

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, this October, Domestic Violence Awareness and Prevention Month, we stand with Life Crisis Center professionals to promote #1Thing to remind area residents that ending domestic violence starts with one small action, whether that is seeking help or sharing resources; and

WHEREAS, according to a Center for Disease Control study, 20 United States residents experience intimate partner physical violence every minute. That's 10 million victims of domestic violence each year. Together we can reinforce a zero-tolerance policy when it comes to abuse, listen to victims, and encourage those in abusive relationships to seek help.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby proclaim October as **Domestic Violence Awareness and Prevention Month** and commend Life Crisis professionals for offering an array of services to those impacted by domestic violence.

Executed under the Seal of the County of Worcester, State of Maryland, this 3rd day of October, 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

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PROCLAMATION

WHEREAS, the Commissioners join with the Eastern Shore Chapter of the National Federation of the Blind of Maryland to celebrate October 15, 2023 as White Cane Awareness Day, recognizing that the white cane is an essential tool that gives those who are blind the ability to live independently and to move freely and safely from place to place; and

WHEREAS, the white cane demonstrates and symbolizes the ability to achieve a full and independent life and the capacity to work productively in competitive employment. The white cane allows every blind person to participate in and contribute to their communities; and

WHEREAS, we urge motorists and cyclists to recognize that the law requires them to exercise appropriate caution when approaching a blind person carrying a white cane and remind employers to recognize the worth of blind individuals and to utilize their diverse employment skills in this increasingly competitive labor market.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, proclaim October 15, 2023 as **White Cane Awareness Day** in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 3rd day of October, in the Year of Our Lord Two Thousand and Twenty-Three.



Anthony W. Bertino, Jr., President

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PROCLAMATION

WHEREAS, the Commissioners join with the Worcester County Fire Marshal's Office and area fire agencies to recognize October as National Fire Prevention Month. The leading cause of kitchen fires is unattended cooking, and most cooking fires in the home involve the kitchen stove; and

WHEREAS, the National Fire Protection Association's 2023 campaign, *Cooking safety starts with YOU. Pay attention to fire prevention*, stresses cooking with caution: be on alert; stay in the kitchen while frying, boiling, grilling, or broiling food; use a timer when simmering and baking; and keep flammable items away from stovetops.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, proclaim October 8-14, 2023 as **Worcester County Fire Prevention Week** and recognize October as **National Fire Prevention Month**. Learn about safety and form a Family Action Plan at <https://www.nfpa.org/Events/Events/Fire-Prevention-Week>.

Executed under the Seal of the County of Worcester, State of Maryland, this 3rd day of October, in the Year of Our Lord Two Thousand and Twenty-Three.



Anthony W. Bertino, Jr., President

Madison J. Bunting, Jr., Vice President

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Diana Purnell



Worcester County Office of Tourism
104 West Market Street | Snow Hill MD 21863 | (410) 632-3110 | www.VisitMarylandsCoast.org

MEMORANDUM

Date: September 26, 2023

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

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

Re: FY24 Rural Maryland Prosperity Investment Fund (RIMPF) Grant Agreement (via Tri County Council)

Attached is the FY 24 RIMPF Grant agreement, which has been awarded to Worcester County Economic Development for the Skilled Trades, Agriculture, Tourism and Technology (STATT) Program through the Tri County Council for the Lower Eastern Shore.

The grant amount varies each year as it is a competitive process. For FY 24, Tri County Council has once again awarded the full \$100,000 requested for the Worcester County STATT Program. With this grant award and budgeted matching funds, we can execute the full program in coordination with Worcester County Public Schools and Career and Technology Education (CTE) as well as offer internships that will be made available in businesses relative to Skilled Trades, Agriculture, Tourism and Technology throughout the county.

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

Kindly let me know if you have any questions.

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

Attachments

Insert H

**Worcester County STATT (Skilled Trades, Agriculture,
Technology, and Tourism)**

Point of Contact: Nancy Schwendeman, Workforce Development Specialist

Organization Name: Worcester County Office of Tourism and Economic
Development

Address: 107 West Green Street, Snow Hill MD 21863

Telephone: (410) 632-3112

Email: nschwendemann@co.worcester.org

URL: <https://www.marylandscoast.org/>

RMPIF Budget: \$100,000.00

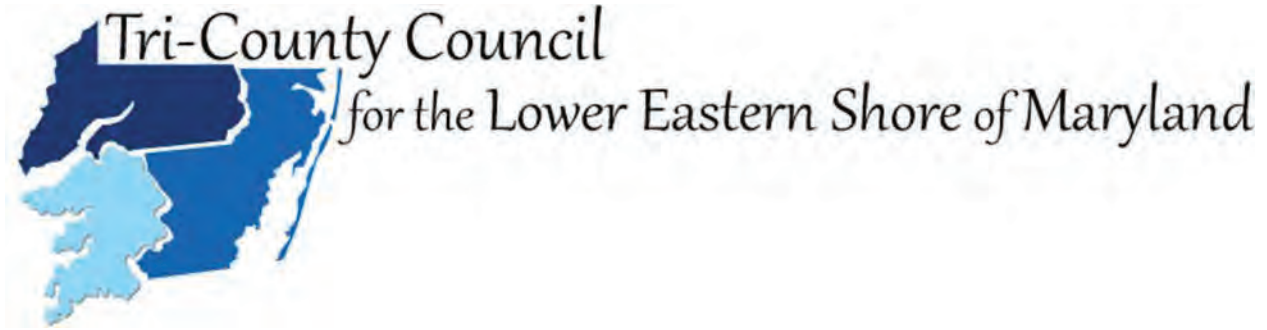


Exhibit A: Cover Sheet (Please use as a cover sheet for your proposal, and each subsequent progress report.

Organization Information

Organization Name: Worcester County Office of Tourism and Economic Development	
Address: 107 West Green Street, Snow Hill, MD 21863	
Contact Person: Nancy Schwendeman	Title: Workforce Development Specialist
Phone: (410) 632-3112	Email: nschwendeman@MarylandsCoast.org

Type of Funding: Rural Maryland Prosperity Investment Fund

Organization Type: Non-Profit Government Private for Profit

Project Name: Worcester Co. STATT (Skilled Trades, Ag., Tech., & Tourism)

Grant Amount: \$ 100,000.00

Matching Funds Secured: \$ 100,000.00

Please specify attachments below:

Exhibit B Proposal Exhibit C Interim Report Exhibit C Final Report

Be sure to include the correct forms for the applicable program(s). Reports should be typed in 12-point font (Times New Roman, Calibri, or similar) single spaced, with one inch margins on all sides.

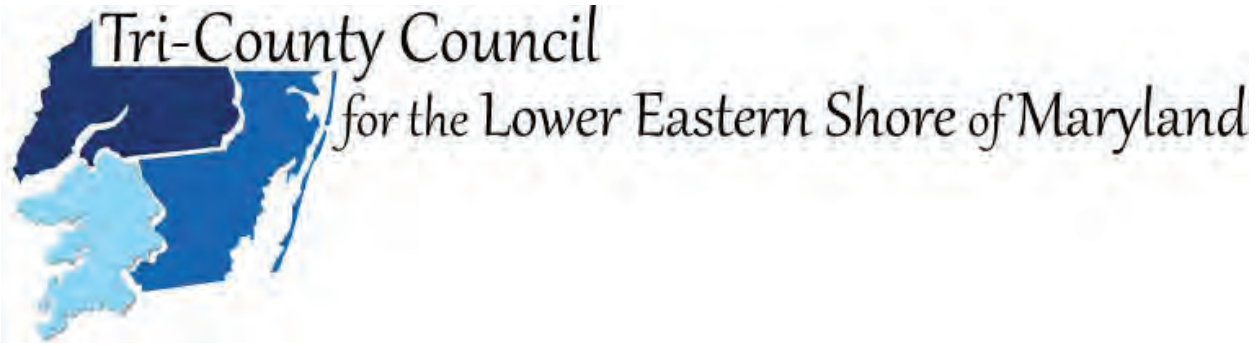


Exhibit B (Please cover this form with Exhibit A)

SUBGRANT PROPOSAL FORM

PROPOSAL INFORMATION

County(ies) Served: Somerset Wicomico Worcester

Other – Explain:

Project/Program Name: Worcester Co. STATT (Skilled Trades, Ag., Tech., & Tourism)

ESTIMATED FY²⁴ FUNDING REQUEST*

Total funding amount requested for preparation activities:	
Total funding amount requested for program activities:	\$ 100,000.00
Estimated Number of Individuals served:	135-145
Estimated Cost Per Participant if applicable:	

***Because funding allocations are unknown, respondents are asked to provide a “best guess” proposal. Selected providers will have the opportunity to negotiate final participant counts and budgets once the actual funding levels are announced*

APPLICATION NARRATIVE: (Complete Sections 1-8 for sub-grant proposal)

1. Summarize the program to be provided, delineating specific goals to be addressed.

The Worcester Skilled Trades, Agriculture, Technology and Tourism (STATT) Internship is a work-based learning experience that will provide high school students and recent graduates from Worcester County an opportunity to explore STATT related careers via paid out-of-school internships, co-sponsored by Worcester County and Tri-County Council/RMPIF. STATT Internships aim to support local employers in the skilled trades, agriculture, technology and tourism sectors of Worcester County's economy by sponsoring motivated students for subsidized employment positions. By providing employers with funding per intern (amount TBD), the employers are able to host the intern through an introductory employment at no cost to the STATT business. STATT Internships provides valuable economic investment in Worcester County by engaging student interns in mentoring services and on-the-job training to launch their career with local STATT employers, while fostering the personal and professional skills essential to their success in the 21st century workforce.

There will be robust summer academics (STATT Camps) held at the Worcester Technical High School (WTHS) for middle and high school students (rising 8th - 12th grade) to explore various aspects of STATT related industries and get hands-on experience. Middle school students will also be able to explore WTHS offerings and make informed decisions on what path to take (especially for a 4-year program).

The program connects Worcester County STATT businesses with the future workforce and provide opportunities for classroom studies to be applied to real life tasks. Campers are exposed to a variety of pathways including biomedical engineering, lasercutting, robotics & drones, culinary arts, digital art & illustration, 3D printing, carpentry, fire science, agriculture science, welding, coding and make-up artistry. Aspects of the curriculum develops career readiness skills for high school students pursuing STATT fields of study. Camp students will also be going out in the field to witness and partake in activities they will learn during their sessions. For example, students will spend a day on a working farm to put into practice what they have learned in agricultural science.

The technology portion of the program interacts with NASA Wallops Flight Facility (WFF) to build a strong connection between local students and the regional engineering community. We aim to place a student and/or teacher intern with NASA. The teacher intern will be able to bring back the knowledge and experience gained and share with the students, able to build aspects of the internship into teaching.

New this year, we would like to continue our STATT opportunities into the WCPS Afterschool Academies throughout the school year. Offering(s) provided in the summer STATT Camp will be provided to schools for (3) 8-week afterschool sessions. This will provide the same hands-on experiences provided in the summer STATT Camp to an additional 30-45 secondary students.

Please note that unlike last year's proposal which included funding for in-school internships, it is not included in this proposal. With the new funding for schools provided from the "Blueprint for Maryland's Future", we feel the grant money can be re-directed to other benefits for the students.

2. How will this project benefit the area(s) identified?

Worcester County Students: The summer STATT Camp is designed to offer rising 8-12th graders an opportunity to learn about local STATT career options and internship opportunities; receive mentorship and guidance to achieve employment to local STATT careers through education and internships; directly experience the connection between academics and career opportunities; receive professional development to strengthen valuable career and life skills; and gain valuable work experience. The integration of the summer STATT Camp into the WCPS Afterschool Academies will also allow us to provide the STATT experiences over a longer period of time to additional students. We will partner with the Board of Education and Worcester Technical HS for curriculum development and delivery. Without the funding this grant provides, the students would not have the opportunity these STATT Camps provide.

Worcester County Local Business Community: The Worcester County businesses will benefit with the opportunity to engage directly with local students; recruit their future workforce; connect with local students who are more likely to stay in Worcester County long-term; invest in their future workforce by providing on-the-job experience; gain access to high quality labor for up to 120 hours and the ability to hire, train, and pay interns as employees during an introductory period. We will also engage with the local business community for site visits, guest speaker appearances/hands on demonstration as well as industry specific instruction (for summer academy).

Worcester County: The County invests in its future for fostering local students' interest in local careers; maximizes use of the WTHS facility; safeguards against deficiencies in the workforce in critical skilled trade areas; supports local agriculture and tourism industry employers; creates job opportunities for youth by connecting future interns with local employers; invests in its future workforce by fostering local interest in local careers; supports the business community by subsidizing new employee training; recruits promising local students to fill vacancies in critical Worcester industries.

3. Describe how your organization has the ability to operate the requested programs. You may include examples of current or past projects with like or similar scope. Will you be leveraging other resources for the project? If so, please explain, Specify all match funding secured for this program and delineating source as federal, local, government/business and industry/community college/other (including waived indirect costs). These amounts should also be recorded in the proposed operational budget.

Over the past few years, we have established an excellent relationship and partnership with the Board of Education. The STATT Program will once again be administered in collaboration with the Worcester County Board of Education, Worcester Technical High School, and the Worcester County Public Schools (WCPS) Afterschool Academies. The STATT Program is an expansion of the existing STEM Program with the objective to reach our Worcester County middle and high school students interested in the skilled trades industries as well as Science,

Technology, Engineering, and Math. We feel combining these programs will deliver a comprehensive variety of industry tracks relative to the landscape of Worcester County's Economy. Starting in middle school through high school, various opportunities will be offered in the form of summer academics, afterschool academies, career prep and out-of-school internships.

Worcester County Economic Development is looking to include private corporate business partnerships. The private sector business partnerships would increase our outreach to our high school students and recent graduates by being guest speakers at the camps as well as host employers for the interns. It is still our goal to collaborate with the private sector as well as having a full-time Workforce Development Specialist to facilitate these relationships. Worcester County has budgeted a 100% match of funding to support these efforts.



4. Delineate the number of jobs to be created/retained during this grant period. If none, please explain.

The STATT Program is designed to introduce Worcester County Students to the Skilled Trades, Agriculture, Technology-based careers and Tourism industries. Our out-of-school internship program is available to Worcester County Students. This program is open to any Worcester County student, from both private and public schools. Our goal is to provide career exploration, coaching and create jobs for our students approaching graduation and recent high school graduates.

The middle and high school STATT Camps and After School Academies will also be providing instruction based on selected pathways, career exploration and soft skills preparing students for their potential selection of courses of study at the Worcester Technical High School.

5. Report number of services to be delivered.

The STATT out-of-school Internship Program (professional work experience in STATT related fields).

Summer STATT Camp (career exploration and exposure, and skills training for youth).

NASA Student and/or Teacher Internship (receive an amazing experience to bring back to the students).

STATT Leadership (several students who have participated in the summer academy in the previous year, come back to assist and mentor).

WCPS Afterschool Academies (career exploration and exposure, and skills training for youth).

6. Report the number of instructional hours to be delivered if applicable.

Worcester County STATT out-of-school Internship Program provides up to 120 hours of work experience and on-the-job training.

Worcester County STATT Summer Camp allows for 32 hours of teacher preparation, planning and curriculum writing and 65 hours of direct instruction with students.

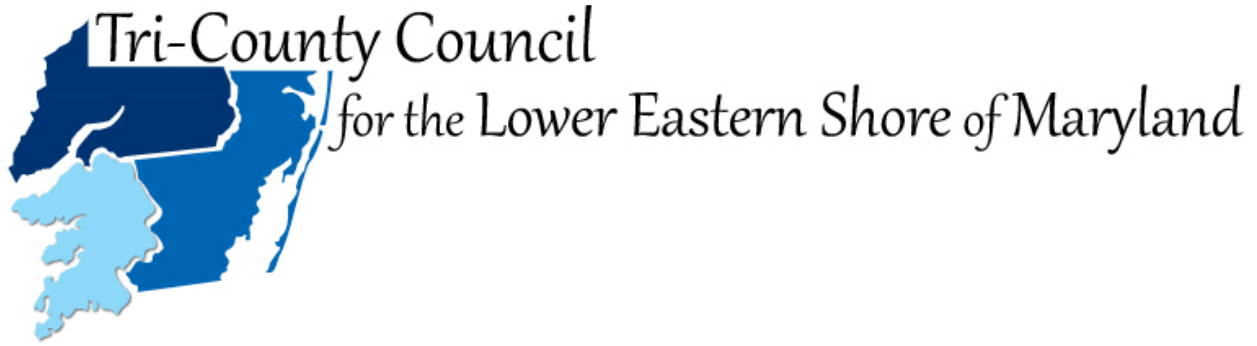
The NASA Student Internship will provide on-the-job instruction along with work experience of 40 hours/week for 10 weeks.

The NASA Teacher Internship will provide on-the-job instruction along with work experience of 40 hours/week for 8 weeks.

The WCPS Afterschool Academy extension will provide an additional 48 hours per session, for a total of 144 hours of direct instruction with students throughout the 2023-24 school year.

7. What goals and measurable outcomes are expected to be achieved in the program?	
Goal	Measurable Objective
<p>1. The STATT out-of-school Internship Program: To match students with STATT employers for internship opportunities at no cost to the employer and to ensure the internship becomes continued employment beyond the up to 120 hours.</p>	<p>1. Meet the goal of at least 5-9 high school students and recent graduates accepting out-of-school internship positions. Assess relevant skills gained pre and post internship by conducting site visits, review weekly intern reports and conduct intern and employer surveys. Offer of FT or PT employment beyond internship.</p>
<p>2. The summer STATT Camp will provide rising 8th-12th graders with hands-on exposure and exploration to local skilled trades and technology businesses in our area.</p>	<p>2. To ensure the summer STATT Camp provides instruction in various skilled trades and technology pathways. In addition, each STATT pathway (in summer academy) a culminating skills assessment at the end of each pathway. The objective is for 100% of students to score an 80% or higher on the skills assessment.</p>
<p>3. The WCPS Afterschool Academies program will extend the hands-on exploration of local skilled trades and technology offerings from the summer STATT Camp throughout the school year, in (3) 8-week sessions.</p>	<p>3. Similar to summer STATT Camp, the WCPS Afterschool Academies will provide a skills assessment at the of the 8-weeks. The objective is for 100% of students to score an 80% or higher on the skills assessment.</p>
<p>4. NASA Student and/or Teacher Internship Program: Work closely with NASA representative to find a strong Worcester County candidate to fill their internship qualifications. Ensure the candidate has a positive and fulfilling experience to share knowledge or further their career path.</p>	<p>4. Work with the NASA representative to assess the intern’s performance throughout the internship. Review weekly intern reports and conduct intern and mentor surveys. For student intern – an offer of PT or FT employment beyond internship. For the teacher intern – adding their experience into curriculum to teach/share with students.</p>

8. RMPIF PROGRAM BUDGET – PROPOSED AND CONTINGENT UPON FUNDING			
DO NOT USE COMMAS IN YOUR DOLLAR FIGURES			
RMPIF BUDGET	RMPIF Program Expenses	Value of in-kind or leveraged resources	Explanation
RMPIF Staff Wages	\$ 43,008.00	\$ 30,000.00	Summer STATT camp teachers, EA's, a possible ReStart student worker, Afterschool teachers, program management & facilitation including evaluations & reporting.
RMPIF Staff Fringes	\$ 5,840.00	\$ 0.00	Salary fixed charges for benefits.
RMPIF Travel	\$ 0.00	\$ 1,500.00	Transportation stipend for interns.
RMPIF Participant Training	\$ 0.00	\$ 13,500.00	Internship expenditures for on-the-job training
RMPIF Supplies	\$ 34,900.00	\$ 40,000.00	Materials of instruction for Summer STATT Camp & afterschool academies.
RMPIF Contractual	\$ 16,252.00	\$ 15,000.00	Bus contractors for daily transportation to & from the summer & school year program, field trip transportation, breakfast & lunch for each day for students & staff, stipends for lunch-n-learn contracted presenters.
RMPIF Other	\$ 0.00	\$ 0.00	
Total	\$ 100,000.00	\$ 100,000.00	



Notice of Grant Award and Agreement

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

Fiscal Year:

Program/Project Name:

Grant Amount:

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

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

Grantee:

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

_____	_____	_____
Authorized Signature	Print Name	Date

	Witness Signature	

Grantor:

_____	_____	_____
Authorized Signature	Print Name	Date

	Witness Signature	

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

Sub-grantee Terms of Agreement

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

Responsibilities of sub-grantees:

1. Awardee is required to execute the sub-grant agreement for disbursement of FY24 funds through the Tri-County Council for the Lower Eastern Shore of Maryland.
2. Requisition full funding for operations upon executive of grant.
3. Use funds to meet deliverables specified in the approved final sub-grant proposal and agreement. Significant changes in the scope of work are not permitted. Minor changes that adhere to the original intent of the grant and maintain the essential integrity of the grant's purpose may be allowed, provided the Grantor and Administering Agency approve such changes as consistent with the Board's intent.
4. Performance under this agreement commences on execution of grant and continues until agreed upon services are completed, but in any case no later than June 30, 2024.
5. TCCLES will provide you Exhibit A and Exhibit C templates to complete the interim and final reports. Include documentation in PDF form to support expenses reported in Item 7 and in Item 8 (if this is an interim report) any remainder expenses. Any over payment or unspent funds must be reported promptly and returned to the Tri-County Council prior to the final report. Complete and submit programmatic and financial reports for the interim and final period on the following dates:
 - a. Interim Reports should cover July 1, 2023 – December 31, 2023. Reports are to be submitted to TCCLES no later than January 9, 2024.
 - b. Final Reports should cover January 1, 2024 – June 30, 2024. Reports are to be submitted to TCCLES no later than July 8, 2024
6. By signing the Sub-grant agreement, recipient certifies that compliance with all applicable federal, state, and local law, including laws relating to discrimination in employment. Recipient also certifies compliance with Maryland's policy concerning drug and alcohol free work places, as set forth in COMAR 01.01.1989.18 and 21.11.08 and shall remain in compliance through the term of this agreement.
7. Upon occurrence of default of any terms of this agreement, Tri-County Council of the Lower Eastern Shore (TCCLES) shall have the right to terminate this Agreement by written notice to the Sub-grantee. In the event of termination, TCCLES may require the Sub-grantee to repay with 30 days of receipt of written notice of default all grant funds, which have been disbursed, to Sub-grantee, the Sub-grantee shall have no right to receive any undisbursed grant funds. In addition, the TCCLES may at any time proceed to protect and enforce all rights available to TCCLES by suite in equity, action at law, or by any other appropriate proceedings, which rights and remedies shall survive the termination of this Agreement.

Acknowledgement

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

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



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



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

DALLAS BAKER JR., P.E.
 DIRECTOR

CHRISTOPHER CLASING, P.E.
 DEPUTY DIRECTOR

MEMORANDUM

TO: Weston S. Young, P.E., Chief Administrative Officer
 Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM: Christopher S. Clasing, P.E., Deputy Director *Chs Cf*
DATE: September 25, 2023
SUBJECT: Request for Public Hearing for St. Martin's by the Bay

Public Works is requesting a public hearing for the St. Martin's by the Bay Community Water Project. US Department of Agriculture (USDA) requires a public hearing as part of the funding application process. The project proposes to replace the community's private supply well and distribution system by connecting the community to the Ocean Pines water system. Fifty-four (54) residential EDU's will be served by extending an existing 8" water main along Beauchamp Road to St. Martin's Parkway and back into the community. There are no commercial connections planned as part of this project. The connection to Ocean Pines will alleviate concerns about salt water intrusion into the private well, provide fire flow protection (including new hydrants), and eliminate water shortage issues that have occurred since the system was installed in 1984.

Proposed water usage for the 54 homes is estimated at 250 gallons per day (gpd) for a total of 13,500 gpd. The Ocean Pines system is capable of producing 1.5 Million gpd (MGD) and is currently averaging 1.16 MGD, leaving 343,000 gpd of capacity which is enough to serve St. Martin's by the Bay.

The cost estimate for the project is \$2,519,000 for design and construction as of August 2023. This project will be funded via a USDA grant in the amount of \$1,024,00 and a USDA loan in the amount of \$1,495,000. The awarded USDA loan has a 40-year term and with a 3% interest rate which puts the quarterly payment at approximately \$16,076. Divided between the 54 homes served by this project gives a debt repayment of \$298 per home per quarter plus another \$94 for the Domestic base fee and consumption fee, making an estimated quarterly water bill of \$392. Upfront EDU costs for this district are \$3,600 per EDU.

USDA requires notices for Public Hearings be advertised ten (10) days prior to the hearing. Copies of the notice advertisement and approved hearing minutes must be included as part of the funding application to USDA.

Please let me know if there are any questions.

