"> ● #/% of youth that have improved School Functioning after 6 months enrolled in the program via pre/post BERs Scale 	Increasing Opportunities of Community-Based Programs and Services for Youth	Healthy Children; Children are Successful in School	Depressive Episodes; Chronic Absenteeism

			<p>DEN: # of youth mentored for 6 months</p> <ul style="list-style-type: none"> ● #/% of youth that have improved their Intrapersonal Strength after 3 months enrolled in the program via pre/post BERs Scale <p>DEN: # of youth mentored for 3 months</p> <ul style="list-style-type: none"> ● #/% of youth who successfully complete the program <p>DEN: # of youth mentored</p> <ul style="list-style-type: none"> ● #/% of youth reporting increased knowledge or skill development as a result of the program <p>DEN: # of youth mentored that complete the survey</p>			
Worcester Navigation	The Worcester Navigation program will provide Worcester County’s children, youth and families in poverty assistance through a local navigator. This Navigator will work with the families to connect them to much needed resources, to improve overall health and well-being.	The target population will be youth and/or families that are receiving some form of public assistance or those that are living in poverty.	<p>How Much:</p> <ul style="list-style-type: none"> ● # of families served by a navigator ● Average # of referrals per family/individuals <p>How Well:</p> <ul style="list-style-type: none"> ● #/% families with action plans completed within 3 days of contact <p>DEN: # of families/individuals served by a navigator</p> <ul style="list-style-type: none"> ● #/% of participants served by community-based options <p>DEN: # of families/individuals served by a navigator</p> <p>Better Off:</p> <ul style="list-style-type: none"> ● #/% of families who report increase in self-sufficiency <p>DEN: # of participants that complete a pre and post survey</p> <ul style="list-style-type: none"> ● #/% of families that report a reduction in food insecurity 	Reducing Childhood Hunger	Families are Economically Stable	Child Poverty

			<p>DEN: # of participants that complete a pre and post survey</p> <ul style="list-style-type: none"> ● #/% of families reporting an increase in their ability to advocate for the needs of their child(ren) or themselves after working with a navigator based on pre and post assessment <p>DEN: # of participants that complete a pre and post survey</p>			
Bounce Back	<p>Bounce Back is an elementary school adaptation of CBITS (Cognitive Behavioral Intervention for Trauma in Schools). The Bounce Back program will operate in the local elementary schools as an afterschool program for 10 weeks incorporating therapeutic elements similar to those used in other CBT therapies, including psychoeducation, relaxation training, cognitive restructuring, problem solving, and positive reinforcement activities. Additionally, parents will be invited to a 1:1 session with the child and the social worker to work on building coping skills in the home.</p>	<p>Elementary school aged children (K-5th grade) with a history of behavioral health needs, specifically children who are depressed and/or anxious and youth that have experienced trauma.</p>	<p>How Much:</p> <ul style="list-style-type: none"> ● # of children enrolled the Bounce Back Program ● # of schools hosting the Bounce Back program <p>How Well:</p> <ul style="list-style-type: none"> ● #/% of ACEs screenings completed on children enrolled in the program DEN: # of children enrolled in the program ● #/% of children that successfully completed the program DEN: # of children enrolled in the program <p>Better Off</p> <ul style="list-style-type: none"> ● #/% of parents that report an increase in their child’s self-esteem after completion of the program via post survey DEN: # of surveys completed ● #/% of children demonstrating achievement of goals DEN: # of children that completed the program ● #/% of children reporting increased knowledge or skill development as a result of the program 	<p>Increasing Opportunities for Community-Based Programs and Services for Youth</p>	<p>Healthy Children</p>	<p>Depressive Episodes</p>

			DEN: # of children that complete post survey			
Worcester Healthy Families	Worcester Healthy Families will provide weekly classes that center around parenting, financial wellness, healthy eating, physical activity, stress management, communication, goal setting and youth life and refusal skills. Participants will have a family meal followed by classes for parents/guardians and youth and the family unit.	Children and families of Worcester County Maryland who have been identified as food insecure, living at or below the poverty level, lack participation in regular physical activity, and are overweight or obese.	<p>How Much:</p> <ul style="list-style-type: none"> ● # of families enrolled in the program ● # of program cohorts offered during the year ● # of families reporting food insecurities <p>How Well:</p> <ul style="list-style-type: none"> ● #/% of families that report an increase in how to identify healthy food options DEN: # of families enrolled in the program that completed the survey ● #/% of families that report an increase in physical activity DEN: # of families enrolled in the program that completed the survey <p>Better Off:</p> <ul style="list-style-type: none"> ● #/% of families (participants) successfully completing the program DEN: # of families enrolled in the program ● #/% of families (participants) reporting increased skill development as a result of the program DEN: # of families enrolled in the program that completed the survey ● #/% of families (participants) who report increase in self-sufficiency DEN: # of families that completed the program that completed the survey ● #/% of families (participants) who report a reduction of food insecurity DEN: # of families reporting that they are food insecure that completed the survey 	Reducing Childhood Hunger; Increasing Opportunities for Community-Based Programs and Services for Youth	Families are Economically Stable; Healthy Children	Child Poverty; Obesity

<p>Family Peer Support</p>	<p>Through Maryland Coalition for Families, a family peer support worker will work with parents that have children with behavioral health needs. The worker will help parents navigate the different behavioral health services in Worcester County, which can include completing referrals, requesting information and advocating for the best possible care for the parent and the youth.</p>	<p>The Family Peer Support program’s target population are families living in Worcester County, that have children that have a behavioral health need and/or families with children involved in multiple systems.</p>	<p>How Much:</p> <ul style="list-style-type: none"> ● # of families served by the Family Peer Support Specialist ● # of family engagement sessions held <p>How Well:</p> <ul style="list-style-type: none"> ● #/% of families connected to additional resources DEN: # of families served by the Family Peer Support Specialist ● #/% of families participating in family engagement sessions DEN: # of families served by the Family Peer Support Specialist <p>Better Off:</p> <ul style="list-style-type: none"> ● #/% of families (participants) successfully completing the program. DEN: # of families served by the Family Peer Support Specialist that completed the survey ● #/% of families (participants) reporting increased knowledge as a result of the program. DEN: # of families served by the Family Peer Support Specialist that completed the survey 	<p>Increasing Opportunities for Community-Based Programs and Services for Youth</p>	<p>Healthy Children</p>	<p>Depressive Episodes; Adolescent Substance Use</p>
----------------------------	---	---	---	---	-------------------------	--

<p>Local Care Team - Required Performance Measures and Progress Reports</p>
<p>Number of unique referrals received by the LCT during the reporting period</p>
<p>Number of unique referrals (as noted above) that resulted in one or more reviews by the LCT during the reporting period.</p>
<p>Please explain the major reasons why the LCT did not review all unique referrals. (eg. the referrals did not rise to the level of intensive needs, the family did not want to participate in the process, etc)</p>
<p>Number of outbound LCT outreach activities completed</p>

Number of inbound LCT cross-training and other activities completed
Number of LCT meetings
Total number of LCT reviews completed during the reporting period.
Number and percent of mandated LCT representatives that attend at least 75% of LCT meetings NUM: Number of mandated LCT representatives that attend at least 75% of LCT meetings DEN: Number of mandated LCT representatives
Number and percent of all LCT reviews (new, follow-up, and annual reviews) where the youth’s parents (or legal guardians) attended NUM: Number of all LCT reviews (new, follow-up and annual reviews) where the youth’s parents (or legal guardians) attended DEN: Total number of reviews completed during the reporting period. (Performance Measure #7)
Please describe youth engagement in the LCT process and whether that involvement is beneficial to the outcome of cases.

Board Administration - Required Performance Measures and Progress Reports

Describe when the Board last participated in a community planning process, the timeline for future planning, and the steps that are being taken to prepare.
Describe how the Local Management Board utilizes organizational and policy assessment tools in assessing community needs, planning, and incorporating the Children’s Cabinet overall themes of Adverse Childhood Experiences (ACEs), Trauma-Informed Practices (TIPs), and Racial and Ethnic Disparities (R/ED)
Describe how the Board evaluates planning/program implementation and ongoing effectiveness of the Children’s Cabinet funded programs and strategies, including, but not limited to monitoring of vendors for evidence of effectiveness and contract compliance.
Describe how the Board engages participation of individuals with lived experience (youth, parents/caregivers, and community members) including, but not limited to Board membership; program/strategy planning, implementation, evaluation; and outreach.
Provide an example of cooperation and collaboration between LMB staff, Board members, vendors, and other partners affiliated with the Children’s Cabinet funded programs and strategies during the reporting period.
Please list any successes and/or emerging practices developed through Children’s Cabinet funded programs and strategies.
Describe barriers/challenges to implementing programs and strategies. Include corrective actions taken or planned to overcome described barriers (include timeline). Are there any obstacles or barriers that could prevent you from expending all grant funds? Please include any requests for technical assistance.

Number and percent of all LMB staff and Board members that have completed no less than introductory training (ex., Results Accountability 101) in Results Accountability (RA) as provided by a trained RA trainer **in the last 3 years.**

NUM: Number of all LMB staff and Board members that have completed no less than introductory training (ex., Results Accountability 101) in Results Accountability (RA) as provided by a trained RA trainer **in the last 3 years**

DEN: Total number of LMB staff and Board members

Number and percentage of LMB staff and Board members that completed Results Based Accountability certification

NUM: Number of all LMB staff and Board members that completed Results Based Accountability certification

DEN: Total number of LMB staff and Board members

Research-Based Practices - Required Performance Measures and Progress Reports

Number and percent of programs/strategies that employ one or more research-based practices (including promising practices, best practices, and evidence-based practices) listed on a national clearing house registry (eg. [California Evidence-Based Clearinghouse for Child Welfare \(CEBC\)](#), [The National Institute for Justices Crime Solutions](#), [Blueprints for Healthy Youth Development](#) etc).

NUM: Number of LMB funded programs/strategies that employ one or more scientifically-researched practices

DEN: All Children’s Cabinet-funded programs/strategies OR Number of new and ongoing programs/strategies

Racial and Ethnic Disparities (R/ED) - Required Performance Measures and Progress Reports

Number and percent of staff and board members who reported an understanding of R/ED principles after participating in training and education opportunities. ***(As Applicable)***

NUM: Number of staff and board members who reported an understanding of R/ED principles after participating in training and/or education opportunities sponsored by the LMB

DEN: Number of staff and board members that responded to a survey or other evaluation method after participating in R/ED training and/or education opportunities sponsored by the LMB

Number and percent of vendors who reported an understanding of R/ED principles after participating in training and education opportunities. ***(As Applicable)***

NUM: Number of vendors who reported an understanding of R/ED principles after participating in training and/or education opportunities sponsored by the LMB

DEN: Number of vendors that responded to a survey or other evaluation method after participating in R/ED training and/or education opportunities sponsored by the LMB

Number and percent of community members who reported an understanding of R/ED principles after participating in training and education opportunities. ***(As Applicable)***

NUM: Number of community members who reported an understanding of R/ED principles after participating in training and/or education opportunities sponsored by the LMB

DEN: Number of community members that responded to a survey or other evaluation method after participating in R/ED training and/or education opportunities sponsored by the LMB

Adverse Child Experiences (ACEs) and Trauma-Informed Practices (TIPs) - Required Performance Measures and Progress Reports
<p>Number and percent of staff and board members who reported an understanding of ACEs and TIPs principles after participating in training and education opportunities. <i>(As Applicable)</i></p> <p>NUM: Number of staff and board members who reported an understanding of ACEs and TIPs principles after participating in training and/or education opportunities sponsored by the LMB DEN: Number of staff and board members that responded to a survey or other evaluation method after participating in ACEs training and/or education opportunities sponsored by the LMB</p>
<p>Number and percent of vendors who reported an understanding of ACEs and TIPs principles after participating in training and education opportunities. <i>(As Applicable)</i></p> <p>NUM: Number of vendors who reported an understanding of ACEs and TIPs principles after participating in training and/or education opportunities sponsored by the LMB DEN: Number of vendors that responded to a survey or other evaluation method after participating in ACEs training and/or education opportunities sponsored by the LMB</p>
<p>Number and percent of community members who reported an understanding of ACEs and TIPs principles after participating in training and education opportunities. <i>(As Applicable)</i></p> <p>NUM: Number of community members who reported an understanding of ACEs and TIPs principles after participating in training and/or education opportunities sponsored by the LMB DEN: Number of community members that responded to a survey or other evaluation method after participating in ACEs training and/or education opportunities sponsored by the LMB</p>

Fiscal Year 2024 - APPENDIX B

A. GENERAL INFORMATION

Local Management Board: Worcester County's Initiative to Preserve Families
 Street Address: 6040 Public Landing Road
 City: Snow Hill State: Maryland Zip: 21863
 Point of Contact: Jessica Sexauer Phone: 410-632-3648 Fax: 410-632-0065
 Federal Taxpayer ID: 01-0916667

B. TYPE OF AWARD

New Modification Supplemental Reduction

STATE FUNDS: \$930,831.00

TOTAL CHILDREN'S CABINET REQUEST \$ 930,831.00

D. AFFIRMATION

The Local Management Board affirms that the information and estimates conveyed in this document (with the exception of the SECTION C above) are true and accurate to the best of its knowledge. The Governor's Office of Crime Prevention, Youth, and Victim Services affirms that the information and estimates conveyed above in SECTION C is true and accurate to the best of its knowledge.

 Local Management Board Chair Date

 Local Management Board Point of Contact Date

 State Official Date

**Fiscal Year 2024 - APPENDIX A
Budget Summary for Entry Into GMS**

A. GENERAL INFORMATION

Local Management Board:	Worcester County's Initiative to Preserve Families			
Street Address:	6040 Public Landing Road			
City:	Snow Hill	State:	Maryland	Zip: 21863
Point of Contact:	Jessica Sexauer	Phone:	410-632-3648	Fax: 410-632-0065
Federal Taxpayer ID:	01-0916667			

B. BUDGET SUMMARY

	<u>Children's Cabinet Fund</u>	<u>Non - Children's Cabinet Funds that Directly Support CPA - CASH MATCH</u>	<u>Non - Children's Cabinet Funds that Directly Support CPA - IN KIND</u>
Personnel	748,838.00	0.00	0.00
Operating Expenses	79,593.00	0.00	0.00
Travel	7,170.00	0.00	0.00
Contractual Services	33,919.00	0.00	0.00
Equipment	4,800.00	0.00	0.00
Other	56,511.00	0.00	0.00
Grand Total	930,831.00	0.00	0.00

BOARD ADMINISTRATION BUDGET AND REVENUE
Fiscal Year 2024

LMB: Worcester County's Initiative to Preserve Families

DESCRIPTION	Community Partnership Agreement				Total	Budget Narrative For each Column C line item where funding is proposed (both Children's Cabinet and non-Children's Cabinet), enter below the calculations that show how the expense was derived. Use whole numbers only and round up or down only to the next whole number. No entries are required for shaded lines.
	Children's Cabinet Funds	Non-Children's Cabinet Funds that Directly Support CPA (Cash Match)	Non-Children's Cabinet Funds that Directly Support CPA (In-Kind)			
Budget for Board Administration						
Personnel	182,520.00	0.00	0.00	\$182,520		
Salaries	120,658.00	0.00	0.00	\$120,658	50% Program Director (\$73,880*.50= \$36,940); 25% finance specialist (\$66,353*.25=\$16,588); 85% administrative specialist (\$44,088*.85= \$37,475); 67% program monitoring and community liaison (\$29,655)	
Fringe Costs	61,862.00	0.00	0.00	\$61,862	Fringe benefits for 50% Program Director; 25% finance specialist; 85% administrative specialist; 67% program monitoring and community liaison. Fringe includes FICA (\$9,049); retirement (\$25,555); health insurance (\$16,315); retiree health insurance (\$10,605); and unemployment insurance (\$338).	
Operating Expenses	6,290.00	0.00	0.00	\$6,290		
Communications	1,674.00	0.00	0.00	\$1,674	\$139.50 per month internet and phone for agency/staff	
Postage	272.00	0.00	0.00	\$272	\$272 annually for PO Box mailing address	
Utilities	0.00	0.00	0.00	\$0		
Advertising	0.00	0.00	0.00	\$0		
Office Supplies	600.00	0.00	0.00	\$600	\$50 per month for office supplies (paper, pens, binders, staples, paperclips, dividers, highlighters)	
Insurance	0.00	0.00	0.00	\$0		
Rent/Mortgage	0.00	0.00	0.00	\$0		
Printing/Duplication	1,200.00	0.00	0.00	\$1,200	\$50 per month office printing; \$600 annual printing of 200 resource guides @ \$3 each	
Information System	2,544.00	0.00	0.00	\$2,544	\$212 per month for quickbooks	
Vehicle Operating (other than Insurance)	0.00	0.00	0.00	\$0		
Travel	5,500.00	0.00	0.00	\$5,500		
Business Travel	500.00	0.00	0.00	\$500	Annual Fleet vehicle contribution for business travel \$500 annually	
Conferences/Conventions	5,000.00	0.00	0.00	\$5,000	Sponsor 2 Youth Mental Health First Aid sessions @ \$1,500 each (\$3,000); No Such Thing as A Bad Kid \$2,000	
Contractual Services	10,036.00	0.00	0.00	\$10,036		
Training	0.00	0.00	0.00	\$0		
Consultant (other than Legal & Accounting/Auditing)	10,000.00	0.00	0.00	\$10,000	200 hours of epidemiology for data analysis and trending @ \$50 per hour	
Legal	0.00	0.00	0.00	\$0		
Accounting/Auditing	36.00	0.00	0.00	\$36	\$3 a month banking fee	
Equipment	1,000.00	0.00	0.00	\$1,000		
Office Equipment/Furniture	1,000.00	0.00	0.00	\$1,000	\$1,000 laptop replacement	
Other	22,185.00	0.00	0.00	\$22,185		
Vehicle Purchase and Lease	0.00	0.00	0.00	\$0		
Program Supplies (not included in Board Support)	0.00	0.00	0.00	\$0		
Professional Dues/Publications/Subscriptions	1,500.00	0.00	0.00	\$1,500	\$1,500 annual dues for MALMB	
Food	20,685.00	0.00	0.00	\$20,685	10% Indirect Costs	
TOTAL Budget for Board Support	\$227,531	\$0	\$0	\$227,531		
Revenue Sources for Non-Children's Cabinet Funds that Directly Support CPA Operations (Admin):						
County/City Direct Revenue (Cash)		0.00				
County/City In-Kind			0.00			
Fee for Service		0.00	0.00			
Other (Enter Source Here)		0.00	0.00			
Other (Enter Source Here)		0.00	0.00			
TOTAL Non-Children's Cabinet Revenue that Directly Supports CPA		\$0	\$0			
CPA/Children's Cabinet FUNDING REQUEST	\$227,531					
TOTAL Revenue-Children's Cabinet + Other Sources Used to Support CPA				\$227,531		

COMMUNITY SUPPORT/PLANNING BUDGET AND REVENUE
Fiscal Year 2024

LMB: Worcester County's Initiative to Preserve Families

DESCRIPTION	Community Partnership Agreement				Total	Budget Narrative For each Column C line item where funding is proposed (both Children's Cabinet and non-Children's Cabinet), enter below the calculations that show how the expense was derived. Use whole numbers only and round up or down only to the next whole number. No entries are required for shaded lines.
	Children's Cabinet Funds	Non-Children's Cabinet Funds that Directly Support CPA (Cash Match)	Non-Children's Cabinet Funds that Directly Support CPA (In-Kind)			
Budget for Community Support/Planning						
Personnel	0.00	0.00	0.00		\$0	
Salaries	0.00	0.00	0.00		\$0	
Fringe Costs	0.00	0.00	0.00		\$0	
Operating Expenses	0.00	0.00	0.00		\$0	
Communications	0.00	0.00	0.00		\$0	
Postage	0.00	0.00	0.00		\$0	
Utilities	0.00	0.00	0.00		\$0	
Advertising	0.00	0.00	0.00		\$0	
Office Supplies	0.00	0.00	0.00		\$0	
Insurance	0.00	0.00	0.00		\$0	
Rent/Mortgage	0.00	0.00	0.00		\$0	
Printing/Duplication	0.00	0.00	0.00		\$0	
Information System	0.00	0.00	0.00		\$0	
Vehicle Operating (other than Insurance)	0.00	0.00	0.00		\$0	
Travel	0.00	0.00	0.00		\$0	
Business Travel	0.00	0.00	0.00		\$0	
Conferences/Conventions	0.00	0.00	0.00		\$0	
Contractual Services	0.00	0.00	0.00		\$0	
Training	0.00	0.00	0.00		\$0	
Consultant (other than Legal & Accounting/Auditing)	0.00	0.00	0.00		\$0	
Legal	0.00	0.00	0.00		\$0	
Accounting/Auditing	0.00	0.00	0.00		\$0	
Equipment	0.00	0.00	0.00		\$0	
Office Equipment/Furniture	0.00	0.00	0.00		\$0	
Other	0.00	0.00	0.00		\$0	
Vehicle Purchase and Lease	0.00	0.00	0.00		\$0	
Program Supplies (not included in Board Support)	0.00	0.00	0.00		\$0	
Professional Dues/Publications/Subscriptions	0.00	0.00	0.00		\$0	
Food	0.00	0.00	0.00		\$0	
TOTAL Budget for Board Support	\$0				\$0	
Revenue Sources for Non-Children's Cabinet Funds that Directly Support CPA Operations (Admin):						
County/City Direct Revenue (Cash)		0.00				
County/City In-Kind			0.00			
Fee for Service		0.00	0.00			
Other (Enter Source Here)		0.00	0.00			
Other (Enter Source Here)		0.00	0.00			
TOTAL Non-Children's Cabinet Revenue that Directly Supports CPA		\$0	\$0			
CPA/Children's Cabinet FUNDING REQUEST	\$0					
TOTAL Revenue-Children's Cabinet + Other Sources Used to Support CPA					\$0	

**SUMMARY OF COMMUNITY PARTNERSHIP AGREEMENT PROGRAMS/STRATEGIES
Fiscal Year 2024**

LMB: Worcester County's Initiative to Preserve Families

PROGRAM/STRATEGY NAME	Community Partnership Agreement			
	Children's Cabinet Funds	Non-Children's Cabinet Funds that Directly Support CPA Operations (Cash)	Non-Children's Cabinet Funds that Directly Support CPA Operations (In-Kind)	Total
Local Care Team Coordinator	56,300.00	0.00	0.00	\$56,300
Bounce Back (Maple Shade LLC)	150,000.00	0.00	0.00	\$150,000
Worcester Healthy Families (Worcester County Health Department)	130,000.00	0.00	0.00	\$130,000
Worcester Connects (Worcester Youth and Family Counseling Services)	150,000.00	0.00	0.00	\$150,000
Worcester Navigation (Worcester Youth and Family Counseling Services)	150,000.00	0.00	0.00	\$150,000
Family Peer Support (Maryland Coalition for Families)	67,000.00	0.00	0.00	\$67,000
	0.00	0.00	0.00	\$0
	0.00	0.00	0.00	\$0
	0.00	0.00	0.00	\$0
	0.00	0.00	0.00	\$0
	0.00	0.00	0.00	\$0
	0.00	0.00	0.00	\$0
	0.00	0.00	0.00	\$0
	0.00	0.00	0.00	\$0
	0.00	0.00	0.00	\$0
	0.00	0.00	0.00	\$0
	0.00	0.00	0.00	\$0
	0.00	0.00	0.00	\$0
Total Program/Strategy Funding Request	\$703,300	\$0	\$0	\$703,300

Revenue Sources for Non-Children's Cabinet Funds that Directly Support CPA Operations (Programs Only):				
County/City Direct Revenue (Cash)		0.00		
County/City In-Kind			0.00	
Fee for Service		0.00	0.00	
Other (Enter Source Here)		0.00	0.00	
Other (Enter Source Here)		0.00	0.00	
TOTAL Non-Children's Cabinet Revenue that Directly Supports CPA - (Programs Only)		\$0	\$0	
CPA/Children's Cabinet FUNDING REQUEST - (Programs Only)	\$703,300			
TOTAL Revenue from Children's Cabinet and Other Sources Used to Support CPA - (Programs Only)				\$703,300

