

**AGENDA**  
**WORCESTER COUNTY COMMISSIONERS**

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

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

**December 5, 2023**

	Item #
9:00 AM - Vote to Meet in Closed Session in Commissioners' Conference Room – Room 1103 Government Center, One West Market Street, Snow Hill, Maryland	
9:01 - Closed Session (Discussion regarding a personnel update, requests to hire a Plant Operator and Correctional Officer, and certain matters with Human Resources, receiving legal advice, and performing administrative functions)	
10:00 - Call to Order, Prayer, Pledge of Allegiance	
10:01 - Report on Closed Session; Review and Approval of Minutes from November 21, 2023	
10:02 - Annual Election of County Commissioners' President and Vice President	
10:05 - Commendations (6)	1
10:15 - Consent Agenda (SHSP Grant Acceptance, EMPG Grant Adjustment, SAPP Grant Application, Request to Purchase Building Automation Upgrades, MOU Maryland Department of Information Technology, Radio Service Agreement)	2-7
10:16 - Chief Administrative Officer: Administrative Matters (Findings of Fact Rezoning Case 442, Redistricting Introduction, FY23 Proposed Fund Balance, Board Appointments)	8-11
10:30 - Public Hearing Capital Improvement Plan FY25-FY29	12
12:00 PM - Questions from the Press; County Commissioner's Remarks	
<b>Lunch</b>	
1:00 PM - Chief Administrative Officer: Administrative Matters (if necessary)	

**AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING**

<b>Hearing Assistance Units Available</b> – see County Administration Office Please be thoughtful and considerate of others. <b>*Turn OFF all cell phones and notification during the meeting!*</b>
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**Minutes of the County Commissioners of Worcester County, Maryland**

November 21, 2023

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

Following a motion by Commissioner Bunting, seconded by Commissioner Elder, the commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners’ Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Weston Young, Deputy Chief Administrative Officer Candace Savage, County Attorney Roscoe Leslie, Public Information Officer Kim Moses, Human Resources Director Stacey Norton, Human Resources Deputy Director Pat Walls, Public Works Director Dallas Baker, and Environmental Programs Director Bob Mitchell. Topics discussed and actions taken included the following: a personnel update, hiring Anthony Sullivan as a parks worker II, Ronta Brown as a plant operator trainee, Michael Alpaugh as a transfer station attendant, and Joseph Douglas and Enya Gause as emergency communications specialist trainees; transferring Enterprise Fund Controller Barba Hitch to senior accountant; promoting Jail Sergeant Tyrone Dale to lieutenant; receiving legal advice from counsel; and performing administrative functions, including discussing wastewater treatment options in Mystic Harbour, West Ocean City, and Countywide; receiving the monthly financial update and discussing potential board appointments.

Following a motion by Commissioner Bunting, seconded by Commissioner Fiori, the commissioners unanimously voted to adjourn their closed session at 9:52 a.m.

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

The commissioners reviewed and approved the open and closed session minutes of their November 7, 2023 meeting as presented.

Upon a motion by Commissioner Mitrecic, the commissioners unanimously agreed to cancel their January 2, 2024 meeting.

The commissioners presented a proclamation recognizing November as Hospice Month to Lauren Blair of Coastal Hospice.

Upon a motion by Commissioner Abbott, the commissioners unanimously approved by consent agenda item numbers 3 and 5-8 as follows: acceptance of a \$104,160 Economic Development Administration State Tourism Grant to enhance the county's visitors centers; the Section 147(f) Approval and Written Agreement for the Newark Volunteer Fire Company Loan Agreement to borrow \$825,214 from Calvin B Taylor Bank to purchase a new fire truck; a request for proposals for a retirement plan provider to administer the County's 457(b) Plan; a letter informing Chaberton Snow Solar, LLC that the commissioners voted not to give their approval to the requested Step I Concept Plan Review - Snow Solar; and scheduling a public hearing for Rezoning Case No. 443 seeking to rezone approximately 27.25 acres of land located on the southerly side of MD Rt. 589, north of MD Rt. 90 and directly across from the North Gate of Ocean Pines from A-1 Agricultural District to C-2 General Commercial District.

Pursuant to the request of Library Director Jennifer Ranck and upon a motion by Commissioner Abbott, the commissioners unanimously authorized the Library to accept 900 Chromebooks and \$5,400 in grant funds to support the device distribution from the Connect Maryland: FY23 Connected Devices Program.

Pursuant to the request of Housing Rehabilitation Program Coordinator Davida Washington and upon a motion by Commissioner Elder, the commissioners unanimously approved a letter to request a waiver of the housing rehabilitation lead requirement adjustment for Community Development Block Grant applicants. In response to a question by Commissioner Bertino, Ms. Washington explained that CDBG funds cannot currently be used for lead abatement; however, Special Loans Program grant funds can be used for this purpose.

The Commissioners met with Superintendent of Schools Louis H. Taylor to review and discuss the Board of Education's (BOE) proposed FY25 Capital Improvement Plan (CIP) requests, which include a planning request for the Buckingham Elementary School (BES) replacement project, construction funding request for the Snow Hill Middle School and Cedar Chapel Special School roof replacement, and design funding requests for the Pocomoke Elementary School and Worcester Technical High School (WTHS) roof replacement projects. He advised the BOE has been working with State legislators and the Interagency on School Construction (IAC) to develop a pathway for State funding for the BES replacement project. On October 23, the IAC requested the BOE revise the FY25 to include the BES planning and design funding request and agreed to reexamine the adjacent school determinations, which led to their decision not to fund the project. Mr. Taylor stated that the hearing will take place December 14, with a decision to be issued within two weeks of that hearing. He stated that approval from the commissioners of the FY25 CIP is due to the IAC no later than November 30.

In response to concerns raised by Commissioner Abbott that the Pocomoke Middle School (PMS) gymnasium is not air conditioned, Mr. Taylor agreed to have BOE staff develop a cost estimate to install air conditioning in each of the middle schools.

Pursuant to the request of Procurement Officer Nicholas Rice and Public Works Director Dallas Baker and upon a motion by Commissioner Mitrecic, the commissioners unanimously approved a price increase to the current building cleaning services contract to account for

Maryland's accelerated minimum wage rate increase schedule.

Pursuant to the request of Mr. Rice and upon a motion by Commissioner Mitrecic, the commissioners unanimously accepted the proposal from Kenworth Mid Atlantic to purchase a 2024 Kenworth T480 dump truck and snowplow at a cost of \$232,694 under a cooperative contract through Sourcewell.

Pursuant to the request of Mr. Baker and Sheriff Matthew Crisafulli and upon a motion by Commissioner Mitrecic, the commissioners unanimously approved a building swap between Mosquito Control, which has a secure impound lot, and the Sheriff's Office's Star Team, both of which occupy spaces in the Timmons Road compound. This swap includes funding of \$85,000 in Assigned Fund Balance to complete necessary renovations in-house.

The commissioners met with Development Review and Permitting (DRP) Director Jennifer Keener to review revised fee and over-expenditure considerations to purchase I.D. Check Guides to distribute to liquor license holders.

A motion by Commissioner Mitrecic to approve Option 1 to increase the mandatory revenue fee from \$15 to \$17 per book to cover costs, with an over-expenditure of \$920 to cover increased expenses, failed 3-4, with Commissioners Elder, Mitrecic, and Purnell voting in favor and Commissioners Abbott, Bertino, Bunting, and Fiori voting in opposition.

Following a subsequent motion by Commissioner Bunting, the commissioners voted 4-3, with Commissioners Abbott, Bertino, Bunting, and Fiori voting in favor and Commissioners Elder, Mitrecic, and Purnell voting in opposition, to approve Option 2 to eliminate the purchase and the fee altogether, as the County is not required to provide guides to the license holders.

The commissioners met with Ms. Keener to discuss the redistricting process and the timing of adoption. Ms. Keener advised that during the four-week public comment period, which closed on November 14, 2023, County staff received 11 responses, two of which pertained to the maps and nine pertaining to the timing of the process. She stated that staff made revisions to Map A based on public input and advised that staff can draft the legislative bill and associated maps for introduction on December 5.

In response to questions by Commissioner Abbott, Ms. Keener stated that staff will be able to quickly provide all the requested documents to Board of Elections Director Patti Jackson fairly quickly if no changes are made to the maps following the public hearing. Ms. Jackson discussed benefits of postponing redistricting and having changes take effect in conjunction with the 2026 election. In response to questions by Commissioner Bertino, Ms. Jackson stated that the State is unsure how postponing the effectiveness of the new maps until 2025 would impact those elected in the current districts for seats on the Board of Education. She also noted that, if the bill is introduced as emergency legislation and passed after the public hearing, her staff would only have a month and a half to make the necessary changes, as the filing deadline for the 2024 elections is February 9. She stated that if any of the effected streets cross the legislative district that creates a new precinct and they would have to locate a new polling place, which must be approved by the State six months before any election.

Following much discussion, Commissioners Abbott, Bertino, Bunting, Elder, Mitrecic,

and Purnell introduced the draft legislation as an emergency bill.

The commissioners conducted a public hearing to receive comments on Emergency Bill 23-07 (Public Health – Cannabis establishments), which was introduced by Commissioners Abbott, Bertino, Bunting, Elder, Fiori, Mitrecic, and Purnell on October 3, 2003. Ms. Keener reviewed the draft bill, which adds a news section PH 1-110 to the Public Health Article to regulate cannabis establishments, establishes minimum separation distances for dispensaries, and prohibits onsite consumption establishments.

Commissioner Bertino opened the floor to receive public comment.

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

In response to a question by Commissioner Abbott, County Attorney Roscoe Leslie advised that even if municipalities established reduced separation distances within their individual jurisdictions, they would still be required to meet the County’s minimum separation distances from public schools.

Upon a motion by Commissioner Mitrecic, the commissioners unanimously adopted Emergency Bill 23-07 (Public Health – Cannabis establishments) as presented.

The commissioners conducted a public hearing to receive comments on USDA grant and loan application to fund a project that would replace the St. Martin’s By the Bay private supply well and distribution system by connecting the community to the Ocean Pines water system, with 54 equivalent dwelling units (EDUs) to be allocated to the community. Public Works Deputy Director Chris Clasing reviewed the application. He then advised that the project would cost approximately \$2,519,000 for design and construction and is proposed to be funded through a USDA grant of \$1,024,000 and loan of \$1,495,000.

Commissioner Bertino opened the floor to receive public comment.

Chris Shook, of 7844 Pristine Place in Parsonsburg and a prior St. Martin’s By the Bay homeowner, urged the commissioners to approve the application, noting the consistent inadequacy of public water in the community.

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

Upon a motion by Commissioner Mitrecic, the commissioners unanimously approved the filing of the USDA grant and loan application for the proposed St. Martin’s By the Bay water project as presented.

The commissioners met with Recreation and Parks Director Kelly Rados to discuss increasing the County’s involvement in the Worcester County Fair (WCF). Ms. Rados advised that Worcester County Recreation and Parks (WCRP) has experience in hosting special events and with the right support and partnerships could grow the WCF. She advised that last week the current WCF board voted to host the next event July 12-15, 2024 at Byrd Park in Snow Hill, as more desirable dates at John Walter Smith Park were not available due to previously scheduled events. She also discussed options for WCRP to become more involved, perhaps having staff take on a 50/50 partnership in 2024 and a lead role thereafter.

In response to a question by Commissioner Bertino, Ms. Rados advised that WCRP allocated \$35,000 to host Harbor Day at the Docks and advised that she would request slightly more than that in funding for the WCF in FY25, with Tourism and Economic Development to be among the WCF partners. In response to questions by Commissioner Fiori, Ms. Rados stated that

staff will investigate what State approvals are needed to run the WCF, with the location to be moved to John Walter Smith Park and the Worcester County Recreation Center in future years. She stated that starting this year WCRP will bring in more food vendors and entertainment, and gain the experience needed to take over fair operations in the future.

Following some discussion and upon a motion by Commissioner Elder, the commissioners unanimously approved plans for WCRP to take on more responsibility in the WCF as proposed.

The commissioners reviewed and discussed various board appointments.

Upon nominations by Commissioner Purnell, the commissioners unanimously agreed to reappoint Christian Martin to the Agricultural Preservation Advisory Board, Elbert Davis to the Building Code Appeals Board, Natasha Owens to the Economic Development Advisory Board, Roxanne Rounds to the Local Development Council for the Ocean Downs Casino, Nancy Howard to the Social Services Advisory Board, and Steve Habeger to the Economic Development Advisory Board.

Upon a nomination by Commissioner Abbot, the commissioners unanimously agreed to appoint Brogan Clark, Coilin Gallagher, Tirzah Hill, Eliza Myers, Sage Myers, Emily Skipper, and Ellie Zollinger to the Youth Council.

Upon a nomination by Commissioner Fiori, the commissioners unanimously agreed to reappoint Matthew Kraeuter to the Water and Sewer Advisor Council for Mystic Harbour and to appoint Don Furbay to the Board of Zoning Appeals.

Upon a nomination by Commissioner Bunting, the commissioners unanimously agreed to reappoint David Deutsch to the Ethics Board, John O'Brien to the Solid Waste Advisory Board, and Ruth Waters to the Tourism Advisory Committee.

In response to concerns raised by Commissioner Mitrecic, Public Works Director Dallas Baker reviewed the processes for waste haulers when dumping empty and partially filled paint cans at the Central Landfill.

Commissioner Purnell commended the Maryland's Coast – Worcester County Tourism and Economic Development (WCTED) team for taking home six awards during the 42<sup>nd</sup> annual Maryland Travel and Tourism Summit, which included WCTED Director Melanie Pursel being named Tourism Advocate of the Year. Ms. Pursel and her team also earned the prestigious OTD Leveraging Partnerships Award for their Maryland's Coast Adventures project.

Commissioner Abbott highlighted the success of the Future Warriors program in Pocumoke, with 104 youth already registered to participate in the basketball program, with additional registrations anticipated this week, and 24 youth registered to take part in indoor field hockey.

Commissioner Elder congratulated the Stephen Decatur High School Seahawks for winning the semi-final 35-6, and he advised that the team would be playing at home for the State championships in their first ever undefeated season.

The commissioners extended warm wishes to all for a happy and safe Thanksgiving.

**DRAFT**

Following a motion by Commissioner Purnell, seconded by Commissioner Fiori, the commissioners unanimously adjourned their open session at 10:59 a.m. and agreed to meet in closed session at 12:00 p.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Weston Young, Deputy Chief Administrative Officer Candace Savage, County Attorney Roscoe Leslie, Public Information Officer Kim Moses, Human Resources Director Stacey Norton, Human Resources Deputy Director Pat Walls, and applicants for the position of warden for the County Jail. Topics discussed and actions taken included conducting interviews for the warden position.

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

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



OFFICE OF THE  
COUNTY COMMISSIONERS

# Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

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

COMMISSIONERS

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CARYN G. ABBOTT  
THEODORE J. ELDER  
ERIC J. FIORI  
JOSEPH M. MITRECIC  
DIANA PURNELL

## COMMENDATION

**WHEREAS**, Chase Ponton, a member of the Boy Scouts of America Troup #261, has exemplified the time-honored characteristics and responsibilities necessary to achieve the prestigious rank of Eagle Scout. He earned numerous merit badges and served in a variety of leadership roles; and

**WHEREAS**, for his Eagle Scout project, Mr. Ponton built a flagpole patio at the Bishopville Park, a county-owned park in northern Worcester. For his project, Mr. Ponton secured material donations from Coastal Edge Landscape, Michael McCarthy Stones, and Shelby Trucking, coordinated the site excavation, and managed a volunteer crew to design a 16' x 16' flagpole patio using 350 brick pavers.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Chase Ponton** for his role in beautifying the Bishopville Park and in the process procuring the highest rank given by the Boy Scouts of America, and we express to him our tremendous pride in his accomplishment.

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



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Anthony W. Bertino, Jr., President

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DIANA PURNELL

## COMMENDATION

**WHEREAS**, Lieutenant Desi Bratten has contributed 28 years of dedicated service to the Worcester County Jail where she began her career on September 21, 1995; and

**WHEREAS**, Lt. Bratten’s expertise and experience have been instrumental in supervising correctional officers under her command and implementing policies and procedures that provide for the security and welfare of the officers and the inmate population, as part of the overall management of the Worcester County Jail.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Lieutenant Desi Bratton** for her years of devoted service to Worcester County, and we wish her a happy and healthy retirement.

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



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DIANA PURNELL

## COMMENDATION

**WHEREAS**, Sergeant Jeffrey Debreaux has contributed 20 years of dedicated service to the Worcester County Jail where he began his career on September 8, 2003; and

**WHEREAS**, Sergeant Debreaux’s expertise and experience have been instrumental in supervising correctional officers under his command and implementing policies and procedures, that provide for the security and welfare of the inmate population, as part of the overall management of the Worcester County Jail.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Sergeant Jeffrey Debreaux** for his years of devoted service to Worcester County, and we wish him a happy and healthy retirement.

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



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## COMMENDATION

**WHEREAS**, Leonard “Dean” Stutsman has contributed 11 years of dedicated service to Worcester County Recreation and Parks (WCRP) where he began his second career with the county on August 20, 2012; and

**WHEREAS**, Mr. Stutsman, who previously served in Public Works from 1986 to 2006, returned to share his expertise and experience as a parks worker III, and he was instrumental in the overall management of WCRP, where he performed and oversaw park repairs and maintained Worcester County parks.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Leonard “Dean” Stutsman** for his years of devoted service to Worcester County, and we wish him a happy and healthy retirement.

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



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### COMMENDATION

**WHEREAS**, Regina DeGrange has contributed 16 years of dedicated service to Worcester County Recreation and Parks (WCRP) where she began her career with the county on December 31, 2007; and

**WHEREAS**, Ms. DeGrange's expertise and experience as a parks worker IV made her instrumental in the overall management of WCRP, where she performed and oversaw park repairs and maintained Worcester County parks.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Regina DeGrange** for her years of devoted service to Worcester County, and we wish her a happy and healthy retirement.

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



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JOSEPH M. MITRECIC  
DIANA PURNELL

## COMMENDATION

**WHEREAS,** Deborah Thornes has contributed 27 years of dedicated service to the Office of the Worcester County State’s Attorney where she began her career on August 14, 1996; and

**WHEREAS,** Ms. Thornes played an integral role as a legal assistant (office assistant III), where her expertise and experience have been instrumental in the overall management of the Office of the State’s Attorney.

**NOW, THEREFORE,** we the County Commissioners of Worcester County, Maryland, do hereby commend **Deborah Thornes** for her years of devoted service to Worcester County, and we wish her a happy and healthy retirement.

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



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Diana Purnell



EMERGENCY SERVICES

**Worcester County**

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1002

SNOW HILL, MARYLAND 21863-1193

TEL:410.632.1311 FAX: 410.632.4686

To: Weston Young, Chief Administrative Officer

From: Billy Birch, Director of Emergency Services

Re: 2023 State Homeland Security Program Grant adjustment notice

Date: November 27, 2023

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The Department of Emergency Services is requesting a signature to proceed with the 2020 State Homeland Security Program grant in the amount of \$96,476.93. This is a yearly grant received from Homeland Security. These funds pay for approved Homeland Security Emergency Management projects and equipment. Examples are Law Enforcement terrorism related gear, personal protection equipment like gas masks, or radiation detection devices. If the commissioners determine they want to use this grant for other purposes, we must ensure it is toward an approved grant guidance expenditure.

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

Attachment (1)



**2023 Sub-Recipient Agreement**  
for  
*County Commissioners of Worcester County, Maryland*

Date of Award  
**10/5/2023**

<b>1. Sub-Recipient Name and Address</b>		<b>2. Prepared by:</b> <i>Stone, Stacy</i>	<b>3. MEMAGMS Award Number:</b> 23-SR 8861-02
County Commissioners of Worcester County, Maryland		<b>4. Federal Grant Information</b>	
		<b>Federal Grant Title:</b>	State Homeland Security Grant Program
		<b>Federal Grant Award Number/CFDA Number:</b>	EMW-2023-SS-00011 SHSP / 97.067
		<b>Federal Granting Agency:</b>	U.S. Department of Homeland Security

5. Award Amount	
<b>Total Award Amount</b>  \$96,476.93	<b>2023 State Homeland Security Program</b>  Performance Period: FROM Sep 1, 2023 – Feb 28, 2026

**6. Statutory Authority for Grant:** This project is supported under: Department of Homeland Security Appropriations Act, 2023 (Pub. L. No. 117-328); Sections 2003 and 2004 of the Homeland Security Act of 2002 (Pub. L. No. 107-296, as amended) (6 U.S.C. §§ 604 and 605)

**7. Method of Payment:** Primary method is reimbursement.

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

9. Agency Approval	
<b>Approving SAA Official:</b> Blake Langford, Chief Program Management Officer Maryland Department of Emergency Management	<b>Signature of SAA Official:</b>   <b>Date:</b>

10. Sub-Recipient Acceptance	
I have read and understand the attached Special Terms and Conditions and Certifications and Assurances.	
<b>Type name and title of Authorized Sub-Recipient official:</b>	<b>Signature of Sub-Recipient Official:</b>

<b>11. Enter Federal Employer Identification Number (FEIN) and UEI number:</b> 526001064	<b>12. Date Signed :</b>
---	--------------------------

**13. DUE DATE:** 11/19/2023  
Signed award must be returned to the SAA on or before the above due date.



EMERGENCY SERVICES

**Worcester County**

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1002

SNOW HILL, MARYLAND 21863-1193

TEL:410.632.1311 FAX: 410.632.4686

To: Weston Young, Chief Administrative Officer

From: Billy Birch, Director of Emergency Services

Re: 2021 EMPG – ARPA Grant Adjustment

Date: November 27, 2023

---

The Department of Emergency Services is requesting a signature to process this 2021 EMPG – ARPA grant adjustment paperwork. This was a one-time EMPG grant in the amount of \$21,198.74 was a 100% matching grant which we decided not to purse in the FY2023 budget process.

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

Attachment (1)





**2021 Grant Adjustment Notice**  
for  
**County Commissioners of Worcester County, Maryland**

Date of Award  
8/24/2023

<b>1. Sub-Recipient Name and Address</b>	2. Prepared by: <i>Stone, Stacy</i>	3. MEMAGMS Award Number: 21-GA 8861-04
--	-------------------------------------	--

County Commissioners of Worcester County, Maryland	<b>4. Federal Grant Information</b>	
	Federal Grant Title:	Emergency Management Performance Grant - American Rescue Plan Act
	Federal Grant Award Number/CFDA Number:	EMP-2021-EP-00006-S01 / 97.042
	Federal Granting Agency:	U.S. Department of Homeland Security

**5. Award Amount**

<b>Total Award Amount</b> \$0.00  <b>100% Match Required</b>	<b>2021 EMPG-ARPA</b> Performance Period: FROM Oct 1, 2020 – Jun 30, 2023
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**6. Statutory Authority for Grant:** This project is supported under the Homeland Security Act of 2002 as amended (Public Law 107-296), (6USC603)  
**Appropriations Authority for Grant:** The Department of Homeland Security Appropriations Act, 2017

**7. Method of Payment:** Primary method is reimbursement.

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

**9. Agency Approval**

<b>Approving SAA Official:</b> Blake Langford, <b>Chief Program Management Officer</b> Maryland Department of Emergency Management DBA Maryland Emergency Management Agency	<b>Signature of SAA Official:</b>  <b>Date:</b>
--	---

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

I have read and understand the attached Agreement Articles.

<b>Type name and title of Authorized Sub-Recipient official:</b>	<b>Signature of Sub-Recipient Official:</b>

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



Worcester County Administration

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

TO: Weston Young, Chief Administrative Officer  
Candace Savage, Deputy Chief Administrative Officer  
FROM: Lynn Wright, Senior Budget Accountant  
DATE: November 27, 2023  
RE: State Aid for Police Protection Fund- 2025 Grant Application

---

Attached is the FY2025 State Aid for Police Protection Fund Application for your review and approval. This grant is ongoing and is intended to be used exclusively to provide adequate police protection throughout the counties and subdivisions of Maryland. This application states that Worcester County would like to be considered for FY25 grant funding but does not guarantee how much funding will be allocated to Worcester County since it is based on a formula derived from the Governor's Office of Crime, Control and Prevention.

State Aid for Police Protection Fund - 2025 (SAPP)

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

**Grant Application Form**



**Governor's Office of Crime Control and Prevention**

**Pending Submission**

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

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

Application Contents

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

Date Stamp:	OFFICE USE ONLY	
	Control Number:	Application Number:
	Received By:	Date:

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

**State Aid for Police Protection Fund - 2025 (SAPP)**

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

**Project Title:** SAPP 2025

**Worcester**

**Local Government**

**Start Date:** 07/01/2024

**Submitted:** Pending Submission

**DUNS Number:** 101119399

**End Date:** 06/30/2025

**Funding Year:**

**SAM Expiration:** 10/9/2024

**Applicant:**

**Implementing Agency:**

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

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

**Authorized Official:**

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

**Project Director:**

Dods, Douglas A      Operations Officer  
 ddods@co.worcester.md.us  
 Worcester County Sheriff's Office  
 1 West Market Street, Room 1001  
 Snow Hill, MD 21863-1069  
 (410) 632-1111      FAX: (410) 632-3070

**Fiscal Officer:**

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

**Funding Summary**

0.0 %	Grant Funds	<b>\$0.00</b>	_____	_____
0.0 %	Cash Match	<b>\$0.00</b>	_____	_____
0.0 %	In-Kind Match	<b>\$0.00</b>	_____	_____
	<b>Total Project Funds</b>			

**Project Summary**

**SAPP Narrative - See NOFA Section III -A**

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

**Person Completing the Project Narrative**

**Project Budget**

Control Number:

**A. Budget Summary**

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

**V. Civil Rights Requirements**

Control Number:

1. Civil rights contact person: Norton, Stacey - Director of Human Resources
2. Organization: Worcester County Board of County Commissioners
3. Address: County Government Center  
1 W Market St Rm 1103  
Snow Hill, MD 21863-1072
4. Telephone Number: (410) 632-0090
5. Number of persons employed by the organization unit responsible for implementation of this grant: 17

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**Project Service Sites**

**Site 1**

**Service Site** Worcester County Board of County Commissioners  
**Apt. Suite, No. Street** County Government Center  
 1 W Market St Rm 1103  
**City** Snow Hill  
**State & Zip** MD 21863-1072

---

Control Number:

**Certified Assurances**

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

1. That Federal funds made available under this formula grant will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal Funds, be made available for program activities.

2. That matching funds required to pay the non-Federal portion of the cost of each project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for program activities by the recipient of the grant funds and shall be provided as required in the Grant Award document.

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

4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Control & Prevention shall prescribe to and shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.

5. That the Grantee shall maintain such data and information and submit such reports in such form, at such times, and containing such information as the Governor's Office of Crime Control & Prevention may reasonably require to administer the program.

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

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

7. That in the event a Federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Grantee, a copy of the finding will be forwarded to the Governor's Office of Crime Control & Prevention.

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

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

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

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

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

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

**Bertino Jr., Anthony W. - President**

\_\_\_\_\_  
Name and Title

## Certification Regarding Lobbying

Control Number:



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

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

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

#### 1. LOBBYING

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

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

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

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

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

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

A. The applicant certifies that it and its principals:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



# ITEM 4

Control Number:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Project Title: SAPP 2025  
Federal ID Number: 52-6001064

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

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

**FORM 2 - Due Date: December 15, 2023 by 11:59 PM**

Subdivision Worcester County Municipality \_\_\_\_\_  
 (County) (Incorporated City/Town)

**ESTIMATED EXPENDITURES FOR POLICE PROTECTION**  
 (Fiscal Year Ending June 30, 2025)

PART I	(a)	(b)	
SUMMARIZE (Omit Cents)	Police Department	Sheriff's Department	
Salaries and Wages		\$ 7,970,291	A
Capital Outlay		\$ 1,526,684	B
Debt Service			C
Other Operating Expenses:			
Communications		\$ 51,180	D1
Travel		\$ 125,370	D2
Fuel & Utilities		\$ 23,192	D3
Contractual Services		\$ -	D4
Supplies & Materials		\$ 482,545	D5
Fixed Charges (Rent, Insurance, etc.)		\$ 494,737	D6
Motor Vehicle Operation And Maintenance		\$ 468,300	D7
Contributions (Retirement and Social Security - Salaries only)		\$ 3,985,146	D8
Miscellaneous		\$ 103,000	E
TOTAL COLUMN (a)	-	15,230,444	# 68% % = \$ 10,356,702
			TOTAL COLUMN*
		SUB-TOTAL PART 1 \$ 15,230,444 #	
		(Total Column (a) and (b))	

The percentage is only applicable to agencies requesting funds for both the Police Department and Sheriff's Office.

PART II		PART III	
Traffic Control	\$ 55,000	Sub-Total PART I	\$ 15,230,444
Central Alarm System	\$ 1,897,457	Sub-Total PART II	\$ 1,952,457
SUB-TOTAL PART II	\$ 1,952,457	TOTAL (PARTS I & II)	\$ 17,182,901

Do you receive reimbursement of police costs from other jurisdictions? NO  
 IF YES, deduct these expenses to eliminate duplication of costs.

I/we certify that the information contained herein is true, correct, and complete to the best of my/our knowledge.

<u>Lynn Wright</u>	
Prepared by	Chief of Police/Sheriff-Signature
<u>Senior Budget Accountant</u>	
Title	
<u>410-632-1194</u>	
Telephone Number	Chief Executive Officer of County or Municipality Signature
<u>lwright@co.worcester.md.us</u>	
E-mail address	

FORM 3 - Due Date: December 15, 2023 by 11:59 PM

County Worcester County Municipality \_\_\_\_\_

SWORN OFFICER ALLOCATION  
As of June 30, 2023

PART I

Number of authorized strength on a full-time basis as of June 30, 2023	<u>78</u>
Number of sworn police officers actually employed on a full-time basis as of June 30, 2023	<u>72</u>
Number of authorized strength on a part-time basis as of June 30, 2023	<u>17</u>
Number of sworn police officers actually employed on a part-time basis as of June 30, 2023	<u>20</u>
Are these officers contracted through another municipality or Sheriff's Office?	<u>No</u>
Name of agency: _____	

PART II

Include a copy of the roster of police personnel from the Maryland Police Training Commission. The roster must include each individual's name (last, first, and middle initial), rank, and position. The number of officers reported will be verified with the Police Training Commission and must match what they have on record. County law enforcement agencies are also required to provide the number of staff sworn personnel that includes the above information.

If you contract with another department, please provide a copy of the contractual agreement and any contract payroll records that will support the number of officers.

I/we certify that the information contained herein is true, correct, and complete to the best of my/our knowledge.

\_\_\_\_\_  
Chief of Police/Sheriff Signature Date

\_\_\_\_\_  
Chief Executive Officer of Municipality Signature Date

**NOTE:** If you are a municipality that contracts with the State Police or Sheriff's Office for services, the number of officers is determined by the number of hours of service is provided per week. OR, if you are a part of the Residential Trooper Program then you will already have a number of officers for your municipality.

In a 168 hour week, how many hours of patrol are contracted? \_\_\_\_\_

Divide the above number by 40, this equals the number of sworn police officers employed. \_\_\_\_\_ 0

**Number of officers for the SAPP allocation**

*(To be completed by the Governor's Office of Crime Prevention, Youth, and Victim Services)*



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

**MEMORANDUM**

TO: Worcester County Commissioners  
FROM: Nicholas W. Rice, Procurement Officer  
DATE: December 5, 2023  
RE: Request to Purchase – Courthouse Building Automation System Upgrades

---

Public Works is requesting \$51,098.00 for Building Automation System upgrades and changes at the Courthouse. In 2018, Modern Controls was selected over two other companies to begin performing building automation upgrades as our preferred vendor. They have upgraded systems at the States Attorney, Recreation Center, Snow Hill, Ocean City and Berlin’s Libraries, Snow Hill Health Department and some areas of the Government Center, Courthouse and Berlin Health Department. This upgrade was to incorporate these systems in a single user interface with remote access to enable select system changes while off-site. They have provided exemplary service and installations along with reliable support thus far.

These building automation upgrades within our HVAC systems will include areas of the Courthouse not addressed in the past. This includes the replacement of 24 variable air volume (vav) controllers to enable complete control over each unit. Each “VAV” controls air flow and space conditioning in 24 different areas around the Courthouse. This upgrade is the final phase of large upgrades for our building automation system at the Courthouse. This final phase would completely replace the remaining antiquated and proprietary Johnson Controls hardware. We continue to have issues with our obsolete equipment, and it is no longer available for purchase as new units.

The Assigned Fund balance sheet has funding allocated for “Building HVAC Automation System Controls (various buildings)” that could be used to fund this project.

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

# Courthouse VAV's



**TO** ► MICHAEL HUTCHINSON  
WORCESTER COUNTY PUBLIC WORKS

**RE** ► Corey Ferguson  
Technical Sales

PROPOSAL 23-2056

10.30.2023



**PROPOSAL 23-2056**

October 30, 2023

To: **Michael Hutchinson, Maintenance Superintendent  
Worcester County Department of Public Works  
6113 Timmons Rd, Snow Hill, MD 21863**

Re: **Worcester County – Courthouse VAV retrofits**

**SCOPE OF WORK**

---

**VAV box (Typical of 24)**

- ▶ Provide, install, and program new DDC Controllers.
- ▶ Provide and install new temperature sensor.
- ▶ Provide and install new discharge air temperature sensor.
- ▶ Furnish and install new current transducer for reheat.
- ▶ Provide labor and material for running new BACnet communication trunk.
- ▶ Provide new graphics, trending, and alarms for the corresponding unit.

**PRICING**

---

Quoted Price ..... \$51,098.00

**CLARIFICATIONS**

---

- ▶ Work is priced for normal and off hours work.
- ▶ Price is valid for 30 days.

**Please feel free to call if you have any questions or concerns regarding this proposal.**

Sincerely,

*Corey Ferguson*

**Corey Ferguson  
Technical Sales Manager**

**I accept this above contract:**

\_\_\_\_\_  
**Authorized Signature**                      **Date**

\_\_\_\_\_  
**Printed Name**                                      **Title**



EMERGENCY SERVICES

**Worcester County**

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1002

SNOW HILL, MARYLAND 21863-1193

TEL:410.632.1311 FAX: 410.632.4686

To: Weston Young, Chief Administrative Officer

From: Billy Birch, Director of Emergency Services

Re: Memorandum of Understanding (MOU) – Maryland Department of Information Technology

Date: November 27, 2023

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The Department of Emergency Services is requesting a signature to proceed with this Memorandum of Understanding (MOU) with the Maryland Department of Information Technology. This MOU updates and existing MOU between the entities that has been in effect for nearly seven years to permit interoperability between users of the Worcester County radio system and State of Maryland radio system. This MOU expands upon the terms of the original agreement by permitting Worcester County to obtain a limited number of talkgroups on the State of Maryland’s radio system for county use in the event of a major issue impacting the County’s radio system operations. By reciprocity the County will offer a limited number of talkgroups on the county system for use by agencies such as Maryland State Police in the event of a failure of the State of Maryland’s radio system.

Deputy Director Hamilton will be available to answer any questions that may arise at your convenience.

Attachment (1)

Limited Primary User

**MEMORANDUM OF UNDERSTANDING**

Maryland Department of Information Technology  
AND  
WORCESTER COUNTY, MD

**THIS MEMORANDUM OF UNDERSTANDING** (“MOU”) is made by and between the STATE OF MARYLAND, by and through the **DEPARTMENT OF INFORMATION TECHNOLOGY** (“DoIT”), a principal department of the State of Maryland (“State”), and **INTERNAL REVENUE SERVICE CRIMINAL INVESTIGATION, (“WORCESTER COUNTY, MD”)** or (“User”) (each a “Party” and collectively the “Parties”).

**WHEREAS**, there is a Statewide Public Safety Interoperability Radio System (“System”) within the State known as Maryland FiRST (first responder interoperable radio system team), that provides interoperable radio communications to first responders in the State;

**WHEREAS**, there is a Statewide Interoperability Radio Control Board (“Board”) in the Maryland Department of Information Technology, established by Annotated Code of Maryland, Public Safety Article, §1-501 *et seq.*, that coordinates the operation and maintenance of the System;

**WHEREAS**, User provides first responder services to the public, materially contributes to homeland security, and complies with the eligibility requirements of 47 CFR § 90.523(a);

**WHEREAS**, User employs federal public safety personnel who are permitted to operate on the System under 47 CFR § 2.103(b);

**WHEREAS**, User desires the ability for its public safety personnel to access and use the System for first responder voice communications consistent with 47 CFR 90.179 and 47 CFR 90.421 concerning the shared use of the radio stations, mobile and/or portable units; and

**WHEREAS**, the State is amenable to such use subject to the terms and conditions established below.

**WHEREAS**, DoIT allows the “User” Limited Primary access, in which the User has access to Maryland FiRST as the primary radio communications system to conduct operations outlined in section 12 below.

**NOW, THEREFORE**, in consideration of the mutual promises made herein, the Parties agree as follows:

**A. Recitals**

The Recitals set forth above are hereby incorporated and made a part of this MOU.



## Limited Primary User

**B. DoIT obligations:**

1. Abide by, and act in accordance with the laws of the United States, applicable regulations of the Federal Communications Commission, and decisions and directions of the Board.
2. Provide continuous (i.e., 24 hour, 7 days a week for 365 days per year) System availability to the greatest extent possible in light of maintenance requirements and unforeseen outages.
3. Provide continuous access to live help via the Network Operations Center to assist User if it is experiencing any technical or operational difficulties.
4. Develop operating protocols in concert with all applicable users, to facilitate efficient and reliable operations that are consistent with federal guidelines and public safety/service “best practices.”
5. Monitor system utilization and report to User system capacity constraints in operating cells that require remediation to relieve identified limitations.

**C. User agrees:**

1. To (a) use subscriber devices that support the Time Division Multiple Access (“TDMA”) technology, also known as P-25 Phase 2 compatible mobile and portable radios as well as control stations and consolettes as contained in the Statewide Public Safety Wireless Communications System contract with Motorola Solutions Inc., or any other P-25 Phase 2 radios as certified by the United States Department of Homeland Security’s Compliance Assessment Program (“CAP”), with radio authentication to access the System and understands that it is solely responsible for purchasing the radios it will use to communicate on the System; and (b) older Frequency Division Multiple Access (“FDMA”) technology and radios, also known as P-25 Phase 1, only as part of an emergency radio cache and not for day-to-day operations on Maryland FiRST and such radios may not be activated and affiliated with the System without prior coordination with the System Director or in bona-fide emergency situations.
2. To comply with the applicable laws of the State, the United States of America, including but not limited to the rules of the Federal Communications Commission, and limit System use to public safety and first responder communications as defined in 47 U.S.C. § 337 (f) (1), the Communications Act of 1934, and all applicable provisions of 47 CFR Part 90, Subpart R.
3. To (a) abide by, and act in accordance with, the decisions, directions, adopted operating protocols, and minimum training standards established and set by the DoIT with regard to the System; and (b) that DoIT’s decisions govern and determine the System’s policies, procedures, standards and guidelines and that the addition and removal

## Limited Primary User

is governed by the Board, and that any improper use of the System may result in the suspension or termination of its System access privileges.

4. That (a) DoIT has the authority to collect, receive, and allocate money for the System's maintenance, capacity expansion, and operation, apportion the System's costs, and allocate the System's resources.
5. That it is responsible for the development of the radio codeplugs used to program its radios and for the programming of its subscriber equipment by its technicians and engineers or under contract with it for radio maintenance and/or service.
6. That (a) maintenance, radio upgrades authorized by DoIT, and the repair of its subscriber radios and support components such as consoles, network monitors, and other software management tools, if any, used to access the System are the sole responsibility of User.
7. To abide by the MD FiRST System Key Control Policy with regard to the use and distribution of the MD FiRST Software System (programming) Key.
8. Not to share its use of or access to the System without DoIT's prior written consent.
9. To (a) submit any new and/or existing equipment that it intends to use to access the System to DoIT for compatibility assessment and logging of equipment serial numbers prior to the use of such equipment; and (b) that configuration information for System assets — Subscribers (portables, mobiles, consolettes, mobile-in-tray) and Fixed Network Equipment (including Motorola, Intellect, Genesis, NetGuardian, Nice, and NEC) — must be provided to DoIT every time an asset is put into service on User's system by completing the Configuration Information for MD First Assets – Subscribers spreadsheet (the form of which is at Appendix A) and e-mailing the same to the contacts listed in the spreadsheet.
10. To notify DoIT if there is any change in the inventory of equipment it uses to access the System, including, but not limited to, lost or stolen devices.
11. To (a) work with DoIT to develop a fleet map and the proper talkgroups in order to forward User's mission without negatively impacting the System. ; (b) that User is responsible for (i) the management of its talkgroups' use and will use State 700MHz channels identified in 47 CFR § 90.531(b)(5) as assigned by MD FiRST (ii) the development of codeplugs and the programming of its radios, (ii) programming every subscriber device with the 700 and 800 MHz nationwide interoperability channels as defined in the MD FiRST nationwide interoperability template, (iii) ensuring that (A) all User radios contain programming to support MD CALL and MD TAC talkgroups as well as the nationwide 700 MHz public service interoperability frequency, GTAC77D, and (B) when operating on an interoperability channel, it will use "plain language" to provide seamless interoperable communications with other first responders.

Limited Primary User

12. To use the System only on a limited basis according to the approved usage listed in the table below (b) the State determines talkgroup areas of operation, (c) the State reserves the right to review System usage. The following conditions are applicable to User’s use of the System:

Talkgroups	Area of Usage	Condition of Usage
No more than Eight.	To be used by municipal and county public safety entities for continuity of operations only.	MD FiRST will be part of Worcester County’s communications PACE planning for use as an alternate system in the event of the County-Owned system being rendered unavailable.

13. To follow the Region 20 ID Plan for the assignment of P25 identification numbers used in subscriber devices and, in the event that User requires direct radio-to-radio communications, may employ the low power 700 MHz channels identified in the Region 20 ID Plan in the digital mode for the appropriate purposes.

14. That (a) it is responsible for the proper use of each device used to access the System, (b) it must follow any applicable radio protocol that applies to System use and is established by the FCC, DoIT State Radio System Division, or the Board (e.g., transmission breaks during lengthy traffic, deferral to emergency traffic, etc.) and that (c) (i) frequencies and bandwidth supporting the System are at a premium, and use of the System is for legitimate criminal justice and public safety purposes only (ii) a telephone should be used for other traffic as appropriate (iii) User will program subscriber devices to employ a time-out-timer to prevent radios from locking up systems unnecessarily

15. To consult with DoIT regarding any mobile transmitter RF power output issues, including restrictions as to the use of gain-type antennas and any other apparatus designed to increase the effective radiated power of the radio.

16. That DoIT maintains the right to audit its list of System access device users at any time.

17. That additional radio unit activation by it is subject to the outcome of grade of service (GOS) studies which shall be performed by DoIT and any other studies DoIT determines to be necessary for DoIT to assure that the additional devices will not adversely affect current communications on the System. If it is determined by DoIT that the addition of channels and/or frequencies is necessary in order to accommodate additional radio units, DoIT, at its discretion but upon providing prior written notification to User, will install at User’s expense any additional equipment that DoIT deems necessary and for which frequency (ies) can be identified. User is responsible for all equipment and installation costs associated with the System infrastructure upgrade. User

## Limited Primary User

agrees that upon installation of any equipment on the System infrastructure, the equipment becomes the permanent property of the System, and DoIT shall be responsible for maintenance of the equipment.

**D. Fees**

The User agrees that, subject to the availability of appropriations, the Board may impose, collect and receive user fees for the System's maintenance, capacity expansion, and operation. If the Board determines to assess user fees it will notify the User at least 180 days in advance of instituting such fees. User fees assessed by the Board will accommodate the Users budget cycle to allow the User the opportunity to incorporate the costs into its budget, as necessary. Nothing herein binds the User to pay for any fee assessed by the Board.

**E. Term**

This MOU shall be effective on the date that User's radio unit(s) are activated (i.e., programmed) for use in the System and shall continue until June 30, 2037, or until terminated by a Party upon 180 days advance written notice of the termination to the other Parties. This MOU can be renewed prior to its expiration upon written agreement of the Parties pursuant to Section E below.