Attachments

cc: Dallas Baker
 Phil Thompson
 Jessica Wilson
 Barb Hitch



PUBLIC INFORMATION REQUIREMENTS WEP

7 CFR 1780.19 Public Information

- (a) **Public notice of intent to file an application with the Agency.** Within 60 days of filing an application with the Agency the applicant must publish a notice of intent to apply for a RUS loan or grant. The notice of intent must be published in a newspaper of general circulation in the proposed area to be served.
- (b) **General public meeting.** Applicants should inform the general public regarding the development of any proposed project. Any applicant not required to obtain authorization by vote of its membership or by public referendum, to incur the obligations of the proposed loan or grant, must hold at least one public information meeting. The public meeting must be held not later than loan or grant approval. The meeting must give the citizenry an opportunity to become acquainted with the proposed project and to comment on such items as economic and environmental impacts, service area, alternatives to the project, or any other issue identified by Agency. To the extent possible, this meeting should cover items necessary to satisfy all public information meeting requirements for the proposed project. To minimize duplication of public notices and public involvement, the applicant shall, where possible, coordinate and integrate the public involvement activities of the environmental review process into this requirement. The applicant will be required, at least 10 days prior to the meeting, to publish a notice of the meeting in a newspaper of general circulation in the service area, to post a public notice at the applicant's principal office, and to notify the Agency. The applicant will provide the Agency a copy of the published notice and minutes of the public meeting. A public meeting is not normally required for subsequent loans or grants which are needed to complete the financing of a project.

[https://www.ecfr.gov/current/title-7/subtitle-B/chapter-XVII/part-1780#p-1780.19\(a\)](https://www.ecfr.gov/current/title-7/subtitle-B/chapter-XVII/part-1780#p-1780.19(a))

SAMPLE NOTICE OF INTENT AND PUBLIC MEETING NOTICE

The Organization's Name will file/has filed an application with the USDA Rural Development for financial assistance to develop Identified Project. A public information meeting for comments will be held at Time on Date at Location, to discuss the proposed project and to provide the opportunity for public comment.



PUBLIC INFORMATION CONFIRMATION

1. Applicant required to obtain authorization by

by public referendum

Date of referendum

Attach documentation

2. Applicant not required to obtain authorization by vote of its membership or by public referendum, will hold at least one public information meeting.

a. The public meeting must be held not later than loan or grant approval.

b. The meeting must give the citizenry an opportunity to become acquainted with the proposed project and to comment on such items as economic and environmental impacts, service area, alternatives to the project, or any other issue identified by Agency.

c. To the extent possible, this meeting should cover items necessary to satisfy all public information meeting requirements for the proposed project.

d. To minimize duplication of public notices and public involvement, the applicant shall, where possible, coordinate and integrate the public involvement activities of the environmental review process into this requirement.

e. The applicant will be required, at least 10 days prior to the meeting, to publish a notice of the meeting in a newspaper of general circulation in the service area, to post a public notice at the applicant's principal office, and to notify the Agency.

f. The applicant will provide the Agency a copy of the published notice and minutes of the public meeting.

g. A public meeting is not normally required for subsequent loans or grants which are needed to complete the financing of a project.

_____ Date of Meeting. Attach documentation



Worcester County Administration

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

MEMORANDUM

TO: Worcester County Commissioners
FROM: Candace Savage, Deputy Chief Administrative Officer
DATE: September 28, 2023
SUBJECT: DHCD PRO Housing Grant Letter of Support Request

Maryland Department of Housing and Community Development has requested a letter of support for their PRO Housing grant application. The grant would create a roadmap to comply with HUD's reporting criteria to be eligible for funding opportunities, conduct data analysis on zoning restrictiveness and other housing barriers, and provide assistance to address the barriers to fair housing identified. Worcester County was identified as a priority area that could benefit from this grant opportunity.

Grant Overview

- \$85m available for 20 awards (\$4.1m avg)
- Award ranges from \$1m to \$10m, for a ~6yr period of performance
- Focuses on funding projects that intend to take a transformative change to affordable housing production through systematic reforms
- Heavily focuses on land use reforms, not on individual projects or construction
- The AFFH component of this grant centers on ensuring that affordable housing is deconcentrated and that disadvantaged communities have access to high-resource communities

DHCD's goals for the PRO Housing Application

1. Create statewide analyses that are:
 - a. replicable for local jurisdictions
 - b. useful for local jurisdictions
2. Leverage this funding opportunity for priority jurisdictions in the state that do not have the internal capacity to apply for or manage the grant award
3. Maximize the benefit of this funding opportunity for as large a geography in the state as possible
4. Use this funding award to inform future data-driven interventions to reduce regulatory barriers to housing development across the state

Scope of Application: Reduce Impediments to Fair Housing

- Create a statewide roadmap to (1) identify impediments to fair housing; (2) alleviate impediments to fair housing
 - Create roadmap for jurisdictions to comply with HUD's draft change to the Affirmatively Furthering Fair Housing reporting criteria to be eligible to receive funding (CDBG, HOME, Trust Fund, etc.)
 - Conduct data analysis statewide on zoning restrictiveness, residential permitting barriers, residential segregation by income and race, areas of opportunity, and access to housing for protected classes. Intention is for data to be publicly available and downloadable by sub-geography.
 - Conduct technical assistance for jurisdictions to address the primary barriers to fair housing identified

Scope of Application: Pool of Local Funding

- The state would use PRO Housing funds to create a competitive funding pool for local jurisdictions. Eligible activities may include:
 - Conduct their own affirmatively furthering fair housing analysis
 - Amend zoning code to address issues identified through the fair housing analysis
 - Analysis of local permitting challenges and funding to reform permitting processes to expedite affordable housing reviews
- The competitive local funding pool will focus on jurisdictions identified in the NOFO as “priority areas” to:
 - (1) Acknowledge that many of our highest need jurisdictions have not had individual capacity to apply for this grant
 - (2) Maximize the available competitive funding points
- *Priority Counties: Anne Arundel, Allegany, Howard, Montgomery, Prince George’s, Queen Anne’s, Worcester*

Request: Letter of Support

- We are requesting a letter of support that addresses the following (template pending):
 - A brief overview of the efforts your jurisdiction has taken to reduce barriers to affordable housing via zoning and permitting reform (if applicable) or other tactics
 - An interest in statewide efforts to identify barriers to affordable housing, particularly in communities of opportunity
 - Your jurisdiction's interest in applying for funding through this grant to support a fair housing analysis and zoning and permitting reform



Worcester County Administration

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

MEMORANDUM

TO: Worcester County Commissioners
FROM: Candace Savage, Deputy Chief Administrative Officer
DATE: September 26, 2023
SUBJECT: Eastern Shore Natural Gas Letter of Support

Chesapeake Utilities the parent company of Eastern Shore Natural Gas Company is seeking a letter of support for a new liquefied natural gas storage facility in Bishopville, MD.



WORCESTER RESILIENCY UPGRADE

FERC Docket No. CP23-536-000

PROJECT OVERVIEW

The Worcester Resiliency Upgrade will consist of a new liquefied natural gas storage facility in Bishopville, Maryland, with five low-profile horizontal storage tanks set adjacent to an existing industrial area. Additional pipeline looping and upgrades to existing meter and regulator stations will enable Eastern Shore to provide critical natural gas service to customers during the peak winter heating season. This facility will reliably serve natural gas demand needs similar to many other facilities operating in the United States.

PROJECT DETAILS

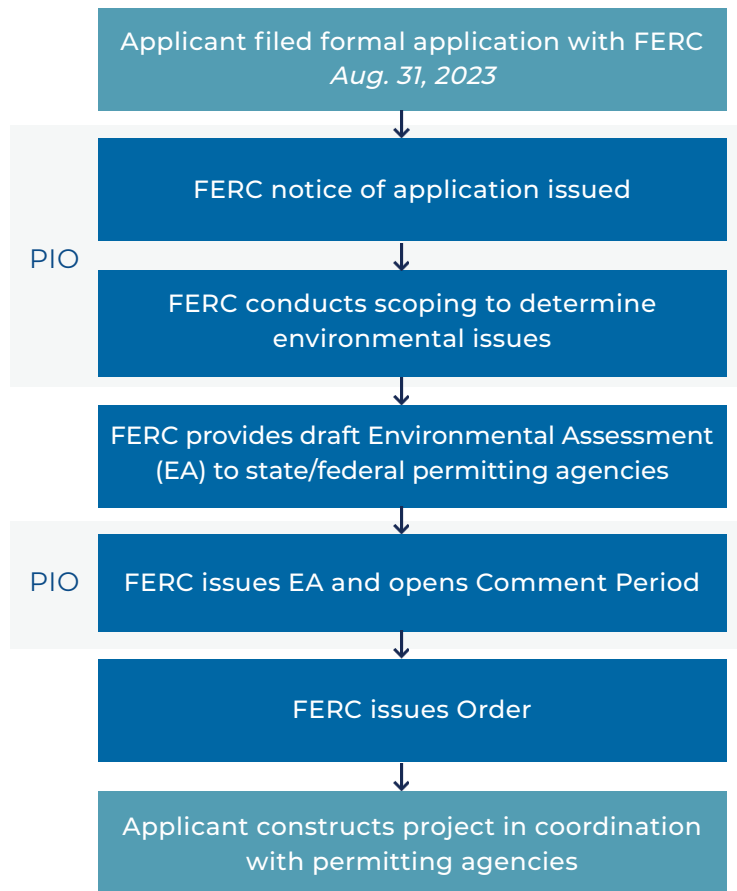
- ▶ Five 100,000-gallon horizontal storage tanks with 14,000 Dth/day of send out capacity
- ▶ Located on a 135+/- acre rural parcel, adjacent to an active existing asphalt plant in Bishopville, Maryland
- ▶ Includes pipeline looping: Delmar (Sussex County, Delaware); Delmar (Wicomico County, Maryland), upgrades to three existing meter and regulator stations: Selbyville (Sussex County, Delaware); Berlin (Worcester County, Maryland); and Thompson (Somerset County, Maryland) and upgrades to the existing Millsboro Pressure Control Station with pipeline tie-in (Sussex County, Delaware).

Federal Energy Regulatory Commission (FERC)

FERC is the agency that regulates the interstate transmission of natural gas, oil and electricity.

Process for Natural Gas Certificates

PIO = Public Input Opportunities



COMMUNITY ENGAGEMENT

Eastern Shore will hold public sessions to provide additional information and solicit community feedback on the Project.

Toll-Free Project Hotline: 1-844-366-3764

Comments and Questions? Email: WorcesterResiliencyUpgrade@esng.com



A subsidiary of Chesapeake Utilities Corporation



September 29, 2023

Ms. Kimberly D. Bose, Secretary
Federal Energy Regulatory Commission
888 First Street, N.E.
Washington, DC 20426

RE: Eastern Shore Natural Gas Company
Docket No. CP23-536-000
Anthony W. Bertino, Jr., President, Worcester County Board of
Commissioners Comments in Support of Worcester Resiliency Upgrade

Dear Secretary Bose:

On August 31, 2023, Eastern Shore Natural Gas Company (Eastern Shore) submitted an application in Docket No. CP23-536-000 for approval to construct the Worcester Resiliency Upgrade (Project). I urge the Commission to issue an order approving the Project by December 1, 2024. The Project is designed to meet Eastern Shore's customer demands to serve markets on the lower Delmarva peninsula, including Worcester County, Maryland, in a timely, cost-effective, efficient, and environmentally sensitive manner that minimizes incremental temporary and permanent impacts.

The Project will help to ensure a reliable and affordable source of energy for local businesses and residents. The Project will also protect customers from future weather-related supply disruptions and will enhance energy availability to a growing customer base of residents and local businesses by further reinforcing Eastern Shore's existing infrastructure.

Eastern Shore has safely and reliably served the natural gas transportation needs of the Delmarva Peninsula since 1959 and, as the only interstate natural gas pipeline serving the region, is an important community partner. Eastern Shore is committed to improving the communities it serves and has designed the Project to benefit the residents and businesses of the Delmarva Peninsula. Accordingly, I encourage the Commission to expeditiously review and approve Eastern Shore's application.

Respectfully submitted,

Anthony W. Bertino, Jr.
President, Worcester County Board of Commissioners



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: September 25, 2023
RE: MDOT – Surplus Property

I recently received three attached letters and information from Ms. Mashel Wakil, Real Property and Clearance Program Coordinator, for the Maryland Department of Transportation (MDOT), indicating their intent to dispose of certain surplus properties. Before disposing of the properties, MDOT must notify the local jurisdiction and give them an opportunity to request additional information or express an interest in acquiring the property. Since the letters were sent to the wrong individual, an extension was granted via email through October 3, 2023, to allow the County Commissioners time to consider each request. Based upon my reviews, I have the following comments to provide:

MC# 23-1130 – former Donald L Shockley property

The subject property consists of an unimproved 1.53-acre parcel of land on the westerly side of US Route 113, approximately 0.35 miles north of Timmons Road in Snow Hill. The property is shown on Worcester County Tax Map 56 as Parcel 33 with a physical address of 5809 Worcester Highway. The current zoning is A-1 Agricultural District. The former dwelling was demolished as part of the US Route 113 dualization project.

MC# 23-1131 – former Bunting, et ux properties

The subject properties consist of two adjoining, unimproved lots containing 0.466 acres (Lot 1) and 1.182 acres (Lot 2) respectively. These lots are located on the easterly side of US Route 113, approximately 125 feet north of Porters Crossing Road in Newark. The properties are shown on Worcester County Tax Map 56 as Parcel 91, Lots 1 and 2. The current zoning is A-1 Agricultural District. The lots were acquired as part of the US Route 113 dualization project. Both lots are subject to a 74.69’ wide perpetual easement area for the drainage facility and access which significantly limits the use of Lot 1, however it could be formally consolidated with Lot 2. The available land is congruently farmed with the surrounding property.

MC# 23-2836 – former Beverly Dryden Wilkerson properties

This request consists of two separate, unimproved lots containing 1.83 acres (Lot 2A) and 1.745 acres (Lot 3) respectively. These lots are located on the easterly side of US Route 113, approximately 75 feet south of Porters Crossing Road in Newark. The properties are shown on Worcester County Tax Map 56 as Parcel 75, Lots 2A and 3. The current zoning is A-1 Agricultural District. The lots were acquired as part of the US Route 113 dualization project. Both lots are subject to a 74.69’ wide perpetual easement area for the drainage facility. According to the notes provided in the Salient Fact Sheet,

ITEM 6

MDOT has determined that these parcels are legally landlocked, so they propose to offer conveyance of the lots to the adjoining property owner. The available land is congruently farmed with the surrounding property.

Upon review of all the subject properties, I do not see any real use that the County may have for the properties. Should the County Commissioners concur, I will be happy to notify MDOT.

As always, I will be available to discuss these matters at an upcoming meeting.



Wes Moore
Governor
Aruna Miller
Lieutenant Governor
Paul J. Wiedefeld
Secretary

July 26, 2023

SENT BY ELECTRONIC MAIL

Mr. Edward A. Tudor
Director, Development Review
Worcester County Government Center, Room 1201
One West Market Street
Snow Hill MD 21863

Dear Mr. Tudor:

The Maryland Department of Transportation The Secretary's Office (MDOT TSO) proposes the sale of MC# 23-1130 identified as the former Donald L. Shockley, property, Item No. 108834 and further described in the attached Salient Fact Sheet with Property Plat, Tax and Location Maps.

In accordance with Maryland Department of Transportation Policy and Procedures, before proceeding with any other sales activity, we will allow you a period of **60 days** to review the attached information, request additional information and to notify us of your interest, in writing, concerning the property as offered. This review period shall expire on **Monday, September 25, 2023** without further notice. Please be aware that in most cases an interest in the property would require the purchase of the property based on an appraised value or, in a few cases, a cost plus interest basis. Additionally, we are not interested in a conveyance or any exchange basis.

Should you have an interest in acquiring the subject property, please contact this office, in writing, on or before the expiration of the review period. Any other extension for your consideration of this property must be requested, in writing, within the review period and shall be subject to specific written approval from this office.

If you have no interest in the property, please notify the following individual at your earliest convenience. In either case, we request you provide all responses to:

Ms. Mashel Wakil
Real Property and Clearance Program Coordinator
Office Of Real Estate & Economic Development
Maryland Department of Transportation
7201 Corporate Center Drive, MS 470
Hanover, MD 21076
Phone: 410-865-1273
email: mwakil@mdot.maryland.gov

If you have any questions or need additional information, please do not hesitate to contact me at 410-865-1273 or via email at mwakil@mdot.maryland.gov.

Sincerely,

Mashel Wakil

Mashel Wakil
Real Property and Clearance Program Coordinator
Office of Real Estate and Economic Development

ATTACHMENTS

- Salient Fact Sheet
- Plat No. 60358
- Location Map
- Tax Map
- Aerial Photos

cc: Mr. David Zaidain, Chief, Office of Real Estate and Economic Development, Maryland
Department of Transportation The Secretary's Office

Salient Fact Sheet

Conveyance of Real Property

Maryland Department of Transportation The Secretary's Office
Office of Real Estate & Economic Development

Date of Preparation: June 2, 2023 **Refer to MC #:** 23-1130

Property Name: Shockley, Donald L.

Property Item / Reference Location: No.: 108834 **Internal Clearance:** March 27, 2023

TBU Plat No.: 60358 **Plat Date:** May 20, 2016

Location: 5809 Worcester Highway
Snow Hill, MD 21863

SDAT Property Tax Information:

County:	Worcester	Tax Map #:	0056	Parcel:	0033
Grid:	0013	Block:	N/A	Tax Account #	02-006294

Type of Transaction: Disposition

Acreage: Containing a total of 66,692 square feet or 1.531 acres of land, plus or minus

Improved: Unimproved

Description of Improvements: N/A

Consideration: N/A

Federal Approval: N/A

Additional Notes/Info: MDOT SHA acquired the subject property in 2016 for the US 113 (phase IV) project. The parcel is mostly cleared, flat and rectangular in shape. MDOT SHA proposes to dispose of the property at public auction.

The following information is provided subject to Appraisal and is in no way warranted:

Assumed Zoning: Agricultural A1

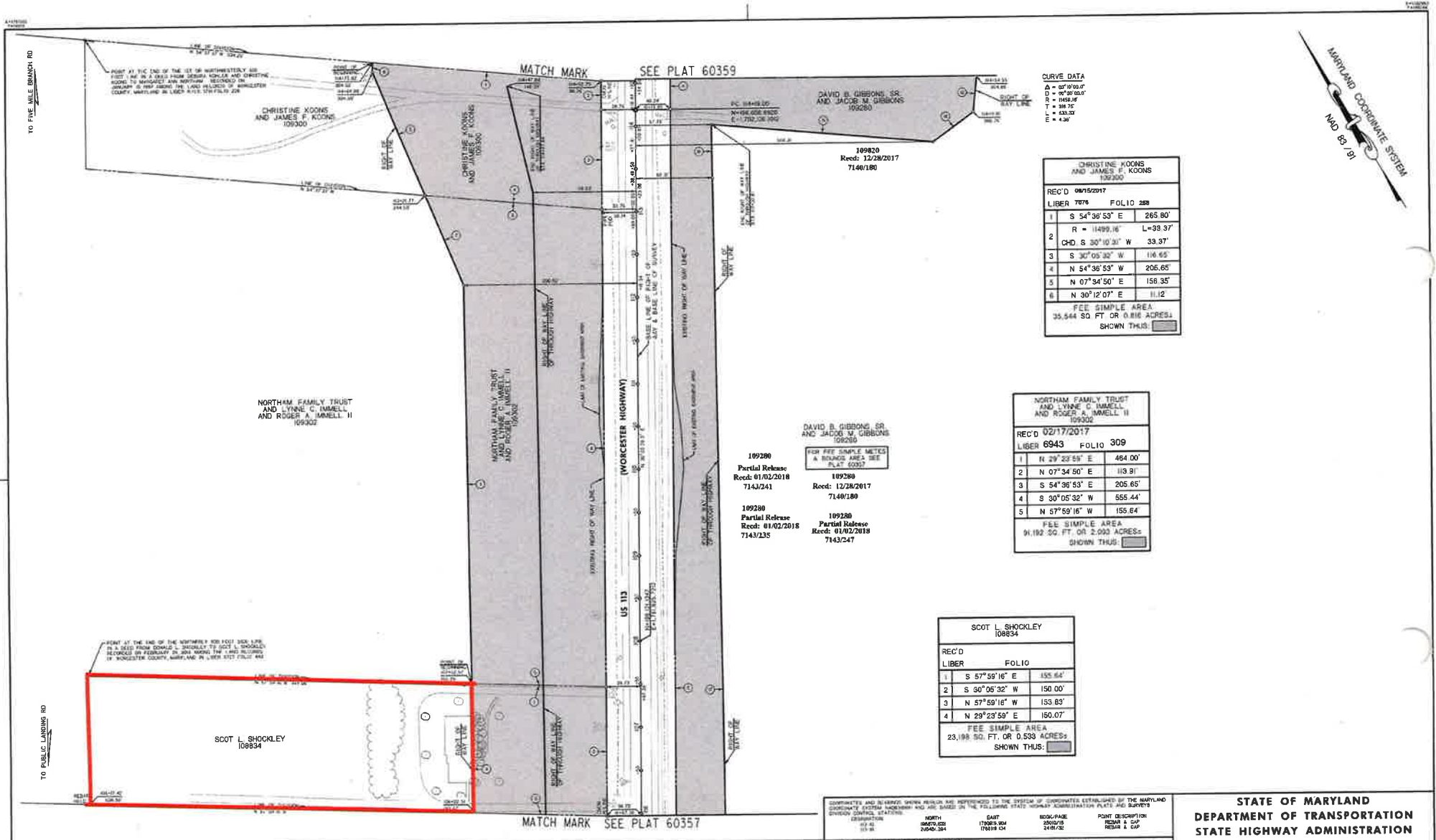
Utilities Available: Electricity and telephone, well and septic

Estimated Market Value: \$200,000

Prepared by:

Mashel Wakil
Program Coordinator, Office of Real Estate & Economic Development
Maryland Department of Transportation, The Secretary's Office
7201 Corporate Center Drive
Hanover, MD 21076

Phone: 410-865-1234
Email: mwakil@mdot.maryland.gov



CURVE DATA

- A = 87°50'00"
- B = 90°50'00"
- C = 165.0'
- D = 38.12'
- E = 433.37'
- F = 4.34'

CHRISTINE KOONS AND JAMES F. KOONS 109300

REC'D 08/15/2017
LIBER 7878 FOLIO 288

1	S 54°36'53" E	265.80'
2	R = 11489.16'	L = 38.37'
	CHD S 30°10'31" W	33.37'
3	S 30°05'32" W	116.65'
4	N 54°36'53" W	205.65'
5	N 07°34'50" E	158.35'
6	N 30°12'07" E	11.12'

FEE SIMPLE AREA
35,544 SQ. FT. OR 0.818 ACRES
SHOWN THUS: [shaded box]

NORTHAM FAMILY TRUST AND LYNE C. IMWELL AND ROGER A. IMWELL II 109302

REC'D 02/17/2017
LIBER 6943 FOLIO 309

1	N 29°23'59" E	464.00'
2	N 07°34'50" E	113.91'
3	S 54°36'53" E	205.65'
4	S 30°05'32" W	555.44'
5	N 57°59'16" W	155.64'

FEE SIMPLE AREA
91,182 SQ. FT. OR 2.093 ACRES
SHOWN THUS: [shaded box]

DAVID B. GIBBONS SR AND JACOB M. GIBBONS 109280

FOR FEE SIMPLE METES A BOUNDED AREA SEE PLAT 60353

109280
Partial Release
Rec'd: 01/03/2018
7143/241

109280
Rec'd: 12/28/2017
7140/180

109280
Partial Release
Rec'd: 01/02/2018
7143/235

109280
Partial Release
Rec'd: 01/02/2018
7143/247

SCOT L. SHOCKLEY 108834

REC'D
LIBER FOLIO

1	S 57°59'16" E	155.64'
2	S 30°05'32" W	150.00'
3	N 57°59'16" W	153.83'
4	N 29°23'59" E	150.07'

FEE SIMPLE AREA
23,188 SQ. FT. OR 0.533 ACRES
SHOWN THUS: [shaded box]

I HEREBY CERTIFY THAT THE PROPERTY LINES SHOWN HEREON ARE CORRECT AND ARE BASED ON THE FIELD SURVEY PERFORMED UNDER MY SUPERVISION AND THE RECORD DESCRIPTIONS THEREOF, AND THAT THIS PLAT MEETS THE REQUIREMENTS AS CONTRACTED FOR BY THE MARYLAND DEPARTMENT OF TRANSPORTATION - STATE HIGHWAY ADMINISTRATION.

JEFFREY L BLEACH
PROFESSIONAL LAND SURVEYOR
MD REG. NO. 21307
EXP. 08/28/2018
DATE 5-20-2016



LEGEND

- [Symbol] PERPETUAL EASEMENT FOR SUPPORTING ROADS
- [Symbol] PERPETUAL EASEMENT OR RIGHT FOR SPECIAL PURPOSE AS INDICATED BY NOTATION ON PLAT
- [Symbol] PERPETUAL EASEMENT FOR SPECIAL PURPOSE AS INDICATED BY NOTATION ON THIS PLAT
- [Symbol] PERPETUAL EASEMENT FOR DRAINAGE FACILITY AS INDICATED BY NOTATION ON THIS PLAT
- [Symbol] (ARROW INDICATES DRAINAGE DIRECTION)
- [Symbol] PERPETUAL EASEMENT TO DISCHARGE FLOW OF WATER FROM OR INTO DRAINAGE SYSTEM OR NATURAL DRAINAGE COURSE
- [Symbol] PERPETUAL EASEMENT TO DISCHARGE FLOW OF WATER UPON DRAINAGE SYSTEM
- [Symbol] APPROXIMATE GENERAL DRAINAGE FLOW PATTERN (NOT TO SCALE-FOR EXPLANATORY PURPOSE ONLY)

A PORTION OF THIS PLAT OF 884 IS FOR A CONTROLLED ACCESS BETWEEN HIGHWAY AND THE ACCESS THEREIN. UNLESS OTHERWISE NOTED, ALL DISTANCES WILL BE MEASURED ALONG THE LINE DESIGNATED "RIGHT OF WAY LINE OF THROUGH HIGHWAY" EXCEPT FOR "CROSS-ROAD" ROAD CROSSINGS, AS INDICATED BY LINE.