SCHEDULE OF COMMUNITY PARTNERSHIP AGREEMENT - BUDGET AND REVENUE PROJECTIONS
Fiscal Year 2024

LMB: Worcester County's Initiative to Preserve Families

DESCRIPTION	Community Partnership Agreement				Budget Narrative
	Children's Cabinet	Non-Children's Cabinet Funds that Directly Support CPA Operations (Cash)	Non-Children's Cabinet Funds that Directly Support CPA Operations (In-Kind)	Total	For each Column C line item where funding is proposed, enter below the calculations that show how the expense was derived. No entries are required for shaded lines.
Local Care Team Coordinator					
Personnel	56,300.00	0.00	0.00	\$56,300	
Salaries	26,550.00	0.00	0.00	\$26,550	50% LCT Coordinator (\$53,100*0.50=\$26,550)
Fringe Costs	29,750.00	0.00	0.00	\$29,750	50% fringe benefits for LCT coordinator. Fringe includes FICA (\$1,992); retirement (\$5,623); health insurance (\$13,370); retiree health insurance (\$8,691); and unemployment insurance (\$74).
Operating Expenses	0.00	0.00	0.00	\$0	
Communications	0.00	0.00	0.00	\$0	
Postage	0.00	0.00	0.00	\$0	
Utilities	0.00	0.00	0.00	\$0	
Advertising	0.00	0.00	0.00	\$0	
Office Supplies	0.00	0.00	0.00	\$0	
Insurance	0.00	0.00	0.00	\$0	
Rent/Mortgage	0.00	0.00	0.00	\$0	
Printing/Duplication	0.00	0.00	0.00	\$0	
Information System	0.00	0.00	0.00	\$0	
Vehicle Operating (other than Insurance)	0.00	0.00	0.00	\$0	
Travel	0.00	0.00	0.00	\$0	
Business Travel	0.00	0.00	0.00	\$0	
Conferences/Conventions	0.00	0.00	0.00	\$0	
Contractual Services	0.00	0.00	0.00	\$0	
Training	0.00	0.00	0.00	\$0	
Consultant (other than Legal & Accounting/Auditing)	0.00	0.00	0.00	\$0	
Legal	0.00	0.00	0.00	\$0	
Accounting/Auditing	0.00	0.00	0.00	\$0	
Equipment	0.00	0.00	0.00	\$0	
Office Equipment/Furniture	0.00	0.00	0.00	\$0	
Other	0.00	0.00	0.00	\$0	
Vehicle purchase and lease	0.00	0.00	0.00	\$0	
Program Supplies	0.00	0.00	0.00	\$0	
Professional Dues/Publications/Subscriptions	0.00	0.00	0.00	\$0	
Food	0.00	0.00	0.00	\$0	
Other (specify)	0.00	0.00	0.00	\$0	
Other (specify)	0.00	0.00	0.00	\$0	
TOTAL budget for Local Care Team Coordinator	\$56,300	\$0	\$0	\$56,300	
Revenue Sources for Non-Children's Cabinet Funds that Directly Support CPA Operations:					
County/City Direct Revenue (Cash)		0.00			
County/City In-Kind			0.00		
Fee for Service		0.00	0.00		
Other (Enter Source Here)		0.00	0.00		
Other (Enter Source Here)		0.00	0.00		
TOTAL Non-Children's Cabinet Revenue that Directly Supports CPA		\$0	\$0		
CPA/Children's Cabinet FUNDING REQUEST	\$56,300				
TOTAL Revenue from Children's Cabinet and Other Sources Used to Support CPA				\$56,300	

SCHEDULE OF COMMUNITY PARTNERSHIP AGREEMENT - BUDGET AND REVENUE PROJECTIONS
Fiscal Year 2024

LMB: Worcester County's Initiative to Preserve Families

DESCRIPTION	Community Partnership Agreement				Budget Narrative For each Column C line item where funding is proposed, enter below the calculations that show how the expense was derived. No entries are required for shaded lines.
	Children's Cabinet	Non-Children's Cabinet Funds that Directly Support CPA Operations (Cash)	Non-Children's Cabinet Funds that Directly Support CPA Operations (In-Kind)	Total	
Program					
Bounce Back					
Personnel	127,737.00	0.00	0.00	\$127,737	
Salaries	114,714.00	0.00	0.00	\$114,714	Social Worker-LCSWC Salary (\$45 x 20 x 52.143weeks=46,929), Social Worker-LMSW Salary (\$35 x 20 x 52.143weeks=\$36,500), Program manager (\$60 x 8 x 52.143=\$25,028), Receptionist for Program (\$20 x 6 x 52.143=\$6,257).
Fringe Costs	13,023.00	0.00	0.00	\$13,023	Fringe for Salaried (FICA costs, 401k match, Health Insurance, etc.) 10% of salaries for Social Workers, Program Manager, Receptionist, and Accounting
Operational	2,130.00	0.00	0.00	\$2,130	
Communications	0.00	0.00	0.00	\$0	
Postage	0.00	0.00	0.00	\$0	
Utilities	0.00	0.00	0.00	\$0	
Advertising	0.00	0.00	0.00	\$0	
Office Supplies	0.00	0.00	0.00	\$0	
Insurance	0.00	0.00	0.00	\$0	
Rent/Mortgage	0.00	0.00	0.00	\$0	
Printing/Duplication	210.00	0.00	0.00	\$210	\$840 annual budget for print costs; program is 25% of printing costs for an annual budget of \$210
Information System	0.00	0.00	0.00	\$0	
Vehicle Operating (other than Insurance)	1,920.00	0.00	0.00	\$1,920	\$160 per month for transportation of children by company fleet. Covers fuel and basic vehicle care.
Travel	0.00	0.00	0.00	\$0	
Business Travel	0.00	0.00	0.00	\$0	
Conferences/Conventions	0.00	0.00	0.00	\$0	
Contract	15,733.00	0.00	0.00	\$15,733	
Training	220.00	0.00	0.00	\$220	\$220 Bounce Back training registration costs
Consultant (other than Legal & Accounting/Auditing)	0.00	0.00	0.00	\$0	
Legal	0.00	0.00	0.00	\$0	
Accounting/Auditing	15,513.00	0.00	0.00	\$15,513	Financial Administrator (\$35x8.5x52.143=\$15,513)
Equipment	1,400.00	0.00	0.00	\$1,400	
Office Equipment/Furniture	1,400.00	0.00	0.00	\$1,400	\$1,400 laptop for Social Worker to implement program and complete reports
Other	3,000.00	0.00	0.00	\$3,000	
Vehicle purchase and lease	0.00	0.00	0.00	\$0	
Program Supplies	1,200.00	0.00	0.00	\$1,200	\$100 per month for program supplies including crafting items, drawing items, and games to be used during group sessions
Professional Dues/Publications/Subscriptions	0.00	0.00	0.00	\$0	
Food	1,800.00	0.00	0.00	\$1,800	\$150 per month for group snacks, drinks, and utensils for
Other (specify)	0.00	0.00	0.00	\$0	
Other (specify)	0.00	0.00	0.00	\$0	
TOTAL Bounce Back	\$150,000	\$0	\$0	\$150,000	
Revenue					
County/City Direct Revenue (Cash)		0.00			
County/City In-Kind			0.00		
Fee for Service		0.00	0.00		
Other (Enter Source Here)		0.00	0.00		
Other (Enter Source Here)		0.00	0.00		
TOTAL Non-Children's Cabinet Revenue that Directly Supports CPA		\$0	\$0		
CPA/Child	\$150,000				
TOTAL Revenue from Children's Cabinet and Other Sources Used to Support CPA				\$150,000	

SCHEDULE OF COMMUNITY PARTNERSHIP AGREEMENT - BUDGET AND REVENUE PROJECTIONS
Fiscal Year 2024

LMB: Worcester County's Initiative to Preserve Families

DESCRIPTION	Community Partnership Agreement				Budget Narrative
	Children's Cabinet	Non-Children's Cabinet Funds that Directly Support CPA Operations (Cash)	Non-Children's Cabinet Funds that Directly Support CPA Operations (In-Kind)	Total	
Program					
Personn	96,205.00	0.00	0.00	\$96,205	
Salaries	66,089.00	0.00	0.00	\$66,089	.45 FTE Parent Educator/Program Coordinator @ \$29.61/hour x 18 hours/week x 52 weeks a year= \$27,706. .20FTE Parent Educator/Youth Program Coordinator @ 8 hours/week x \$25.11/hour x 52 weeks= \$10,448. .45FTE contractual Nutritionist II @ \$29.84/hour x 18 hours/week x 52 weeks = \$27,930.
Fringe Costs	30,116.00	0.00	0.00	\$30,116	fringe benefits for Merit and Contractual employees including .45 FTE Parent Educator/Program Coordinator; .20 FTE Youth Program Coordinator, .45 FTE contractual Nutritionist II. Benefits covered include social security, unemployment, retirement, health insurance, and retiree health insurance)
Operatin	1,350.00	0.00	0.00	\$1,350	
Communications	0.00	0.00	0.00	\$0	
Postage	0.00	0.00	0.00	\$0	
Utilities	0.00	0.00	0.00	\$0	
Advertising	0.00	0.00	0.00	\$0	
Office Supplies	600.00	0.00	0.00	\$600	To purchase office supplies such as folders, copy paper easel paper, markers, pens, etc. calculated at \$50/month x 12 months=\$600
Insurance	0.00	0.00	0.00	\$0	
Rent/Mortgage	0.00	0.00	0.00	\$0	
Printing/Duplication	750.00	0.00	0.00	\$750	\$62.50 per month to cover the costs of producing promotional materials including rack cards, fliers, and resource guides.
Information System	0.00	0.00	0.00	\$0	
Vehicle Operating (other than Insurance)	0.00	0.00	0.00	\$0	
Travel	500.00	0.00	0.00	\$500	
Business Travel	500.00	0.00	0.00	\$500	800 miles @ .625/per mile x 800 miles to cover the cost of travel to community sites and program participant homes.
Conferences/Conventions	0.00	0.00	0.00	\$0	
Contract	7,950.00	0.00	0.00	\$7,950	
Training	2,400.00	0.00	0.00	\$2,400	Online training cost is \$2400 to train staff in Strengthening Families Program.
Consultant (other than Legal & Accounting/Auditing)	5,550.00	0.00	0.00	\$5,550	Consult with the University of Maryland Eastern Shore Dietetics Program for stipends for 6 dietetic interns at \$500 each = \$3,000; 3 financial wellness education booster sessions for parents/families @ \$500/session = \$1500.
Legal	0.00	0.00	0.00	\$0	
Accounting/Auditing	0.00	0.00	0.00	\$0	
Equipme	0.00	0.00	0.00	\$0	
Office Equipment/Furniture	0.00	0.00	0.00	\$0	
Other	23,995.00	0.00	0.00	\$23,995	
Vehicle purchase and lease	0.00	0.00	0.00	\$0	
Program Supplies	4,401.00	0.00	0.00	\$4,401	To purchase curriculum materials (\$450 materials for each cohort of Strengthening Families curriculum x 3 cohorts/year = \$1350); \$152.55 incentives for 20 families for successful program outcomes and participation. Incentives include items such as crock pots, cook books, cooking supplies, wearable fitness watches=\$3,051).
Professional Dues/Publications/Subscriptions	0.00	0.00	0.00	\$0	
Food	7,776.00	0.00	0.00	\$7,776	To purchase meals for weekly in-person sessions of Worcester Wellness for Families Program calculated @ \$14.40/per person x 15 participants x 12 weeks = \$2,592 per cohort x 3 cohorts = \$7776
Other (specify)	11,818.00	0.00	0.00	\$11,818	10% indirect costs of direct budget
Other (specify)	0.00	0.00	0.00	\$0	
TOTAL	\$130,000	\$0	\$0	\$130,000	
Revenue					
County/City Direct Revenue (Cash)		0.00			
County/City In-Kind			0.00		
Fee for Service		0.00			
Other (Enter Source Here)		0.00			
Other (Enter Source Here)		0.00			
TOTAL Non-Children's Cabinet Revenue that Directly Supports CPA		\$0	\$0		
CPA/Chil	\$130,000				
TOTAL Revenue from Children's Cabinet and Other Sources Used to Support CPA				\$130,000	

SCHEDULE OF COMMUNITY PARTNERSHIP AGREEMENT - BUDGET AND REVENUE PROJECTIONS Fiscal Year 2024

LMB: Worcester County's Initiative to Preserve Families

DESCRIPTION	Community Partnership Agreement				Budget Narrative
	Children's Cabinet	Non-Children's Cabinet Funds that Directly Support CPA Operations (Cash)	Non-Children's Cabinet Funds that Directly Support CPA Operations (In-Kind)	Total	For each Column C line item where funding is proposed, enter below the calculations that show how the expense was derived. No entries are required for shaded lines.
Program Worcester Connects					
Personn	117,187.00	0.00	0.00	\$117,187	
Salaries	93,750.00	0.00	0.00	\$93,750	Executive director \$87,500*.30=\$26,250; Program Manager \$45,000*.9=\$40,500; Communication Specialist \$38,000*.3=\$11,400; Accountant \$52,000*.3=\$15,600
Fringe Costs	23,437.00	0.00	0.00	\$23,437	25% Fringe benefits based on salary contribution (\$93,750*.25=\$23,437.50)
Operatin	32,572.00	0.00	0.00	\$32,572	
Communications	2,790.00	0.00	0.00	\$2,790	Phone and internet costs \$9,300 annually \$9,300*.3=\$2,790 (program is 1/3 of operating costs)
Postage	0.00	0.00	0.00	\$0	
Utilities	2,250.00	0.00	0.00	\$2,250	Total utilities are \$7,500 annually \$7,500*.3=\$2,250 (program is 1/3 of operating costs)
Advertising	0.00	0.00	0.00	\$0	
Office Supplies	0.00	0.00	0.00	\$0	
Insurance	3,180.00	0.00	0.00	\$3,180	Insurance costs are \$10,600 annually \$10,600*.3=\$3,180 (program is 1/3 of operating costs)
Rent/Mortgage	16,240.00	0.00	0.00	\$16,240	Rent is \$76,800 annually \$76,800*.3=\$23,040 (\$6,800 in kind match toward rental expenses supported by agency)
Printing/Duplication	1,290.00	0.00	0.00	\$1,290	Copier cost is \$4,300*.3=\$1,290 (program is 1/3 of operating costs)
Information System	6,822.00	0.00	0.00	\$6,822	Computer/Software maintenance is \$22,740*.3=\$6,822 (program is 1/3 of operating costs)
Vehicle Operating (other than Insurance)	0.00	0.00	0.00	\$0	
Travel	0.00	0.00	0.00	\$0	
Business Travel	0.00	0.00	0.00	\$0	
Conferences/Conventions	0.00	0.00	0.00	\$0	
Contract	0.00	0.00	0.00	\$0	
Training	0.00	0.00	0.00	\$0	
Consultant (other than Legal & Accounting/Auditing)	0.00	0.00	0.00	\$0	
Legal	0.00	0.00	0.00	\$0	
Accounting/Auditing	0.00	0.00	0.00	\$0	
Equipme	0.00	0.00	0.00	\$0	
Office Equipment/Furniture	0.00	0.00	0.00	\$0	
Other	241.00	0.00	0.00	\$241	
Vehicle purchase and lease	0.00	0.00	0.00	\$0	
Program Supplies	241.00	0.00	0.00	\$241	\$241 annual budget for program supplies for mentor meetings.
Professional Dues/Publications/Subscriptions	0.00	0.00	0.00	\$0	
Food	0.00	0.00	0.00	\$0	
Other (specify)	0.00	0.00	0.00	\$0	
Other (specify)	0.00	0.00	0.00	\$0	
TOTAL Worcester Connects	\$150,000	\$0	\$0	\$150,000	
Revenue					
County/City Direct Revenue (Cash)		0.00			
County/City In-Kind			0.00		
Fee for Service		0.00	0.00		
Other (Enter Source Here)		0.00	0.00		
Other (Enter Source Here)		0.00	0.00		
TOTAL Non-Children's Cabinet Revenue that Directly Supports CPA		\$0	\$0		
CPA/Chil	\$150,000				
TOTAL Revenue from Children's Cabinet and Other Sources Used to Support CPA				\$150,000	

ITEM 8

SCHEDULE OF COMMUNITY PARTNERSHIP AGREEMENT - BUDGET AND REVENUE PROJECTIONS Fiscal Year 2024

LMB: Worcester County's Initiative to Preserve Families

DESCRIPTION	Community Partnership Agreement				Budget Narrative For each Column C line item where funding is proposed, enter below the calculations that show how the expense was derived. No entries are required for shaded lines.
	Children's Cabinet	Non-Children's Cabinet Funds that Directly Support CPA Operations (Cash)	Non-Children's Cabinet Funds that Directly Support CPA Operations (In-Kind)	Total	
Program Worcester Navigation					
Personn	117,187.00	0.00	0.00	\$117,187	
Salaries	93,750.00	0.00	0.00	\$93,750	Executive director \$87,500*.30=\$26,250; Program Manager \$45,000*.9=\$40,500; Communication Specialist \$38,000*.3=\$11,400; Accountant \$52,000*.3=\$15,600
Fringe Costs	23,437.00	0.00	0.00	\$23,437	25% Fringe benefits based on salary contribution (\$93,750*.25=\$23,437.50)
Operatin	32,813.00	0.00	0.00	\$32,813	
Communications	2,790.00	0.00	0.00	\$2,790	Phone and internet costs \$9,300 annually \$9,300*.3=\$2,790 (program is 1/3 of operating costs)
Postage	0.00	0.00	0.00	\$0	
Utilities	2,250.00	0.00	0.00	\$2,250	Total utilities are \$7,500 annually \$7,500*.3=\$2,250 (program is 1/3 of operating costs)
Advertising	200.00	0.00	0.00	\$200	Newspaper ads at \$200 annually
Office Supplies	41.00	0.00	0.00	\$41	One case of paper from stables \$41
Insurance	3,180.00	0.00	0.00	\$3,180	Insurance costs are \$10,600 annually \$10,600*.3=\$3,180 (program is 1/3 of operating costs)
Rent/Mortgage	16,240.00	0.00	0.00	\$16,240	Rent is \$76,800 annually \$76,800*.3=\$23,040 (\$6,800 in kind match toward rental expenses provided by agency).
Printing/Duplication	1,290.00	0.00	0.00	\$1,290	Copier cost is \$4,300*.3=\$1,290 (program is 1/3 of operating costs)
Information System	6,822.00	0.00	0.00	\$6,822	Computer/Software maintenance is \$22,740*.3=\$6,822 (program is 1/3 of operating costs)
Vehicle Operating (other than Insurance)	0.00	0.00	0.00	\$0	
Travel	0.00	0.00	0.00	\$0	
Business Travel	0.00	0.00	0.00	\$0	
Conferences/Conventions	0.00	0.00	0.00	\$0	
Contract	0.00	0.00	0.00	\$0	
Training	0.00	0.00	0.00	\$0	
Consultant (other than Legal & Accounting/Auditing)	0.00	0.00	0.00	\$0	
Legal	0.00	0.00	0.00	\$0	
Accounting/Auditing	0.00	0.00	0.00	\$0	
Equipme	0.00	0.00	0.00	\$0	
Office Equipment/Furniture	0.00	0.00	0.00	\$0	
Other	0.00	0.00	0.00	\$0	
Vehicle purchase and lease	0.00	0.00	0.00	\$0	
Program Supplies	0.00	0.00	0.00	\$0	
Professional Dues/Publications/Subscriptions	0.00	0.00	0.00	\$0	
Food	0.00	0.00	0.00	\$0	
Other (specify)	0.00	0.00	0.00	\$0	
Other (specify)	0.00	0.00	0.00	\$0	
TOTAL Worcester Navigation	\$150,000	\$0	\$0	\$150,000	
Revenue					
County/City Direct Revenue (Cash)		0.00			
County/City In-Kind			0.00		
Fee for Service		0.00	0.00		
Other (Enter Source Here)		0.00	0.00		
Other (Enter Source Here)		0.00	0.00		
TOTAL Non-Children's Cabinet Revenue that Directly Supports CPA		\$0	\$0		
CPA/Chil	\$150,000				
TOTAL Revenue from Children's Cabinet and Other Sources Used to Support CPA				\$150,000	

SCHEDULE OF COMMUNITY PARTNERSHIP AGREEMENT - BUDGET AND REVENUE PROJECTIONS
Fiscal Year 2024

LMB: Worcester County's Initiative to Preserve Families

DESCRIPTION	Community Partnership Agreement			Total	Budget Narrative For each Column C line item where funding is proposed, enter below the calculations that show how the expense was derived. No entries are required for shaded lines.
	Children's Cabinet	Non-Children's Cabinet Funds that Directly Support CPA Operations (Cash)	Non-Children's Cabinet Funds that Directly Support CPA Operations (In-Kind)		
Program Family Peer Support					
Personnel	51,702.00	0.00	0.00	\$51,702	
Salaries	40,872.00	0.00	0.00	\$40,872	Family Peer Support Specialist \$18.55/hr x 40 hrs x 52 weeks = \$38,584; Team Supervisor \$22/hr x 2 hrs x 52 weeks = \$2,288;
Fringe Costs	10,830.00	0.00	0.00	\$10,830	26.50% of total salaries
Operatin	4,438.00	0.00	0.00	\$4,438	
Communications	1,680.00	0.00	0.00	\$1,680	\$90 per month x 12 for cell phone; \$50 per month x 12 for internet service
Postage	0.00	0.00	0.00	\$0	
Utilities	0.00	0.00	0.00	\$0	
Advertising	188.00	0.00	0.00	\$188	\$.50 x 376 color copies of prochures and fliers to promote services
Office Supplies	650.00	0.00	0.00	\$650	Epson EcoTake printer \$400; Keyboard/mouse \$50; Monitor \$140; Mouse pad \$10; Laptop bag \$50
Insurance	0.00	0.00	0.00	\$0	
Rent/Mortgage	0.00	0.00	0.00	\$0	
Printing/Duplication	0.00	0.00	0.00	\$0	
Information System	1,920.00	0.00	0.00	\$1,920	Office 365 \$160 per month x 12 months
Vehicle Operating (other than Insurance)	0.00	0.00	0.00	\$0	
Travel	1,170.00	0.00	0.00	\$1,170	
Business Travel	1,170.00	0.00	0.00	\$1,170	1,800 miles annually at a rate of \$0.65/mile
Conferences/Conventions	0.00	0.00	0.00	\$0	
Contract	200.00	0.00	0.00	\$200	
Training	200.00	0.00	0.00	\$200	BHA Annual Conference \$55; Relias LMS Per User fee \$145
Consultant (other than Legal & Accounting/Auditing)	0.00	0.00	0.00	\$0	
Legal	0.00	0.00	0.00	\$0	
Accounting/Auditing	0.00	0.00	0.00	\$0	
Equipme	2,400.00	0.00	0.00	\$2,400	
Office Equipment/Furniture	2,400.00	0.00	0.00	\$2,400	\$1650 laptop; \$750 cell phone
Other	7,090.00	0.00	0.00	\$7,090	
Vehicle purchase and lease	0.00	0.00	0.00	\$0	
Program Supplies	1,000.00	0.00	0.00	\$1,000	Monthly support group - \$50 x 12 months = \$600: funds to be used for supplies for crafting activities, self-care items, journals, wellness tools for topics such as self-care, stress management, coping skills and wellness Workshops - \$200 x 2 per year = \$400: funds to be used for supplies, speaker fees, books, materials and tools for topics such as signs of substance use in adolescents, navigating the educational system, social media safety
Professional Dues/Publications/Subscriptions	0.00	0.00	0.00	\$0	
Food	0.00	0.00	0.00	\$0	
Other (specify)	6,090.00	0.00	0.00	\$6,090	10% Indirect costs
Other (specify)	0.00	0.00	0.00	\$0	
TOTAL Family Peer Support	\$67,000	\$0	\$0	\$67,000	
Revenue					
County/City Direct Revenue (Cash)		0.00			
County/City In-Kind			0.00		
Fee for Service		0.00	0.00		
Other (Enter Source Here)		0.00	0.00		
Other (Enter Source Here)		0.00	0.00		
TOTAL Non-Children's Cabinet Revenue that Directly Supports CPA		\$0	\$0		
CPA/Chil	\$67,000				
TOTAL Revenue from Children's Cabinet and Other Sources Used to Support CPA				\$67,000	



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: Billy Birch, Director of Emergency Services

Re: Stryker AED Purchase for units and supplies

Date: 26 Jun 2023

The Department of Emergency Services is requesting to utilize an existing competitively awarded Maryland State contract MD BPO 001B2600009 with Stryker to purchase 59 - AED Units, 77 - AED Replacement pads, batteries and parts for \$100,002.40.

We are asking to use unspent FY2023 AED funds from account 6110.017 (\$38,000) and unspent FY2023 encumbered funds (\$88,500). The remaining funds which will be approximately \$25,000 we are not asking to encumber into FY24.

I am available to answer any questions that may arise at your convenience.