**F. Renewal Term**

This MOU shall automatically renew for an additional 24 months at the end of the initial term and upon the same terms and conditions as set forth herein, unless, at least 180 days prior to the end of the initial term, User provides DoIT with written notification of its intent not to renew.

**G. Notices**

1. All notices and invoices given under this MOU, except for emergency service requests, shall be made in writing.
2. Each Party to this MOU shall identify single points of contact in support of the administration of this MOU for addressing of interagency issues that may arise hereunder and to whom notices provided or required hereunder shall be delivered.
3. Each Party will make certain that it has an updated list of staff contacts to facilitate communication and to resolve issues as they may arise.
4. Each Party agrees to assign appropriate staff to serve as a single point of contact should any personnel changes occur.

Limited Primary User

All notices given under this MOU, except for emergency service requests, shall be made in writing and sent to the addresses set forth below:

<b>FOR: WORCESTER COUNTY, MD</b>	
Name	James Hamilton
Title	Deputy Director, Department of Emergency Services
Address	1 W Market Street, Room 1002
City, State, Zip	Snow Hill, MD 21863
Phone	(410) 632-3080
E-mail	jhamilton@co.worcester.md.us

<b>FOR DoIT:</b>	
Name	Norman J. Farley
Title	Chief of Public Safety Communications
Address	100 Community Place
City, State, Zip	Crownsville, MD 21032
Phone	410.697.9681
E-mail	Norman.farley@maryland.gov

**H. Changes**

This MOU may be amended only with the written consent of the Parties.

**I. Disputes**

If any dispute or issue of performance arises under this MOU, the Parties agree to attempt to resolve the issue at the lowest management level. In the event the issue remains unresolved, the Parties agree to escalate the issue to upper-level management for their consideration. In all events, the parties will negotiate, in good faith toward a mutually agreeable resolution. In the event all parties cannot agree on a solution, the issue shall be directed to the Board for resolution.

**J. Controlling Law**

Federal law, and to the extent not in conflict with federal law, the laws of the State of Maryland, shall govern the interpretation and enforcement of this MOU. The parties agree that federal law will take precedent in the event of conflict between the laws of the State of Maryland and any applicable federal statute or regulation. Notwithstanding the foregoing, the parties agree that any documentation or other information relating to User's usage of MD FiRST, including radio frequencies assigned to or utilized by it, code plugs, circuit routing, addressing schemes, talkgroups, fleet maps, encryption, or programming maintained or utilized by User are law enforcement records normally exempt from Freedom Of Information Act (FOIA) disclosure. The parties agree that FOIA (5 U.S.C. § 552), Privacy Act (5 U.S.C. § 552a) and the Department of Homeland Security privacy regulations, 6 C.F.R. Part 5, will take precedent over any conflict with Maryland public disclosure laws. User agrees to keep all such information strictly confidential unless compelled to release it under federal law or non-conflicting State of Maryland law.

**K. Termination for Default**

It shall be an event of default ("Event of Default") if either party fails to perform any of its obligations under the provisions of this MOU, which failure has continued for a period of thirty (30) days after written notice thereof from the non-defaulting party. In addition to (and not in limitation of) the non-defaulting party's right to exercise any and all applicable rights and remedies set forth herein, on the occurrence of an Event of Default, the non-defaulting party may terminate this MOU by giving written notice of such termination to the defaulting party (which termination shall be effective as of the date of such notice or any later date specified by the non-defaulting party therein). Termination under this paragraph does not relieve the terminated Party from liability for any damages caused to the non-defaulting party.

**L. Termination for Convenience**

A Party may terminate this MOU, in whole or in part, at any time upon 180 days prior written notice to the other Parties whenever it determines it is in its best interest to terminate this MOU.

**M. Termination for Non-appropriation**

If State funds are not appropriated or otherwise made available to support continuation of the MSCIP (Maryland Statewide Communications Interoperability Plan) the System in any fiscal year succeeding the first fiscal year, this MOU shall be terminated automatically as of the beginning of the fiscal year for which funds are not available.

**N. Orderly Termination**

In the event of any termination or expiration of this MOU, the Parties shall cooperate in good faith to assure an orderly and efficient transition from the services provided hereunder.

**O. Indemnification**

No Party assumes liability for the acts or omissions of the other Parties or its agents. Nothing in this MOU shall be construed to extend the immunities of one Party and its agents to the other Parties or its agents.

**P. Assignment**

No Party may assign any rights or interests nor delegate its duties under this MOU, in whole or in part, without the express prior written permission of the other Party. Without such written permission, any attempted assignment or delegation is void and ineffective for all purposes.

**Q. Severability**

The terms of this MOU are severable. If any term or provision herein is declared to be illegal, void, unenforceable or otherwise invalid, in whole or in part, the remainder of the terms and provisions of this MOU shall remain valid and enforceable in full force and effect.

**R. Waiver**

A waiver by any Party of any breach or default by any other Party under this MOU does not constitute a continuing waiver or a waiver of any subsequent act in breach of or in default hereunder.

**S. Merger**

This MOU constitutes a final written expression of all terms of this MOU and is a complete and exclusive statement of those terms and supersedes any and all previous agreements, whether written or oral, between or among the Parties.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the Parties hereto have caused these actions to be executed individually or by appropriate authorized officers on the date and year below written.

Worcester County, MD

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

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

Title: \_\_\_\_\_

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

MARYLAND DEPARTMENT OF INFORMATION TECHNOLOGY  
&  
STATEWIDE INTEROPERABILITY RADIO CONTROL BOARD

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

Name: Katie Savage

Title: Secretary or Designee

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

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

\_\_\_\_\_  
Legal Counsel, Worcester County, MD

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

Title: \_\_\_\_\_

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

\_\_\_\_\_  
Assistant Attorney General, DoIT

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

Title: \_\_\_\_\_

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





EMERGENCY SERVICES

**Worcester County**

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1002

SNOW HILL, MARYLAND 21863-1193

TEL:410.632.1311 FAX: 410.632.4686

To: Weston Young, Chief Administrative Officer

From: Billy Birch, Director of Emergency Services

Re: Approval of Service Agreement and a not to exceed \$25,000 task order with Federal Engineering

Date: November 27, 2023

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The Department of Emergency Services is requesting a signature to proceed with a Service Agreement and permission to proceed with a not to exceed \$25,000 task order with Federal Engineering. This task order will allow the Department to engage the services of Federal Engineering as needed to assist with technical review and implementation of several major projects related to the County public safety radios system including the information technology refresh and proposal for an additional tower site. Funding for these services will be derived from the project budgets that these services support.

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

Attachment (1)



## **BASIC SERVICE AGREEMENT**

AGREEMENT made this 16<sup>th</sup> day of October 2023 by and between Federal Engineering, Inc., a Maryland corporation, having offices at 10560 Arrowhead Drive, Suite 100, Fairfax, Virginia 22030, (hereinafter called "**FE**") and Worcester County, Maryland a municipal corporation, having offices at One West Market Street, Snow Hill, Maryland 21863-1195 (hereinafter called the "**Client**").

The period of performance of this Agreement, for the purpose of issuing Task Orders hereunder, is from October 16, 2023 to October 15, 2024. This agreement may be extended by mutual agreement by both parties in writing.

Subject to the provisions herein, **FE** shall in accordance with Task Orders issued hereunder, perform tasks in the general area of telecommunications, information technology, and management consulting services.

1. **STATEMENT OF WORK:** The **Client** may, from time to time, issue written Task Orders under this agreement which will specify: (a) the statement of work to be performed; (b) security requirements, if any; (c) ceiling price or amount of the order including all charges and travel authorizations, if any; and (d) any other applicable instructions. Said Task Orders will incorporate this Agreement by reference. Where a conflict exists between the terms of any Task Order and the terms of this Agreement, the terms of this Agreement shall control.

2. **CLIENT OBLIGATIONS:** Nothing herein shall be construed as an obligation of the **Client** to issue any tasks hereunder, and the limit of the **Client's** duties shall extend only to such Task Orders as it may issue. Task Orders, when issued, are subject to review and acceptance by **FE**, which shall accept by signing in the space so provided and returning a copy of the Task Order.

3. **COMPENSATION:** For fixed-price Task Orders, **FE** will submit invoices in accordance with the agreed-upon milestone schedule showing the tasks that have been completed. For time and materials Task Orders, **FE** will submit invoices in accordance with the rates and terms indicated in Schedule A of each Task Order indicating the number of days or hours worked and an itemized breakdown of other costs incurred. Unless stated otherwise in any Task Order, payment of all invoices shall be due within thirty (30) days of the invoice date. Late balances are subject to a finance charge of 1.5 percent per month or fraction thereof. Any and all taxes, except income taxes, imposed or assessed by reason of this Agreement or its performance, including but not limited to sales or use taxes, will be in addition to the invoiced amounts and shall be paid by the Client.

4. INDEPENDENT CONTRACTOR: **FE** shall be deemed at all times to be an independent Contractor. Neither **FE** nor its personnel shall at any time, or for any purpose be considered employees or agents of the **Client**. **Client** is hereby contracting with **FE** for the services described in the Task Order and **FE** is not required to perform the services during a fixed hourly or daily time, and if the services are performed at the **Client's** premises, then **FE's** time spent at the premises is to be at the discretion of **FE**; subject to the **Client's** normal business hours and security requirements. **FE** hereby confirms to the **Client** that the **Client** will not be required to furnish or provide any training to **FE** to enable **FE** to perform the services required hereunder. The services shall be performed by **FE**, and the **Client** shall not be required to hire, supervise or pay any assistants to help **FE** perform the services under this Agreement. The management of the work, including but not limited to the order or sequence in which it is performed, shall be under the control of **FE**, subject to compliance with the Task Order. Except to the extent that **FE's** work must be performed on or with **Client's** computer or **Client's** software, all materials used in providing the services shall be provided by **FE**. **FE** shall provide any insurance coverage that is required in the normal course of business as well as any specialized insurance that is specifically called for in this agreement. The **Client** understands and agrees that as an independent contractor, **FE** does not have any authority to sign contracts, notes, or obligations to make purchases or to acquire or dispose of any property for or on the behalf of the **Client**.

5. WARRANTY: **FE** hereby warrants to the **Client** that the firm is not under any obligation, contract, or agreement, nor has the firm previously executed any documents whatsoever, with any person, firm, association, or corporation that would, in any manner, prevent **FE** from giving, and the **Client** from receiving, the full benefit of the firm's consulting services. **FE** makes no other warranties, whether written, oral or implied, including without limitation warranty of fitness for purpose or merchantability. In no event shall **FE** be liable for special or consequential damages, either in contract or tort, whether or not the possibility of such damages has been disclosed to **FE** in advance or could have been reasonably foreseen by **FE**, and in the event this limitation of damages is held unenforceable, then the parties agree that by reason of the difficulty in foreseeing possible damages, all liability to **Client** shall be limited to One Hundred dollars (\$100.00) as liquidated damages and not as a penalty.

6. PROPRIETARY INFORMATION: **FE** hereby agrees that at all times both during the term of this Agreement and three (3) years after termination thereof, **FE** will hold inviolate and keep secret all knowledge, information, data, trade secrets, inventions, and customer lists that have been clearly marked "PROPRIETARY" by the **Client**. **FE**, under the terms of this agreement, will not disclose such information to any competitor, or other individual, corporation, or firm except when authorized to do so by the **Client**, in writing. Nothing herein shall be construed as to preclude **FE** from engaging in any occupation or endeavor which will not directly or indirectly involve the proprietary information of the **Client**.

**FE's** obligations with respect to handling and using proprietary information as set forth in this agreement are not applicable to: (1) Information that at the time of disclosure under this agreement is either known to **FE** or disclosed in existing literature or patents or is in any other way in the public domain; (2) Information that after disclosure under this agreement becomes known to **FE** by independent discovery or by casual observation or analysis of information provided by a third party; (3) Information that after disclosure under this agreement becomes known to **FE** from a source other than the **Client** without breach of any obligation by the disclosing party; (4) Information that is or has been furnished by the disclosing party to the Government with "unlimited" rights, and (5) Information available in the public domain

7. **RELEASE OF INFORMATION:** **FE** shall not make any public release of information in any medium concerning this agreement without prior review and approval by the **Client**. Requests for review of any materials proposed for public release in any medium shall be submitted in writing to an authorized representative of the **Client** for approval, which shall not be unduly withheld.

8. **TERMINATION FOR CONVENIENCE:** This Agreement may be terminated by either party at any time, for any reason, by giving written notice of such termination to the other party. Should the **Client** terminate this agreement while work is in progress, **FE**, upon receipt of the notice, shall stop all work as quickly as practical. The **Client** shall be responsible for all labor and expenses incurred by **FE** up until work actually terminates.

9. **ASSIGNMENT:** Neither party shall assign or transfer this Agreement without the written consent of the other party.

10. **GOVERNING LAW:** This agreement shall be interpreted, and the rights of the parties shall be determined under the laws of the State of Maryland. The **Client** hereby agrees to pay all legal, court, and collection fees incurred by **FE** to collect any overdue invoices rendered to the **Client**. The **Client** agrees that the venue for any and all disputes shall be in the courts of Fairfax County, Virginia.

11. **COMPLIANCE WITH APPLICABLE LAWS:** **FE** agrees to comply with all applicable laws, statutes, and orders of the United States Government and any State or political subdivisions thereof now in effect or hereafter enacted, and the same shall be deemed to be incorporated by reference. **FE** shall be held harmless by the **Client** for violation of any governmental procurement regulation to which it may be subject but to which specific written reference is not made in this agreement.

12. **SET OFF:** The **Client** agrees that **FE** shall have the right to set off, against any amounts which may become due and payable to the **Client**, any amount which the **Client** may owe to **FE**, whether arising under this Agreement or otherwise.

13. **HOLD HARMLESS:** The **Client** shall indemnify and save **FE** harmless from any losses, claims, demands, suits, judgments, or out-of-pocket expenses incurred as a result

of any damage or injury to or claim by the **Client**, its employees, agents, or property, or for any injury or damage to or claim (including claims of patent or copyright infringement) by any third persons or their property which is directly or indirectly caused in the course of performance of any of the work specified in this agreement. Further, the **Client** shall indemnify and compensate **FE** for any time **FE**, its employees, personnel, agents, consultants, or attorneys spend as a result of any claim, suit, or judgment by a third party arising directly or indirectly out of the work specified in this Agreement.

14. **NON-SOLICITATION:** The **Client** hereby agrees that for the term of this Agreement, and for a period of one (1) year thereafter, that the **Client** shall not directly or indirectly, orally, in writing, or by other method of communication, solicit any employee, agent, or consultant of **FE**, nor encourage any employee, agent, or consultant to terminate his or her employment or relationship with **FE**. **Client** further agrees that for the term of this Agreement, and for a period of one (1) year thereafter, should the **Client** hire any employee, agent, or consultant of **FE**, that **FE** is entitled to a finder's fee equal to seventy percent (70%) of the employee, agent, or consultant's first-year total compensation package.

15. **WAIVER:** The failure of **FE** to insist on strict performance of any of the terms and conditions hereof shall not constitute a waiver of any other provisions.

16. **FORCE MAJEURE:** Neither party shall be responsible for failure to fulfill its obligations due to causes beyond its reasonable control, including without limitation, acts or omissions of government or military authority, acts of God, materials shortages, transportation delays, fires, floods, labor disturbances, riots, wars, terrorist acts or any other causes, directly or indirectly beyond the reasonable control of the non-performing party, so long as such party is using its best efforts to remedy such failure or delays.

17. ~~**DELETED. ATTORNEYS FEES:** If the **Client** should breach any term, condition or obligation created by this Agreement, then **FE** shall be entitled to be reimbursed for all of its reasonable attorneys' fees, court costs, litigation fees, transcript costs, deposition costs, and other related litigation and non-litigation costs incurred by **FE**.~~

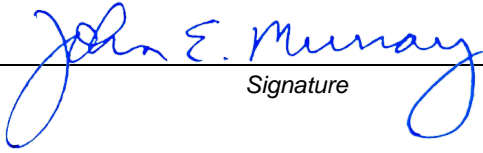
18. **CONSTRUCTION:** Paragraph numbers and headings are for convenience only and shall not affect the interpretation of this agreement. If any term or condition of this Agreement is in conflict with local, state, or federal law and becomes null and void, the remainder of the Agreement shall survive and remain in effect. If the scope of any of the provisions of the Agreement is too broad in any respect whatsoever to permit enforcement to its full extent, then such provisions shall be enforced to the maximum extent permitted by law, and the parties hereto consent and agree that such scope may be judicially modified accordingly and that the whole of such provisions of this agreement shall not thereby fail, but that the scope of such provisions shall be curtailed only to the extent necessary to conform to the law. This Agreement shall be construed as having been negotiated between the parties and not drafted by a particular party.

19. ENTIRE AGREEMENT: This Agreement supersedes all previous agreements both oral and in writing and contains all the terms and conditions of this transaction. All modifications to this agreement must be reduced to writing as amendments and duly executed by both parties hereto.

20. EFFECTIVE DATE: This Agreement shall become effective when executed by both parties and shall be binding upon the parties hereto, their successors, and permitted assigns.

**FEDERAL ENGINEERING, INC.**

**CLIENT**

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

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

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Print Name*

Executive Vice President  
Chief Operating Officer  
\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Title*

October 16, 2023  
\_\_\_\_\_  
*Date*

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

**EXHIBIT A**

Exhibit A to this Agreement are Worcester County's Standard Terms. If the Agreement conflicts with the Standard Terms, the Standard Terms will prevail.

Worcester County

**Maryland Standard Terms**

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

1. **Amendment.** Amendments to the Contract must be in writing and signed by the parties.
2. **Bankruptcy.** If a bankruptcy proceeding by or against the Contractor is filed, then:
  - a. The Contractor must notify the County immediately; and
  - b. The County may cancel the Contract or affirm the Contract and hold the Contractor responsible for damages.
3. **Compliance with Law.** Contractor must comply with all applicable federal, state, and local law. Contractor is qualified to do business in the State of Maryland. Contractor must obtain, at its expense, all licenses, permits, insurance, and governmental approvals needed to perform its obligations under the Contract.
4. **Contingent Fee Prohibition.** The Contractor has not directed anyone, other than its employee or agent, to solicit the Contract and it has not promised to pay anyone a commission, percentage, brokerage fee, contingent fee, or other consideration contingent on the making of the Contract.
5. **Counterparts and Signature.** The Contract may be executed in several counterparts, each of which may be an original and all of which will be the same instrument. The Contract may be signed in writing or by electronic signature, including by email. An electronic signature, a facsimile copy, or computer image of the Contract will have the same effect as an original signed copy.
6. **Exclusive Jurisdiction.** All legal proceedings related to this Contract must be exclusively filed, tried, and maintained in either the District Court of Maryland for Worcester County, Maryland or the Circuit Court of Worcester County, Maryland. The parties expressly waive any right to remove the matter to any other state or federal venue and waive any right to a jury trial.

7. **Force Majeure.** The parties are not responsible for delay or default caused by fire, riot, acts of God, County-declaration-of-emergency, or war beyond their reasonable control. The parties must make all reasonable efforts to eliminate a cause of delay or default and must, upon cessation, diligently pursue their obligations under the Contract.
8. **Governing Law.** The Contract is governed by the laws of Maryland and the County.
9. **Indemnification.** The Contractor must indemnify the County and its agents from all liability, penalties, costs, damages, or claims (including attorney's fees) resulting from personal injury, death, or damage to property that arises from or is connected to the negligent performance of the work or failure to perform its obligations under the Contract. All indemnification provisions will survive the expiration or termination of the Contract.

#### 10. Independent Contractor.

- a. Contractor is an "Independent Contractor", not an employee. Although the County may determine the delivery schedule for the work and evaluate the quality of the work, the County will not control the means or manner of the Contractor's performance.
- b. Contractor is responsible for all applicable taxes on any compensation paid under the Contract. Contractor is not eligible for any federal Social Security, unemployment insurance, or workers' compensation benefits under the Contract.
- c. Contractor must immediately provide the County notice of any claim made against Contractor by any third party.

#### 11. Insurance Requirements.

- a. Contractor must have Commercial General Liability Insurance in the amounts listed below. The insurance must include coverage for personal injury, discrimination, and civil rights violation claims. All insurance must name County, its employees, and agents as "ADDITIONAL INSURED". A copy of the certificate of insurance must be filed with the County before the Contract is executed, providing coverage in the amount of \$1,000,000 per occurrence, \$2,000,000 general aggregate, and \$500,000 for property damage.
- b. Contractor must have automobile insurance on all vehicles used in the Contract to protect Contractor against claims for damages resulting from bodily injury, including wrongful death, and property damage that may arise from the operations in



connection with the Contract. All insurance must name County, its employees, and agents as "ADDITIONAL INSURED".

- c. Contractor must provide the County with a certification of Workers' Compensation Insurance, with employer's liability in the minimum amount required by Maryland law in effect for each year of the Contract.
- d. All insurance policies must have a minimum 30 days' notice of cancellation. The County must be notified immediately upon cancellation.
- e. When insurance coverage is renewed, Contractor must provide new certificates of insurance prior to expiration of current policies.

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

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

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

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

**15. Records.** Contractor must maintain fiscal records relating to the Contract in

accordance with generally accepted accounting principles. All other relevant records must be retained by Contractor and kept accessible for at least three years after final payment, termination of the Contract, or until the conclusion of any audit, controversy, or litigation related to the Contract. All subcontracts must comply with these provisions. County may access all records of the Contractor related to the Contract.

#### 16. Remedies.

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

#### 17. Responsibility of Contractor.

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

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

19. **Subcontracting or Assignment.** The Contractor may not subcontract or assign any part of the Contract without the prior written consent of the County. The County may withhold consent for any reason the County deems appropriate.
20. **Termination.** If the Contractor violates any provision of the Contract, the County may terminate the Contract by written notice. All finished or unfinished work provided by the Contractor will, at the County's option, become the County's property. The County will pay the Contractor fair compensation for satisfactory performance that occurred before termination less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination and the County can affirmatively collect damages.
21. **Termination of Contract for Convenience.** Upon written notice, the County may terminate the Contract when the County determines termination is in the County's best interest. Termination for convenience is effective on the date specified in the County's written notice. The County will pay for reasonable costs allocable to the Contract for costs incurred by the Contractor up to the date of termination. But the Contractor will not be reimbursed for any anticipatory profits that have not been earned before termination.
22. **Termination of Multi-year Contract.** If funds are not available for any fiscal period of the Contract after the first fiscal period, then the Contract will be terminated automatically as of the beginning of unfunded fiscal period. Termination will discharge the Contractor and the County from future performance of the Contract, but not from their rights and obligations existing at the time of termination.
23. **Third Party Beneficiaries.** The County and Contractor are the only parties to the Contract and are the only parties entitled to enforce its terms. Nothing in the Contract gives any benefit or right to third persons unless individually identified by name and expressly described as intended beneficiaries of the Contract.
24. **Use of County Facilities.** Contractor may only use County facilities that are needed to perform the Contract. County has no responsibility for the loss or damage to Contractor's personal property which may be stored on County property.
25. **Whole Contract.** The Contract, the Standard Terms, and attachments are the complete agreement between the parties and supersede all earlier agreements, proposals, or other communications between the parties relating to the subject matter of the Contract.



**ITEM 7**

**Federal Engineering, Inc.**

10560 Arrowhead Drive

Fairfax, VA 22030

703-359-8200

**STATEMENT OF WORK (SOW)  
ISSUED: OCTOBER 16, 2023**

**ATTACHMENT TO:  
BASIC SERVICE AGREEMENT  
Dated: October 16, 2023**

**PROJECT: WORCCOMD:OTS-TM  
WORCESTER COUNTY, MARYLAND  
TASK ORDER 4  
ON-CALL TECHNICAL SUPPORT**

**1.0 INTRODUCTION AND ISSUES**

Worcester County, Maryland initially retained Federal Engineering, Inc. (**FE**) in 2018 to investigate and make recommendations to resolve performance issues with their new land mobile radio (LMR) system. Since the time **FE** completed the work and delivered our findings, the County has worked to obtain funding for the system vendor to resolve the issues.

The County now seeks **FE's** assistance with overseeing the implementation of the recommendations, including the provision of a new radio communications site, system upgrades, and configuration changes.

This statement of work (SOW) provides a framework for **FE** to respond to ad-hoc, short-term assignments. This SOW provides the County with the mechanism to direct **FE** consulting efforts in an orderly fashion while maintaining control and visibility.

**2.0 TASKS TO BE PERFORMED**

Tasks may be initiated by email or written correspondence between **FE** and the County's Project Manager or his/her designee. Possible tasks to be performed include but are not limited to the following:

**2.1 Assignments within this task may consist of any of the following:**

- **FE** may provide technical assistance to the Emergency Services Director and Assistant Director or other county/regional stakeholders
- **FE** may conduct system capacity analysis or improvement studies
- **FE** may conduct site analysis and radio system analysis
- **FE** may offer informal advice or conduct technical research

- **FE** may assist in administrative issues such as FCC license modifications or renewals
- **FE** may interface with County management and radio systems users
- **FE** may generate RFP's and review proposals from vendors
- **FE** may conduct meetings with vendors and assist the County in contract negotiations
- **FE** may perform program planning and design reviews
- **FE** may perform analyses of radio operations and system/technology utilization and develop improvement recommendations
- **FE** may conduct special presentations on select subjects.
- **FE** may provide support in areas such as operations, engineering, or administration for public safety mobile radio services.
- **FE** may provide assistance through the procurement process, including the following:
  - Vendor question and answer
  - Vendor presentations
  - Negotiation preparation
  - Onsite negotiation support
  - Follow-up negotiation support
- **FE** may conduct preliminary and detailed design reviews/evaluations
- **FE** may conduct equipment and system acceptance plan reviews and evaluations, including the following:
  - Staging plan review
  - Staging test—attend onsite and document
  - Site acceptance plan review
  - Site acceptance—attend onsite and document
  - RF coverage acceptance plan review
  - RF coverage tests—attend onsite and document
  - Functional acceptance plan review
  - Functional tests—attend onsite and document
  - Final acceptance plan review
  - Final acceptance tests—attend onsite and document
  - Cutover plan review
  - Cutover coordination—attend onsite and document
- **FE** may perform other tasks as directed by the Emergency Services Director and Assistant Director

## 2.2 Milestones and deliverables within this task may consist of any of the following:

- **FE** may conduct program review meetings or technical seminars
- **FE** may conduct oral presentations on requested subjects
- **FE** may generate written responses for system design and acceptance test plan reviews and evaluations
- **FE** may generate written documentation on attending and witnessing staging and in-field tests for acceptance
- **FE** may generate program plans using Microsoft Project and other software
- **FE** may generate brief memoranda, reports, or white papers on findings
- **FE** may participate at meetings to support findings or to discuss assignments

## 3.0 SCHEDULE

This support agreement will begin upon execution of this SOW and remain active throughout the contract period of performance.

## 4.0 STAFFING/ORGANIZATION

Mr. Travis LePage will serve as the Director and Program Manager with technical support from Mr. Terry Forehand and other **FE** staff as necessary.

## 5.0 COST

This SOW assumes all work will be performed remotely on a time and materials basis and initially authorizes a maximum of \$25,000 which includes labor costs. The authorized amount will be amended if necessary to complete requested tasking.

**FE** will notify the Emergency Services Director and Assistant Director upon reaching 80% of the cost ceiling. **FE** will notify the County should additional funding be required to complete the approved tasks. The authorized funding will be increased by a written modification to this task duly executed by both the County and **FE**.

Upon receiving an assignment, **FE** will respond to the Emergency Services Director and Assistant Director or their designee via email with an estimated cost to perform the assignment. Upon receipt and written acceptance of the estimated cost and a Notice to Proceed, **FE** will commence the assignment. During the assignment, if situations arise that cause a change in the estimated cost, **FE** will notify the Emergency Services Director and Assistant Director or his designee of the revised estimate and the reason for the change.

Invoices will be submitted monthly. The invoices will detail each task assignment, the personnel assigned, the number of hours charged, and details regarding travel and

other direct costs. Invoices will be submitted to the Emergency Services Director and Assistant Director for processing.

## 6.0 BASIS FOR OUR SCOPE OF WORK

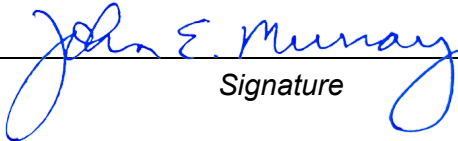
1. **FE** professionals will be directed by the County Project Manager or their designee according to the assignments to be performed. The scheduling of **FE** resources will be mutually agreed upon based on the needs of the County and the availability of the specific **FE** consultants.
2. **FE** will provide draft and final deliverables electronically to the County.
3. This SOW assumes that the County's project manager will schedule meetings, provide meeting facilities, notify attendees, and arrange for on-site visits.
4. Any optional or additional tasking will be authorized by mutual agreement of the County and **FE**. Such tasking will be performed on a time and materials basis in accordance with the rates in Schedule A or on a fixed price basis as mutually agreed upon in a task order by the County and **FE**.
5. **FE's** ability to fulfill this task depends, in part, on the willingness and ability of the County participants, equipment vendors, service providers, third parties, and others to provide information in a timely manner, and upon the accuracy of the information as supplied. The accuracy of input data, whether provided in electronic or hard copy form, and the recommendations, actions, system designs, system procurements, and license filings resulting therefrom cannot, therefore, be warranted by **FE** nor can the performance, suitability, or reliability of said systems be warranted by **FE**. **FE** accepts no responsibility or liability to any third party in respect to any information or related content delivered by **FE**. This information is subjective in certain respects, and, thus, susceptible to multiple interpretations and may be in need of periodic revisions based on actual experience and subsequent developments.
6. This SOW is based upon a start date on or before November 1, 2023 and assumes a one-year period of performance. Delays to the project schedule due to actions or lack of actions on the part of the County, County participants, third parties, and others including, but not limited to vendor protests, protracted contract negotiations, vendor delays that impact the program schedule and/or costs to the County will be brought to the attention of the County's project manager in a timely manner and the schedule and cost impacts will be reduced to writing via a mutually agreed upon contract amendment.
7. If travel is required and amended to the authorized funding amount, **FE** will make all reasonable efforts to schedule our personnel for travel, including arranging

travel reservations, at least two weeks in advance of commitments. Therefore, if the County cancels services less than one week in advance (other than for Force Majeure or breach by **FE**), the County will be liable for all non-refundable expenses incurred by us on your behalf, and daily fees associated with cancelled professional services if we are unable to reassign our personnel. We will make all reasonable efforts to reassign personnel in the event the County cancels within two weeks of scheduled commitments.

- 8. **FE** reserves the right to assign/reassign work efforts and associated costs across tasks and between our professional staff members in order to meet our contractual obligations to the County.

Submitted by **FE**:

Authorization to begin work by:  
**(Worcester County, MD)**

  
\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

John E. Murray  
\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Print Name*

Executive Vice President  
\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Title*

October 16, 2023  
\_\_\_\_\_  
*Date*

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



**SCHEDULE A**  
**LONG-TERM CONSULTING RATES**

Effective January 1, 2023 through December 31, 2024

Principal	\$ 400.00 per hour
Vice President	\$ 360.00 per hour
Director/Chief Consultant	\$ 280.00 per hour
Senior Consultant	\$ 233.00 per hour
Consultant	\$ 200.00 per hour
Senior Analyst	\$ 165.00 per hour
Analyst	\$ 122.00 per hour
Administrative Services	\$ 95.00 per hour

TERMS AND CONDITIONS

1. Long-term rates do not include state or local taxes.
2. Travel and meals on a per diem basis will be invoiced at actual cost plus 20 percent to account for general and administrative costs.
3. Hours expended for travel in support of any time and materials task orders are billable hours.
4. Invoices will be rendered monthly. All invoices are due and payable 30 days from issuance. Late balances are subject to a finance charge of 1.5 percent per month (or fraction thereof).

***This document is proprietary to Federal Engineering, Inc. and shall not be disclosed to third parties without prior written permission from Federal Engineering, Inc.***

01-01-23



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

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

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

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

MEMORANDUM

To: Weston S. Young, Chief Administrative Officer  
From: Jennifer K. Keener, AICP, Director  
Date: November 27, 2023  
Re: County Commissioners' Findings of Fact - Rezoning Case No. 442 – Pin Oak Properties, LLC, Applicant, Hugh Cropper, IV, Esquire attorney & Robert Riccio, Applicant

.....

Attached please find the County Commissioners' Findings of Fact relative to the above referenced rezoning case based upon the public hearing on November 7, 2023. The case was denied by a vote of 4 to 3. Once the County Commissioners adopt and execute these Findings, please forward the signed copy to me so that we may notify the appropriate parties.

Should you have any questions or require additional information, please do not hesitate to contact me.

IN THE MATTER OF \*  
 \*  
 THE REZONING APPLICATION OF \*  
 \* REZONING CASE NO. 442  
 \*  
 PIN OAK PROPERTIES, LLC \*  
 \*  
 \*  
 \*  
 & ROBERT RICCIO \*

\*\*\*\*\*  
**FINDINGS OF FACT**

During a public hearing held on November 7, 2023, the Worcester County Commissioners considered Rezoning Case No. 442. The case requested the rezoning of three lots of land within the Douglynne Woods subdivision totaling 5.5 acres located on the east side of US Route 113, approximately 2,600 feet north of US Route 50, from C-1 Neighborhood Commercial District to C-2 General Commercial District. The Planning Commission recommended the inclusion of one additional lot, consisting of 0.96 acres, owned by Mr. Robert Riccio.

The record of the Planning Commission’s deliberations and the staff file were incorporated into evidence at the hearing as Planning Commission’s Exhibit No. 1. A presentation was made on behalf of the original applicant by Hugh Cropper, IV, Esquire<sup>1</sup>. In attendance on behalf of the application were the property owner, Paul Sens (“Applicant”) and Brian Zollinger, professional landscape architect with Vista Design, Inc.

At the conclusion of the Applicant’s case, the Worcester County Commissioners discussed the matter, and Commissioner Mitrecic made a motion, seconded by Commissioner Purnell, to find that there was a mistake in the existing zoning of the petitioned area and adopt the Planning Commission’s Findings of Fact. The motion failed by a vote of three to four with Commissioners Abbott, Bertino, Bunting and Fiori opposed.

The Commissioners adopt the following Findings of Fact:

The Worcester County Commissioners find that the Applicant’s assertion for a mistake in the current zoning classification was based on the non-conformity that was created when the parcel was rezoned to C-1 Neighborhood Commercial District. A portion of the petitioned area was developed with a contractor shop which is not permitted in the current C-1 District regulations. The Applicant testified that he is desirous of expanding his contractor shop business and constructing self-storage. Second, Applicant’s counsel alleges that the purpose of the C-1 District is to allow convenient commercial uses that serve the local community with their daily

<sup>1</sup> The following exhibits were submitted and accepted by the Worcester County Commissioners as part of the Applicant’s testimony: Exhibit No. 1 – site plan of Lot 3 of the petitioned area; Exhibit No. 2 – purpose and intent statement of the C-1 Neighborhood Commercial District.

needs. He claimed that the petitioned area was isolated, both visibly and physically inaccessible from US Route 113, and the existing use does not serve the daily needs of the community. Therefore, the C-2 General Commercial District is more appropriate. No testimony was provided relative to the requested rezoning for the additional lot owned by Mr. Riccio.

The Worcester County Commissioners find that the testimony provided does not support this argument. The historical use of the building as a contractor shop was known at the time of the comprehensive rezoning in 2009. Lot 1 was developed as a single-family dwelling, and two of the other lots within the petitioned area were, and remain, vacant. Commissioner Bunting noted that the petitioned area was developed as part of the Douglynne Woods subdivision, a neighborhood consisting of single-family residential lots, apartments, and commercial lots.

Because the rezoning is not approved, the Worcester County Commissioners do not make specific findings of fact related to population change, availability of public facilities, past and future transportation patterns, compatibility with existing and proposed development and existing environmental conditions for the area, the recommendation of the Planning Commission, and compatibility with the County’s Comprehensive Plan.

For purposes of the motion to deny the rezoning, the Worcester County Commissioners do not accept the Findings made by the Planning Commission. The Worcester County Commissioners find that there was not a mistake of fact leading to the existing zoning of the petitioned area because the Applicant may continue to operate the contractor shop business as a legally existing non-conformity, and the C-1 District regulations permit self-storage facilities, with limitations on the maximum size of the overall building and individual units. Therefore, the Applicant is not completely deprived of the economically viable use of the property. In addition, the alleged visual isolation and inaccessibility of the petitioned area from US Route 113 further supports the fact that the petitioned area was meant to serve the local community needs under a C-1 Neighborhood Commercial District designation, and not serve a larger population as a commercial center under the C-2 General Commercial District designation.

Even if the findings of the Planning Commission or assertions of the Applicant are accepted, the appropriate zoning for the petitioned area is C-1 Neighborhood Commercial District for the reasons stated above. There is a strong presumption of the validity of the current zoning. The Worcester County Commissioners find that the Applicant did not meet the burden of proof showing a mistake of fact to warrant a change in zoning, particularly in view of the land uses in the immediate vicinity of the subject property, and the visual and physical inaccessibility of the petitioned area directly from US Route 113.

Adopted as of November 7, 2023. Reduced to writing and signed \_\_\_\_\_, 2023.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

GOVERNMENT CENTER  
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ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer  
FROM: Jennifer K. Keener, AICP, Director  
DATE: November 28, 2023  
RE: Worcester County Redistricting – Emergency Bill

\*\*\*\*\*

Attached please find the draft emergency legislative bill to amend the County Government Article establishing the revised County Commissioner districts. This bill and the associated maps were developed utilizing Draft Plan A as the basis after a four-week public comment period.

At this time, I am requesting that the item be scheduled for the County Commissioners consideration for introduction at the upcoming meeting, with an intended public hearing date of Tuesday, December 19, 2023.

As always, if you or the County Commissioners have any questions, I will be available to discuss this matter at your convenience.

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

BILL 23-

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BY:  
INTRODUCED:

---

AN EMERGENCY BILL ENTITLED

AN ACT Concerning

County Government – County Commissioners

For the purpose of establishing revised County Commissioner districts in response to the shifting population as identified by the 2020 Census Survey in accordance with the following goals: strive for an optimal population of 7,515 persons in each of the seven (7) districts with the lowest population deviation among the districts in order to pass muster under the one person, one vote requirement; retain a majority minority district; maintain current County Commissioner District boundaries to the extent feasible; and respect the boundaries of new State Legislative Districts 38A and 38C to the extent feasible.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that § CG 2-102 be repealed and reenacted to read as follows:

**§ CG 2-102. County Commissioner districts.**

- (a) County Commissioner Districts. For the purpose of selecting persons eligible as County Commissioners, the County shall be considered as divided into seven County Commissioner districts. One of the County Commissioners shall be a resident of each of the seven County Commissioner districts so that the Board of County Commissioners shall be composed always of a representative from each of the seven County Commissioner districts. County Commissioner districts are hereby established as follows<sup>1</sup>:

<sup>1</sup> [Note: The descriptions of the Commissioner districts may reference census block numbers. The census block numbers referenced herein were supplied to the Worcester County Department of Development, Review & Permitting, Technical Services Division, by the U.S. Census Bureau as a Geographical Information System (GIS) data layer file containing 2020 census data.]

- (1) Southern District. The Southern district shall be designated as County Commissioner District Number One and shall be described as follows: Beginning at the most northerly point of District One at the county line between Wicomico County and Worcester County, thence southeasterly 4.83 miles along the centerline of MD Route 12 - Snow Hill Road, thence southerly along Census Blocks 240479514002041, 240479514002042, and 240479512002022, thence southeasterly 4.83 miles along MD Route 12 - Snow Hill Road to the mid line of the Pocomoke River at the Snow Hill bridge, thence southwesterly 11.65 miles generally along the mid line of the Pocomoke River following Census Blocks 240479512002047, 240479512002049, 240479513001001, 240479512002047 240479514002073, and 240479514002072 to Pilchard Creek, thence

southeasterly along the centerline of Pilchard Creek to US Route 113 – Worcester Highway, thence southwesterly 0.94 miles along the centerline of US 113 - Worcester Highway, thence southwesterly 0.68 miles along the centerline of Carter Road, thence westerly 0.32 miles along the centerline of MD 756 - Old Snow Hill Road, thence crossing US Route 13 – Ocean Highway to Linden Avenue, thence westerly 0.35 miles along the centerline of Linden Avenue, thence southwesterly 0.14 miles along the centerline of Third Street, thence southeasterly 0.05 miles along the centerline of MD Route 675 - Market Street, thence southwesterly 0.27 miles along the centerline of Fourth Street, thence southeasterly 0.07 miles along the centerline of Bonneville Avenue, thence northeasterly 0.05 miles along the centerline of Fifth Street, thence southeasterly 0.19 miles along the centerline of Young Street, thence northeasterly 0.15 miles along the centerline of Seventh Street, thence northwesterly 0.10 miles along the centerline of Walnut Street, thence northeasterly 0.10 miles along the centerline of Sixth Street, thence southeasterly 0.70 miles along the centerline of MD Route 675 - Market Street, thence northeasterly 0.08 miles along the centerline of Fourteenth Street, thence northwesterly 0.08 miles along the centerline of Dorchester Avenue, thence northeasterly 0.11 miles along the centerline of Somerset Avenue, thence southeasterly 0.08 miles along the centerline of Snow Hill Lane, thence northeasterly 0.02 miles along the centerline of Fourteenth Street, thence northeasterly-along Census Block 240479515002016, thence southeasterly 0.25 miles along the southbound lane of US 13 - Ocean Highway to the intersection of US Route 113 – Worcester Highway, thence northerly 0.05 miles along the centerline of US Route 113 - Worcester Highway, thence northerly-along Census Block 240479515002027, thence northerly 0.08 miles along the centerline of Bypass Road, thence northwesterly 0.18 miles along the centerline of Taylor Lane, thence northerly along the perimeter of Census Block 240479515002006, thence northerly 0.01 miles along the centerline of Bypass Road, thence southeasterly along Census Block 240479515002005, thence southwesterly 0.03 miles along the centerline of US Route 113 - Worcester Highway, thence southeasterly 0.02 miles through US Route 113 - Worcester Highway at the intersection with Newtown Park Road, thence northeasterly 0.24 miles along the centerline of US Route 113 - Worcester Highway, thence southeasterly 0.18 miles along the centerline of Groton Road, thence northerly along Census Blocks 240479514003024 and 240479514003020 (Adkins Farm Lane), thence easterly 0.18 miles along the centerline of Byrd Road, thence northerly along Census Blocks 240479514003015 and 240479514003011 (electric transmission line right-of-way) to the centerline of US Route 113 - Worcester Highway, thence northeasterly 10.0 miles along the centerline of US Route 113 - Worcester Highway, thence easterly 1.26 miles along the centerline of MD Route 365 - Public Landing Road, thence southerly along Census Blocks 240479512003013 (Harmony Lane) and 240479512003034 to MD Route 365 - Public Landing Road, thence westerly 0.30 miles along the centerline of MD Route 365 - Public Landing Road, thence northwesterly 0.27 miles along the centerline of Double Bridges Road, thence northeasterly 0.06 miles along the centerline of Scotland Road, thence northerly 0.73 miles along the centerline of

Double Bridges Road, thence westerly along Census Block 240479512003001 (Campground Branch), thence northwesterly 0.22 miles along the centerline of Timmons Road, thence northeasterly 3.99 miles along the centerline of the Maryland and Delaware Railroad right-of-way, thence southeasterly along Census Block 240479512001052 to Basket Switch Road, thence southerly 1.29 miles along the centerline of Basket Switch Road, thence easterly along Census Blocks 240479512001060 (Waterworks Creek) and 240479512001063 to the Chincoteague Bay, thence southwestly along Census Blocks 240479512001063, 240479512001077, 240479512001075, 240479512001079, 240479512003020, 240479512003019, 240479512003022, 240479512003019, 240479512003021, 240479512003019, 240479512003024, 240479512003038, 240479512003093, 240479512003094, 240479512003100, 240479512003101, 240479512003109, 240479512003103, 240479512003108, 240479514001054, 240479514001055 and 240479514001060 (generally following the westerly shoreline of the Chincoteague Bay) to the state line between Maryland and Virginia, including named and unnamed islands in the bay, thence westerly following the state line between Maryland and Virginia and the county line between Worcester County, Maryland and Accomack County, Virginia to the county line between Worcester County and Somerset County at the mid line of the Pocomoke River, thence northeasterly following the mid line of the Pocomoke River to Dividing Creek, thence northerly following the centerline of Dividing Creek to the point where the Worcester County, Wicomico County, and Somerset County lines intersect, thence easterly following the county line between Worcester County and Wicomico County to the centerline of MD Route 12 - Snow Hill Road at the aforementioned point of beginning.