SENT TO RECORD OFFICE NOVEMBER 2, 2016
APPROVED BY CHAIRMAN NOVEMBER 2, 2016

BOOKS	REVISIONS	DATE OF PLAT	LOCATED IN	COUNTY
0710 (2016) 0227 (2016) 0428 (2016) 0447 (2016) 0547 (2016) 0744 (2016) 0843 (2016)		NOV 02 2016	WORCESTER	
PREPARED BY: BALLACE MORTGAGERY			DRAWN BY: [Signature]	
CONSTRUCTION PROJECT: US 113 FROM MD 365 TO FIVE MILE BRANCH ROAD			CONSTRUCTION PROJECT NO: W0885170	

STATE OF MARYLAND DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION STATE ROADS COMMISSION

RIGHT OF WAY PROJECT -S- 113 FROM FIVE MILE BRANCH RD TO NORTH OF MD 365 (PUBLIC LANDING RD) - PHASE IV

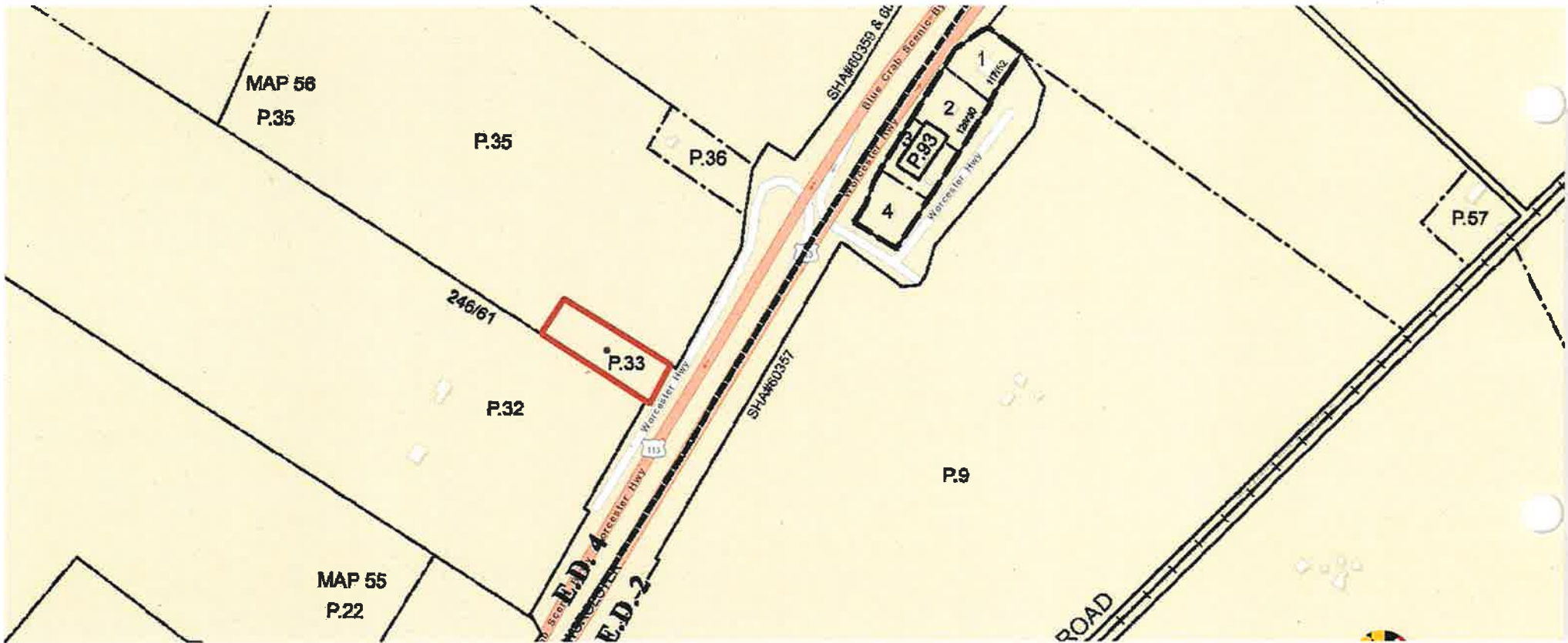
RIGHT OF WAY PROJECT NO. W0835170

FEDERAL AID PROJECT NO. [Blank]

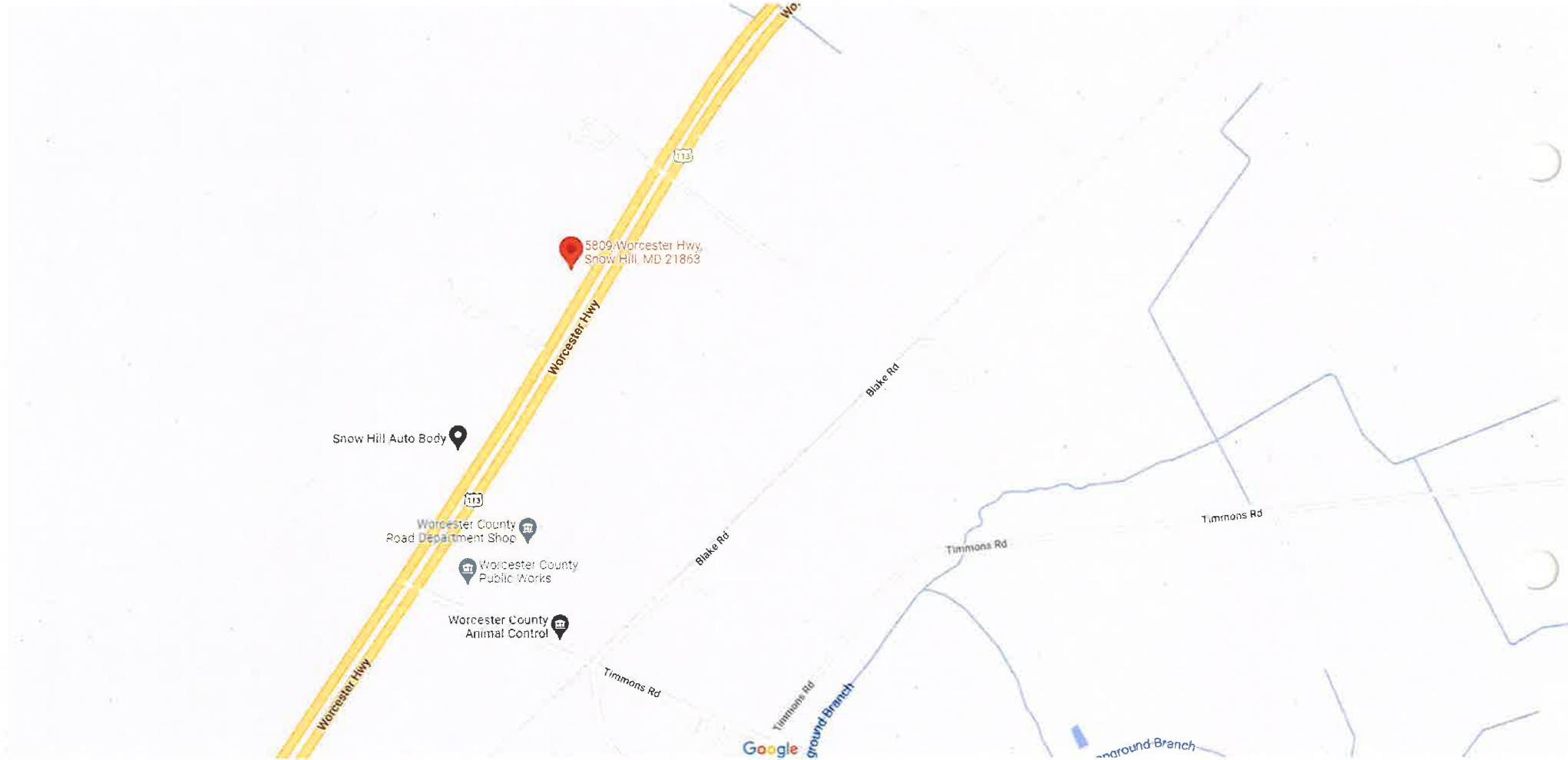
ISSUED: May 20, 2016

SCALE: 1" = 50'

PLAT No. 60358





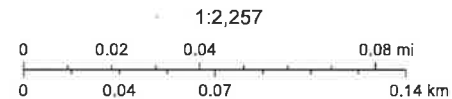


108834 - Exhibit - Donald L. Shockley



5/24/2022, 12:48:31 PM

World Street Map
County Boundary



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community, MD iMAP, DoIT

August 3, 2023

SENT BY ELECTRONIC MAIL

Mr. Edward A. Tudor
Director, Development Review
Worcester County Government Center, Room 1201
One West Market Street
Snow Hill MD 21863

Dear Mr. Tudor:

The Maryland Department of Transportation State Highway Administration (MDOT SHA) proposes the sale of MC# 23-1131 identified as the former Bunting, Et Ux property, Item No's 109267, 109285 and further described in the attached Salient Fact Sheet with Property Plat, Tax and Location Maps.

In accordance with Maryland Department of Transportation Policy and Procedures, before proceeding with any other sales activity, we will allow you a period of **60 days** to review the attached information, request additional information and to notify us of your interest, in writing, concerning the property as offered. This review period shall expire on **Monday, October 2, 2023** without further notice. Please be aware that in most cases an interest in the property would require the purchase of the property based on an appraised value or, in a few cases, a cost plus interest basis. Additionally, we are not interested in a conveyance or any exchange basis.

Should you have an interest in acquiring the subject property, please contact this office, in writing, on or before the expiration of the review period. Any other extension for your consideration of this property must be requested, in writing, within the review period and shall be subject to specific written approval from this office.

If you have no interest in the property, please notify the following individual at your earliest convenience. In either case, we request you provide all responses to:

Ms. Mashel Wakil
Real Property and Clearance Program Coordinator
Office Of Real Estate & Economic Development
Maryland Department of Transportation The Secretary's Office
7201 Corporate Center Drive, MS 470
Hanover, MD 21076
Phone: 410-865-1273
email: mwakil@mdot.maryland.gov

Mr. Edward A. Tudor
Page Two

If you have any questions or need additional information, please do not hesitate to contact me at 410-865-1273, toll free at 866-242-9405 or via email at mwakil@mdot.maryland.gov.

Sincerely,

Mashel Wakil

Mashel Wakil
Real Property and Clearance Program Coordinator
Office of Real Estate & Economic Development

ATTACHMENTS

- Salient Fact Sheet
- Plat No. 62183
- Location Map
- Tax Map
- Aerial Photos

cc: Mr. David Zaidain, Chief, Office of Real Estate and Economic Development, MDOT
The Secretary's Office

Salient Fact Sheet

Conveyance of Real Property

Maryland Department of Transportation State Highway Administration
Office Of Real Estate & Economic Development

Date of Preparation: June 23, 2023 **Refer to MC #:** 23-1131

Property Name: Bunting, Et Ux

Property Item / Reference Location: No.: 109267, 109285 **Internal Clearance:** November 4, 2022

TBU Plat No.: 62183 **Plat Date:** June 13, 2023

Location: East of US 113 (Worcester Hwy), across from Porters Crossing Rd, Wesley, Worcester County

SDAT Property Tax Information:

County:	Worcester	Tax Map #:	N/A	Parcel:	N/A
Grid:	N/A	Block:	N/A	Tax Account #	N/A

Type of Transaction: Disposition

Acreage: Containing a total of 71,787 square feet or 1.648 acres of land, plus or minus

Improved: Unimproved

Description of Improvements: N/A

Consideration: N/A

Federal Approval: N/A

Additional Notes/Info: MDOT SHA acquired the subject property in 2017 for the dualization of U.S. Route 113. This standalone property is potentially capable of independent development. MDOT SHA proposes to convey Lots 1 and 2 through a public auction.

The following information is provided subject to Appraisal and is in no way warranted:

Assumed Zoning: Residential/Agricultural

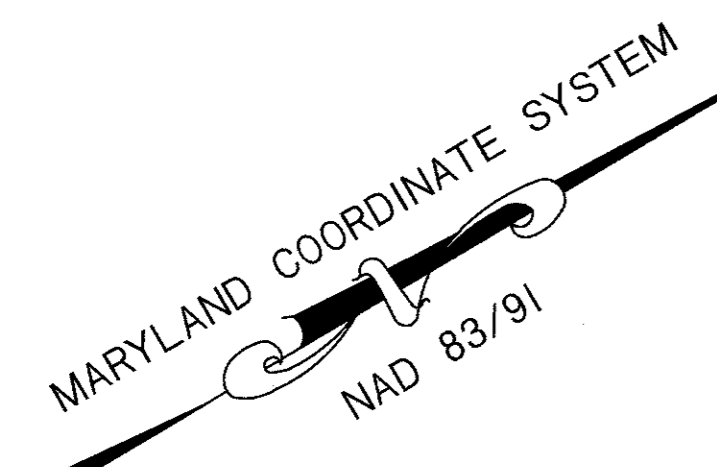
Utilities Available: N/A

Estimated Market Value: N/A

Prepared by:

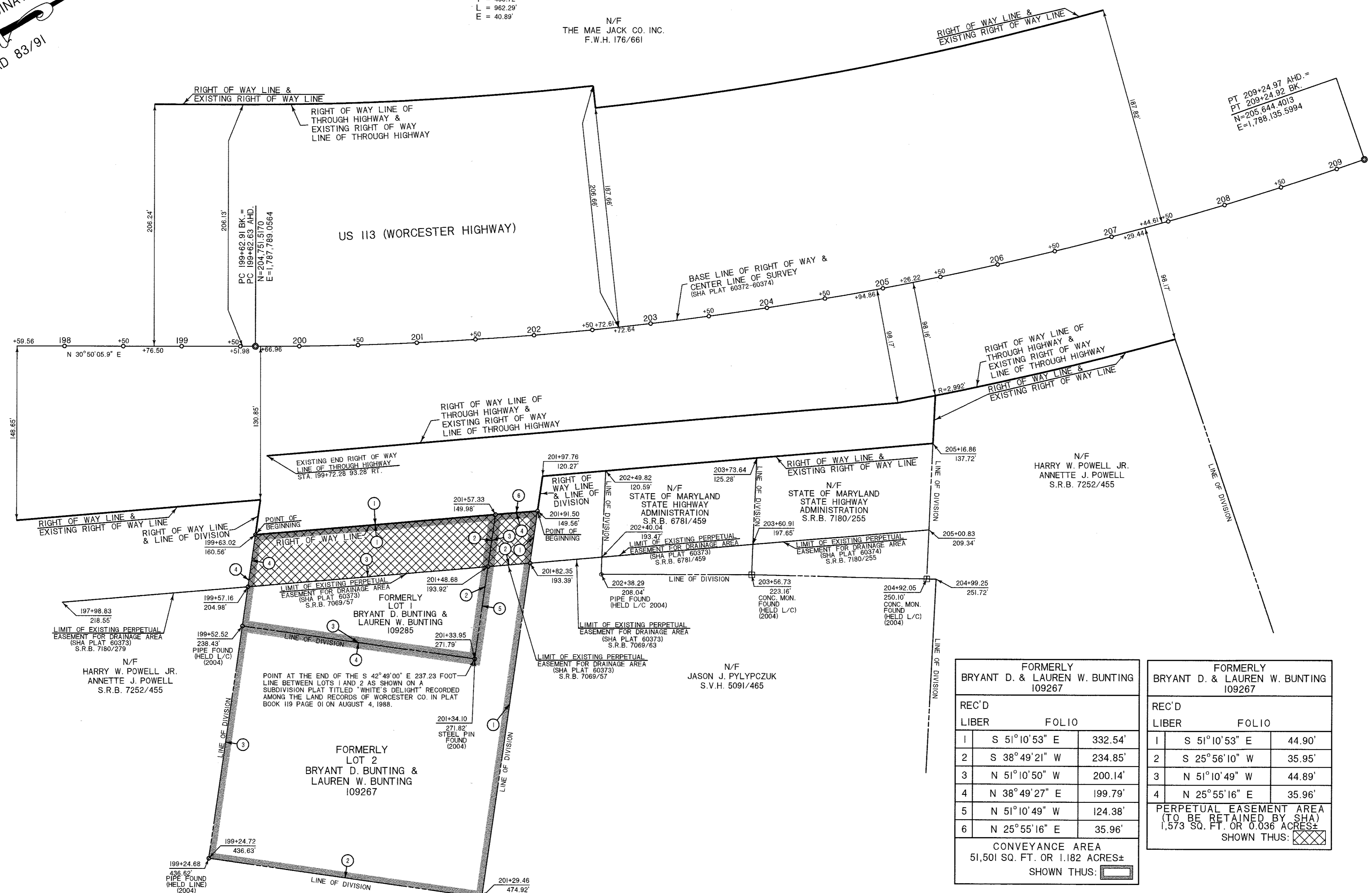
Mashel Wakil
Real Property and Clearance Program Coordinator, Office Of Real Estate & Economic Development
Maryland Department of Transportation, MDOT
7201 Corporate Center Drive
Hanover, MD 21076

Phone: 410-865-1273
Email: mwakil@mdot.maryland.gov



CURVE DATA
Δ = 19°14'45.1"
D = 02°00'00.0"
R = 2864.79'
T = 485.72'
L = 962.29'
E = 40.83'

N/F
THE MAE JACK CO. INC.
F.W.H. 176/661



FORMERLY BRYANT D. & LAUREN W. BUNTING 109285		
REC'D		
LIBER FOLIO		
1	N 25°55'42" E	205.08'
2	S 51°10'49" E	124.38'
3	S 38°49'27" W	199.79'
4	N 51°16'10" W	78.61'
CONVEYANCE AREA 20,285 SQ. FT. OR 0.466 ACRES± SHOWN THUS:		

FORMERLY BRYANT D. & LAUREN W. BUNTING 109285		
REC'D		
LIBER FOLIO		
1	N 25°55'42" E	205.08'
2	S 51°10'49" E	44.89'
3	S 25°56'18" W	205.00'
4	N 51°16'10" W	44.83'
PERPETUAL EASEMENT AREA (TO BE RETAINED BY SHA) 8,968 SQ. FT. OR 0.206 ACRES± SHOWN THUS:		

FORMERLY BRYANT D. & LAUREN W. BUNTING 109267		
REC'D		
LIBER FOLIO		
1	S 51°10'53" E	332.54'
2	S 38°49'21" W	234.85'
3	N 51°10'50" W	200.14'
4	N 38°49'27" E	199.79'
5	N 51°10'49" W	124.38'
6	N 25°55'16" E	35.96'
CONVEYANCE AREA 51,501 SQ. FT. OR 1.182 ACRES± SHOWN THUS:		

FORMERLY BRYANT D. & LAUREN W. BUNTING 109267		
REC'D		
LIBER FOLIO		
1	S 51°10'53" E	44.90'
2	S 25°56'10" W	35.95'
3	N 51°10'49" W	44.89'
4	N 25°55'16" E	35.96'
PERPETUAL EASEMENT AREA (TO BE RETAINED BY SHA) 1,573 SQ. FT. OR 0.036 ACRES± SHOWN THUS:		

TOTAL AREA CONVEYED OR TO BE CONVEYED BY THE STATE HIGHWAY ADMINISTRATION — STATE ROADS COMMISSION OF MARYLAND
71,786 SQ. FT. OR 1.648 ACRES±
SHOWN THUS:

COORDINATES AND BEARINGS SHOWN HEREIN ARE IN REFERENCE TO THE MARYLAND COORDINATE SYSTEM, AS DEFINED BY THE NORTH AMERICAN DATUM OF 1983, ADJUSTED IN 1981 (NAD83/91) AND ARE BASED ON THE FOLLOWING STATE HIGHWAY ADMINISTRATION, PLATS & SURVEYS DIVISION CONTROL STATIONS:				
DESIGNATION	NORTH	EAST	BOOK/PAGE	POINT DESCRIPTION
113-10	196,679.838	1,780,919.904	25010/15	REBAR & CAP
113-16	205,451.394	1,788,119.134	24161/32	REBAR & CAP

**STATE OF MARYLAND
DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION
STATE ROADS COMMISSION**

RIGHT OF WAY PROJECT: US 113 FROM FIVE MILE BRANCH RD TO NORTH OF MD 365 (PUBLIC LANDING RD) W0635

RIGHT OF WAY PROJECT NO.: W0635

ISSUED: June 13 2023 **FEDERAL AID PROJECT NO.:** _____

CHIEF, PLATS & SURVEYS DIVISION: *Matthew A. Selnes* **SCALE:** 1" = 50'

CONVEYANCE **PLAT No. 62183**

SURVEYOR'S CERTIFICATION
THE RIGHT OF WAY LINES AND LINES OF DIVISION SHOWN HEREON WERE ESTABLISHED FROM DEEDS AND PLATS OF RECORD. THE UNDERSIGNED WAS IN RESPONSIBLE CHARGE OF THE PREPARATION OF THIS PLAT AND THE SURVEYING WORK REFLECTED ON IT. THIS PLAT WAS DEVELOPED IN COMPLIANCE WITH THE REQUIREMENTS SET FORTH IN COMAR REGULATION 09.13.06.

PATTIANNE SMITH
PROFESSIONAL LAND SURVEYOR MD REG. NO. 21267
EXP. DATE 6/13/2025
Pattianne Smith
DATE: 6-12-2023



- LEGEND OF PROPOSED EASEMENTS**
- TEMPORARY CONSTRUCTION EASEMENT FOR SPECIAL PURPOSE AS INDICATED BY NOTATION ON THIS PLAT.
 - REVERTIBLE EASEMENT FOR SUPPORTING SLOPES.
 - PERPETUAL EASEMENT FOR SPECIAL PURPOSE AS INDICATED ON THIS PLAT.
 - PERPETUAL EASEMENT FOR DRAINAGE FACILITY AS INDICATED BY NOTATION ON THIS PLAT.
 - PERPETUAL EASEMENT TO DISCHARGE FLOW OF WATER FROM OR INTO AN EXISTING WATERWAY OR NATURAL DRAINAGE COURSE.
 - PERPETUAL EASEMENT TO DISCHARGE FLOW OF WATER UPON EXISTING GROUND.

A PORTION OF THIS RIGHT OF WAY IS FOR A CONTROLLED ACCESS ARTERIAL HIGHWAY AND NO ACCESS, EITHER VEHICULAR, PEDESTRIAN, OR ANIMAL WILL BE PERMITTED ACROSS THE LINE DESIGNATED "RIGHT OF WAY LINE OF THROUGH HIGHWAY" EXCEPT BY MEANS OF SUCH PUBLIC ROAD CONNECTIONS AS ARE AUTHORIZED BY LAW.