Attachment (1)



[55] LIFEPAK CR2 AEDs

Quote Number: 10640484

Remit to: Stryker Medical

P.O. Box 93308

Version: 1

Chicago, IL 60673-3308

Prepared For: WORCESTER COUNTY DEPT OF EMER SVCS

Rep: James Springer

Attn: Laraine B. Buck - Planner

Email: jim.springer@stryker.com

Phone Number: 4109848234

Mobile: 4109848234

GPO: MD BPO 001B2600009

Quote Date: 06/20/2023

Expiration Date: 09/18/2023

Delivery Address

End User - Shipping - Billing

Bill To Account

Name:	WORCESTER COUNTY DEPT OF EMER SVCS	Name:	WORCESTER COUNTY DEPT OF EMER SVCS	Name:	WORCESTER COUNTY DEPT OF EMER SVCS
Account #:	1186046	Account #:	1186046	Account #:	1186046
Address:	1 W MARKET ST RM 1002 SNOW HILL Maryland 21863-1193	Address:	1 W MARKET ST RM 1002 SNOW HILL Maryland 21863-1193	Address:	1 W MARKET ST RM 1002 SNOW HILL Maryland 21863-1193

Equipment Products:

#	Product	Description	Qty	List Price	Sell Price	Total
1.0	99512-001261	LIFEPAK CR2 Defibrillator, Semi-Automatic, WIFI, English, carrying case, 8 year warranty. Includes 1 PR QUIK-STEP electrodes and 1 battery (4 years each), LIFELINKcentral AED Program Manager Basic Account, USB cable, Operating Instructions	59	\$2,829.00	\$1,838.85	\$108,492.15
2.0	11101-000021	QUIK-STEP pacing/ECG/defibrillation electrodes, 4 year. Includes electrode cover, 1 set of adult/pediatric electrodes, LPCR2	77	\$177.00	\$88.50	\$6,814.50
3.0	11141-000165	AED Lithium Battery, LPCR2	7	\$307.00	\$199.55	\$1,396.85
4.0	11998-000334	KIT, EMERGENCY RESPONSE	18	\$60.00	\$39.00	\$702.00
5.0	11403-000001	LIFEPAK CR Plus Replacement Kit for Charge-Pak 2 sets of electrodes	13	\$380.00	\$120.86	\$1,571.18
Equipment Total:						\$118,976.68

Trade In Credit:

Product	Description	Qty	Credit Ea.	Total Credit
TR-LP1K-LPCR2	TRADE-IN-STRYKER LIFEPAK 1000 TOWARDS PURCHASE OF LIFEPAK CR2	40	-\$400.00	-\$16,000.00
TR-LPCR2-LPCR2	TRADE-IN-STRYKER LIFEPAK CR PLUS TOWARDS PURCHASE OF LIFEPAK CR2	19	-\$250.00	-\$4,750.00



[55] LIFEPAK CR2 AEDs

Quote Number: 10640484
Version: 1
Prepared For: WORCESTER COUNTY DEPT OF EMER SVCS
Attn: Laraine B. Buck - Planner

Remit to: **Stryker Medical**
P.O. Box 93308
Chicago, IL 60673-3308
Rep: James Springer
Email: jim.springer@stryker.com

Phone Number: 4109848234
Mobile: 4109848234

GPO: MD BPO 001B2600009
Quote Date: 06/20/2023
Expiration Date: 09/18/2023

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$1,775.72
Grand Total:	\$100,002.40

Prices: In effect for 30 days

Terms: Net 30 Days

Contact your local Sales Representative for more information about our flexible payment options.

Capital Terms and Conditions:


Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's Acute Care capital terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html. A copy of Stryker Medical's Emergency Care capital terms and conditions can be found at <https://www.strykeremergencycare.com/terms>.



Worcester County Department of Environmental Programs
Worcester County Government Center, 1 West Market Street, Rm 1306 | Snow Hill MD 21863
Tel: (410) 632-1220 | Fax: (410) 632-2012

Memorandum

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

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

Subject: **Public Hearing Request**
Proposed FY 24 MALPF Easement Applications

Date: 6/23/23

Attached you will find a memorandum from Katherine Munson, of my staff with regard to the next round of easement applications. We are requesting a public hearing be scheduled for the review of FY 24 Maryland Agricultural Land Preservation Foundation (MALPF) applications. The County will have a total of eight (8) applications for the sale of easements for the next fiscal year.

As you can see from Katherine's memorandum, the required review from the County's Planning Commission are to be completed before this hearing will be held. The applications were reviewed and approved before the Agricultural Land Preservation Advisory Board on June 6, 2023. We are scheduled to go before the Planning Commission on July 6, 2023, for their finding of consistency with the *Comprehensive Plan*, and that a MALPF easement, if approved for these properties, would be appropriate. Those recommendations, the Planning Commission findings, maps, and detailed information about the applications will be provided prior to the public hearing.

A draft notice for public hearing is attached for use by Ms. Savage for submission for publication. If you have any questions or need additional information please let me know.

Enclosures

1. Memo from Katherine Munson dated 6-16-23
2. Draft Advertisement

cc: Katherine Munson
David Bradford



DEPARTMENT OF
ENVIRONMENTAL PROGRAMS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1306
SNOW HILL, MARYLAND 21863
TEL:410.632.1220 / FAX: 410.632.2012

AGRICULTURAL PRESERVATION
CONSERVATION PROGRAM
WATER & SEWER PLANNING
SHORELINE CONSTRUCTION

WELL & SEPTIC
NATURAL RESOURCES
PLUMBING & GAS
COMMUNITY HYGIENE

Memorandum

To: Robert Mitchell, Director

From: Katherine Munson, Planner *V KM*

Subject: Public Hearing for Proposed FY 24 MALPF Easement Applications

Date: June 16, 2023

Please schedule a public hearing for the review of the following eight (8) applications to sell an agricultural preservation easement to the Maryland Agricultural Land Preservation Foundation (MALPF) in FY24.

1. Aydelotte, Ben, TM 92, P 62; Aydelotte Road; 114.4 acres
2. Drew, Kathy and Mark, TM 10, P 55; 11539 St. Martins Neck Road, Bishopville; 28.5 acres
3. Drew, Kathy and Mark, TM 10, P 99/100; 11828 Back Creek Road, Bishopville; 29.6 acres
4. Hahn, Jimmy and Theresa, TM 90, P 6; 356 Hickory Point Road; 71.2 acres
5. Holland, Mark and Candy, TM 100, P 1, 134; Tulls Corner Road; 50.01 acres
6. Leving Farms, Inc.; TM 92, P 69; Sheephouse Road, Pocomoke City; 144.93 acres (new owners, previous owners applied in FY22 and FY23)
7. Queponco Farms, Inc. TM 49, P 71; 6636 Basket Switch Road; Newark; TM 187.75 acres (re-application, FY22 and FY23)
8. Riley, Whitlock, et al; TM 31, P 61; 8720 Evans Road, Berlin; 470.4 acres

In order for the applicants to be eligible to sell an easement to MALPF, their applications must be recommended for approval by the Worcester County Planning Commission and the Worcester County Agricultural Land Preservation Advisory Board, and approved by the Worcester County Commissioners after a public hearing. The Public Hearing requirement is mandated by Maryland Annotated Code Title 2, Subtitle 5, Section 2-509(b)(3).

All applications meet the minimum requirements of the MALPF program and will be reviewed by the Worcester County Planning Commission (July 6, 2023) and were approved by the Worcester County Agricultural Land Preservation Advisory Board (June 6, 2023).

Attached is a draft notice of public hearing. There is no State-mandated minimum time period between the date of advertisement and the date of public hearing. We will distribute the public hearing notice to the applicants and adjacent landowners.

Maps and detailed information about each application will be provided prior to the public hearing. Please do not hesitate to contact me with any questions you may have.

Attachment



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

NOTICE OF SPECIAL LEGISLATIVE SESSION
and
NOTICE OF PUBLIC HEARING
FOR AGRICULTURAL EASEMENT ACQUISITION
WORCESTER COUNTY COMMISSIONERS

The purpose of this public hearing is to hear comments on petitions to sell an agricultural easement to the Maryland Agricultural Land Preservation Foundation (MALPF) on the following properties in Worcester County:

- 1. Aydelotte, Ben, TM 92, P 62; Aydelotte Road; 114.4 acres
2. Drew, Kathy and Mark, TM 10, P 55; 11539 St. Martins Neck Road, Bishopville; 28.5 acres
3. Drew, Kathy and Mark, TM 10, P 99/100; 11828 Back Creek Road, Bishopville; 29.6 acres
4. Hahn, Jimmy and Theresa, TM 90, P 6; 356 Hickory Point Road; 71.2 acres
5. Holland, Mark and Candy, TM 100, P 1, 134; Tulls Corner Road; 50.01 acres
6. Levinh Farms, Inc.; TM 92, P 69; Sheephouse Road, Pocomoke City; 144.93 acres (new owners, previous owners applied in FY22 and FY23)
7. Queponco Farms, Inc. TM 49, P 71; 6636 Basket Switch Road; Newark; TM 187.75 acres (re-application, FY22 and FY23)
8. Riley, Whitlock, et al; TM 31, P 61; 8720 Evans Road, Berlin; 470.4 acres

PUBLIC HEARING
TUESDAY, DATE
at TIME A.M.

Commissioners' Meeting Room, Room 1101 Government Center
One West Market Street, Snow Hill, Maryland 21863

Additional information is available for review at the Department of Environmental Programs, Worcester County Government Center during regular business hours of 8:00 am to 4:30 pm . Questions may be directed to Katherine Munson, Planner V, by calling (410) 632-1220, extension 1302 or email at kmunson@co.worcester.md.us

THE WORCESTER COUNTY COMMISSIONERS



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: Weston S. Young, Chief Administrative Officer
DATE: June 29, 2023
RE: 2023 Legislative Update from State and Local Advisors

Mr. Paul Ellington with State and Local Advisors, LLC, our contracted lobbying firm, is here to present a report on the 2023 legislative session's impacts on Worcester County.

Attachments:

SLA Worcester County Report – Pages 2-11



STATEANDLOCALADVISORS, LLC

WORCESTER COUNTY

Report

Paul D. Ellington - paul@stateandlocaladvisors.com
David Knupp - davidlknupp@stateandlocaladvisors.com

Table of Contents



01 Executive Summary

03 Past Items

04 Pending Items

05 Bill Status

08 Bond Initiatives

Executive Summary

Introduction

Currently in the state of Maryland we find ourselves at a critical juncture, where for the first time in over 75 years, the offices of Governor, Comptroller, and Attorney General simultaneously have new occupants. Therefore, it is even more critical to foster relationships not only within the state legislature and with the Moore Administration but we must also highlight the impact of Worcester County on the state of Maryland to an entirely new group of bureaucrats. For this reason alone it is critical that Worcester have full-time representation not just in Annapolis for lobbying but in the state as a whole for public affairs and external relations that far exceed the confines of the State Capitol. This will be the focus in the coming months.

During this legislative session, State and Local Advisors has been advocating to legislators, cabinet secretaries/departments, as well as key stakeholders, all on behalf of Worcester County. We also participated in all Eastern Shore Delegation meetings and worked with Chairman Chris Adams to formulate agendas that reflected the interests and needs of Worcester County. This report serves to outline our efforts on behalf of Worcester County, as well as show what future movements will be necessary to further the county's goals and objectives.

Supporting the Efforts of Our Delegation

SLA's primary focus has been interactions with legislators in Annapolis during the 90-day Session. There have been over 100 bills that SLA has monitored; everything from transportation bills to bills affecting agriculture, chemicals, business development, taxes, and public health, all of which could have an impact on business owners, as well as the county as a whole. Key bills can be found later in this report, with a comprehensive list attached.

With all of the efforts that SLA put in through the 90-day Session, it must be emphasized that our efforts extend well past the end of the 90 days the legislature is in session. We are in regular contact with The Rural Maryland Council, the Maryland Foresters, MACo, and MML (among others), as well as their staffs, to ensure we are up to date in our knowledge of items that impact Worcester County, such as Kirwan (Blueprint for Education), among other issues. We will continue, as always, outside of the 90-day Session to leverage our existing relations, as well as foster new relationships, all for the benefit of Worcester County and its interests. This will include continued efforts to find funding opportunities for Worcester County and to emphasize that while Ocean City may be the leading economic driver, the County as a whole has other interests that must be considered and addressed.

Below you will find a comprehensive report of how SLA has been representing Worcester County and the efforts we are continuing to put forth. It is our belief that we must band together to form coalitions with similar counties across Maryland to get these important issues addressed. We are stronger together than as individuals, and through our continued efforts, we believe we can help Worcester County grow and thrive in Maryland's new and challenging political environment.

Executive Summary cont.

Your SLA Team



Paul D. Ellington

During his career Paul has helped his clients devise strategies that have enabled them to successfully achieve their goals and objectives at the Federal, State, County and Municipal levels of government throughout Maryland. He has been able to help his clients navigate existing - as well as potential - regulatory and legislative issues. He also has worked with Counties and Local Governments and Non-Profit Organizations to discover grants, bond opportunities and other funding sources within the Budget.

Paul's list of clients has included a variety of Counties, Municipalities, businesses, individuals and Non-Profits.

For over 3 decades Paul had been viewed as a trusted supporter and savvy advisor by a long list of elected officials in Maryland - both past and present - from "both sides of the aisle". This list includes Members of Congress, Governors (and their staffs), Cabinet Secretaries, State Legislators, Regulators, County Executives, County Council members (and Commissioners), and a variety of local Municipal Officials. Such long-standing relationships enable Paul to successfully leverage his extensive experience and contacts for the benefit of his clients thus making him a valued member of their "Government Relations team".



David Knupp

David Knupp brings with him nearly 10 years of political and government relations experience. Getting his start working for the federal government as a legislative policy analyst, David understands the mechanisms of federal government and still maintains many of his contacts during his time there. Following his time with the federal government, David transitioned to state and local politics and government consulting, primarily in Maryland, Virginia, and the northeast corridor. He spent time working as a Chief of Staff for a Maryland Delegate, as well as consulting on a number of political campaigns. His extensive rolodex and connections with state legislatures across the mid-Atlantic and northeast ensure that all clients receive the best possible representation.

Past Items

Federal

- In regular contact with (now agriculture subcommittee chair) Congressman Harris and his office to review ways to bring federal funds to Worcester County, with a specific emphasis on Worcester County being a key agriculture county in the entire state.
- Worked with regional USDA Representative to make them aware of Worcester's unique agriculture challenges.

State

- Worked with legislators to ensure passage of Sunday Hunting bill.
- Worked to help support the efforts of legislators seeking to bring maximum funding to Worcester County through bond initiatives that have been introduced this session.
- Recently met with Cabinet Secretaries (Department of Natural Resources, Department of Agriculture, Department of Environment, Department of Transportation, etc.) to inform them of priorities of Worcester County and to find ways the Departments and State as a whole could assist with projects within the County.
- Attended MACO Winter Conference, MML Winter Conference, Rural Maryland Conference, Maryland Foresters Meetings, Eastern Shore Mayors Association, Taste of the Eastern Shore, and Regional Department of Commerce meetings.
- Attended all Eastern Shore Delegation meetings to ensure that the interests of Worcester County were represented.
- Helped to advise and assist the various department heads in their dealings with the State.
- Helped promote and advance various grant applications.
- Worked with Economic Development and Tourism on issues pertaining to wages, tax incentives, regulations and other issues/mandates that may have posed a threat to Worcester's business community and local economy
- Worked with Environmental Department to make known the impact that regulations and laws may have on Worcester.

Local

- Worked, and continuing to work, to assist municipalities in their efforts to obtain funding for infrastructure improvements.
- Met with representatives from Talkie Communications, Choptank Electric, and Simple Fiber to coordinate efforts for increased broadband funding from the state.
- Met with Delaware Poultry Industry and its representatives, along with the MML, MACo, and Rural Maryland Council meetings.

Pending Items

Federal

- Continue meetings with Senators Cardin and Van Hollen and Congressman Andy Harris regarding bringing additional federal funding to Worcester County.
- Continue to pursue federal grants and other funding mechanisms offered to implement and expand broadband access on the Eastern Shore.
- Continue discussions regarding funding of a dedicated dredging vessel in the Chesapeake Bay.
- Continue discussions with the Army Corps of Engineers regarding dredging of the Ocean City Inlet.
- Work with federal, state, and local officials to secure federal and state tax credits to help with the redevelopment and repurposing of the former Pocomoke City Volunteer Fire Station.

State

- Work with state and local officials to implement funds that were approved through bond initiatives and other methods during the 90-Day General Assembly Session.
- Work with new Administration (governor's office, cabinet secretaries) to ensure Worcester County has a seat at the table (tours of the county, etc).
- We are working to bring more administration officials to the Eastern Shore and Worcester County to show them how critical the County is to the State as a whole.
- Attend MACo Summer Conference.
- Continuing to work with Maryland Aviation Council to advocate for increased state and federal funding.

Local

- Further discussions with businesses who have an interest in bringing/expanding their business to Worcester County.
- Facilitate meetings between county council members and businesses who are interested in expanding into Worcester County.
- Attend MML Summer Conference.

Bill Status

Below you will find three bills that directly impact Worcester County. This is a small subsection of the bills worked on during this Session, and **you can find a comprehensive list attached to this email in an additional document.** As always, please let us know if you have any questions!

Bill Number: HB0113

Current Status: In the House - Returned Passed

XFile Bill Number: SB0135

Current Status: In the Senate - Returned Passed

Sponsor: Delegate Hartman

Title: Worcester County - Alcoholic Beverages - Ocean City Promoter's License

Synopsis: Establishing an Ocean City promoter's license in Worcester County; authorizing the Board of License Commissioners for Worcester County to issue the license to a for-profit organization to sell and serve beer, wine, and liquor at an entertainment event that is held on premises located within the corporate limits of the Town of Ocean City, owned by the Town of Ocean City, and approved in writing by the Ocean City Police Department; and authorizing a license fee of \$5,000 per entertainment event.

Bill Number: HB0466

Current Status: In the House - Returned Passed

XFile Bill Number: SB0824

Current Status: In the House - First Reading House Rules and Executive Nominations

Sponsor: Delegate Otto

Title: Worcester County - Natural Resources - Hunting

Synopsis: Authorizing the Department of Natural Resources to allow a person in Worcester County to hunt game birds and game mammals on a Sunday, subject to certain time restrictions, during the open season for that game bird or game mammal; authorizing the Department to allow a person in Worcester County to hunt on public land designated for hunting on Sundays, subject to certain time restrictions; and altering the safety zone from 150 to 50 yards from certain buildings occupied by human beings within which archery hunting may not take place.

Bill Number: HB0596

Current Status: In the House - Returned Passed

XFile Bill Number: SB0511

Current Status: In the Senate - Returned Passed

Sponsor: Delegate Kerr

Title: Health and Human Services Transportation Improvement Act of 2023

Synopsis: Repealing the \$500,000 cap on grants that may be awarded by the Maryland Transit Administration under the Maryland Senior Rides Program; repealing the \$400,000 cap on the Job Access and Reverse Commute Program; establishing the State Coordinating Committee for Health and Human Services Transportation to examine transportation needs of the elderly, persons with disabilities, and residents requiring transportation assistance to jobs, appointments, citizen programs, and other engagements; etc.

Bill Status cont.

Bill Number: HB0718

Current Status: In the House - Hearing 3/09 at 1:00 p.m.

XFile Bill Number: SB0590

Current Status: In the Senate - Hearing 2/28 at 1:00 p.m.

Sponsor: Delegates Stewart

Title: Renewable Energy Portfolio Standard - Eligible Sources - Alterations (Reclaim Renewable Energy Act of 2023)

Synopsis: Altering the definitions of "qualifying biomass", "thermal biomass system", and "Tier 1 renewable source" for purposes of excluding energy derived from certain forest-related resources, animal manure, waste, and refuse and gas produced from the anaerobic decomposition of animal waste or poultry waste from being eligible for inclusion in the renewable energy portfolio standard.

Bill Number: SB0433

Current Status: In the Senate - Hearing 2/21 at 1:00 p.m. (Finance)

Sponsor: Senator Klausmeier

Title: Economic Development - Woman- and Minority-Owned Shellfish Aquaculture Enterprise Fund

Synopsis: Establishing the Woman- and Minority-Owned Shellfish Aquaculture Enterprise Fund as a special, nonlapsing fund to assist woman- and minority-owned businesses entering into or expanding in the shellfish aquaculture industry; requiring the Maryland Agricultural and Resource-Based Industry Development Corporation to develop partnerships with certain entities to facilitate the award of loans from the Fund and identify potential loan recipients; and requiring interest earnings of the Fund to be credited to the Fund.

Bill Number: SB0034

Current Status: In the Senate - Returned Passed

XFile Bill Number: HB0389

Current Status: In the House - Returned Passed

Sponsor: Senators Hester

Title: Department of Agriculture - State Specialist for Value-Added Agriculture

Synopsis: Establishing the State Specialist for Value-Added Agriculture as a position in the Department of Agriculture to serve as the primary point of contact for individuals engaging in, or interested in engaging in, value-added agriculture in the State, etc.

Bill Status cont.

Bill Number: SB0916

Current Status: In the Senate - Hearing 3/15 at 1:00 p.m. (**BILL DID NOT RECEIVE VOTE**)

Sponsor: Senator Beidle

Title: Environment - Ethylene Oxide - Prohibition

Synopsis: Prohibiting the use, manufacture, sale, offering for sale, or distribution of ethylene oxide in the State; and providing a civil penalty not to exceed \$1,000 for a first violation of the Act and up to \$5,000 for a second or subsequent violation.

Bill Number: HB0152

Current Status: In the House - Returned Passed

Sponsor: Delegates Wells

Title: Department of Agriculture - Urban Agriculture Grant Programs - Alterations

Synopsis: Altering the purpose and contents of and the requirements and qualifications under the Urban Agriculture Grant Fund; requiring the Governor, in each of fiscal years 2025 through 2029, to include at least \$100,000 for the Fund in the annual budget bill; establishing the Urban Agriculture Advisory Committee to recommend guidelines, policies, and practices for the implementation of the Grant Program; and requiring the Advisory Committee to report to certain committees of the General Assembly by December 30, 2023.

Bond Initiatives

There are many bond bills that are still in progress. There has yet to be a bond hearing date, but once confirmed, we will update you with that information. Below you can find the current bond initiatives and the requested amounts.

Title: Atlantic General Hospital

Senate Sponsor: Otto

House Sponsor: Carozza

Requested Amounts: \$250,000

Purpose: The acquisition, planning, design, construction, repair, renovation, reconstruction, site improvement, and capital equipping of minimally invasive surgery equipment for Atlantic General Hospital.

Title: Diakonia Offices and Housing

Senate Sponsor: Hartman

House Sponsor: Carozza

Requested Amounts: \$150,000

Purpose: The acquisition, planning, design, construction, repair, renovation, reconstruction, site improvement, and capital equipping of Diakonia offices and affordable housing units.

OFFICE OF THE STATE'S ATTORNEY FOR WORCESTER COUNTY

Kristin Heiser
State's Attorney



106 Franklin Street
Snow Hill, MD 21863

Circuit Court Division (410) 632-2166
Fax (410) 632-3250
www.worcestersao.com

District Court Division (410) 632-2177
Fax (410) 632-2175
sao@co.worcester.md.us

June 26, 2023

Worcester County Commissioners
1 West Market Street
Snow Hill, Maryland 21863

Dear Commissioners:

I am writing to request that you convert 1 full-time Assistant State's Attorney position to 2 part-time ASA positions effective September 1, 2023. One of our ASAs has decided to retire but is willing to return as a part-time ASA working 20 hours per week after the 45-day required period of employment separation. The salary for each of the proposed part-time positions would equal half of the current full-time position's salary, so there would be no change in the amount currently budgeted for personnel salaries for fiscal year 2024. This conversion also would result in cost-savings to the county since the newly-created part-time positions would not be eligible for benefits.

Employee retention, even from full-time to part-time, is critical now more than ever, especially when the employee has years of institutional knowledge, and considering the limited number of qualified applicants for current openings.

Thank you in advance for your consideration.

Regards,

Kristin Heiser



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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

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

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer
FROM: Jennifer K. Keener, AICP, Director
DATE: June 26, 2023
RE: Proposed Private Lane Name – Bay Point Lane

Attached please find a memo from Kelly Henry, Technical Services Manager, relative to a request that was received for the naming of a currently un-named private lane which serves three or more existing buildable lots and structures. The property owners are proposing to name the private lane “Bay Point Lane”. We are requesting your approval of the private road name so that we may assign the addresses to the properties along this lane, including the proposed new home currently under review for permitting.