- (2) Central District. The Central district shall be designated as County Commissioner District Number Two and shall be described as follows: Beginning at the most northerly point of District Two at the intersection of Ocean Gateway and Seahawk Road, thence southerly 0.61 miles along the westerly boundary of Seahawk Road, thence southeasterly 0.10 miles along Mary Road, thence northeasterly along Census Blocks 240479509001005, 240479509001075, 240479509001005 240479509001002 and 240479509001010 (old railroad right-of-way) to Holly Grove Road, thence southeasterly 1.06 miles along the centerline of Holly Grove Road, thence easterly 0.59 miles along the centerline of Sinepuxent Road, thence southerly 0.28 miles along the centerline of Antique Road, thence southwestly 1.73 miles along the centerline of MD Route 611 - Stephen Decatur Highway, thence northwesterly 0.70 miles along the centerline of MD Route 376 - Assateague Road, thence northeasterly along Census Blocks 240479517001065 and 240479517001063 following the easterly shoreline of Ayer Creek to Sinepuxent Road, thence westerly 2.08 miles along the centerline of Sinepuxent Road, thence westerly 0.01 miles along the centerline of MD Route 376 - Assateague Road, thence southwestly along Census Block 240479510002034 (Trappe Creek), thence southeasterly along Census Blocks 240479510003022, 240479509001023, 240479509001071, and 240479509001067 following the southeasterly shoreline of Trappe Creek and Ayer Creek to Newport Bay, thence



southeasterly along Census Blocks 240479509001067, 240479512001066, 240479512001065, and 240479512001029 following the westerly shoreline of Newport Bay to Waterworks Creek, thence westerly 1.17 miles along Waterworks Creek, thence northerly 1.29 miles along the centerline of Basket Switch Road, thence westerly along Census Block 240479512001051, thence southwesterly 3.99 miles along Maryland and Delaware Railroad right-of-way, thence southeasterly 0.22 miles along the centerline of Timmons Road, thence easterly along Census Blocks 240479512003003 and 240479512003010 (Campground Branch), thence southerly 0.73 miles along the centerline of Double Bridges Road, thence southwesterly 0.06 miles along the centerline of Scotland Road, thence southeasterly 0.27 miles along the centerline of Double Bridges Road, thence easterly 0.30 miles along the centerline of MD Route 365 - Public Landing Road, thence southwesterly along Census Blocks 240479512003015 (Purnell Branch) and 240479512003014, thence westerly 1.26 miles along the centerline of MD Route 365 - Public Landing Road, thence southwesterly 10.0 miles along the centerline of US Route 113 - Worcester Highway, thence southerly along Census Blocks 240479514003012 (electric transmission line right-of-way), 240479514003016 (Pilchard Creek) and 240479514003017, thence westerly 0.18 miles along the centerline of Byrd Road, thence southerly along Census Block 240479514003019 (Adkins Farm Lane), thence northwesterly 0.18 miles along the centerline of Groton Road, thence southwesterly 0.24 miles along US Route 113 - Worcester Highway, thence northwesterly 0.02 miles through US Route 113 - Worcester Highway at the intersection with Newtown Park Road, thence northeasterly 0.03 miles along US Route 113 - Worcester Highway, thence northwesterly along Census Blocks 240479515002003, 240479515002002 and 240479515002007, thence southerly 0.08 miles along the centerline of Bypass Road, thence southerly along Census Block 240479515002007, thence southerly 0.05 miles along US Route 113 - Worcester Highway at the intersection with US Route 13 – Ocean Highway, thence northwesterly 0.25 miles along the southbound lane of US Route 13 - Ocean Highway, thence southwesterly along Census Block 240479515002009, thence southwesterly 0.02 miles along the centerline of Fourteenth Street, thence northwesterly 0.08 miles along the centerline of Snow Hill Lane, thence southwesterly 0.11 miles along the centerline of Somerset Avenue, thence southeasterly 0.08 miles along the centerline of Dorchester Avenue, thence southwesterly 0.08 miles along the centerline of Fourteenth Street, thence northwesterly 0.70 miles along the centerline of MD Route 675 - Market Street, thence southwesterly 0.10 miles along the centerline of Sixth Street, thence southeasterly 0.10 miles along the centerline of Walnut Street, thence southwesterly 0.15 miles along the centerline of Seventh Street, thence northwesterly 0.19 miles along the centerline of Young Street, thence southwesterly 0.05 miles along the centerline of Fifth Street, thence northwesterly 0.07 miles along the centerline of Bonneville Avenue, thence northeasterly 0.27 miles along the centerline of Fourth Street, thence northwesterly 0.05 miles along the centerline of MD Route 675 - Market Street, thence northeasterly 0.14 miles along the centerline of Third Street, thence easterly 0.39 miles along the centerline of Linden Avenue to US Route 13 –

Ocean Highway, thence crossing US Route 13 – Ocean Highway to MD Route 756 – Old Snow Hill Road, thence easterly 0.32 miles along the centerline of MD Route 756 - Old Snow Hill Road, thence northeasterly 0.68 miles along the centerline of Carter Road to US Route 113 – Worcester Highway, thence northeasterly 0.94 miles along US Route 113 – Worcester Highway, thence northwesterly 0.21 miles along the centerline of Pilchard Creek in a northwesterly direction to the mid line of the Pocomoke River, thence northeasterly generally along the mid line of the Pocomoke River following Census Blocks 240479514003001, 240479514003000, 240479514001000, 240479512003059, 240479513001015, 240479512002048 and 40479513001000 to the Snow Hill bridge, thence southeasterly 0.01 miles along the centerline of MD Route 12 - Snow Hill Road, thence southeasterly 0.01 miles along the centerline of North Washington Street, thence southwesterly 0.14 miles along the centerline of River Street, thence southerly-along Census Block 240479513001002, thence westerly 0.01 miles along the centerline of Willow Street, thence southerly 0.07 miles along the centerline of North Church Street, thence southwesterly 0.06 miles along the centerline of Petitt Street, thence southeasterly 0.05 miles along the centerline of Water Street, thence southwesterly 0.11 miles along the centerline of Business Route 113 - West Market Street, thence southeasterly 0.13 miles along the centerline of North Morris Street, continuing 0.37 miles along the centerline of South Morris Street, thence northeasterly 0.14 miles along the centerline of Coulbourne Lane, thence southeasterly 0.28 miles along the centerline of MD Route 12 - South Church Street, thence northerly 0.30 miles along the centerline of the Maryland and Delaware Railroad right-of-way, thence northwesterly 0.40 miles along the centerline of South Washington Street, thence northeasterly 0.26 miles along the centerline of East Federal Street, thence easterly 0.17 miles along the centerline of MD Route 365 - South Bay Street, thence northeasterly 0.17 miles along the centerline of the Maryland and Delaware Railroad right-of-way, thence northeasterly 0.04 miles along the centerline of Holly Court, thence northeasterly 0.64 miles along the centerline of the Maryland and Delaware Railroad right-of-way to US Route 113 – Worcester Highway, thence northeasterly 6.04 miles along the centerline of US Route 113 - Worcester Highway, thence southerly along Census Block 240479512001042, thence northeasterly 0.05 miles along the centerline of the Maryland and Delaware Railroad right-of-way, thence northeasterly 7.83 miles along the centerline of US Route 113 - Worcester Highway, thence westerly 0.25 miles along the centerline of MD Route 376 - Bay Street, thence westerly 0.04 miles along the centerline of Pitts Street, thence northwesterly 0.12 miles along the centerline of Vine Street, thence running in a northerly direction along the perimeter of Census Block 240479510001022 to the intersection with Williams Street, thence northeasterly 0.34 miles along the centerline of Williams Street, thence easterly 0.27 miles along the centerline of Franklin Avenue, thence northerly 0.40 miles along the centerline of US Route 113 - Worcester Highway, thence northeasterly 0.98 miles along MD Route 346 - Old Ocean City Boulevard, thence easterly 0.31 miles along US Route 50 - Ocean Gateway to the aforementioned point of beginning.

- (3) Sinepuxent District. The Sinepuxent district shall be designated as County Commissioner District Number Three and shall be described as follows: Beginning at the most northerly point of District Three at the MD Route 90 - Ocean Expressway bridge crossing the Assawoman Bay and Isle of Wight Bay, thence southeasterly 0.78 miles along MD Route 90 - Ocean Expressway, thence southerly along the corporate limit line of Ocean City in the Isle of Wight Bay to the Ocean City Inlet, thence in an easterly direction out the Ocean City Inlet so far as the sovereignty of the County Commissioners of Worcester extends, thence in a general southerly direction in the Atlantic Ocean to an easterly projection of the Maryland and Virginia State line and the Worcester County, Maryland and Accomack County, Virginia line, thence extending in a westerly direction to the westerly shoreline of the Chincoteague Bay, thence northerly along the westerly shoreline of the Chincoteague Bay, Newport Bay, and its meanderings including named and unnamed islands in the bay, thence northwesterly 0.16 miles along the centerline of Trappe Creek, thence northeasterly along Census Block 240479509001018 to MD Route 376 - Assateague Road, thence easterly 0.01 miles along the centerline of MD Route 376 - Assateague Road, thence northeasterly 2.08 miles along the centerline of Sinepuxent Road, thence southeasterly along Census Block 240479509001015 (Ayer Creek), thence southwestwardly along Ayer Creek following Census Block 240479517001064, thence southeasterly 0.70 miles along the centerline of MD Route 376 - Assateague Road, thence northeasterly 1.73 miles along the centerline of MD Route 611 - Stephen Decatur Highway, thence northerly 0.28 miles along the centerline of Antique Road, thence westerly 0.59 miles along the centerline of Sinepuxent Road, thence northwesterly 1.06 miles along the centerline of Holly Grove Road, thence westerly along Census Block 240479509001001 (former railroad right-of-way), thence northwesterly along the perimeter of Census Blocks 240479509001001 and 240479509001004 to Mary Road, thence northwesterly 0.10 miles along the centerline of Mary Road, thence northerly 0.63 miles along the centerline of Seahawk Road to the intersection of US Route 50 - Ocean Gateway, thence easterly 0.01 miles along US Route 50 - Ocean Gateway, thence northwesterly along Census Block 240479509002051, thence northwesterly 0.65 miles along the centerline of Griffin Road, thence northerly 0.32 miles along the centerline of MD Route 452 - Friendship Road, thence easterly along Taylorville Creek following Census Block 240479509002025 to MD Route 589 - Racetrack Road, thence easterly along the northerly shoreline of Turville Creek, thence northeasterly along the shoreline and extending into the Isle of Wight Bay following Census Blocks 240479504002000, 240479511013000 and 240479501001003 to MD Route 90 - Ocean Expressway at the aforementioned point of beginning.
- (4) Western District. The Western district shall be designated as County Commissioner District Number Four and shall be described as follows: Beginning at the most northerly point of District Four, at the state line between Maryland and Delaware, and the county line where Worcester County, Maryland, Wicomico County, Maryland and Sussex County, Delaware meet, thence easterly 5.87 miles

to US Route 113 – Worcester Highway following the state line between Maryland and Delaware and the county line of Worcester County, Maryland and Sussex County, Delaware, thence southerly 4.77 miles along the south bound lane of US Route 113 - Worcester Highway, thence crossing US Route 113 – Worcester Highway to the north bound lane, thence southeasterly along Census Block 240479508002048, thence southerly 1.33 miles along the north bound lane of US Route 113 - Worcester Highway, thence southeasterly 0.50 miles along the centerline of Carey Road, thence northeasterly 0.01 miles along the centerline of Worcester Highway, thence southeasterly 0.13 miles along centerline of Jones Road, thence easterly along Census Block 240479509002021, thence northeasterly 0.07 miles along the centerline of Cathell Road, thence easterly 0.14 miles along the centerline of Adkins Road, thence along Census Block 240479509002020 (Crippen Branch), thence southwestery along Census Block 240479509002020 (Taylorville Creek) to MD Route 452 – Friendship Road, thence southerly 0.32 miles along the centerline of MD Route 452 - Friendship Road, thence easterly 0.65 miles along the centerline of Griffin Road, thence southwestery 0.55 miles along the centerline of MD Route 707 - Grays Corner Road, thence southeasterly along Census Block 240479509002050 to US Route 50 – Ocean Gateway, thence westerly 0.01 miles along US Route 50 - Ocean Gateway, thence southerly along Census Block 240479510002000, thence westerly 0.31 miles along the south bound lane of US Route 50 - Ocean Gateway, thence westerly 0.98 miles along the centerline of MD Route 346 - Old Ocean City Boulevard, thence southerly 0.40 miles along the centerline of US Route 113 - Worcester Highway, thence westerly 0.27 miles along the centerline of Franklin Avenue, thence southwestery 0.34 miles along the centerline of Williams Street, thence southerly along Census Block 240479510001030 to Vine Street, thence southeasterly 0.12 miles along the centerline of Vine Street, thence easterly 0.04 miles along the centerline of Pitts Street, thence easterly 0.25 miles along MD Route 376 - Bay Street, thence southwestery 7.83 miles along the centerline of US Route 113 - Worcester Highway, thence southwestery 0.05 miles along the centerline of the Maryland and Delaware Railroad right-of-way, thence northerly along Census Block 240479512001041, thence southwestery 6.04 miles along the centerline of US Route 113 - Worcester Highway, thence southwestery 0.63 miles along the centerline of the Maryland and Delaware Railroad right-of-way, thence southerly along Census Block 240479513002005, thence southwestery 0.04 miles along the centerline of Holly Court, thence southwestery 0.17 miles along the centerline of the Maryland and Delaware railroad right-of-way, thence westerly 0.17 miles along the centerline of MD Route 365 - South Bay Street, thence southwestery 0.26 miles along the centerline of East Federal Street, thence southeasterly 0.40 miles along the centerline of South Washington Street, thence southerly 0.30 miles along the centerline of the Maryland and Delaware Railroad right-of-way, thence northwesterly 0.28 miles along the centerline of MD Route 12 - South Church Street, thence southwestery 0.14 miles along the centerline of Coulbourne Lane, thence northwesterly 0.37 miles along the centerline of South Morris Street, thence northwesterly 0.13 miles along the centerline of North Morris Street, thence northeasterly 0.11 miles along the centerline of Business

Route 113 - West Market Street, thence northwesterly 0.05 miles along the centerline of Water Street, thence northeasterly 0.06 miles along the centerline of Pettitt Street, thence northerly 0.07 miles along the centerline of North Church Street, thence easterly 0.009 miles along the centerline of Willow Street, thence northerly along Census Block 240479513001005, thence northeasterly 0.14 miles along the centerline of River Street, thence northwesterly 0.01 miles along the centerline of North Washington Street, thence northwesterly 4.86 miles along the centerline of MD Route 12 - Snow Hill Road, thence westerly along Census Blocks 240479512002019 (Mount Olive Branch) and 240479512002020 (Nassawango Creek), thence northwesterly 4.83 miles along MD Route 12 - Snow Hill Road, thence easterly along the county line between Wicomico County and Worcester County, thence northerly along the county line between Wicomico County and Worcester County, thence easterly along the state line between Maryland and Delaware, and the county line where Worcester County, Maryland, Wicomico County, Maryland and Sussex County, Delaware meet, to the aforementioned point of beginning.

- (5) Ocean Pines District. The Ocean Pines district shall be designated as County Commissioner District Number Five and shall be described as follows: Beginning at the most northerly point of District Five at the intersection of Ocean Parkway and Windjammer Road, thence southeasterly 2.47 miles along the centerline of Ocean Parkway, thence southerly along Census Block 240479511021011 to Manklin Creek, thence easterly along Census Blocks 240479511013005, 240479511013002, 240479511013007 240479511013009, 240479511013010, and 240479511013011 (Manklin Creek), and thence southerly along Census Blocks 240479511011000, 240479511011002, and 240479511011013 following the shoreline of the Isle of Wight Bay and Herring Creek, thence westerly along Census Blocks 240479511011002 and 240479511012000, thence northerly 1.43 miles along the centerline of MD Route 589 - Racetrack Road, thence easterly along Census Block 240479506002010 (Beaverdam Branch), thence northerly along Census Block 240479506002000 to Rockside Road, thence northeasterly 0.06 miles along the centerline of Rockside Road, thence northeasterly 0.30 miles along the centerline of Admiral Avenue, thence westerly 0.18 miles along the centerline of Seafarer Lane, thence northerly 0.23 miles along the centerline of Moby Dick Drive, thence easterly 0.30 miles along the centerline of Ocean Parkway, thence easterly 0.24 miles along the centerline of Sandyhook Road, thence northeasterly 0.48 miles along the centerline of Windjammer Road, thence northwesterly 0.05 miles along the centerline of Newport Drive, thence northerly 0.09 miles along the centerline of White Cap Lane, thence easterly 0.07 miles along the centerline of Frigate Run, thence northeasterly 0.05 miles along the centerline of Windjammer Road to the aforementioned point of beginning.
- (6) Northern District. The Northern district shall be designated as County Commissioner District Number Six and shall be described as follows: Beginning at the most northeasterly point of District Six at the state line between Maryland and Delaware, and the county line of Worcester County, Maryland and Sussex

County, Delaware, thence southerly 4.61 miles along the corporate limit line of Ocean City, thence westerly 0.78 miles along the centerline of MD Route 90 - Ocean City Expressway, thence southwesterly along Census Blocks 240479508004080 (Isle of Wight Bay), 240479511022009 (Isle of Wight Bay), and 24047951102210 (Manklin Creek), thence along the unnamed man-made canal between Watertown Road and Wood Duck Drive, thence northerly along Census Block 240479511022002, thence northwesterly 2.47 miles along the centerline of Ocean Parkway, thence southwesterly 0.05 miles along the centerline of Windjammer Road, thence westerly 0.07 miles along the centerline of Frigate Run, thence southerly 0.09 miles along the centerline of White Cap Lane, thence southeasterly 0.05 miles along the centerline of Newport Drive, thence southwesterly 0.48 miles along the centerline of Windjammer Road, thence westerly 0.24 miles along the centerline of Sandyhook Road, thence westerly 0.30 miles along the centerline of Ocean Parkway, thence southerly 0.23 miles along the centerline of Moby Dick Drive, thence easterly 0.18 miles along the centerline of Seafarer Lane, thence southwesterly 0.30 miles along the centerline of Admiral Avenue, thence southwesterly 0.06 miles along the centerline of Rockside Road, thence southerly along Census Block 240479506002007, thence westerly along Census Block 240479506002007 (Beaverdam Branch), thence southerly 1.43 miles along the centerline of MD Route 589 - Racetrack Road, thence southeasterly along Census Blocks 240479511011015, 240479511011016, 240479511011008 and 240479511011009, thence northwesterly 0.2 miles along the northerly shoreline of Turville Creek, thence westerly along Census Block 240479509002015 (Taylorville Creek), thence northerly along Census Block 240479509002015 (Crippen Branch), thence westerly 0.14 miles along the centerline of Adkins Road, thence southwesterly 0.07 miles along the centerline of Cathell Road, thence westerly along Census Block 240479509002013 to Jones Road, thence northwesterly 0.13 miles along the centerline of Jones Road, thence southwesterly 0.01 miles along the centerline of Worcester Highway, thence northwesterly 0.50 miles along the centerline of Carey Road, thence northerly 1.33 miles along the north bound lane of US Route 113 - Worcester Highway, thence northwesterly along Census Block 240479509002005 crossing US Route 113 – Worcester Highway to the south bound lane, thence northerly 4.77 miles along US Route 113 - Worcester Highway, thence easterly 8.38 miles along the state line between Maryland and Delaware, and the county line of Worcester County, Maryland and Sussex County, Delaware to the aforementioned point of beginning.

- (7) Ocean City District. The Ocean City district shall be designated as County Commissioner District Number Seven and shall be described as follows: Beginning at the most northeasterly point in District Seven, thence southwesterly 10.49 miles along Census Blocks 240479900000001 (Atlantic Ocean) and 240479900000002 (Atlantic Ocean), thence westerly 3.55 miles along Census Blocks 240479900000002 (Ocean City Inlet), thence northerly along the Ocean City corporate limit line (Isle of Wight Bay and Assawoman Bay), thence easterly 5.0 miles along the state line between Maryland and Delaware, and the county

line of Worcester County, Maryland and Sussex County, Delaware to the aforementioned point of beginning.

- (b) County Commissioner district maps. The maps and census block tables attached hereto are made a part of this section and shall be included in the Code of Public Local Laws of Worcester County, Maryland as Appendix II. They shall be used as guides in interpreting district boundaries.
- (c) Conflicts between text and maps. The County Commissioner district boundary lines shall be interpreted by the Board of Election Supervisors in accordance with the text of the law using the maps and census block tables to aid in such interpretation. The boundary lines as described in the text shall govern in the event of any and all otherwise unresolvable inconsistencies. The Board of Election Supervisors in making interpretations shall be provided by the County Commissioners with such census data, paper and electronic, as may be reasonably necessary to determine all district boundary lines. In addition, aerial photographs, other maps and data may be used. Where roads, waterways and other features have varying names, the Board of Election Supervisors shall interpret this section in accordance with the best evidence and the legislative findings hereof.

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND that the maps associated with Appendix II of the Code of Public Local Laws of Worcester County be repealed and replaced with the maps and census block tables attached hereto.

Section 3. 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.

**APPENDIX II**  
**COUNTY COMMISSIONER DISTRICT MAPS**  
**AND CENSUS BLOCK TABLES**

Election Districts

Southern District (District 1)

Central District (District 2)

Sinepuxent District (District 3)

Western District (District 4)

Ocean Pines District (District 5)

Northern District (District 6)

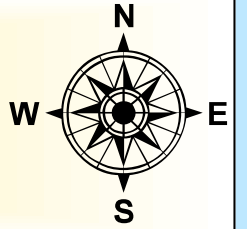
Ocean City District (District 7)





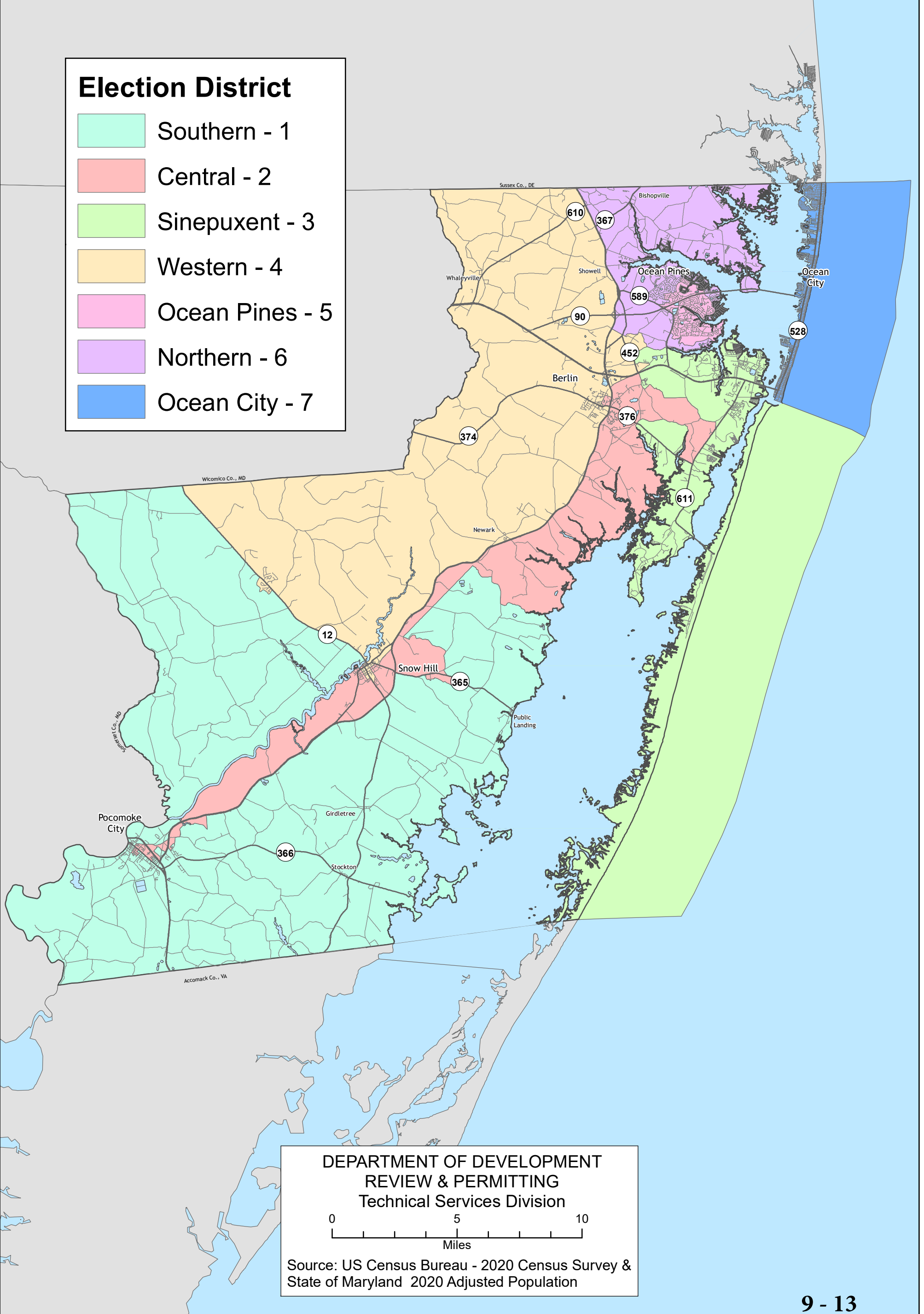
# COMMISSIONER ELECTION DISTRICTS

December 19, 2023



## Election District

- Southern - 1
- Central - 2
- Sinepuxent - 3
- Western - 4
- Ocean Pines - 5
- Northern - 6
- Ocean City - 7



DEPARTMENT OF DEVELOPMENT  
 REVIEW & PERMITTING  
 Technical Services Division

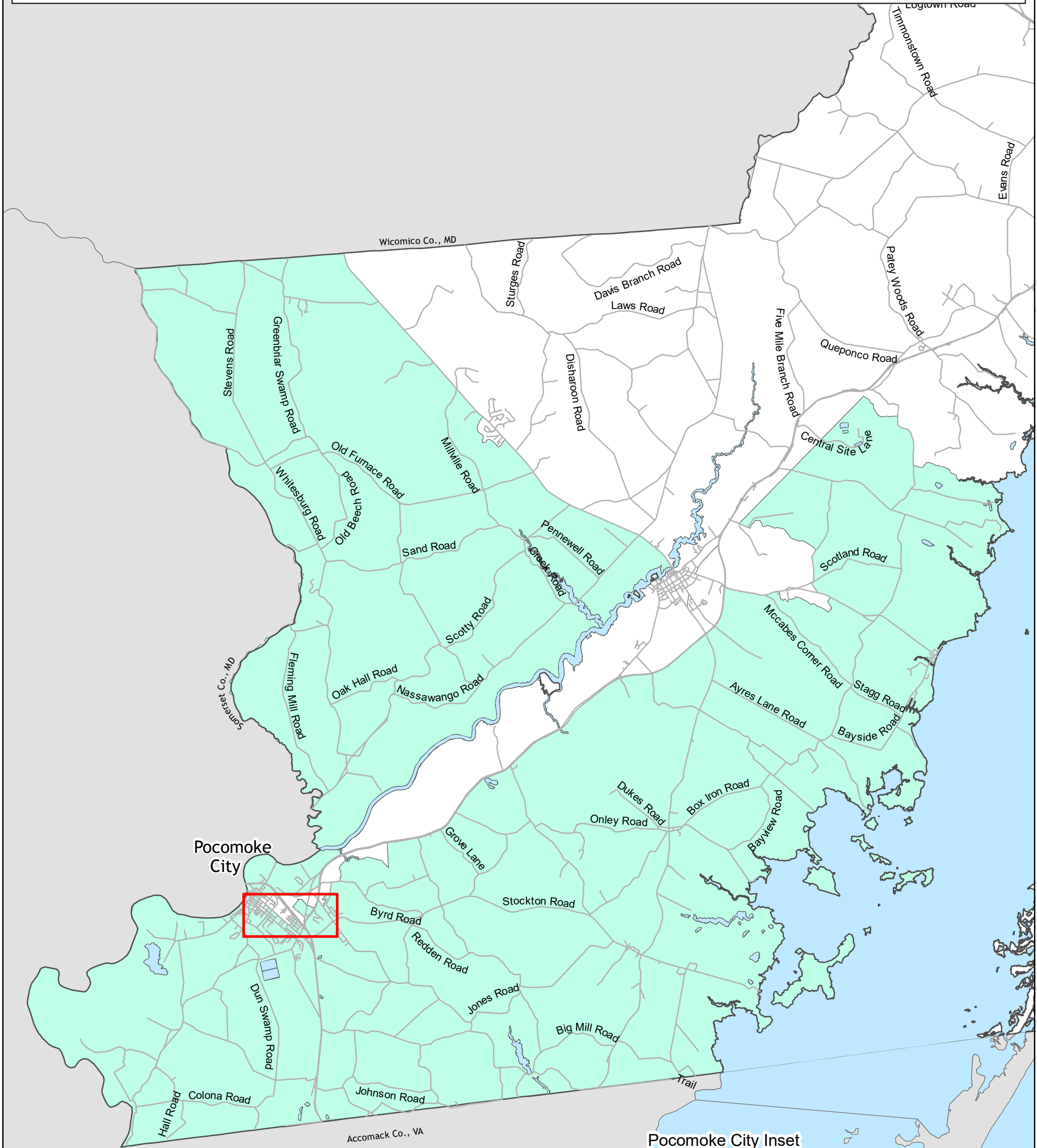
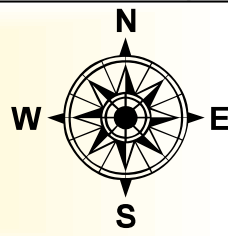
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 Miles

Source: US Census Bureau - 2020 Census Survey &  
 State of Maryland 2020 Adjusted Population



# COMMISSIONER ELECTION DISTRICTS SOUTHERN DISTRICT No.1

December 19, 2023



DEPARTMENT OF DEVELOPMENT  
REVIEW & PERMITTING  
Technical Services Division

0 0.4 0.8  
Miles

Source: US Census Bureau - 2020 Census Survey &  
State of Maryland 2020 Adjusted Population





# ITEM 9

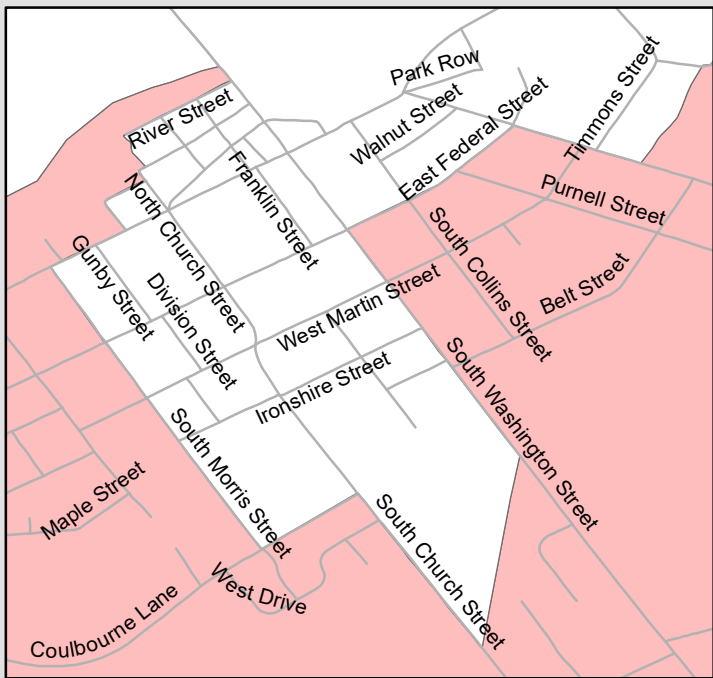
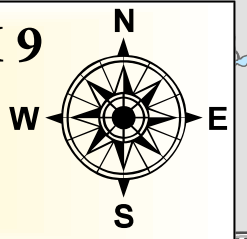
Commissioner Election District - Southern No. 1 - Census Blocks				
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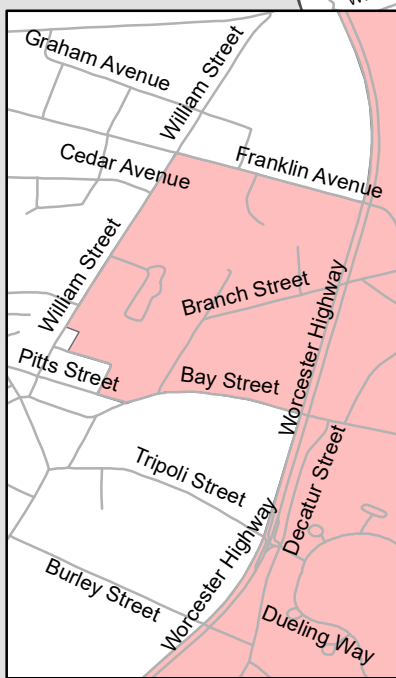
# COMMISSIONER ELECTION DISTRICTS CENTRAL DISTRICT No.2

ITEM 9

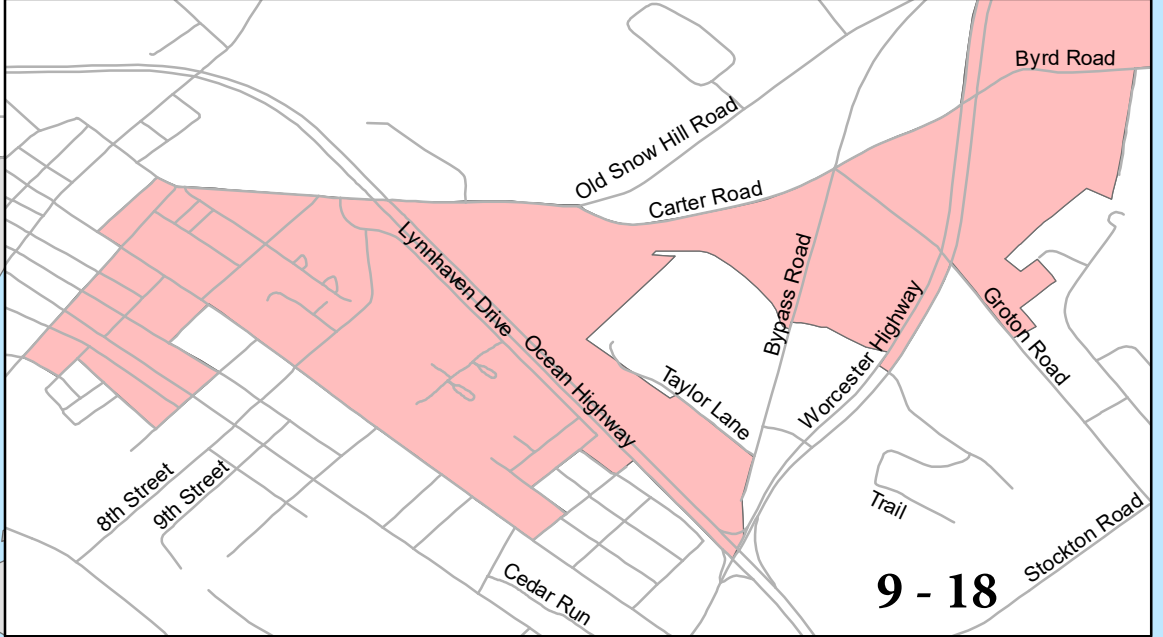
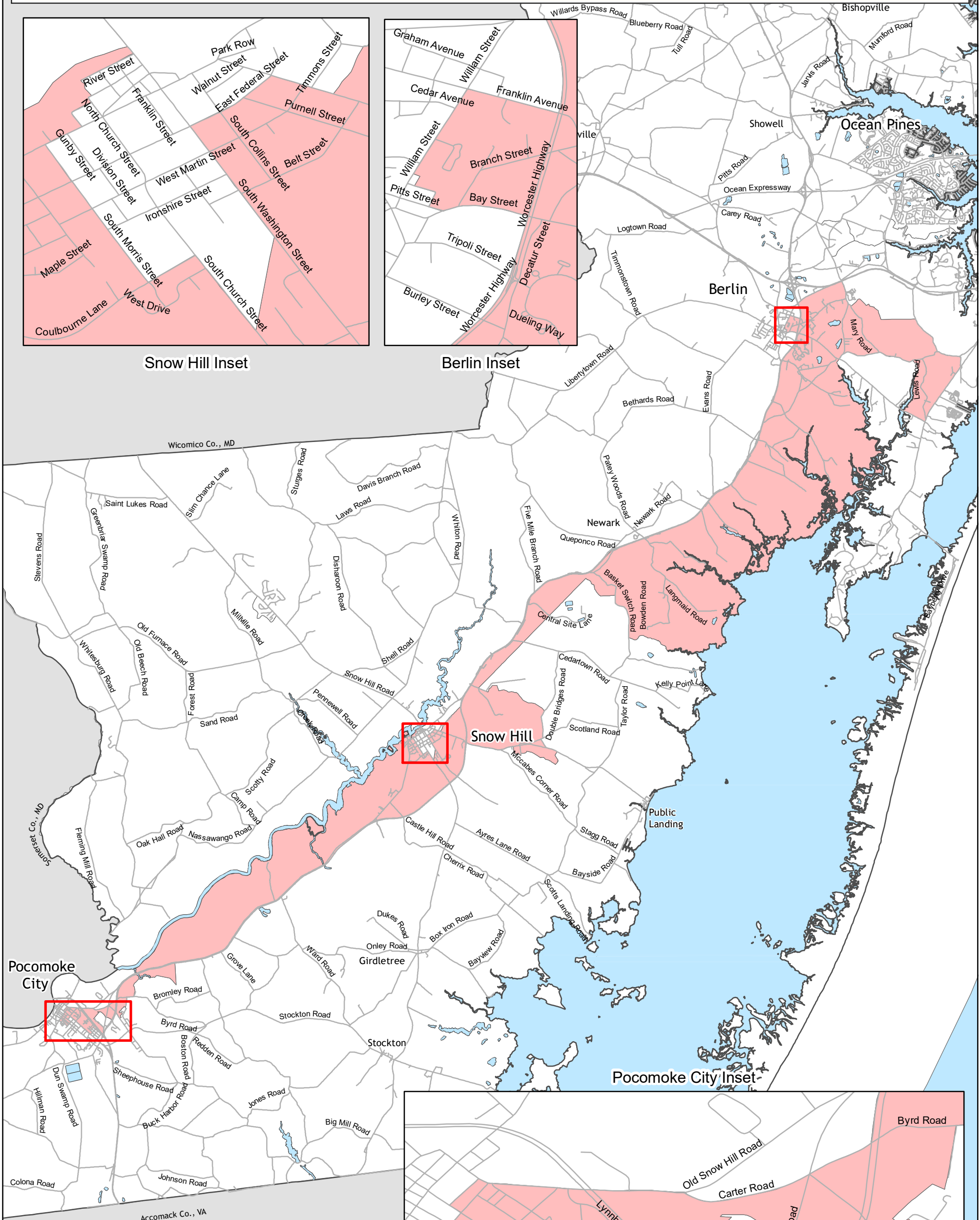
December 19, 2023



Snow Hill Inset

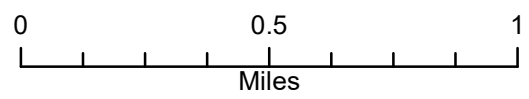


Berlin Inset



Pocomoke City Inset

DEPARTMENT OF DEVELOPMENT  
REVIEW & PERMITTING  
Technical Services Division



Source: US Census Bureau - 2020 Census Survey & State of Maryland 2020 Adjusted Population

Commissioner Election District - Central No. 2 - Census Blocks				
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# ITEM 9

Commissioner Election District - Central No. 2 - Census Blocks				
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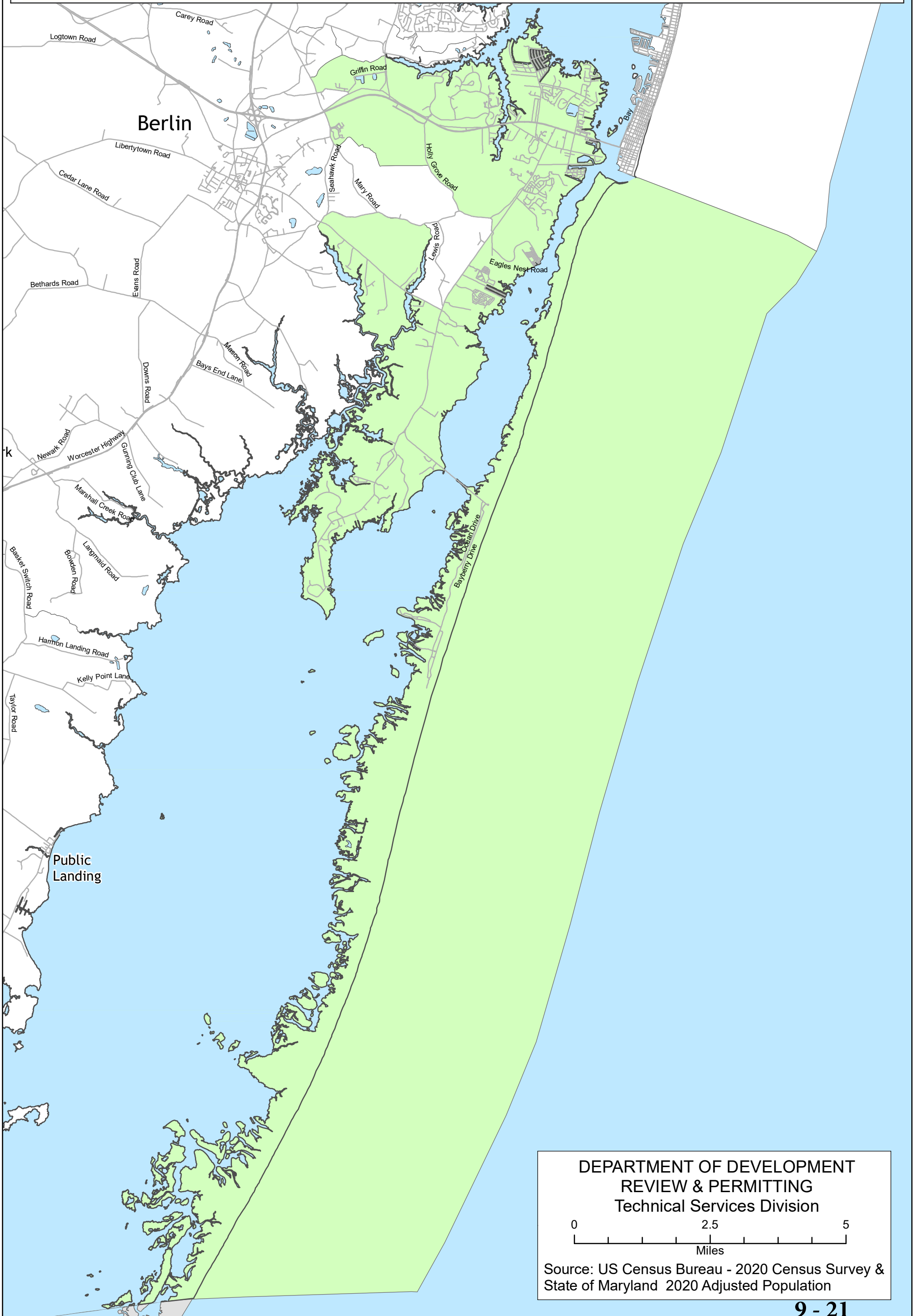
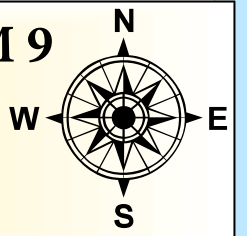




# COMMISSIONER ELECTION DISTRICTS SINEPUXENT DISTRICT No.3

ITEM 9

December 19, 2023



DEPARTMENT OF DEVELOPMENT  
REVIEW & PERMITTING  
Technical Services Division

0 2.5 5  
Miles

Source: US Census Bureau - 2020 Census Survey &  
State of Maryland 2020 Adjusted Population