SCALE: 1" = 50'

SENT TO RECORD OFFICE _____ 20

APPROVED BY: _____ 20

STATE ROADS COMMISSION CHAIRMAN _____ 20

NO.	DATE	REVISION

BOOKS	PART OF PLATS
1597 (TRAV) 12372 (TOPO) 14257 (TOPO) 14258 (TOPO) 24161 (GPS) 25010 (GPS)	9059 9060 (rev. 11/06/1953) 10904 60364 60365 60372 60373 60374

LOCATED IN _____ COUNTY

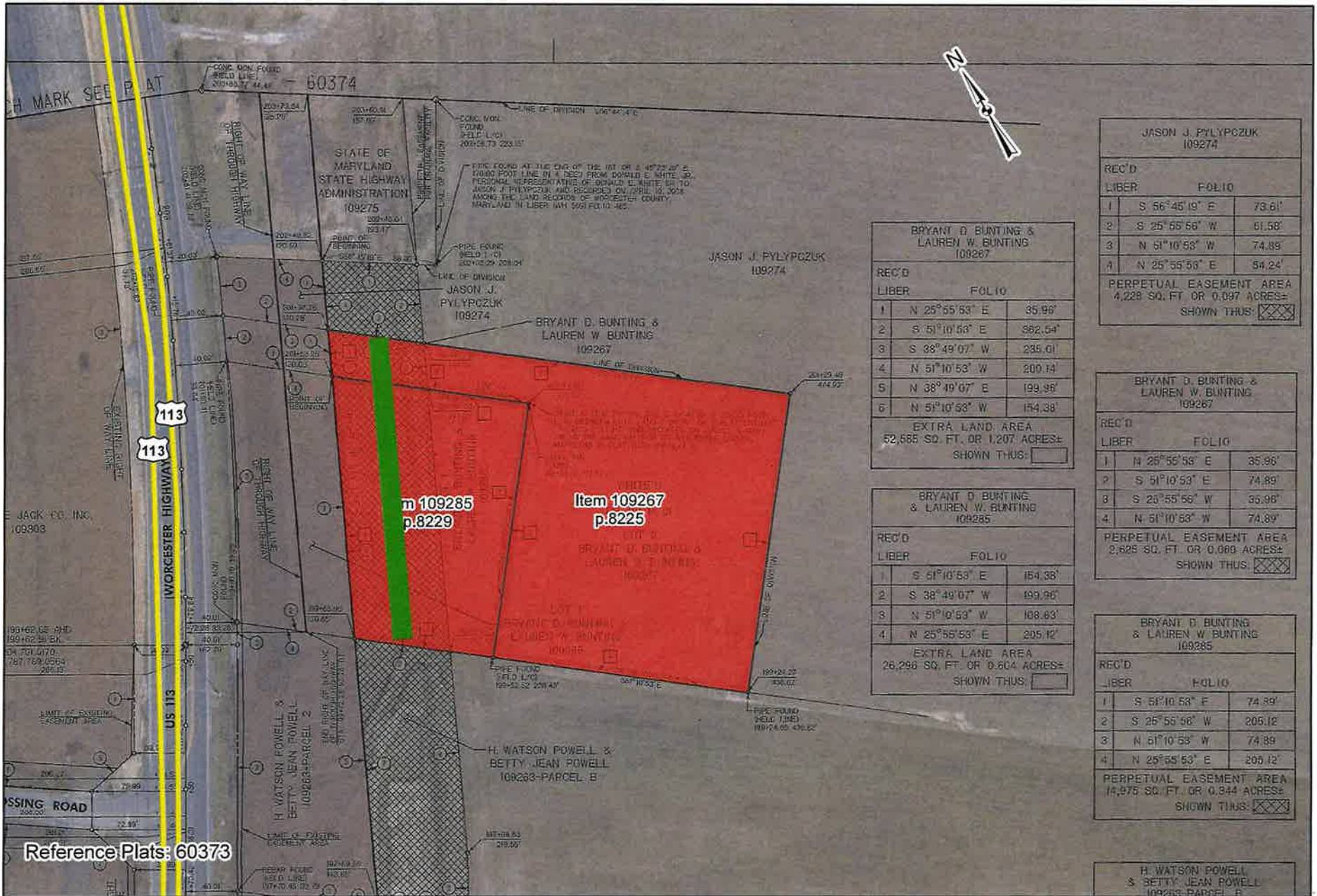
PREPARED BY: PLATS & SURVEYS DIVISION

ADDRESS: 211 E. MADISON STREET BALTIMORE MD 21202

CONSTRUCTION PROJECT: US 113 FROM MD 365 TO FIVE MILE BRANCH ROAD

CONSTRUCTION PROJECT NO: W06355170

Location Map - Item 109267 109285



JASON J. PYLYPCZUK
109274

REC'D	LIBER	FOLIO	
1	S 56°45'19" E	73.61'	
2	S 25°55'56" W	61.58'	
3	N 51°10'53" W	74.89'	
4	N 25°55'53" E	54.24'	

PERPETUAL EASEMENT AREA
4,228 SQ. FT. OR 0.097 ACRES±
SHOWN THUS:

BRYANT D. BUNTING &
LAUREN W. BUNTING
109267

REC'D	LIBER	FOLIO	
1	N 25°55'53" E	35.96'	
2	S 51°10'53" E	362.54'	
3	S 38°49'07" W	235.01'	
4	N 51°10'53" W	200.14'	
5	N 38°49'07" E	199.96'	
6	N 51°10'53" W	154.38'	

EXTRA LAND AREA
52,685 SQ. FT. OR 1.207 ACRES±
SHOWN THUS:

BRYANT D. BUNTING &
LAUREN W. BUNTING
109267

REC'D	LIBER	FOLIO	
1	N 25°55'53" E	35.96'	
2	S 51°10'53" E	74.89'	
3	S 25°55'56" W	35.96'	
4	N 51°10'53" W	74.89'	

PERPETUAL EASEMENT AREA
2,625 SQ. FT. OR 0.060 ACRES±
SHOWN THUS:

BRYANT D. BUNTING &
LAUREN W. BUNTING
109285

REC'D	LIBER	FOLIO	
1	S 51°10'53" E	154.38'	
2	S 38°49'07" W	199.96'	
3	N 51°10'53" W	108.63'	
4	N 25°55'53" E	205.12'	

EXTRA LAND AREA
26,286 SQ. FT. OR 0.604 ACRES±
SHOWN THUS:

BRYANT D. BUNTING &
LAUREN W. BUNTING
109285

REC'D	LIBER	FOLIO	
1	S 51°10'53" E	74.89'	
2	S 25°55'56" W	205.12'	
3	N 51°10'53" W	74.89'	
4	N 25°55'53" E	205.12'	

PERPETUAL EASEMENT AREA
14,975 SQ. FT. OR 0.344 ACRES±
SHOWN THUS:

H. WATSON POWELL &
BETTY JEAN POWELL
109283-PARCEL B

Reference Plats: 60373

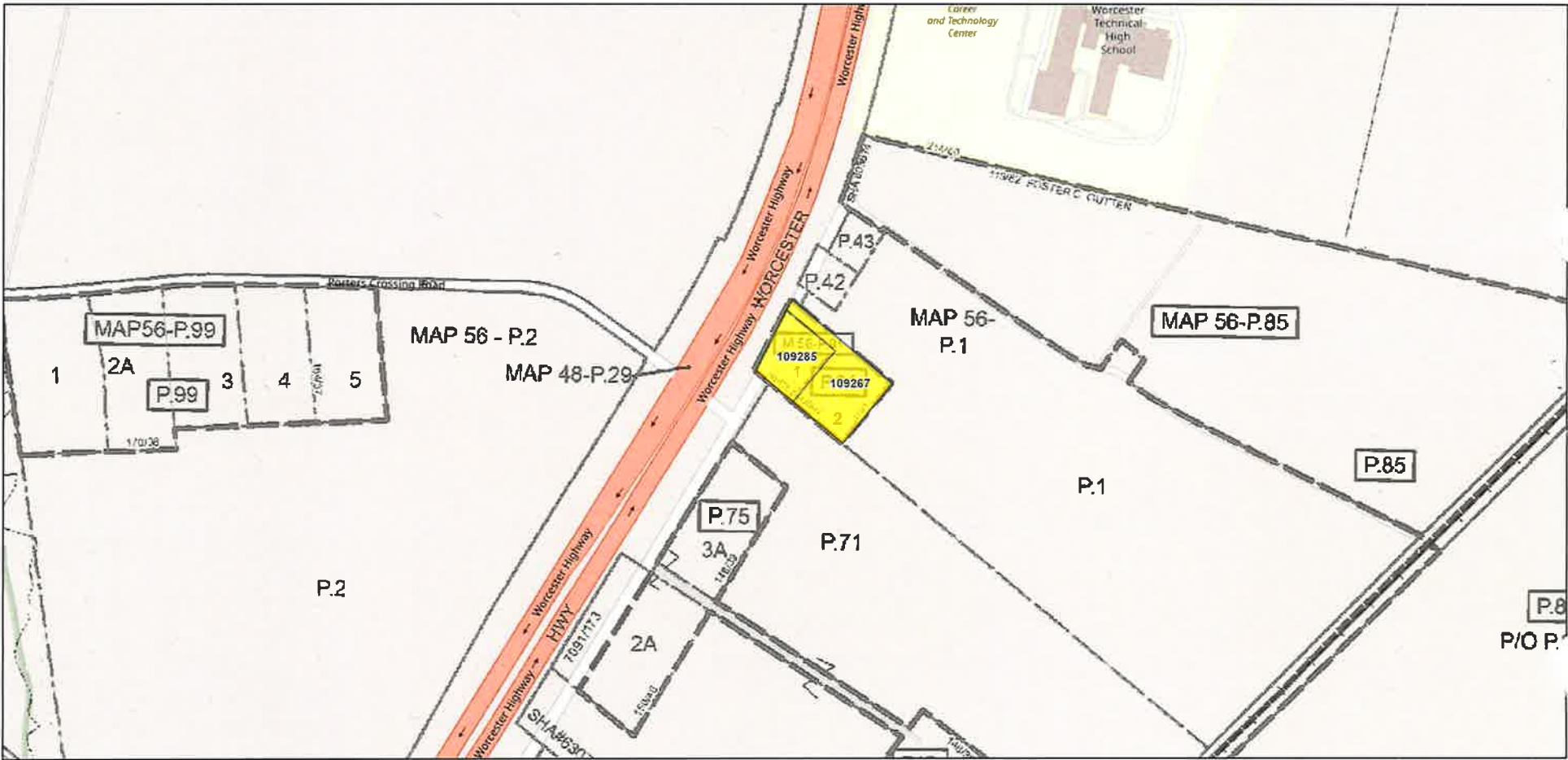
For SHA/ ORE Property Asset Management
dtomb@mdot.maryland.gov
05/26/2022, 8:02 AM



1 in = 100 ft

Service Layer Credits: Maryland
Department of Transportation (MDOT),
Maryland Department of Transportation

Location Map Items 109267 109285



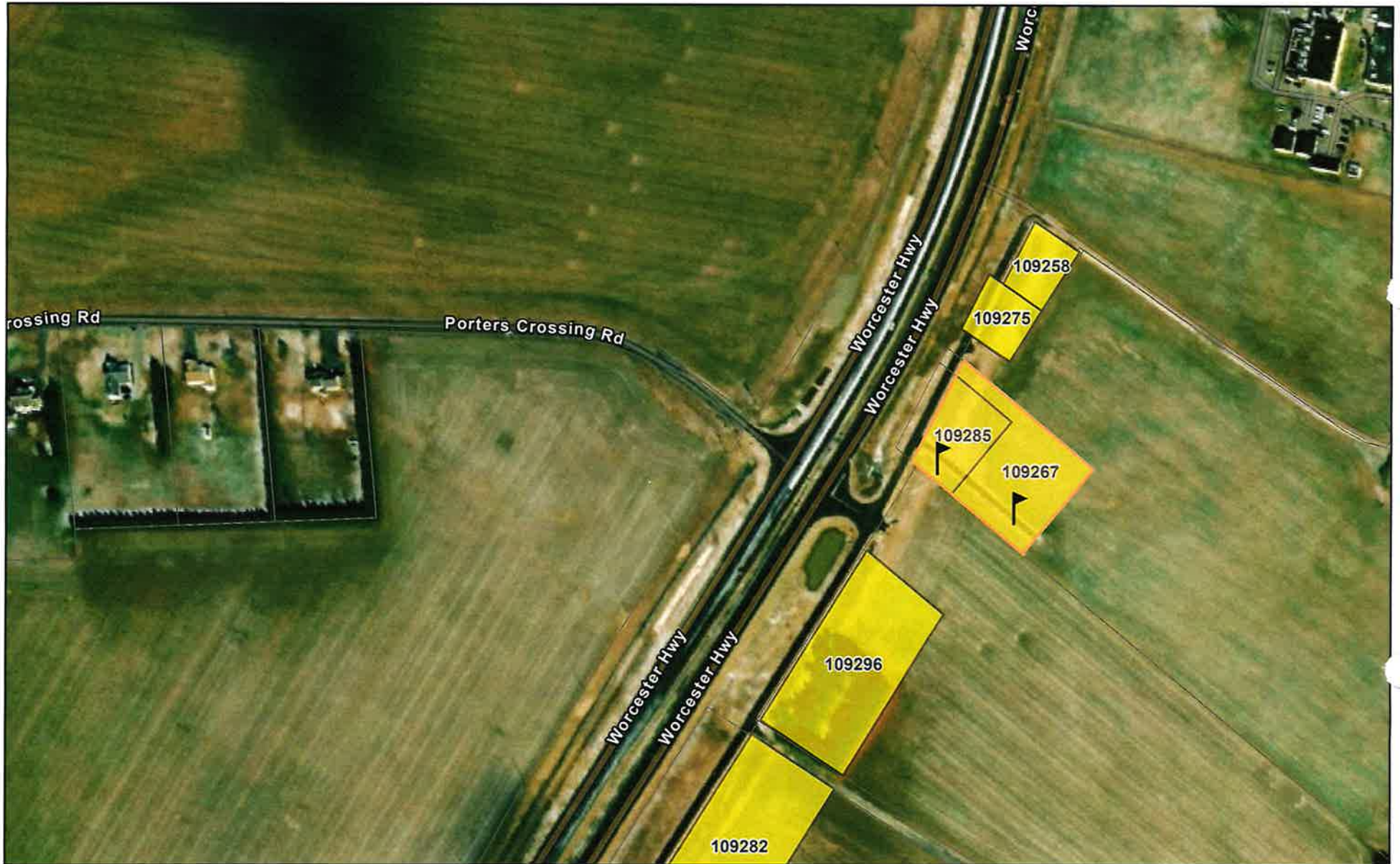
5/26/2022, 8:28:35 AM
SHA Parcel Inventory - March 2022
Override 1
Maryland Parcel Boundaries

1:4,514
0 0.04 0.09 0.17 mi
0 0.05 0.1 0.2 km
© OpenStreetMap (and) contributors, CC-BY-SA, MD iMAP, MDP, SDAT

MES, SHA, ORE
Maryland State Highway Administration, Maryland Environmental Service

109267 & 109285 Location Map

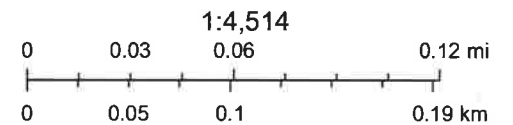
ITEM 6



10/21/2022, 9:45:36 AM

SHA Parcel Inventory - Oct 2022  Maryland Parcel Boundaries

 Override 1



Esri Community Maps Contributors, VGIN, © OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS,

July 5, 2023

SENT BY ELECTRONIC MAIL

Mr. Edward A. Tudor
Director, Development Review
Worcester County Government Center, Room 1201
One West Market Street
Snow Hill MD 21863

Dear Mr. Edward Tudor:

The Maryland Department of Transportation State Highway Administration (MDOT SHA) proposes the sale of MC # 23-2836 identified as the former Beverly Dryden Wilkerson property, Item No's 109282, 109296 and further described in the attached Salient Fact Sheet with Property Plat, Tax and Location Maps.

In accordance with Maryland Department of Transportation Policy and Procedures, before proceeding with any other sales activity, we will allow you a period of **60 days** to review the attached information, request additional information and to notify us of your interest, in writing, concerning the property as offered. This review period shall expire on **Monday September 4, 2023** without further notice. Please be aware that in most cases an interest in the property would require the purchase of the property based on an appraised value or, in a few cases, a cost plus interest basis. Additionally, we are not interested in a conveyance on any exchange basis.

Should you have an interest in acquiring the subject property, please contact this office, in writing, on or before the expiration of the review period. Any other extension for your consideration of this property must be requested, in writing, within the review period and shall be subject to specific written approval from this office.

If you have no interest in the property, please notify the following individual at your earliest convenience. In either case, we request you provide all responses to:

Ms. Mashel Wakil
Real Property and Clearance Program Coordinator
Office of Real Estate and Economic Development
Maryland Department of Transportation The Secretary's Office
7201 Corporate Center Drive, MS 470
Hanover MD 21076
Phone: 410-865-1234
Fax: 410-865-1385
email: mwakil@mdot.maryland.gov

Mr. Edward Tudor
Page Two

If you require any assistance or need additional information, please do not hesitate to contact me at 410-865-1234 or via email at mwakil@mdot.maryland.gov.

Sincerely,

Mashel Wakil

Mashel Wakil
Program Coordinator, Real Estate Services
Office of Real Estate and Economic Development

Attachments

- Salient Fact Sheet
- Plat No. 62182
- Location and Tax Maps
- Aerial

Salient Fact Sheet

Conveyance of Real Property
 Maryland Department of Transportation State Highway Administration
 Office of Real Estate

Date of Preparation: May 22, 2023 **Refer to MC #:** 23-2836
Property Name: Beverly Dryden Wilkerson
Property Item/Reference No.: 109282, 109296 **Internal Clearance:** October 18, 2022
TBU Plat No.: 62182 **Plat Date:** May 9, 2023
Location: Located along Northbound MD Route 113, adjacent to 6184 Worcester Highway in Newark, Worcester County.

SDAT Property Tax Information:

County:	Worcester	Tax Map #:	0056	Parcel:	75
Grid:	0003	Block:		Account #	006669

Type of Transaction: Disposition
Acreeage: Containing a total of 154,976 square feet or 3.558 acres of land, plus or minus
Improved: No
Description of Improvements: N/A
Consideration: TBD
Federal Approval: N/A

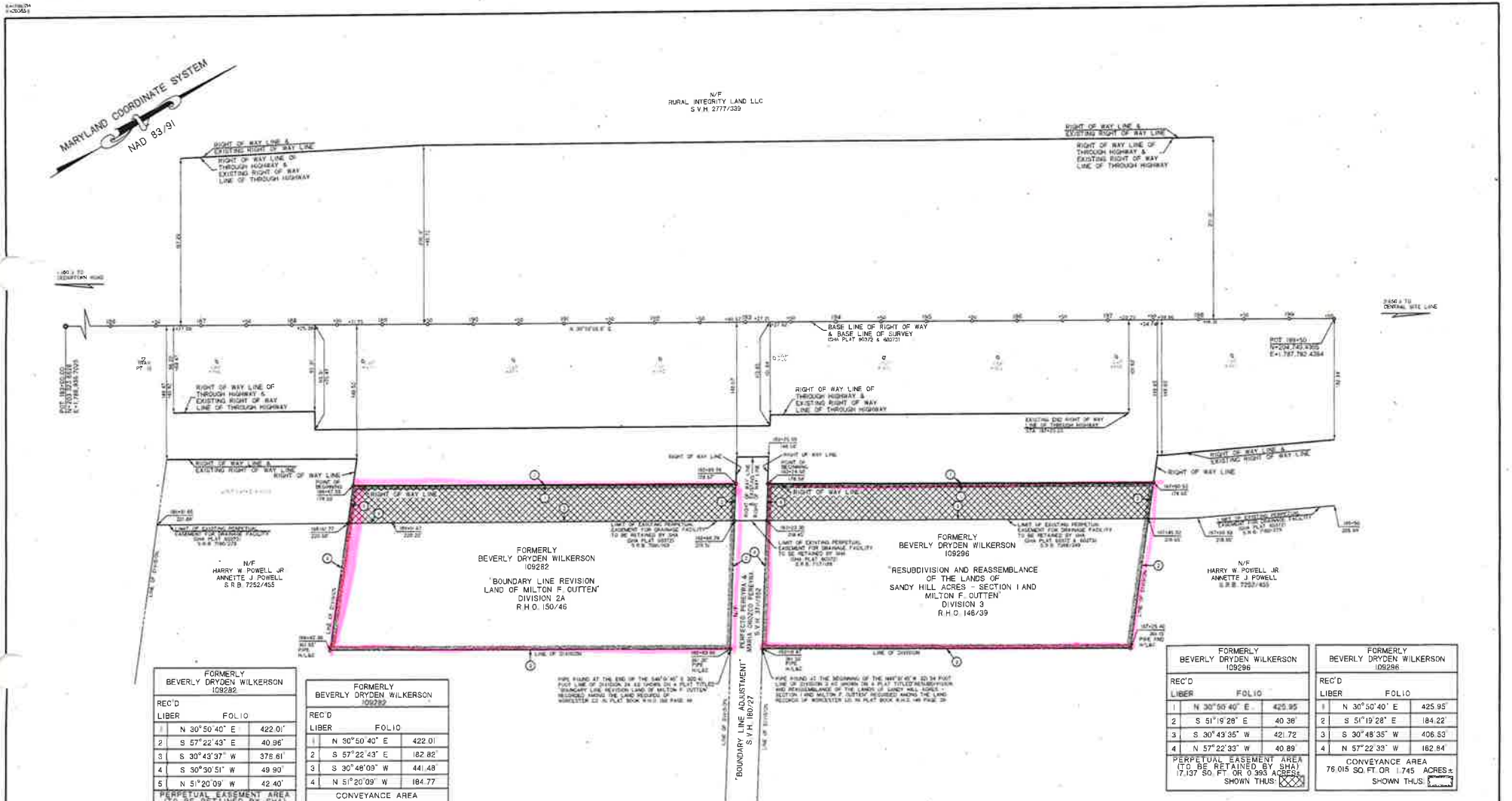
Additional Notes/Info: MDOT SHA acquired the subject property in 2017 for the US 113 right-of-way project. This parcel is not suitable for independent use because it is legally landlocked. MDOT SHA proposes to convey this property to the adjoining owner at a price to be determined.

The following information is provided subject to Appraisal and is in no way warranted:

Assumed Zoning: Agricultural
Utilities Available: No utilities available
Estimated Market Value: TBD

Prepared by:
 Tara Gantt
 Real Property Specialist
 Maryland Department of Transportation State Highway Administration
 707 N. Calvert St
 Baltimore, MD 21202

Phone: 410-545-0323
 Fax: 410-209-5023
 email: tgantt@mdot.maryland.gov



FORMERLY BEVERLY DRYDEN WILKERSON 109286	
REC'D LIBER	FOLIO
1	N 30°50'40" E 422.01'
2	S 57°22'43" E 40.96'
3	S 30°43'37" W 376.61'
4	S 30°30'51" W 49.90'
5	N 51°20'09" W 42.40'

PERPETUAL EASEMENT AREA TO BE RETAINED BY SHAW 17,557.50 SQ. FT. OR 0.403 ACRES± SHOWN THUS:

FORMERLY BEVERLY DRYDEN WILKERSON 109289	
REC'D LIBER	FOLIO
1	N 30°50'40" E 422.01'
2	S 57°22'43" E 182.82'
3	S 30°48'09" W 441.48'
4	N 51°20'09" W 184.77'

CONVEYANCE AREA 78,961 SQ. FT. OR 1.813 ACRES± SHOWN THUS:

FORMERLY BEVERLY DRYDEN WILKERSON 109286	
REC'D LIBER	FOLIO
1	N 30°50'40" E 425.95'
2	S 51°19'28" E 40.38'
3	S 30°43'35" W 421.72'
4	N 57°22'33" W 40.89'

PERPETUAL EASEMENT AREA TO BE RETAINED BY SHAW 17,127.50 SQ. FT. OR 0.393 ACRES± SHOWN THUS:

FORMERLY BEVERLY DRYDEN WILKERSON 109286	
REC'D LIBER	FOLIO
1	N 30°50'40" E 425.95'
2	S 51°19'28" E 184.22'
3	S 30°48'35" W 406.53'
4	N 57°22'33" W 182.84'

CONVEYANCE AREA 76,015 SQ. FT. OR 1.745 ACRES± SHOWN THUS:

TOTAL AREA CONVEYED OR TO BE CONVEYED BY THE STATE HIGHWAY ADMINISTRATION - STATE ROADS COMMISSION OF MARYLAND 154,976 SQ. FT. OR 3.558 ACRES±

COORDINATION	NORTH	EAST	BOOK/PLATE	POINT DESCRIPTION
10-18	176,579.624	1,780,918.804	2520/45	REBAR & CAP
10-18	225,451.244	1,784,191.194	2410/32	REBAR & CAP

SURVEYOR'S CERTIFICATION
THE RIGHT OF WAY LINES AND LINES OF DIVISION SHOWN HEREON WERE ESTABLISHED FROM DEEDS AND PLATS OF RECORD. THE UNDERSIGNED WAS IN RESPONSIBLE CHARGE OF THE PREPARATION OF THIS PLAT AND THE SURVEYING WORK REFLECTED ON IT. THIS PLAT WAS DEVELOPED IN COMPLIANCE WITH THE REQUIREMENTS SET FORTH IN COMAR REGULATION 28.13.36.