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
Billy Birch, Director, Dept. of Emergency Services
Dallas Baker, Director, Dept. of Public Works
Kevin Lynch, County Roads Superintendent, DPW
Kelly Henry, Technical Services Manager

RESOLUTION NO. 23-___

RESOLUTION NAMING A PRIVATE LANE
OFF OF SOUTH POINT ROAD
IN BERLIN AS
BAY POINT 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 a private lane off of South Point Road in Berlin which has a pending permit application for a new dwelling and is the third inhabitable structure on this previously unnamed lane; and

WHEREAS, the applicant has suggested that Bay Point Lane is an appropriate name which is 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 lane located on the southerly side of South Point Road in Berlin in the Tenth Tax District of Worcester County, Maryland as shown on Worcester County Tax Map 50, Parcel 2, Lots 1, 2A, 3A, 4 and 5 is hereby named **Bay Point Lane**, for which a sign will be erected by the Roads Division of the Worcester County Department of Public Works.

Section 2. Executed this 5th day of July, 2023. This Resolution shall be effective immediately.



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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

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

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

To: Jennifer K. Keener, Director
From: Kelly L. Henry, Technical Services Division Manager
Date: June 26, 2023
Subject: Request to Name Private Lane

In June, I received a building permit for the construction of a dwelling. The lot, one of five lots, is served by a shared driveway off of South Point Road. Currently there are three (3) dwellings utilizing this shared driveway. In accordance with Public Safety Article 6-101(e), "All private lanes which have three or more inhabitable structures, including houses, mobile homes, businesses or other structures, will be named by the County Commissioners." I do not know why this regulation was not triggered by the permit for the third home in 2007.

I contacted the owners of the five (5) lots informing them that the shared driveway would need to be named by the County Commissioners and consequently addresses would be revised to reflect the change. The property owners organized quickly, agreed upon and submitted names for consideration in order of preference: **Bay Point Lane**, Bay Shore Lane and Vista Point Lane. All three names are acceptable.

Please find attached the Private Road Name Applications from three (3) property owners. Based on emails, I anticipate receiving the other two request forms. Please let me know when this is scheduled so I can contact the property owners. Upon approval, County Roads Division will be advised to install a road sign. In addition, the property owners, State Department of Assessment and Taxation and United States Postal Service will be provided with a letter of notification regarding the change in addresses for the five properties.

As always, I am available to provide additional information or answer any questions regarding this matter. Thank you in advance for your time and consideration in this matter.

Attachments

Cc: Roscoe Leslie, County Attorney
Billy Birch, Jr. Director Department of Emergency Services
Kevin Lynch, Superintendent Roads Division

Analysis of Road Names			
Bay Point Lane / Bay Shore Lane		Vista Point Lane	Waters Edge Lane
Alton Point	Baybreeze Lane	Bay Vista Drive	Bluewater Court
Deer Point Circle	Bayview Lane	Bella Vista Lane	Breakwater Court
Drum Point Road	Seabay Lane	Ocean Vista Drive	Bridgewater Road
Fells Point	Bayberry Drive	Vista Bay Lane	Edgewater Avenue
Gum Point Road	Bayview Court	Vista Way	Gateway Court
Hickory Point Road	Bayshore Court		Tidewater Cove
Kelly Point Lane	Bayview Road		Water Color Lane
Keyser Point Road	Bayside Road		Water Street
Long Point Court	Bay Landing Drive		Watergreen Lane
Lookout Point	Seabay Drive		Waters Edge Court
North Piney Point Road	Bay Vista Drive		Waterside Drive
Piney Point	Bayshore Drive		Watertown Road
Point Lookout Road	Bayou Court		Waterview Drive
Point View Road	Bay Bouy Court		
Points Reach	Bay Court Lane		
Rum Point Lane	Bay Front Lane		
Rum Pointe Road	Bay Harbour Road		
Salt Grass Point	Bay Overlook Lane		
Salt Point Road	Bay Ridge Drive		
Shore Point Drive	Bay Street		
Shore Point Drive	Bay Watch Drive		
Shore Point Mews	Bays End Lane		
Silver Point Lane	Bayscape Drive		
South Point Road	Bayside Campground Lane		
Ten Point Couort	Hidden Bay Drive		
Terrapin Point Road	Newport Bay Drive		
The Point	North Bay Breeze Drive		
Woodsman Point Road	Parkers Bay Road		
Shore Cottage Point Lane	South Bay Breeze Drive		
	South Bay Drive		
	Sweet Bay Drive		
	Vista Bay Lane		

S.V.H 17/481

STEPHEN V. HALEY
CLM. CT. CT.
WOR. CO.

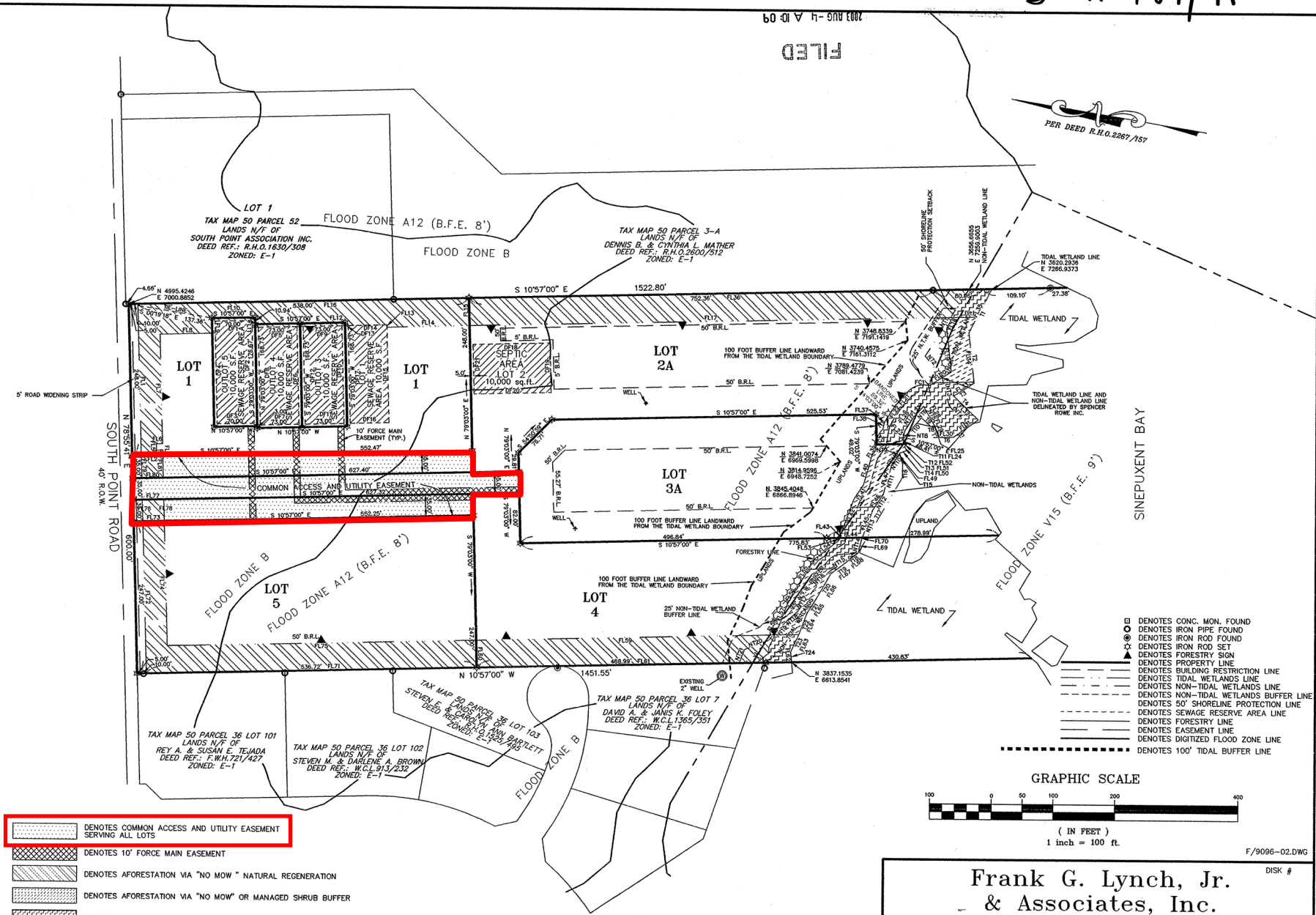
2003 AUG - 14 A D 09

FILED



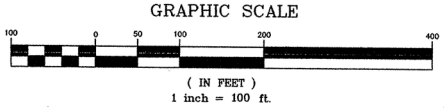
PER DEED R.H.O.2267/157

THE INFORMATION CONTAINED ON THESE PLANS, PLATS OR OTHER DOCUMENTS IS PROVIDED FOR THE EXCLUSIVE USE OF THE CLIENT NAMED HEREON, AND IS SUBJECT TO THE CLIENT AND/OR WORK PRODUCT PRIVILEGE. ANY AMENDMENTS, COPYING OR DISTRIBUTION, INCLUDING COMPUTER GENERATED AMENDMENTS, COPYING OR DISTRIBUTION, IS STRICTLY PROHIBITED UNLESS AUTHORIZED IN WRITING BY FRANK G. LYNCH JR. AND ASSOCIATES, INC.



- DENOTES COMMON ACCESS AND UTILITY EASEMENT SERVING ALL LOTS
- DENOTES 10' FORCE MAIN EASEMENT
- DENOTES AFORESTATION VIA "NO MOW" NATURAL REGENERATION
- DENOTES AFORESTATION VIA "NO MOW" OR MANAGED SHRUB BUFFER
- DENOTES AFORESTATION VIA 2" CALPER NURSERY STOCK
- DENOTES SEWAGE RESERVE AREA
- DENOTES SHORELINE PROTECTION EASEMENT

- DENOTES CONC. MON. FOUND
- DENOTES IRON PIPE FOUND
- DENOTES IRON ROD FOUND
- DENOTES IRON ROD SET
- DENOTES FORESTRY SIGN
- DENOTES PROPERTY LINE
- DENOTES BUILDING RESTRICTION LINE
- DENOTES TIDAL WETLANDS LINE
- DENOTES NON-TIDAL WETLANDS LINE
- DENOTES 50' SHORELINE PROTECTION LINE
- DENOTES SEWAGE RESERVE AREA LINE
- DENOTES FORESTRY LINE
- DENOTES EASEMENT LINE
- DENOTES DIGITIZED FLOOD ZONE LINE
- DENOTES 100' TIDAL BUFFER LINE



BOUNDARY LINE ADJUSTMENT
BETWEEN LOTS 2 AND 3 - LANDS OF MARK GROSS, PARCEL 2 - TAX MAP 50
TENTH TAX DISTRICT, WORCESTER COUNTY, MARYLAND

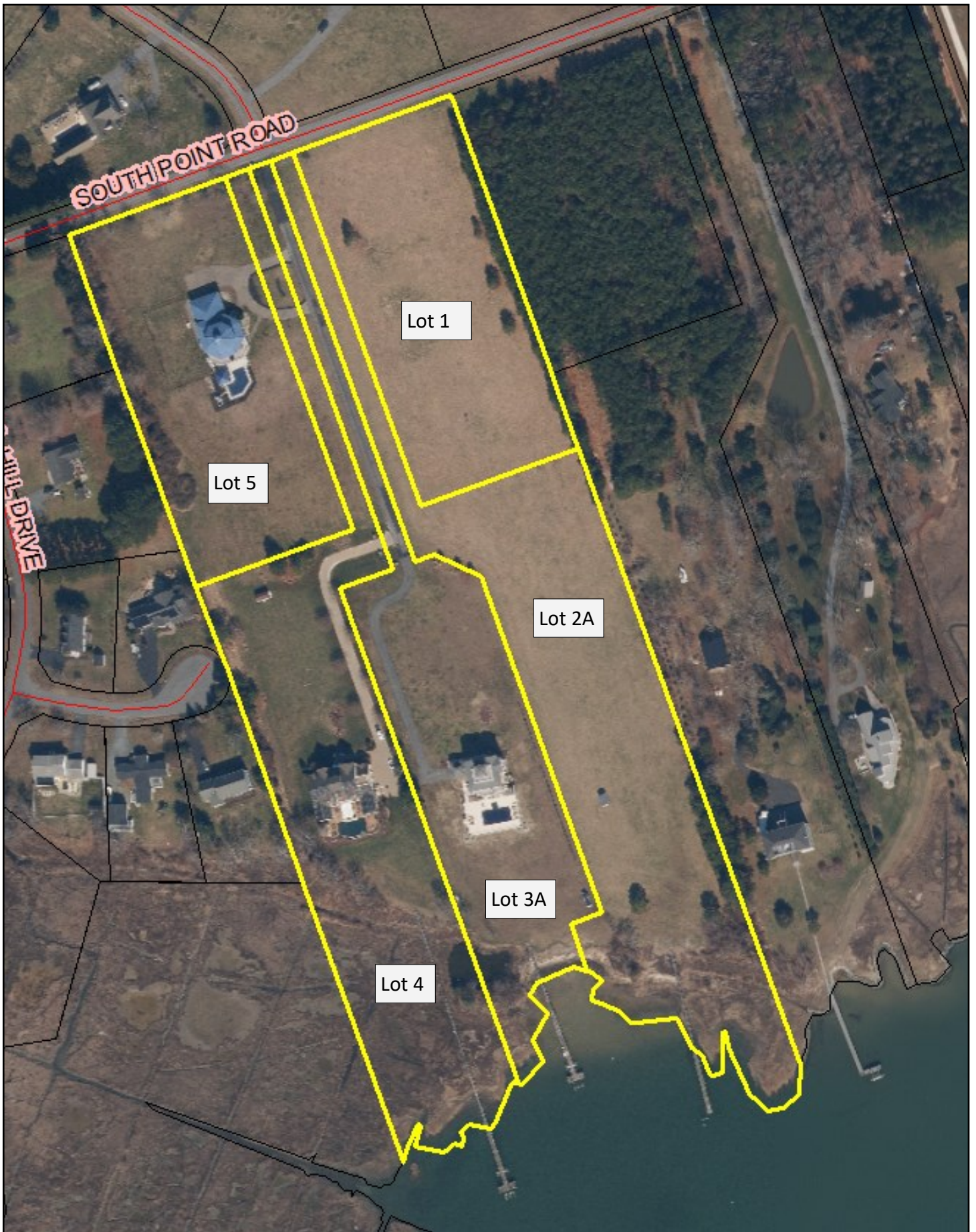
DISK #

Frank G. Lynch, Jr.
& Associates, Inc.

SURVEYING · LAND PLANNING
10535 RACETRACK ROAD · BELTAN, MARYLAND 21811
(410) 641-5353 · 641-5773

DESIGNED BY: N/A	SURVEYED BY: E.L. IRVITT	FILE # 9096-02	
DRAWN BY: F.G.L. JR.	DATE: 7-25-2003	SHEET 2 OF 3	
CHECKED BY: F.G. LYNCH	SCALE: 1"=100'		

Request to Name Private Lane / Shared Driveway



Request to Name Private Lane / Shared Driveway





received
6/23/2023
KUH

DEPARTMENT OF EMERGENCY SERVICES

Worcester County

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1002
SNOW HILL, MARYLAND 21863-1193
TEL:410.632.1311 / FAX: 410.632.2141

John W. Birch, Jr., Director
James Hamilton, Deputy Director

PRIVATE ROAD NAME APPLICATION

We, Robert Rubenstein and Lu Ann Rubenstein are applying to the Worcester County Commissioners for a request to name a private road located at Tax Map No.50, Parcel 2, Lot 5 having an SDAT Account ID No. 24-10-391318. The current address(s) for this property is: 6500 South Point Road.

Circle one: **New Lane Name** or Change Existing Road Name

List below a minimum of three road name proposals to be considered. If this is an application for a new road, please place N/A in the "Existing Name" box.

Existing Road Name	Proposed Road Name
	Bay Point Lane
N/A	Bay Shore Lane
	South Point Lane

Pursuant to Section PS 6-101(e) of the County Code a private lane serving 3 or more habitable structures or lots is to be designated with a name approved by the Department of Emergency Services and adopted by the County Commissioners.

We also understand that address numbers must be posted at the entrance to the private lane so they are visible from the public road in both directions.

Signed: Lu Ann Rubenstein Date: 6/20/23 Phone /Email 703-930-1880 *LURUBENSTEIN@CS.COM*

Signed: [Signature] Date: 6/21/23 Phone /Email 410.600.5179

Each property owner on the requested private lane must complete a form.

Please return this form to: Department of Development Review & Permitting - Kelly Henry, Technical Services Division Manager – khenry@co.worcester.md.us – Worcester Government Center - 1 West Market Street – Snow Hill, Maryland 21863 – 410-632-1200, extension 1130



DEPARTMENT OF EMERGENCY SERVICES

Worcester County

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1002

SNOW HILL, MARYLAND 21863-1193

TEL: 410.632.1311 / FAX: 410.632.2141

John W. Birch, Jr., Director
James Hamilton, Deputy Director

PRIVATE ROAD NAME APPLICATION

We, John Borth and Karyn Borth are applying to the Worcester County Commissioners for a request to name a private road located at Tax Map No. 50, Parcel 2, Lot 3A having an SDAT Account ID No. 24-10-391288. The current address(s) for this property is: 6504 South Point Road.

Circle one: **New Lane Name** or Change Existing Road Name

List below a minimum of three road name proposals to be considered. If this is an application for a new road, please place N/A in the "Existing Name" box.

Existing Road Name	Proposed Road Name
	BAY POINT LANE
N/A	BAY SHORE LANE
	VISTA POINT LANE

Pursuant to Section PS 6-101(e) of the County Code a private lane serving 3 or more habitable structures or lots is to be designated with a name approved by the Department of Emergency Services and adopted by the County Commissioners.

We also understand that address numbers must be posted at the entrance to the private lane so they are visible from the public road in both directions.

Signed: [Signature] Date: 6/20/23 Phone /Email 443-928-7620

Signed: Karyn Borth Date: 6/20/23 Phone /Email 443-928-7621

Each property owner on the requested private lane must complete a form.

Please return this form to: Department of Development Review & Permitting - Kelly Henry, Technical Services Division Manager – khenry@co.worcester.md.us – Worcester Government Center - 1 West Market Street – Snow Hill, Maryland 21863 – 410-632-1200, extension 1130

Citizens and Government Working Together



DEPARTMENT OF EMERGENCY SERVICES

Worcester County

GOVERNMENT CENTER
 ONE WEST MARKET STREET, ROOM 1002
 SNOW HILL, MARYLAND 21863-1193
 TEL: 410.632.1311 / FAX: 410.632.2141

John W. Birch, Jr., Director
 James Hamilton, Deputy Director

PRIVATE ROAD NAME APPLICATION

We, Murphy Family Revocable Trust are applying to the Worcester County Commissioners for a request to name a private road located at Tax Map No. 50, Parcel 2, Lot 2A having an SDAT Account ID No. 24-10-391261. The current address(s) for this property is: South Point Road.

Circle one: **New Lane Name** or Change Existing Road Name

List below a minimum of three road name proposals to be considered. If this is an application for a new road, please place N/A in the "Existing Name" box.

Existing Road Name	Proposed Road Name
	Bay Point Lane
N/A	Bay Shore Lane
	Vista Point Lane

Pursuant to Section PS 6-101(e) of the County Code a private lane serving 3 or more habitable structures or lots is to be designated with a name approved by the Department of Emergency Services and adopted by the County Commissioners.

We also understand that address numbers must be posted at the entrance to the private lane so they are visible from the public road in both directions.

Signed: Danella Murphy Trustee Date: 6/20/23 Phone /Email: 301-535-4503 howard and pam@verizon.com
 Signed: H.G. Murphy Trustee Date: 6/20/23 Phone /Email: 304-550-8926 sixtiesmustranger@gmail.com

Each property owner on the requested private lane must complete a form.

Please return this form to: Department of Development Review & Permitting - Kelly Henry, Technical Services Division Manager – khenry@co.worcester.md.us – Worcester Government Center - 1 West Market Street – Snow Hill, Maryland 21863 – 410-632-1200, extension 1130

Kelly Henry

From: kanwal brar <kgbrar@yahoo.com>
Sent: Tuesday, June 20, 2023 6:52 PM
To: Kelly Henry
Subject: 6502 south point rd Berlin .MD 21811

Hi Kelly

This is Kanwaljit Brar from 6502 south point rd Berlin ,MD 21811 Our neighbor told me that we have to change our address and these are options and we agree with this list.

The 3 options for the road name change in order is 1. Bay Point Lane 2. Bay Shore Lane 3. Vista Point Lane Thank you
Kanwaljit and Kanwarjit Brar

Sent from my iPhone



Worcester County Government
One West Market Street | Room 1103 | Snow Hill MD 21863-1195
(410) 632-1194 | (410) 632-3131 (fax) | admin@co.worcester.md.us | www.co.worcester.md.us

MEMORANDUM

TO: Worcester County Commissioners
FROM: Nicholas W. Rice, Procurement Officer
DATE: July 5, 2023
RE: Request to Bid – Qualifications for Housing Rehabilitation Contractor Bid Submission Process

Attached for your review and approval are Request for Qualification documents for housing rehabilitation contractors. Historically, the County has sent all renovation projects for bid on an individual basis. The state requires a minimum of three bids for each project. If less than three bids are received, the County has to request a waiver from the state.

Today, DHCD will no longer issue waivers. This will require a change in our bidding procedures. The new procedure involves issuing a Request for Qualifications to establish a pool of qualified contractors for all CDBG projects. This process will reduce advertising costs as contracts will be directly solicited from the list of qualified contractors and reduce the time homeowners must wait for repairs due to the delays we are experiencing during re-bidding. Awarding of the individual contracts exceeding \$25,000 will still be sent to the County Commissioners for approval. Once the Commissioners have had the opportunity to review these documents, it is requested that authorization be provided to solicit proposals for these services.

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

**REQUEST FOR QUALIFICATIONS
FOR COUNTY-WIDE
HOUSING REHABILITATION PROGRAM
QUALIFIED CONTRACTOR LIST**

The Worcester County Commissioners are requesting qualifications from licensed contractors to establish a list that will be used for bidding on Requests for Proposals associated with the rehabilitation or renovation of dwellings funded under the the Community Development Block Grant, and managed by the Worcester County Housing Rehabilitation Program. This program provides grant and loan funding to owner occupied properties for general rehabilitation, septic installation, well installation, HVAC installation, and lead abatement services.

The following Maryland licensed contractors are requested:

General rehabilitation – MHIC
Lead Abatement – MDE
HVAC Installers
Septic Installers
Well Installers

Bidders may quote to fulfill any of listed functions with the appropriate license. Worcester County's review process, selection criteria, and award and proposal format guidelines are also described in this Request for Qualifications (RFQu).

Proposal submission deadline is **Tuesday, July 25, 2023**. The County's Housing Program Coordinator and the Worcester County Commissioners will review Proposals. Three (3) copies of your Proposal must be received in the Worcester County Commissioners Office at the address shown below no later than **2:30 p.m. on Tuesday, July 25, 2023**. Envelopes shall be marked "County-Wide Housing Rehabilitation Program Qualified Contractor List" in the lower left-hand corner. Handwritten, email and facsimile transmissions, as well as proposals received after the deadline, will not be considered.

Address all submissions to:

Worcester County Commissioners Office
Nicholas Rice, Procurement Officer
One W. Market Street, Room 1103
Snow Hill, MD 21863

BACKGROUND

The Worcester County Housing Rehabilitation Program was created in 1987 to provide low to moderate income homeowners with the means to rehabilitate their substandard housing structures throughout the County. The Program is designed to give priority consideration to disabled, extremely low income and/or over age 62 County residents as well as to those structures posing health or safety hazards. The Housing Rehabilitation Program is primarily funded by Community Development Block Grant monies, the State Special Loans Program.

DUTIES AND STANDARDS

- 1) The Contractor shall coordinate all work in progress with the homeowner so as not to severely disrupt living conditions. Inside work which is disruptive, or displaces the use of the kitchen, bathroom, or bedrooms, shall be pursued continuously on normal working days.
- 2) The Contractor shall be responsible for removing and replacing furniture and other articles, to and from other storage areas on premises, as needed to allow work space or to protect such possessions. Provide plastic film protection over all furniture (if not removed), carpets, finished floors, etc. – also install film at doorways as required.
- 3) The Contractor shall remove all excess material, construction debris, and other existing debris and material specified herein, to an approved dumpsite off premises. Work area shall be broom swept at the end of each work day.
- 4) The Contractor shall contact the Program Inspector or Program Administrator for direction in the event that coordination or clarification problems arise with the homeowner or other contractors.
- 5) The Contractor shall coordinate closely with the homeowner as to which possessions are considered “junk and debris” and which are valuable before hauling anything away.
- 6) The Contractor shall leave all work areas on the premises in a neat and clean condition, and shall instruct the homeowner in the care and use of all installed equipment and appliances. Owner’s manuals and warranty booklets are to be provided to the homeowner for all applicable equipment, appliances, and materials.
- 7) The Contractor shall not undertake or engage in any additional work intended to be billed to the Program as an “extra” or as additional cost to the original contract without a written change order signed by the Program Inspector, Program Administrator, and homeowner. A written change order as outlined above is also required for substitutions or additions to the original scope of work not involving additional costs.
- 8) The Contractor shall obtain and pay for all building, plumbing, electrical, well, septic and other permits required for specified work.
- 9) The Contractor shall call for all inspections required by County law as well as inspections to receive draw payments and any special inspections required by the Program Inspector. All work shall conform to code.