Commissioner Election District - Sinepuxent No. 3 - Census Blocks				
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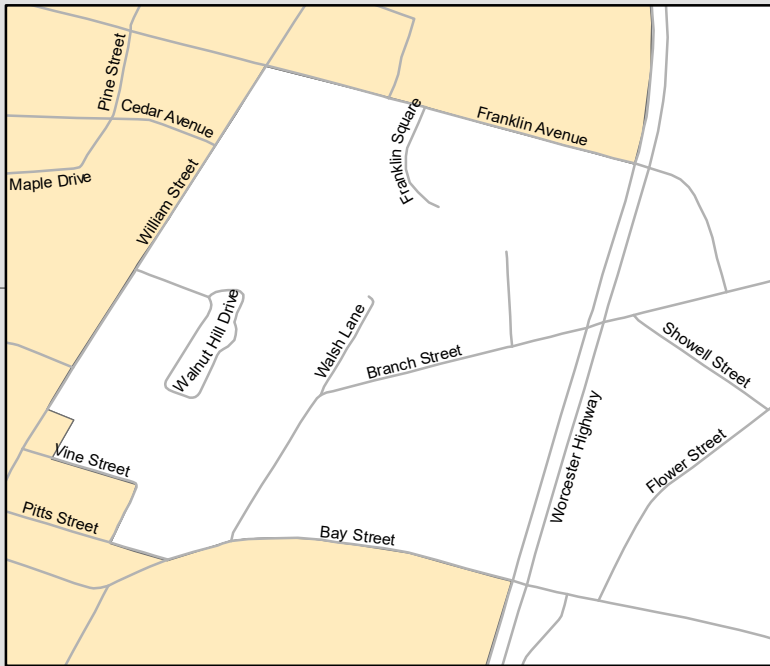
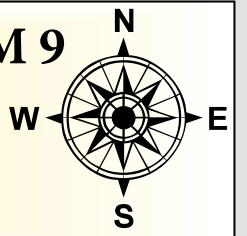
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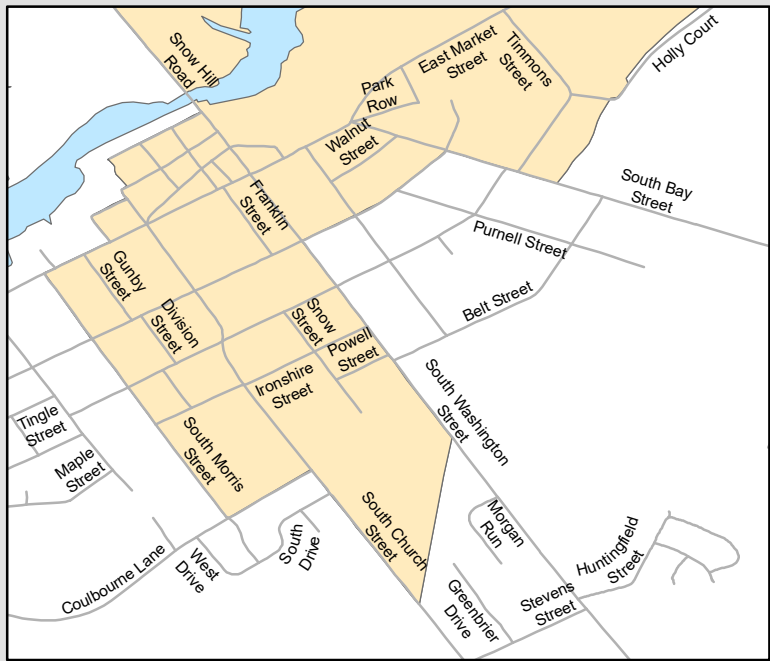
# COMMISSIONER ELECTION DISTRICTS WESTERN DISTRICT NO.4

ITEM 9

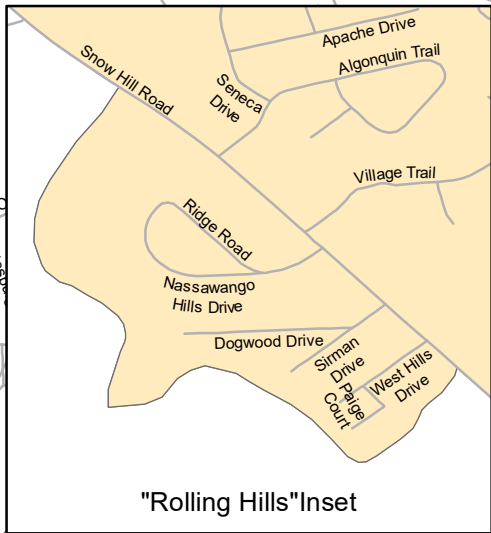
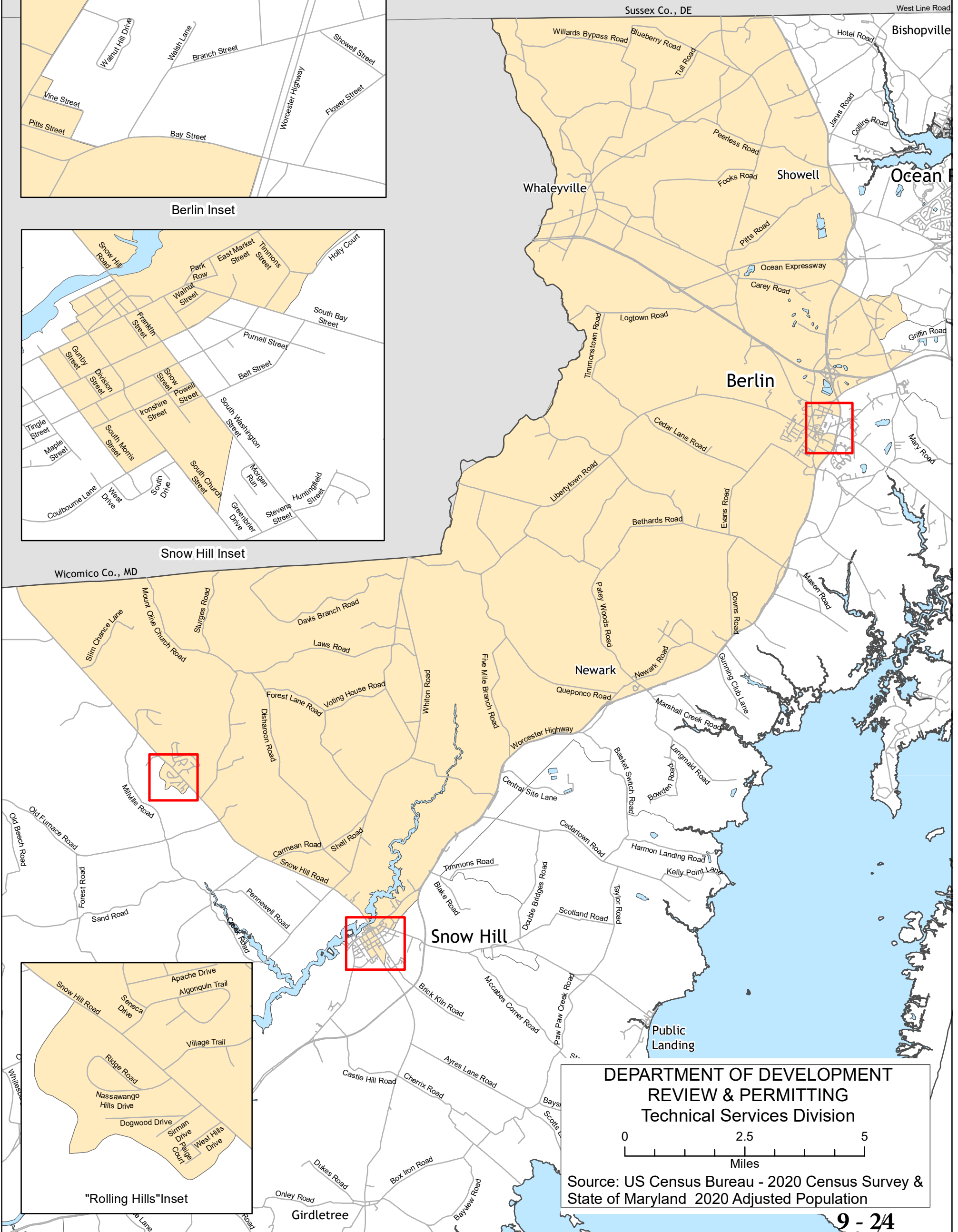
December 19, 2023



Berlin Inset



Snow Hill Inset



"Rolling Hills" Inset

**DEPARTMENT OF DEVELOPMENT  
REVIEW & PERMITTING  
Technical Services Division**

0 2.5 5  
Miles

Source: US Census Bureau - 2020 Census Survey & State of Maryland 2020 Adjusted Population



# ITEM 9

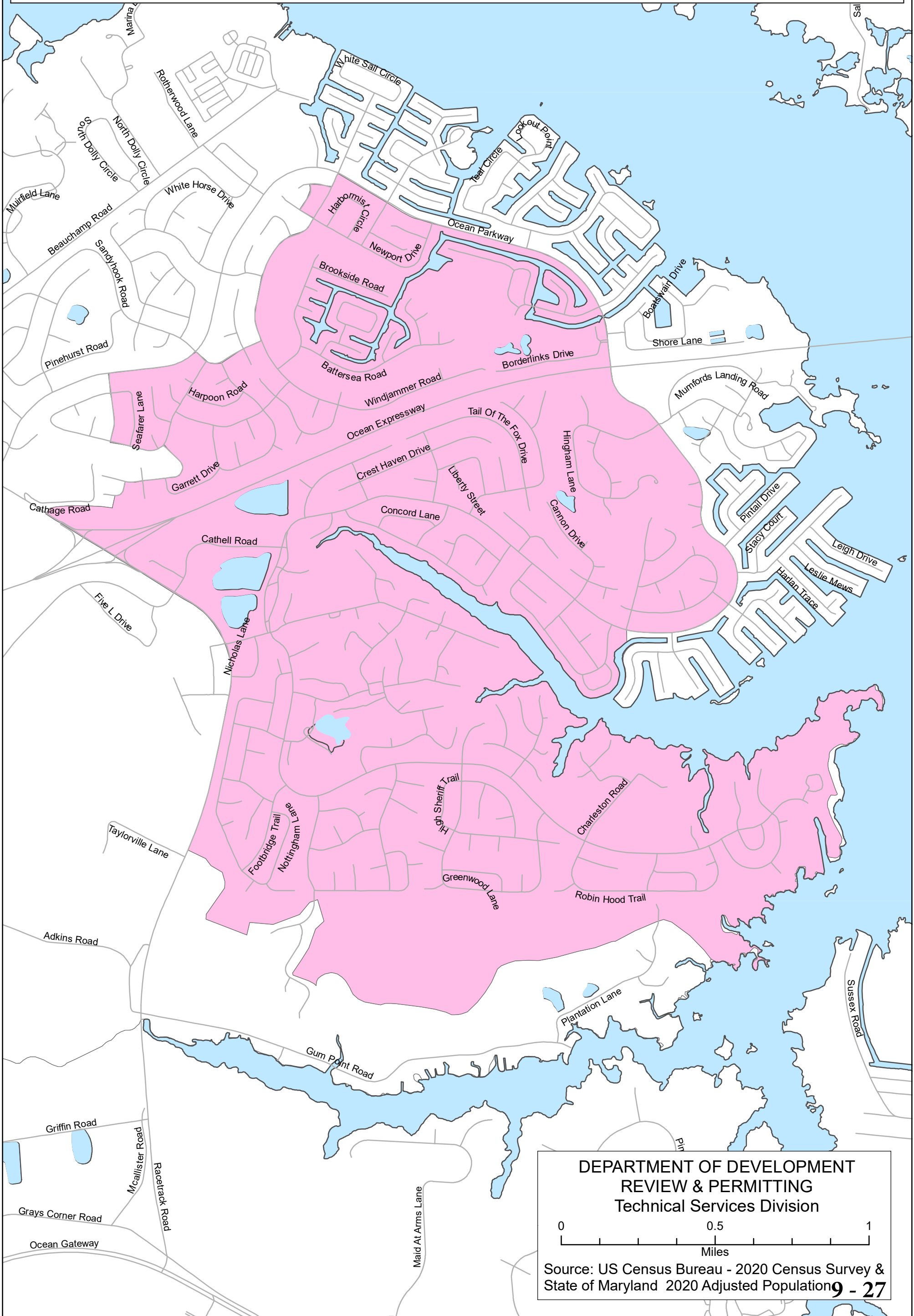
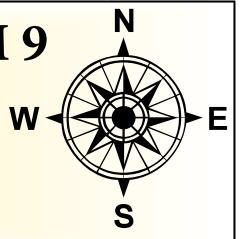
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# COMMISSIONER ELECTION DISTRICTS OCEAN PINES DISTRICT NO. 5

ITEM 9

December 19, 2023



DEPARTMENT OF DEVELOPMENT  
REVIEW & PERMITTING  
Technical Services Division

0 0.5 1  
Miles

Source: US Census Bureau - 2020 Census Survey &  
State of Maryland 2020 Adjusted Population

Commissioner Election District - Ocean Pines No. 5 - Census Blocks				
240479506002000	240479511011003	240479511012013	240479511013008	240479511021007
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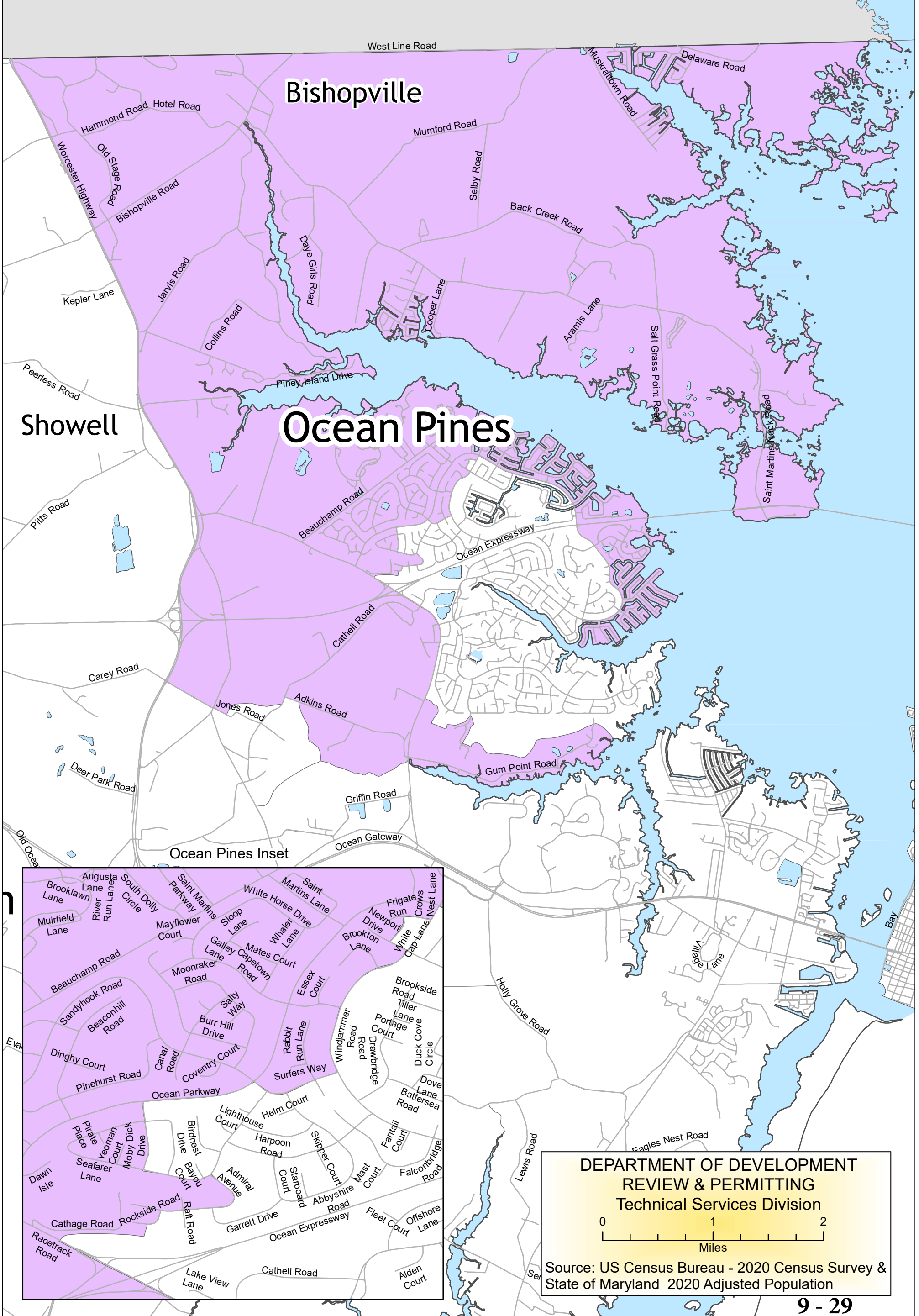
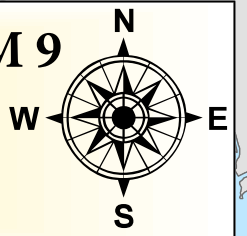




# COMMISSIONER ELECTION DISTRICTS NORTHERN DISTRICT No.6

ITEM 9

December 19, 2023



DEPARTMENT OF DEVELOPMENT  
 REVIEW & PERMITTING  
 Technical Services Division

0 1 2  
 Miles

Source: US Census Bureau - 2020 Census Survey &  
 State of Maryland 2020 Adjusted Population

Commissioner Election District - Northern No.6 - Census Blocks				
240479501001002	240479507001026	240479508001009	240479508004008	240479508004053
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240479506002009	240479507002013	240479508001025	240479508004024	240479508004069
240479506003003	240479507002014	240479508001026	240479508004025	240479508004070
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# ITEM 9

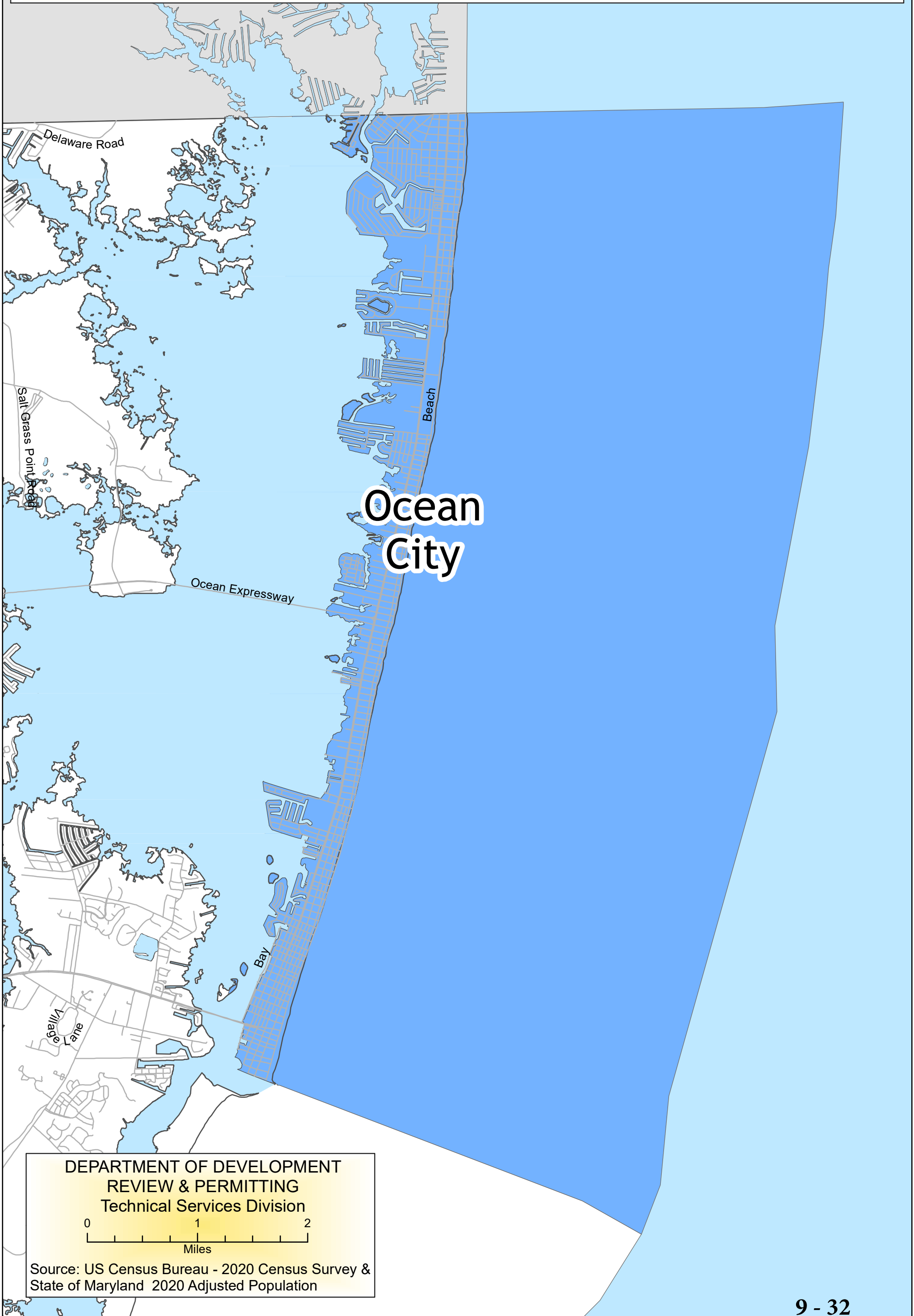
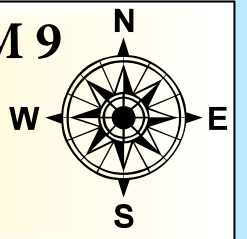
Commissioner Election District - Northern No.6 - Census Blocks				
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# COMMISSIONER ELECTION DISTRICTS OCEAN CITY DISTRICT No.7

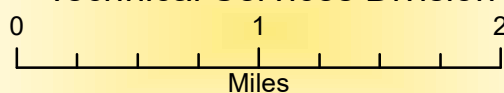
ITEM 9

December 19, 2023



**Ocean  
City**

DEPARTMENT OF DEVELOPMENT  
REVIEW & PERMITTING  
Technical Services Division



Source: US Census Bureau - 2020 Census Survey &  
State of Maryland 2020 Adjusted Population



Commissioner Election District - Ocean City No.7 - Census Blocks				
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# ITEM 9

Commissioner Election District - Ocean City No.7 - Census Blocks				
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240479503005002	240479503005016	240479503005030	240479503006005	



Worcester County Administration

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

TO: Worcester County Commissioners

FROM: Weston Young, Chief Administrative Officer  
Candace Savage, Deputy Chief Administrative Officer  
Kim Reynolds, Budget Officer

DATE: November 30, 2023

RE: Assignment of FY2023 Fund Balance

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The annual audit performed by UHY is currently underway. In order to finalize the financial statements, the use and assignment of fund balance must be determined, although minor adjustments could still be made. Our proposed designations are outlined by category on pages 2 thru 4 for review and approval. The definition of assigned fund balance are amounts that are designated by the Commissioners with *intent* to be used for a specific purpose, but are neither restricted nor committed unless done so by ordinance or resolution.

The County was fortunate to end FY23 with a \$9.6M increase in fund balance of which \$1.2M was previously designated for reserve, \$326,445 is set aside for non-spendable prepaid expenses, and \$6.4M is available for assignment. Pursuant to an approved motion in the Commissioners Meeting on October 17, 2023 Buckingham Elementary Design funding of \$1.6M was moved to Unassigned Funds. It is important to point out that the surplus is primarily attributable to a strong labor market and the related income tax revenues as well as a better than expected return on investments. Staff would like to consider an opportunity to increase reserve this fiscal year to invest in the future and our long-term financial stability.

Within the proposed designations are funds to increase the Reserve Fund from its current level of 12% to 15%. This represents a one-time \$7M increase that will allow us to maintain our position with our peer rated counties. The Reserve Fund is to be used for contingency and emergency situations as determined by the County Commissioners. The Reserve Fund was last increased in 2021 when it was increased from 10% to 12%.

We will be available for any questions you may have.

Attachments:

Pages 2-5 Assigned Fund Balance Request by Categories  
Pages 6-8 Assigned Fund Balance Request by Project Status  
Page 9 Unfunded Projects  
Page 10-11 Resolution Amending Policy on Reserve Fund



# ITEM 10

## ASSIGNED FUND BALANCE REQUEST BY CATEGORIES:

<b>RESERVE</b>	<b>Project Status</b>	<b>FY23 Proposed Assigned Funds</b>	<b>FY22 Assigned Funds</b>	<b>Variance/ Distribution of Surplus</b>
Reserve Fund Request to Increase from 12% to 15%	New	7,076,706		7,076,706
Reserve Fund Transfer FY24 (July 2023)	Mandated	1,060,014	1,265,708	(205,694)
<b>Total Reserve:</b>		<b>8,136,720</b>	<b>1,265,708</b>	<b>6,871,012</b>

<b>BOARD OF EDUCATION</b>	<b>Project Status</b>	<b>FY23 Proposed Assigned Funds</b>	<b>FY22 Assigned Funds</b>	<b>Variance/ Distribution of Surplus</b>
Board of Education BIS Fire Alarm	New	225,000		225,000
Board of Education Front Door Visitor Access Systems (All Schools)	New	225,000		225,000
Board of Education Pocomoke Elementary Intercom	New	75,000		75,000
Board of Education Pocomoke Elementary RoofTop Units	New	1,200,000		1,200,000
<b>BOARD OF EDUCATION NEW TOTAL</b>		<b>1,725,000</b>		
Board of Education Roof Repairs (BIS, SDHS, WT)	Approved FY22	175,000	175,000	-
Board of Education HVAC Replacements (SHMS,PMS)	Approved FY22	548,295	516,640	31,655
Board of Education PES Roof	Approved FY22	1,163,000	1,100,000	63,000
<b>BOARD OF EDUCATION APPROVED FY22 TOTAL</b>		<b>1,886,295</b>		
Board of Education Admin Building (Paving)	In Progress	50,000	50,000	-
Board of Education Admin Building (Windows/Renovations)	In Progress	100,852	282,045	(181,193)
Board of Education Maintenance (Boom Lift, Custodian Equipment)	In Progress	80,127	110,000	(29,873)
Board of Education Playground Upgrades	In Progress	227,198	282,273	(55,075)
Board of Education PMS Evening Program	In Progress	85,049	50,000	35,049
Board of Education Security Cameras (WTHS,SHHS, PHS,OCES)	In Progress	56,726	975,000	(918,274)
Board of Education SHMS/CCSS Roof	In Progress	2,234,126	2,133,700	100,426
Board of Education OPEB transfer (FY23 reconciliation)	Mandated	1,593,296	1,384,877	208,419
<b>BOARD OF EDUCATION IN PROGRESS / MANDATED TOTAL</b>		<b>4,427,374</b>		
Board of Education Admin Building (Carpet/Furniture)	Complete	-	31,754	(31,754)
Board of Education Bus Contractor Contract Review	Complete	-	26,840	(26,840)
Board of Education Carpet (SDHS, PES)	Complete	-	60,720	(60,720)
Board of Education Energy Recovery Unit Repairs (PHS)	Complete		175,000	(175,000)
Board of Education Maintenance Vans	Complete		50,000	(50,000)
Board of Education Pocomoke Middle Fire Alarm	Complete	-	99,000	(99,000)
Board of Education SHHS Windscreen	Complete	-	25,000	(25,000)
Board of Education Snow Hill Middle Fire Alarm	Complete	-	111,645	(111,645)
Board of Education Stadium Fence (SDHS)	Complete	-	250,000	(250,000)
<b>Total Board of Education:</b>		<b>8,038,669</b>	<b>7,889,494</b>	<b>149,175</b>

<b>PUBLIC SAFETY</b>	<b>Project Status</b>	<b>FY23 Proposed Assigned Funds</b>	<b>FY22 Assigned Funds</b>	<b>Variance/ Distribution of Surplus</b>
Emergency Services - WCPN North Hub	New	51,653		51,653
Emergency Services - Radio Coverage Enhancement	New	870,000		870,000
Fire Tower/Training Center Upgrades/Expansion	New	1,700,000	150,000	1,550,000
Jail Building Improvements and Repairs (Fuel Conversion FY24)	New	174,944	128,319	46,625
Jail - Padded Cell Wing	New	500,000		500,000
Emergency Services - Outdoor Warning Siren Replacement	New	1,400,000		1,400,000
<b>PUBLIC SAFETY NEW TOTAL</b>		<b>4,696,597</b>		
Radio System IT Refresh	Approved FY22	2,000,000	2,000,000	-
<b>PUBLIC SAFETY APPROVED FY22 TOTAL</b>		<b>2,000,000</b>		
Emergency Services Mobile Generator (FY23)	In Progress	135,000	135,000	-
Emergency Services Tower Shelter A/C Units & UPS Units	In Progress	81,770	120,000	(38,230)
Fire Marshal Replacement Vehicle not recd in FY23	In Progress	63,000	51,000	12,000
Public Safety Logistical Storage Engineering/Design	In Progress	39,092	196,592	(157,500)
Snow Hill Transmitter Building (Replacement)	In Progress	615,000	615,000	-
<b>PUBLIC SAFETY IN PROGRESS TOTAL</b>		<b>933,862</b>		

# ITEM 10

## ASSIGNED FUND BALANCE REQUEST BY CATEGORIES:

Emergency Svcs - AED's	Complete	-	83,500	(83,500)
Emergency Services - Mass Casualty Unit & Generator	Complete	-	17,000	(17,000)
Emergency Services - Radios	Complete	-	360,000	(360,000)
Harris Radio Project	Complete	-	366,940	(366,940)
Jail UPS	Complete		44,000	(44,000)
Public Safety CAD System Server (FY21 & FY22)	Complete	-	42,500	(42,500)
Siren Study (added to Siren Replacement for FY23)	Removed	-	100,000	(100,000)
<b>Total Public Safety:</b>		<b>7,630,459</b>	<b>4,409,851</b>	<b>3,220,608</b>

<b>LIBRARY</b>	<b>Project Status</b>	<b>FY23 Proposed Assigned Funds</b>	<b>FY22 Assigned Funds</b>	<b>Variance/ Distribution of Surplus</b>
Building Improvements - Ocean City Library Meeting Room Renovation	New	45,000		45,000
Ocean City Library Parking Lot Improvements	New	100,000		100,000
Snow Hill Library Building Improvements(HVAC,Plumbing, Electrical)	New	2,545,000	840,000	1,705,000
<b>LIBRARY NEW TOTAL</b>		<b>2,690,000</b>		
Pocomoke Library (New)	Approved FY22	4,530,000	5,400,000	(870,000)
<b>LIBRARY APPROVED FY22 TOTAL</b>		<b>4,530,000</b>		
Ocean Pines Library Sprinkler System	In Progress	18,000	18,000	-
Ocean Pines Library Improvements (Circulation & Ref Desk Replace)	In Progress	35,000	35,000	-
<b>LIBRARY IN PROGRESS TOTAL</b>		<b>53,000</b>		
Ocean Pines Library Improvements - Heating Control Upgrade	Complete		27,000	(27,000)
<b>Total Library:</b>		<b>7,273,000</b>	<b>6,320,000</b>	<b>953,000</b>

<b>PUBLIC WORKS</b>	<b>Project Status</b>	<b>FY23 Proposed Assigned Funds</b>	<b>FY22 Assigned Funds</b>	<b>Variance/ Distribution of Surplus</b>
Building Improvements - Emergency Services Office Renovation	New	32,500		32,500
Building Improvements - Courthouse Washington St Entrance Evaluation	New	50,000		50,000
Building Improvements - Courthouse Bar Library Renovation	New	50,000		50,000
Building Improvements - Courthouse Room 4 Feasability Study	New	100,000		100,000
Building Improvements - Government Center Metal Roof Evaluation	New	50,000		50,000
Isle of Wight Building Renovation	New	500,000	26,000	474,000
Recycle & Home Owner Convenience Upgrade-Berlin,Bishopville, Riddle	New	650,000	650,000	-
Roads - Cove Landing Road Crossroad Pipe Replacement	New	420,000		420,000
Strategic Highway Safety Plan	New	70,000		70,000
Water Wastewater Service Area Consolidation	New	1,060,014		1,060,014
<b>PUBLIC WORKS NEW TOTAL</b>		<b>2,982,514</b>		
Parking Lot Improvements 110 Wash	Approved FY22	339,634	339,634	-
Parking Lot Upgrades/Resurfacing (Annually to Complete)	Approved FY22	200,000	200,000	-
<b>PUBLIC WORKS APPROVED FY22 TOTAL</b>		<b>539,634</b>		
Bank Street Restroom, HVAC and Roof Improvements	In Progress	75,000	155,000	(80,000)
Building HVAC & BAS Upgrades (various buildings)	In Progress	300,000	500,000	(200,000)
County Building Repairs and Improvements	In Progress	450,000	600,000	(150,000)
Fire Alarm System Upgrades	In Progress	100,000	120,000	(20,000)
North End Public Works Building	In Progress	531,430	550,000	(18,570)
Public Works Generator not recd FY23	In Progress	200,000	200,000	-
Public Works Storage Bldg Concrete Floor & Door Operator	In Progress	41,050	74,000	(32,950)
Public Works Fuel Facility (Ocean Pines)	In Progress	350,000	350,000	-
Roads Department Paving Projects	In Progress	1,551,752	800,000	751,752
Roads Fence at Berlin Shop/Pocomoke Shop	In Progress	54,000	100,000	(46,000)
<b>PUBLIC WORKS IN PROGRESS TOTAL</b>		<b>3,653,232</b>		
Courthouse Roof Replacement	Complete	-	200,000	(200,000)
Courthouse (Carpet/Flooring)	Complete	-	50,000	(50,000)
Homeowners Convenience Center Compactor	Complete	-	65,000	(65,000)
Strategic Plan - Dude Solutions Building Mgmt. Maintenance	Complete	-	30,000	(30,000)
<b>Total Public Works:</b>		<b>7,175,380</b>	<b>5,009,634</b>	<b>2,165,746</b>

# ITEM 10

## ASSIGNED FUND BALANCE REQUEST BY CATEGORIES:

<b>GENERAL GOVERNMENT/ONE TIME CAPITAL</b>	<b>Project Status</b>	<b>FY23 Proposed Assigned Funds</b>	<b>FY22 Assigned Funds</b>	<b>Variance/ Distribution of Surplus</b>
Financial Software Upgrade - Tyler/Munis Merger	New	500,000		500,000
IT - County Wide Camera Upgrade/Replacement	New	500,000		500,000
County Government Study (Needed Space Expansion)	New	1,200,000	1,000,000	200,000
<b>GENERAL GOVERNMENT NEW TOTAL</b>		<b>2,200,000</b>		
Encumbrances (FY23 unspent funds to be spent FY24)	In Progress	1,473,706	2,931,075	(1,457,369)
County - Other Post Employment Benefit transfer (FY23 reconciliation)	Mandated	398,324	346,219	52,105
<b>GENERAL GOVERNMENT IN PROGRESS / MANDATED TOTAL</b>		<b>1,872,030</b>		
HR Intoximeter	Complete	-	3,000	(3,000)
IT Hard Drive Shredder & Office 365	Complete	-	71,440	(71,440)
Request to Transfer in Prior Year Surplus	Removed	-	4,182,639	(4,182,639)
Outdoor Sports Field Complex Study Fees	Removed	-	100,000	(100,000)
Government Center Sound Attenuation Panels	Removed	-	60,000	(60,000)
<b>Total General Government/one time capital:</b>		<b>4,072,030</b>	<b>8,694,373</b>	<b>(4,622,343)</b>

<b>PARKS, RECREATION AND NATURAL RESOURCES</b>	<b>Project Status</b>	<b>FY23 Proposed Assigned Funds</b>	<b>FY22 Assigned Funds</b>	<b>Variance/ Distribution of Surplus</b>
West Ocean City Harbor - Ice Vending Machine	New	212,700		212,700
<b>PARKS, RECREATION AND NATURAL RESOURCES NEW TOTAL</b>		<b>212,700</b>		
Recreation Center Building HVAC Improvement	Approved FY22	1,386,000	1,260,000	126,000
Ocean City Inlet Navigation Improvement Project	Approved FY22	637,744	601,034	36,710
<b>PARKS, RECREATION AND NATURAL RESOURCES APPROVED FY22 TOTAL</b>		<b>2,023,744</b>		
Parks Top Dresser for Mower	Complete	-	21,000	(21,000)
Recreation Trailer, Sanitizer Machine & Gator	Complete	-	20,300	(20,300)
West Ocean City Commercial Harbor Bulkhead	Complete	-	1,500,000	(1,500,000)
<b>Total Parks, Recreation and Natural Resources:</b>		<b>2,236,444</b>	<b>3,402,334</b>	<b>(1,165,890)</b>

<b>HEALTH DEPARTMENT</b>	<b>Project Status</b>	<b>FY23 Proposed Assigned Funds</b>	<b>FY22 Assigned Funds</b>	<b>Variance/ Distribution of Surplus</b>
Building Improvements - Berlin Dental Clinic New Flooring	New	35,000		35,000
Building Improvements - Berlin Health New Flooring	New	55,000		55,000
Building HVAC - Berlin Dental Clinic HVAC Upgrades	New	37,500		37,500
<b>HEALTH DEPARTMENT NEW TOTAL</b>		<b>127,500</b>		
Berlin Health Dept Roof Coating	Approved FY22	230,000	75,000	155,000
Pocomoke Health Dept Building Upgrades	Approved FY22	500,000	500,000	-
<b>HEALTH DEPARTMENT APPROVED FY22 TOTAL</b>		<b>730,000</b>		
Snow Hill Health Dept (Flooring Replacement )	In Progress	345,000	250,000	95,000
Snow Hill Health Dept (Storage Study)	In Progress	125,000	25,000	100,000
<b>HEALTH DEPARTMENT IN PROGRESS TOTAL</b>		<b>470,000</b>		
<b>Total Health Department:</b>		<b>1,327,500</b>	<b>850,000</b>	<b>477,500</b>

<b>BROADBAND</b>	<b>Project Status</b>	<b>FY23 Proposed Assigned Funds</b>	<b>FY22 Assigned Funds</b>	<b>Variance/ Distribution of Surplus</b>
Broadband Projects	Approved FY22	1,000,000	1,000,000	-
<b>Total Broadband:</b>		<b>1,000,000</b>	<b>1,000,000</b>	<b>-</b>

# ITEM 10

## ASSIGNED FUND BALANCE REQUEST BY CATEGORIES:

<b>COMMISSION ON AGING</b>	<b>Project Status</b>	<b>FY23 Proposed Assigned Funds</b>	<b>FY22 Assigned Funds</b>	<b>Variance/ Distribution of Surplus</b>
Building HVAC - OC Senior Center HVAC Upgrades	New	155,000		155,000
Building Improvements - Berlin & OC Senior Center New Flooring	New	28,630		28,630
Building Improvements - Commission on Aging Walk in Cooler/Freezer	New	29,044		29,044
<b>COMMISSION ON AGING NEW TOTAL</b>		<b>212,674</b>		
Snow Hill Senior Center HVAC	In Progress	150,000	150,000	-
<b>Total Commission on Aging:</b>		<b>362,674</b>	<b>150,000</b>	<b>212,674</b>

<b>WOR-WIC COMMUNITY COLLEGE</b>	<b>Project Status</b>	<b>FY23 Proposed Assigned Funds</b>	<b>FY22 Assigned Funds</b>	<b>Variance/ Distribution of Surplus</b>
Wor-Wic Applied Technology Building	In Progress	225,105	416,777	(191,672)
<b>Total WOR-WIC Community College:</b>		<b>225,105</b>	<b>416,777</b>	<b>(191,672)</b>

<b>TOTAL</b>	<b>47,477,981</b>	<b>39,408,171</b>	<b>8,069,810</b>
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ASSIGNED FUND CATEGORY	FY23 PROPOSED ASSIGNED FUNDS	ASSIGNED FUNDS %
Reserve (includes increase from 12% to 15%)	8,136,720	17.1%
Board of Education (includes OPEB 1.5M)	8,038,669	16.9%
Public Safety	7,630,459	16.1%
Library	7,273,000	15.3%
Public Works	7,175,380	15.1%
General Government/one time capital (includes OPEB \$398k)	4,072,030	8.6%
Parks, Recreation and Natural Resources	2,236,444	4.7%
Health Department	1,327,500	2.8%
Broadband	1,000,000	2.1%
Commission on Aging	362,674	0.8%
Wor-Wic	225,105	0.5%
<b>TOTAL:</b>	<b>47,477,981</b>	<b>100.0%</b>

# ITEM 10

## ASSIGNED FUND BALANCE REQUEST BY PROJECT STATUS:

NEW PROJECT REQUESTS	Category	FY23 Proposed Assigned Funds	FY22 Assigned Funds	Variance/ Distribution of Surplus
Reserve Fund Request to Increase from 12% to 15%	Reserve	7,076,706		7,076,706
<b>Reserve New Total</b>		<b>7,076,706</b>		
Board of Education BIS Fire Alarm	Board of Education	225,000		225,000
Board of Education Front Door Visitor Access Systems (All Schools)	Board of Education	225,000		225,000
Board of Education Pocomoke Elementary Intercom	Board of Education	75,000		75,000
Board of Education Pocomoke Elementary RoofTop Units	Board of Education	1,200,000		1,200,000
<b>Board of Educaiton New Total</b>		<b>1,725,000</b>		
Emergency Services - WCPN North Hub	Public Safety	51,653		51,653
Emergency Services - Radio Coverage Enhancement	Public Safety	870,000		870,000
Fire Tower/Training Center Upgrades/Expansion	Public Safety	1,700,000	150,000	1,550,000
Jail Building Improvements and Repairs (Fuel Conversion FY24)	Public Safety	174,944	128,319	46,625
Jail - Padded Cell Wing	Public Safety	500,000		500,000
Emergency Services - Outdoor Warning Siren Replacement	Public Safety	1,400,000		1,400,000
<b>Public Safety New Total</b>		<b>4,696,597</b>		
Building Improvements - Ocean City Library Meeting Room Renovation	Library	45,000		45,000
Ocean City Library Parking Lot Improvements	Library	100,000		100,000
Snow Hill Library Building Improvments(HVAC,Plumbing, Electrical)	Library	2,545,000	840,000	1,705,000
<b>Library New Total</b>		<b>2,690,000</b>		
Building Improvements - Emergency Services Office Renovation	Public Works	32,500		32,500
Building Improvements - Courthouse Washington St Entrance Evaluation	Public Works	50,000		50,000
Building Improvements - Courthouse Bar Library Renovation	Public Works	50,000		50,000
Building Improvements - Courthouse Room 4 Feasibility Study	Public Works	100,000		100,000
Building Improvements - Government Center Metal Roof Evaluation	Public Works	50,000		50,000
Isle of Wight Building Renovation	Public Works	500,000	26,000	474,000
Recycle & Home Owner Convenience Upgrade-Berlin,Bishopville, Riddle	Public Works	650,000	650,000	-
Roads - Cove Landing Road Crossroad Pipe Replacement	Public Works	420,000		420,000
Strategic Highway Safety Plan	Public Works	70,000		70,000
Water Wastewater Service Area Consolidation	Public Works	1,060,014		1,060,014
<b>Public Works New Total</b>		<b>2,982,514</b>		
Financial Software Upgrade - Tyler/Munis Merger	General Government	500,000		500,000
IT - County Wide Camera Upgrade/Replacement	General Government	500,000		500,000
County Government Study (Needed Space Expansion)	General Government	1,200,000	1,000,000	200,000
<b>General Government New Total</b>		<b>2,200,000</b>		
West Ocean City Harbor - Ice Vending Machine	Parks, Rec, and NR	212,700		212,700
<b>Parks, Rec, and NR New Total</b>		<b>212,700</b>		
Building Improvements - Berlin Dental Clinic New Flooring	Health Department	35,000		35,000
Building Improvements - Berlin Health New Flooring	Health Department	55,000		55,000
Building HVAC - Berlin Dental Clinic HVAC Upgrades	Health Department	37,500		37,500
<b>Health Department New Total</b>		<b>127,500</b>		
Building HVAC - OC Senior Center HVAC Upgrades	Comm on Aging	155,000		155,000
Building Improvements - Berlin & OC Senior Center New Flooring	Comm on Aging	28,630		28,630
Building Improvements - Commission on Aging Walk in Cooler/Freezer	Comm on Aging	29,044		29,044
<b>Commission on Aging New Total</b>		<b>212,674</b>		
<b>Total New Projects Requested:</b>		<b>21,923,691</b>	<b>2,794,319</b>	<b>19,129,372</b>