PROFESSIONAL LAND SURVEYOR
Pattianne Smith
DATE: 5-9-2023
EXP. DATE: 6/13-2025



LEGEND OF PROPOSED EASEMENTS

- TEMPORARY CONSTRUCTION EASEMENT FOR SPECIAL PURPOSE AS INDICATED BY NOTATION ON THIS PLAT
- PERPETUAL EASEMENT FOR SPECIAL PURPOSE AS INDICATED ON THIS PLAT
- PERPETUAL EASEMENT FOR DRAINAGE FACILITY AS INDICATED BY NOTATION ON THIS PLAT
- PERPETUAL EASEMENT TO DRAINAGE FLOW OR WATER FROM OR INTO AN EXISTING WATERWAY OR NATURAL DRAINAGE COURSE
- PERPETUAL EASEMENT TO OCCUPY FLOW OF WATER UPON DRAINAGE GROUND

SCALE: 1" = 50'

SENT TO RECORD OFFICE: _____

APPROVED BY STATE ROADS COMMISSION CHAIRMAN: _____

DATE: _____

BOOK	PART OF PLAT	LOCATED IN
1897 (TRAV)	3059	WORCESTER COUNTY
1897 (TRAV)	3060 (PT. 1/2)	
1425 (SPD)	12064	
1425 (SPD)	6284	
2416 (SPD)	6293	
2416 (SPD)	6292	
2416 (SPD)	6293	

PREPARED BY: PLATS & SURVEYS DIVISION
ADDRESS: 7116 MADISON STREET BALTIMORE, MD 21202
CONSTRUCTION PROJECT: US 113 FROM MD 365 TO FIVE MILE BRANCH ROAD
CONSTRUCTION PROJECT NO: W0635/170

STATE OF MARYLAND DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION STATE ROADS COMMISSION

RIGHT OF WAY PROJECT: US 113 FROM FIVE MILE BRANCH RD TO NORTH OF MD 365 (PUBLIC LANDING RD)

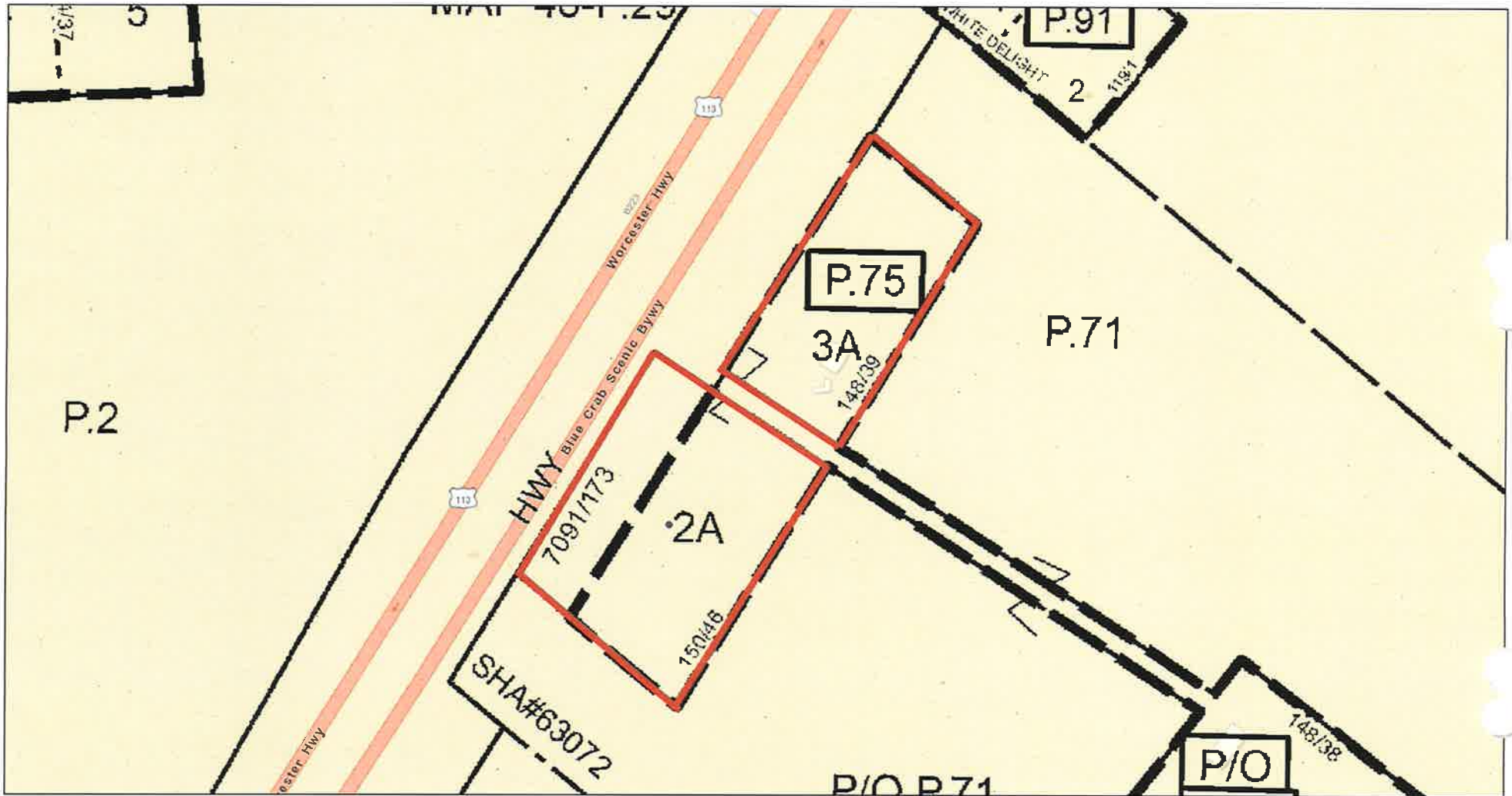
RIGHT OF WAY PROJECT NO: W0635/1

ISSUED MAY 9 2023 FEDERAL AID PROJECT NO: _____

SCALE: 1" = 50'

CONVEYANCE PLAT No. 62182

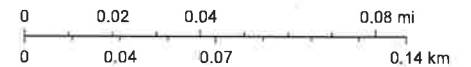
109282 & 109296 - Tax Map - Beverly Dryden Wilkerson



5/26/2022, 12:05:09 PM

World Street Map
County Boundary

1:2,257

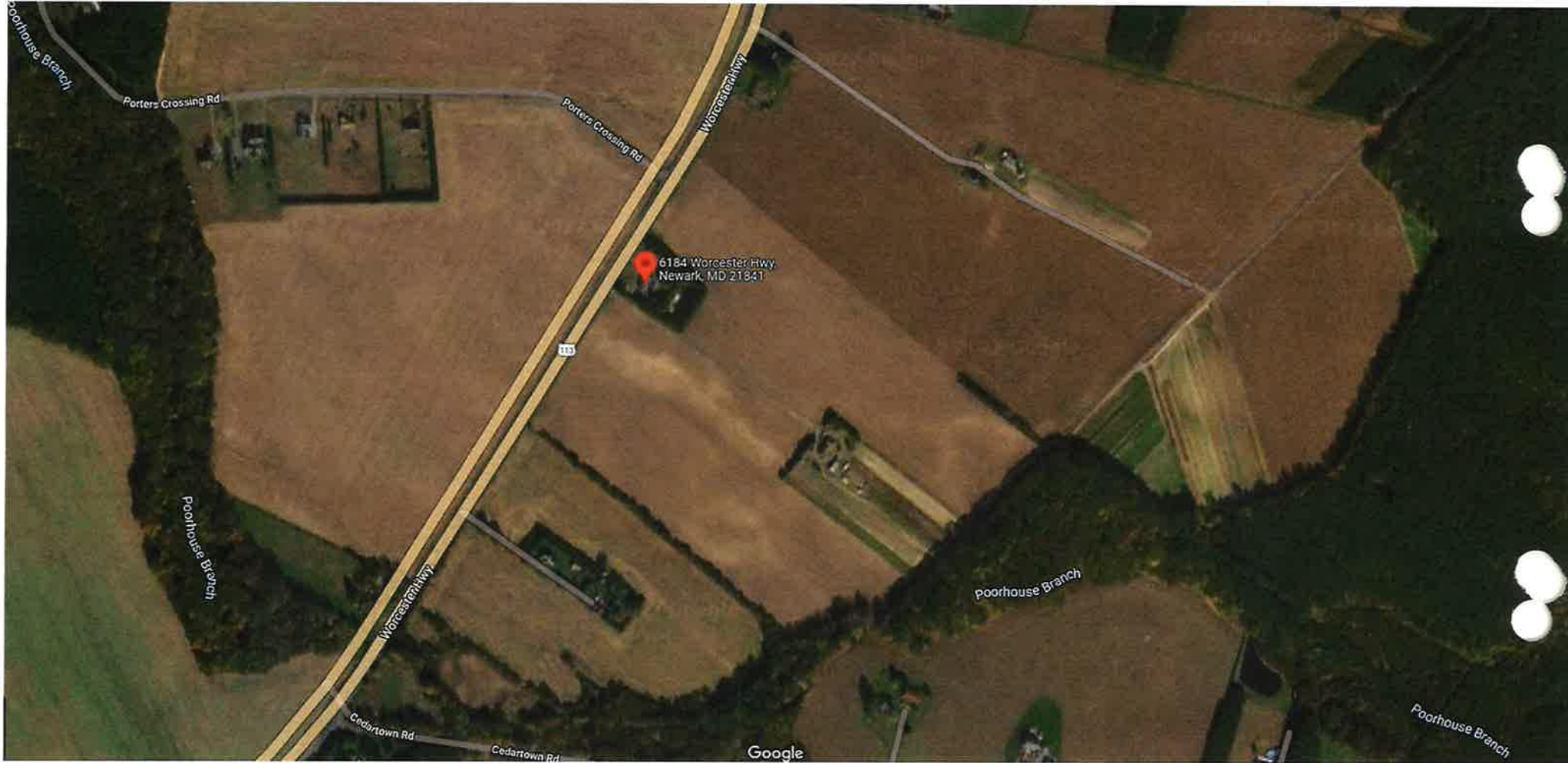


Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community, MD IMAP, MDP

Esri, HERE, Garmin, NGA, USGS, NPS | MD IMAP, USDA | MD IMAP, DoIT | MD IMAP, MDE | MD IMAP, MDP | MD IMAP, MDP, U.S. Census | MD IMAP, MDP, SDAT | MD IMAP, MDP, MDA | MD IMAP, DNR | MD IMAP, SHA, DoIT, MDP | MD IMAP, MHT, MDP | Maryland Department of Transportation (MDOT)

ITEM 6





109282 & 109296 - Exhibit - Beverly Dryden Wilkerson

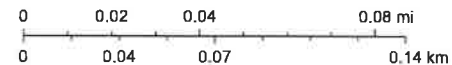


5/26/2022, 12:08:06 PM

World Street Map

County Boundary

1:2,257



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community, MD iMAP, DoIT

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



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

DALLAS BAKER JR., P.E.
 DIRECTOR

CHRISTOPHER CLASING, P.E.
 DEPUTY DIRECTOR

MEMORANDUM

TO: Weston Young P.E., Chief Administrative Officer
 Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM: Dallas Baker Jr., P.E., Director *Dallas Baker Jr*
DATE: September 25, 2023
SUBJECT: Recycling Over Expenditure Requests

Public Works is requesting Commissioner approval for an over expenditure in the FY 23 Recycling budget for Vehicle Operating Expenses and an anticipated over expenditure for FY 24 Recycling Fuel. The FY 23 Recycling budget for Vehicle Operating Expenses was over budget by \$42,745, \$16,669 was able to be offset using other line items which were underspent, leaving an over expenditure of \$26,076. The original FY 23 Fuel budget was developed using historical spending as model to estimate current needs, however the pattern did not adequately anticipate the rising cost of fuel. Using more accurate data we now anticipate that in FY 24 there will also be an over expenditure of \$23,000 in Recycling Fuel per the details below.

100.1206.6540.020 Fuel

FY 23 Actual Expense \$61,080.49

FY 24 Budget \$50,000.00

FY 24 REVISED OVER EXPENDITURE ESTIMATE: \$15,000

100.1206.6540.070 Off Road Fuel

FY23 Actual Expense \$15,554.45

FY24 Budget \$10,000.00

FY 24 REVISED OVER EXPENDITURE ESTIMATE: \$8,000

Please let me know if there are any questions.

CC: Kim Reynolds
 Jessica Wilson
 Barb Hitch
 Chris Clasing
 David Candy
 Bob Keenan

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



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

DALLAS BAKER JR., P.E.
 DIRECTOR

CHRISTOPHER CLASING, P.E.
 DEPUTY DIRECTOR

MEMORANDUM

TO: Weston Young P.E., Chief Administrative Officer
 Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM: Dallas Baker Jr., P.E., Director *Dallas Baker Jr*
DATE: September 27, 2023
SUBJECT: Tipping Fee Waiver – Coastal Clean Up Day

Public Works - Solid Waste Division received a request from the Maryland Coastal Bays Program asking Commissioner approval to waive tipping fees for debris collected as part of their annual community shoreline and bay trash clean-up day, scheduled for October 22, 2023. This is the third year for the event and the previous requests have been granted. In 2022, one ton of trash was collected, in 2021 three tons were collected. When transported to the landfill, the tipping fees came to less than \$500.00. This year, the event organizers are requesting the waiver of those fees once again.

The program utilizes local volunteers from businesses, student organizations, community groups, and watermen to remove trash and other debris from the shoreline and from within the bay itself. A local business is donating the use of a roll off dumpster.

Please let me know if there are any questions.

CC: Chris Clasing
 David Candy



Worcester County Administration

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

MEMORANDUM

TO: Worcester County Commissioners
FROM: Candace Savage, Deputy Chief Administrative Officer
DATE: September 25, 2023
SUBJECT: Request to Purchase Agenda Automation Software

County Administration is seeking approval to purchase OneMeeting agenda automation software from Granicus. OneMeeting was selected because of the customization options and ability to integrate with Swagit. This software will create a portal with customized forms and workflows to submit and track agenda requests. The printed version of the packet will not substantially change. The digital version of the packet will include links from the agenda to each item. Once published on our website the agendas and packets will become searchable text allowing users to search multiple meetings for keywords.

The estimated implementation and subscription cost for year one is \$11,705. Funding of \$17,000 for agenda software was approved in the FY24 budget under account 100.1090.070.6130.070 Software Maintenance Agreements.

Attachment: Granicus OneMeeting Proposal

Granicus Proposal for Worcester County MD

ORDER DETAILS

Prepared By: David Potocki
Phone: 202-559-4271
Email: david.potocki@granicus.com
Order #: Q-285156
Prepared On: 05 Jun 2023
Expires On: 29 Jul 2023

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance: The term of the Agreement will commence on the date this document is signed and will continue for 36 months.

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
OneMeeting Agenda Automation - Configuration and Training	Upon Delivery	1 Each	\$1,734.00
SUBTOTAL:			\$1,734.00

New Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Agenda Automation - Tier 1	Annual	1 Each	\$9,970.50
SUBTOTAL:			\$9,970.50

FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	Year 2	Year 3
Agenda Automation - Tier 1	\$10,469.03	\$10,992.48
SUBTOTAL:	\$10,469.03	\$10,992.48

PRODUCT DESCRIPTIONS

Solution	Description
Agenda Automation - Tier 1	Agenda Automation - Tier 1 Includes: 2 workflows, 1 post workflow, 2 forms and up to 4 meeting types
OneMeeting Agenda Automation - Configuration and Training	Agenda Automation - Analysis, Setup and Configuration Services These services focus on the analysis of your agenda item approval process and the designing of the forms and workflows to facilitate the submittal and approval of agenda items.

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-285156 dated 05 Jun 2023 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Worcester County MD to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	[<input type="checkbox"/>] - No [<input type="checkbox"/>] - Yes
Billing Address:		PO Number: <i>If PO required</i>	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-285156 dated 05 Jun 2023 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Worcester County MD	
Signature:	
Name:	
Title:	
Date:	

MEMORANDUM

TO: Worcester County Commissioners
FROM: Candace Savage, Deputy Chief Administrative Officer
DATE: September 26, 2023
SUBJECT: DocuWare Workflow Development

Development, Review, and Permitting and Environmental Programs are requesting funding to continue to development of DocuWare workflows to improve efficiencies. The funding would result in over expenditures of \$10,000 to 100.1008.6130.075 DRP Software Upgrades and \$5,000 to 100.1010.6130.075 Environmental Programs Software Upgrades.

The workflow development is expected to include the following processes:

- DRP permit inspections
- Electrical permits
- Nuisance Complaint
- Housing Rehabilitation Program intake documents
- EP inspections with remote access
- Forestry, Shoreline, Critical Area, and SWM permits
- Plumbing and gas inspections
- GIS permit dashboard.

Attachments



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, P.E., Chief Administrative Officer
From: Jennifer K. Keener, AICP, Director
Date: September 25, 2023
Re: Overexpenditure Request for FY 2024 Budget – DocuWare Workflow

.....

In 2022, I worked with staff and our support team at KDI to develop a new internal permit workflow system through DocuWare that went live in January 2023. We have seen dramatic reductions in plan review and permit preparation timeframes by staff due to the efficiency of the system, as well as cost savings in paper and other supplies. In April 2023, we implemented a workflow process for Certificates of Use and Occupancy. I want to thank Laurie Campbell in Document Imaging for assisting in the development of much of the work that has been done to date, saving us time and money with our vendor.

However, there are still efficiencies that can be implemented in other aspects of the permitting process and within other divisions of the department that will benefit both county staff and the public. To continue to build on that momentum, I believe we shouldn't wait to begin development until the start of the next fiscal year as it will take time to setup and test before implementation. To accomplish this, I am requesting an overexpenditure in the FY24 budget in the amount of \$10,000 for account 100.1008.6130.075 Software Upgrades. This amount will cover up to 100 hours of workflow development in DocuWare through our current vendor, KDI Office Technology, Inc. We anticipate that the workflow development would include the following processes:

- DRP permit inspections.
- Electrical permits.
- Nuisance Complaint.
- Housing Rehabilitation Program intake documents.
- GIS permit dashboard, a product which was started by our summer GIS intern.

I would like to thank the Commissioners for their consideration of this matter and for their past support that has helped DRP to become more effective and efficient in our processes.



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

Memorandum

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

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

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

Subject: Overexpenditure Request for FY 24 Budget
 DocuWare Workflow

Date: 9/25/23

Over the past year, my staff and I have worked with DRP and Document Imaging staff and the KDI programmers in assisting with their testing and development of a new internal permit workflow system through DocuWare that went live for DRP in January 2023. We were active participants in this development to work out kinks and make suggestions along the way to make sure the switchover was a success. We are anticipating going live with the EP version in the coming months for Environmental Programs permits that are also signed and reviewed by another departments. For the DRP building and zoning permits that require signoff by Divisions of this Department, we have experienced reductions in plan review timeframes by staff due to the efficiency of the system and can vouch for the flexibility an on-line review platform provides our staff. I can also state that EP staff also participated in assisting with the testing and implementation of the workflow process for DRP's Certificates of Use and Occupancy. It is no small secret in this building that the work of Laurie Campbell in Document Imaging has been essential in working with our vendor developing these system add-ons within the existing DocuWare platform. The costs to establish these tools would have been far greater with other software packages and vendors.

There are other processing and delivery gains that can be realized in other aspects of the permitting and inspection process and across the internal divisions of this department that will benefit both County staff and the public that I am requesting we be allowed to proceed with in the current fiscal year. To achieve this, we are requesting an over expenditure in the FY24 budget in the amount of \$5,000 for account 100.1010.6130.075 - Software Upgrades. This amount will cover up to 50 hours of workflow development in DocuWare through our current vendor, KDI Office Technology, Inc. At a minimum, the workflow development would include the following processes:

- EP permit inspections and integration of county cell phones for remote access
- Forestry, Shoreline, Critical Area, SWM permits.
- Setups for plumbing and gas inspections
- A departmental GIS permit dashboard, serviceable by EP staff

I would like to thank the Commissioners for their consideration of this matter and for their past support in investments made to produce greater efficiencies within County departments.



Worcester County Administration

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

MEMORANDUM

TO: Worcester County Commissioners
FROM: Candace Savage, Deputy Chief Administrative Officer
DATE: September 27, 2023
SUBJECT: CRICKET Center Update and Reallocation Request

The CRICKET Center would like to provide the Commissioners with an update on the current organization, programs, and needs. In addition, the CRICKET Center is requesting a reallocation of previous funding. The CRICKET Center was awarded \$200,000 in FY22. \$10,000 supported the general operating budget and the remaining \$190,000 was allocated for new construction of a child advocacy center on a donated parcel of land in Snow Hill. The CRICKET Center is requesting a reallocation of the \$190,000 to support the general operating expenses associated with the development of a satellite child advocacy center in Pocomoke. The reallocation of funding will best address current needs of victims of child abuse in Worcester County.

Lauren Cooper
Executive Director

Stefanie Franklin
Treasurer, Board of Directors



Worcester County's Child
Advocacy Center





Mission

The CRICKET Center's mission is to reduce the trauma experienced by child victims by bringing all necessary local agencies together.

Medical professionals
Law enforcement
Mental Health
Prosecutors
Child Protective Services
Family Advocate
Executive Director

Organization Updates

- New Executive Director
- 15 Board Members
- Case Manager
- National Reaccreditation



**National
Children's
Alliance®**

Programs Funded

- Forensic Interviews
- Coordinated Case Management
- Family/Victim Advocacy
- Facility Dog
- Community Prevention & Outreach
- Therapy (Life Crisis Center)





Welcome
to the
CRICKET
Center!





Areas of Need



- Expansion
- Training
- Equipment/Technology
- After-hours coverage
- Interpreter/translation services
- Website update
- Underserved communities

2021

The CRICKET Center was awarded \$200,000 in FY22.

\$10,000 supported general operating budget

\$190,000 allocated for Capital Campaign for new construction

In-kind donation of land parcel in Snow Hill, MD

2022 - 2023

- School administration reaching out for help
- Cannot relocate entirely because of proximity to emergency room
- Addresses immediate need versus long-term construction
- Transportation burden on victims/caregivers
- Quicker response time
- Private, safe location
- Serves families, law enforcement, medical and mental health providers, child protection workers
- Berlin office is at maximum staffing
- Ideal property available now

Request

The CRICKET Center requests a reallocation of the \$190,000 that was initially intended for new construction to support the general operating expenses associated with a satellite child advocacy center in Pocomoke.

Implementation Plan

- Proposed lease drafted
- Q2 October - December
 - Equipment installation
 - Connect utilities
 - Hire support staff
 - Cosmetic projects
 - Furnish
 - Grant applications submitted
- January - March
 - Limited services offered
 - Installation completion
- April
 - Child Abuse Awareness Month
 - Ribbon Cutting

Community Support

Worcester County Sheriff's Office
Office of the State's Attorney for Worcester County
Atlantic General Hospital
Department of Social Services
Life Crisis Center
Board of Education
Community Foundation of Eastern Shore

The CRICKET Center has received expert consulting through Community Foundation of the Eastern Shore to meet the goals of this proposed expansion.



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: September 20, 2023
RE: Transfer of Agreement of Grant

On August 2, 2022, the Commissioners voted to distribute certain American Recue Plan Act (ARPA) funding to three Internet Service Providers (ISPs) to begin installation of high-speed fiber broadband throughout the county. The ISPs that ARPA funds were distributed to were Bay Country Communications, Choptank Fiber, and Talkie Communications.

Since that time, Choptank Fiber is in the process of acquiring the fiber portion of Bay Country Communications. Choptank Fiber has agreed to finish the portion allocated to Bay Country Communications, following the same financial match and grant terms.

Staff is requesting approval of the attached Transfer of Agreement of Grant to Choptank Fiber.

Attachments

Approved ARPA Request 08/02/22 – Pages 2-7
Assignment of Grant Agreement – Pages 8-15



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

APPROVED

WSY 08/02/22

MEMORANDUM

TO: Worcester County Commissioners
 FROM: Weston S. Young, Chief Administrative Officer
 DATE: July 24, 2022
 RE: ARPA Broadband Proposal

At the July 5, 2022 Commissioners' Meeting, it was decided to provide \$1,500,000 to the fire and emergency medical services companies and the remaining approximately \$7,100,000 for broadband. This memo will detail a proposal for how to disperse the broadband portion of the ARPA funding, which includes a funding match provided by each highspeed fiber Internet Service Provider (ISP). Further, to allow for quicker deployment of this service, the proposal takes each ISP where they have an existing footprint and has them expand into other unserved and underserved areas of the county. While this does not reach every unserved or underserved resident in Worcester County, this does cover a significant amount of ground and allows for ISP ample opportunity to branch out and grow organically from here.

The proposed coverage is shown in the maps attached to this memo. The approximate numbers for each breakdown to each ISP is as follows:

Bay Country Communications

We are proposing to give \$1,000,000 of ARPA funding to Bay Country Communications (BCC) to provide extended service from Newark down to Girdletree, on the east side of U.S. Route 113, and a section of Carey Road north of Berlin. This work is further illustrated on pages 4 and 5.

BCC is proposing a 15% match, bringing the project total to \$1,176,600. They are covering approximately 31.8 miles at a cost of \$37,000 per mile.

Choptank Fiber

We are proposing to give \$2,500,000 of ARPA funding to Choptank Fiber (Choptank) to provide service west of U.S. Route 12 and north of the Pocomoke River. This work is further illustrated on page 6.

Choptank is proposing a 50% match, bringing the project total to \$5,000,000. They are covering approximately 81 miles at a cost of \$61,000 per mile.