10) All of the above general conditions shall be adhered to unless otherwise specifically described in the following scope of work.

CONTRACTOR PROFILE FORMAT

The Contractor Profile shall consist of two separate parts comprised of a Qualification Form and Conflict of Interest Disclosure.

The Qualification Form shall be submitted with the following documents attached.

1. Copy of license for area of expertise
2. MD Letter of Good standing
3. Proof of liability insurance
4. A list of all services available on company letter head

The Contractor may also include any other information he or she considers relevant to the request of qualifications; of especial interest is any past experience with Municipal, County, State or Federal housing rehabilitation programs and/or an example of a work write-up written by the bidder.

SELECTION CRITERIA AND AWARD

Basis of Award

The County Housing Program Coordinator and the Worcester County Commissioners will review proposals. The award of any contract as a result of this request will be based on an assessment of each proposal against three evaluation factors: 1) Experience and Credentials 2) Completion Times 3) Price.

Source Selection Evaluation Priority

Worcester County will select the best offer based on Experience and Credentials, Completion Times and Price. These three factors are of equal importance.

Award Without Discussions

The Worcester County Commissioners intend to evaluate proposals and award a contract without discussion with bidders. Therefore, the bidder's initial offer should contain the best terms from a price and completion time standpoint. However, the Worcester County Commissioners reserve the right to conduct discussions if during the review process this is deemed to be necessary.

Evaluation Factors

The proposals will be evaluated by evaluation of three factors: Past Performance, Completion Time, and Price.

Experience and Credentials: Experience and Credentials will be evaluated as a measure of Worcester County's confidence in the ability to successfully perform the inspector function based on comparable inspection and work write-up experience as well as any industry certifications or qualifications. To achieve this level of confidence, the County may employ the following approaches including: 1) Reviewing the past experience listed in the proposal 2) Seeking additional performance information; to include requests for sample rehabilitation work write-ups 3) using data obtained from other relevant sources.

Completion Times: The satisfaction of this factor will be based upon the bidder's ability to provide initial inspections and final work write-ups in a timely manner. Completion time is defined to be an estimate of time lapse between service request by County and delivery of requested service.

Price: Price will be assessed with regard to affordability, fairness and reasonableness.

WORCESTER COUNTY HOUSING REHABILITATION PROGRAM
CONTRACTOR QUALIFICATION FORM

Contractor _____

Address _____

Phone Number _____

Federal I.D. or S.S. # _____

Insurance Company, Agent, & Coverages: _____

List of Company Officers: _____

List of Licenses Currently Held:

MHIC Number Exp. Date

MBR Number Exp. Date

MDE Lead Cert. Exp. Date

EPA Lead Cert. Exp. Date

HVACR License Number Exp. Date

Well Driller License Number Exp. Date

Septic Installer License Number Exp. Date

Trade References (2) _____

Name Phone

Name Phone

Client References (2) _____

Name Phone

Name Phone

Is contractor in a State of Bankruptcy? _____ Yes _____ No

Is contractor on HUD's debarred list? _____ Yes _____ No

Is contractor any of the following? (not required to qualify)

_____ Minority Business Enterprise

_____ Women's Business Enterprise

_____ Disadvantaged Business Enterprise

_____ Section 3 Employer

Contractor Conflict of Interest Disclosure

All businesses submitting bids for projects and activities which include funding through the Maryland Community Development Block Grant Program must disclose any potential conflict of interest. A conflict of interest may occur if the business owner/principals are related to or have a business relationship with an employee, officer or elected official of **Worcester County**. If it is determined there is a conflict of interest or potential conflict of interest, you may not be selected even if your bid is determined to be the lowest, most qualified. The **County** can request for the State of Maryland CDBG Program to review and make a determination which could result in a waiver allowing for approval.

1. Are owner(s)/principal(s) ever been an employee, agent, consultant, officer, elected official or appointed official of _____? Yes No
If yes, please identify: _____

2. Are owner(s)/principal(s) related (including through marriage or domestic partnership) to an employee, agent, consultant, officer, elected or appointed official of _____? Yes No If yes, please identify: _____

3. Do owner(s)/principal(s) have a business or professional relationship with anyone identified under Question #1? Yes No
If yes, please identify: _____

I/We certify that the above information is true and correct. I/We understand that providing false statements or information is grounds for termination of assistance and is punishable under federal law.

Signed: _____
Date: _____

Name: _____ (Print)

Signed: _____
Date: _____

Name: _____ (Print)

**For all non-construction contracts and for single family housing rehabilitation only
9/2017*

For Grantee Use Only:

CDBG Grant Number:		Date Received:
<input type="checkbox"/> Conflict of Interest does not exist		<input type="checkbox"/> Conflict of Interest exists
Date Sent to State:	<input type="checkbox"/> Waiver Granted	<input type="checkbox"/> Waiver Denied



Worcester County Government
One West Market Street | Room 1103 | Snow Hill MD 21863-1195
(410) 632-1194 | (410) 632-3131 (fax) | admin@co.worcester.md.us | www.co.worcester.md.us

MEMORANDUM

TO: Worcester County Commissioners
FROM: Nicholas W. Rice, Procurement Officer
DATE: July 5, 2023
RE: Berlin EMS and Fire Company ARPA Funding Requests

On July 5, 2022 the Commissioners voted to allocate \$1.5 million of ARPA funding to fire and EMS, with the fire and EMS companies to determine the highest priority items. Please see the following request from Berlin EMS and Fire Company for your approval.

Berlin EMS – Requesting \$38,190 for the purchase of rescue rope and accessory rope rescue equipment (\$19,065) and electric vehicle firefighting equipment (\$19,125). Please see the attached letter from the President of the Berlin Fire Company, David Fitzgerald. Competitive pricing requirements have been met as pricing is based off of a cooperative contract through Sourcewell.

Berlin Fire Company – Requesting \$75,000 towards the purchase of a replacement ambulance. Please see the attached letter from the President of the Berlin Fire Company, David Fitzgerald. Competitive pricing requirements have been met as pricing is based off of a cooperative contract through Houston-Galveston Area Council (HGAC).

The following companies have had their requests approved by the commissioners; Ocean City EMS (medical devices), Ocean Pines EMS (heart monitors), Showell Volunteer Fire (new pumper engine), Girdletree (SCBA equipment), Bishopville (ambulance), Pocomoke Fire (utility truck), Pocomoke EMS (ambulance), Newark Volunteer Fire Company (ambulance) and Stockton Volunteer Fire Department (new pumper engine). We are still awaiting updated requests from Ocean City Volunteer Fire, Ocean Pines Fire, Snow Hill Fire and Snow Hill EMS.

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



Berlin Fire Company, Inc.
Berlin Fire Company Emergency Medical Services, Inc

214 North Main Street
Berlin, Maryland 21811-1004
410-641-1977 • 410-641-2494 FAX
www.berlinfire.com



To: Worcester County Commissioners
Fr: Berlin Fire Company Emergency Medical Services, Inc.
Re: American Rescue Funds
Da: June 16, 2023

.....

Please find the attached quotation for your approval consideration for use of the American Rescue Act Funds allocated to Berlin Fire Company Emergency Medical Services, Inc.

We are requesting use of \$75,000 of these funds that were allocated to Berlin Fire Company Emergency Medical Services, Inc, to place a down payment on a 2025 ambulance. Our ambulance replacement schedule is to replace our units every 10 years and this would be the replacement for the 2015 unit. This will expend all funds allocated to the EMS corporation.

The ambulance manufacturers are currently experiencing a 24 month or greater backlog and it is imperative we order this unit as soon as possible. Additionally, this locks in our module pricing as since we first inquired sixty days ago, the unit price has increased by \$8100. The total unit price is \$411,469 and is the same specification as our current units. This allows for consistency for operations, training, and maintenance. The unit is based on previously competitive bid pricing under the Houston-Galveston Area Council (HGAC).

This will ensure we will have three dependable ambulances to continue to provide emergency medical services to this area. Without the use of these one-time grant funds as a deposit, we risk increased costs and delays in delivery which may impact having three units in service in the future.

Thank you for your consideration to this request to proceed with this order that would not be accomplished without the use of this one-time funding.

**AMERICAN RESCUE FUNDS
WORCESTER COUNTY ALLOCATION TO FIRE-EMS SERVICES**

Reimbursement Check to be issued to (Fire or EMS Company—not vendor):

Corporate Name: Berlin Fire Company Emergency Medical Services, Inc
Fed Tax ID #: 83-2322321

Item Purchased for (circle one) FIRE / RESCUE **EMS**

Amount Requested from ARPA Funds: \$ 75,000
If project / item amount is greater than ARPA funds request---state below amounts and where remaining funds are being obtained---(i.e. budget, savings, loans, grants, etc.
Remaining funds will be from the annual EMS ambulance replacement allocation of \$25,000 per unit--\$75,000 per year from County Commissioners budget---additional request for capital contribution has been made to the Town of Berlin

Brief Description of Item and Quantity to be purchased
Attach any brochures, detailed item specifications, etc.
2025 Ford / Horton ambulance—same specifications as existing units

Vendor Names and Quotes Received (if total exceeds \$25,000)
Attach vendor quotes
If vendor quote is "piggybacking" off another already bid process (i.e. another town, state, fire company contract, etc. or part of a purchasing cooperative such as Sourcewell, H-GAC that should be indicated on their quote.)

VENDOR NAME	QUOTE AMOUNT
Fesco	\$75,000
HGAC contract	

Expected Order Date: 7/1/2023

Expected Delivery Date: 09/01/2025

Specification Bid Item Contact Person Name: Bryon Trimble Phone: 410-641-1977

Financial/Bid Contact Name: David Fitzgerald Phone: 410-641-1977

Chief / EMS Captain Signature: Bryon Trimble Date: 06/15/2023

President Signature: David A. Fitzgerald Date: 06/15/2023

Approved for Purchase by County Purchasing Agent Signature: _____ Date: _____

Vendor Approved Name: _____ Amount: _____

County Issued Check by Budget Officer—Signature: _____ Date: _____
County Check #: _____

Copy of invoice and canceled Fire / EMS check to be submitted to Budget Officer within 30 days of payment issued to vendor



FESCO EMERGENCY SALES



BID PROPOSAL for furnishing

6/8/23

Berlin Fire Company Emergency Medical Services, Inc.
214 N. Main Street
Berlin, MD 21811

To Whom It May Concern,

The undersigned is prepared to manufacture and/or supply for you, upon an order being placed by you for final acceptance by FESCO Emergency Sales (FESCO), at our office in Elkridge, Maryland, the apparatus and equipment herein named and for the following prices:

- (1) Horton Model #603F ambulance per attached Horton Quote #8248 dated 3/7/2023 to include all items on FESCO Berlin DFI dated 3/8/23 mounted on a Ford F550 4x4 diesel cab and chassis, for a total delivered price of..... \$411,469.00*

*Pricing includes cost for a 2023 Ford F550 chassis. 2023 allocation is currently suspended due to build backlog and chassis to be 2025 model year. Change order will be done at time of chassis confirmation after the order is placed and pricing update supplied.

*Pricing based on HGAC AM 10-20

Said apparatus and equipment are to be built and shipped in accordance with the specifications hereto attached. Delays due to strikes, war or international conflict, failures to obtain materials, or other causes beyond our control in preventing, delivery shall be within ****** working days after receipt of this order and the acceptance thereof at our office at Elkridge, Maryland, and to be delivered to you at Grove City, OH. Down payment of \$75,000 to secure order to be presented at contract signing.

The specifications herein contained shall form a part of the final contract, and are subject to changes desired by the purchaser, provided such alterations are initialed by authorized representatives of both parties prior to the acceptance by FESCO of the offer to purchase, and provided such alterations do not materially affect the cost of the construction of the apparatus.

Unless accepted within 30 days from the above date, the right is reserved to withdraw this proposal.

**Current build backlog is 24+ months. Build time is estimated to be calendar year 2025.

**FESCO EMERGENCY SALES
7010 TROY HILL DR.
ELKRIDGE, MARYLAND 21075**

By Chuck Simpson

Chuck Simpson, Regional Account Manager

CONTRACT

THIS AGREEMENT, made in duplicate, by and between FESCO Emergency Sales (FESCO), of Elkridge, Maryland, First Party, and the Berlin Fire Company Emergency Medical Services, Inc. by its authorized representative(s), Second Party.

Witnesseth:

First. The said First Party thereby agrees to furnish the apparatus and equipment according to the Specifications hereto attached/enclosed, and made a part of this Contract, and to deliver the same as hereinafter provided.

Second. The First Party guarantees that all material and workmanship in and about said apparatus and equipment shall comply with said Specifications. In the event there is any conflict between the Customer's Specifications and the FESCO's Proposal Specifications, the FESCO Proposal Specifications shall prevail.

Third. The said apparatus and equipment shall be ready for delivery from Elkridge, Maryland, within about ** working days after receipt and acceptance of the contract at the First Party's office in Elkridge, Maryland. Delays due to strikes, failure to obtain materials, or other causes beyond the First Party's control not preventing, the ambulance(s) shall be delivered to the Second Party at Grove City, OH. **Build backlog and estimate is currently 24+ months

Fourth. A competent service technician shall, upon request, be furnished by the First Party to demonstrate said apparatus for the Second Party and to give its members/employees the necessary familiarization in the operation and handling of said apparatus.

Fifth. The Second Party purchases and agrees to pay for said apparatus and equipment, for the total sum of Four Hundred Eleven Thousand Four Hundred Sixty Nine Dollars Dollars no/cents (\$411,469.00) It is hereby certified that such amount will be available on the acceptance date(s). A deposit made payable to FESCO Emergency Sales is due at contract signing, and final payment shall be made to FESCO Emergency Sales after full review and acceptance of your new ambulance(s) at the Horton factory.

A deposit amount of Seventy-Five Thousand dollars no/cents Ck.# (\$75,000.00) shall later reduce the total contract price (shown above.) If more than one piece of apparatus is covered by this contract, the terms of payment shall apply to each piece.

Sixth. In case the Second Party desires to test the said apparatus, such test shall be made within ten (10) days after arrival at destination, and a written report of such test forthwith delivered to the First Party at its' office in Elkridge, Maryland. If no such test be made, or if no such written report is received by the First Party within ten (10) working days after arrival, then said apparatus and equipment shall be considered as fully complying with the contract specifications.

Seventh. It is agreed that the apparatus and equipment covered by this contract shall remain the property of the First Party until the entire contract price has been paid in full. If more than one vehicle is covered by this contract, then each unit shall remain the property of the First Party until the above listed price for each piece has been paid in full. In case of any default in payment, the said First Party may take full possession of the apparatus and equipment, or of the piece or pieces upon which default has been made, and any payments that may have been made shall be applied as rent in full for the use of the apparatus and equipment up to date of taking possession.

Eighth. In the event any Federal or State regulation shall be enacted during the course of this contract that will affect the cost of producing said product, such cost(s) will be extended to the Second Party.

The contract, to be binding, must be signed and approved by a Corporate Officer of FESCO or by someone authorized by a Corporate Officer in writing to do so. This contract and associated Specifications take precedence over all previous oral and/or written negotiations. No oral or written representations will be considered as part of this contract except as are contained herein, or listed in the Specifications attached/enclosed hereto.

IN WITNESS WHEREOF, the said parties have caused these presents to be executed and the Second Party has caused its corporate seal (as applicable) to be hereunto affixed, and attested by its authorized representative(s)

on this day of 2023.

FESCO EMERGENCY SALES

Berlin Fire Company Emergency Medical

By

Services, Inc.

First Party
Date of Acceptance _____

Second Party

REV. 01/22

AMENDMENT No. 1 to CONTRACT No. AM10-20
For
 Ambulances, EMS & Other Special Service Vehicles
Between
HOUSTON-GALVESTON AREA COUNCIL
And
Laake Enterprises, Inc.


THIS AMENDMENT modifies the above referenced Contract as follows:

This contract is extended through September 30, 2023 Midnight CT.

Unless otherwise noted, this amendment goes into effect on the date signed by **H-GAC**. All other terms and conditions of this Contract shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their respective duly authorized representatives.

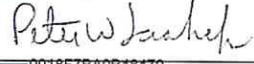
Signed for **Houston-Galveston Area Council**,
Houston, Texas

DocuSigned by:

 82EC270D5D61423...

 Chuck Wemple, Executive Director

Date: 11/17/2022

Signed for: **Laake Enterprises, Inc.**

DocuSigned by:

 0018F7BA0B48479...

 Peter Laake, Jr. President

Printed Name & Title:

Date: 11/15/2022



Berlin Fire Company, Inc.
Berlin Fire Company Emergency Medical Services, Inc

214 North Main Street
 Berlin, Maryland 21811-1004
 410-641-1977 • 410-641-2494 FAX
www.berlinfire.com



To: Worcester County Commissioners
 Fr: Berlin Fire Company, Inc.
 Re: American Rescue Funds
 Da: June 16, 2023

.....

Please find the attached quotations for your approval consideration for use of the American Rescue Act Funds allocated to Berlin Fire Company, Inc.

Without the availability of these funds, we would not be able to purchase these items to provide the listed services to the community.

We are requesting approval to purchase rescue rope and accessory rope rescue equipment for \$19,065 from our local fire and rescue vendor. These items were competitively bid via the Sourcewell purchasing cooperative. Currently, we do not have any rescue rope capabilities and depend upon a response from neighboring fire companies to provide this service. We have recently completed refresher training in rope rescue rigging. This will improve our service and reduce response times by having this capability available immediately on our rescue truck and fire apparatus.

With the development and increasing federal and state government initiatives towards electric vehicles, we need to be prepared to respond to electric vehicle fires. This equipment would provide the necessary products to extinguish an electric vehicle fire and also de-energize the batteries at both fire and accidents involving an electric vehicle. This equipment would be placed on each engine and upon delivery our members would be trained for its use. The equipment costs are \$17,125 and we request approval to spend up to \$2,000 to contract a vendor to provide one-time training for our members for fire and rescue operations relating to electric vehicles. The proposed purchase is from our local fire and rescue vendor and has been competitively bid via the Sourcewell purchasing cooperative.

If the requests are approved it the amount of \$38,190, we would have a remaining balance of 36,810 in the allocated ARPA funds. We intend to continue to review our fire and rescue operational needs and will forward a future request for these funds in the upcoming months.

Thank you for your consideration to these requests, as both help us provide fire and rescue services that would not be accomplished without the use of this one-time funding.

**AMERICAN RESCUE FUNDS
WORCESTER COUNTY ALLOCATION TO FIRE-EMS SERVICES**

Reimbursement Check to be issued to (Fire or EMS Company—not vendor):

Corporate Name: Berlin Fire Company, Inc Fed Tax ID #: 52-6073074

Item Purchased for (circle one) **FIRE / RESCUE** EMS

Amount Requested from ARPA Funds: \$ 19,065

If project / item amount is greater than ARPA funds request---state below amounts and where remaining funds are being obtained---(i.e. budget, savings, loans, grants, etc.)

Brief Description of Item and Quantity to be purchased

Attach any brochures, detailed item specifications, etc.

Rope Rescue equipment---Ropes---Rigging, Protective Rope Bags (rescue rope needs to be kept dry and away from light), and related accessories

Vendor Names and Quotes Received (if total exceeds \$25,000)

Attach vendor quotes

If vendor quote is "piggybacking" off another already bid process (i.e. another town, state, fire company contract, etc. or part of a purchasing cooperative such as Sourcewell, H-GAC that should be indicated on their quote.)

VENDOR NAME	QUOTE AMOUNT
MES	\$19,065
Sourcewell Contract	

Expected Order Date: 06/30/2023

Expected Delivery Date: 07/30/2023

Specification Bid Item Contact Person Name: RJ Rhode Phone: 410-641-1977

Financial/Bid Contact Name: David Fitzgerald Phone: 410-641-1977

Chief / EMS Captain Signature: RJ Rhode Date: 06/15/2023

President Signature: David A. Fitzgerald Date: 06/15/2023

Approved for Purchase by County Purchasing Agent Signature: _____ Date: _____

Vendor Approved Name: _____ Amount: _____

County Issued Check by Budget Officer—Signature: _____ Date: _____

County Check #: _____

Copy of invoice and canceled Fire / EMS check to be submitted to Budget Officer within 30 days of payment issued to vendor



(877) 637-3473

Quote

ITEM 15

Quote # QT1701280
Date 05/16/2023
Expires 06/30/2023
Sales Rep Ward, Scott
PO # ROPES
Shipping Method FedEx Ground
Customer BERLIN FIRE CO (MD)
Customer # C33299

Bill To
 BERLIN FIRE COMPANY
 214 NORTH MAIN STREET
 Berlin MD 21811
 United States

Ship To
 BERLIN FIRE COMPANY
 214 NORTH MAIN STREET
 Berlin MD 21811
 United States

Item	Alt. Item #	Units	Description	QTY	Unit Price	Amount
281201-200			Static-Pro Lifeline 200ft Length 1/2 Inch Rope Orange-White	4	\$300.00	\$1,200.00
281202			ROPE, 1/2 CMC STATIC-PRO BLUE CUT INTO 300' LENGTHS	600	\$1.50	\$900.00
MRD075			75 FT. Throw Bag	12	\$42.00	\$504.00
430302			CMC Rescue Rope Bag #3 - Blue	2	\$85.00	\$170.00
430201			CMC Rescue Rope Bag #2 - Orange	4	\$80.00	\$320.00
432107			Bag Stuff Large Yellow CMC	2	\$30.00	\$60.00
770405			HEAVY RESCUE ORGANIZER, BLACK, CMC	2	\$155.00	\$310.00
300610			ANCHOR PLATE, CMC NFPA, ALUM, RED	2	\$65.00	\$130.00
200107			WEB, 1 inch TUBULAR, YELLOW CUT IN 6 LENGTHS - 25' EACH	150	\$0.50	\$75.00
300253			CMC - PROSERIES® Aluminum Key-Lock Carabiners	7	\$65.00	\$455.00
300301			CMC Rescue Single Pulley	3	\$70.00	\$210.00
300436			PMP SWIVEL PULLEY 2.6	6	\$175.00	\$1,050.00
300302			Pulley, Rescue Double, CMC	6	\$110.00	\$660.00
726100			STRETCHER, CMC PROSERIES SS	1	\$1,091.00	\$1,091.00
293083			Sewn-Loop Prusiks 8mm Cord - 18in Red	18	\$19.00	\$342.00
293086			Sewn-Loop Prusiks 8mm Cord - 25in Green	18	\$19.00	\$342.00
240027			HOLSTER, CMC RESCUE RADIO	6	\$50.00	\$300.00
341103			Ascender, Red	6	\$95.00	\$570.00
300890			CMC Rescue Rack	2	\$235.00	\$470.00
CMC Rescue Equip	201052		201052 Custom CMC Rescue Equipment SL STRAP, ANCHOR SM, RED, CMC	2	\$35.00	\$70.00
CMC Rescue Equip	201053		201053 Custom CMC Rescue Equipment SL STRAP, ANCHOR MD, RED, CMC	2	\$40.00	\$80.00
CMC Rescue Equip	201054		201054 Custom CMC Rescue Equipment SL STRAP, ANCHOR LG, RED, CMC	2	\$45.00	\$90.00
CMC Rescue Equip	201055		201055 Custom CMC Rescue Equipment SL STRAP, ANCHOR XL, RED, CMC	2	\$50.00	\$100.00
CMC Rescue Equip	201056		201056 Custom CMC Rescue Equipment SL STRAP, ANCHOR XXL, RED, CMC	2	\$55.00	\$110.00
294032			Sleeve, Anchor Strap, SM	2	\$35.00	\$70.00
294033			Sleeve, Anchor Strap, Medium, CMC	2	\$40.00	\$80.00



QT1701280



(877) 637-3473

ITEM 15

Quote

Quote # QT1701280
 Date 05/16/2023

Item	Alt. Item #	Units	Description	QTY	Unit Price	Amount
294034			Sleeve, Anchor Strap, Large, CMC	2	\$45.00	\$90.00
CMC Rescue Equip	303500		303500 Custom CMC Rescue Equipment SYSTEM, HURLEY PICKET ANCHOR, CMC	1	\$1,150.00	\$1,150.00
335013			CLUTCH, 13MM, CMC	4	\$725.00	\$2,900.00
202124			HARNESS, ATOM RESCUE, Medium	6	\$450.00	\$2,700.00
82N-Yellow			EXFIL® SAR Backcountry Helmet, No Rails - Yellow	6	\$210.00	\$1,260.00
L071CB00			ASAP®SORBER AXESS energy absorber for ASAP/ LOCK (sold without CAPTIV), can be used for loads up to 250kg	4	\$50.00	\$200.00
B071BA00			ASAP LOCK mobile fall arrester with locking function, ANSI	2	\$230.00	\$460.00
M72A TLN			OXAN; H-frame carabiner, NFPA, ANSI & CSA TRIACT-LOCK, black	2	\$19.00	\$38.00
M093AA00			CAPTIV; positioning bar for connectors 10 pack	2	\$16.50	\$33.00

QUOTE EXPIRES ON JUNE 30, 2023

SOURCEWELL CONTRACT

Subtotal \$18,590.00
Shipping Cost \$475.00
Tax Total \$0.00
Total \$19,065.00

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1701280

**AMERICAN RESCUE FUNDS
WORCESTER COUNTY ALLOCATION TO FIRE-EMS SERVICES**

Reimbursement Check to be issued to (Fire or EMS Company—not vendor):

Corporate Name: Berlin Fire Company, Inc Fed Tax ID #: 52-6073074

Item Purchased for (circle one) **FIRE / RESCUE** EMS

Amount Requested from ARPA Funds: \$ 19,125

If project / item amount is greater than ARPA funds request---state below amounts and where remaining funds are being obtained—(i.e. budget, savings, loans, grants, etc.)