# ITEM 10

## ASSIGNED FUND BALANCE REQUEST BY PROJECT STATUS:

<b>APPROVED FY22 PROJECTS</b>	<b>Category</b>	<b>FY23 Proposed Assigned Funds</b>	<b>FY22 Assigned Funds</b>	<b>Variance/ Distribution of Surplus</b>
Board of Education Roof Repairs (BIS, SDHS, WT)	Board of Education	175,000	175,000	-
Board of Education HVAC Replacements (SHMS,PMS)	Board of Education	548,295	516,640	31,655
Board of Education PES Roof	Board of Education	1,163,000	1,100,000	63,000
Radio System IT Refresh	Public Safety	2,000,000	2,000,000	-
Pocomoke Library (New)	Library	4,530,000	5,400,000	(870,000)
Parking Lot Improvements 110 Wash	Public Works	339,634	339,634	-
Parking Lot Upgrades/Resurfacing (Annually to Complete)	Public Works	200,000	200,000	-
Recreation Center Building HVAC Improvement	Parks, Rec, and NR	1,386,000	1,260,000	126,000
Ocean City Inlet Navigation Improvement Project	Parks, Rec, and NR	637,744	601,034	36,710
Berlin Health Dept Roof Coating	Health Department	230,000	75,000	155,000
Pocomoke Health Dept Building Upgrades	Health Department	500,000	500,000	-
Broadband Projects	Broadband	1,000,000	1,000,000	-
<b>Total Approved Projects:</b>		<b>12,709,673</b>	<b>13,167,308</b>	<b>(457,635)</b>

<b>IN PROGRESS PROJECTS</b>	<b>Category</b>	<b>FY23 Proposed Assigned Funds</b>	<b>FY22 Assigned Funds</b>	<b>Variance/ Distribution of Surplus</b>
Board of Education Admin Building (Paving)	Board of Education	50,000	50,000	-
Board of Education Admin Building (Windows/Renovations)	Board of Education	100,852	282,045	(181,193)
Board of Education Maintenance (Boom Lift, Custodian Equipment)	Board of Education	80,127	110,000	(29,873)
Board of Education Playground Upgrades	Board of Education	227,198	282,273	(55,075)
Board of Education PMS Evening Program	Board of Education	85,049	50,000	35,049
Board of Education Security Cameras (WTHS,SHHS, PHS,OCES)	Board of Education	56,726	975,000	(918,274)
Board of Education SHMS/CCSS Roof	Board of Education	2,234,126	2,133,700	100,426
Emergency Services Mobile Generator (FY23)	Public Safety	135,000	135,000	-
Emergency Services Tower Shelter A/C Units & UPS Units	Public Safety	81,770	120,000	(38,230)
Fire Marshal Replacement Vehicle not recd in FY23	Public Safety	63,000	51,000	12,000
Public Safety Logistical Storage Engineering/Design	Public Safety	39,092	196,592	(157,500)
Snow Hill Transmitter Building (Replacement)	Public Safety	615,000	615,000	-
Ocean Pines Library Sprinkler System	Library	18,000	18,000	-
Ocean Pines Library Improvements (Circulation & Ref Desk Replace)	Library	35,000	35,000	-
Bank Street Restroom, HVAC and Roof Improvements	Public Works	75,000	155,000	(80,000)
Building HVAC & BAS Upgrades (various buildings)	Public Works	300,000	500,000	(200,000)
County Building Repairs and Improvements	Public Works	450,000	600,000	(150,000)
Fire Alarm System Upgrades	Public Works	100,000	120,000	(20,000)
North End Public Works Building	Public Works	531,430	550,000	(18,570)
Public Works Generator not recd FY23	Public Works	200,000	200,000	-
Public Works Storage Bldg Concrete Floor & Door Operator	Public Works	41,050	74,000	(32,950)
Public Works Fuel Facility (Ocean Pines)	Public Works	350,000	350,000	-
Roads Department Paving Projects	Public Works	1,551,752	800,000	751,752
Roads Fence at Berlin Shop/Pocomoke Shop	Public Works	54,000	100,000	(46,000)
Encumbrances (FY23 unspent funds to be spent FY24)	General Government	1,473,706	2,931,075	(1,457,369)
Snow Hill Health Dept (Flooring Replacement )	Health Department	345,000	250,000	95,000
Snow Hill Health Dept (Storage Study)	Health Department	125,000	25,000	100,000
Snow Hill Senior Center HVAC	Comm on Aging	150,000	150,000	-
Wor-Wic Applied Technology Building	Wor-Wic	225,105	416,777	(191,672)
<b>Total Projects In Progress:</b>		<b>9,792,983</b>	<b>12,275,462</b>	<b>(2,482,479)</b>

<b>MANDATED PROJECTS</b>	<b>Category</b>	<b>FY23 Proposed Assigned Funds</b>	<b>FY22 Assigned Funds</b>	<b>Variance/ Distribution of Surplus</b>
Reserve Fund Transfer FY24 (July 2023)	Reserve	1,060,014	1,265,708	(205,694)
Board of Education OPEB transfer (FY23 reconciliation)	Board of Education	1,593,296	1,384,877	208,419
County - Other Post Employment Benefit transfer (FY23 reconciliation)	General Government	398,324	346,219	52,105
<b>Total Projects Mandated:</b>		<b>3,051,634</b>	<b>2,996,804</b>	<b>54,830</b>

# ITEM 10

## ASSIGNED FUND BALANCE REQUEST BY PROJECT STATUS:

<b>COMPLETED PROJECTS</b>	<b>Category</b>	<b>FY23 Proposed Assigned Funds</b>	<b>FY22 Assigned Funds</b>	<b>Variance/ Distribution of Surplus</b>
Board of Education Admin Building (Carpet/Furniture)	Board of Education	-	31,754	(31,754)
Board of Education Bus Contractor Contract Review	Board of Education	-	26,840	(26,840)
Board of Education Carpet (SDHS, PES)	Board of Education	-	60,720	(60,720)
Board of Education Energy Recovery Unit Repairs (PHS)	Board of Education	-	175,000	(175,000)
Board of Education Maintenance Vans	Board of Education	-	50,000	(50,000)
Board of Education Pocomoke Middle Fire Alarm	Board of Education	-	99,000	(99,000)
Board of Education SHHS Windscreen	Board of Education	-	25,000	(25,000)
Board of Education Snow Hill Middle Fire Alarm	Board of Education	-	111,645	(111,645)
Board of Education Stadium Fence (SDHS)	Board of Education	-	250,000	(250,000)
Emergency Svcs - AED's	Public Safety	-	83,500	(83,500)
Emergency Services - Mass Casualty Unit & Generator	Public Safety	-	17,000	(17,000)
Emergency Services - Radios	Public Safety	-	360,000	(360,000)
Harris Radio Project	Public Safety	-	366,940	(366,940)
Jail UPS	Public Safety	-	44,000	(44,000)
Public Safety CAD System Server (FY21 & FY22)	Public Safety	-	42,500	(42,500)
Ocean Pines Library Improvements - Heating Control Upgrade	Library	-	27,000	(27,000)
Courthouse Roof Replacement	Public Works	-	200,000	(200,000)
Courthouse (Carpet/Flooring)	Public Works	-	50,000	(50,000)
Homeowners Convenience Center Compactor	Public Works	-	65,000	(65,000)
Strategic Plan - Dude Solutions Building Mgmt. Maintenance	Public Works	-	30,000	(30,000)
HR Intoximeter	General Government	-	3,000	(3,000)
IT Hard Drive Shredder & Office 365	General Government	-	71,440	(71,440)
Parks Top Dresser for Mower	Parks, Rec, and NR	-	21,000	(21,000)
Recreation Trailer, Sanitizer Machine & Gator	Parks, Rec, and NR	-	20,300	(20,300)
West Ocean City Commercial Harbor Bulkhead	Parks, Rec, and NR	-	1,500,000	(1,500,000)
<b>Total Projects Complete:</b>		<b>-</b>	<b>3,731,639</b>	<b>(3,731,639)</b>

<b>REMOVED PROJECTS</b>	<b>Category</b>	<b>FY23 Proposed Assigned Funds</b>	<b>FY22 Assigned Funds</b>	<b>Variance/ Distribution of Surplus</b>
Request to Transfer in Prior Year Surplus	General Government	-	4,182,639	(4,182,639)
Outdoor Sports Field Complex Study Fees	Parks, Rec, and NR	-	100,000	(100,000)
Government Center Sound Attenuation Panels	Public Works	-	60,000	(60,000)
Siren Study (added to Siren Replacement for FY23)	Public Safety	-	100,000	(100,000)
<b>Total Projects Removed</b>		<b>-</b>	<b>4,442,639</b>	<b>(4,442,639)</b>

<b>TOTAL</b>	<b>47,477,981</b>	<b>39,408,171</b>	<b>8,069,810</b>
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# ITEM 10

## Unfunded Project Requests:

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Year Requested	Small Project Assigned Fund Requests	
FY2024	Board of Education Windows Active Directory Clean-Up	30,000
FY2024	Board of Education Table-Top Data Backup & Recovery	25,000
FY2024	Board of Education 10 OS6860E-P48 GigE L3 Network Switches	100,000
FY2024	Board of Education Camera System at BOE Central	200,000
FY2024	Board of Education Ductless Split units in MDF/IDF Rooms - All Schools	80,000
FY2024	Board of Education Exhaust Fan Replacements - All Schools	115,000
FY2024	Board of Education Stephen Decatur High School Sidewalk Extension	10,000
FY2024	Board of Education Berlin Intermediate School Paving	650,000
FY2024	Board of Education Snow Hill Middle School Paving	650,000
FY2024	Board of Education Pocomoke Middle School Paving	650,000
FY2024	Board of Education Renovations at BOE Central	22,769
FY2024	Board of Education Cellular Radio Distributed Antenna Systems (DAS)	324,235
FY2024	Board of Education Replacement of 2 Data Center Equipment	137,280
FY2024	Board of Education Replace 800 Wireless Access Points	165,560
FY2024	Board of Education Replace 200 Network Switches	384,440
FY2024	Public Works Building HVAC & BAS Upgrades (partially funded)	200,000
FY2024	Public Works County Building Repairs & Improvements (partially funded)	150,000
FY2024	Public Works Snow Hill Roads Shop New Well	60,000
FY2024	Public Works Commercial Wash Bay	70,000
FY2024	Public Works Remodel of Snow Hill Shop-Engineering & Design	70,000
FY2024	Solid Waste/Recycling Replace 6 Overhead Doors	300,000
FY2024	Maintenance Vehicle & Equipment New Storage Building	225,000

Year Requested	CIP Assigned Funds Requests	
CIP FY2025	Public Works Utility Pole Relocation	350,000
CIP FY2025	Roads Gradall XL4100-V	535,000
CIP FY2025	Ocean City Inlet Harbor Navigation Improvement Project (partially funded)	1,936,763
CIP FY2025/2026	States Attorney Building Addition	2,818,592
CIP FY2026	Public Safety Building	105,000
CIP FY2026	Board of Education New Central Office Building	442,408



**RESOLUTION NO. 23-**

**Resolution Amending Policy on Reserve Fund**

**Recitals:**

- A. The County Commissioners of Worcester County has established a Reserve Fund for contingency and emergency situations as determined by the County Commissioners;
- B. From time to time, the County Commissioners amend polices related to the Reserve Fund; and
- C. Based on recommendations from bond rating agencies and industry practices, the County Commissioners have decided to amend its policy to raise the Reserve Fund.

**Now, Therefore, Be It Resolved** by the County Commissioners of Worcester County, Maryland that the policies on the County's Reserve Fund are amended as follows:

- 1. The Reserve Fund Balance must be maintained at a minimum level equal to 15% of the budgeted General Fund expenditures.
- 2. If the Reserve Fund is drawn below 15% of the budgeted General Fund expenditures, the fund should be replenished from revenues in the General Fund within two years to a level of 15% of the budgeted General Fund expenditures.
- 3. The existence of emergency or contingency conditions for use of the funds is determined by the County Commissioners.

**And Be It Further Resolved** that this Resolution shall be effective immediately upon its passage.

**Passed and Adopted** this 5th day of December, 2023.

Attest:

Worcester County Commissioners

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Weston S. Young  
Chief Administrative Officer

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Anthony W. Bertino, Jr.  
President

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Madison J. Bunting, Jr.  
Vice President

---

Caryn G. Abbott  
Commissioner

---

Theodore J. Elder  
Commissioner

---

Eric J. Fiori  
Commissioner

---

Joseph M. Mitrecic  
Commissioner

---

Diana Purnell  
Commissioner

DRAFT



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  
 ROSCOER, LESLIE  
 COUNTY ATTORNEY

November 27, 2023

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

**President Bertino – You have Four (4) positions open:**

- George Solyak – Term Ending – Agricultural Reconciliation Bd.
- Maria C- Lawrence – Term Ending Dec. 2023 – Housing Review Board
- Vicki O'Mara – Term Expiring Dec. 2023 – Library - Available for Reappointment
- Joseph Green, Jr. – Resigned – Board of Zoning Appeals

**Commissioner Purnell – You have filled all of your positions, Thank you!**

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

- Robert Fisher – Deceased- Economic Dev. Advisory Board
- Susan Childs – Resigned – April 2022 – Commission For Women

**Commissioner Abbott – You have Two (2) positions open:**

- Jason Cunha – Term Expired Sept. 2023 – Lower Shore Workforce Dev. Board
- Tamara White – Tenure Ends Dec. 31, 2023 – Not Available for Reappointment- Commission For Women

**Commissioner Mitrecic – You have Four (4) positions open:**

- Bill Paul – Term Expiring Dec. 2023 – Building Code Appeals Board
- Frank Knight – Term Ending Dec. 2023 – Ethics Board
- Michael Donnelly- Term Expiring Dec. 2023 – Local Development Council for Ocean Downs Casino
- Jake Mitrecic – Term Expiring Dec. 2023 – Board of Zoning Appeals

**Commissioner Elder - You have Five (5) positions open:**

- Curt Lambertson – Term Ending Dec. 2023 – Agricultural Preservation Adv. Board
- Scott Tingle – Term Ending Dec. 2023 – Housing Review Board
- Kathryn Culbertson - Term Expiring Dec. 2023 – Library - Available for Reappointment
- Joseph Stigler – Term Ending Dec. 2023 – Recreation Advisory Board
- Hope Carmean – Tenure Expires – Commission For Women - Not a Reappointment

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

- Martin Kwesko - **Resigned** - Dec. 21-Water & Sewer Advisory Council, Mystic Harbour
- Joseph Weitzell – passed - Water & Sewer Advisory Council, Mystic Harbour
- Richard Jendrek- passed- Water & Sewer Advisory Council, Mystic Harbour
- Bruce Bums -passed- Water & Sewer Advisory Council, Mystic Harbour
- Keith Swanton -Term Ended-Dec. 21- Water & Sewer Advisory Council, West Ocean City
- Deborah Stanley – Term Ending Dec. 2023 - Water & Sewer Advisory Council, West Ocean City
- Gail Fowler – Term Ending Dec. 2023 - Water & Sewer Advisory Council, West Ocean City
- Elizabeth Rodier -Term Ending-Dec. 21- Commission for Women- Not a Reappointment

### **All Commissioners:**

#### **(5)-Adult Public Guardianship Board-**

- 4– Terms Expiring Dec. 2023-attached summary in open session
- 1 - Term Expired - Ms. Wessels, (Roberta Baldwin will potentially help search for a viable replacement, if necessary).

#### **(4)-Drug and Alcohol Abuse Council - 3 Positions Terms Ending Dec. 2023 – (1Deceased) (Dr. Cragway)**

- (1) – LMB – Nicole Griffen-Winder** replacing Jennifer Loring, Dept. Social Services; memo attached

#### **(3) -Local Development Council For the Ocean Downs Casino-**

- 2- Previously Expired Terms - Mark Wittmyer At-Large, David Massey (At-Large-Business O.P.), **Term Expiring 1 -** (Mitrecic) Michael Donnelly.

#### **(4) - Water and Sewer Advisory Council - Mystic Harbour 3-** (Passing of Richard Jendrek, Bruce Burns and Joseph Weitzell)

- 1-Term Ended-Martin Kwesko

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

- 2 – Terms Expiring Dec. 2023; Deborah Stanley, Gail Fowler

#### **(5 - Total): Commission for Women:**

- (3) Resigned -Elizabeth Rodier, (Fiori); Hope Carmean (Elder) and Susan Childs (Bunting).

Tenure Ending: Not Available to be Reappointed.  
Tamara White (Abbott) Terri Shockley (At-Large)

## 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

## AGRICULTURAL PRESERVATION ADVISORY BOARD

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

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting (policy)

Meetings: As Needed

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

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

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

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Terms (Year)</u>
Curt Lambertson	Elder	D-4, Snow Hill	15-19, 19-23
Kelley Gravenor	Elder	D-4, Snow Hill	*14-16-20, 20-24
Kathy Drew	Bunting	D-6, Bishopville	*06-09-13-17-21,21-25
Glen Holland (O-O)	Abbott	D-1, Pocomoke	13-17-21-25
Ed Phillips (O-O)	Elder	D-4, Whaleyville	05-10-14-18-22-26
Alan Hudson (O-O)	Elder	D-4, Berlin	14-18-22-26
Christian Martin	Purnell	D-2, Berlin	22 -23-27

Prior Members:

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

\* = Appointed to fill an unexpired term  
 \*\* = Appointed to partial term to create proper staggering of terms  
 \*\*\*=Membership expanded from 5 to 7 members and terms reduced from 5 to 4-years each in 2006

Reference: Public Local Law § ZS 1-346 (Right to Farm Law)

Appointed by: County Commissioners

Function: Regulatory  
 Mediate and arbitrate disputes involving agricultural or forestry operations conducted on agricultural lands and issue opinions on whether such agricultural or forestry operations are conducted in a manner consistent with generally accepted agricultural or forestry practices and to issue orders and resolve disputes and complaints brought under the Worcester County Right to Farm Law.

Number/Term: 5 Members/4-Year Terms - Terms expire December 31st

Compensation: None - Expense Reimbursement as provided by County Commissioners

Meetings: At least one time per year, more frequently as necessary

Special Provisions: - All members must be County residents  
 - Two Members chosen from nominees of Worcester County Farm Bureau  
 - One Member chosen from nominees of Worcester County Forestry Board  
 - Not less than 2 but not more than 3 members shall be engaged in the agricultural or forestry industries (**At-Large members - non-ag/forestry**)

Staff Contact: Dept. of Development Review & Permitting  
 - Jennifer Keener (410-632-1200)  
 County Agricultural Extension Agent - As Consultant to the Board  
 - Doug Jones, District Manager, Resource Conservation District - (632-3109, x112)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Ag/Forest Industry</u>	<u>Resides</u>	<u>Years of Term(s)</u>
George Solyak	At-Large	No	Ocean Pines	18-22
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

## BUILDING CODE APPEALS BOARD

Reference: PGL - Public Safety Article - Section 12-501 - 12-508 - Annotated Code of Maryland  
COMAR 05.02.07 (Maryland Building Performance Standards)  
- International Building Code, International Residential Code

Appointed by: County Commissioners

Function: Quasi-Judicial  
Hear and decide upon appeals of the provisions of the International Building Code (IBC) and International Residential Code for one- and two-family dwellings (IRC)

Number/Term: 7/4-year terms  
Terms expire December 31

Compensation: \$100 per meeting (by policy)

Meetings: As Needed

Special Provisions: Members shall be qualified by reason of experience, training or formal education in building construction or the construction trades.

Staff Contact: Jennifer Kenner, Director  
Development Review & Permitting (410-632-1200, ext. 1100)

### Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Bill Paul	D-7 - Mitrecic	Ocean Pines	15-19, 19-23
Kevin Holland	D-1 - Abbott	Pocomoke	96-04-08-12-16-20, 20-24
James Spicknall	D-5 - Bertino	Ocean Pines	04-08-12-16-20, 20-24
Mike Poole	D-6 - Bunting	Bishopville	17-21, 21-25
Mark Bargar	D-4 - Elder	Berlin	14-18-22-26
Jim Wilson	D-3 - Fiori	Berlin	02-06-10-14-18-22-26
Elbert Davis	D-2 - Purnell	Snow Hill	*03-07-11-15-19-23-27

### Prior Members:

Robert L. Cowger, Jr. (92-95)  
Charlotte Henry (92-97)  
Robert Purcell (92-98)  
Edward DeShields (92-03)  
Sumei Prete (97-04)  
Shane C. Spain (03-14)  
Dominic Brunori (92-15)  
Richard P. Mueller (98-17)

\* = Appointed to fill an unexpired term



Reference: PGL Health-General, Section 8-1001

Appointed by: County Commissioners

Functions: Advisory  
Develop and implement a plan for meeting the needs of the general public and the criminal justice system for alcohol and drug abuse evaluation, prevention and treatment services.

Number/Term: At least 18 - At least 7 At-Large, and 11 ex-officio (also several non-voting members)  
At-Large members serve 4-year terms; Terms expire December 31

Compensation: None

Meetings: As Necessary

Special Provisions: Former Alcohol and Other Drugs Task Force was converted to Drug and Alcohol Abuse Council on October 5, 2004.

Staff Contact: Regina Mason, Council Secretary, Health Department (410-632-1100)  
Doug Dods, Council Chair, Sheriff's Office (410-632-1111)

Current Members:

<u>Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
<b><u>At-Large Members</u></b>		
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

<b><u>Ex-Officio Members</u></b>		
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

Reference: County Commissioners’ Resolutions of March 1976, 4/16/85, 9/16/97, 5/4/99 and 03-6 on 2/18/03

Appointed by: County Commissioners

Function: Advisory  
Provide the County with advice and suggestions concerning the economic development needs of the County; review applications for financing; review Comprehensive Development Plan and Zoning Maps to recommend to Planning Commission appropriate areas for industrial development; review/comment on major economic development projects.

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

Compensation: \$100 per meeting as expense allowance

Meetings: At least quarterly, more frequently as necessary

Special Provisions: One member nominated by each County Commissioner  
Members may be reappointed

Staff Contact: Economic Development Department - Melanie Pursel (410-632-3110)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Term(s)</u>
Joe Schanno	D-3, Church	West Ocean City	*19-20, 20-24
C.D. Hall	D-1, Abbott	Pocomoke	*22-24
Robert Fisher	D-6, Bunting	Snow Hill	87-17-21, 21-25 (passed)
Ashley Harrison	D-7, Mitrecic	Ocean City	19-21, 21-25
Harry Wimbrow	D-4, Elder	Snow Hill	*22-25
Steven Habeger	D-5, Bertino	Ocean Pines	19-23-27
Natoshia Collick Owens	D-2, Purnell	Ocean Pines	*15-19-23-27

Prior Members: Since 1972

George Gering	Shirley Pilchard	Thomas W. Davis, Sr. (99-09)
Margaret Quillin	W. Leonard Brown	Mickey Ashby (00-12)
Robert W. Todd	Charles Nichols (92-97)	Priscilla Pennington-Zytowicz (09-14)
Charles Fulton	Jeff Robbins (97-98)	Barbara Purnell (08-15)
E. Thomas Northam	Colleen Smith (94-98)	Timothy Collins (03-15)
Charles Bailey	Tommy Fitzpatrick (97-99)	Joshua Nordstrom (12-16)
Terry Blades	John Rogers (92-98)	William Sparrow (16-18)
Roy Davenport	Jennifer Lynch (98-99)	Greg Shockley (14-18)
M. Bruce Matthews	Don Hastings (92-99)	Tom Terry (15-19)
Barbara Tull	Jerry Redden (92-00)	John Glorioso (08-19)
Tawney Krauss	Keith Mason (98-00)	Ralph Shockley (*08-21)
Dr. Francis Ruffo	Bob Pusey (99-00)	Robert Clarke (*08-22)
William Smith	Harold Scrimgeour (00-02)	Marc Scher (*19-22)
Saunders Marshall	Scott Savage (98-03)	
Elsie Marshall	Gabriel Purnell (91-03)	
Halcolm Bailey	Michael Avara (99-03)	
Norman Cathell	Annette Cropper (00-04)	
Mary Humphreys	Billie Laws (91-08)	
Theodore Brueckman	Anne Taylor (95-08)	
	Mary Mackin (04-08)	

\* = Appointed to fill an unexpired term

## ETHICS BOARD

Reference: Public Local Law, Section CG 5-103

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting

Meetings: As Necessary

Special Provisions:

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

### Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
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
David Deutsch	D-6, Bunting	Ocean Pines	17-21-23-27

### Prior Members: (Since 1972)

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

\* = Appointed to fill an unexpired term

## HOUSING REVIEW BOARD

Reference: Public Local Law §BR 3-104

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting (policy)

Meetings: As Needed

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

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

### Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Terms(s)</u>
Scott Tingle	D-4, Elder	Snow Hill	14-17-20, 20-23
Maria Campione-Lawrence	D-5, Bertino	Ocean Pines	*22-23
Felicia Green	D-2, Purnell	Ocean Pines	*21-24
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	W. Ocean City	23-26
Charlie Murphy	D-7, Mitrecic	Ocean City	*23-26

### Prior Members:

Phyllis Mitchell	Albert Bogdon (02-06)
William Lynch	Jamie Rice (03-07)
Art Rutter	Howard Martin (08)
William Buchanan	Marlene Ott (02-08)
Christina Alphonsi	Mark Frostrom, Jr. (01-10)
Elsie Purnell	Joseph McDonald (08-10)
William Freeman	Sherwood Brooks (03-12)
Jack Dill	Otho Mariner (95-13)
Elbert Davis	Becky Flater (13-14)
J. D. Quillin, III (90-96)	Ruth Waters (12-15)
Ted Ward (94-00)	John Glorioso (*06-19)
Larry Duffy (90-00)	Sharon Teagle (00- 20)
Patricia McMullen (00-02)	Davida Washington (*21-21)
William Merrill (90-01)	Donna Dillion (08-22)
Debbie Rogers (92-02)	C.D. Hall 10-22
Wardie Jarvis, Jr. (96-03)	Chase Church (*19-22)
	Jake Mitrecic (15-21)

\* = Appointed to fill an unexpired term

## WORCESTER COUNTY'S INITIATIVE TO PRESERVE FAMILIES BOARD

Previously - Local Management Board; and Children, Youth and Family Services Planning Board

Reference: Commissioners' Resolution No. 09-3, adopted on January 6, 2009

Appointed by: County Commissioners

Functions: Advisory/Policy Implementation/Assessment and Planning  
 - Implementation of a local, interagency service delivery system for children, youth and families;  
 - Goal of returning children to care and establishment of family preservation within Worcester County;  
 - Authority to contract with and employ a service agency to administer the State Service Reform Initiative Program

Compensation: \$100 Per Meeting for Private Sector Members

Number/Term: 9 members/5 Public Sector, 4 Private Sector with 3-year terms  
 51% of members must be public sector  
 Terms expire December 31<sup>st</sup>

Meetings: Monthly

Staff Contact: Jessica Sexauer, Director, Local Management Board - (410) 632-3648  
 Christen Barbierri – LMB Coordinator - (410) 632-3648  
 Lisa Shockley, LMB Admin. Support

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides/Representing</u>	<u>Years of Term(s)</u>
Ivonne Lomax	<i>Ex officio</i>	Core Service Agency	Indefinite
Rebecca Jones	<i>Ex officio</i>	Health Department	Indefinite
Jennifer Loring	<i>Ex officio</i>	Juvenile Justice	Indefinite
Louis H. Taylor	<i>Ex officio</i>	Board of Education	Indefinite
Roberta Baldwin	<i>Ex officio</i>	Department of Social Services	Indefinite
Dr. Mark Bowen	At-Large - J. Purnell	Snow Hill	20-23
Amy Rothermel	At-Large - Mitrecic	Ocean City	17-20, 20-23
Mark Frostrom	At-Large - Nordstrom	Pocomoke City	*99-12-15-18-21-24
Theophilus Hobbs IV	At-Large - D. Purnell	Snow Hill	19-22-25

**Prior Members (since 1994):**

Tim King (97)	Kathy Simon	Ira Shockley (03-19)
Sandra Oliver (94-97)	Vickie Stoner Wrenn	Eloise Henry-Gordy *(07-20)
Velmar Collins (94-97)	Robin Travers	Jennifer LaMade - Indefinite
Catherine Barbierri (95-97)	Jordan Taylor (09)	Spencer Tracey - Indefinite
Ruth Geddie (95-98)	Aaron Marshall (09)	
Rev. Arthur George (94-99)	Allen Bunting (09)	
Kathey Danna (94-99)	LaTrele Crawford (09)	
Sharon Teagle (97-99)	Sheriff Charles T. Martin	
Jeanne Lynch (98-00)	Joel Todd, State's Attorney	
Jamie Albright (99-01)	Ed Montgomery (05-10)	
Patricia Selig (97-01)	Edward S. Lee (07-10)	
Rev. Lehman Tomlin (99-02)	Toni Keiser (07-10)	
Sharon Doss	Judy Baumgartner (07-10)	
Rick Lambertson	Claudia Nagle (09-10)	
Cyndy B. Howell	Megan O'Donnell (10)	
Sandra Lanier (94-04)	Kiana Smith (10)	
Dr. James Roberts (98-04)	Christopher Bunting (10)	
Dawn Townsend (01-04)	Simi Chawla (10)	
Pat Boykin (01-05)	Jerry Redden	Updated: February 21, 2023
Jeannette Tresler (02-05)	Jennifer Standish	Printed: January 5, 2023
Lou Taylor (02-05)	Anne C. Turner	
Paula Erdie	Marty Pusey	
Rev. Pearl Johnson (05-07)	Virgil L. Shockley	
Peter Fox (05-07)	Dr. Jon Andes (96-12)	
Lou Etta McClafin (04-07)	Dr. Ethel M. Hines (07-13)	
Bruce Spangler (04-07)	Deborah Goeller	
Sharon DeMar Reilly	Andrea Watkins (13-17)	
	Sheila Warner (Indefinite)	

**Worcester County's  
Initiative to Preserve Families**




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

Telephone: 410-632-3648

**Worcester County's  
Initiative  
to Preserve Families**

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**TO:** Anthony Bertino, President Worcester County Commissioners  
**FROM:**  Jessica Sexauer, Director of Local Management Board  
**DATE:** November 3, 2023  
**SUBJECT:** Local Management Board (LMB) Board Appointment

On behalf of the Worcester County Local Management Board, I would like to request the Commissioners make the following appointment changes to the LMB Board:

Nicole Griffin-Winder, Ex Officio representing the Department of Juvenile Services. This representative will fill the infinite term vacated by Jennifer Loring due to position changes within the Department of Juvenile Services.

If you have any concerns or questions regarding these changes, please do not hesitate to contact me at 410-632-3468

Thank you for your assistance.

*Worcester County's Local Management Board*

## BOARD OF LIBRARY TRUSTEES

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

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

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

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

Compensation: None

Meetings: 1 per month except July, and August

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

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

**Current Members:**

<u>Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Vicki O'Mara	Ocean Pines	*18-22 Available for Reappt.
Kathryn Culbertson	Snow Hill	*21-23 Available for Reappt.
Jeff Smith	Berlin	19-24
Patricia Tomasovic	Pocomoke	*19, 19-24
Sandra Buchanan	Pocomoke	21-26
Jocelyn Briddell	Newark	21-26
Nancy Howard	Ocean City	16-21, 21-26

**Prior Members:** Since 1972

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

\* = Appointed to fill an unexpired term

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

**ITEM 11**

Reference: Subsection 9-1A-31(c) - State Government Article, Annotated Code of Maryland

Appointed by: County Commissioners

Function: Advisory  
Review and comment on the multi-year plan for the expenditure of the local impact grant funds from video lottery facility proceeds for specified public services and improvements; Advise the County on the impact of the video lottery facility on the communities and the needs and priorities of the communities in the immediate proximity to the facility.

Number/Term: 15/4-year terms; Terms Expire December 31

Compensation: None

Meetings: At least semi-annually

Special Provisions: Membership to include State Delegation (or their designee); one representative of the Ocean Downs Video Lottery Facility, seven residents of communities in immediate proximity to Ocean Downs, and four business or institution representatives located in immediate proximity to Ocean Downs.

Staff Contacts: Kim Moses, Public Information Officer, 410-632-1194  
Roscoe Leslie, County Attorney, 410-632-1194

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Represents/Resides</u>	<u>Years of Term(s)</u>
Mark Wittmyer	At-Large	Business - Ocean Pines	15-19
David Massey <sup>c</sup>	At-Large	Business - Ocean Pines	09-13-17, 17-21
Bobbi Jones	Ocean Downs Casino	Ocean Downs Casino	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
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 <sup>c</sup>	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 <sup>c</sup>	At-Large	Business - Berlin	*09-10-14-18-22-26
Roxane Rounds	Dist. 2 - Purnell	Resident - Berlin	*14-15-19-23-27

**Prior Members:**

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

**Since 2009**

Joe Cavilla (12-17)  
 James N. Mathias, Jr.<sup>c</sup> (09-18)  
 Ron Taylor<sup>c</sup> (09-14)  
 James Rosenberg (09-19)  
 Rod Murray<sup>c</sup> (\*09-19)  
 Gary Weber (\*19-21)

Charlie Dorman (12-19)  
 Gee Williams (09-21)

\* = Appointed to fill an unexpired term/initial terms staggered  
<sup>c</sup> = Charter Member



## LOWER SHORE WORKFORCE DEVELOPMENT BOARD (Previously Private Industry Council Board - PIC)

Reference: Workforce Innovation and Opportunity Act of 2014, Section 107

Appointed by: County Commissioners

Functions: Advisory/Regulatory  
Provide education and job training opportunities to eligible adults, youth and dislocated workers who are residents of Somerset, Wicomico and Worcester counties.

Number/Term: 26 - 5 Worcester County, 11 At-Large (by Tri-County Council), 10 Other  
2, 3 or 4-year terms; Terms expire September 30

Compensation: None

Meetings: Quarterly (March, June, September, December) on the 2<sup>nd</sup> Wednesday

Special Provisions: Board must be at least 51% business membership.  
Chair must be a businessperson

Staff Contact: Lower Shore Workforce Alliance  
Johanna Allen – LSWA Administrative Assistant (410-341-3835, ext. 2502)  
American Job Center, 31901 Tri-County Way, Suite 215, Salisbury, MD 21804

Current Members (Worcester County - also members from Wicomico, Somerset and Tri-County Council):

<u>Name</u>	<u>Resides/Agency</u>	<u>Term</u>	<u>Representing</u>
Jason Cunha	Pocomoke	*16-19, 19-23	Business Rep.
Walter Maizel	Bishopville	*12-20, 20 -24	Private Business Rep.
Whitney Palmer	Berlin	*20-24	Business Rep.
Robert "Bo" Duke	Ocean City	*17-21, 21-25	Business Rep.
Alicia Warren	Berlin	22-26	Business/Healthcare Ind.

Prior Members: Since

Baine Yates	Heidi Kelley (07-08)
Charles Nicholson (98-00)	Bruce Morrison (05-08)
Gene Theroux (97-00)	Margaret Dennis (08-12)
Jackie Gordon (98-00)	Ted Doukas (03-13)
Caren French (97-01)	Diana Nolte (06-14)
Jack Smith (97-01)	John Ostrander (07-15)
Linda Busick (98-02)	Craig Davis (13-17)
Edward Lee (97-03)	Donna Weaver (08-17)
Joe Mangini (97-03)	Geoffrey Failla (15-18)
Linda Wright (99-04)	Melanie Pursel (18-*20)
Kaye Holloway (95-04)	Ivy Wells (20-21)(21-public appt.)
Joanne Lusby (00-05)	
William Greenwood (97-06)	
Gabriel Purnell (04-07)	
Walter Kissel (03-07)	

## RECREATION ADVISORY BOARD

Reference: County Commissioners' Action 6/13/72 and Resolution of 12/27/83 and Resolution 97-51 of 12/23/97 and Resolution 03-6 of 2/18/03

Appointed by: County Commissioners

Function: Advisory  
Provide the County with advice and suggestions concerning the recreation needs of the County and recommendations regarding current programs and activities offered.  
Review and comment on proposed annual Recreation Department budget.

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

Compensation: \$100 per meeting expense allowance, subject to funding

Meetings: At least quarterly, more frequently as necessary

Special Provisions: One member nominated by each County Commissioner

Staff Support: Recreation and Parks Department - Lisa Gebhardt (410) 632-2144

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Joseph Stigler	D-4, Elder	Snow Hill	*21-23
Mike Hooks	D-1, Abbott	Pocomoke	12-16-20, 20-24
Missy Denault	D-5, Bertino	Berlin	*15-16-20, 20-24
William Gabeler	D-6, Bunting	Ocean Pines	21-25
Norman Bunting, Jr.	D-3, Church	Berlin	*16-17-21-25
Alvin Handy	D-2, Purnell	Ocean City	06-10-14-18-22-26
John Gehrig	D-7, Mitrecic	Ocean City	14-18-22-26

Prior Members: Since 1972

Howard Taylor	Cyrus Teter	Gregory Purnell (83-96)	Sonya Bounds (12-15)
Arthur Shockley	Warren Mitchell	Vernon Redden, Jr. (83-98)	Burton Anderson (05-15)
Rev. Ray Holsey	Edith Barnes	Richard Ramsay (93-98)	William Regan (02-16)
William Tingle	Glen Phillips	Mike Daisy (98-99)	Shawn Johnson (15-19)
Mace Foxwell	Gerald Long	Cam Bunting (95-00)	Devin Bataille (19-20)
Nelson Townsend	Lou Ann Garton	Charlie Jones (98-03)	Chris Klebe (*11-21)
J.D. Townsend	Milton Warren	Rick Morris (03-05)	
Robert Miller	Ann Hale	Gregory Purnell (97-06)	
Jon Stripling	Claude Hall, Jr.	George "Eddie" Young (99-08)	
Hinson Finney	Vernon Davis	Barbara Kissel (00-09)	
John D. Smack, Sr.	Rick Morris	Alfred Harrison (92-10)	
Richard Street	Joe Lieb	Janet Rosensteel (09-10)	
Ben Nelson	Donald Shockley	Tim Cadotte (02-12)	
Shirley Truitt	Fulton Holland (93-95)	Craig Glover (08-12)	
		Joe Mitrecic (10-14)	

\* = 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 <sup>C</sup>	Bay Vista I	05-10-14-18, 18-22 (deceased)
Joseph Weitzell	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
Matthew Kraeuter	Ocean Reef	*19-22, 23-27

**Prior Members: (Since 2005)**

John Pinnero <sup>C</sup> (05-06)	Carol Ann Beres (14-18)
Brandon Phillips <sup>C</sup> (05-06)	Bob Hunt (*06-19)
William Bradshaw <sup>C</sup> (05-08)	
Buddy Jones (06-08)	
Lee Trice <sup>C</sup> (05-10)	
W. Charles Friesen <sup>C</sup> (05-13)	
Alma Seidel (08-14)	
Gerri Moler (08-16)	
Mary Martinez (16-18)	

<sup>C</sup> = 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<sup>c</sup> (93-96)                      Andrew Delcorro (\*14-19)

John Mick<sup>c</sup> (93-95)

Frank Gunion<sup>c</sup> (93-96)

Carolyn Cummins (95-99)

Roger Horth (96-04)

Whaley Brittingham<sup>c</sup> (93-13)

Ralph Giove<sup>c</sup> (93-14)

Chris Smack (04-14)

## COMMISSION FOR WOMEN

Reference: Public Local Law CG 6-101

Appointed by: County Commissioners

Function: Advisory

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

Compensation: None

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

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

Contact: 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, Abbott	Pocomoke City	17-20, 20-23
Susan Childs	D-6, Bunting	Berlin	21-24(Resigned)
Terri Shockley	At-Large	Snow Hill	17-20, 20-23
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
Laura Morrison	At-Large	Pocomoke	*19-20-23-26
Crystal Bell, MPA	Health Department		*22-23-26
Judith Giffin	D-5, Bertino	Ocean Pines	*22-23-26
Jeanine Jersheid	Public Safety – Sheriff’s Office		23-26

**Prior Members: Since 1995**

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

\* = Appointed to fill an unexpired term

<sup>c</sup> = Charter member

## 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>
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
Don Furbay	D-3, Fiori	Ocean City	23-26

**Prior Members:** (Since 1972)

Robert B. Jackson	Marion Marshall (90-96)	James E. Clubb, Jr. (06-11)
Ruth Spinak	Madison Bunting (90-96)	Joe Fehrer, Jr. (06-12)
Merrill Lockfaw	Howard "Buzz" Taylor (97-98)	Beth Gismondi (96-14)
Winnie Williams	Edward Bounds (90-99)	Bill Bruning (12-15)
Randolph F. Wilkerson	Marion Butler, Sr. (96-99)	Robert L. Cowger, Jr. (10-16)
Cashar J. Hickman	Dwight Campbell (95-00)	Rodney C. Belmont (07-17)
E. Paige Boston	Larry Widgeon (94-00)	Larry Duffy (*17-19)
Elbridge Murray	Robert Ewell (95-01)	Glen Irwin (14-20)
Gary McCabe	Lester Shockley (99-02)	James Purnell (19-22)
Harley Day	Robert Mitchell (02-05)	David Dypsky(*11-23)
Charles Lynch	Janice Foley (99-05)	
Dwight E. Campbell	Richard Outten (00-06)	
T. Clay Groton	Doug Parks (00-06)	
Albert Berger	Brian Roberts (06)	
Clifford Dypsky	Dale Smack (01-06)	
Donald Jones	Lou Taylor (05-08)	
George Ward, Jr. (92-95)	Jerre F. Clauss (98-10)	
Doris Glover (91-95)	Mike Diffendal (08-10)	

\* = Appointed to fill an unexpired term



Worcester County Administration

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

**MEMORANDUM**

TO: *The Salisbury Daily Times* and *The Ocean City Today Group*  
FROM: Candace Savage, Deputy Chief Administrative Officer  
DATE: October 27, 2023  
SUBJECT: Worcester County Requested Capital Improvement Plan for FY 2025 through FY 2029

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Please print the attached notice as a display ad at the legal advertising rates per our agreement in *The Salisbury Daily Times* and *Ocean City Digest/Ocean City Today* on November 17, 2023 and November 24, 2023. Please make the advertisement approximately 3 columns wide with a prominent border and place the ad in a part of the newspaper other than the legal ads. Thank you.

**Notice of Public Hearing  
REQUESTED Five-Year Capital Improvement Plan  
FY 2025 through FY 2029  
Worcester County, Maryland**

The Worcester County Commissioners will conduct a public hearing on the REQUESTED Five-Year Capital Improvement Plan (CIP) for fiscal year (FY) 2025 through FY2029. The CIP is a planning document the County will use in preparing future operating budgets, to anticipate future financial needs of the County and to identify possible funding resources. Inclusion of a project in the CIP does not constitute a guarantee of funding from the County. Some capital projects will be added, deleted and/or amended as necessary. As with the Operating Budget, the projects for each fund have to be balanced with the resources available in that fund. Copies of the Worcester County REQUESTED Capital Improvement Plan for FY2025 through FY2029 summary may be obtained online at [www.co.worcester.md.us](http://www.co.worcester.md.us). For additional information, please contact the County Administration Office at (410) 632-1194.

The public hearing will be held on:

**Tuesday, December 5, 2023  
at 10:30 a.m.**  
in the  
County Commissioners Meeting Room  
Room 1101 - Government Center  
One West Market Street  
Snow Hill, Maryland 21863



Worcester County Administration

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

TO: Weston Young, Chief Administrative Officer  
Candace Savage, Deputy Chief Administrative Officer  
FROM: Lynn Wright, Senior Budget Accountant  
DATE: November 27, 2023  
RE: "Requested" Capital Improvement Plan FY2025 through FY2029

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The updated Requested Fiscal Year 2025 through Fiscal Year 2029 Five-Year Capital Improvement Plan is attached. Buckingham Elementary School project has been updated after the Board of Education approved their CIP. No other changes have been made to the Requested CIP.