Talkie Communications

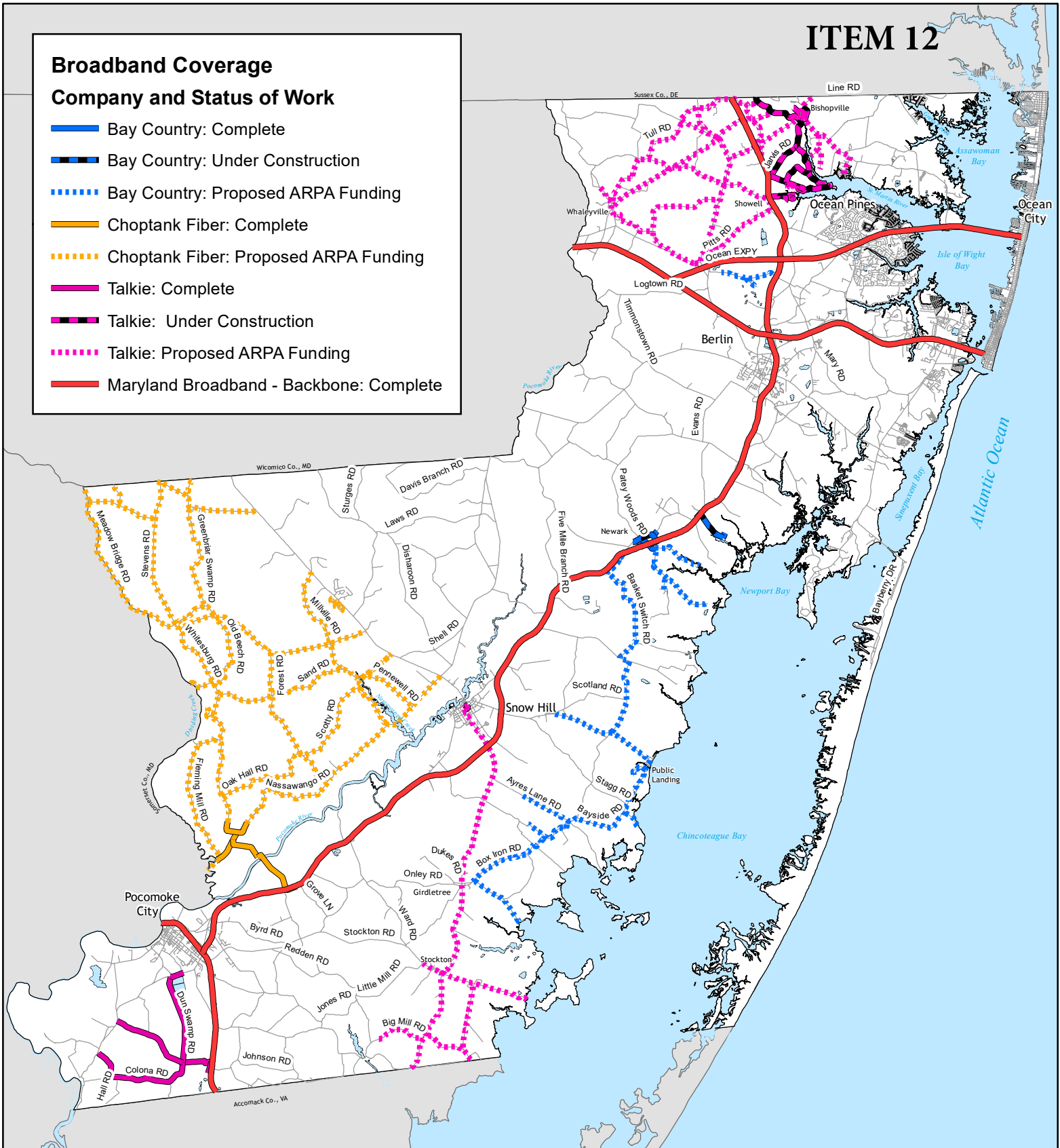
We are proposing to give \$3,500,000 of ARPA funding to Talkie Communications (Talkie) to provide service along U.S. Route 12, from Snow Hill to the Virginia line, as well as service between Bishopville and Whaleyville. This work is further illustrated on pages 3 and 4.

Talkie is proposing a 42% match, bringing the project total to \$6,104,366. They are covering approximately 83 miles at a cost of \$73,751 per mile.

Broadband Coverage

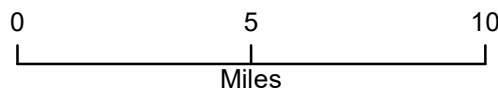
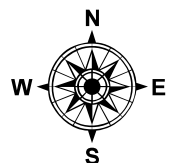
Company and Status of Work

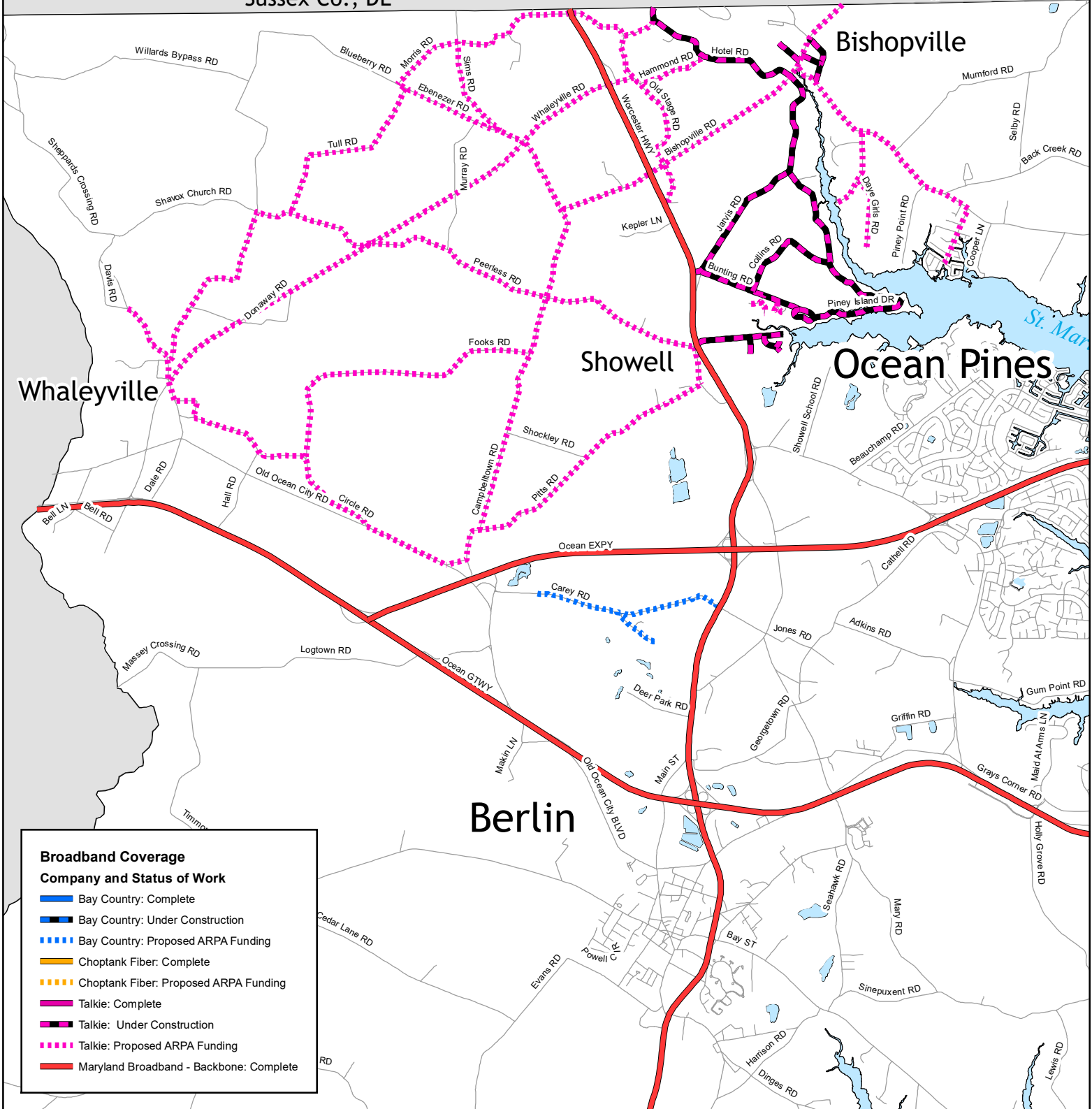
-  Bay Country: Complete
-  Bay Country: Under Construction
-  Bay Country: Proposed ARPA Funding
-  Choptank Fiber: Complete
-  Choptank Fiber: Proposed ARPA Funding
-  Talkie: Complete
-  Talkie: Under Construction
-  Talkie: Proposed ARPA Funding
-  Maryland Broadband - Backbone: Complete



BROADBAND PROJECT

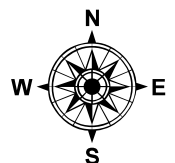
DEVELOPMENT REVIEW & PERMITTING
 Technical Services Division - July 2022

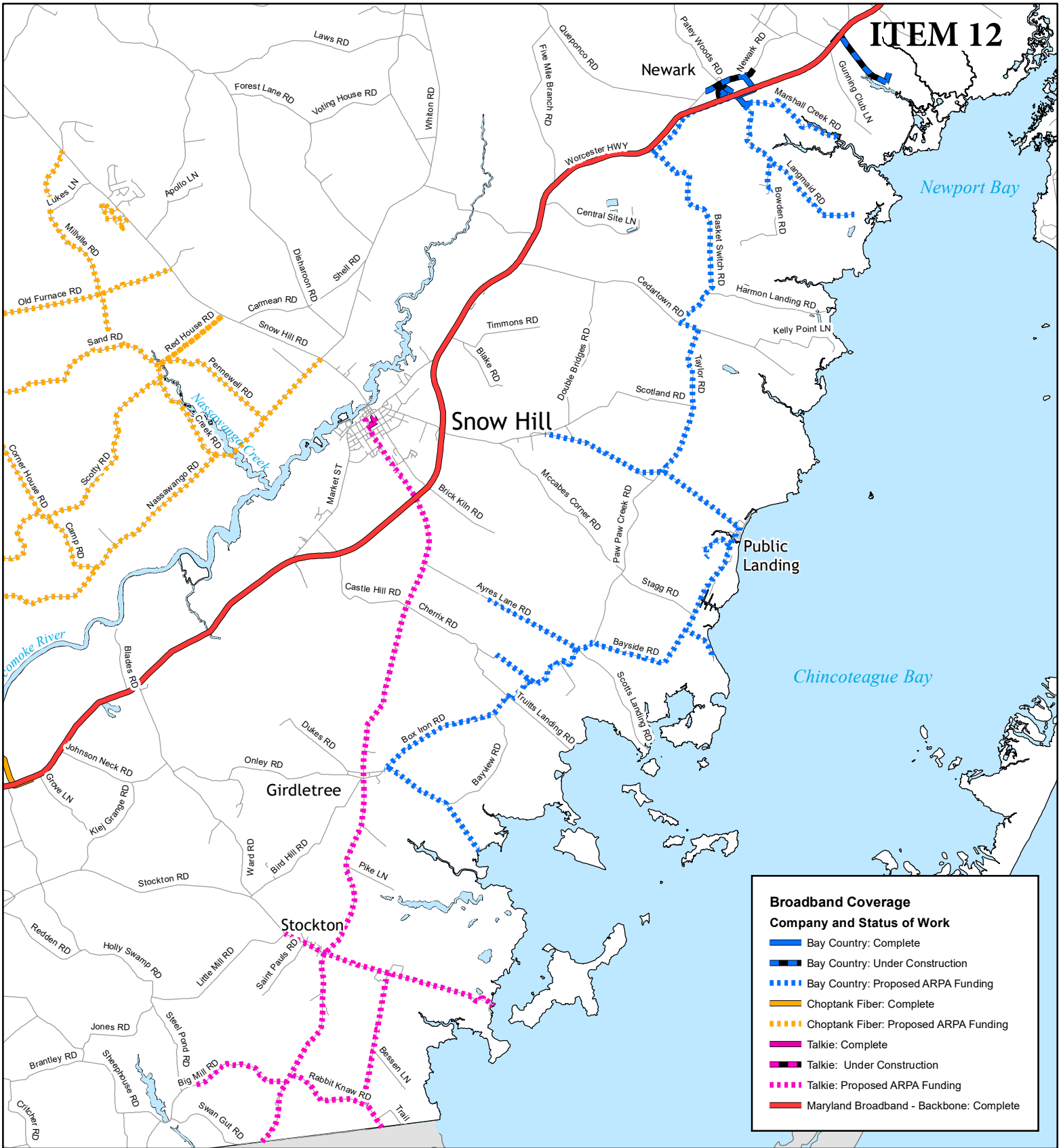




BROADBAND PROJECT

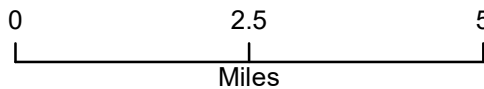
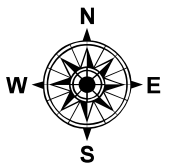
DEVELOPMENT REVIEW & PERMITTING
 Technical Services Division - July 2022





BROADBAND PROJECT

DEVELOPMENT REVIEW & PERMITTING
 Technical Services Division - July 2022



Assignment of Grant Agreement

This Assignment of Grant Agreement (“Agreement”) is entered into on September _____, 2023 by the County Commissioners of Worcester County, Maryland (the “County”), Bay Country Communications (“Bay Country”), and Choptank Electric Cooperative, Inc. and its wholly-owned subsidiary Choptank Fiber, LLC (collectively referred to as “Choptank”).

Recitals

- A. The County is the recipient of a State and Local Fiscal Recovery Funds (“SLFRF”) grant under the American Rescue Plan Act (“ARPA”) from the United States Treasury (“Treasury”);
- B. Bay Country submitted an application to the County for an ARPA Broadband Grant, attached as Exhibit A;
- C. Bay Country entered into a Grant Agreement with the County for the distribution of SLFRF funds, the terms and conditions of which are substantially similar to the Grant Agreement executed on October 4, 2022 by Choptank and the County.
- D. The area covered by the Grant Agreement is attached as Exhibit B and has been provided to the County as a KMZ file; and
- E. Bay Country, Choptank, and the County want to assign Bay Country’s remaining rights and obligations under the Grant Agreement to Choptank.

Terms

The parties agree as follows:

- 1. Bay Country does hereby assign to Choptank all remaining rights and obligations under the Grant Agreement.
- 2. The County consents to this Assignment.
- 3. In conjunction with this Assignment, the County will make a final payment of \$73,117.87 to Bay Country for work performed under the Grant Agreement.
- 4. In exchange of the final payment, Bay Country fully releases the County and its agents from any claim that Bay Country may have arising from the Grant Agreement.
- 5. Choptank will be eligible to receive SLFRF monies totaling \$676,882.13 that have not been distributed to Bay Country, provided that Choptank

performs the scope of work and complies with all conditions of the Grant Agreement.

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

If to County:

County Commissioners of Worcester County, Maryland
Attention: Senior Budget Accountant
1 W Market Street, Room 1103
Snow Hill, Maryland 21863

If to Choptank:

Choptank Electric Cooperative
Attention: Valerie Connelly
10384 River Road
Denton, MD 21629

7. All other provisions of the Grant Agreement remain in effect.

The Parties agree to this Agreement on the date stated above.

Attest:

**County Commissioners of
Worcester County, Maryland**

Weston S. Young
Chief Administrative Officer

_____(Seal)
Anthony W. Bertino, Jr.
President

Witness

Bay Country Communications

_____(Seal)
By:

Witness

**Choptank Electric Cooperative,
Inc.**

_____(Seal)
By:

Witness

Choptank Fiber, LLC

_____(Seal)
By:

Exhibit A

Bay Country ARPA Broadband Grant Application



Worcester County
 Office of the County Commissioners
 Government Center
 1 West Market Street, Room 1103
 Snow Hill, MD 21863

To be completed by County:
 Funding Type: _____
 Funding Request: _____
 G/L Acct. No. _____

**WORCESTER COUNTY GOVERNMENT GRANT APPLICATION
 ARPA BROADBAND**

Applicant Name	Project Name
Federal Employer Identification Number	Amount of Grant Requested
Contact Name and Title	Grant Manager, If Different Than Primary Applicant
Amount of Matching Funds Pledged	Source of Matching Funds
Telephone Number	Type of Proposed Broadband Service (FTTH, Cable, DSL, Fixed Wireless)
Email Address	Type of Proposed Project (Last-mile, Middle-mile, backbone, other)
Brief Project Description	
Upon completion, will the project reliably meet or exceed 100 Mbps download and between at least 20 Mbps and 100 Mbps upload speeds and be scalable to a minimum of 100 Mbps symmetrical? Required by Iterim Final Rule, 31 CRF. (yes/no)	Timeline to Complete the Project

ITEM 12

Maximum Proposed Download Transmission Speed	Maximum Proposed Upload Transmission Speed
Maximum Proposed Download Speed to Customer Location	Maximum Proposed Upload Speed to Customer Location
City, Town, and/or Community Served by This Project	List of the Broadband Service Providers, if Any, Currently Serving the Area Proposed
List of Current or Pending Broadband Projects, if Any, in the Area Proposed	Does proposed project provide access to unserved or underserved locations as defined as lacking access to a wireline connection capable of reliably delivering at least minimum speeds of 25 Mbps download and 3 Mbps upload. Require by Interim Final Rule, 31 CRF. (yes/no)
Expected Number of un/underserved Business Locations that will have access to the improved broadband service	Expected Number of un/underserved Residential Locations that will have access to the improved broadband service

Please attach a budget narrative and additional details regarding the project costs and match. Include price estimates for any equipment the applicant intends to purchase. The applicant must show that the grant funds requested will be used for the sole purpose of implementing the proposed broadband project and service in the un/underserved areas covered by the application.

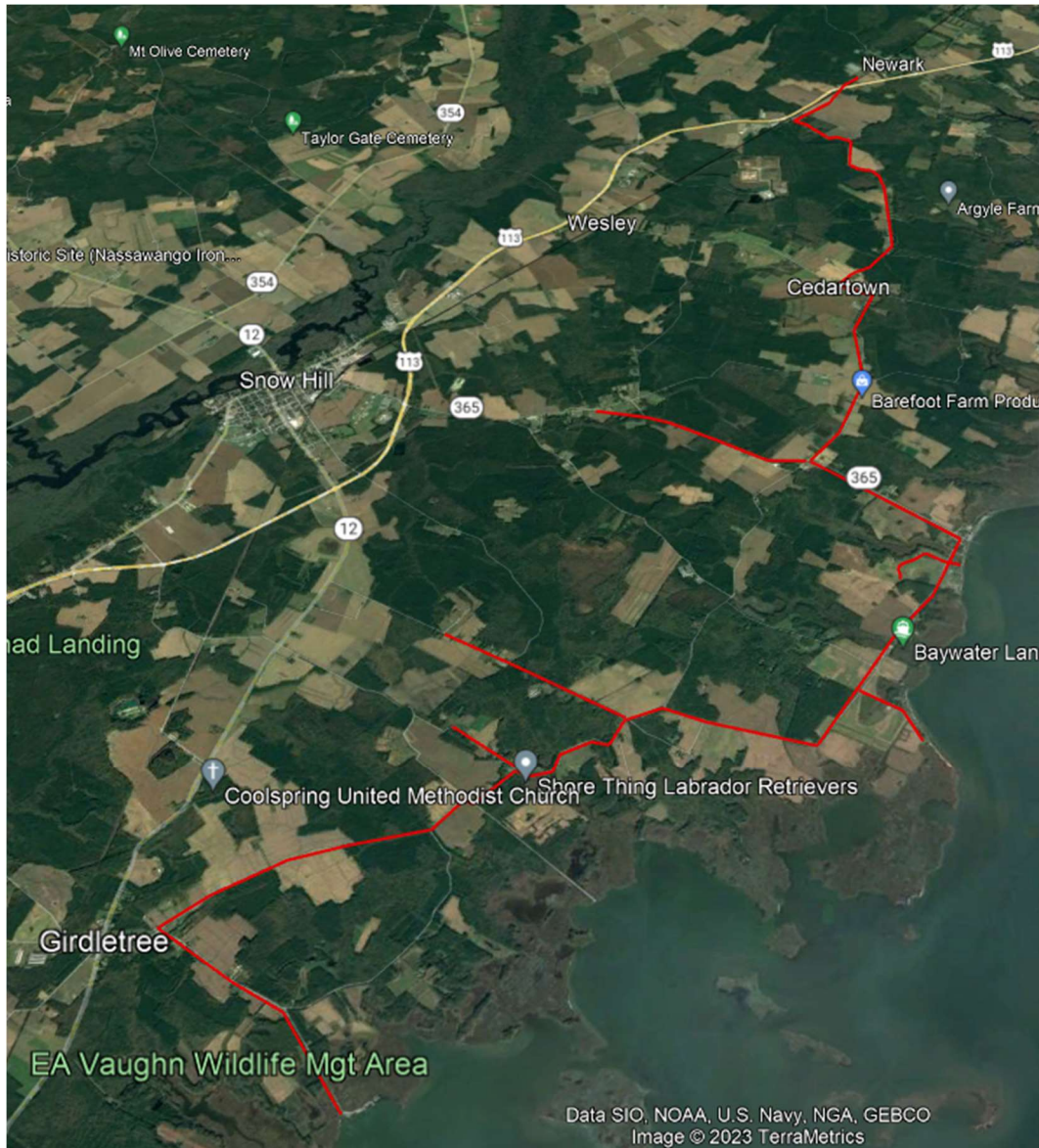
Project Funding Sources: (identify ALL sources of funding applied to this project, not entire organization revenue if not applicable to request). Attach additional pages, if needed:

	<u>Cash</u>	<u>In Kind</u>
1. Worcester County Request	\$ _____	\$ _____
2. _____	\$ _____	\$ _____
3. _____	\$ _____	\$ _____
4. _____	\$ _____	\$ _____
5. _____	\$ _____	\$ _____
Total	\$ _____	\$ _____

Operating / Project Expenses: (Please enter the total proposed budget for the project (not entire organization expense if not applicable to request)).

<u>Project Expense Estimate</u>	<u>Total Amount</u>	<u>Source of Estimate</u>
1. Salary/Wages/Benefits	\$ _____	_____
2. Professional Fees	\$ _____	_____
4. Operations	\$ _____	_____
5. Supplies	\$ _____	_____
6. Equipment	\$ _____	_____
7. Other _____	\$ _____	_____
8. Other _____	\$ _____	_____
9. Other _____	\$ _____	_____
10. Other _____	\$ _____	_____
Total project expenses	\$ _____	

Exhibit B
Grant Area Map





Worcester County Administration

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

TO: Weston Young, Chief Administrative Officer
FROM: Kim Reynolds, Budget Officer
DATE: September 25, 2023
RE: Fiscal Year 2023 Year End Budget Transfers

The budget transfer request is a component of the General Fund annual audit. We ask the Department and agency heads to wait until the end of the fiscal year to request budget transfers in order to keep the accounting down to one journal entry. The Department heads and Agencies must keep track during the fiscal year of budget accounts that may be over due to unforeseen reasons and then submit their requests for budget transfers to cover these expenditures in their budgets. There is still savings for the County after these transfers have been completed.

I have evaluated the requests and made some adjustments where needed and I concur with the need for all transfers submitted in the attached summary.

I would ask for your review and the County Commissioners approval of the FY2023 Budget Transfer Request worksheets provided which totals \$450,232.

Thank you for your consideration and I am available for any questions you may have.

ITEM 13

FY2023 GENERAL FUND BUDGET TRANSFER REQUEST				
Department Name/Number: Commissioners/1001		Whole Dollars Only, Round UP to nearest Dollar		
Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
1 Uniforms & Personal Equipment Uniforms	100.1001.6150.050	590		Purchased Worcester County Logo Shirts for Staff
2 Administrative Exepnse Paper	100.1001.6100.210		(590)	Cover Admin staff County shirts
Department Name/Number: Circuit Court/1002		Whole Dollars Only, Round UP to nearest Dollar		
Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
1 Uniforms & Personal Equipment	100.1002.6150.050	82		funds needed to cover cost of equipment for bailiffs
2 Administrative Expenses	100.1002.6100.010		(82)	administrative expense savings to cover cost of equipment for bailiffs
3 Building Site Expenses	100.1002.6550.270	1,718		funds needed to cover additional telephone expenses
4 Administrative Expenses	100.1002.6100.010		(1,718)	administrative expense savings to cover additional telephone expenses
5 Advertising	100.1002.6900.025	566		funds needed to cover newspaper ads for open position
6 Administrative Expenses	100.1002.6100.010		(566)	administrative expense savings to cover newspaper ads for open position
Department Name/Number: Orphans Court/1003		Whole Dollars Only, Round UP to nearest Dollar		
Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
1 Administrative Expense	100.1003.6100.060	1,533		short fall books & publications
2 Travel, Training & Expense	100.1003.7000.100		(1,533)	travel savings to cover admin
Department Name/Number: States Attorney/1004		Whole Dollars Only, Round UP to nearest Dollar		
Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
1 Uniforms and Personal Equipment	100.1004.6150.050	1,294	0	uniforms purchased for staff interacting with public
2 Supplies and Equipment	100.1004.6110.390	0	(1,294)	savings from supplies/equipment used to cover uniform expense
3 Vehicle Operating Expense	100.1004.6540.020	3,104	0	funds needed to cover fuel cost for additional vehicles
4 Supplies and Equipment	100.1004.6110.280	0	(3,104)	savings from supplies/equipment used to cover additional fuel expense
5 Building Site Expense	100.1004.6550.270	643	0	funds needed to cover increased phone expense
6 Supplies and Equipment	100.1004.6110.245	0	(643)	savings from supplies/equip used to cover increased phone expense
Department Name/Number: Treasurers/1005		Whole Dollars Only, Round UP to nearest Dollar		
Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
1 Supplies and Equipment	100.1005.6110.090	3,397		Additional PC purchases due to service life.
2 Equipment Maintenance	100.1005.6130.010	15		Replaced printer with unit with slightly higher monthly cost.
3 Building Site Expenses	100.1005.6550.270	43		Increased phone charges associated with remote access
4 Adminstrative Expenses	100.1005.6100.110		(3,000)	Delayed purchase of envelopes due to inventory available.
5 Travel & Training	100.1005.7000.115		(455)	Focused on virtual CPE in FY23 which resulted in less travel.