Brief Description of Item and Quantity to be purchased

Attach any brochures, detailed item specifications, etc.

Electric Vehicle Fire Extinguishing Special Nozzle and Blanket

Electric Vehicle plug to immediately de-energize batteries

Vendor Names and Quotes Received (if total exceeds \$25,000)

Attach vendor quotes

If vendor quote is “piggybacking” off another already bid process (i.e. another town, state, fire company contract, etc. or part of a purchasing cooperative such as Sourcewell, H-GAC that should be indicated on their quote.)

VENDOR NAME	QUOTE AMOUNT
MES	\$17,125
Sourcewell Contract	
Training Allowance—invoice to be submitted	\$2,000

Expected Order Date: 06/30/2023

Expected Delivery Date: 07/30/2023

Specification Bid Item Contact Person Name: RJ Rhode Phone: 410-641-1977

Financial/Bid Contact Name: David Fitzgerald Phone: 410-641-1977

Chief / EMS Captain Signature: RJ Rhode Date: 06/15/2023

President Signature: David A. Fitzgerald Date: 06/15/2023

Approved for Purchase by County Purchasing Agent Signature: _____ Date: _____

Vendor Approved Name: _____ Amount: _____

County Issued Check by Budget Officer—Signature: _____ Date: _____

County Check #: _____

Copy of invoice and canceled Fire / EMS check to be submitted to Budget Officer within 30 days of payment issued to vendor



(877) 637-3473

ITEM 15

Quote

Quote # QT1710275
Date 06/12/2023
Expires 06/30/2023
Sales Rep Ward, Scott
PO # TBD
Shipping Method FedEx Ground
Customer BERLIN FIRE CO (MD)
Customer # C33299

Bill To

BERLIN FIRE COMPANY
 214 NORTH MAIN STREET
 Berlin MD 21811
 United States

Ship To

BERLIN FIRE COMPANY
 214 NORTH MAIN STREET
 Berlin MD 21811
 United States

Item	Alt. Item #	Units	Description	QTY	Unit Price	Amount
TOXICSUP	TS-SI-EVUN		TS-SI-EVUN CUSTOM TOXIC SUPPRESSION LLC SUDZ-IT EV UTILITY NOZZLE W/ 2 EXTENTION TUBES	4	\$1,995.00	\$7,980.00
SAFEWARE	TSS EPH1EU1		TSS EPH1EU1 Custom SAFEWARE EV PLUG	4	\$925.00	\$3,700.00
pCARD	CFB-STANDARD		CFB-STANDARD Custom pCARD BRIDGEHILL CAR FIRE BLANKET STANDARD	4	\$1,290.00	\$5,160.00

QUOTE FROM SOURCEWELL PURCHASING AGREEMENTS EXPIRING JUNE 30, 2023

Subtotal \$16,840.00
Shipping Cost \$285.00
Tax Total \$0.00
Total \$17,125.00

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1710275



Worcester County Government
One West Market Street | Room 1103 | Snow Hill MD 21863-1195
(410) 632-1194 | (410) 632-3131 (fax) | admin@co.worcester.md.us | www.co.worcester.md.us

MEMORANDUM

TO: Worcester County Commissioners
FROM: Nicholas W. Rice, Procurement Officer
DATE: July 5, 2023
RE: Request to Award – Recreation Center Storage Addition

Please see the attached bid tabulation for the Recreation Center Storage Addition project. Recreation and Parks is requesting the Commissioner’s approval to award this project to the lowest responsive and responsible vendor, Delmarva Veteran Builders, in the amount of \$355,500. Bids were due and opened on June 12, 2023 at 2:30pm. Three bids were received.

Funding for this project was approved by Program Open Space. The total approved project amount is \$632,000. \$562,000 of this project is funded through POS (90% of the project), which is reimbursable to the county.

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

Recreation Storage Addition	
June 12, 2023 @ 2:30pm	
Bid Tabulation	
<u>Vendor Name</u>	<u>Base Bid</u>
Evans Builders Inc.	\$379,030
Delmarva Veteran Builders	\$355,500
Henley Construction Co., Inc.	\$764,000

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





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

Nicholas W. Rice, CPPO, CPPB, NIGP-CPP
 Procurement Officer

CONTRACT

THIS CONTRACT, made on Tuesday, July 5, 2023, between the County Commissioners of Worcester County, Maryland (“County”); and Delmarva Veteran Builders (“Successful Vendor”).

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

1. Successful Vendor will commence and complete the RECREATION CENTER STORAGE ADDITION.
2. Successful Vendor will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Bid Documents unless the period for completion is extended otherwise.
4. Successful Vendor agrees to perform all of the Work described in the Contract Documents and comply with the terms therein for the sum of \$355,500.00 (three hundred fifty-five thousand five hundred dollars and no cents).
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. Addendums 1, 2 & 3
 - 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.

ATTEST:

**COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND**

Anthony W. Bertino, Jr.
President
Date:

WITNESS:

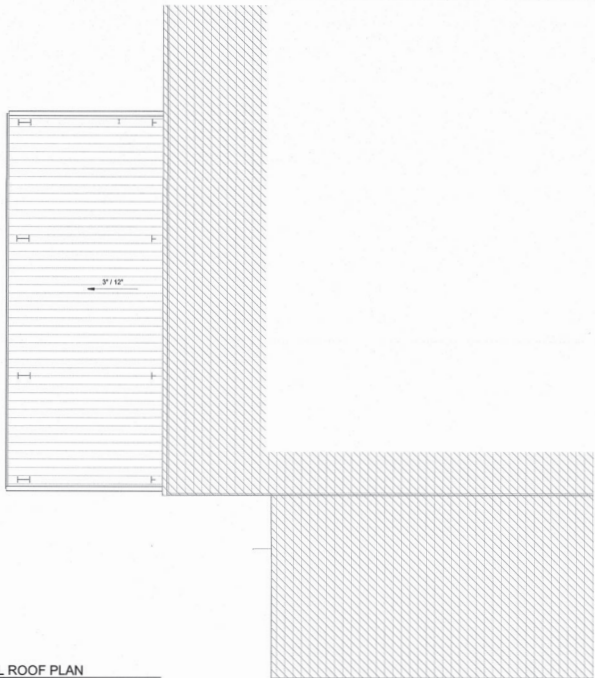
**CONTRACTOR:
DELMARVA VETERAN BUILDERS**

By:
Title:
Date:

DEMOLITION NOTES

1. THE OWNER WILL REMOVE ALL FURNITURE AND EQUIPMENT PRIOR TO COMMENCEMENT OF DEMOLITION ACTIVITY.
2. NO HAZARDOUS MATERIALS ARE EXPECTED TO BE ENCOUNTERED IN THIS AREA. SEE SPECIFICATION PROCEDURE FOR HAZARDOUS MATERIALS ENCOUNTERED DURING DEMOLITION.
3. SEE STRUCTURAL AND CIVIL DRAWINGS FOR ADDITIONAL WORK.
4. FIELD VERIFY ALL EXISTING CONDITIONS.
5. EXISTING WORK TO REMAIN SHALL BE PROTECTED FROM DEMOLITION OPERATIONS.
6. COORDINATE EXTENT OF DEMOLITION REQUIRED WITH NEW WORK.
7. UNLESS OTHERWISE INDICATED, INFILL, PATCH, AND REPAIR SURFACES AT DEMOLISHED ITEMS TO MATCH ADJACENT UNDAMAGED SURFACES.
8. CONTRACTOR TO PROVIDE TEMPORARY BRACING AND SHORING AS REQUIRED TO ACCOMPLISH DEMOLITION ACTIVITIES AND MAINTAIN STRUCTURAL STABILITY UNTIL NEW WORK IS ACCOMPLISHED.

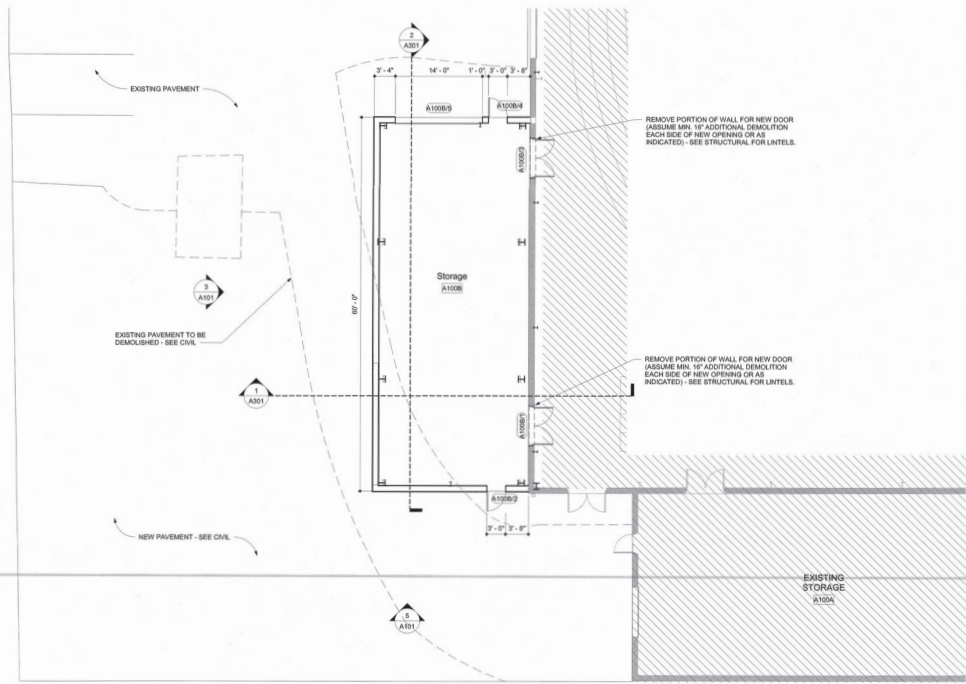
DEMOLITION LEGEND



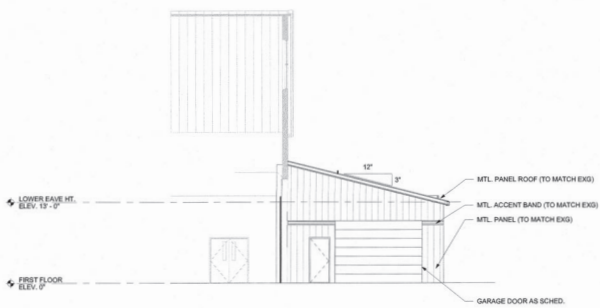
2 PARTIAL ROOF PLAN
SCALE: 1/8" = 1'-0"



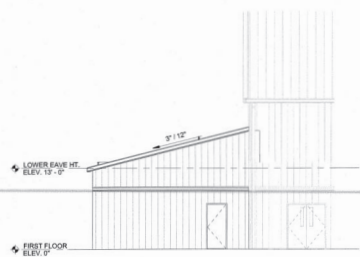
3 PARTIAL WEST ELEVATION
SCALE: 1/8" = 1'-0"



1 PARTIAL FIRST FLOOR AT STORAGE
SCALE: 1/8" = 1'-0"



4 PARTIAL NORTH ELEVATION
SCALE: 1/8" = 1'-0"



5 PARTIAL SOUTH ELEVATION
SCALE: 1/8" = 1'-0"

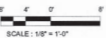


BECKER MORGAN GROUP
ARCHITECTURE ENGINEERING
Delaware
309 S. Greenway Ave.
Dover, DE 19904
302.734.7000
The Tower at STAR Campus
109 Discovery Boulevard, Suite 302
Newark, DE 19713
302.500.0700
Maryland
312 West Main St., Suite 300
Baltimore, MD 21201
410.544.9100
North Carolina
3333 Jacobs Drive, Suite 120
Wilmington, NC 28403
910.342.7600
www.beckermorgan.com



WORCESTER COUNTY RECREATION STORAGE ADDITION

FIRST FLOOR AND ROOF PLAN AND EXTERIOR ELEVATIONS



DATE	SCALE	DESCRIPTION

PROJECT NO: 2013173.01
DATE: 1.20.2023
SCALE: 1/8" = 1'-0"
DRAWN BY: BMR PRGJ MGR: JRF

A101
DATE: 1.20.2023



Worcester County Government
One West Market Street | Room 1103 | Snow Hill MD 21863-1195
(410) 632-1194 | (410) 632-3131 (fax) | admin@co.worcester.md.us | www.co.worcester.md.us

MEMORANDUM

TO: Worcester County Commissioners
FROM: Nicholas W. Rice, Procurement Officer
DATE: July 5, 2023
RE: Request to Contract – Worcester County Jail – Medical Services

Worcester County Jail is requesting Commissioner approval to extend the medical services contract with our current provider, Wellpath, for one additional year. If approved, the new contract will run through June 30, 2024. The total annual proposed cost including additional requested services to help with the Medical Assisted Treatment program, an unfunded state mandated program that began January of 2023, is \$1,660,862.

Funding in the amount of \$1,468,584 was approved in the FY24 operating budget under account 100.1103.6190.075.

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

June 9, 2023

Roscoe Leslie, County Attorney
Worcester County Government Center
One W. Market Street, Room 1103
Snow Hill, Maryland 21863

Re: 2023-2024 Renewal for the Inmate Medical Services Agreement and Management Fee Model

Greetings Mr. Leslie:

We are pleased to be the provider of inmate health care services for Worcester County and look forward to another year of partnership. Along with our contract renewal, this letter serves as notice that on June 28, 2022, Conmed, LLC changed its name to WPMed, LLC to satisfy our obligations under an agreement with another business entity who uses the name "Conmed." There have been no changes in FEIN, ownership, management, or any other aspect of the company structure.

Contract Renewal

Per Section 3 of our Agreement, our current renewal period will end June 30, 2023. Based on recent conversations, we propose to continue our partnership by renewing the contract for a one-year period, beginning July 1, 2023 through June 30, 2024.

Additionally, for the proposed 2023-2024 renewal year, our contract structure will convert from the current fixed cost model to a management fee model in which we pass through the costs associated with providing medical care at the Detention Center, plus a set management fee for administering the program, directly to the County.

We desire to continue our partnership; however, the healthcare industry has and continues to face significant challenges imposed by the COVID pandemic. The present state of the healthcare environment, along with the ongoing national nursing shortage, have required additional administrative and oversight costs. These costs, including talent acquisition and recruiting, drive this change to our cost structure.

Management Fee Cost Structure

The cost-plus management fee model will provide the County with the greatest level of transparency and oversight over all operational expenses at the Detention Center, ensuring that funds are only expended when appropriate and necessary services are delivered. The management fee model provides Worcester County with actual cost information for all aspects of the healthcare program while allowing the County to receive savings by having the program managed by Wellpath. In addition to the management fee, this model includes a budget for the expected operational costs being passed-through to the County. The next section details each budgeted cost category. All other associated costs are incorporated into our Management Fee.



Pass-Through Budget Categories

Salaries, Benefits, and Contract Labor

Our budget's largest components are personnel costs: salaries/wages, backfill, overtime, benefits, and employee insurance. Based on current staffing, Wellpath estimates the **Salaries** and **Benefits** budgets to total a combined **\$1,025,752** for the next contract year.

When developing this proposal, we analyzed our current pay rates compared to those of the surrounding area. We also analyzed recruiting and retention data to understand how effective our rates are at attracting and retaining medical professionals. As a result of this analysis, we propose the following adjustments to ensure the wages we offer remain competitive with the local healthcare market. The following table summarizes the current and proposed base hourly rates broken out by position.

Position	Current Base Hourly Rate	Proposed Base Hourly Rate
Administrative Assistant	\$13.98	\$20.80
Certified Medical Technician/Certified Nursing Assistant	\$13.99	\$20.90
Health Services Administrator	\$40.87	\$55.80
Licensed Practical Nurse	\$25.82	\$31.70
Registered Nurse	\$40.00	\$44.60

The proposed budget for Salaries includes the wage enhancements cost of \$217,267.

Likewise, we intend to provide full staffing levels for the County, so a Contract Labor allocation of **\$66,595** has been made to cover agency costs as needed. These three combined categories for **Salaries**, **Benefits**, and **Contract Labor** account for **78%** of our proposed total pass-through expenses.

Insurance

The insurance expense comprises all insurance costs outside of employee-related insurance benefits (i.e., workers comp, liability insurance, property insurance, etc.). We expect **Insurance** expenses to account for **\$9,651**, approximately **0.7%**, of the proposed pass-through budget for the upcoming year.

Other On-Site Services and Other Expenses

The On-Site portion covers the costs for X-rays, laboratory services, medical supplies, etc. Other Expenses are budgeted for other operating costs such as facility costs, internet, landline and mobile telephones, shipping costs, accreditation costs, employee onboarding, and training, etc. We anticipate an **On-site Services** budget of **\$31,293** for the next contract year or **2%** of the proposed total expenses. An additional **1%** allocation of **\$12,539** has been made for **Other Expenses**.

Management Fee

The proposed **Management Fee** of **\$250,000** comprises **18%** of our proposed total contract budget for the upcoming contract year. Included in our management fee are the following services:

- Complete access to the entire portfolio of our healthcare program elements.
- The services of our Regional Management Team. No travel expenses for these individuals for required sites visits will be charged to the County.
- Our Human Resources and Talent Acquisition Teams will be accountable for recruitment efforts and assisting on-site personnel with all recruitment and retention needs.
- The County will benefit from our negotiated contracts, including medical supplies and laboratory services.
- Because of our size, our buying power ensures that services, including radiology, laboratory, and supplies are available at the lowest possible price, and these favorable prices will be passed through to the County.
- We will continue to monitor off-site services for our patients that cannot be provided on-site through Utilization Review by our Regional Care Manager and Regional Medical Director.
- Legal support to address and manage any future grievance, legal, or malpractice expenses.
- We will provide appropriate reports and financial information to assist Worcester County in managing current and future costs, including both budgeted and actual costs.
- Finally, the management fee is designed to help cover the overhead expenses associated with providing all the above areas of service for this contract while also providing a modest profit.

Optional Staffing Enhancement

As requested, we are providing the costs to add the following nursing positions to our currently contracted staffing matrix. If the County implements the optional **1.60** FTEs of coverage, the budgeted amount for **Salaries** and **Benefits** adjusts **\$265,032** from **\$1,025,752** to **\$1,290,784**.

Position	FTEs	Hours	Shift	Annual Cost
Charge Registered Nurse (RN)	1.00	40	Days	\$169,979
Staff Registered Nurse (RN)	0.60	24	Evenings	\$95,053
Total	1.60	64		\$265,032

Proposed 2023-2024 Budget

The final chart below summarizes our proposed budget for administering the medical program at the Worcester County Detention Center beginning July 1, 2023. The proposed budget, including the optional **1.60 FTE** of nursing coverage, is also provided, reflecting an increase of **\$265,032**.

Budget Category	Proposed Budget Amount	Proposed Budget with 1.60 FTE Nursing Enhancement
Salaries	\$902,196	\$1,167,228
Benefits	\$123,556	\$123,556
Contract Labor	\$66,595	\$66,595
Insurance	\$9,651	\$9,651
Other On-Site	\$31,293	\$31,293
Other Expenses	\$12,539	\$12,539
Management Fee	\$250,000	\$250,000
Total Proposed 2023-2024 Budget	\$1,395,830	\$1,660,862

Invoicing and Reconciliation

We will invoice the County based on the estimated costs and reconcile on a regularly agreed upon basis (i.e. monthly or quarterly) to match the County's actual costs. If the County's costs exceed the monthly estimate, we will be due a credit. If the County's costs are lower, we will reimburse the County for the difference.

Annual Adjustments

If the County opts to extend our agreement beyond June 30, 2024, we propose an annual adjustment to the management fee each July 1st consistent with the percentage change of the Medical Care Component of the Consumer Price Index as published by the Bureau of Labor Statistics. The annual increase will not be less than 5%, nor exceed 8%.

Wellpath is focused on ensuring appropriate compensation for our valued team members, therefore we will provide yearly market wage adjustments to our staff which allows us to maintain continuity in our programming. For the County's financial planning, our proposed annual budget amounts will include these salary increases.

Proposal Acceptance

We appreciate your consideration of this contractual change and desire to continue our longstanding partnership with Worcester County. To accept the terms presented, please sign the following page and email a signed copy to Andrea Knox at akknox@wellpath.us, no later than **June 20, 2023**. Upon receipt of the signed proposal indicating acceptance of the proposed changes, our Legal Department will draft a contract amendment with these changes and route it to the appropriate County individuals for signature.

If a response has not been received from the County by Tuesday, **June 20, 2023**, we will respectfully request that the County begin the formal competitive Request for Proposal (RFP) process to select a provider to deliver healthcare services at the Detention Center.

Should you have any questions, please do not hesitate to contact me at 504-444-2999, or Michelle Autrey at 443-944-2131.

Sincerely,



Shane McElveen
Regional Vice President

Cc: *Michelle Autrey, Regional Director of Operations*
Christi Cunningham, Contract Administrator

The undersigned is authorized by Worcester County to accept the above terms:

Authorized Worcester County Representative

Date Signed

Print Name

Title





MEMORANDUM

TO: Worcester County Commissioners
FROM: Candace Savage, Deputy Chief Administrative Officer
DATE: June 28, 2023
SUBJECT: ESSER Grants

The Board of Education was awarded three Elementary and Secondary School Relief (ESSER) grants.

Below is a summary of the grants that were awarded:

ESSER I	03/13/20-09/30/22	\$	1,565,973
ESSER II	03/01/20-09/30/23	\$	6,406,920
ESSER III	03/24/21-09/30/24	\$	14,399,375
TOTAL		\$	22,372,268

The County was provided with 270 pages of information on ESSER grants. As of May 22, 2023, there was \$9,518,946.29 remaining in the ESSER grants. The majority of the funding remaining is in the ESSER III grant. I have included a summary of expenditures by account of the ESSER III grant.

In addition, I have included a list that was provided to the County of expenses that are likely to be requested to be moved to the operating budget at the end of the ESSER grants. The estimate provided of ongoing ESSER expenses total \$1,656,559 per year.