The Requested Plan Summary by Category indicates projects totaling \$219,083,887 are requested over the five-year period. Of these projects, \$40,183,847 or 18% is proposed to come from the Assigned Funds and \$127,728,547 or 58% from General Bond Funds. The remaining portion would come from grant funds, state matching funds, state loans, user fees and enterprise bonds.

Please assess the requests for FY2025 to note if there are items in the plan that the County should further review. The FY2025 Assigned Funds request is \$17,583,779 or 40% of the capital outlay and General Bonds total is \$3,385,908 or 8% of the capital outlay. The Bond Rating Agencies look closely at the Capital Improvement Plan as a financial planning tool for the County.

Attachments



# Worcester County

Requested

5 Year Capital Improvement Plan  
FY 2025 to FY 2029



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

December 5, 2023

REQUESTED PLAN SUMMARY BY CATEGORY

12/5/2023

WORCESTER COUNTY  
 FIVE YEAR CAPITAL IMPROVEMENT PLAN  
 FY 2025 TO FY 2029 PROJECT SUMMARY

Project Category	2025	2026	2027	2028	2029	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete *	Total Project Cost
General Government	11,995,000	2,030,000	1,000,000	1,000,000	1,000,000	17,025,000	7.77%	50,000	0	17,075,000
Public Safety	6,512,540	2,836,052	14,883,523	28,922,323	0	53,154,438	24.26%	11,897,919	0	65,052,357
Public Works	8,355,000	3,180,000	7,950,000	8,000,000	0	27,485,000	12.55%	0	0	27,485,000
Recreation & Parks and Natural Resources	11,191,000	0	0	0	0	11,191,000	5.11%	1,260,000	0	12,451,000
Public Schools	5,350,640	2,949,208	17,966,888	49,218,041	31,134,297	106,619,074	48.67%	955,000	58,958,564	166,532,638
Community College	0	0	0	171,875	3,437,500	3,609,375	1.65%	0	171,875	3,781,250
<b>TOTAL</b>	<b>43,404,180</b>	<b>10,995,260</b>	<b>41,800,411</b>	<b>87,312,239</b>	<b>35,571,797</b>	<b>219,083,887</b>	<b>100.00%</b>	<b>14,162,919</b>	<b>59,130,439</b>	<b>292,377,245</b>

Source of Funds	2025	2026	2027	2028	2029	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete	Total Project Cost
General Fund	0	0	0	0	0	0	0.00%	0	0	0
User Fees	250,000	100,000	100,000	0	0	450,000	0.21%	0	0	450,000
Grant Funds	16,847,312	3,230,000	1,250,000	6,900,000	0	28,227,312	12.88%	0	41,670,564	69,897,876
State Match	3,137,181	1,030,000	5,399,000	3,028,000	0	12,594,181	5.75%	0	17,288,000	29,882,181
State Loan	2,200,000	0	0	0	0	2,200,000	1.00%	0	0	2,200,000
Assigned Funds	17,583,779	6,635,260	4,717,288	5,839,362	5,408,158	40,183,847	18.34%	3,482,249	171,875	43,837,971
Private Donation	0	0	0	0	0	0	0.00%	0	0	0
Enterprise Bonds	0	0	6,600,000	1,100,000	0	7,700,000	3.51%	0	0	7,700,000
General Bonds	3,385,908	0	11,223,920	42,296,918	30,163,639	87,070,385	39.74%	10,680,670	0	97,751,055
General Bonds (Re-paid through VLT)	0	0	12,510,203	28,147,959	0	40,658,162	18.56%	0	0	40,658,162
<b>TOTAL</b>	<b>43,404,180</b>	<b>10,995,260</b>	<b>41,800,411</b>	<b>87,312,239</b>	<b>35,571,797</b>	<b>219,083,887</b>	<b>100.00%</b>	<b>14,162,919</b>	<b>59,130,439</b>	<b>292,377,245</b>

\* Balance to Complete - Years FY2030 and future

FY 2025 TO FY 2029 SUMMARY BY PROJECT  
REQUESTED

12/5/2023

WORCESTER COUNTY  
FIVE YEAR CAPITAL IMPROVEMENT PLAN

	FY2025	FY2026	FY2027	FY2028	FY2029	Prior Allocation	Balance To Complete	TOTAL
<b>General Government Facilities</b>								
Broadband Infrastructure	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000			5,000,000
New Pocumoke Library	8,000,000	1,030,000						9,030,000
Snow Hill Library Building Improvements	2,545,000							2,545,000
Isle of Wight Building Renovation	450,000					50,000		500,000
<b>Total General Government Facilities</b>	<b>11,995,000</b>	<b>2,030,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>50,000</b>	<b>0</b>	<b>17,075,000</b>
<b>Public Safety</b>								
Worcester County Jail Improvement Project	275,000					11,740,419		12,015,419
Public Safety Logistical Storage Facility	3,150,000					157,500		3,307,500
Fire Training Tower	1,700,000							1,700,000
Outdoor Warning Siren System	1,300,000							1,300,000
State's Attorney Building Addition	87,540	2,731,052	2,373,320	774,364				5,966,276
Public Safety Building		105,000	12,510,203	28,147,959				40,763,162
<b>Total Public Safety</b>	<b>6,512,540</b>	<b>2,836,052</b>	<b>14,883,523</b>	<b>28,922,323</b>	<b>0</b>	<b>11,897,919</b>	<b>0</b>	<b>65,052,357</b>
<b>Public Works</b>								
Roads- Cove Landing Road Cross Road Pipes	70,000	350,000						420,000
Roads- Gradall	535,000							535,000
Roads - Utility Pole Relocation	350,000							350,000
<b>Water Wastewater</b>								
Riddle Farm WWTP Bypass to OP WWTP	1,050,000							1,050,000
Riddle Farm WWTP Rehabilitation	1,700,000							1,700,000
Mystic Harbour Solids Handling & Storage Building	4,400,000							4,400,000
Ocean Pines WWTP Lagoon Expansion	250,000							250,000
Riddle Farm Water Tower Rehabilitation, Painting & Lowering		650,000						650,000
Mystic Harbour WTP Rehabilitation		1,400,000						1,400,000
Landings Water Tower Rehabilitation		580,000						580,000
Assateague Point WWTP Replacement Liner		100,000	600,000					700,000
River Run Sewer Interconnection to Ocean Pines		100,000	1,100,000					1,200,000
Mystic Harbour Effluent Connection to Riddle Farm Lagoon			6,000,000					6,000,000
River Run Replacement Liner			100,000	1,100,000				1,200,000
Newark WTP Rehabilitation			150,000	2,850,000				3,000,000
Mystic Harbour Effluent Disposal Expansion				2,100,000				2,100,000
Mystic Harbor Water to Riddle Farm				1,950,000				1,950,000
<b>Total Public Works</b>	<b>8,355,000</b>	<b>3,180,000</b>	<b>7,950,000</b>	<b>8,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27,485,000</b>

# ITEM 12

**FY 2025 TO FY 2029 SUMMARY BY PROJECT  
REQUESTED**

12/5/2023

**WORCESTER COUNTY  
FIVE YEAR CAPITAL IMPROVEMENT PLAN**

	FY2025	FY2026	FY2027	FY2028	FY2029	Prior Allocation	Balance To Complete	TOTAL
<b>Recreation &amp; Parks and Natural Resources</b>								
Recreation Center - HVAC Replacement	126,000					1,260,000		1,386,000
Ocean City Inlet and Harbor Navigation Improvement	11,065,000							11,065,000
<b>Total Recreation &amp; Parks</b>	<b>11,191,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,260,000</b>	<b>0</b>	<b>12,451,000</b>
<b>Public Schools</b>								
Snow Hill Middle/Cedar Chapel School - Roof Replacement	4,164,000					80,000		4,244,000
Pocomoke Elementary School - Roof Replacement	100,000	2,143,000						2,243,000
Buckingham Elementary Replacement School	1,086,640	363,800	16,562,920	29,470,880	7,492,760	875,000		55,852,000
New Central Office Building		442,408	1,001,738	12,826,038	22,670,879			36,941,063
Worcester Technical High School - Roof Replacement			120,000	6,114,000				6,234,000
Snow Hill Elementary Replacement School			282,230	807,123	970,658		58,958,564	61,018,575
<b>Total Public Schools</b>	<b>5,350,640</b>	<b>2,949,208</b>	<b>17,966,888</b>	<b>49,218,041</b>	<b>31,134,297</b>	<b>955,000</b>	<b>58,958,564</b>	<b>166,532,638</b>
<b>Wor-Wic Community College</b>								
Wor-Wic Student Success and Wellness Center				171,875	3,437,500		171,875	3,781,250
<b>Total Wor-Wic</b>		<b>0</b>	<b>0</b>	<b>171,875</b>	<b>3,437,500</b>	<b>0</b>	<b>171,875</b>	<b>3,781,250</b>
<b>CAPITAL PROJECT SUMMARY - BY SOURCE OF FUNDS</b>								
	FY2025	FY2026	FY2027	FY2028	FY2029	Prior Allocation	Balance to Complete	TOTAL
General Fund								0
User Fees	250,000	100,000	100,000					450,000
Grant Funds	16,847,312	3,230,000	1,250,000	6,900,000			41,670,564	69,897,876
State Match	3,137,181	1,030,000	5,399,000	3,028,000			17,288,000	29,882,181
State Loan	2,200,000							2,200,000
Assigned Funds	17,583,779	6,635,260	4,717,288	5,839,362	5,408,158	3,482,249	171,875	43,837,971
Private Donation								0
Enterprise Bonds			6,600,000	1,100,000				7,700,000
General Bonds	3,385,908		11,223,920	42,296,918	30,163,639	10,680,670		97,751,055
General Bonds (Debt Service to be paid through Video Lottery Funds)			12,510,203	28,147,959				40,658,162
								0
<b>TOTAL</b>	<b>43,404,180</b>	<b>10,995,260</b>	<b>41,800,411</b>	<b>87,312,239</b>	<b>35,571,797</b>	<b>14,162,919</b>	<b>59,130,439</b>	<b>292,377,245</b>

## CIP Project Name: Broadband Infrastructure

**Project Director (Name & Title):** Brian Jones, Director of IT

**Phone Number:** 410-632-9301

**Project Summary and Purpose:** To support the expansion of broadband infrastructure county-wide.

**Project Location:** Worcester County unserved areas.

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** There could possibly be more grant funds available in the future. We continue to monitor grant availability. Most grants do require a match based on a percentage.

**Is there a Federal or State mandate related to this project? If so, please elaborate:** No.

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** Not at this point

**What is the useful life of the asset/project?** Fiber has a 20-45 year shelf life depending on it being buried in innerduct or aerial. Once the fiber is installed and the computer hardware is purchased it will become the service providers (ISP) responsibility to replace and upgrade as needed.

**Will this project generate revenue?** The availability of broadband will increase property values and add equity to home owners as well as provide Economic Development to areas that don't already have adequate services.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000			5,000,000
Equipment/Furnishings								0
Other - Please Specify								0

<b>TOTAL</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>5,000,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000			5,000,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0

<b>TOTAL</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>5,000,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Broadband Infrastructure**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

We have a feasibility study that determines the scope of the project. The scope was conducted by residential testing for broadband speeds available in respective neighborhoods. Data was collected and sent to CTC Consulting for their review and reporting.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

This would allow all residents in unserved areas of the county to have broadband access. This will also help drive down the costs for those in the county already served. Having broadband in rural areas will increase property value and add equity home owners as well as add value to Economic Development. Delaying this progress will mean rising costs for hardware, fiber and labor as we have seen since other rural broadband projects started.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

We used the consultant of CTC to complete a feasibility study for Worcester County. The study was done a few years ago, prior to the pandemic. It was estimated to cost 52 to 54 million dollars for the entire project. As of 2/10/2022 the estimated costs jumped to 74 million dollars to complete. The cost per mile is estimated between \$36 to \$87 thousand per mile. This is dependent on road condition, population of the area and aerial verses in-ground cabling. The CTC original study can be found on the county internet site.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

Timing is always a huge factor in this project as the costs and availability for fiber is constantly changing. The costs to produce and manufacture is on the rise while availability is shrinking. No special timing concerns other than overall costs.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Since the wide spread of the pandemic, the ability to telework or virtual school from home and telehealth/telemedicine has had a huge impact for citizens without broadband capabilities. We want to expand broadband countywide. This is a growing concern of many residents that need the ability to work from home. The pandemic has changed the way residents work and or educate.

## CIP Project Name: New Pocomoke Library

**Project Director (Name & Title):** Jennifer Ranck, Library Director

**Phone Number:** 410-632-2600

**Project Summary and Purpose:** To replace the current 53-year old faculty with a new, larger building

**Project Location:** 307 Market Street, Pocomoke, MD 21851

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** Yes, the Public Library Capital Grant program is available and administered through the Maryland State Library agency. The Library has submitted a grant for funding in FY 25. The project will span two fiscal years and the library will apply for additional funding in FY 26. Grants are due at the end of May. In addition, the Library Foundation will try to raise funds to help with furnishings and materials.

**Is there a Federal or State mandate related to this project? If so, please elaborate:** Yes, the Public Library Capital Grant is available and administered through the Maryland State Library agency. The Library has submitted a grant for funding in FY 25.

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** The library will need to hire two additional part-time employees. We anticipate operating costs to go down with improved building systems.

**What is the useful life of the asset/project?** A new building is likely to last another 50 years.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	75,000	30,000						105,000
Land Acquisition								0
Site Work	275,000							275,000
Construction	7,500,000	500,000						8,000,000
Equipment/Furnishings		500,000						500,000
Other - Please Specify (permitted)	150,000							150,000
<b>TOTAL</b>	<b>8,000,000</b>	<b>1,030,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,030,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds	4,000,000	500,000						4,500,000
State Match								0
State Loan								0
Assigned Funds	4,000,000	530,000						4,530,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>8,000,000</b>	<b>1,030,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,030,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	521,884	43,769	43,769	43,769			653,191
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## **CIP Project Name: New Pocomoke Library**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

Worcester County Library completed a Facilities Master Plan in 2013. The Berlin Branch Library replacement project was identified as the first priority; building improvements to the Pocomoke Branch Library were identified as the second priority. The Pocomoke Branch opened in 1970 with an addition constructed in 2004. The addition provided much needed space but much of the library's furniture and shelving was re-used and many of building systems are in need of replacement. This project will address the following problems: 1) the lack of flexible space for collaborative work for patrons and staff; 2) the need for upgraded electrical and data systems; 3) the need for upgraded heating, ventilation, air conditioning and lighting; 4) roof and window replacement; and 5) accessibility issues. In September 2021, Worcester County Commissioners signed an agreement with the City of Pocomoke to use a downtown site for the new library, if a Strategic Demolition grant is successful. Unfortunately the grant was not successful and as requested in last year's CIP, the library would like to move forward with plans for a new branch on the current site, Market Street.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

The residents and visitors to Pocomoke City and the surrounding areas will benefit from this project. Many of the building's systems are nearing the "end of useful life" and a new facility will help maintain proper temperatures, improve lighting, and reduce the library's overall energy use. New flooring and furnishings will improve overall functionality and enable the library to reallocate collection space, create a dedicated young adult space, reconfigure staff area, and revise public service desk. Adjacent to the children's area, the lack of separation limits the use of the YA section. Due to space and wiring constraints, the library's 3D printer is housed on the other side of the building. Lack of programming space within the collection spaces limit the kinds of programs and equipment that the library can offer. The branch is often the recipient of discarded furniture. The mix of hodgepodge shelving negatively affects the overall character and layout of the branch. Library staff are continually weeding and shifting collections due to lack of space. The library would like to purchase additional non-fiction picture books for the Children's area to support Common Core curriculum and school readiness but there is no room to expand library collections. Dated HVAC equipment continues to fail. The circulation desk is crowded and there is little room to store held items and interlibrary loan materials for customers. The staff office and staff kitchen also serve as storage spaces. Many library operations must take place at the circulation desk in between assisting customers and checking out materials. The circulation desk is not accessible for those in wheelchairs and obstructs flow for all users. A more welcoming desk would improve the patron experience. A new building will enable the library to create inspiring and defined spaces that will facilitate greater and higher quality use by its visitors. The addition of quiet study and the possibility of a small conference room will expand the types of activities that can take place in the library. Additional places for visitors to plug in their own devices will enable users to research, complete online classes, and communicate in a more comfortable setting. New shelving will allow for the print collections to be displayed in a functional manner and easier to access by all patrons. The library will increase aisle widths to 42" to meet ADA preferred guidelines. The projected increase for library use is 15%. A well-designed staff area will increase productivity and staff morale. Efficient electrical and data communications systems will modernize technology for now and future reconfiguration. The library will also strive to minimize its environmental footprint and will explore the opportunities to use sustainable building materials, incorporate natural light to reduce energy costs, and other design elements that are cost effective and environmentally friendly. The library is central to the Pocomoke community and serves as the cultural and learning center. The space will support modern usage and technology and enable the library to meet the needs of the current and evolving community.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

The most recent cost estimate was developed by Whiting Turner in August 2023, currently construction cost is \$593/SF. Demolition



## **CIP Project Name: New Pocomoke Library**

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costs are estimated to be an additional \$274,500.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

This project was first requested in FY 2019 and several options for facility upgrades and other locations have been discussed. An alternative downtown Pocomoke site was considered in Spring 2020 but upon further evaluation the location was not viable. The library apply for construction funding through the Public Library Capital Grant program in FY 24, but the grant did not move forward due to the location change. The Library has submitted a grant request for FY 25.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

The Pocomoke library is over 50 years and some building systems are at the end of their life cycle. Building improvements should

## **CIP Project Name: Snow Hill Library Building Improvements**

**Project Director (Name & Title):** Jennifer Ranck, Library Director

**Phone Number:** 410-632-2600

**Project Summary and Purpose:** Replace HVAC system and make energy improvements to plumbing and lighting systems

**Project Location:** 307 N. Washington Street, Snow Hill, Maryland 21863

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

Funding is available through the Public Library Capital Grant program administered by the Maryland State Library. The total grant funding available is \$7.5 million is available for all 24 jurisdictions, and the library has requested funds for the Pocomoke library.

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

No, not that the Library is aware of.

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** No impact to personnel; operating and maintenance costs should decrease with more efficient equipment

**What is the useful life of the asset/project?** Equipment replacement should last 20-25 years.

**Will this project generate revenue?** The library generates very little revenue (book replacement and copy funds mainly).

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	2,545,000							2,545,000
Equipment/Furnishings								0
Other - Please Specify								0

<b>TOTAL</b>	<b>2,545,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,545,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	2,545,000							2,545,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0

<b>TOTAL</b>	<b>2,545,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,545,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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Complete the following questions.

## **CIP Project Name: Snow Hill Library Building Improvements**

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### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

Worcester County Library completed a Facilities Master Plan in 2013. Building improvements to the Snow Hill Branch Library were identified as the third priority after the Berlin Branch Library replacement project and building improvements to the Pocomoke Branch Library. The Snow Hill branch was built in 1974 and is in good shape architecturally but the building's mechanical systems are in need of replacement. Some of the lighting has been upgraded, but improvements are needed in the staff areas and meeting room. The building's plumbing, including domestic water heater and restroom fixtures, need to be upgraded as well. A new Facility Plan was completed in FY 23 and similar building deficiencies were noted.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

The residents and visitors to Snow Hill and the surrounding areas will benefit from this project. The Snow Hill branch houses the library's Worcester Room which contains the local history collection and includes some unique and one-of-a-kind items. Replacing the HVAC will help maintain proper climate to help preserve those items. Improvements made to the lighting and plumbing will reduce the library's overall energy use.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

In May 2023, GIPE Engineering completed a Mechanical, Electrical, Plumbing, and Fire Protection Feasibility Study. The Study will be attached to the CIP request.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

This project was first submitted in FY 2019, and has been requested for approval in the FY 2024 budget. Currently there is \$800,000 allocated for the project. The Library needs help to determine how to phase the project. The timing of this project has been delayed due to the priority of the Pocomoke library project.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

This project is necessary but not time critical; although the age of the building equipment is a concern. Building improvements should lower ongoing operating costs. Delays will of course increase the cost of the project. In addition, the library shelving is approaching 50 years old and is starting to wear. The Branch has a fund for new shelving but we have delayed ordering because

## CIP Project Name: Isle of Wight Building Renovation

**Project Director (Name & Title):** Public Works

**Phone Number:**

**Project Summary and Purpose:** Renovation and repair at the Isle of Wight facility to improve the space needed for the Treasurers and Health Department employees and the public served. Interior office spaces have remained unchanged since the building was constructed in 1971. The facility needs to be reconfigured to provide usable space to staff working at that location.

**Project Location:** Isle of Wight Service Building

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

**Is there a Federal or State mandate related to this project? If so, please elaborate:** No

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** This would make the space more efficient.

**What is the useful life of the asset/project?** 20 to 30 years

**Will this project generate revenue?** No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design						50,000		50,000
Land Acquisition								0
Site Work								0
Construction	400,000							400,000
Equipment/Furnishings	50,000							50,000
Other - Please Specify								0
<b>TOTAL</b>	<b>450,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>500,000</b>

<b>SOURCES OF FUNDS</b>	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	450,000					50,000		500,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>450,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>500,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Isle of Wight Building Renovation**

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Complete the following questions.

### Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

### County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

### Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

### CIP Timing.

If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

### Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

**CIP Project Name: Worcester County Jail Improvements Phase 2**

**Project Director (Name & Title):**Fulton Holland, Warden: William Bradshaw P.E., County Engineer

**Phone Number:**410-632-1300:410-632-1200 x1150

**Project Summary and Purpose:** This project includes replacement of heating and ventilating equipment and ductwork, controls, fire alarms and electrical for the 1980's original housing units and 1988 work release addition housing unit. Also included is HVAC equipment for corridors and office areas in the 1980 and 1988 building areas and multipurpose rooms. This project includes roof replacement/repair for the original building. Maintenance and replacement of exterior steel coatings, kitchen doors, lighting in renovated areas, building controls and shower enclosures in the 1980/1988 areas are also included.

This project improves the 40 year old building sections heating, ventilating, and air conditioning equipment and will mitigate future outages and disruptions due to leaks and equipment failure. Construction began on this project in the Fall 2022 and is currently 50% complete.

**Project Location:** Worcester County Jail, 5022 Joyner Road Snow Hill, MD

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** There are no grant funds included in the project. Bonds and general fund are the source for this project since planning began in 2020.

**Is there a Federal or State mandate related to this project? If so, please elaborate:** There are no mandates to complete this project.

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** The project does not increase personnel. The project does provide for energy costs savings as a result of more efficient equipment and LED lighting installation estimated at \$40,000 per year. In addition, the Delmarva Energy Efficiency program is pre-approved for a \$35,000 incentive to be paid at the end of the project.

**What is the useful life of the asset/project?** 20 years

**Will this project generate revenue?** No the project does not produce revenue.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design						582,000		582,000
Land Acquisition								0
Site Work								0
Construction	275,000					11,058,670		11,333,670
Equipment/Furnishings								0
Other - Please Specify						99,749		99,749

<b>TOTAL</b>	<b>275,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,740,419</b>	<b>0</b>	<b>12,015,419</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds						1,059,749		1,059,749
Private Donation								0
Enterprise Bonds								0
General Bonds	275,000					10,680,670		10,955,670
Other - Please Specify								0

<b>TOTAL</b>	<b>275,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,740,419</b>	<b>0</b>	<b>12,015,419</b>
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<b>PROJECTED OPERATING IMPACTS</b>								
	(66,992)	(32,000)	(32,000)	(32,000)	(32,000)		0	(194,992)

## **CIP Project Name: Worcester County Jail Improvements Phase 2**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

The project scope was determined by the HVAC and supporting Electrical Engineering Study/Feasibility Analysis completed by Gipe Associates. Equipment failures during the winter 2016-2017 escalated the need for replacement of critical equipment based on operational priority and completed as phase 1 previously. The remaining improvements are generally designed to replace 40 year old equipment, improve building conditions including ventilation and space conditioning in select areas. Phase 2 also includes roof repairs and replacement of the original facility, painting of outdoor steel security enclosures, building control replacement/upgrades, and select replacement of interior doors and shower areas.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

The County improves reliability by replacing 40 year old systems with a newer, more efficient systems. The occupants benefit by improving building ventilation and conditioning.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Base estimate is per Gipe Engineering - attached. Construction is awarded to Bancroft Construction (December 2022) and cash flows represent the current project schedule (as of August 2023) - attached. Based on construction cash flow the 2025 cash flow is increased \$100,000. Prior allocation has decreased \$100,000 for the same overall project total budget.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

There are no requested changes at this time. This project is planned to be substantially complete by July 2024. There is some risk that final payments extend beyond July 2024.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

**CIP Operating Impact Projections**

**Project: Worcester County Jail Improvements Phase 2**

**Department & Signature of Department Head: Warden Fulton Holland**

Personnel Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						0
						0
						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						
<b>New Positions Salary &amp; Benefits TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Operating Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Utilities	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(200,000)
Telephone						0
Custodial						0
Cleaning						0
Maintenance Repairs	7,500	7,500	7,500	7,500	7,500	37,500
Refuse						0
Fire/Security Alarm						0
Internet						0
Vehicle Expense						0
Other (Estimate of additional building insurance ba	500	500	500	500	500	2,500
Delmarva Power Energy Program Incentive Payme	(34,992)					(34,992)
						0
						0
<b>EXPENDITURES</b>						
<b>Operating TOTAL</b>	<b>(66,992)</b>	<b>(32,000)</b>	<b>(32,000)</b>	<b>(32,000)</b>	<b>(32,000)</b>	<b>(194,992)</b>



# ITEM 12

**Project: Worcester County Jail Improvements Phase 2**

Capital Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						
<b>Capital TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES</b>						
<b>Project Revenue TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PROJECTED OPERATING IMPACTS</b>	<b>(66,992)</b>	<b>(32,000)</b>	<b>(32,000)</b>	<b>(32,000)</b>	<b>(32,000)</b>	<b>(194,992)</b>

## Project: Worcester County Jail Improvements Phase 2

Complete the following questions.

### Operating Impacts

#### Employee positions.

Does the project increase or reduce the number of employees needed? How many positions would be affected? Are the positions full-time, part-time, contractual, grant-funded, enterprise funded? What is the projected cost (savings) of the employees? Are there benefit costs for additional full-time or part-time employees? Benefit cost should be calculated by using the full time 46.54% or for part time 21.58%. No additional employees.

#### Utility costs.

Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs. Estimated to reduce utility costs \$40,000 per year beginning FY 25.

#### Maintenance costs.

Does the project increase or reduce internal maintenance costs or maintenance agreements with outside vendors? Some costs to consider are custodial services, ball field maintenance, road maintenance and general preventative maintenance.

Maintenance costs are estimated to increase by \$7,500 due to additional filtration and freeze protection systems beginning FY 25.

#### Insurance costs.

Does the project increase insurance costs? You should consider liability, property and vehicle insurance.

Based on the value of the improvements the facility insurance costs will increase. Estimate increase \$500 per year.

#### Telecommunications.

Consider the potential need of telephones, copiers, and computers and hardware. List them below. None additional.

#### Furniture, equipment or capital outlay.

Does the project increase or reduce the need for furniture and equipment or other capital outlay items? Is the increase or savings on-going or one-time? No.



# Project Monthly Status Report

# ITEM 12

Project: CWCM0001 - WC Detention Center Ph2

Month Ending: 7/31/2023

Report Date: 08/11/2023

Date	Current/Actual Projected	
	Monthly	Running
1/31/2022		\$0
3/31/2022	\$115,000	\$115,000
4/30/2022	\$5,000	\$120,000
5/31/2022	\$179,000	\$299,000
6/30/2022	\$70,000	\$369,000
7/31/2022	\$152,500	\$521,500
8/31/2022	\$611,000	\$1,132,500
9/30/2022	\$73,515	\$1,206,015
10/31/2022	\$995,500	\$2,201,515
11/30/2022	\$875,000	\$3,076,515
12/31/2022	\$654,000	\$3,730,515
1/31/2023	\$277,000	\$4,007,515
2/28/2023	\$483,000	\$4,490,515
3/31/2023	\$842,000	\$5,332,515
4/30/2023	\$345,500	\$5,678,015
5/31/2023	\$295,006	\$5,973,021
6/30/2023	\$349,000	\$6,322,021
7/31/2023	\$466,500	\$6,788,521
8/31/2023	\$445,800	\$7,234,321
9/30/2023	\$448,000	\$7,682,321
10/31/2023	\$331,000	\$8,013,321
11/30/2023	\$318,000	\$8,331,321
12/31/2023	\$336,425	\$8,667,746
1/31/2024	\$418,000	\$9,085,746
2/28/2024	\$330,500	\$9,416,246
3/31/2024	\$471,500	\$9,887,746
4/30/2024	\$320,500	\$10,208,246
5/31/2024	\$402,000	\$10,610,246
6/30/2024	\$382,500	\$10,992,746
7/31/2024	\$200,500	\$11,193,246
8/31/2024		\$11,193,246
TOTAL:	\$11,193,246	
TOTAL CHECK:	\$11,193,246	\$0



## Gipe Associates, Inc.

CONSULTING ENGINEERS

Mechanical | Electrical | Plumbing

8719 BROOKS DRIVE  
EASTON, MARYLAND  
PHONE: 410-822-8688  
FAX: 410-822-6306

### CONSTRUCTION COST ESTIMATE

**PROJECT:** Worcester County Detention Center  
**GAI PROJECT NO:** 20059  
**DATE:** 03/05/21  
**PREPARED BY:** GAW

### GENERAL PROJECT INFORMATION

**PROJECT SQUARE FOOTAGE:** 57,524  
**FACILITY TYPE:** Detention Center  
**# OF FLOORS:** 1  
**ARCHITECT:** Gipe Associates, Inc.  
**BASIS FOR ESTIMATE:** CODE-B (DESIGN DEVELOPMENT)  
**SUMMARY:** DESIGN DEVELOPMENT ESTIMATE

Design Development Total Estimate	QUANTITY		MATERIAL		LABOR		TOTAL COST
	NO. OF UNITS	UNIT OF MEASURE	PER UNIT	TOTAL	PER UNIT	TOTAL	
<b>BASE BID COST ESTIMATE</b>							
DIVISION 01-DIVISION09	1.0	LS	\$ -	\$ -	\$ 2,546,000.00	\$ 2,546,000.00	\$ 2,546,000.00
DIVISION 21-23	1.0	LS	\$ -	\$ -	\$ 4,465,220.00	\$ 4,465,220.00	\$ 4,465,220.00
DIVISION 26-28	1.0	LS	\$ -	\$ -	\$ 453,670.00	\$ 453,670.00	\$ 453,670.00
COMMISSIONING	1.0	LS	\$ -	\$ -	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00
CONTINGENCY ALLOWANCE	1.0	LS	\$ -	\$ -	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00
ALTERNATE #1 - 2 YEAR WARRANTY	1.0	LS	\$ -	\$ -	\$ -	\$ -	\$ -
ALTERNATE #2 - ATC SYSTEM CONTRACTOR	1.0	LS	\$ -	\$ -	\$ -	\$ -	\$ -
ALTERNATE #3 - PVC PIPE JACKET	1.0	LS	\$ -	\$ -	\$ -	\$ -	\$ -
ALTERNATE #4 - HIGH EFFICENCY UNITS	1.0	EA	\$ -	\$ -	\$ -	\$ -	\$ -
ALTERNATE #5 - LAUNDRY MAKE-UP	1.0	LS	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
ALTERNATE #6 - EXERCISE ENCLOSURES (9 ENCLOSURES)	1.0	LS	\$ -	\$ -	\$ 72,000.00	\$ 72,000.00	\$ 72,000.00
ALTERNATE #7 - ATC SYSTEM INTEGRATION	1.0	LS	\$ -	\$ -	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00
ALTERNATE #8 - STAINLESS STEEL SHOWER ENCLOSURE	1.0	LS	\$ -	\$ -	\$ 95,000.00	\$ 95,000.00	\$ 95,000.00
ALTERNATE #9 - ROOF REPLACEMENT	1.0	LS	\$ -	\$ -	\$ 538,000.00	\$ 538,000.00	\$ 538,000.00
ALTERNATE #10 - LED LIGHTING	1.0	LS	\$ -	\$ -	\$ 247,500.00	\$ 247,500.00	\$ 247,500.00

COST ESTIMATE SUMMARY			
DESCRIPTION	MATERIAL	LABOR	TOTAL
BASE BID TOTAL COST	\$ -	\$ 7,586,890.00	\$ 7,586,890.00
ALTERNATE #1 TOTAL COST	\$ -	\$ -	\$ -
ALTERNATE #2 TOTAL COST	\$ -	\$ -	\$ -
ALTERNATE #3 TOTAL COST	\$ -	\$ -	\$ -
ALTERNATE #4 TOTAL COST	\$ -	\$ -	\$ -
ALTERNATE #5 TOTAL COST	\$ -	\$ 30,000.00	\$ 30,000.00
ALTERNATE #6 TOTAL COST	\$ -	\$ 72,000.00	\$ 72,000.00
ALTERNATE #7 TOTAL COST	\$ -	\$ 33,000.00	\$ 33,000.00
ALTERNATE #8 TOTAL COST	\$ -	\$ 95,000.00	\$ 95,000.00
ALTERNATE #9 TOTAL COST	\$ -	\$ 538,000.00	\$ 538,000.00
ALTERNATE #10 TOTAL COST	\$ -	\$ 247,500.00	\$ 247,500.00
<b>TOTAL BASE BID + ALTERNATES:</b>	<b>\$ -</b>	<b>\$ 8,602,390.00</b>	<b>\$ 8,602,390.00</b>
<b>TOTAL BASE BID + ALT. COST PER SQUARE FOOT:</b>	<b>\$0.00 PER S.F.</b>	<b>\$149.54 PER S.F.</b>	<b>\$149.54 PER S.F.</b>

GRAND TOTAL COST ESTIMATE SUMMARY			
ADDITIONAL PROJECT COST ITEM DESCRIPTION (APPLIES TO BASE BID ONLY)	PERCENTAGE (%)	% X TOTAL BASE BID	REMARKS
CONTRACTOR OVERHEAD	5.0%	\$ 379,344.50	
CONTRACTOR PROFIT	5.0%	\$ 379,344.50	
GENERAL CONDITIONS	5.0%	\$ 379,344.50	
PHASING OF GENERAL CONDITIONS	5.0%	\$ 379,344.50	
DESIGN CONTINGENCY	5.0%	\$ 379,344.50	
CONSTRUCTION CONTINGENCY	5.0%	\$ 379,344.50	
BUILDER'S RISK INSURANCE	1.0%	\$ 75,868.90	
PERMIT FEES	1.0%	\$ 75,868.90	
CONTRACTOR INSURANCE	2.0%	\$ 151,737.80	
PAYMENT BOND	1.0%	\$ 75,868.90	
PERFORMANCE BOND	1.0%	\$ 75,868.90	
UTILITY COST (ELECTRIC, GAS, ETC...)	0.0%	\$ -	
<b>TOTAL ADDITIONAL PROJECT COST ITEMS</b>		<b>\$ 2,731,280.40</b>	
<b>GRAND TOTAL CONSTRUCTION COST (BASE BID + ADDITIONAL PROJECT COSTS)</b>		<b>\$ 10,318,170.40</b>	<b>\$179.37 PER S.F.</b>
<b>GRAND TOTAL CONSTRUCTION COST (BASE BID + ALTERNATES + ADDITIONAL PROJECT COSTS)</b>		<b>\$ 11,333,670.40</b>	<b>\$197.03 PER S.F.</b>





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CONSULTING ENGINEERS

Mechanical | Electrical | Plumbing

8719 BROOKS DRIVE  
EASTON, MARYLAND  
PHONE: 410-822-8688  
FAX: 410-822-6306

**CONSTRUCTION COST ESTIMATE**

PROJECT: Worcester County Detention Center  
GAI PROJECT NO: 20059  
DATE: 03/05/21  
PREPARED BY: GAW

**GENERAL PROJECT INFORMATION**

PROJECT SQUARE FOOTAGE: 57,524  
FACILITY TYPE: Detention Center  
# OF FLOORS: 1  
ARCHITECT: Gipe Associates, Inc  
BASIS FOR ESTIMATE: CODE-B (DESIGN DEVELOPMENT)  
SUMMARY: DESIGN DEVELOPMENT ESTIMATE

Mechanical Systems	QUANTITY		MATERIAL		LABOR		TOTAL COST
	NO. OF UNITS	UNIT OF MEASURE	PER UNIT	TOTAL	PER UNIT	TOTAL	

**BASE BID COST ESTIMATE**

	NO. OF UNITS	UNIT OF MEASURE	PER UNIT	TOTAL	PER UNIT	TOTAL	TOTAL COST
DEMOLITION	1.0	LS	\$ -	\$ -	\$ 287,620.00	\$ 287,620.00	\$ 287,620.00
GYM AHU	1.0	EA	\$ 143,810.00	\$ 143,810.00	\$ 115,048.00	\$ 115,048.00	\$ 258,858.00
CORRIDOR RTU	3.0	EA	\$ 57,524.00	\$ 172,572.00	\$ 43,143.00	\$ 129,429.00	\$ 302,001.00
CRANE	1.0	LS	\$ 70,000.00	\$ 70,000.00	\$ -	\$ -	\$ 70,000.00
REFRIGERANT/CONDENSATE PIPE	1.0	LS	\$ 43,143.00	\$ 43,143.00	\$ 31,638.20	\$ 31,638.20	\$ 74,781.20
HOT WATER PIPE	1.0	LS	\$ 103,543.20	\$ 103,543.20	\$ 135,181.40	\$ 135,181.40	\$ 238,724.60
INSULATION	1.0	LS	\$ 94,914.60	\$ 94,914.60	\$ 94,914.60	\$ 94,914.60	\$ 189,829.20
AUTOMATIC TEMP. CONTROLS (ATC)	1.0	LS	\$ 287,620.00	\$ 287,620.00	\$ 402,668.00	\$ 402,668.00	\$ 690,288.00
RELIEF FAN	12.0	EA	\$ 3,500.00	\$ 42,000.00	\$ 1,500.00	\$ 18,000.00	\$ 60,000.00
TEST AND BALANCE	1.0	LS	\$ -	\$ -	\$ 138,057.60	\$ 138,057.60	\$ 138,057.60
DUCTWORK	1.0	LS	\$ 483,201.60	\$ 483,201.60	\$ 819,717.00	\$ 819,717.00	\$ 1,302,918.60
FIRE PROTECTION	1.0	LS	\$ 43,143.00	\$ 43,143.00	\$ 109,295.60	\$ 109,295.60	\$ 152,438.60
H&V UNIT	11.0	EA	\$ 30,000.00	\$ 330,000.00	\$ 15,000.00	\$ 165,000.00	\$ 495,000.00
PLUMBING PIPING	2,300.0	LF	\$ 7.00	\$ 16,100.00	\$ 10.00	\$ 23,000.00	\$ 39,100.00
FREEZE PUMPS	15.0	EA	\$ 600.00	\$ 9,000.00	\$ 800.00	\$ 12,000.00	\$ 21,000.00
PLUMBING CHASE	54.0	EA	\$ 800.00	\$ 43,200.00	\$ 1,500.00	\$ 81,000.00	\$ 124,200.00
SHOWERS	17.0	EA	\$ 400.00	\$ 6,800.00	\$ 800.00	\$ 13,600.00	\$ 20,400.00

**COST ESTIMATE SUMMARY**

DESCRIPTION	MATERIAL	LABOR	TOTAL
BASE BID TOTAL COST	\$ 1,889,047.40	\$ 2,576,169.40	\$ 4,465,216.80
TOTAL BASE BID COST PER SQUARE FOOT:	\$32.84 PER S.F.	\$44.78 PER S.F.	\$77.62 PER S.F.

**GRAND TOTAL COST ESTIMATE SUMMARY**

ADDITIONAL PROJECT COST ITEM DESCRIPTION (APPLIES TO BASE BID ONLY)	PERCENTAGE (%)	% X TOTAL BASE BID	REMARKS
CONTRACTOR OVERHEAD	0.0%	\$ -	
CONTRACTOR PROFIT	0.0%	\$ -	
GENERAL CONDITIONS	0.0%	\$ -	
BUILDER'S RISK INSURANCE	0.0%	\$ -	
PERMIT FEES	0.0%	\$ -	
CONTRACTOR INSURANCE	0.0%	\$ -	
PAYMENT BOND	0.0%	\$ -	
PERFORMANCE BOND	0.0%	\$ -	
UTILITY COST (ELECTRIC, GAS, ETC...)	0.0%	\$ -	
TOTAL ADDITIONAL PROJECT COST ITEMS		\$ -	
<b>GRAND TOTAL CONSTRUCTION COST (BASE BID + ADDITIONAL PROJECT COSTS)</b>		<b>\$ 4,465,216.80</b>	<b>\$77.62 PER S.F.</b>



**Gipe Associates, Inc.**  
CONSULTING ENGINEERS

Mechanical | Electrical | Plumbing

**CONSTRUCTION COST ESTIMATE**

PROJECT: Worcester County Detention Center  
 GAI PROJECT NO: 20059  
 DATE: 03/05/21  
 PREPARED BY: EMP

**GENERAL PROJECT INFORMATION**

PROJECT SQUARE FOOTAGE: 57,524  
 FACILITY TYPE: Detention Center  
 # OF FLOORS: 1  
 ARCHITECT: Gipe Associates, Inc  
 BASIS FOR ESTIMATE: CODE-B (DESIGN DEVELOPMENT)  
 SUMMARY: DESIGN DEVELOPMENT ESTIMATE

Electrical Systems	QUANTITY		MATERIAL		LABOR		TOTAL COST
	NO. OF UNITS	UNIT OF MEASURE	PER UNIT	TOTAL	PER UNIT	TOTAL	

**BASE BID COST ESTIMATE**

DEMOLITION	1.0	LS	\$ -	\$ -	\$ 48,895.40	\$ 48,895.40	\$ 48,895.40
FIRE ALARM	1.0	LS	\$ 71,905.00	\$ 71,905.00	\$ 106,419.40	\$ 106,419.40	\$ 178,324.40
GYM AHU	1.0	EA	\$ 2,400.00	\$ 2,400.00	\$ 6,000.00	\$ 6,000.00	\$ 8,400.00
CORRIDOR RTU	2.0	EA	\$ 1,000.00	\$ 2,000.00	\$ 3,000.00	\$ 6,000.00	\$ 8,000.00
MAU	1.0	EA	\$ 900.00	\$ 900.00	\$ 1,500.00	\$ 1,500.00	\$ 2,400.00
WORK RELEASE RTU	1.0	EA	\$ 1,200.00	\$ 3,500.00	\$ 2,500.00	\$ 1,500.00	\$ 5,000.00
H&V UNIT	11.0	EA	\$ 1,000.00	\$ 11,000.00	\$ 3,500.00	\$ 38,500.00	\$ 49,500.00
ERV UNIT	11.0	EA	\$ 1,000.00	\$ 11,000.00	\$ 3,500.00	\$ 38,500.00	\$ 49,500.00
FANS	9.0	EA	\$ 450.00	\$ 4,050.00	\$ 1,100.00	\$ 9,900.00	\$ 13,950.00
LIGHTING (REMOVE, CLEAN & REPLACE)	550.0	EA	\$ 75.00	\$ 41,250.00	\$ 35.00	\$ 19,250.00	\$ 60,500.00
UPS CIRCUITS	1.0	LS	\$ 2,700.00	\$ 2,700.00	\$ 6,500.00	\$ 6,500.00	\$ 9,200.00
PANEL	2.0	EA	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00	\$ 10,000.00	\$ 20,000.00

**ALTERNATE #1 - REPLACE LIGHTING IN KIND WITH LED LIGHTING**

ALTERNATE #1 - LIGHTING	550.0	EA	\$ 300.00	\$ 165,000.00	\$ 150.00	\$ 82,500.00	\$ 247,500.00
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**ALTERNATE #2 -**

ALTERNATE #2 -	1.0	LS	\$ -	\$ -	\$ -	\$ -	\$ -
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**COST ESTIMATE SUMMARY**

DESCRIPTION	MATERIAL	LABOR	TOTAL
BASE BID TOTAL COST	\$ 160,705.00	\$ 292,964.80	\$ 453,669.80
ALTERNATE #1 TOTAL COST	\$ 165,000.00	\$ 82,500.00	\$ 247,500.00
ALTERNATE #2 TOTAL COST	\$ -	\$ -	\$ -
<b>TOTAL BASE BID + ALTERNATES:</b>	<b>\$ 325,705.00</b>	<b>\$ 375,464.80</b>	<b>\$ 701,169.80</b>
<b>TOTAL BASE BID + ALT. COST PER SQUARE FOOT:</b>	<b>\$5.66 PER S.F.</b>	<b>\$6.53 PER S.F.</b>	<b>\$12.19 PER S.F.</b>

**GRAND TOTAL COST ESTIMATE SUMMARY**

ADDITIONAL PROJECT COST ITEM DESCRIPTION (APPLIES TO BASE BID ONLY)	PERCENTAGE (%)	% X TOTAL BASE BID	REMARKS
CONTRACTOR OVERHEAD	0.0%	\$ -	
CONTRACTOR PROFIT	0.0%	\$ -	
GENERAL CONDITIONS	0.0%	\$ -	
BUILDER'S RISK INSURANCE	0.0%	\$ -	
PERMIT FEES	0.0%	\$ -	
CONTRACTOR INSURANCE	0.0%	\$ -	
PAYMENT BOND	0.0%	\$ -	
PERFORMANCE BOND	0.0%	\$ -	
UTILITY COST (ELECTRIC, GAS, ETC...)	0.0%	\$ -	
<b>TOTAL ADDITIONAL PROJECT COST ITEMS</b>		<b>\$ -</b>	
<b>GRAND TOTAL CONSTRUCTION COST (BASE BID + ADDITIONAL PROJECT COSTS)</b>		<b>\$ 453,669.80</b>	<b>\$7.89 PER S.F.</b>
<b>GRAND TOTAL CONSTRUCTION COST (BASE BID + ALTERNATES + ADDITIONAL PROJECT COSTS)</b>		<b>\$ 701,169.80</b>	<b>\$12.19 PER S.F.</b>

## **CIP Project Name: Public Safety Logistical Storage Facility**

**Project Director (Name & Title):** Matthew Owens, Fire Marshal

**Phone Number:** 410-632-5666

**Project Summary and Purpose:** The proposed building will house vehicles and storage for the Department of Emergency Services, the Sheriff's Office and the Fire Marshal's Office. The proposed building will hold the current 22 vehicles and the many trailers used by all three departments. The proposed building will house the storage for the Logistical Staging Area (LSA) inventory and supplies for all emergency preparation, to include pandemics, weather related emergencies, hazardous material responses (CBRNE) and secure impound facility.