ITEM 13

1 Department Name/Number: Elections Office/1006		Whole Dollars Only, Round UP to nearest Dollar			
2	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
	Consulting Services	100.1006.6530.150	23,611		Overage of Temp Staff costs for 2022 Election & dropbox pickups OC, Snow Hill, Pocomoke
	Supplies and Equipment	100.1006.6110.120		(23,611)	Supplies & Equipment savings to cover Consultant Services
1 Department Name/Number: Human Resources/1007		Whole Dollars Only, Round UP to nearest Dollar			
2	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
3	Equipment Maintenance Copier Lease	1007.090.6130.010	109		Overage in copies per lease agreement
4	Administrative Expense Office Supplies	1007.090.6100.190		(109)	Savings from Admin Exp to cover copier overage
	Consulting services, physicals, shots & drug testing	1007.090.6530.080	19		OverageTetanus shots for new hires
	Advertising	1007.090.6900.040		(19)	Savings from Advertisting to cover shots for new hires
Department Name/Number: DRP/1008		Whole Dollars Only, Round UP to nearest Dollar			
1	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
	Administrative Expense - Admin. Expenses	100.1008.6100.010	2,958		Credit Card surcharge fee overage
2	Supplies & Equipment - Computers & Printers	100.1008.6110.090		(1,910)	computer savings to cover credit card surcharge fees
3	Equipment Maintenance - Software Licensing	100.1008.6130.060		(1,048)	Software licensing savings to cover credit card surcharge fees
4	Legal Services - Board/Commission Attorney	100.1008.6510.010	1,775		overage for board attorneys
5	Travel, Training & Expense - Board Member Allowance	100.1008.7000.020		(1,775)	board member allowance to cover board attorney fee overage
6	Vehicle Operating Exp - Vehicle Repairs Outside	100.1008.6540.045	8,357		Unexpected repairs to two vehicles
7	Equipment Maintenance - Software Maintenance Agreements	100.1008.6130.070		(5,642)	On-call GIS savings to cover vehicle repairs
8	Travel, Training & Expense - Continuing Education/ Certification	100.1008.7000.040		(1,660)	continuing education to cover vehicle repairs
9	Travel, Training & Expense - Educational Training	100.1008.7000.060		(1,055)	educational training savings to cover vehicle repairs
10	Advertising - Legal Advertisements	100.1008.6900.025	358		overage for legal advertisements
11	Travel, Training & Expense - Board Member Allowance	100.1008.7000.020		(358)	board member allowance to cover legal advertisement overage
12	Capital Equipment - New Vehicles	100.1008.9010.010	6,169		New vehicle cost overage
13	Travel, Training & Expense - Meetings/ Conferences/ Shows	100.1008.7000.100		(6,169)	Conference savings to cover new vehicle cost overage
Department Name/Number: Env. Programs/1010		Whole Dollars Only, Round UP to nearest Dollar			
1	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
	Vehicle Operating Expenses Fuel	100.1010.6540.020	3,088		Fuel costs increase
2	Building Site Exp. Telephone	100.1010.6550.270		(501)	Cover fuel cost increase
3	Supplies Computer Repairs	100.1010.6110.080		(2,300)	Cover fuel cost increase
4	Supplies Computer Printers	100.1010.6110.090		(287)	Cover fuel cost increase
6	Travel, Training & Expense Cont Educ.	100.1010.7000.020	823		Increase in training costs
7	Advertising, W&S Plan Amendment Adverts.	100.1010.6900.060		(823)	Cover training cost increase
Department Name/Number: Information Tech/1011		Whole Dollars Only, Round UP to nearest Dollar			
1	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
	Administrative Office Expense Office Supplies	100.1011.6100.190	294		Funds needed to cover administrative expenses overage
2	Supplies & Equipment Computers & Printers	100.1011.6110.090		(294)	Supplies & Equip covering overage in Admin Exp

ITEM 13

3	Uniforms & Personal Equipment Uniforms	100.1011.6150.050	18		Funds needed to cover coverage in uniforms exp
4	Supplies & Equipment Computers & Printers	100.1011.6110.090		(18)	Supplies & Equip funds savings covering coverage in uniforms
5	Vehicle Operating Expenses Fuel-WC Fleet	100.1011.6540.020	243		Funds needed to cover fuel increase
6	Supplies & Equipment Computers & Printers	100.1011.6110.090		(243)	Savings in supplies covering coverage in vehicle fleet fuel
Department Name/Number: Sheriff Dept/1101			Whole dollars Only, Round UP to nearest dollar		
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
1	Uniforms & Personal Equipment - Uniforms	100.1101.030.6150.050	1,329		funds needed to cover shortage in uniforms
2	Supplies & Materials - Computer Repairs & Supplies	100.1101.030.6110.080		(1,329)	savings in computer repairs & supplies to cover shortage in uniforms
3	Advertising - Personnel Advertisements	100.1101.030.6900.040	276		funds needed to cover shortage in personnel advertisements
4	Administrative Expense - Office Supplies	100.1101.030.6100.190		(276)	savings in office supplies to cover shortage in personnel advertisements
5	Vehicle Operating Expenses - Vehicle Maintenance	100.1101.030.6540.030	35,594		funds needed to cover shortage in vehicle maintenance
6	Supplies & Materials - K9 Expense	100.1101.030.6110.180		(35,594)	savings in K9 expense to cover shortage in vehicle maintenance
7	Vehicle Operating Expenses - Vehicle Maintenance	100.1101.030.6540.030	25,525		funds needed to cover shortage in vehicle maintenance
8	Supplies & Materials - Law Enforcement Equipment	100.1101.030.6110.190		(25,525)	savings in le equipment to cover shortage in vehicle maintenance
9	Vehicle Operating Expenses - Vehicle Maintenance	100.1101.030.6540.030	100		funds needed to cover shortage in vehicle maintenance
10	Administrative Expense - Alcohol & Drug Testing	100.1101.030.6100.030		(100)	savings in alcohol & drug testing to cover shortage in vehicle maint
11	Vehicle Operating Expenses - WC Fleet	100.1101.030.6540.020	29,569		funds needed to cover shortage in WC fleet (fuel)
12	Equipment Maintenance - Software Maintenance Agreements	100.1101.030.6130.070		(29,569)	savings in software maint agreements to cover shortage in WC fleet (fuel)
13	Vehicle Operating Expenses - WC Fleet	100.1101.030.6540.020	24,169		funds needed to cover shortage in WC fleet (fuel)
14	Supplies & Materials - Computers & Printers	100.1101.030.6110.090		(24,169)	savings in computers & printers to cover shortage in WC fleet (fuel)
15	Vehicle Operating Expenses - WC Fleet	100.1101.030.6540.020	21,591		funds needed to cover shortage in WC fleet (fuel)
16	Supplies & Materials - Law Enforcement Equipment	100.1101.030.6110.190		(21,591)	savings in le equipment to cover shortage in WC fleet (fuel)
17	Vehicle Operating Expenses - WC Fleet	100.1101.030.6540.020	10,700		funds needed to cover shortage in WC fleet (fuel)
18	Consulting Services - Psychological Services	100.1101.030.6530.115		(10,700)	savings in psychological services to cover shortage in WC fleet (fuel)
19	Vehicle Operating Expenses - WC Fleet	100.1101.030.6540.020	9,756		funds needed to cover shortage in WC fleet (fuel)
20	Supplies & Equipment - Spay & Neuter Supplies	100.1101.040.6110.395		(9,756)	savings in spay & neuter supplies to cover shortage in WC fleet (fuel)
Department Name/Number: Emergency Svcs/1102			Whole Dollars Only, Round UP to nearest Dollar		
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
1	System Maintance - Sirens	100.1102.044.6500.085	\$902		Increased costs due to supply chain.
2	Supplies & Equipment Disaster Preparedness	100.1102.044.6110.110		(\$902)	Savings from preparedness materials to cover siren maint
3	Consulting Services -Pre Employment Tests	100.1102.044.6530.095	\$5,328		Project support for New Hire Testing of Dispatchers

ITEM 13

4	Supplies & Equipment Safety Program Equip	100.1102.044.6110.340		(\$5,328)	Savings used to cover consulting for new hire testing
5	Vehicle Operating Expenses	100.1102.044.6540.030	\$11,477		Increased costs due to aging fleet of vehicles
6	Supplies & Equipment Equipment rental	100.1102.044.6110.120		(\$10,000)	Equipment rental savings to cover vehicle expenses
7	Supplies & Equipment Computers and Printers	100.1102.044.6110.090		(\$1,477)	Savings from computers/printers to cover vehicle expenses
8	Advertising	100.1102.044.6900.025	\$58		Ads for Dispatcher Positions
9	Administrative Expense Paper	100.1102.044.6100.210		(\$58)	Funds to cover Avertisment for Dispatcher Positions .
10	Travel, Training & Expenses	100.1102.044.7000.040	\$7,246		Cost to cover 2 CAD Admistrators Training Class Sessions.
11	Supplies & Equipment Radio Maint Contract	100.1102.044.6130.050		(\$7,246)	Funds to cover 2 CAD Admistrators Training Class Sessions.
12	Building Site Expenses	100.1102.044.6550.270	21,950		Telephone costs increase
13	Supplies & Equipment Radio Maint Contract	100.1102.044. 6130.050		(21,950)	Savings in radio maint contract to cover building site expenses
Department Name/Number: Jail/1103			Whole Dollars Only, Round UP to nearest Dollar		
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
1	Administrative Expense	100.1103.6100.190	515		Overage in Office Supplies
2	Equipment Maintenance Copier	100.1103.6130.010		(14)	Savings to cover Admin Exp
3	Equipment Maintence MILES Computer	100.1103.6130.040		(105)	Savings to cover Admin Exp
4	Equipment Maintenance Software	100.1103.6130.070		(9)	Savings to cover Admin Exp
5	Uniforms & Personal Equip Uniforms	100.1103.6150.040		(387)	Savings to cover Admin Exp
6	Supplies & Equipment	100.1103.6110.090	2,645		Overage in Computers/Printers
7	Uniforms & Personal Equip Uniforms	100.1103.6150.040		(2,645)	Savings to cover Supplies/Equip
8	Consulting Services	100.1103.6530.115	5		Overage in Consulting Svcs
9	Uniforms & Personal Equip Uniforms	100.1103.6150.040		(5)	Savings to cover consulting exp
10	Vehicle Operating Expenses	100.1103.6540.030	2,330		Overage in Vehicle Maint
11	Uniforms & Personal Equip Uniforms	100.1103.6150.040		(2,330)	Savings to cover Vehicle Exp
12	Inmate Expenses	100.1103.6190.020	2,442		Overage in processing supplies
13	Uniforms & Personal Equip Uniforms	100.1103.6150.040		(2,442)	Savings to cover inmate exp
14	Building Site Expenses	100.1103.6550.060	11,148		Overage in Utilities
15	Other Maint & Services	100.1103.6700.700		(3,295)	Savings to cover Building Exp
16	Travel Training & Expense	100.1103.7000.060		(5,108)	Savings to cover Building Exp
17	Uniforms & Personal Equip Uniforms	100.1103.6150.040		(2,745)	Savings to cover Building Exp
Department Name/Number: Fire Marshal/1104			Whole Dollars Only, Round UP to nearest Dollar		
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
1	Vehicle Operating Expenses Fuel	100.1104.6540.020	10,960		Increase due to rising fuel cost
2	Vehicle Operating Expenses Maintenance	100.1104.6540.030	6,163		Increase due to vehicles aging and rising maintenance cost
3	Travel, Training & Expense	100.1104.7000.010		(10,223)	Transfer to cover Vehicle Operating Expenses Fuel
4	Uniforms & Personal Equipment FF Gear	100.1104.6150.020		(6,900)	Transfer to cover Vehicle Operating Expenses Maintenance
Department Name/Number: Maintenance/1201			Whole Dollars Only, Round UP to nearest Dollar		
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
1	Uniforms & Personal Equipment	100.1201.6150.050	155		Funds needed to cover uniforms due to turnover in personnel
2	Supplies & Equipment	100.1201.6110.420		(155)	Savings in Tools & Supplies costs to cover uniform overage
3	Vehicle Operating Expenses	100.1201.6540.020	2,623		Funds needed to cover increased vehicle fuel costs
4	Equipment Maintenance	100.1201.6130.035		(2,623)	Savings in work order program costs to cover overage in fuel

ITEM 13

Department Name/Number: Roads /1202			Whole Dollars Only, Round UP to nearest Dollar		
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
1	Vehicle Operating Expenses - Vehicle Maintenance	100.1202.6540.030	19,183		Funds needed to cover increase in vehicle operating costs
2	Road Maintenance Tipping Fees - Litter	100.1202.6600.055		(3,623)	Tipping fee savings to cover vehicle maintenance
3	Travel, Training, & Expense - Educational Training	100.1202.7000.060		(15,560)	Training savings due to inhouse CDL training to cover overage in vehicle maintenance
4	Equipment Maintenance - Roads Management System	100.1202.6130.055	283		Funds needed to cover slight increase in yearly cost
5	Vehicle Operating Expenses - Fuel	100.1202.6540.020	47,402		Funds needed to cover cost in rising fuel prices
6	Building & Site Expenses - General Maintenance Repairs	100.1202.6550.090	10,122		Funds needed to cover upgrading of Pocomoke Shop (2/21/23 CC approved)
7	Supplies & Equipment - Safety Program	100.1202.6110.340		(2,880)	Safety program savings to cover fuel overage
8	Supplies & Equipment - Salt	100.1202.6110.345		(8,350)	Savings from no salt usage to cover fuel overage
9	Supplies & Equipment - Small Equipment	100.1202.6110.390		(2,900)	Saving from small equipment to cover fuel overage
10	Supplies & Equipment - Striping Paint & Supplies	100.1202.6110.400		(3,427)	Striping paint savings to cover fuel overage
11	Road Maintenance Materials - Blacktop	100.1202.6140.010		(5,359)	Blacktop savings to cover fuel overage
12	Road Maintenance Materials - Patching Material	100.1202.6140.020		(546)	Patching material savings to cover fuel overage
13	Road Maintenance Materials - Stone	100.1202.6140.030		(2,617)	Stone purchase savings to cover fuel overage
14	Road Maintenance Materials - Bridge Material	100.1202.6140.050		(3,525)	Savings from bridge materials to cover fuel overage
15	Road Maintenance - Paving and Repaving	100.1202.6600.015		(3,200)	Savings from paving to coverage fuel overage
16	Road Maintenance - Contractural Services	100.1202.6600.025		(25,003)	Contractor Services savings to cover upgrade of Pocomoke Shop, increase in Roads Management System, fuel overages
Department Name/Number: Public Works/1203			Whole Dollars Only, Round UP to nearest Dollar		
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
1	Advertising Legal Advertisements	100.1203.200.6900.025	412		unanticipated increase in cost for advertising Gov Deals surplus sales
2	Other Maint. & Svcs Tipping Fees	100.1203.220.6700.650	40		Funds needed to cover increased quantity of vehicle tires sent to Solid Waste
3	Equipment Maintenance Equipment Annual Maint Contr.	100.1203.220.6130.020	603		Funds needed to cover unanticipated repair to tire balancing equipment
4	Building Site Expenses General Maintenance Repairs	100.1203.220.6550.090		(1,055)	Savings from reduced amount of building repairs
Department Name/Number: Recycling/1206			Whole Dollars Only, Round UP to nearest Dollar		
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
1	Office Supplies	100.1206.6100.190		(379)	Savings in office supplies to cover vehicle operating exp
2	Tools & Supplies	100.1206.6110.420		(3,737)	Savings in Tools and supplies to cover vehicle operating exp
3	Uniforms & Personal Equipment - Uniforms	100.1206.6150.050		(579)	funds needed to cover vehicle operating exp

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5	Consulting - Professional Fees	100.1206.6530.100		(7,200)	funds needed to cover vehicle operating exp
6	Building Site Expenses - Bldg & Grounds	100.1206.6550.020		(2,558)	funds needed to cover vehicle operating exp
7	Other Maint & Svcs - Legal Adv	100.1206.6900.025		(201)	funds needed to cover vehicle operating exp
8	Other Maint & Svcs - Ads	100.1206.6700.660		(2,015)	funds needed to cover vehicle operating exp
9	Vehicle Operating Exp - Fuel	100.1206.6540.020	16,669		funds needed to cover overage in fuel costs
Department Name/Number: Recreation/1601			Whole Dollars Only, Round UP to nearest Dollar		
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
1	Vehicle Operating Expenses Fuel	100.1601.400.6540.020	\$ 16		Funds needed to cover for Fuel expenses
2	Vehicle Operating Expenses Vehicle Maintenance	100.1601.400.6540.030	\$ 103		Funds needed to cover for Vehicle Maintenance expenses
3	Travel, Training& Expenses Continuing Education	100.1601.400.7000.040		\$ (119)	Travel, Training& Exp savings to cover Vehicle Operating Expenses
4	Building Site Expenses Electricity	100.1601.400.6550.060	\$ 5,718		Funds need to cover Electric Exp
5	Building Site Expenses Heating Propane	100.1601.400.6550.120	\$ 16,207		Funds needed to cover for Heating Propane Expenses
6	Administrative Expense Tournament Fees	100.1601.400.6100.270		\$ (21,925)	Admin Exp Tournament Fees to cover Electricity & Heating/Propane
7	Advertising Recreational Advertising	100.1601.410.6900.050	\$ 1,064		Funds needed to cover advertising
8	Travel, Training& Expenses Continuing Education	100.1601.400.7000.040		\$ (1,064)	Travel, Training savings to cover Advertising
Department Name/Number: Parks/1602			Whole Dollars Only, Round UP to nearest Dollar		
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
1	Vehicle Operating Expenses Fuel	1006.1602.500.6540.020	\$ 7,346		Funds needed to cover for Fuel exp
2	Vehicle Operating Expenses Vehicle Maint.	100.1602.500.6540.030	\$ 385		Funds needed to cover for Vehicle Maintenance expenses
3	Supplies & Equipment Lawn Equipment	100.1602.500.6110.200		\$ (7,731)	Lawn Equipment savings to cover Vehicle Operating Expenses
Department Name/Number: Economic Development/1801			Whole Dollars Only, Round UP to nearest Dollar		
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
1	Supplies & Equipment	100.1801.6110.245	731		Mobile Phones, Furniture, & Printers
2	Program Expense	100.1801.6170.020		(731)	Savings in Workforce Grant to Cover Supplies & Equipment
3	Equipment Maintenance	100.1801.6130.010	266		Funds needed to cover balance in copier lease
4	Program Expense	100.1801.6170.010		(266)	Savings in Workforce Grant to Cover Supplies & Equipment
Department Name/Number: Tourism/1803			Whole Dollars Only, Round UP to nearest Dollar		
	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
1	Administrative Expense	100.1803.200.6100.100	1,297		Funds needed to cover Dues, License, & Subscription
2	Travel, Training, Expense	100.1803.200.7000.020		(1,297)	Savings in Travel to cover Dues, License, & Subscription
3	Consulting Services	100.1803.200.6530.040	7,508		Funds Needed to cover overexpenditure in Consulting
4	Building Site Expenses	100.1803.200.6550.040		(7,508)	Savings in Electricity used to cover Consulting
5	Advertising	100.1803.200.6900.055	9,515		Funds needed to cover Advertising
6	Building Site Expenses	100.1803.200.6550.060		(9,515)	Savings in Electricity to cover Ads
TOTAL TRANSFERS			450,232	(450,232)	



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

TO: Weston Young, Chief Administrative Officer
FROM: Kim Reynolds, Budget Officer
DATE: September 25, 2023
SUBJECT: Fiscal Year 2023 Reserve for Assigned Encumbrances

The Reserve for Encumbrances is required as part of the General Fund annual audit, which would set aside or commit funds for contracts and purchase orders that will be fulfilled in a subsequent fiscal period. During July and August expenses are recorded back to June 30, 2023 and at fiscal year-end, encumbrances still open are accounted for as a reservation of fund balance. I have reviewed the requests from each of the Department and Agency heads for assigned encumbrances and have made some adjustments where needed.

Attached for your review and the County Commissioners approval is the FY2023 encumbrance request detail as outlined below and the total request is \$1,473,706.

Page 2 Part A – sub-totals \$1,357,893 and is for approved projects and expenditures. Of that amount \$1,184,551 is related to vehicles and equipment that were not received in FY22 and FY23.

Page 3 Part B – sub-totals \$115,813. The items include Emergency Services radio and safety equipment, Parks top dresser for a mower and the continued carryover of matching funds for rural legacy projects.

A proposed purchase that exceeds \$25,000 must be reviewed and approved by the Commissioners before being placed out to bid. Expenses of less than \$25,000 could be made administratively by the individual department after soliciting estimates for the most favorable cost to the County.

Attachments

FY2023 BUDGET ENCUMBRANCE REQUEST

A ENCUMBRANCE REQUEST-CURRENTLY APPROVED PROJECTS (UNCOMPLETED AT 6/30/23):

	Department	General Ledger Account No.	Project Description	Remaining funds to Encumber as of 6/30/23	Meeting Date Approved by Commissioners
1	DRP	100.1008.6530.040	Consulting Services - Comp Plan Public Engagement	34,736	This project is covered by unspent funds in FY23 in account 6530.040
2	Other General Govt	100.1090.070.6100.100	Annual Dues Delmarva Water Transport Committee	700	Approved in FY23 budget just received invoice for payment
3	Environmental Programs	100.1010.7180	FY22 WS Plan - DBF Contract	71,099	10/01/19
4	Environmental Programs	100.1010.7180	FY22 Groundwater Protection Report	10,000	02/02/21
5	Environmental Programs-NR	100.1010.7180	Environmental Conservation Services	10,000	02/02/21
6	Sheriff Office	100.1101.030.6110.190	Law Enforcement Equipment - purchase of 5 rifles from Atlantic Tactical, order initiated 6/1/23, not yet rec'd	5,068	In FY23 Budget
7	Sheriff Office	100.1101.030.6540.040	Vehicle Registrations for FY23 budgeted vehicles	1,000	Vehicle registrations budget approved for FY23 Vehicles
8	Sheriff Office	100.1101.030.6540.050	Vehicle Use/Other - labor to upfit FY23 new vehicles (FY23 vehicles rec'd Aug & Sept 2023) at approx cost of 5,597	55,974	In FY23 Budget
9	Sheriff Office	100.1101.030.9010.010	New Vehicles - (10) new vehicles at 40,555 each, rec'd after 6/30/23 FY cutoff	405,550	In FY23 Budget
10	Sheriff Office	100.1101.030.9010.020	Public Safety Equipment - remaining equipment needed to upfit FY23 new vehicles	17,988	In FY23 Budget
11	Emergency Services	100.1102.044.6100.017	Supplies & AED Units	38,372	First meeting in July 2023
12	Emergency Services	100.1102.044.6540.040	Vehicle Registrations	200	Vehicle registrations budget approved for FY23 Vehicle
13	Emergency Services	100.1102.044.9010.010	New Vehicle	56,000	Multiple,orders cancelled + resubmitted
14	Emergency Services	100.1102.044.9010.020	Public Safety Equipment	12,844	Multiple,orders cancelled + resubmitted
15	1201 - Maintenance	100.1201.9010.010	Replacement 4x4 Pickup Truck	55,500	Encumbrance from FY22 of \$42,603 & additional request of \$12,897 due to increase in cost of vehicles
16	Commission on Aging	100.1401.350.9010.010	Local match for upgrade of fleet vehicles	33,393	FY22 approved encumbrance needs to be re-encumbered still waiting for vehicle
17	Library	100.1603.200.7180	Youth Services Coordinator - vehicle	38,000	June 2022; Previously approved but funds were supposed to be encumbered & additional funds to offset an increase in vehicle prices
18	Grants to Towns	100.1902.100.7100.193	Town of Pocomoke Infrastructure Grant	46,807	FY23 Infrastructure Grant to Pocomoke
19	DPW - Roads Division	100.1202.6540.040	Vehicle Registrations	300	Vehicle registrations budget approved for FY23 Vehicles
20	DPW - Roads Division	100.1202.9010.010	Capital Equipment. New Vehicles	202,310	FY23 Budget approved vehicles not yet received and/ or invoiced in FY24
21	DPW - Roads Division	100.1202.9010.070	Capital Equipment. Heavy Equipment	262,052	FY23 Budget approved equipment invoiced in FY24 and/or not received
Sub-Total Part A:				\$ 1,357,893	

ITEM 14

B ENCUMBRANCE REQUEST-OTHER (PLEASE EXPLAIN)

	Department	General Ledger Account No.	Project Description	Encumbrance \$ Request as of 6/30/23	Detailed Description
1	Environmental Programs-NR	100.1702.7130.030	FY22 Environmental Conservation Services Matching Fund Rural Legacy	75,780	Matching funding remaining to utilize for future easements
2	Emergency Services	100.1102.044.6110.320	Supplies& Equipment Radio's	11,233	Need to purchase new radios in FY24. Looking to purchase new models.
3	Emergency Services	100.1102.044.6110.340	Safety Program Equipment	7,800	Unable to purchase all items due to supply chain issues.
4	Parks	100.1602.500.9010.060	Parks Top Dresser for Mower	21,000	Approved in assigned funds FY22, encumbrance account (has been ordered)

Sub-Total Part B: \$ 115,813

Total All Parts: \$ 1,473,706



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: September 25, 2023
RE: Cannabis legislation

Based upon the direction received at the September 5, 2023, meeting, I have worked with Roscoe Leslie, County Attorney, to draft legislation regarding the prohibition of on-site consumption establishments and the enhancement of the separation distances for new licensed dispensaries to schools, certain childcare facilities, recreational facilities, and other licensed dispensaries. I am presenting the attached text amendment to the Public Health Article for introduction and scheduling of a public hearing. The bill has been drafted as both a standard bill and an emergency bill, depending on the direction that the Commissioners wish to take.

I have inquired with April Payne, Liquor License Administrator, regarding any required separation distance between a school and an alcohol beverage establishment. She consulted with the board attorney, and both concluded that there has not been such a requirement in the state law specific to Worcester County. However, several other jurisdictions in the state do have such restrictions from a school, place of worship, youth centers or libraries which vary anywhere from 200 feet to 1,000 feet.