Attachments:

- ESSER III by Account - Page 2
- ESSER Expenses to Operating - Page 3
- ESSER I Summary - Pages 4-5
- ESSER II Summary - Pages 6-7
- ESSER III Summary - Pages 8-9

ESSER III Expenditures by Account		
Based on General Ledger Reports Printed 5/22/23		
	FY23 YTD	FY22
Teacher Substitute	36,206	15,171
Part-time	30,688	17,603
Teacher - Summer	106,760	
Educational Asst - Summer	19,610	
After School Program	12,969	126,494
Educational Asst - Aft Sch	3,449	29,864
Teacher - Day School	138,007	77,096
Teacher - Special Ed	152,297	
Program Administrator		97,245
Nurse	50,172	56,765
Teacher - Social Worker	76,055	
Sumr & After Sch Transp	49,182	29,350
Workshop Stipend	54,029	
Fringe	195,772	76,265
Total Personnel and Fringe	925,194	525,853
MOI - Soc Studies	432	
MOI - Math	35,812	197,874
MOI - Reading	32,310	37,142
MOI - Science	17,638	
MOI - General	46,909	1,782
MOI - Minor Equip	3,291	
MOI - Vocational	1,815	32,891
MOI - Art		44,345
MOI - Spec Ed		24,020
Computer Minor Equipment	592,918	414,783
After Sch/Sum Pgm Matls	2,422	7,432
Subscriptions	21,750	
Computer Software	62,631	814,849
Micro-Computer Supplies	36,871	23,430
Consultants	410,399	416,410
Professional Library	534	
Prof Mtg & Conf Out of State	1,100	
Security & Protection	1,038	70,265
Security Equipment		261,311
Computer Consultant	15,000	
Other	610	
Additional Vehicles	49,699	
Magazines/Periodicals		17,046
Minor Furn/Equip		3,175
ESL Materials		2,402
Safety Supplies		433
Equip - Micro Computer		4,300
Field Trips - Regular		1,040
Total Other	1,333,177	2,374,930
TOTAL	2,258,371.21	2,900,782.35
Grant Received	14,399,375.00	
Expended	5,159,153.56	
Remaining	9,240,221.44	

Below are items WCPS would likely have to move back into its regular operating budget 2024-25

Position	Cost	Notes
Health Services - 1 FTE	61,988.00	Salary/ESSER II Created and Continued in ESSER III
Health Services - 1 FTE	32,000.00	Fixed
Business Support - 1 FTE	65,264.16	Salary/ESSER II Created and Continued in ESSER III
Business Support - 1 FTE	38,698.77	Fixed
Social Worker - 1 FTE	92,165.00	Salary
Social Worker - 1 FTE	38,887.98	Fixed
329,003.91		TOTAL

Item	Cost	Notes
Savaas (Hamborsky)	313,500.00	
ALEKS (yearly)	25,000.00	
Delta Math (expires June 2024)	4,050.00	In math local funding,
ALEKS Geom (yearly)	25,000.00	ESSER originated
Math 180 (yearly)	5,000.00	
Math 180 Subscription 2 (yearly)	5,000.00	
MacBook Lease (Reg Prog/Supplies)	287,970.25	Devices/MacBooks
MacBook Lease (Reg Prog/Contr Services)	14,149.54	CREST/Imaging
MacBook Lease (Staff Development/Contr Service)	19,100.00	APL Days
698,769.79		TOTAL

FTEs: Back to Local, Eliminate Position, or Moved to Another Grant (if possible)

Position	Cost	Notes
10-month Tech Coach - 1 FTE	67,902.00	Salary/ESSER III position
10-month Tech Coach - 1 FTE	35,581.66	Fixed
10-month SS/Sc Coach - 1 FTE	97,135.00	Salary/ESSER III position
10-month SS/Sc Coach - 1 FTE	42,253.86	Fixed
Blended Learning (SPED) - 1 FTE	90,710.00	Salary/ESSER III position
Blended Learning (SPED) - 1 FTE	38,555.89	Fixed
Special Education - 1 FTE	95,510.00	Salary
Special Education - 1 FTE	21,799.39	Fixed
10-month Literacy Coach - 1 FTE	98,910.00	Salary/Title II Funded at one time
10-month Literacy Coach - 1 FTE	40,427.69	Fixed
628,785.49		TOTAL

8 FTEs	957,789.40	TOTAL SALARY/FIXED
	698,769.79	TOTAL OTHER
	1,656,559.19	GRAND TOTAL

ITEM 18

6/1/2023							
CARES ESSER GRANT ESSER I CRE0F							
GRANT PERIOD: 3/13/20-9/30/22							
POSITIONS FUNDED: 0							
	Amended Budget	FY 20	FY 21	FY 22	FY 23	TOTALS	BALANCE
GENERAL SUPPORT-SUPPLIES	194.00	0.00				0.00	194.00
BUSINESS SUPPORT-SUPPLIES	280.00	169.52	58.28			227.80	52.20
CENTRALIZED SUPPORT-SUPPLIES	0.00	108.84	85.35			194.19	-194.19
OFFICE OF THE PRINCIPAL							
CONTR SERV	35,000.00	25,000.00	10,000.00			35,000.00	0.00
SUPP	163,120.00	15,383.57	63,544.82	41,551.35	42,640.00	163,119.74	0.26
TOTAL OFFICE OF THE PRINC	198,120.00	40,383.57	73,544.82	41,551.35	42,640.00	198,119.74	0.26
REG CLASSROOM							
SAL/WAGES	64,890.00				57,363.50	57,363.50	7,526.50
CONTR SERV	780.00	779.90				779.90	0.10
SUPP	411,452.00	69,534.73	323,724.83	8,169.48	21,427.46	422,856.50	-11,404.50
OTHER CHG	0.00					0.00	0.00
EQUIPMENT						0.00	0.00
TOTAL REG CLASS	477,122.00	70,314.63	323,724.83	8,169.48	78,790.96	480,999.90	-3,877.90
SPEC PROG							
SUPP	4,290.00			4,804.80		4,804.80	-514.80
NON PUBLIC TRANSFERS	126,259.00		122,942.71	3,236.73		126,179.44	79.56
STAFF DEV							
SAL/WAGES	81,737.00	18,235.32	30,840.00	2,465.50	42,395.05	93,935.87	-12,198.87
CONTR SERV	40,000.00	2,500.00	37,500.00	1,500.00		41,500.00	-1,500.00
SUPP	1,295.00	594.64	700.00			1,294.64	0.36
TOTAL STAFF DEV	123,032.00	21,329.96	69,040.00	3,965.50	42,395.05	136,730.51	-13,698.51
SPECIAL ED PUBLIC SCH INSTR							
SUPP	45,248.00	5,125.48	40,122.42			45,247.90	0.10
TOTAL SPECIAL ED PUBLIC SCH INSTR	45,248.00	5,125.48	40,122.42	0.00	0.00	45,247.90	0.10
STUDENT HEALTH SERV							
SUPP	9,000.00	281.25	1,470.00	6,538.70		8,289.95	710.05
TOTAL STUDENT HEALTH SER	9,000.00	281.25	1,470.00	6,538.70	0.00	8,289.95	710.05

ITEM 18

STUDENT TRANSP								
CONTR SERV	78,000.00				14,152.38	52,358.37	66,510.75	11,489.25
SUPP	500.00	250.49					250.49	249.51
TOTAL STUDENT TRANSP	78,500.00	250.49		0.00	14,152.38	52,358.37	66,761.24	11,738.76
OPERATION OF PLANT								
SUPP	22,637.00	1,904.53	23,233.29			0.00	25,137.82	-2,500.82
TOTAL OPERATION OF PLANT	22,637.00	1,904.53	23,233.29		0.00	0.00	25,137.82	-2,500.82
MAINTENANCE OF PLANT								
SAL/WAGES	78,531.00	78,530.58					78,530.58	0.42
CONTR SERV		248.39					248.39	-248.39
SUPP	100,000.00	4,099.03	88,247.22			7,650.00	99,996.25	3.75
TOTAL MAINTENANCE OF PLANT	178,531.00	82,878.00	88,247.22		0.00	7,650.00	178,775.22	-244.22
FIX CHG	41,895.00	19,687.25	3,737.36		198.21	9,919.75	33,542.57	8,352.43
FOOD SERVICES								
SAL/WAGES	234,988.00	218,364.74	16,623.26				234,988.00	0.00
SUPP	25,877.00					25,973.92	25,973.92	-96.92
TOTAL FOOD SERVICES	260,865.00	218,364.74	16,623.26		0.00	25,973.92	260,961.92	-96.92
GRAND TOTAL	1,565,973.00	460,798.26	762,829.54		82,617.15	259,728.05	1,565,973.00	0.00
Unposted FY 23								

ITEM 18

5/22/2023									
ESSER II GRANT CRE1F									
Grant Period 3/1/20-9/30/23									
Positions Funded:									
1.0 Contractual Grant Accountant									
2.0 Literacy Coaches									
	Amended Budget	FY 21	FY 22	FY 23	Unposted FY 23	Projected FY 23	Budget/Projected FY 24	TOTALS	BALANCE
BUS SUPPORT-SALARIES	123,700.00		47,554.87	54,968.49	0.00	7,902.99	16,316.04	126,742.39	-3,042.39
REG CLASSROOM									
SUPP	930,096.30	292,526.63	481,017.26	163,002.80				936,546.69	-6,450.39
EQUIPMENT	727,623.70	672,314.70	55,309.00					727,623.70	0.00
TOTAL REG CLASS	1,657,720.00	964,841.33	536,326.26	163,002.80		0.00		1,664,170.39	-6,450.39
SPEC PROG									
SUPP	1,800.00	178.13	1,134.46	1,487.41				2,800.00	-1,000.00
SCHOOL LIB MEDIA									
SUPP	45,000.00			31,433.85				31,433.85	13,566.15
EQUIPMENT	0.00							0.00	0.00
TOTAL SCHOOL LIB MEDIA	45,000.00	0.00	0.00	31,433.85	0.00		0.00	31,433.85	13,566.15
STAFF DEV									
SAL/WAGES	190,000.00	600.00	20,548.27	165,286.74		13,688.43		200,123.44	-10,123.44
CONTR SERV	5,000.00		2,500.00					2,500.00	2,500.00
SUPPLIES				587.16				587.16	-587.16
OTHER CHARGES	11,800.00			250.00				250.00	11,550.00
TOTAL STAFF DEV	206,800.00	600.00	23,048.27	166,123.90	0.00	13,688.43		203,460.60	3,339.40
ADULT EDUCATION									
SUPP	300.00		268.66					268.66	31.34
SPECIAL ED PUBLIC SCH INSTR									
SAL/WAGES	565,474.41		110,249.43	276,123.23	0.00	187,000.00		573,372.66	-7,898.25
CONTR SERV	136,938.00		28,479.70	110,876.22	0.00			139,355.92	-2,417.92
TOTAL SPECIAL ED PUBLIC SCH INSTR	702,412.41	0.00	138,729.13	386,999.45	0.00	187,000.00	0.00	712,728.58	-10,316.17
STUDENT HEALTH SERV									
SUPP	0.00							0.00	0.00
TOTAL STUDENT HEALTH SER	0.00	0.00	0.00	0.00		0.00		0.00	0.00
STUDENT TRANSP									
SUPP								0.00	0.00
TOTAL STUDENT TRANSP	0.00	0.00	0.00	0.00		0.00		0.00	0.00
OPERATION OF PLANT									
CONTR SERV	1,949,396.00		27,600.00	1,834,007.30				1,861,607.30	87,788.70
SUPP	254,573.00		142,408.36	143,784.90				286,193.26	-31,620.26
OTHER CHARGES	0.00							0.00	0.00
EQUIPMENT	1,183,231.00		882,619.45	308,424.00				1,191,043.45	-7,812.45
TOTAL OPERATION OF PLANT	3,387,200.00	0.00	1,052,627.81	2,286,216.20	0.00	0.00	0.00	3,338,844.01	48,355.99
FIX CHG	68,987.59	46.70	15,736.60	39,816.83		24,140.72	5,211.70	84,952.55	-15,964.96

ITEM 18

FOOD SERVICES									
CONTR SERV	88,000.00			73,362.00				73,362.00	14,638.00
EQUIPMENT	125,000.00			143,692.00				143,692.00	-18,692.00
TOTAL FOOD SERVICES	213,000.00	0.00	0.00	217,054.00	0.00	0.00		217,054.00	-4,054.00
GRAND TOTAL	6,406,920.00	965,666.16	1,815,426.06	3,347,102.93	0.00	232,732.14	21,527.74	6,382,455.03	24,464.97

ITEM 18

5/22/2023								
ESSER III GRANT CRE2F								
Grant Period 3/24/21-9/30/24								
Positions Funded:								
2 Special Ed Teachers								
1 Float Nurse								
1 Social Worker								
2 Coaches								
	Amend Budget	FY 22	FY 23	Unposted FY 23	Projections FY 23	Budget/ Projections FY 24	TOTALS	BALANCE
BUS SUPPORT-SALARIES						48,948.12	0.00	0.00
CENTR SUPPORT								
CONTR SERV	12,440.00	8,240.00					8,240.00	4,200.00
SUPP	83,938.00	80,677.75					80,677.75	3,260.25
TOTAL CENTR SUPPORT	96,378.00	88,917.75	0.00	0.00	0.00		88,917.75	7,460.25
OFFICE OF THE PRINCIPAL								
SUPP	22,383.00	21,514.07					21,514.07	868.93
TOTAL OFFICE OF THE PRINC	22,383.00	21,514.07	0.00	0.00	0.00		21,514.07	868.93
REG CLASSROOM								
SAL/WAGES	716,794.32	270,400.81	179,264.75				449,665.56	267,128.76
CONTR SERV	608,704.25	248,310.29	188,938.54		14,149.54	14,149.54	465,547.91	143,156.34
SUPP	3,622,030.18	1,416,900.81	797,432.97		287,970.25	287,970.25	2,790,274.28	831,755.90
OTHER CHARGES	0.00			120.00			120.00	-120.00
EQUIPMENT	82,973.62	0.00	0.00				0.00	82,973.62
TOTAL REG CLASS	5,030,502.37	1,935,611.91	1,165,636.26	120.00	302,119.79	302,119.79	3,705,607.75	1,324,894.62
SPEC PROG								
SUPP	2,707.40	2,707.96	1,002.59				3,710.55	-1,003.15
CAREER TECH PROG								
SUPP	43,553.00	32,144.00	8,448.35				40,592.35	2,960.65
EQUIPMENT	29,895.00	32,891.43					32,891.43	-2,996.43
TOTAL CAREER TECH PROG	73,448.00	65,035.43	8,448.35	0.00	0.00		73,483.78	-35.78
STAFF DEV								
SAL/WAGES	1,058,108.48	15,170.50	215,533.86	0.00	22,569.57	263,947.00	517,220.93	540,887.55
CONTR SERV	489,800.00	97,000.00	271,860.00	0.00	19,100.00	19,100.00	407,060.00	82,740.00
SUPPLIES	24,399.90		533.56				533.56	23,866.34
OTHER CHARGES	22,500.00		1,100.41				1,100.41	21,399.59
TOTAL STAFF DEV	1,594,808.38	112,170.50	489,027.83	0.00	41,669.57	283,047.00	925,914.90	668,893.48
ADULT EDUCATION								
SUPP	7,119.99	7,363.35					7,363.35	-243.36

ITEM 18

SPECIAL ED PUBLIC SCH INSTR								
SAL/WAGES	368,228.00	805.00	152,296.90		27,037.50	186,220.00	366,359.40	1,868.60
SUPP	41,167.00	27,404.00					27,404.00	13,763.00
EQUIPMENT	4,008.95	4,300.00					4,300.00	-291.05
TOTAL SPECIAL ED PUBLIC SCH INSTR	413,403.95	32,509.00	152,296.90	0.00	27,037.50	186,220.00	398,063.40	15,340.55
SPECIAL ED INSTR STAFF DEV								
SAL/WAGES	115,178.00		6,917.50				6,917.50	108,260.50
CONTR SERV	129,024.00	62,860.00	48,000.00	0.00			110,860.00	18,164.00
TOTAL SPECIAL ED INSTR STAFF DEV	244,202.00	62,860.00	54,917.50	0.00	0.00		117,777.50	126,424.50
STUDENT HEALTH SERV								
SALARIES	350,203.96	133,861.49	126,227.23		21,719.46	154,153.00	435,961.18	-85,757.22
CONTR SERV	76,500.00						0.00	76,500.00
SUPP	1,300.00						0.00	1,300.00
TOTAL STUDENT HEALTH SER	428,003.96	133,861.49	126,227.23	0.00	21,719.46	154,153.00	435,961.18	-7,957.22
STUDENT TRANSP								
CONTR SERV	69,600.00	30,390.18	49,181.82				79,572.00	-9,972.00
TOTAL STUDENT TRANSP	69,600.00	30,390.18	49,181.82	0.00	0.00		79,572.00	-9,972.00
OPERATION OF PLANT								
CONTR SERV	2,924,294.99	70,265.00	16,037.61		2,509,775.60		2,596,078.21	328,216.78
SUPP	52,750.00		54,285.85		33,404.40		87,690.25	-34,940.25
OTHER CHARGES	166,865.00		609.60				609.60	166,255.40
EQUIPMENT	2,696,210.00	261,311.00			1,490,305.20		1,751,616.20	944,593.80
TOTAL OPERATION OF PLANT	5,840,119.99	331,576.00	70,933.06	0.00	4,033,485.20		4,435,994.26	1,404,125.73
FIX CHG	476,926.96	76,264.71	195,771.77	0.00	27,985.68	278,530.88	578,553.04	-101,626.08
FOOD SERVICES								
CONTR SERV	18,632.00						0.00	18,632.00
EQUIPMENT	81,139.00		49,698.99				49,698.99	31,440.01
TOTAL FOOD SERVICES	99,771.00	0.00	49,698.99	0.00	0.00		49,698.99	50,072.01
GRAND TOTAL	14,399,375.00	2,900,782.35	2,363,142.30	120.00	4,454,017.20	1,253,018.79	10,922,132.52	3,477,242.48



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: Weston S. Young, Chief Administrative Officer
DATE: June 29, 2023
RE: Public School Construction Funding Policy

We would like to begin a discussion on the funding of public school construction within Worcester County. The State of Maryland (State) matches dollar for dollar our capital funding towards schools up to a certain square footage. Looking at eligible enrollment numbers, the State determines an approved square footage they will match local funding. The size and layout of new school being designed is dependent on a variety of factors that include, but are not limited to, site conditions, classroom size, number of students, etc. For a proposed school footprint that exceeds the State’s eligible enrollment square footage formula, local funding is required for 100% of those costs.

In the State’s Fiscal Year 2024 budget, there are four elementary schools proposed:

School	County	Eligible Enrollment	State Formula (GSF)	Proposed Replacement (GSF)	Proposed GSF per Student
Buckingham Elementary	Worcester	523	65,218	102,968	196.88
Furley Elementary	Baltimore City	561	67,456	78,723	140.33
Urbana Elementary	Frederick	725	79,020	98,178	135.42
Yellow Springs Elementary	Frederick	755	84,267	88,766	117.57

GSF – Gross Square Footage

All four schools are being proposed above the state calculated size, meaning there will be a portion of the construction of each school that will need to be 100% funded by local funding. To present these proposed school replacements another way:

School	County	State Formula (GSF)	Proposed Replacement (GSF)	Proposed Replacement GSF over State Formula
Buckingham Elementary	Worcester	65,218	102,968	158%
Furley Elementary	Baltimore City	67,456	78,723	117%
Urbana Elementary	Frederick	79,020	98,178	124%
Yellow Springs Elementary	Frederick	84,267	88,766	105%

ITEM 19

Specifically for Buckingham Elementary, with an eligible enrollment of 523 students, the state is willing to fund 50% of the first 65,218 gross square footage of the replacement school. While subject to change in the design process, with the currently proposed 102,968 gross square footage of the replacement, 37,750 gross square footage of the project will be 100% funded by county funds.

There has been a request to discuss a potential policy on the county's funding of schools beyond the state's formulated funding. Please note, the numbers above were pulled from State documents as of December 31, 2022.

TEL: 410-632-1194
FAX: 410-632-3131
WEB: www.co.worcester.md.us



COMMISSIONERS
Anthony W. Bertino, Jr., PRESIDENT
Madison J. Bunting, Jr., VICE PRESIDENT
Caryn Abbott
Theodore J. Elder
Eric J. Fiori
Joseph M. Mitrecic
Diana Purnell

OFFICE OF THE
COUNTY COMMISSIONERS
Worcester County
GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103
SNOW HILL, MARYLAND
21863-1195

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

June 26, 2023

TO: Worcester County Commissioners
FROM: Karen Hammer, Administrative Assistant V
SUBJECT: Upcoming Board Appointments - Terms Beginning January 1, 2023

Attached, please find copies of the Board Summary sheets for all County Boards or Commissions (11), which have current or upcoming vacancies (19).

President Bertino – You have One (1) positions open:

- George Solyak – Term Ending – Agricultural Reconciliation Bd.

Commissioner Purnell – You have fulfilled all board positions, Thank you!

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

- David Deutsch - Term Ending - Dec. 21 - Ethics Board.
- Susan Childs – Resigned – April, 2022 – Commission For Women

Commissioner Abbott – You have fulfilled all board positions, Thank you!

Commissioner Mitrecic - You have One (1) position open:

- Jake Mitrecic – Resigned – Housing Review Bd.

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

- George Dix – Term Ending – Solid Waste Advisory Bd.
- Hope Carmean – Tenure Expires – Commission For Women - Not a Reappointment

Commissioner Fiori - You have Eight (8) positions open:

- Elena Ake – Released – non-active member – Tourism Advisory Committee
- Martin Kwesko - Term Ended - Dec. 21-Water & Sewer Advisory Council, Mystic Harbour
- Matthew Kraeuter - Term Ended - Dec. 21-Water & Sewer Advisory Council, Mystic Harbour
- Joseph Weitzell – passed - Water & Sewer Advisory Council, Mystic Harbour
- Richard Jendrek- passed- Water & Sewer Advisory Council, Mystic Harbour
- Bruce Burns -passed- Water & Sewer Advisory Council, Mystic Harbour
- Keith Swanton -Term Ended-Dec. 21- Water & Sewer Advisory Council, West Ocean City
- Elizabeth Rodier -Term Ending-Dec. 21- Commission for Women- Not a Reappointment

All Commissioners:

- **(1)-Adult Public Guardianship Board-**
(1) Term Expired - Ms. Wessels, (Roberta Baldwin will potentially help search for a viable replacement, if necessary).
- **(1) -Drug and Alcohol Abuse Council - 4 Positions – (1)** (Passing of Dr. Cragway, Jr),
- **(2) - Local Development Council For the Ocean Downs Casino-4 yr.-**
Mark Wittmyer At-Large, David Massey (At-Large-Business O.P.),
- **(5) - Water and Sewer Advisory Council - Mystic Harbour (3)** (Passing of Richard Jendrek, Bruce Burns and Joseph Weitzell) **(2)**-Term E n d e d -Martin Kwesko and Matthew Kraeuter
- **(1)- Water and Sewer Advisory Council- West Ocean City-(1)** Term Ended-Dec. 21 - Keith Swanton
- **(4 Total) - Commission for Women- (3) Resigned** -Elizabeth Rodier, (Fiori) not a reappointment resignation of Susan Childs (Bunting) and the resignation of Kris Heiser
(1) Tenure Ending - Hope Carmean (Elder)

Pending Board Appointments - By Commissioner

District 1 – Abbott Thank You, all of your boards are complete.

District 2 -Purnell Thank You, all of your boards are complete.

District 3 – Fiori
 p.13 Elena Ake – Released – Tourism Advisory Committee
 p.14 Martin Kwesko - Term Ending - Dec. 21-Water & Sewer Adv. Mystic Harbor
 p.14 Matthew Kraeuter - Term Ending - Dec. 21-Water & Sewer Adv. Mystic Harbor
 p.14 Joseph Weitzell – passed - Water & Sewer Advisory Council, Mystic Harbor
 p. 14 Richard Jendrek- passed- Water & Sewer Advisory Council, Mystic Harbor
 p. 14 Bruce Bums -passed- Water & Sewer Advisory Council, Mystic Harbor
 p. 15 Keith Swanton -Term Ended- Water & Sewer Adv., West Ocean City
 p. 16 Elizabeth Rodier -Term Ended- Commission for Women

District 4 -Elder
 p.12 George Dix – Term Ended – Solid Waste Adv. Bd.
 p.16 Hope Carmean – Term Ended – Comm. For Women

District 5 – Bertino p.6 George Solyak – Term Ending – Ag. Reconciliation Bd.

District 6- Bunting
 p. 9 David Deutsch– Ethics Board
 p. 16 Susan Childs - resigned– Commission For Women

District 7-Mitrecic p.10 Jake Mitrecic – Resigned – Housing Review Bd.