Currently there is a need due to no covered storage for vehicles and trailers containing expensive and sensitive equipment with the need to respond to emergencies quickly. Although the county currently leases space for the LSA, the accessibility and security of the lease space is not desirable.

**Project Location:** The proposed location is on the property of the existing Fire Training Center which is owned by the county (approximately 12 acres of cleared land/adjacent to a proposed Public Safety Building).

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

No grants.

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

N/A

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** The impacts, from a financial standpoint would be high. Partial funding for the project may qualify under grants provided from multiple sources, however that funding cannot be guaranteed. From a personnel standpoint, no immediate personnel is projected for this project. Obviously there would be an increase in maintenance cost due to the larger size building.

**What is the useful life of the asset/project?** 30 + Years

**Will this project generate revenue?** No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design								0
Land Acquisition								0
Site Work						157,500		157,500
Construction	2,887,500							2,887,500
Equipment/Furnishings	52,500							52,500
Other - Please Specify	210,000							210,000

<b>TOTAL</b>	<b>3,150,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>157,500</b>	<b>0</b>	<b>3,307,500</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	39,092					157,500		196,592
Private Donation								0
Enterprise Bonds								0
General Bonds	3,110,908							3,110,908
Other - Please Specify								0

<b>TOTAL</b>	<b>3,150,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>157,500</b>	<b>0</b>	<b>3,307,500</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Public Safety Logistical Storage Facility**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

The project was discussed between the 3 public safety departments to include Emergency Services, Sheriff's Office and the Fire Marshal's Office. A larger "warehouse" style building is needed for several purposes. To include current emergency response vehicles to be stored inside, out of the weather. These vehicles are critical response vehicles for a multitude array of purposes to support emergency management, law enforcement and hazardous materials and CBRNE type incidents.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?** The proposed project benefits the entire county. In addition to critical needs for county operated public safety departments, it also supplements the county's volunteer fire and EMS services and the incorporated towns. Not completing this project will further enhance the deterioration of current, as well as future, vehicles and apparatus that is damaged by exposure to weather elements currently being stored outside.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

The cost estimate was difficult to determine due to the current environment of supplies and materials. The county is currently entered into a contract with Davis Bowen and Friedel to provide architectural and engineering services. At this time the building product cost vary from day to day and have steadily increased over the past several years. There was no scope performed, the demand for this is driven by the pandemic, the need for the LSA and the protection of current assets exceeding \$1,000,000.00 in value. A square foot estimate is being prepared by DBF. A concern of material cost exist due to the current building industry.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?** There is no CIP timing. This project was driven by the pandemic, the need for LSA storage and to reduce damage to current emergency equipment and vehicles stored outside. In the past several years the county has added to the vehicles and equipment which is stored outside in harsh weather conditions.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?** We consider this project critical to Public Safety in Worcester County. Protecting current assets is crucial. Planning to mitigate any of the emergencies this project could aide is a must for emergency management planning and preparation. Not funding or planning for this project will further hamper the growth and technology changes which occur between regional and national emergencies.

March 10, 2023

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

Re: Worcester Co Vehicle Storage Building  
Preliminary Building Budget  
Building Square Footage: 17,657  
140 MPH Wind, Building Risk Category C  
DBF Job # 0085B049.A01

1. Finished Conditioned Square Footage: 246 x \$200.00 =	\$49,200.00
2. Unfinished Heated Square Footage: 13,712 x \$100.00 =	\$1,371,200.00
3. Well:	Item removed using on site well.
4. Sprinkler System	County has a budget price for this item.
4. 250kW Gen Set Installed (1):	\$96,000.00
5. Building Cost:	\$1,516,400.00
6. Site Work:	\$371,335.00
9. Project Cost (2)	\$1,887,735.00

(1) Use \$385 per kW if other genset size is desired, installation costs are included in the building square footage cost.

(2) Does not include Sprinkler System, future Architectural/Engineering Fees, Construction Contingency, Cost Escalations, Builders Rick Insurance, Testing & Inspections, Owner's Contingency, Legal Fees Security and Technology or FF&E Costs.

Sincerely,  
DAVIS, BOWEN AND FRIEDEL, INC.

Christopher L. Cullen, AIA  
Associate/Sr. Architect

CLC

R:\0085\0085B049.A01 Vehicle Storage\2-SD\Program\Budget.docx

# ITEM 12

## Attachment C

LSF Building @ Central Site Lane 13958 1 Story				Existing Site Parking, Stormwater			Project Total	
DBF or Contractor Estimates	Building			Site Development			13958	GSF
Area Based or fixed Estimates	13958	GSF	%	1.5	Acre	%	13958	GSF
Divison	Cost	\$/SF		Cost	\$/Acre		Cost	\$/SF
<u>Construction Work</u>								
1 Finished Cond Space - DBF Est (246 SF)	\$ 49,200.00	200	2.53	\$ -	0	0.00	\$ 49,200.00	200.00
2 Unfinished Heated Space - DBF Est (13712 SF)	\$ 1,371,200.00	100	70.55	\$ -	0	0.00	\$ 1,371,200.00	100.00
3 Tank and Pump Building - DBF	\$ 250,000.00		12.86	\$ -		0.00	\$ 250,000.00	
4 Genset - DBF	\$ 96,000.00	0	4.94	\$ -		0.00	\$ 96,000.00	0.00
5 Integrated Automation	\$ 25,000.00	fix	1.29	\$ -		0.00	\$ 25,000.00	
6 Electrical Utility	\$ -	0	0.00	\$ 22,500.00	15000	5.57	\$ 22,500.00	1.61
7 Communications/IT	\$ 37,200.00	IT	1.91	\$ -		0.00	\$ 37,200.00	
8 Electronic Safety & Security	\$ 115,000.00		5.92	\$ -		0.00	\$ 115,000.00	
9 Exterior Site Improvements (DBF Est)	\$ -		0.00	\$ 371,335.00	0	91.95	\$ 371,335.00	26.60
10 Site utilities (Sanitary & Water)	\$ -		0.00	\$ 10,000.00	10000	2.48	\$ 10,000.00	0.72
Subtotal Cost of Work	\$ 1,943,600.00	\$ 139.25	100	\$ 403,835.00	25000	100	\$ 2,347,435.00	\$ 168.18
		Base Bldg \$/SF						Base Bldg + Site \$/SF
<u>General Contractor Services</u>								
1 Preconstruction Services	\$ -	0.00	0.00	\$ -	0.00	0	\$ -	0.00
2 Design Contingency	\$ 117,371.75	8.41	5.00	\$ 8,076.70	5384.47	2	\$ 125,448.45	8.79
3 Construction Contingency	\$ 117,371.75	8.41	5.00	\$ 20,191.75	13461.17	5	\$ 137,563.50	9.37
4 General Conditions (Div 1)	\$ -	0.00	0.00	\$ -	0.00		\$ -	0.00
5 Bond and Insurance	\$ 23,474.35	1.68	1.00	\$ 4,038.35	2692.23	1	\$ 27,512.70	1.87
6 CM Fee	\$ -	0.00	0.00	\$ -	0.00	0	\$ -	0.00
Subtotal Construction	\$ 2,201,817.85	157.75		\$ 436,141.80	290761.20		\$ 2,637,959.65	188.221143
	\$ 2,201,817.85	Bldg \$/SF						Bldg+ Site \$/SF
<u>Owners Costs</u>								
1 Schematic Prelim Design	\$ 19,500.00	DBF contract					\$ 19,500.00	
2 Furnishings & AV	\$ 60,000.00	fix					\$ 60,000.00	
3 Permitting Fees + EDU	\$ 14,734.00	fix					\$ 14,734.00	
4 Moving Expenses & Temp Office	\$ -						\$ -	
5 Architect/Engineer Fees Est	\$ 251,500.00	DBF proposal	8				\$ 251,500.00	
6 Testing & Inspection Costs	\$ 20,000.00	geotech \$9k	fix				\$ 20,000.00	
7 Forest Conservation	\$ 25,000.00						\$ 25,000.00	
8 Legal + Insurance								
9 Owner Contingency	\$ 135,933.45		5				\$ 135,933.45	
10 Escalation	\$ 46,948.70		2				\$ 46,948.70	
Subtotal Owners Costs	\$ 573,616.15						\$ 573,616.15	
<b>GRAND TOTAL PROJECT COST</b>	<b>\$ 2,775,434.00</b>	<b>157.7459414</b>		<b>\$ 436,141.80</b>	<b>290761.2</b>		<b>\$ 3,211,575.80</b>	
Total Contingency	\$ 398,945.40		14%					
Project Budget	\$ 3,300,000.00							

## CIP Project Name: Fire Training Tower

**Project Director (Name & Title):** Matthew Owens, Fire Marshal

**Phone Number:** 410-632-5666

**Project Summary and Purpose:** The proposed project is the replacement of the county's 40+ year old Fire Training Tower located at the Fire Training Center. The current Fire Training Tower has reached its end-of-life and needs to be replaced. The current tower has numerous structural problems and the cost to repair out ways the cost to replace. The current tower provides interior fire training to the 10 Worcester County Volunteer Fire Companies and mutual-aid companies. Law Enforcement also utilize the tower for training evolutions. The current Fire Training Tower does not meet current fire training codes and practices.

**Project Location:** Fire Training Center

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** I would like to think there are grants available for this type of project. This proposed project would be utilized for the training and development of new and existing firefighters, law enforcement officers and other public safety partners.

**Is there a Federal or State mandate related to this project? If so, please elaborate:** The existing Fire Training Tower does not meet today's codes for a fire training facility.

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** No new personnel and utility. Maintenance cost should remain approximately the same.

**What is the useful life of the asset/project?** 40+ Years

**Will this project generate revenue?** No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design								0
Land Acquisition								0
Site Work	300,000							300,000
Construction	1,400,000							1,400,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>1,700,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,700,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	1,700,000							1,700,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>1,700,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,700,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	2,000	0	0	0	0			0
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## **CIP Project Name: Fire Training Tower**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

The existing Fire Training Tower has provided training to new and existing firefighters for over the past 40 years. Moving into the future, we would like to provide state-of-the-art training to the career and volunteer firefighters helping to protect the citizens and visitors of Worcester County. There are several vendors which offer this type of training facility and we are currently researching pricing. We have formed a training committee consisting of all 10 volunteer fire companies and law enforcement departments in Worcester County to assist in making informed decisions regarding future training of firefighters and law enforcement officers in Worcester County.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?** This project would benefit the entire county. State-of-the-art training for Worcester County firefighters would only enhance the current level of service and professionalism provided by Worcester County fire service. This proposed project would also be used by law enforcement departments in Worcester County to further their training capabilities.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

This cost estimate is provided based on similar projects and based on estimates received from vendors which do this type of work.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?** The replacement of the Fire Training Tower is part of the site plan for the proposed LSA building currently under design and engineering which is to be constructed on the same property located at the Fire Training Center.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?** This project is critical to the continued training and development of new and existing firefighters and law enforcement officers in Worcester County. In the development of the site plan for the future of the Fire Training Center and the proposed LSA building, a new location for a State-of-the-art Fire Training Tower has been established. The existing Fire Training Tower has served Worcester County for the past 40+ years and is failing and needs to be replaced.

**CIP Project Name: Outdoor Warning Siren Replacement**

**Project Director (Name & Title): James E Hamilton, JR - Deputy Director DES**

**Phone Number: 410-632-3080**

**Project Summary and Purpose:** This project seek to continue the replacement of the Worcester County outdoor warning system.

**Project Location:** Countywide

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

Not at this time however the department continues to explore grant options.

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

No

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** This project directly impacts operating and personnel costs.

**What is the useful life of the asset/project?** 20 years

**Will this project generate revenue?** No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	100,000							100,000
Land Acquisition								0
Site Work	400,000							400,000
Construction								0
Equipment/Furnishings	800,000							800,000
Other - Please Specify								0
<b>TOTAL</b>	<b>1,300,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,300,000</b>

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	1,300,000							1,300,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>1,300,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,300,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	19,000	19,000	19,000	19,000	19,000	19,000	0
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## **CIP Project Name: Outdoor Warning Siren Replacement**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

Scope is a best estimate based on experience in more recent siren replacements along with long lead times and rising costs.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

Project will ultimately provide for coverage of the majority of most populated areas of the county.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Cost estimate developed based on experience from previous project coupled with anticipation of continued rising costs.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

No Change

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Project urgency is based on the continuing aging system in place within major portions of the county. Absent project proceeding as contained herein, staff will continue to provide maintenance and singular replacements of sirens as they fail.

## CIP Operating Impact Projections

Project:

Department & Signature of Department Head:

Personnel Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0

**EXPENDITURES**

New Positions Salary & Benefits TOTAL	0	0	0	0	0	0
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Operating Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Utilities						0
Telephone						0
Custodial						0
Cleaning						0
Maintenance Repairs						0
Refuse						0
Fire/Security Alarm						0
Internet						0
Vehicle Expense						0
Other						0
						0
						0
						0

**EXPENDITURES**

Operating TOTAL	0	0	0	0	0	0
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# ITEM 12

Project:

Capital Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
						0
						0
						0
						0

**EXPENDITURES**

Capital TOTAL	0	0	0	0	0	0
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Projected Revenue Impact	FY 25	FY 26	FY 27	FY 28	FY 29	Revenue Total
						0
						0
						0
						0
						0
						0
						0
						0

**REVENUES**

Project Revenue TOTAL	0	0	0	0	0	0
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0	0
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Project:

Complete the following questions.

## Operating Impacts

### Employee positions.

Does the project increase or reduce the number of employees needed? How many positions would be affected? Are the positions full-time, part-time, contractual, grant-funded, enterprise funded? What is the projected cost (savings) of the employees? Are there benefit costs for additional full-time or part-time employees? Benefit cost should be calculated by using the full time 46.54% or for part time 21.58%.

### Utility costs.

Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs.

### Maintenance costs.

Does the project increase or reduce internal maintenance costs or maintenance agreements with outside vendors? Some costs to consider are custodial services, ball field maintenance, road maintenance and general preventative maintenance.

### Insurance costs.

Does the project increase insurance costs? You should consider liability, property and vehicle insurance.

### Telecommunications.

Consider the potential need of telephones, copiers, and computers and hardware. List them below.

### Furniture, equipment or capital outlay.

Does the project increase or reduce the need for furniture and equipment or other capital outlay items? Is the increase or savings on-going or one-time?

## **CIP Project Name: State's Attorney Building Addition**

**Project Director (Name & Title):** William Bradshaw, P.E. County Engineer

**Phone Number:** 410-632-1200

**Project Summary and Purpose:**

Provide office space for the State's Attorney Offices (SAO). The current building will not accommodate authorized and projected staffing levels. This estimate is for a 6,000 SF building addition adjacent to the existing SAO building with elevator. No formal design has been completed for this conceptual estimate. This estimate includes preliminary schematic design professional services.

**Project Location:** Snow Hill MD (Walking proximity to both Circuit and District Courthouses)

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

None Identified

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

State mandate for law enforcement to use body/video cameras increases personnel/attorney resources required to process.

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** Yes operating costs including utilities and maintenance.

**What is the useful life of the asset/project?** 40 years

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	50,000	200,000	50,000	50,000				350,000
Land Acquisition	0							0
Site Work		600,000	703,852					1,303,852
Construction		1,705,813	1,194,069	511,744				3,411,625
Equipment/Furnishings			50,000	100,000				150,000
Other - Contingency, Permits	37,540	225,240	375,400	112,620				750,799
<b>TOTAL</b>	<b>87,540</b>	<b>2,731,052</b>	<b>2,373,320</b>	<b>774,364</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,966,276</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	87,540	2,731,052	2,373,320	774,364				5,966,276
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>87,540</b>	<b>2,731,052</b>	<b>2,373,320</b>	<b>774,364</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,966,276</b>

<b>PROJECTED OPERATING IMPACTS</b>	12,950	12,950	13,025	13,025	13,450			65,400
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## **CIP Project Name: State's Attorney Building Addition**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

The scope of this project is to design and build an addition adjacent to the existing SAO office building. The building will need to be elevated to maintain ground level stormwater system function for the existing facility and to accommodate new roof/collection requirements for the addition. New parking lot expansion will be needed on Washington street. There is a vacant lot the County owns for the purpose of additional parking.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project? The County will benefit by locating State's Attorney personnel in a central location adjacent to existing court facilities and supervisory staff.**

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

This estimate is based on order of magnitude building area metrics and fee base percentages of construction cost (eg., architect fees, construction management fees, etc.)currently in use for similar projects. The estimate spreadsheet is attached.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

This project is requested by direction of the County Commissioners on 9/6/22 as a result of new SAO employee needs.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

This project is necessary and high priority to accommodate approved employee hiring.

**CIP Operating Impact Projections**

**Project:** State's Attorney Building Addition

**Department & Signature of Department Head:** William Bradshaw

Personnel Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						0
						0
						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						

<b>New Positions Salary &amp; Benefits TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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Operating Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Utilities	8,500	8,500	8,575	8,575	9,000	43,150
Telephone						0
Custodial	1,200	1,200	1,200	1,200	1,200	6,000
Cleaning						0
Maintenance Repairs	1,500	1,500	1,500	1,500	1,500	7,500
Refuse						0
Fire/Security Alarm	1,000	1,000	1,000	1,000	1,000	5,000
Internet						0
Vehicle Expense						0
Other	750	750	750	750	750	3,750
						0
						0
						0
<b>EXPENDITURES</b>						

<b>Operating TOTAL</b>	<b>12,950</b>	<b>12,950</b>	<b>13,025</b>	<b>13,025</b>	<b>13,450</b>	<b>65,400</b>
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# ITEM 12

**Project:** State's Attorney Building Addition

Capital Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						0

<b>Capital TOTAL</b>	0	0	0	0	0	0
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Projected Revenue Impact	FY 25	FY 26	FY 27	FY 28	FY 29	Revenue Total
						0
						0
						0
						0
						0
						0
						0
<b>REVENUES</b>						0

<b>Project Revenue TOTAL</b>	0	0	0	0	0	0
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<b>PROJECTED OPERATING IMPACTS</b>	12,950	12,950	13,025	13,025	13,450	65,400
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**Project:** State's Attorney Building Addition

**Complete the following questions.**

## **Operating Impacts**

### **Employee positions.**

**Does the project increase or reduce the number of employees needed? How many positions would be affected? Are the positions full-time, part-time, contractual, grant-funded, enterprise funded? What is the projected cost (savings) of the employees? Are there benefit costs for additional full-time or part-time employees? Benefit cost should be calculated by using the full time 46.54% or for part time 21.58%. This project is required due to the prior authorization of additional employees. No additional employees are required for this addition to the existing building.**

### **Utility costs.**

**Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs. Yes utility costs will increase due to the increase in building size. Primarily electricity costs will increase for heating/cooling additional space.**

### **Maintenance costs.**

**Does the project increase or reduce internal maintenance costs or maintenance agreements with outside vendors? Some costs to consider are custodial services, ball field maintenance, road maintenance and general preventative maintenance. Yes, additional custodial services, alarm systems maintenance/monitoring and general maintenance costs will increase.**

### **Insurance costs.**

**Does the project increase insurance costs? You should consider liability, property and vehicle insurance. Yes, est. \$750 per year.**

### **Telecommunications.**

**Consider the potential need of telephones, copiers, and computers and hardware. List them below.**

### **Furniture, equipment or capital outlay.**

**Does the project increase or reduce the need for furniture and equipment or other capital outlay items? Is the increase or savings on-going or one-time?**

## **CIP Project Name: Public Safety Building**

**Project Director (Name & Title):** Sheriff Matthew Crisafulli

**Phone Number:** 410-632-1111

**Project Summary and Purpose:** The construction of a Public Safety Facility

**Project Location:** Parcel of land adjacent to the Health Department/Jail off of Route 113 or on the 12 acres of land where the Fire Training Center is located.

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** No grant funds available.

**Is there a Federal or State mandate related to this project? If so, please elaborate:** No Federal mandate.

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** Employee positions may increase due to future unfunded mandates. Utility costs would increase due to operations being in a new facility other than the government center building.

**What is the useful life of the asset/project?** Indefinite useful life of the building.

**Will this project generate revenue?** No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design		105,000	1,563,775					1,668,775
Land Acquisition								0
Site Work			1,251,020					1,251,020
Construction			9,695,408	27,835,204				37,530,612
Equipment/Furnishings				312,755				312,755
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>105,000</b>	<b>12,510,203</b>	<b>28,147,959</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40,763,162</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds		105,000						105,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - General Bond to be re-paid thru VLT			12,510,203	28,147,957				40,658,160
<b>TOTAL</b>	<b>0</b>	<b>105,000</b>	<b>12,510,203</b>	<b>28,147,957</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40,763,160</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	261,500	262,500	262,500			786,500
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**CIP Project Name: Public Safety Building**

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Complete the following questions.

**Project scope.**

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

The new building amounts are based on the new MSP Cumberland Barrack that was recently opened and the Wicomico County Public Safety Building.

**County benefit.**

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Consolidation of Public Safety into one building will allow for improved coordination between departments and offices. This will also allow for future growth as mandated by the State Legislature.

**Cost estimate (Must Be Provided).**

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

There have been no consultants used or engineering studies done as of yet.

**CIP Timing.**

If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

**Urgency.**

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

**CIP Operating Impact Projections**

Project: Public Safety Building

Department & Signature of Department Head: Matt Crisafulli

Personnel Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						0
						0
						0
						0
						0
						0
						0
						0
						0

**EXPENDITURES**

New Positions Salary & Benefits TOTAL	0	0	0	0	0	0
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Operating Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Utilities			26,000	26,000	26,000	78,000
Telephone			210,000	211,000	211,000	632,000
Custodial			5,000	5,000	5,000	15,000
Cleaning			10,000	10,000	10,000	30,000
Maintenance Repairs						0
Refuse			1,000	1,000	1,000	3,000
Fire/Security Alarm			7,500	7,500	7,500	22,500
Internet			2,000	2,000	2,000	6,000
Vehicle Expense						0
Other						0
						0
						0
						0

**EXPENDITURES**

Operating TOTAL	0	0	261,500	262,500	262,500	786,500
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# ITEM 12

Project: Public Safety Building

Capital Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Furnishings						0
Equipment						0
						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						
<b>Capital TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Projected Revenue Impact	FY 25	FY 26	FY 27	FY 28	FY 29	Revenue Total
						0
						0
						0
						0
						0
						0
						0
<b>REVENUES</b>						
<b>Project Revenue TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>261,500</b>	<b>262,500</b>	<b>262,500</b>	<b>786,500</b>

Project: Public Safety Building

Complete the following questions.

## Operating Impacts

### Employee positions.

Does the project increase or reduce the number of employees needed? How many positions would be affected? Are the positions full-time, part-time, contractual, grant-funded, enterprise funded? What is the projected cost (savings) of the employees? Are there benefit costs for additional full-time or part-time employees? Benefit cost should be calculated by using the full time 46.54% or for part time 21.58%.

Employee positions may be increased due to future unfunded mandates.

### Utility costs.

Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs.

Utilities would increase due to operations being in a new facility other than the government center building.

### Maintenance costs.

Does the project increase or reduce internal maintenance costs or maintenance agreements with outside vendors? Some costs to consider are custodial services, ball field maintenance, road maintenance and general preventative maintenance.

Custodial and cleaning services would be needed. Maintenance costs should be very low since the building would be newly constructed.

### Insurance costs.

Does the project increase insurance costs? You should consider liability, property and vehicle insurance.

Property Insurance costs are unknown at this point in time.

### Telecommunications.

Consider the potential need of telephones, copiers, and computers and hardware. List them below.

All new communications infrastructure would be part of the design and construction.

### Furniture, equipment or capital outlay.

Does the project increase or reduce the need for furniture and equipment or other capital outlay items? Is the increase or savings on-going or one-time?

Equipment and furniture are considered in the CIP Project first page of this document.

## CIP Project Name: Cove Landing Road

**Project Director (Name & Title):** Dallas Baker, Jr., P.E, Public Works Director

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Engineer design and construction of 3 new crossroad pipes on Cove Landing Road.

**Project Location:** Cove Landing Road, Bishopville, MD

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

N/A

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

No

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

No

**What is the useful life of the asset/project?**

25+ years

**Will this project generate revenue? No**

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	70,000							70,000
Land Acquisition								0
Site Work								0
Construction		350,000						350,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>70,000</b>	<b>350,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>420,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	70,000	350,000						420,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>70,000</b>	<b>350,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>420,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Cove Landing Road**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

We are requesting to hire an engineering firm to design construction drawings to replace 3 failed crossroad pipes located on Cove Landing Road. Once drawings are complete and approved, we are requesting hiring an outside contractor to perform the work detailed in the engineer drawings. Due to the depth of the pipes and the amount of water present, County Road's doesn't have the means to handle this size of project in house. The project would go much smoother and safer for all involved to hire a contractor that can perform the work.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

The residents that utilize Cove Landing Road in their daily travels would benefit directly by having these pipes replaced, as this is the only roadway that access their homes. Delaying or not funding this project will only allow the pipes to deteriorate further and could result in a total road failure, which would completely close off numerous County residents from getting to and from their homes.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

This cost estimate was developed based off past engineer costs on similar related projects.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

This project needs to be completed first on the CIP given the current state of the roadway and pipes and the importance that roadway has to the residents who utilize it in their daily commute.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

This project is very urgent and critical based off the current state of the pipes and the roadway. Should that roadway completely fail, the residents would have no means of access to/from their homes. Emergency vehicles would have no access to the homes should that road fail and an emergency arise.

## CIP Project Name: Gradall XL4100-V

**Project Director (Name & Title):** Kevin Lynch- Superintendent

**Phone Number:** 410-632-2244

**Project Summary and Purpose:** To acquire a new gradall to perform essential daily job duties all through out Worcester County. This will allow each Roads Division shop (Berlin, Snow Hill, and Pocomoke) to have a gradall which will allow the Department to provide the County with better response time and efficiency especially during storm events.

**Project Location:** Worcester County

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

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

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** General preventative maintenance such as but not limited to filter, tires, batteries, oil etc.

**What is the useful life of the asset/project?** Typically 20+ years

**Will this project generate revenue?** We use our gradalls to install new driveway pipes which is how the Road's Department gains

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction								0
Equipment/Furnishings	535,000							535,000
Other - Please Specify								0
<b>TOTAL</b>	<b>535,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>535,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	535,000							535,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>535,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>535,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	536,000	1,000	1,000	1,000	1,000			540,000
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**CIP Project Name: Gradall XL4100-V**

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Complete the following questions.

**Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

N/A

**County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

All citizens and visitors to Worcester County would benefit from this purchase. Adding another gradall to our fleet would allow us to respond to after hour emergency calls for tree's blocking roadways faster by allowing us to house a gradall in each section of the County. It would allow us to continue daily operations should one of our other gradalls break down or is in placed out of service for repairs. This would also allow for quicker response time during snow and storm events as it would be able to service all areas (North, Central, and South) locations within Worcester County.

**Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Cost estimate was developed based off a quote, dated 10/11/23. We are requesting a straight purchase since this particular piece of equipment we tend to keep for at least 20+ years in our fleet. The quote price is \$535,000.00 which includes a 60" ditching bucket and 42" excavating bucket with bucket carrier.

**CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

N/A

**Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

We believe this project is critical given the age of our current gradalls and the importance of their function to not only the Road's Division, but to all the citizens and visitors to Worcester County. Further delaying this project will only allow our current equipment to deteriorate further and cost more in maintenance and also the cost for an replacement Gradall to increase.



## CIP Operating Impact Projections

Project: Gradall XL4100-V

Department & Signature of Department Head:

Personnel Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						0
						0
						0
						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						0

**New Positions Salary & Benefits TOTAL** 0 0 0 0 0 0

Operating Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Utilities						0
Telephone						0
Custodial						0
Cleaning						0
Maintenance Repairs						0
Refuse						0
Fire/Security Alarm						0
Internet						0
Vehicle Expense	1,000	1,000	1,000	1,000	1,000	5,000
Other						0
						0
						0
						0
<b>EXPENDITURES</b>						0

**Operating TOTAL** 1,000 1,000 1,000 1,000 1,000 5,000

# ITEM 12

Project: Gradall XL4100-V

Capital Expenses	FY 25	FY 26	FY 27	FY 28	FY 29	Total Operating Cost
Furnishings						0
Equipment	535,000					535,000
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						
<b>Capital TOTAL</b>	<b>535,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>535,000</b>

Projected Revenue Impact	FY 25	FY 26	FY 27	FY 28	FY 29	Revenue Total
						0
						0
						0
						0
						0
						0
						0
<b>REVENUES</b>						
<b>Project Revenue TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>PROJECTED OPERATING IMPACTS</b>	<b>536,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>540,000</b>
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**Project: Gradall XL4100-V**

Complete the following questions.

## **Operating Impacts**

### **Employee positions.**

**Does the project increase or reduce the number of employees needed? How many positions would be affected? Are the positions full-time, part-time, contractual, grant-funded, enterprise funded? What is the projected cost (savings) of the employees? Are there benefit costs for additional full-time or part-time employees? Benefit cost should be calculated by using the full time 46.54% or for part time 21.58%.**

N/A

### **Utility costs.**

**Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs.**

N/A

### **Maintenance costs.**

**Does the project increase or reduce internal maintenance costs or maintenance agreements with outside vendors? Some costs to consider are custodial services, ball field maintenance, road maintenance and general preventative maintenance.**

Adding a new gradall to our fleet would help to preserve the maintenance costs on the two current gradalls.

### **Insurance costs.**

**Does the project increase insurance costs? You should consider liability, property and vehicle insurance.**

Would be a slight increase to our insurance costs adding a new vehicle to our fleet. Insurance estimate provided by Risk Manager based on similar equipment in our fleet - estimated at \$1,000 per year.

### **Telecommunications.**

**Consider the potential need of telephones, copiers, and computers and hardware. List them below.**

N/A

### **Furniture, equipment or capital outlay.**

**Does the project increase or reduce the need for furniture and equipment or other capital outlay items? Is the increase or savings on-going or one-time?**

N/A

# ELLIOTT & FRANTZ, INC.

38420 Sussex Highway Delmar, DE 19940

**Territory Manager: David L. Willin**

**Email: david@elliottfrantz.com**

**Cell: 302-858-6973**

**WWW.ELLIOTTFRANTZ.COM**

## PROPOSAL

TO : Worcester County Roads Division  
5764 Worcester Hwy  
Snow Hill, MD 21863

ATTN: Kevin Lynch  
PHONE : 410-632-2244

QTY	DESCRIPTION	LIST PRICE	TOTAL PRICE
1	<b>2023 GRADALL XL4100-V</b>		<b>\$534,583.00</b>
	<b>*OPTIONS</b>		
	AM/FM Radio Upper/Lower		
	Beacon Upper/Lower		
	Rear Step		
	Fire Extinguisher		
	60" Grading Bucket		
	<b>*Last machine in stock with this pricing</b>		
	<b>*Sourcewell Pricing - \$559,000.00</b>		

SUBTOTAL	<b>\$534,583.00</b>
TAX	
TOTAL	<b>\$534,583.00</b>
TRADE-IN	
NET PRICE	

DESCRIBE TRADE-IN

MAKE :	_____
MODEL :	_____
YEAR :	_____
SN :	_____

**CHANGE WITHOUT NOTICE -**

D. Willin  
Authorized By

10/11/2023

Date

**CIP Project Name: Utility Pole Relocation**

**Project Director (Name & Title):** Dallas Baker, Jr., P.E., Public Works Director

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Relocation of utility pole

**Project Location:** St Martins Neck Road, Bishopville, MD 21813

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** No

**Is there a Federal or State mandate related to this project? If so, please elaborate:** No

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** After the pole relocation County Roads personnel will be constructing a right hand turn lane onto Rt 90. After the construction, routine maintenance will be performed.

**What is the useful life of the asset/project?** Once pole moved, permanent.

**Will this project generate revenue?** No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	350,000							350,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>350,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>350,000</b>

<b>SOURCES OF FUNDS</b>	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	350,000							350,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>350,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>350,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Utility Pole Relocation**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

This project involves the relocation of a utility pole on St Martins Neck Road at the intersection with Rt 90 (photo attached). Once the utility pole is relocated, Worcester County Roads will build a right turn only lane for access onto Rt 90. This will also involve the relocation of the roadside ditch. Currently, there is no right turn only lane which causes a lot of vehicle congestion, safety concerns, and shoulder damage on the County road. Having a right turn only lane will allow for better flow of traffic onto Rt 90 and less vehicle congestion and shoulder damage.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

This project will impact all Worcester County residents or visitors in this area of Worcester County. The negative impact if not funded will be a continuous congestion problem/safety issues in this area which could possibly result in vehicular accidents.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

### **CIP Timing.**

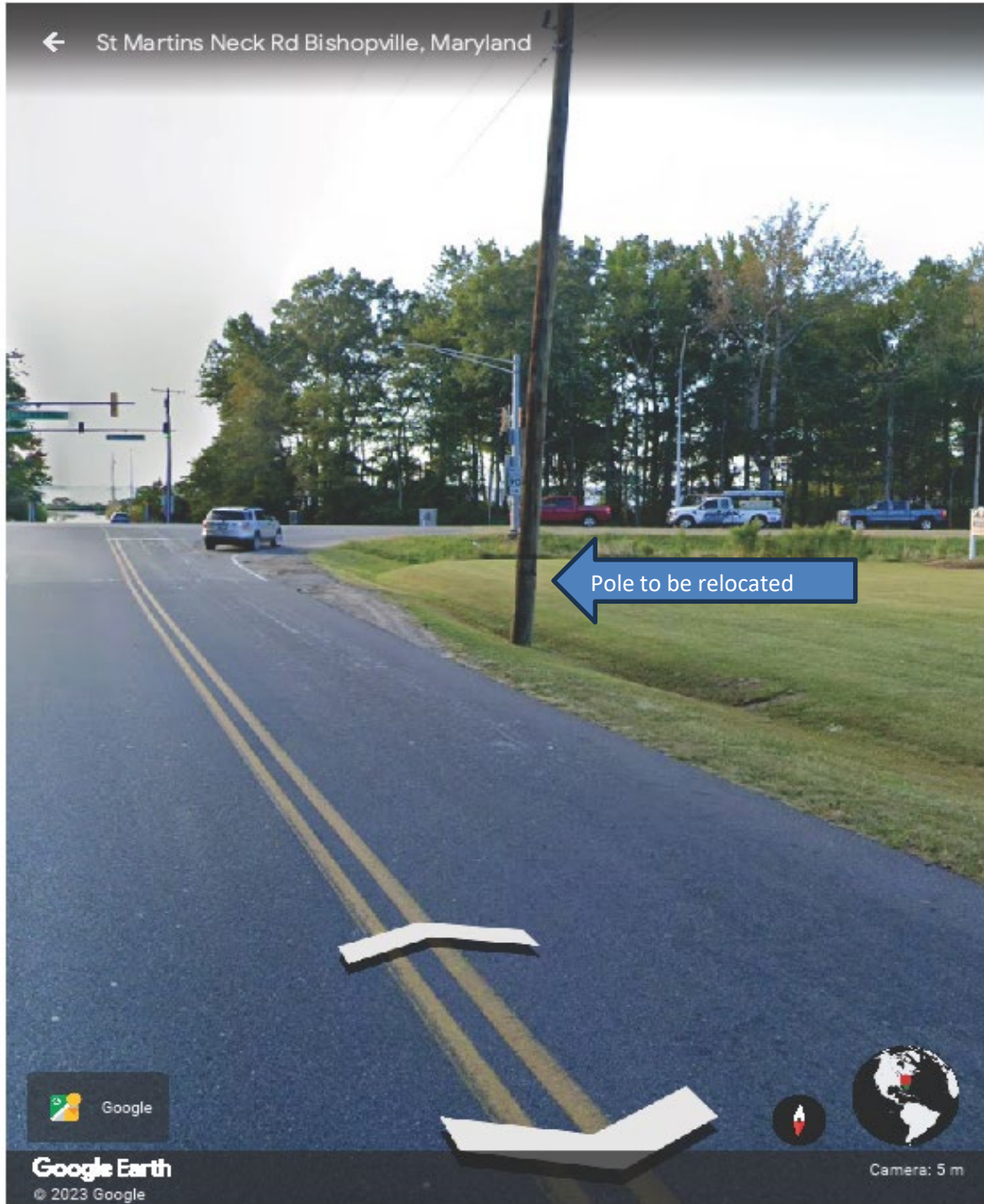
**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

N/A

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

We have placed this project in year 2027. This is definitely needed, especially in this particular area; however, it is not immediately critical.



**CIP Project Name: Riddle Farm WWTP Bypass to OP WWTP**

**Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Install a sewer force main bypass line to allow untreated wastewater to flow from the Riddle Farm Service Area to the Ocean Pines WWTP for treatment. This will allow for the Riddle Farm WWTP to be bypassed during emergency plant shutdowns and future rehabilitation without the need for pumping & hauling operations. This will also eliminate the risk of sanitary sewer overflows that are a risk during plant shutdown or failure.

**Project Location:** Riddle Farm WWTP (Riddle Farm Service Area)

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

No

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

No direct mandates, but DPW is at risk of violating discharge permits if pumping & hauling operations continue or if a plant failure resulted in sewer overflows at the plant.

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

No

**What is the useful life of the asset/project?**

30-40 years

**Will this project generate revenue?**

Yes, this will allow for the Riddle Farm WWTP to stay in-service during the plant rehabilitation.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	50,000							50,000
Land Acquisition								0
Site Work								0
Construction	1,000,000							1,000,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>1,050,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,050,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds	50,000							50,000
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Federal Earmark or MDE	1,000,000							1,000,000
<b>TOTAL</b>	<b>1,050,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,050,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Riddle Farm WWTP Bypass to OP WWTP**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

The scope of this project is to design and install a sewer force main running from the Riddle Farm WWTP to the Ocean Pines WWTP. This scope was determined due to the need for the interconnect of the two plants so that raw, untreated sanitary sewerage can be treated during the Riddle Farm WWTP upgrades and during emergency situations that could impact plant operations. The Riddle Farm WWTP has been having issues treating wastewater effectively over the past few years due to ineffective membranes. This project will allow for wastewater to still be treated while the plant is taken offline for rehabilitation.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

Impacts will benefit the Riddle Farm and the Ocean Pines Service Area. Additional plant resiliency will be introduced to the Riddle Farm Service Area. The Ocean Pines Service Area will see a reduction in the amount of truck traffic generated by pumping and hauling operations. Additionally, both service areas will benefit as the Riddle Farm WTP will be able to come back into service, therefor reducing the demand of water from the Ocean Pines Service Area. Negative impacts include the continuation of pumping & hauling costs, environmental risks of from accidental spills, increased debt to the Riddle Farm Service Area for pumping & hauling operations, and no expansion of the Riddle Farm Service Area.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Cost estimate was developed based off of an engineering study completed by GMB. This is a project specific estimate based off of real time materials and construction costs. Costs are subject to change in the future due to market volatility and inflation.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

Yes, this bypass force main needs to be done first to allow for raw, untreated wastewater to be directed to another treatment plant while the Riddle Farm WWTP has to be taken offline for rehabilitation.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

The project is critical and needs to be completed as soon as possible so that raw wastewater flow can be routed to another WWTP while the Riddle Farm WWTP is taken offline for rehabilitation.

**CIP Project Name: Riddle Farm WWTP Rehabilitation**

**Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Rehabilitate the existing WWTP to include new membranes and aeration processes that will increase the treatment capacity of the plant. The overall purpose of this project is to provide a functional plant that has the ability to treat the flows coming to it, rather than having to pump & haul raw wastewater away due to inadequate capacity in the current membranes.

**Project Location:** Riddle Farm WWTP (Riddle Farm Service Area)

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

Yes, Tri-County and Federal Earmarks have already been applied for to cover the entire project budget.

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

No direct mandates, but DPW is at risk of violating discharge permits if pumping and hauling operations continue.

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

No

**What is the useful life of the asset/project?:**

15-20 years, based off of estimated lifespan of membranes at other County-operated facilities

**Will this project generate revenue?:**

Yes, additional EDUs will be available as plant capacity will be increased.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	100,000							100,000
Land Acquisition								0
Site Work								0
Construction	1,600,000							1,600,000
Equipment/Furnishings								0
Other - Please Specify								0

<b>TOTAL</b>	<b>1,700,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,700,000</b>
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<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Tri County Grant	1,700,000							1,700,000

<b>TOTAL</b>	<b>1,700,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,700,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Riddle Farm WWTP Rehabilitation**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

The scope of the project was determined via an engineering report by GMB. The original membranes lasted 14 years and were replaced by membranes from an alternate supplier. These alternate membranes are failing and have already been replaced by the manufacturer. It is the intent of this project to replace the faulty membranes and add new membranes from the original membrane supplier to make the operation more reliable and capable of treating higher flows.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

Impacts will benefit the Riddle Farm and the Ocean Pines Service Area. Additional capacity and plant resiliency will be introduced to the Riddle Farm Service Area. The Ocean Pines Service Area will see a reduction in the amount of truck traffic generated by pumping and hauling operations. Additionally, both service areas will benefit as the Riddle Farm WTP will be able to come back into service, therefor reducing the demand of water from the Ocean Pines Service Area. Negative impacts include the continuation of pumping & hauling costs, environmental risks of from accidental spills, increased debt to the Riddle Farm Service Area for pumping & hauling operations, and no expansion of the Riddle Farm Service Area.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Cost estimate was developed based off of an engineering study completed by GMB. This is a project specific estimate based off of real time materials and construction costs. Costs are subject to change in the future due to market volatility and inflation.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

Yes, bypass forcemain needs to be done first to eliminate pumping and hauling.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

The project is critical and needs to be completed as soon as possible.

**CIP Project Name: Mystic Harbour Solids Handling & Storage Building**

**Project Director (Name & Title):** Dallas Baker, Jr., P.E, Public Works Director

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Upgrades to the Mystic Harbour Solids Dewatering process which will resolve the dewatering problems at the Mystic Harbor Wastewater Treatment Plant. This project also includes retrofitting the existing storage building as part of its scope of work.