Attached you will find a map that illustrates the two existing licensed dispensaries in Worcester County, with the two-thousand-foot separation distance marked, as well as the separation distance to the nearest schools and other applicable features identified for reference. As previously noted, the legislation only applies to new dispensaries and does not affect the existing dispensaries, so the information provided on the maps is for visualization purposes only.

On September 8, 2023, the Maryland Cannabis Administration announced that social equity applications were being accepted between November 13 and December 12, 2023, with a lottery being conducted on or before January 1, 2024. Worcester County is slated to receive one standard dispensary license and has the potential to receive additional licenses for standard growers and processors and micro licenses. I have attached an informational sheet which includes the distribution charts for the various types of licenses, and the definition of a social equity applicant. In addition, you will find a map of the Disproportionately Impacted Areas for Worcester County, which are geographic areas defined approximately by zip code that had above 150% of the State's 10-year average for cannabis possession charges. In my reading of the legislation, it does not appear that the establishment must be in one of the disproportionately impacted areas of the county.

As always, I will be available to discuss these matters at an upcoming meeting.

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

BILL 23-

BY:
INTRODUCED:

AN EMERGENCY BILL ENTITLED

AN ACT Concerning

Public Health – Cannabis establishments

For the purpose of amending the Public Health Article to set forth regulations for certain cannabis establishments.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that a new § PH 1-110 be enacted to read as follows:

§ PH 1-110. Cannabis establishments.

- (a) Definitions. For the purposes of this section, the definitions found in Title 36 of the Annotated Code of the State of Maryland shall apply.
- (b) Dispensaries. The following provisions shall apply to all dispensaries permitted after July 1, 2023:
- (1) A dispensary shall maintain a minimum separation distance of two-thousand feet from:
 - A. A pre-existing primary or secondary school;
 - B. A licensed childcare center or registered family childcare home under Title 9.5 of the Education Article of the Annotated Code of Maryland;
 - C. A playground, recreation center, library or public park; and
 - D. Another licensed dispensary.
- (c) On-site consumption establishments. On-site consumption establishments shall be prohibited in Worcester County. Furthermore, it shall be prohibited for any establishment to permit the consumption of cannabis or cannabis products on-site.
- (d) Other regulations. In regulating the siting of cannabis establishments, the provisions of this section shall first apply, but when a matter is not specifically regulated by this section, then the other provisions of the Code of Public Local Laws of Worcester County, Maryland shall apply.
- (e) Violations. Any person, licensee, agent, group, firm or corporation who violates the provisions of this Subtitle shall be guilty of a civil infraction.

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill, having been declared an Emergency Bill, shall take effect immediately upon its passage.

DRAFT

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

BILL 23-

BY:
INTRODUCED:

A BILL ENTITLED

AN ACT Concerning

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Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect forty-five (45) days from the date of its passage.

DRAFT




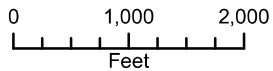
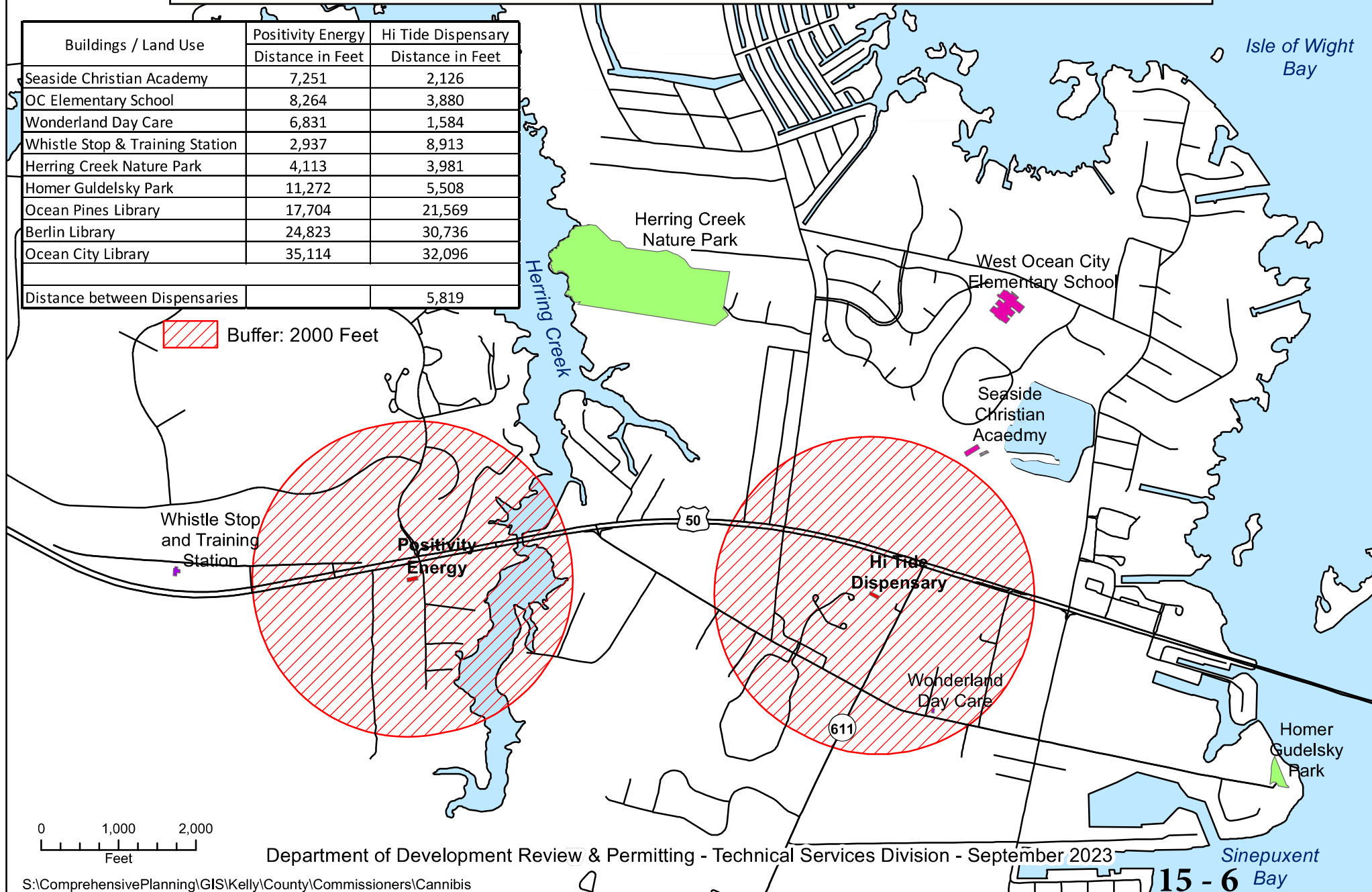
Cannabis Dispensaries & Other Land Uses

ITEM 15



Buildings / Land Use	Positivity Energy Distance in Feet	Hi Tide Dispensary Distance in Feet
Seaside Christian Academy	7,251	2,126
OC Elementary School	8,264	3,880
Wonderland Day Care	6,831	1,584
Whistle Stop & Training Station	2,937	8,913
Herring Creek Nature Park	4,113	3,981
Homer Guldelsky Park	11,272	5,508
Ocean Pines Library	17,704	21,569
Berlin Library	24,823	30,736
Ocean City Library	35,114	32,096
Distance between Dispensaries		5,819

 Buffer: 2000 Feet



Department of Development Review & Permitting - Technical Services Division - September 2023



Maryland Cannabis Administration Announces First Application Round for Cannabis Business Licenses

Application round exclusively for social equity applicants will open in November

Linthicum Heights, MD - The Maryland Cannabis Administration today announced that the first application round for cannabis business licenses will open on November 13. The Administration also announced the number of licenses, by license type, that will be available in the first application round.

“Today’s announcement is another step forward in fulfilling Maryland’s commitment to building an equitable and inclusive cannabis industry,” said **Maryland Cannabis Administration Acting Director Will Tilburg**. “This application round will more than double the number of cannabis businesses in the State, and each award will be to a verified social equity applicant.”

More than 175 standard and micro cannabis grower, processor, and dispensary licenses available in the first round will be exclusive to social equity applicants. A social equity applicant is an applicant that has at least 65% ownership and control held by one or more individuals who lived or went to public school in an area disproportionately impacted by the criminalization of cannabis, or attended a four-year institution of higher education in Maryland where at least 40% of enrollees were eligible for a Pell Grant.

Last week, the Office of Social Equity published the ZIP codes and public schools in Maryland that are within a disproportionately impacted area, and the qualifying four-year institutions of higher education. Detailed information on the qualifying geographic areas, public schools, and institutions of higher education may be found at ose.maryland.gov.

The application round will be open for a period of 30 days, from November 13 to December 12. Any applicant who meets the minimum requirements for licensure, on a pass-fail basis, will be placed in a randomized lottery based on license type (grower, processor, or dispensary) and county or region for which the application was submitted. Under the Cannabis Reform Act, the Administration will begin conducting the lottery on or before January 1, 2024.

The following number of licenses will be available by license type and geographic area in the first application round:

Table 1: Distribution of Standard Dispensary Licenses.

<u>Jurisdiction</u>	<u>Number of Standard Dispensary Licenses Available</u>
Maryland	75
Allegany	1
Anne Arundel	5
Baltimore	6
Baltimore City	11
Calvert	3
Caroline	1
Carroll	2
Cecil	2
Charles	2
Dorchester	1
Harford	3
Howard	3
Frederick	3
Garrett	1
Kent	1
Montgomery	9
Prince George's	9
Queen Anne's	1
St. Mary's	2
Somerset	1
Talbot	2
Washington	3
Wicomico	2
Worcester	1

Growers, Processors, and Micro Licenses:

For the remaining license types, the State will be divided into four regions, as follows:

- **Western Region:** Allegany, Carroll, Frederick, Garrett, Montgomery, and Washington.
- **Southern Region:** Anne Arundel, Calvert, Charles, Prince George's, and St. Mary's.
- **Central Region:** Baltimore, Baltimore City, Cecil, Harford, and Howard.
- **Eastern Region:** Caroline, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester.

Equal numbers of each of the remaining license types will be available, as outlined below.

Table 2. Distribution of Growers, Processors, and Micro Licenses.

		Number Available per Region	Total in Round 1
Standard	<u>Growers</u>	4	16
	<u>Processors</u>	8	32
Micro	<u>Growers</u>	6	24

	<u>Processors</u>	6	24
	<u>Dispensaries</u>	2	8

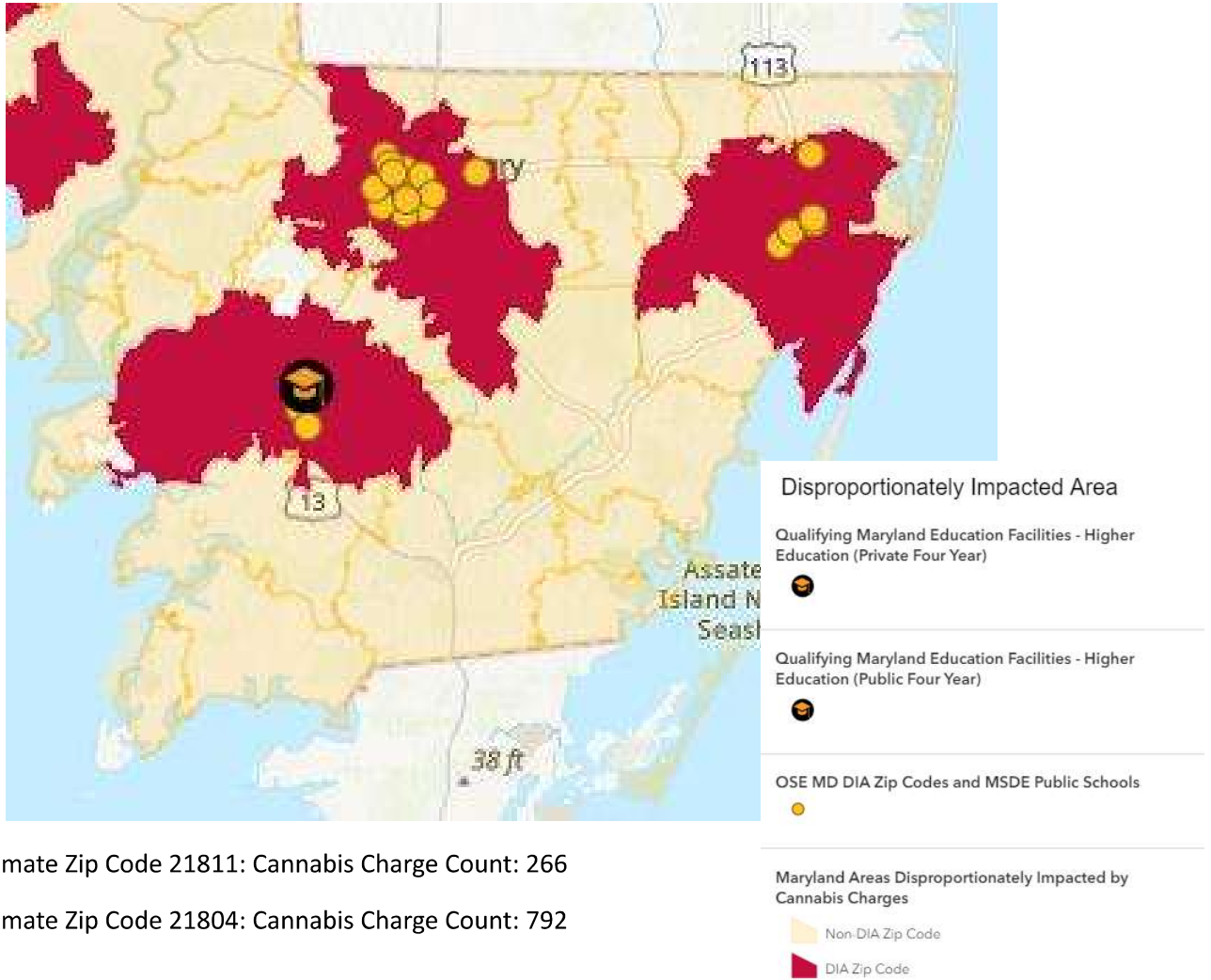
Additionally, the Administration announced the opening of the Social Equity Verification Portal. The portal instructs individuals on the social equity applicant eligibility requirements and allows them to confirm their eligibility as a social equity applicant before the application period opens on November 13. The portal will be open for a period of 60 days, closing on Tuesday, November 7.

For more information on the application process and how to access the Social Equity Verification Portal, visit cannabis.maryland.gov.

Maryland Office of Social Equity

Social Equity Applicant Eligibility Criteria

Disproportionately Impacted Areas



Approximate Zip Code 21811: Cannabis Charge Count: 266

Approximate Zip Code 21804: Cannabis Charge Count: 792

Screenshots of a working document as of September 15, 2023

<https://ose.maryland.gov/Pages/licensing-and-eligibility.aspx>



COMMISSIONERS
 Anthony W. Bertino, Jr., PRESIDENT
 Madison J. Bunting, Jr. Vice PRESIDENT
 Caryn Abbott
 Theodore 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

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

September 21, 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 (24).

President Bertino – You have Three (3) positions open:

- George Solyak – Term Ending – Agricultural Reconciliation Bd.
- Judith Giffin – Term Ending in Dec. 23- Comm. For Women- Available for Reappointed
- Joseph Green, Jr. – Resigned – Board of Zoning Appeals

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 Two (2) positions open:

- Laura Morrison – Term Ends Dec. 31, 2023 – Available for Reappointment- Commission For Women
- Tamara White – Tenure Ends Dec. 31, 2023 – Not Available for Reappointment- Commission For Women

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 Seven (7) positions open:

- Martin Kwesko - **Resigned** - Dec. 21- Water & Sewer Advisory Council, Mystic Harbour
- Matthew Kraeuter - Term Ended; **Available for Reappointment** - Dec. 21- WWW Advisory, Mystic Harbour
- Joseph Weitzell – passed - Water & Sewer Advisory Council, Mystic Harbour
- Richard Jendrek- passed- Water & Sewer Advisory Council, Mystic Harbour
- Bruce Bums -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 Ended-Martin Kwesko and Matthew Kraeuter**

- **(1)- Water and Sewer Advisory Council- West Ocean City-(1)** Term Ended-Dec. 21 -
Keith Swanton

(9 - Total):

Commission for Women- (4) Resigned -Elizabeth Rodier, (Fiori); Hope Carmean (Elder), Susan Childs (Bunting) and the resignation of Kris Heiser.
Please appoint Jeanine Jerscheid, WCSO, as the Public Safety Liaison.

(2) Tenure Ending: Not Available to be Reappointed

Tamara White (Abbott)
Terri Shockley (At-Large)

(3) Term Ends Dec. 31, 2023 Available for Reappointed

Laura Morrison – At-Large-Pocomoke
Crystal Bell – At-Large-Health & Mental Hygiene
Judith Giffin – D-5; O.P. - Bertino

Pending Board Appointments - By Commissioner

District 1 – Abbott p. 15 Laura Morrison – Term Ends Dec. 31, 2023 – Avail. for Reapp. - Comm. For Women
p. 15 Tamara White – Tenure Ends Dec. 31, 2023 – **Not** Avail. for Reapp./Comm. For Women

District 2 -Purnell Thank You, all of your boards are complete.

District 3 – Fiori

p.13 Martin Kwesko - Term Ending - Dec. 21-Water & Sewer Adv. Mystic Harbor
p.13 Matthew Kraeuter - Term Ending - Dec. 21-Water & Sewer Adv. Mystic Harbor
p.13 Joseph Weitzell – passed - Water & Sewer Advisory Council, Mystic Harbor
p. 13 Richard Jendrek- passed- Water & Sewer Advisory Council, Mystic Harbor
p. 13 Bruce Bums -passed- Water & Sewer Advisory Council, Mystic Harbor
p. 14 Keith Swanton -Term Ended- Water & Sewer Adv., West Ocean City
p. 15 Elizabeth Rodier -Term Ended- Commission for Women

District 4 -Elder

p.12 George Dix – Term Ended – Solid Waste Adv. Bd.
p.15 Hope Carmean – Term Ended – Comm. For Women

District 5 – Bertino

p.6 George Solyak – Term Ending – Ag. Reconciliation Bd.
p. 15 Judith Giffin – Term Ending Dec. 23 – Comm for Women – Avail. for Reappt.
p. 18 Joseph Green, Jr. – Resigned – Board of Zoning Appeals

District 6- Bunting

p. 9 David Deutsch– Ethics Board
p. 15 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. 13 - (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. 14- (1)- Water and Sewer Advisory Council-West Ocean City- -Keith Swanton**
- p. 15 (9 Total) Commission for Women- (4) Resigned** -Elizabeth Rodier, (Fiori); Hope Carmean (Elder), Susan Childs (Bunting) and the resignation of Kris Heiser.
Please appoint Jeanine Jerscheid, WCSO, as the Public Safety Liaison.
- (2) Tenure Ending: Not Available to be Reappointed – Tamara White (Abbott) And Terri Shockley (At-Large)**
- (3) Term Ends Dec. 31, 2023 - Available for Reappointed**
Laura Morrison – At-Large-Pocomoke
Crystal Bell – At-Large-Health & Mental Hygiene
Judith Giffin – D-5; O.P. - Bertino

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
Ranndolph 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

<u>Ex-Officio Members</u>		
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 Yenney (98-05) | |
| Bill Ochse (99-07) | |
| Randall Mariner (00-08) | |
| Wallace D. Stein (02-08) | |
| William Kuhn (90-09) | |

* = Appointed to fill an unexpired term

HOUSING REVIEW BOARD

Reference: Public Local Law §BR 3-104

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting (policy)

Meetings: As Needed

Special Provisions: Immediate removal by Commissioners for failure to attend meetings.

Staff Support: Development Review & Permitting Department
Davida Washington, Housing Program Administrator - 410-632-1200
Ext: 1171

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Terms(s)</u>
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 16

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 Rosenberg (*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

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 (Resigned)
Richard Jendrek ^C	Bay Vista I	05-10-14-18, 18-22 (deceased)
Matthew Kraeuter	Ocean Reef	*19-22 Available for Re-app.
Joseph Weitzell ^C	Mystic Harbour	05-11-15-19, 19-23 (deceased)
Bruce Burns	Deer Point	19-23 (deceased)
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)	

^C = Charter member - Initial Terms Staggered in 2005
* = Appointed to fill an unexpired term

**WATER AND SEWER ADVISORY COUNCIL
WEST OCEAN CITY SERVICE AREA**

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

Function: Advisory
Advise Commissioners on water and sewer needs of the Service Area; review amendments to Water and Sewer Plan; make recommendations on policies and procedures; review and recommend charges and fees; review annual budget for the service area.

Number/Term: 5/4-year terms
Terms Expire December 31

Compensation: \$100.00/Meeting

Meetings: Monthly

Special Provisions: Must be residents/ratepayers of West Ocean City Service Area

Staff Support: Department of Public Works - Water and Wastewater Division
Chris Clasing - (410-641-5251)

Current Members:

<u>Member's Name</u>	<u>Resides/Ratepayer of</u>	<u>Terms (Years)</u>
Keith Swanton	West Ocean City	13-17, 17-21
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

WORCESTER COUNTY COMMISSION FOR WOMEN

P.O. BOX 211, SNOW HILL, MD 21863

September 20, 2023

Anthony W. Bertino, Jr., President
 Worcester County Office of the Commissioners
 Worcester County Government Center
 One West Market Street – Room #1103
 Snow Hill, MD 21863

RE: Worcester County Commission for Women Appointments

Dear Mr. Bertino:

As you may be aware, the Worcester County Commission for Women have a few vacancies that need to be filled. They are as follows:

D-3 – (Rodier) - Fiori

D-4 – (Carmean) - Elder

D-6 – (Childs) - Bunting

Public Safety (Heiser) – The Board has a viable candidate for nomination for the Public Safety Liaison:

Please Appoint Jeanine Jerscheid, WCSO.

In addition to those 4 current vacancies, we would like to **proactively** seek members to fill **two Tenure Ending positions**, Dec. 2023:

D-1 - Abbott – Tamara White

At-Large Snow Hill – Terri Shockley

In addition to these six vacancies, we have **three** Commission for Women members whose terms will expire on December 31, 2023, **(each member listed below would like to be reappointed)**. In an effort of being **proactive for replacements**, we respectfully request **reappointments** for the following territories:

At-Large-Pocomoke - Laura Morrison

At-Large-Health & Mental Hygiene - Crystal Bell

D-5 – O. P. - Bertino – Judith Giffin

We look forward to welcoming our new/reappointed members so we may continue with a full active Commission.

Please feel free to contact me at 443-614-3004. Thank you for your assistance.

Respectfully,
 Tamara White
 Chair, Worcester County Commission for Women

BOARD OF ZONING APPEALS

Reference: Public Local Law - ZS §1-116

Appointed by: County Commissioners

Function: Regulatory
Hear and decide on applications for special exceptions, variances from the setback or area provisions of the Zoning Ordinance, and on appeals where there is an alleged error in the application of the Zoning Ordinance; grant expansions of nonconforming uses.

Number/Term: 7 members (as of 1-31-97 per Bill 96-14)/3 years
Terms expire December 31st

Compensation: \$100 per meeting, plus mileage for site inspections (policy)

Meetings: 2 per month

Special Provisions: None

Staff Contact: Department of Development Review & Permitting
Jennifer Keener -Deputy Director, DRP (410-632-1200, ext. 1123)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
David Dypsky	D-3, Church	Ocean City	*11-14-17-20, 20-23
Joseph W. Green, Jr.	D-5, Bertino	Ocean Pines Resigned	*05-08-11-14-17-20-23
Jake Mitrecic	D-7, Mitrecic	Ocean City	20-23
Thomas Babcock	D-4, Elder	Whaleyville	15-18-21, 21-24
Robert M. Purcell	D-6, Bunting	Bishopville	*11-12-15-18-21, 21-24
Larry Fykes	D-1, Abbott	Pocomoke	*16-19-22-25
Lisa Bowen	D-2, Purnell	Berlin	* 22, 22-25

Prior Members: (Since 1972)

Robert B. Jackson	Doris Glover (91-95)	Lou Taylor (05-08)
Ruth Spinak	Marion Marshall (90-96)	Jerre F. Clauss (98-10)
Merrill Lockfaw	Madison Bunting (90-96)	Mike Diffendal (08-10)
Winnie Williams	Howard "Buzz" Taylor (97-98)	James E. Clubb, Jr. (06-11)
Randolph F. Wilkerson	Edward Bounds (90-99)	Joe Fehrer, Jr. (06-12)
Cashar J. Hickman	Marion Butler, Sr. (96-99)	Beth Gismondi (96-14)
E. Paige Boston	Dwight Campbell (95-00)	Bill Bruning (12-15)
Elbridge Murray	Larry Widgeon (94-00)	Robert L. Cowger, Jr. (10-16)
Gary McCabe	Robert Ewell (95-01)	Rodney C. Belmont (07-17)
Harley Day	Lester Shockley (99-02)	Larry Duffy (*17-19)
Charles Lynch	Robert Mitchell (02-05)	Glen Irwin (14-20)
Dwight E. Campbell	Janice Foley (99-05)	James Purnell (19-22)
T. Clay Groton	Richard Outten (00-06)	
Albert Berger	Doug Parks (00-06)	
Clifford Dypsky	Brian Roberts (06)	
Donald Jones	Dale Smack (01-06)	
George Ward, Jr. (92-95)		

* = Appointed to fill an unexpired term