All Commissioners:

- p. 4- (1)-Adult Public Guardianship Board- Term Expired - Ms. Wessels.**
- p. 7 - (1) -Drug and Alcohol Abuse Council – (1) (Passing of Dr. Cragway, Jr),**
- p. 11 - (2) - Local Development Council For the Ocean Downs Casino-4 yr.- Mark Wittmyer At-Large, David Massey (At-Large-Business O.P.)**
- p. 14 - (5) - Water and Sewer Advisory Council - Mystic Harbour (Passing of Richard Jendrek, Bruce Burns and Joseph Weitzell) (1)-Term Endings - Martin Kwesko and Matthew Kraeuter.**
- p. 15- (1)- Water and Sewer Advisory Council-West Ocean City- -Keith Swanton**
- p. 16 - (4 Total) - Commission for Women (3) Resigned -Elizabeth Rodier, (Fiori) Resignation of Susan Childs (Bunting) and the resignation of Kris Heiser.**
- (1) Tenure Ending - Hope Carmean (Elder)**

ADULT PUBLIC GUARDIANSHIP BOARD

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

Appointed by: County Commissioners

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

Number/Term: 11/3 year terms
Terms expire December 31st

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

Meetings: Semi-annually

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

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

Current Members:

<u>Member's Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
Connie Wessels	Lay Person	*15-16-19, 19-22 (Term Expired)
Brandy Trader	Non-profit Soc. Service Rep.	*15-17, 17-20, 20-23
LuAnn Siler	Commission on Aging Rep.	17-20, 20-23
Jack Ferry	Professional in field of disabilities	*14-14-17-20, 20-23
Thomas Donoway	Person with physical disability	17-20, 20-23
Roberta Baldwin	Local Dept. Rep. - Social Services	03-06-09-12-15-18-21-24
Melissa Banks	Public Health Nurse	*02-03-06-09-12-15-18-21-24
Dr. Ovais Khalid	Psychiatrist	23-26
Dr. William Greer	Physician	07-10-13-16-19-22-25
Richard Collins	Lawyer	95-16-19-22-25
Nancy Howard	Lay Person	*17-19, 19-22-25

* = Appointed to fill an unexpired term

ADULT PUBLIC GUARDIANSHIP BOARD
(Continued)

Prior Members:

Dr. Donald Harting
Maude Love
Thomas Wall
Dr. Dorothy Holzworth
B. Randall Coates
Kevin Douglas
Sheldon Chandler
Martha Duncan
Dr. Francis Townsend
Luther Schultz
Mark Bainum
Thomas Mulligan
Dr. Paul Flory
Barbara Duerr
Craig Horseman
Faye Thornes
Mary Leister
Joyce Bell
Randolph Barr
Elsie Briddell
John Sauer
Dr. Timothy Bainum
Ernestine Bailey
Terri Selby (92-95)
Pauline Robbins (92-95)
Darryl Hagey
Dr. Ritchie Shoemaker (92-95)
Barry Johansson (93-96)
Albert Straw (91-97)
Nate Pearson (95-98)
Dr. William Greer, III (95-98)
Rev. Arthur L. George (95-99)
Irvin Greene (96-99)
Mary Leister (93-99)
Otho Aydelotte, Jr. (93-99)
Shirley D'Aprix (98-00)
Theresa Bruner (91-02)
Tony Devereaux (93-02)
Dr. William Krone (98-02)
David Hatfield (99-03)
Dr. Kimberly Richardson (02-03)
Ina Hiller (91-03)
Dr. David Pytlewski (91-06)
Jerry Halter (99-06)
Dr. Glenn Arzadon (04-07)
Madeline Waters (99-08)
Mimi Peuser (03-08)
Dr. Gergana Dimitrova
(07-08)
Carolyn Cordial (08-13)
June Walker (02-13)
Bruce Broman (00-14)
Lori Carson (13-14)

Since 1972

Pattie Tingle (15-16)
The Rev. Guy H. Butler
(99-17)
Debbie Ritter (07-17)
Dean Perdue (08-17)
Dr. Dia Arpon *(10-18)
Dr. Kenneth Widra (18-21)

* = Appointed to fill an unexpired term

Reference: Public Local Law § ZS 1-346 (Right to Farm Law)

Appointed by: County Commissioners

Function: Regulatory
 Mediate and arbitrate disputes involving agricultural or forestry operations conducted on agricultural lands and issue opinions on whether such agricultural or forestry operations are conducted in a manner consistent with generally accepted agricultural or forestry practices and to issue orders and resolve disputes and complaints brought under the Worcester County Right to Farm Law.

Number/Term: 5 Members/4-Year Terms - Terms expire December 31st

Compensation: None - Expense Reimbursement as provided by County Commissioners

Meetings: At least one time per year, more frequently as necessary

Special Provisions: - All members must be County residents
 - Two Members chosen from nominees of Worcester County Farm Bureau
 - One Member chosen from nominees of Worcester County Forestry Board
 - Not less than 2 but not more than 3 members shall be engaged in the agricultural or forestry industries (**At-Large members - non-ag/forestry**)

Staff Contact: Dept. of Development Review & Permitting
 - Jennifer Keener (410-632-1200)
 County Agricultural Extension Agent - As Consultant to the Board
 - Doug Jones, District Manager, Resource Conservation District - (632-3109, x112)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Ag/Forest Industry</u>	<u>Resides</u>	<u>Years of Term(s)</u>
George Solyak	At-Large	No	Ocean Pines	18-22
Stacey Esham	Forestry Bd.	Yes	Berlin	12-16-20, 20-24
Brooks Clayville	Farm Bureau	Yes	Snow Hill	00-04-08-12-16-20, 20-24
Dean Ennis	Farm Bureau	Yes	Pocomoke	06-10-14-18-22-26
Tom Babcock	At-Large	No	Whaleyville	14-18-22-26

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

Reference: PGL Health-General, Section 8-1001

Appointed by: County Commissioners

Functions: Advisory
Develop and implement a plan for meeting the needs of the general public and the criminal justice system for alcohol and drug abuse evaluation, prevention and treatment services.

Number/Term: At least 18 - At least 7 At-Large, and 11 ex-officio (also several non-voting members)
At-Large members serve 4-year terms; Terms expire December 31

Compensation: None

Meetings: As Necessary

Special Provisions: Former Alcohol and Other Drugs Task Force was converted to Drug and Alcohol Abuse Council on October 5, 2004.

Staff Contact: Regina Mason, Council Secretary, Health Department (410-632-1100)
Doug Dods, Council Chair, Sheriff's Office (410-632-1111)

Current Members:

<u>Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
<u>At-Large Members</u>		
Jaclyn Sturgis	Knowledgeable on Substance Abuse Issues	*22-23
Jim Freeman, Jr.	Knowledgeable on Substance Abuse Issues	04-11-15, 15-19, 19-23
Mimi Dean	Substance Abuse Prevention Provider	*18-19, 19-23
Kim Moses	Knowledgeable on Substance Abuse Issues	08-12-16-20, 20-24
Dr. Roy W. Cragway, Jr.	Knowledgeable on Substance Abuse Issues	*17-20, 20-24
Rev. James Jones	Knowledge of Substance Abuse Issues	*21-25
Tina Simmons	Knowledge of Substance Abuse Treatment	21-25
Eric Gray (Christina Purcell)	Substance Abuse Treatment Provider	*15-18-22-26
Sue Abell-Rodden	Recipient of Addictions Treatment Services	10-14-18-22-26
Colonel Doug Dods	Knowledgeable on Substance Abuse Issues	04-10 (adv)-14-18-22-26

Ex-Officio Members

Rebecca Jones	Health Officer	Ex-Officio, Indefinite
Roberta Baldwin	Social Services Director	Ex-Officio, Indefinite
Spencer Lee Tracy, Jr.	Juvenile Services, Regional Director	Ex-Officio, Indefinite
Trudy Brown	Parole & Probation, Regional Director	Ex-Officio, Indefinite
Kris Heiser	State's Attorney	Ex-Officio, Indefinite
Burton Anderson	District Public Defender	Ex-Officio, Indefinite
Sheriff Matt Crisafulli	County Sheriff	Ex-Officio, Indefinite
William Gordy (Eloise Henry Gordy)	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
Judge Gerald Purnell (Tracy Simpson)	District Court Administrative Judge	Ex-Officio, Indefinite
Donna Bounds	Warden, Worcester County Jail	Ex-Officio, Indefinite

* Appointed to a partial term for proper staggering, or to fill a vacant term

Advisory Members

Lt. Earl W. Starner	Maryland State Police	Since 2004
Charles "Buddy" Jenkins	Business Community - Jolly Roger Amusements	
Chief Ross Buzzuro (Lt. Rick Moreck)	Ocean City Police Dept.	
Leslie Brown	Hudson Health Services, Inc.	
James Mcquire, P.D.	Health Care Professional - Pharmacist	Since 2018
Shane Ferguson	Wor-Wic Community College Rep.	Since 2018
Jessica Sexauer, Director	Local Behavioral Health Authority	Since 2018

Prior Members:

Since 2004

Vince Gisriel	Peter Buesgens
Michael McDermott	Aaron Dale
Marion Butler, Jr.	Garry Mumford
Judge Richard Bloxom	Sharon Smith
Paula Erdie	Jennifer Standish
Tom Cetola	Karen Johnson (14-17)
Gary James (04-08)	Rev. Bill Sterling (13-17)
Vickie Wrenn	Kat Gunby (16-18)
Deborah Winder	William McDermott
Garry Mumford	Sheriff Reggie Mason
Judge Theodore Eschenburg	Colleen Wareing (*06-19)
Andrea Hamilton	Rev. Matthew D'Amario(*18-21)
Fannie Birkhead	Donna Nordstron *(19-21)
Sharon DeMar Reilly	Jennifer LaMade (*12-22)
Lisa Gebhardt	
Jenna Miller	
Dick Stegmaier	
Paul Ford	
Megan Griffiths	
Ed Barber	
Eloise Henry-Gordy	
Lt. Lee Brumley	
Ptl. Noal Waters	
Ptl. Vicki Fisher	
Chief John Groncki	
Chief Arnold Downing	
Frank Pappas	
Captain William Harden	
Linda Busick (06-10)	
Sheriff Chuck Martin	
Joel Todd	
Diane Anderson (07-10)	
Joyce Baum (04-10)	
James Yost (08-10)	
Ira "Buck" Shockley (04-13)	
Teresa Fields (08-13)	
Frederick Grant (04-13)	
Doris Moxley (04-14)	
Commissioner Merrill Lockfaw	
Kelly Green (08-14)	
Sheila Warner - Juvenile Services	
Chief Bernadette DiPino - OCPD	
Chief Kirk Daugherty -SHPD	
Mike Shamburek - Hudson Health	
Shirleen Church - BOE	
Tracy Tilghman (14-15)	
Marty Pusey (04-15)	
Debbie Goeller	

* Appointed to a partial term for proper staggering, or to fill a vacant term

ETHICS BOARD

Reference: Public Local Law, Section CG 5-103

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting

Meetings: As Necessary

Special Provisions:

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

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
David Deutsch	D-6, Bunting	Ocean Pines	17-21
Frank Knight	D-7, Mitrecic	Ocean City	*14-19, 19-23
Judy Giffin	D-5, Bertino	Ocean Pines	*21-24
Joseph Stigler	D-4, Elder	Berlin	16-20, 20-24
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

Prior Members: (Since 1972)

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

* = Appointed to fill an unexpired term

HOUSING REVIEW BOARD

Reference: Public Local Law §BR 3-104

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting (policy)

Meetings: As Needed

Special Provisions: Immediate removal by Commissioners for failure to attend meetings.

Staff Support: Development Review & Permitting Department
Davida Washington, Housing Program Administrator - 410-632-1200
Ext: 1171

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Terms(s)</u>
Scott Tingle	D-4, Elder	Snow Hill	14-17-20, 20-23
Maria Campione-Lawrence	D-5, Bertino	Ocean Pines	*22-23
Felicia Green	D-2, Purnell	Ocean Pines	*21-24
Jake Mitrecic	D-7, Mitrecic	Ocean City	15-18-21, 21-24(resigning)
Keri-Ann F. Byrd	D-1, Abbott	Pocomoke	22-25
Debbie Hileman	D-6, Bunting	Ocean Pines	10-13-16-19-22-25
Don Furbay	D-3, Fiori	Ocean Pines	23-26

Prior Members:

Phyllis Mitchell	Wardie Jarvis, Jr. (96-03)	C.D. Hall 10-22
William Lynch	Albert Bogdon (02-06)	Chase Church (*19-22)
Art Rutter	Jamie Rice (03-07)	
William Buchanan	Howard Martin (08)	
Christina Alphonsi	Marlene Ott (02-08)	
Elsie Purnell	Mark Frostrom, Jr. (01-10)	
William Freeman	Joseph McDonald (08-10)	
Jack Dill	Sherwood Brooks (03-12)	
Elbert Davis	Otho Mariner (95-13)	
J. D. Quillin, III (90-96)	Becky Flater (13-14)	
Ted Ward (94-00)	Ruth Waters (12-15)	
Larry Duffy (90-00)	John Glorioso (*06-19)	
Patricia McMullen (00-02)	Sharon Teagle (00- 20)	
William Merrill (90-01)	Davida Washington (*21-21)	
Debbie Rogers (92-02)	Donna Dillion (08-22)	

* = Appointed to fill an unexpired term

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

ITEM 20

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

Appointed by: County Commissioners

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

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

Compensation: None

Meetings: At least semi-annually

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

Staff Contacts: Kim Moses, Public Information Officer, 410-632-1194
Roscoe Leslie, County Attorney, 410-632-1194

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Represents/Resides</u>	<u>Years of Term(s)</u>
Mark Wittmyer	At-Large	Business - Ocean Pines	15-19
David Massey ^c	At-Large	Business - Ocean Pines	09-13-17, 17-21
Bobbi Sample	Ocean Downs Casino	Ocean Downs Casino	17-indefinite
Mary Beth Carozza	Indefinite	Maryland Senator	14-indefinite
Wayne A. Hartman	Indefinite	Maryland Delegate	18-indefinite
Charles Otto	Indefinite	Maryland Delegate	14-indefinite
Roxane Rounds	Dist. 2 - Purnell	Resident - Berlin	*14-15-19, 19-23
Michael Donnelly	Dist. 7 - Mitrecic	Resident - Ocean City	*16-19, 19-23
Steve Ashcraft	Dist. 6 - Bunting	Resident - Ocean Pines	*19-20, 20-24
Kerrie Bunting	Dist. 4 - Elder	Resident - Snow Hill	*22-24
Mayor Rick Meehan ^c	At-Large	Business - Ocean City	*09-12-16-20-24
Bob Gilmore	Dist. 5 - Bertino	Resident - Ocean Pines	*19-21, 21-25
Matt Gordon	Dist. 1 – Abbott	Resident - Pocomoke	19-22, 22-26
Ivy Wells	Dist. 3 - Church	Resident - Berlin	22-26
Cam Bunting ^c	At-Large	Business - Berlin	*09-10-14-18-22-26

Prior Members:

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

Since 2009

Joe Cavilla (12-17)
James N. Mathias, Jr.^c (09-18)
Ron Taylor^c (09-14)
James Rosenberg (09-19)
Rod Murray^c (*09-19)
Gary Weber (*19-21)

Charlie Dorman (12-19)
Gee Williams (09-21)

* = Appointed to fill an unexpired term/initial terms staggered
^c = Charter Member

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 - Mike McClung - (410-632-3177)
Department of Public Works - Dallas Baker- (410-632-5623)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
George Dix	D-4, Elder	Snow Hill	*10-10-14-18, 18-22
John O'Brien	D-6, Bunting	Bishopville	*22-23
Granville Jones	D-7, Mitrecic	Berlin	*15-16-20, 20-24
Michelle Beckett-El Soloh	Town of Pocomoke City		*19-20, 20-24
Michael Pruitt	Town of Snow Hill		*22-24
Don Furbay	D-3, Fiori	Berlin	20-24
James Charles	Town of Berlin		21-25
Brain Scarborough	Town of Ocean City		21-25
Vaughn White	D-2, Purnell	Berlin	*19-21, 21-25
Bob Gilmore	D-5, Bertino	Ocean Pines	*21-22, 22-26
George Linvill	D-1, Abbott	Pocomoke	14-18-22-26

Prior Members: (Since 1994)

Ron Cascio (94-96)	Hugh McFadden (98-05)	Bob Donnelly (11-15)
Roger Vacovsky, Jr. (94-96)	Dale Pruitt (97-05)	Howard Sribnick (10-16)
Lila Hackim (95-97)	Frederick Stiehl (05-06)	Dave Wheaton (14-16)
Raymond Jackson (94-97)	Eric Mullins (03-07)	Wendell Purnell (97-18)
William Turner (94-97)	Mayor Tom Cardinale (05-08)	George Tasker (*15-20)
Vernon "Corey" Davis, Jr. (96-98)	William Breedlove (02-09)	Rodney Bailey *19
Robert Mangum (94-98)	Lester D Shockley (03-10)	Steve Brown *10-19
Richard Rau (94-96)	Woody Shockley (01-10)	Bob Augustine 16-19
Jim Doughty (96-99)	John C Dorman (07-10)	Michael Pruitt *15-19
Jack Peacock (94-00)	Robert Hawkins (94-11)	James Rosenburg (*06-19)
Hale Harrison (94-00)	Victor Beard (97-11)	Jamey Latchum *17-19
Richard Malone (94-01)	Mike Gibbons (09-14)	Hal Adkins (*20-21)
William McDermott (98-03)	Hank Westfall (00-14)	Mike Poole (11-22)
Fred Joyner (99-03)	Marion Butler, Sr (00-14)	
	Robert Clarke (11-15)	

* = Appointed to fill an unexpired term

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

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting expense allowance

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

Special Provisions: One member nominated by each County Commissioner

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

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)²</u>
Ruth Waters	D-6, Bunting	Bishopville	19-23
Elena Ake	D-3, Fiori	West Ocean City	*16-20, 20-24 (Released)
Josh Davis	D-5, Bertino	Berlin	*19-21, 21-25
Lauren Taylor	D-7, Mitrecic	Ocean City	13-17-21, 21-25
Kerrie Anne Bunting	D-4, Elder	Snow Hill	21-25
Gregory Purnell	D-2, Purnell	Berlin	14-18-22-26
Nola Tullar	D-1, Abbott	Pocomoke	23-27

Prior Members: Since 1972

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

* = Appointed to fill an unexpired term
 1 = Served on informal ad hoc committee prior to 1990, Committee abolished between 1995-1999
 2 = All members terms reduced by 1-year in 2003 to convert to 4-year terms

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

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

Appointed by: County Commissioners

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

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

Compensation: \$100.00/meeting

Meetings: Monthly or As-Needed

Special Provisions: Must be residents of Mystic Harbour Service Area

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

Current Members:

<u>Member's Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Martin Kwesko	Mystic Harbour	13-17, 17-21
Richard Jendrek ^C	Bay Vista I	05-10-14-18, 18-22
Matthew Kraeuter	Ocean Reef	19-22
Joseph Weitzell	Mystic Harbour	05-11-15-19, 19-23
Bruce Burns	Deer Point	19-23
David Dypsky	Teal Marsh Center	*10-12-16, 16-20, 20-24
Stan Cygam	Whispering Woods	*18-20, 20-24

Prior Members: (Since 2005)

John Pinnero ^C (05-06)	Carol Ann Beres (14-18)
Brandon Phillips ^C (05-06)	Bob Hunt (*06-19)
William Bradshaw ^C (05-08)	
Buddy Jones (06-08)	
Lee Trice ^C (05-10)	
W. Charles Friesen ^C (05-13)	
Alma Seidel (08-14)	
Gerri Moler (08-16)	
Mary Martinez (16-18)	

**WATER AND SEWER ADVISORY COUNCIL
WEST OCEAN CITY SERVICE AREA**

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

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

Number/Term: 5/4-year terms
Terms Expire December 31

Compensation: \$100.00/Meeting

Meetings: Monthly

Special Provisions: Must be residents/ratepayers of West Ocean City Service Area

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

Current Members:

<u>Member's Name</u>	<u>Resides/Ratepayer of</u>	<u>Terms (Years)</u>
Keith Swanton	West Ocean City	13-17, 17-21
Deborah Maphis	West Ocean City	95-99-03-07-11-15-19, 19-23
Gail Fowler	West Ocean City	99-03-07-11-15-19,19-23
Blake Haley	West Ocean City	*19-20, 20-24
Todd Ferrante	West Ocean City	13-17-21-25

Prior Members: (Since 1993)

Eleanor Kelly^c (93-96) Andrew Delcorro (*14-19)

John Mick^c (93-95)

Frank Gunion^c (93-96)

Carolyn Cummins (95-99)

Roger Horth (96-04)

Whaley Brittingham^c (93-13)

Ralph Giove^c (93-14)

Chris Smack (04-14)

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

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Elizabeth Rodier	D-3, Fiori	Bishopville	18-21(Resigned)
Hope Carmean	D-4, Elder	Snow Hill	*15-16-19, 19-22
Tamara White	D-1, Nordstrom	Pocomoke City	17-20, 20-23
Kris Heiser	Public Safety – State Attorney Office		21-24 (Resigned)
Susan Childs	D-6, Bunting	Berlin	21-24(Resigned)
Terri Shockley	At-Large	Snow Hill	17-20, 20-23
Laura Morrison	At-Large	Pocomoke	*19-20, 20-23
Crystal Bell, MPA	Health Department		*22-23
Judith Giffin	D-5, Bertino	Ocean Pines	*22-23
Dr. Darlene Jackson- Bowen	D-2, Purnell	Pocomoke	*19-21, 21-24
Kimberly List	D-7, Mitrecic	Ocean City	18- 21, 21-24
Gwendolyn Lehman	At-Large	OP, Berlin	*19-21, 21-24
Jocelyn Briddell	At-Large	Berlin	23-26
Coleen Colson	Dept of Social Services		19-22-25
Windy Phillips	Board of Education		19-22-25

Prior Members: Since 1995

Ellen Pilchard ^c (95-97)	Patricia Ilczuk-Lavanceau (98-99)	Catherine W. Stevens (02-04)
Helen Henson ^c (95-97)	Lil Wilkinson (00-01)	Hattie Beckwith (00-04)
Barbara Beaubien ^c (95-97)	Diana Purnell ^c (95-01)	Mary Ann Bennett (98-04)
Sandy Wilkinson ^c (95-97)	Colleen McGuire (99-01)	Rita Vaeth (03-04)
Helen Fisher ^c (95-98)	Wendy Boggs McGill (00-02)	Sharyn O'Hare (97-04)
Bernard Bond ^c (95-98)	Lynne Boyd (98-01)	Patricia Layman (04-05)
Jo Campbell ^c (95-98)	Barbara Trader ^c (95-02)	Mary M. Walker (03-05)
Karen Holck ^c (95-98)	Heather Cook (01-02)	Norma Polk Miles (03-05)
Judy Boggs ^c (95-98)	Vyoletus Ayres (98-03)	Roseann Bridgman (03-06)
Mary Elizabeth Fears ^c (95-98)	Terri Taylor (01-03)	Sharon Landis (03-06)
Pamela McCabe ^c (95-98)	Christine Selzer (03)	Vanessa Alban (17-22)
Teresa Hammerbacher ^c (95-98)	Linda C. Busick (00-03)	
Bonnie Platter (98-00)	Gloria Bassich (98-03)	
Marie Velong ^c (95-99)	Carolyn Porter (01-04)	
Carole P. Voss (98-00)	Martha Pusey (97-03)	
Martha Bennett (97-00)	Teole Brittingham (97-04)	

* = Appointed to fill an unexpired term

^c = Charter member

Prior Members: Since 1995 (continued)

Dr. Mary Dale Craig (02-06)	Michelle Bankert *(14-18)
Dee Shorts (04-07)	Nancy Fortney (12-18)
Ellen Payne (01-07)	Cristi Graham (17-18)
Mary Beth Quillen (05-08)	Alice Jean Ennis (14-17)
Marge SeBour (06-08)	Lauren Mathias Williams *(16-18)
Meg Gerety (04-07)	Teola Brittingham *(16-18)
Linda Dearing (02-08)	Jeannine Jerscheid *(18-19)
Angela Hayes (08)	Shannon Chapman (*17-19)
Susan Schwarten (04-08)	Julie Phillips (13-19)
Marilyn James (06-08)	Bess Cropper (15-19)
Merilee Horvat (06-09)	Kelly Riwniak *(19-20)
Jody Falter (06-09)	Kelly O'Keane (17-22)
Kathy Muncy (08-09)	Mary Mumford (*16-22)
Germaine Smith Garner (03-09)	
Nancy Howard (09-10)	
Barbara Witherow (07-10)	
Doris Moxley (04-10)	
Evelyne Tyndall (07-10)	
Sharone Grant (03-10)	
Lorraine Fasciocco (07-10)	
Kay Cardinale (08-10)	
Rita Lawson (05-11)	
Cindi McQuay (10-11)	
Linda Skidmore (05-11)	
Kutresa Lankford-Purnell (10-11)	
Monna Van Ess (08-11)	
Barbara Passwater (09-12)	
Cassandra Rox (11-12)	
Diane McGraw (08-12)	
Dawn Jones (09-12)	
Cheryl K. Jacobs (11)	
Doris Moxley (10-13)	
Kutresa Lankford-Purnell (10-12)	
Terry Edwards (10-13)	
Dr. Donna Main (10-13)	
Beverly Thomas (10-13)	
Caroline Bloxom (14)	
Tracy Tilghman (11-14)	
Joan Gentile (12-14)	
Carolyn Dorman (13-16)	
Arlene Page (12-15)	
Shirley Dale (12-16)	
Dawn Cordrey Hodge (13-16)	
Carol Rose (14-16)	
Mary Beth Quillen (13-16)	
Debbie Farlow (13-17)	
Corporal Lisa Maurer (13-17)	
Laura McDermott (11-16)	
Charlotte Cathell (09-17)	
Eloise Henry-Gordy (08-17)	

* = Appointed to fill an unexpired term

c = Charter member