**Project Location:** Mystic Harbour/West OC

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

No

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

No

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

No

**What is the useful life of the asset/project?**

30 years

**Will this project generate revenue?**

No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	200,000							200,000
Land Acquisition								0
Site Work								0
Construction	4,200,000							4,200,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>4,400,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,400,000</b>

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan	2,200,000							2,200,000
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - MDE	2,200,000							2,200,000
<b>TOTAL</b>	<b>4,400,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,400,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Mystic Harbour Solids Handling & Storage Building**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

This project includes improvement to the Mystic Harbour Wastewater Treatment Plan by construction of needed improvements to the sludge handling facilities. Also, includes rehabilitation of the storage building in order to provide a conditioned space for safe storage of equipment.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

This project will permanently resolve the handling of bio-solids at the Mystic Harbour Wastewater Treatment Plant and provide adequate safe storage of equipment to benefit the Mystic Harbour Service.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

The cost estimate for the Solids Handling and Storage Building improvements were taken from a 2017 Preliminary Engineering Report completed by GMB. This is a complete design, permitting, and construction cost estimate including Construction Admin and Inspection. The two projects were combined as part of a grant application completed by GMB that yielded \$2.2Million in Grant and \$2.2Million in State Loan.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

This was on last years CIP for FY 23 & FY 24 but not funded.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Continued development within the West Ocean City/Mystic Harbour Area will require adequate public utilities. The only County owned wastewater facility in this area is the Mystic Harbour Wastewater Treatment Plant. To continue well controlled economic growth in this area, these building improvements are required.

**CIP Project Name: Ocean Pines WWTP Lagoon Expansion**

**Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** This project is to provide an increase in emergency storage capacity in the Ocean Pines WWTP lagoon. In doing so, the increase in storage will provide additional EDU's for sale.

**Project Location:** Ocean Pines WWTP

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

No

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

No

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

No

**What is the useful life of the asset/project?**

30 years, based off of estimated

**Will this project generate revenue?**

Yes, from the EDU sales.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	250,000							250,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>250,000</b>

<b>SOURCES OF FUNDS</b>	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
General Fund								0
User Fees	250,000							250,000
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE								0
<b>TOTAL</b>	<b>250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>250,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Ocean Pines WWTP Lagoon Expansion**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

This project scope involves the expansion of the Ocean Pines WWTP lagoon storage. EA Engineering provided 100% design early August and a cost estimate. The work includes building a retaining wall around one side of the lagoon to support the soil to account for the 1ft height increase in the berm elevation.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

This project benefits the Ocean Pines service area to aid in additional capacity and EDU sales for development. The negative impacts are additional growth in the service area could not occur.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Cost estimate was completed by EA Engineering and revised in March 2023. The project was broken down per unit item and cost per each.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

New Project

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Yes, this project is critical. This project needs to be completed to provide the Ocean Pines service area additional EDU's allowing for growth and divide the cost of maintenance amongst a greater population of customers.

**CIP Project Name: Rehabilitation, painting and lowering of the Riddle Farm Water Tower**

**Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Painting, Lowering and rehabilitation of the Riddle Farm Water Tower in order to extend the life of the Riddle Farm Water Tower and to lower the tower and bring it to the same hydraulic elevation as surrounding service areas.

**Project Location:** Riddle Farm WTP (Riddle Farm Service Area)

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

Yes, Federal Earmarks and Tri-County Grant funding has been requested in the full amount of cost estimate.

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

No

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

No

**What is the useful life of the asset/project?**

15-20 years

**Will this project generate revenue?**

Yes, this will allow for efficient operations of the Riddle Farm WTP; hence allowing for water production for the service area.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design		50,000						50,000
Land Acquisition								0
Site Work								0
Construction		600,000						600,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>650,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>650,000</b>

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE / CDBG		650,000						650,000
<b>TOTAL</b>	<b>0</b>	<b>650,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>650,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Rehabilitation, painting and lowering of the Riddle Farm Water Tower**

Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

Repainting, lowering and miscellaneous improvements to the Riddle Farm Water Tower

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

Extending the life of an important water storage tower. Lowering the tower will allow for better compatibility with adjoining service areas.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Cost estimate was developed based off of an inspection done by the County's trusted water tower consultant, MWB Tanks.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

No change in timing.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Waiting will increase the deterioration and increase rehabilitation cost

**CIP Project Name: Mystic Harbour WTP Rehabilitation**

**Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Rehabilitation of the Mystic Harbour Water Treatment plant building and equipment. The project includes rehabilitation of the exterior and interior of the Water Treatment building at Mystic Harbour. The exterior of the building needs a new roof, repair of the concrete block, painting or siding to make the building more aesthetically acceptable, and security fencing around the site to secure the property. The building interior requires a new interior ceiling, cleaning and painting of the walls, sandblasting and painting of the interior piping and filters. In addition there are a number of electrical improvements needed, safety issues addressed and chemical feed systems upgraded to current standards. All of these repairs will extend the useful life of this building.

**Project Location:** Mystic Harbour

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

Yes, Tri-County and Federal Earmarks have already been applied for to cover the entire project budget.

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

No

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

No

**What is the useful life of the asset/project?**

40 years

**Will this project generate revenue?**

No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design		200,000						200,000
Land Acquisition								0
Site Work								0
Construction		1,200,000						1,200,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>1,400,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,400,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE / CDBG		1,400,000						1,400,000
<b>TOTAL</b>	<b>0</b>	<b>1,400,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,400,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Mystic Harbour WTP Rehabilitation**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

The Mystic Harbor Water Treatment Plant was constructed in 1975 and has been in continuous use since. The building the treatment equipment is housed in has never been updated. There are holes in the roof, corroded electrical panels, corroded equipment and support. In Fall 2021, local engineering firm George, Miles, & Buhr conducted a feasibility study for rehabilitating the building. Their findings include rehabilitation of the exterior and interior of the building. The exterior of the building needs a new roof, repair of the concrete block and either painting or siding to make the building more aesthetically acceptable. The building interior requires a new interior ceiling, cleaning and painting of the walls, sandblasting and painting of the interior piping and filters. In addition, there are a number of electrical improvements needed, safety issues addressed and chemical feed systems upgraded to current standards.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

Project is required to maintain the operation of the Mystic Harbour Water system.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

The cost estimate is from the preliminary engineering study conducted in December 2021. The estimated impact (IF NO GRANT FUNDING WERE TO BE USED) to water debt service (EDUs) will increase the rate by \$7.78 per EDU per quarter assuming a 15 year bond. This estimate does not factor in interest rates on bond projects.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

This was on last years CIP for FY 23 & FY 24 but not funded.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

This facility is the primary supplier of water to the Mystic Harbour and West Ocean City Area

**CIP Project Name: Landings Water Tower Rehabilitation**

**Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Painting and rehabilitation of the Landings Water Tower.

**Project Location:** Landings WTP (Landings Service Area)

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

No

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

No

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

No

**What is the useful life of the asset/project?**

15-20 years, based off of estimated lifespan at other County-operated facilities

**Will this project generate revenue?**

No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design		30,000						30,000
Land Acquisition								0
Site Work								0
Construction		550,000						550,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>580,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>580,000</b>

<b>SOURCES OF FUNDS</b>	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE / CDBG		580,000						580,000
<b>TOTAL</b>	<b>0</b>	<b>580,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>580,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Landings Water Tower Rehabilitation**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

Repainting, and miscellaneous improvements to the Landings Water Tower. Scope was determined by the County's tank consultant MBW tanks.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

Extending the life of an important water storage tower

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Estimate developed from water tower inspection in December 2021 and historical costs from other tower painting projects. If a grant is not obtained, the estimated impact to water debt service (EDUs) will increase the rate by \$24.17 per EDU per quarter assuming a 15 year repayment term. This estimate does not factor in interest rates on repayments.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

Second time on CIP

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Waiting will increase the deterioration and increase rehabilitation cost

**CIP Project Name: Assateague Point Replacement Liner**

**Project Director (Name & Title):** Dallas Baker Jr., P.E. -Director of Public Works

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Replacement of the liner at the Assateague Point WWTP Lagoon

**Project Location:** Assateague Point WWTP (Assateague Point Service Area)

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

No grant funds are available.

**Is there a Federal or State mandate related to this project? If so, please elaborate:** No

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** No

**What is the useful life of the asset/project?**

30 years, based off of estimated lifespan of liners at other County-operated facilities

**Will this project generate revenue?** No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design		100,000						100,000
Land Acquisition								0
Site Work								0
Construction			600,000					600,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>100,000</b>	<b>600,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>700,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees		100,000						100,000
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds			600,000					600,000
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>100,000</b>	<b>600,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>700,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Assateague Point Replacement Liner**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

Replacement of the liner at the Assateague Point WWTP Lagoon. Current liner is at the end of its useful life with increasing repair costs every year. Scope is based off of the need for an in-kind replacement of the liner at the lagoon.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

Extending the life of this lagoon will allow for continued operations of a critical WWTP in the County's network. A replacement liner will lessen the risk of breaks and tears which cost money to repair and open the potential for fines from MDE.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Estimate developed from recent costs to replace other pond/lagoon liners in Worcester County.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

First time on CIP, requesting this liner sooner due to the increasing costs and frequency of tears/breaks in the existing lagoon liner.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Waiting will increase the deterioration and increase repair cost to the existing liner. Leaks due to tears/breaks can also open the County up to liability and fines with MDE.

**CIP Project Name: River Run Sewer Interconnection to Ocean Pines**

**Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Interconnect the River Run and Ocean Pines Sewer systems via the installation of a new sewer line. This will allow for the River Run lagoon liner to be replaced while still treating the service area's wastewater via the Ocean Pines WWTP. In the future, this interconnect allows for redundancy in the event of an emergency or unexpected shutdown of one of the connected plants.

**Project Location:** River Run WWTP (River Run Service Area)

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

No

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

No

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

No

**What is the useful life of the asset/project?**

40 years

**Will this project generate revenue?**

No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design		100,000						100,000
Land Acquisition								0
Site Work								0
Construction			1,100,000					1,100,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>100,000</b>	<b>1,100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,200,000</b>

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE / CDBG		100,000	1,100,000					1,200,000
<b>TOTAL</b>	<b>0</b>	<b>100,000</b>	<b>1,100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,200,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: River Run Sewer Interconnection to Ocean Pines**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

This project involves the interconnection of the River Run and Ocean Pines Sewer systems via the installation of a new sewer line. This will allow for the River Run lagoon liner to be replaced while still treating the service area's wastewater via the Ocean Pines WWTP. In the future, this interconnect allows for redundancy in the event of an emergency or unexpected shutdown of one of the connected plants.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

This interconnection allows for redundancy in the event of an emergency, unexpected shutdown, or maintenance of one of the connected plants. As a result of this interconnection, sewer flows can be directly sent to a connected treatment plant during shutdown periods which will avoid the need for expensive and intrusive pumping & hauling operations.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Estimate developed from recent force main installs in Worcester County.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

First time on CIP, requesting the interconnection sooner due to the need to send wastewater flow elsewhere for treatment during the River Run lagoon liner replacement. Once this project is complete, the raw wastewater from River Run can be directed to Ocean Pines for treatment while the River Run WWTP is take offline for the liner rehabilitation.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Not funding this project will lead to extremely high pumping & hauling costs that would be incurred during the River Run lagoon liner replacement. The need to resort to pumping & hauling operations could also open up the County to violation of the MDE permit regulations for the treatment plant.

**CIP Project Name: Mystic Harbour Effluent Connection to Riddle Farm Lagoon**

**Project Director (Name & Title):** Dallas Baker, Jr., P.E, Public Works Director

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Connection of the Mystic Harbor Effluent Discharge to the Riddle Farm WWTP lagoon via installation of a force main. This will allow for interconnectivity of the plants during emergency situations while also allowing Mystic to utilize excess effluent discharge capacity already available within the Riddle Farm Lagoon.

**Project Location:** Mystic Harbour/West OC

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

No

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

No

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

No

**What is the useful life of the asset/project?**

30 years

**Will this project generate revenue?**

No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design			400,000					400,000
Land Acquisition								0
Site Work								0
Construction			5,600,000					5,600,000
Equipment/Furnishings								0
Other - Please Specify								0

<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>6,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,000,000</b>
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	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds			6,000,000					6,000,000
General Bonds								0
Other - Please Specify								0

<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>6,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,000,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Mystic Harbour Effluent Connection to Riddle Farm Lagoon**

Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

Design and construction of a force main to allow the connection of the Mystic Harbor Effluent Discharge to the Riddle Farm WWTP lagoon via installation of a force main. This will allow for interconnectivity of the plants during emergency situations while also allowing Mystic to utilize excess effluent discharge capacity already available within the Riddle Farm Lagoon. George Miles and Buhr provided the County with a preliminary cost estimate on July 25, 2023 outlining two paths. Option one was utilizing Maryland SHA right of ways and option two was utilizing Worcester County right of way for the path of the force main. Option one total cost was \$8,551,410 and Option two total cost was \$6,209,830.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

By interconnecting, Public Works would have the ability to store treated effluent during extreme weather events without sending the flow to the Ocean City WWTP (where it would have to be treated again). There is a cost saving to the rate payers by not having to pay for treatment and disposal fees from the Town of Ocean City.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

The cost estimate is based off of George Miles and Buhr provided a preliminary cost estimate on July 25, 2023 outlining two options. Option one was utilizing Maryland SHA right of ways and option two was utilizing Worcester County right of way for the path of the force main. Option one total cost was \$8,551,410 and Option two total cost was \$6,209,830.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

New CIP item, this is listed sooner due to the urgent need for effluent disposal capacity in the Mystic, Landings, and Assateague Point service areas. Due to the cost of the project needing to be bonded the project is being moved back to FY26.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Continued development along the Rt 611 corridor will require adequate public utilities. Expansion of the effluent capacity needs to be created as soon as possible as the WWTP's in this area (Mystic, Landings, Assateague Point) can collectively treat more than can be disposed of.

**CIP Project Name: Newark WTP Rehabilitation**

**Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Replacement of the Newark Water Treatment plant building and equipment as the existing treatment plant is nearing the end of its useful life.

**Project Location:** Newark WTP (Newark Service Area)

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

No

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

No

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

No

**What is the useful life of the asset/project?**

40 years

**Will this project generate revenue?**

No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design			150,000					150,000
Land Acquisition								0
Site Work								0
Construction				2,850,000				2,850,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>150,000</b>	<b>2,850,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,000,000</b>

<b>SOURCES OF FUNDS</b>	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE / CDBG			150,000	2,850,000				3,000,000
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>150,000</b>	<b>2,850,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,000,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Newark WTP Rehabilitation**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

The current Newark WTP and building was put into service in 1971. While numerous upgrades have been made over the last 50 years, the plant is nearing the end of its useful life. A new WTP building will need to be built at an undetermined site so that the existing plant can remain in-service during construction. As part of a new WTP construction, at least one new supply well will need to be constructed.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

Project is required to maintain the operation of the Newark Water Treatment Plant to continue to efficiently serve the Newark Service Area.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

The cost estimate is based off of recent estimates for similar engineering estimates for projects in Worcester County.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

This is a new CIP item. Construction funding is added for the last year of the CIP. Engineering/design funding is requested in FY27 in order to have construction documents and permitting complete prior to bidding for construction.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

This facility is the only supplier of water to Newark Area and needs to be replaced in order to maintain plant resiliency. It is critical to fund the engineering/design/permitting phases sooner as plan development and permitting with the State may take an extended period of time.

**CIP Project Name: River Run Replacement Liner**

**Project Director (Name & Title):** Dallas Baker Jr., P.E. - Director of Public Works

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Replacement of the liner at the River Run lagoon.

**Project Location:** River Run WWTP (River Run Service Area)

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

No

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

No

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

No

**What is the useful life of the asset/project?**

30 years, based off of estimated lifespan of liners at other County-operated facilities

**Will this project generate revenue?**

No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design			100,000					100,000
Land Acquisition								0
Site Work								0
Construction				1,100,000				1,100,000
Equipment/Furnishings								0
Other - Please Specify								0

<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>1,100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,200,000</b>
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	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees			100,000					100,000
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds				1,100,000				1,100,000
General Bonds								0
Other - Please Specify								0

<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>1,100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,200,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
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## **CIP Project Name: River Run Replacement Liner**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

Replacement of the liner at the River Run WWTP Lagoon. Current liner is at the end of its useful life with increasing repair costs every year. Scope is based off of the need for an replacement of the Hypolon liner with a more durable 100 mil thick HDPE liner.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

Extending the life of this lagoon will allow for continued operations of a critical WWTP in the County's network. A replacement liner will lessen the risk of breaks and tears which cost money to repair and open the potential for fines from MDE.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Estimate developed from recent costs to replace other pond/lagoon liners in Worcester County.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

First time on CIP, requesting this liner sooner due to the increasing costs and frequency of tears/breaks in the existing lagoon liner.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Waiting will increase the deterioration and increase repair cost to the existing liner. Leaks due to tears/breaks can also open the County up to liability and fines with MDE.

**CIP Project Name: Mystic Harbour Effluent Disposal Expansion**

**Project Director (Name & Title):** Dallas Baker, Jr., P.E, Public Works Director

**Phone Number:** 410-632-5623

**Project Summary and Purpose:** Expansion of the effluent disposal network for Mystic Harbour Wastewater Treatment Plant by tying in the Assateague Point and Landings WWTP systems. This will allow for additional effluent disposal capabilities for the network.

**Project Location:** Mystic Harbour/West OC

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

No

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

No

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

No

**What is the useful life of the asset/project?**

30 years

**Will this project generate revenue?**

Yes, this will free up the sale of additional EDU's currently limited at the Landings development due to inadequate effluent disposal capacity.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design				100,000				100,000
Land Acquisition								0
Site Work								0
Construction				2,000,000				2,000,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,100,000</b>

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE / CDBG				2,100,000				2,100,000
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,100,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Mystic Harbour Effluent Disposal Expansion**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

Expansion of the effluent disposal network for Mystic Harbour Wastewater Treatment Plant by tying in the Assateague Point and Landings WWTP systems. This will allow for additional effluent disposal capabilities for the network. Expansion of the effluent capacity needs to be created as soon as possible as the WWTP's in this area (Mystic, Landings, Assateague Point) can collectively treat more than can be disposed of.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

Continued development along the Rt 611 corridor will require adequate public utilities. Expansion of the effluent capacity needs to be created as soon as possible as the WWTP's in this area (Mystic, Landings, Assateague Point) can collectively treat more than can be disposed of. Negative impacts would simply mean limited development and potentially a hold on the sale of EDUs.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

The cost estimate is based off of similar utility connection projects that have recently taken place in Worcester County.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

New CIP item, this is listed sooner due to the urgent need for effluent disposal capacity in the Mystic, Landings, and Assateague Point service areas.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Continued development along the Rt 611 corridor will require adequate public utilities. Expansion of the effluent capacity needs to be created as soon as possible as the WWTP's in this area (Mystic, Landings, Assateague Point) can collectively treat more than can be disposed of.

**CIP Project Name: Mystic Harbour Water to Riddle Farm**

**Project Director (Name & Title):**Dallas Baker Jr., P.E. - Director of Public Works

**Phone Number:**410-632-5623

**Project Summary and Purpose:** Interconnect Mystic Harbor water to Riddle Farm service area as a backup via water main. This will allow Mystic Harbor to provide Riddle Farm water in the event of emergency.

**Project Location:** Mystic Harbor WTP to Riddle Farm WTP

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

No

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

No

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

No

**What is the useful life of the asset/project?**

40 years, based off of estimated

**Will this project generate revenue?**

No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction				1,950,000				1,950,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,950,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,950,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - USDA / MDE				1,950,000				1,950,000
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,950,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,950,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Mystic Harbour Water to Riddle Farm**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

This project scope involves the interconnection of the Mystic Harbor water to Riddle Farm WTP. The work entails running a water main from Mystic Harbor plant down Old Bridge Road Rt. 707, along Rt. 50 heading west, boring underneath Herring Creek, and eventually turning North into Man O War Ln. This project would include permitting work within Maryland SHA right of way for a utility permitting and traffic control. J.W. Salm Engineering provided 85% design showing the layout and submitted permit applications to MDE/SHA.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

This interconnect would minimize the potential for downtime in the event of equipment failure at Riddle Farm, Mystic Harbor, or Ocean Pines water. Since these three facilities will be interconnected for water we could push water whichever way we see is needed to assist. The negative impacts of not funding or delaying this project would be Riddle Farm would be reliant upon Ocean Pines water in the event of a failure.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Cost estimate is pending from J.W. Salm Engineering.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

New Project

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Yes, this project is critical. This project needs to be completed as soon as feasibly possible to provide a interconnect and backup for Riddle Farm. In the event of delay or failure of equipment at Ocean Pines it would result in a water outage for Riddle Farm.

**CIP Project Name: Recreation Center - HVAC replacement**

**Project Director (Name & Title):** Kelly Rados, Director Recreation & Parks

**Phone Number:** 410-632-2144 x2502

**Project Summary and Purpose:**

This project will include a complete replacement of the existing ground mounted packaged rooftop HVAC units for the gym arena at the Recreation Center. The current gymnasium HVAC units are undersized and inadequate. They are 19 years old and past their useful life expectancy of 15 to 18 years.

**Project Location:** Worcester County Recreation Center, 6030 Public Landing Road, Snow Hill, MD 21863

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

**Is there a Federal or State mandate related to this project? If so, please elaborate:** No

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** General preventative maintenance and continued maintenance repairs

**What is the useful life of the asset/project?** 20 years

**Will this project generate revenue?** No

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	126,000					1,260,000		1,386,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>126,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,260,000</b>	<b>0</b>	<b>1,386,000</b>

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	126,000					1,260,000		1,386,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>126,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,260,000</b>	<b>0</b>	<b>1,386,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Recreation Center - HVAC replacement**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

This project involves replacement of the two current ground mounted packaged rooftop units and incorporating a single zone VAV (supply and exhaust fans) control strategies on the same. This will require removal of each ground mounted packaged rooftop unit. The new units would incorporate variable frequency drives on the supply and exhaust air fans for a single zone VAV operations. The project had an analysis completed in 2018 including a detailed scope of the projects and recommendations.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

This project would benefit citizens that utilize the Recreation Center facility, addressing comfort complaints while attending and participating in Recreation programs and events. Not funding or delaying the project could result in decreased attendance and registration to programs and unsatisfactory working conditions to employees. Delaying the project would result in increased costs trying to maintain the current systems and overall increased project costs due to construction costs continuing to increase.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

The cost estimate was provided by Gipe Associates, Inc. Consulting Engineers. Gipe provided an HVAC Systems Analysis in 2018 for this project. Last year they provided us with an updated cost estimate based on actuals for construction projects similar to what is needed for the Recreation Center, including projections for increased construction. This year we were advised to add an additional 5 to 10% for escalation that has occurred in the last year. Concerns with my estimated would be the continued costs of construction and materials.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The condenser coils on the outside HVAC units are in bad shape and were scheduled for replacement 5-6 years ago. \$300,000 was earmarked, at the time, for the Recreation Center - HVAC improvements in assigned funds, when the coil replacements were in the works. This work was never completed as pricing came back to high. The units have now aged out and are not worth spending \$30-\$40K per unit for replacement coils.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

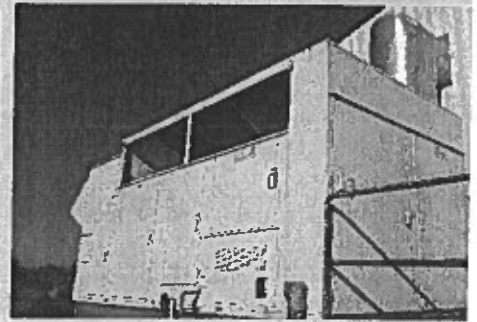
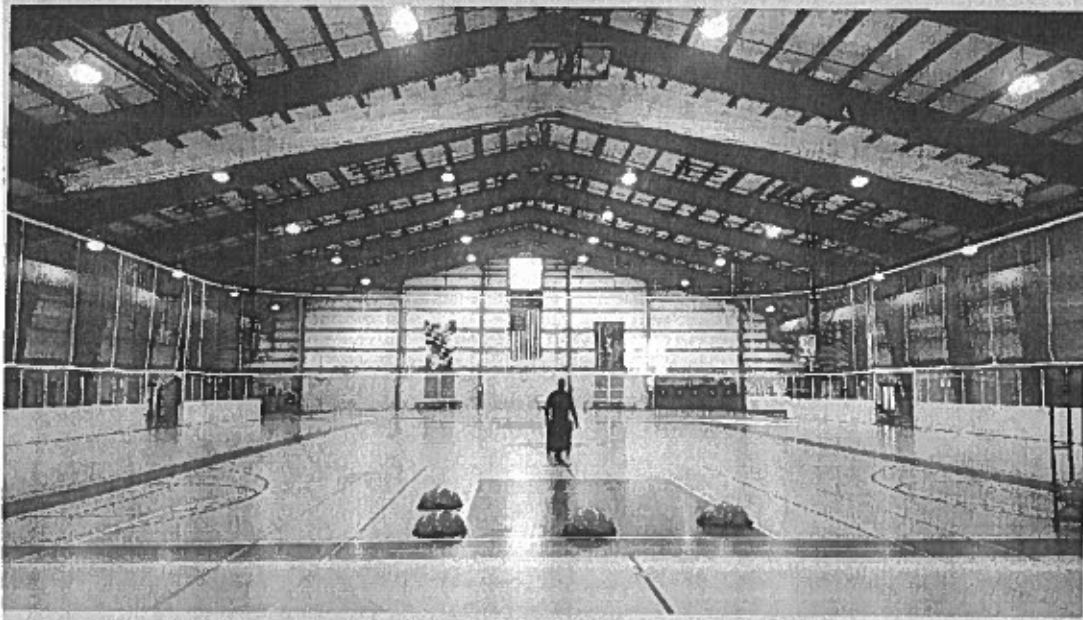
The current HVAC units are not able to maintain the temperatures in the gym arena. The existing cooling set point of 80 degrees is inappropriate for multipurpose area of this size related to temperature/humidity performance. Prolonging the project will incur additional maintenance costs and overall increased projects costs.




**Worcester County,  
Maryland**

[www.co.worcester.md.us](http://www.co.worcester.md.us)

*Worcester County Recreation Center  
Multipurpose Space HVAC Systems Analysis*



 **Gipe Associates, Inc.**  
CONSULTING ENGINEERS

Mechanical | Electrical | Plumbing

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Easton, Maryland 21821  
(410) 822-8883

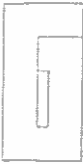
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## APPENDIX

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Appendix C:	Original Test and Balance Report
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Appendix E:	Ventilation Calculations
Appendix F:	Heating and Cooling Load Coil Calculations
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Appendix H:	Cost Estimate for Option #2
Appendix I:	Life Cycle Cost Analysis


**Gipe Associates, Inc.**

CONSULTING ENGINEERS

W.O.#: 18030

June 19, 2018

Mr. Ken Whited  
 Worcester County Dept of Public Works  
 6113 Timmons Road  
 Snow Hill, MD 21863

Project: Worcester County Recreation Center – Snow Hill, MD  
 Reference: HVAC Systems Analysis

Dear Ken:

Thank you for the opportunity to assist you with evaluating the heating, ventilating, and air conditioning (HVAC) systems at the Worcester County Recreation Center Building (Approximately 35,700 square feet) located in Snow Hill, Maryland. The following report summarizes our review and recommendations related to the ground mounted packaged roof units #1 and #2 that serve the Multi-Purpose portion of the building.

**INTRODUCTION**

The existing HVAC systems were installed in 2004 and are approximately 14 years old. In addition, there have been many comfort complaints and questions about the installed capacity and it is our hope that you will find that the following report provides a solid overview of the HVAC systems with specific focus on the capacity versus required cooling and heating loads. All of the existing cooling systems contain R-22 refrigerant, which is currently being phased out of use in refrigerant systems in the United States due to ozone depletion in the atmosphere. Therefore, due to the age and condition of the existing HVAC systems and type of refrigerant in the installed cooling systems the time is ideal to consider either equipment upgrades or system replacements.

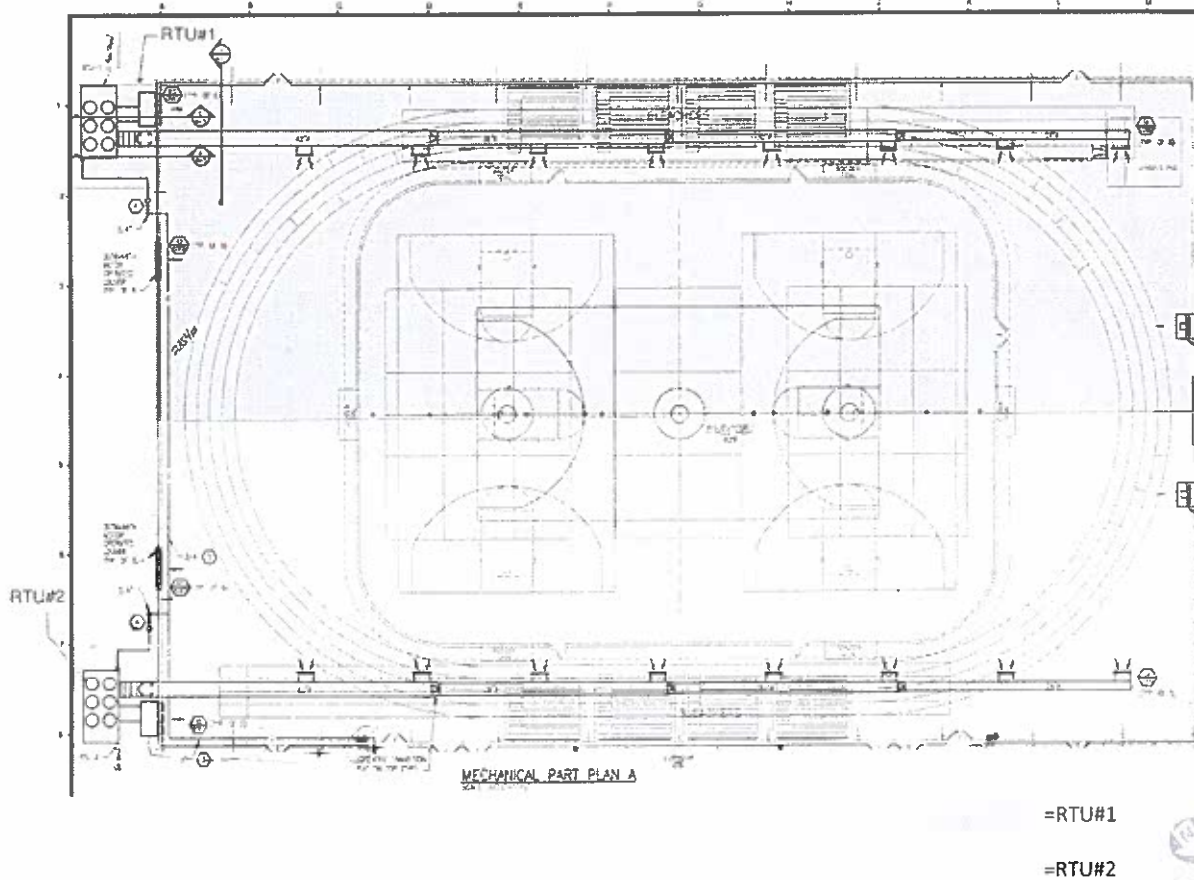
The following report will review the existing Ground Mounted Rooftop Units #1 & #2, provide ventilation calculation analysis, cooling/heating load calculation analysis and evaluate options for improving the HVAC systems based on the results of our analysis. We also will include all relevant information in the Appendix so that in the future you have a comprehensive location for information related to these two (2) HVAC systems at the Worcester County Recreation Center. First, we will spend some time evaluating and describing the existing HVAC systems.

To assist with describing the HVAC systems we have prepared the following HVAC zoning diagram (See Figure #1) that graphically illustrates what area of the building is served by what HVAC unit.

1220 East Joppa Road  
 Suite 223  
 Towson, Maryland 21286  
 TEL 410.832.2420  
 FAX 410.832.2418

8719 Brooks Drive  
 Post Office Box 1147  
 Easton, Maryland 21601  
 TEL 410.822.8688  
 FAX 410.822.6306





**Figure # 1- HVAC Zoning Diagram**  
(Not to Scale)

As shown, the Multi-Purpose portion of the Worcester Recreation Center is basically served by the following types of equipment:

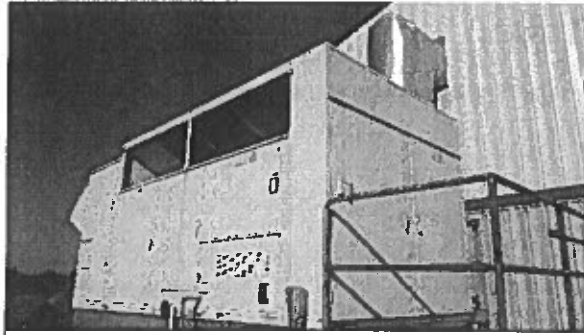
Tag	Equipment Type	Description	Refrigerant Type
RTU #1	Packaged Ground Mounted Rooftop Unit	Constant volume rooftop unit with direct expansion cooling and propane gas heat	R-22
RTU #2	Packaged Ground Mounted Rooftop Unit	Constant volume rooftop unit with expansion cooling and propane gas heat	Direct R-22

**Table #1 – Existing HVAC System Types**

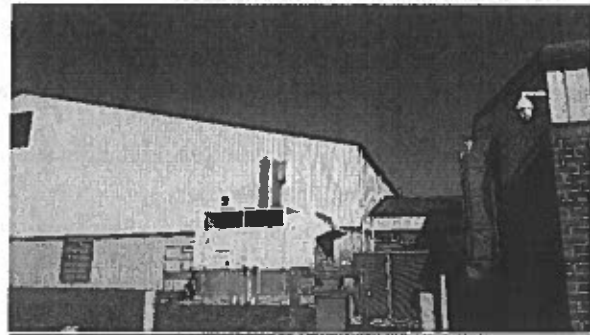
**EXISTING GROUND MOUNTED PACKAGED ROOFTOP UNITS**

As graphically illustrated, the majority of the Worcester County Recreation Center is heated and cooled with packaged ground mounted rooftop HVAC units located outside on grade as shown in Photograph #1 and #2.

Both Rooftop units are direct expansion rooftop units utilizing R-22 refrigerant for cooling and propane gas furnaces for heating. As shown in Figure #1 above, each unit serves half of the building. We were able to obtain a portion of the original submittal data and the same has been included in Appendix A.

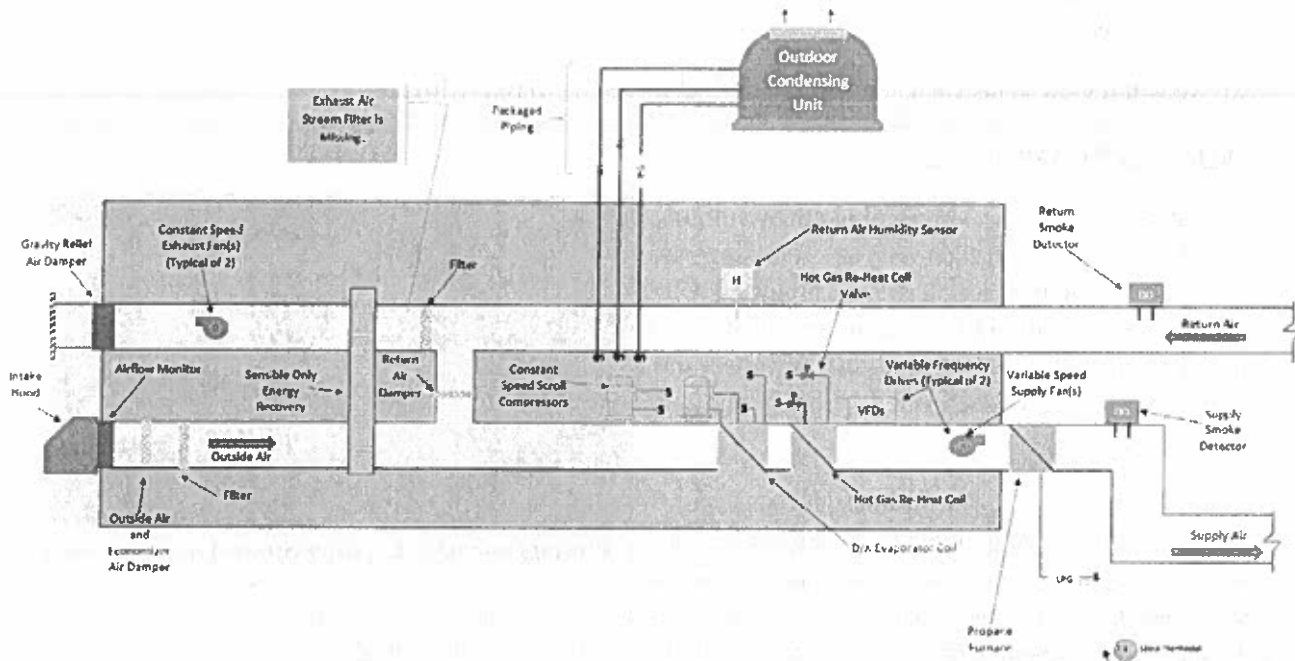


Photograph #1 – Existing RTU #1



Photograph #2 – Existing RTU #2

**GROUND MOUNTED PACKAGED ROOFTOP UNITS #1 AND #2**



**Figure #2 – Typical Ground Mounted Packaged Rooftop Unit Schematic**

As shown in Figure #1, Ground Mounted Packaged Rooftop Unit #1 serves the Southwest portion of the Multi-Purpose Area and Ground Mounted Packaged Rooftop Unit #2 serves the Northeast portion of the Multi-Purpose Area. The existing units have the following characteristics/capacity data as shown in Table #2:

Unit	Model #	Serial #	Air Flow Rate (Per TAB Report)	Nominal Cooling Capacity	Nominal Heating Capacity	Outside Air Flow Rate
RTU#1	RN04030AB04-72	200408-ANGV00467	15,000 cfm	40 tons	437,000 btu/hr	5,150 cfm
RTU #2	RN05030AB04-72	200408-ANGW00468	14,000 cfm	50 tons	437,000 btu/hr	5,150 cfm

**Table #2 – RTU Data**

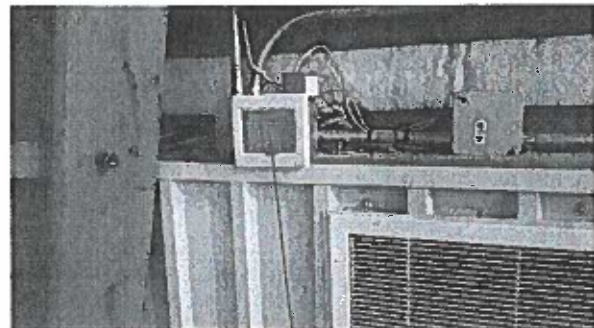
In addition as shown in Figure #2, both ground mounted rooftop units include the following components:

1. Economizer damper with enthalpy control.
2. Multiple Power Exhaust Fans
3. Duct Smoke Detectors (supply and return duct streams)
4. Multiple Scroll Compressors
5. Multiple Condenser Fans
6. Multiple Supply Air Fans with Variable Frequency Drives
7. Hot gas re-heat coils and return air humidity sensors.
8. Outside air/return air dampers.
9. Sensible heat energy recovery wheels.
10. Programmable thermostats.
11. Ductsox for air distribution.

Next, we will review items we noted during our field survey on May 11, 2018.

**EXISTING THERMOSTATS**

The existing thermostats are typical Honeywell touch screen Residential Type thermostats. As shown in Photograph #3, the thermostats are not protected with guards. We would highly recommend that wire guards be installed on the thermostats to protect the same against projectiles such as balls from hitting and damaging the same.



**Photograph #3 – Existing Space Thermostats**

In addition, the existing thermostats are standalone thermostats and we would highly recommend that the HVAC equipment in the Worcester County Recreational Center be connected to a web based direct digital control system to allow remote monitoring, scheduling, and set point adjustment. Next, we will discuss the sequence of operation.

**ROOFTOP UNIT SEQUENCE OF OPERATION**

The original contract documents did not include a control diagram. However, the specifications did include a sequence of operation which has been copied below for convenience:

*A. VVT System*

1. *Provide control panel for a space temperature zoning system that will allow for automatic system changeover from heating to cooling and the reverse from any zone.*

*Control shall be for two stages heat and two stages cooling. Purge timer between heating and cooling changeovers shall be adjustable from two to three and a half minutes. Auto changeover time shall be field selected as five or ten minutes. LED lights shall indicate system operation and damper movement.*

**B. Control Sequence of Operation:**

**1. Control sequences of operation shall be as follows:**

- i. Multipurpose/Gym: Space thermostat program function shall energize RTU-1 and 2 in stages. First stage heat or cool shall energize RTU-1, second stage heat or cool shall energize RTU-2. Space temperature setpoints shall be 68°F heating (adjustable) and 80°F cooling (adjustable). RTU's shall control their heating, cooling, dehumidification, and outdoor air functions by their factory furnished controls. When in heating mode, ceiling fans shall be energized. Provide space CO2 sensor to energize RTU outdoor air dampers to maintain setpoint (1000 ppm, adjustable).*

As indicated, the sequence of operation is very minimal and reviewing the same indicates the existing ground mounted packaged rooftop units have the following automatic temperature control strategies:

1. Staged capacity control for cooling using the rooftop units in a lead/lag fashion.
2. 2 Stages minimum for heating/cooling at each unit.
3. Active Dehumidification utilizing hot gas re-heat.
4. Demand Controlled Ventilation
5. Automatic changeover from cooling to heating and vice versa.

In addition, as indicated in the control sequence the space temperature setpoints in heating/cooling were indicated to be 68°F and 80°F, respectively. These setpoints are extremely low for heating and extremely high for cooling. In fact, the cooling set point of 80°F is so high that proper humidity control was likely a problem with the existing units due to poor part load performance when trying to maintain such a high temperature in cooling mode.

Furthermore, while we were onsite performing our survey we did not find the units properly staging in a lead/lag fashion. There were only about 25 people in the track area of the Multipurpose space and both rooftop units were operating. Due to the size of the space and potential high occupancy load we would recommend that a single zone VAV control strategy be implemented for the Multi-Purpose portion of the building. We will further discuss this strategy later in the report.

### **AIR DISTRIBUTION SYSTEM**

As previously mentioned, the interior ductwork is a non-metallic duct system as shown in Photograph #4. The non-metallic ductwork was manufactured by ductsox and we feel the same is in good shape and was a very good choice for the application. We find the existing ductsox to be quiet and we did not notice any condensation, so regardless of what HVAC options are considered, we would recommend re-use of the same and if additional ductwork is required incorporate additional non-metallic ductwork.

The exterior ductwork is metallic ductwork with an exterior insulation system as shown in Photograph #5.



**Photograph #4 – Non-Metallic Duct System with Blue DuctSox**



**Photograph #5 – Exterior Metallic Ductwork**

As shown in Photograph #5, the exterior ductwork does have a metallic jacket, but the same has numerous openings in the supply and return ductwork. We would recommend that all tears, voids, and openings in the exterior duct jacketing be repaired and sealed to prevent the entry of water.

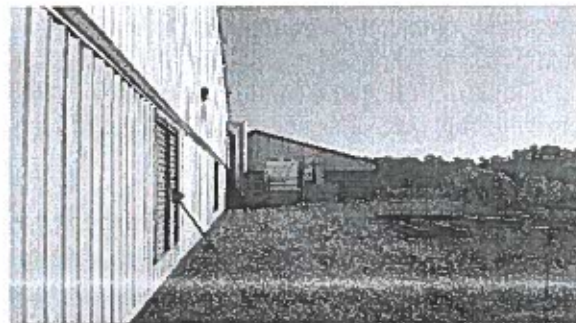
**SMOKE EVACUATION SYSTEM**

While we are discussing the air distribution system we thought we should also mention the smoke evacuation system. The smoke evacuation system is not directly related to the ground mounted rooftop units. However, as shown in Photograph #6 and #7, the smoke evacuation exhaust fan and intake louvers are very large creating a path for infiltration at the dampers. We would recommend that these dampers include seals on the damper blades to reduce leakage which would impact the facilities climate control systems and operating costs.



**Smoke evacuation system exhaust fans**

**Photograph #6 – Smoke Evacuation System Exhaust Fans**



**Photograph #7 -- Smoke Evacuation Intake Louver**

Next, we will review specific ground mounted packaged rooftop unit deficiencies.

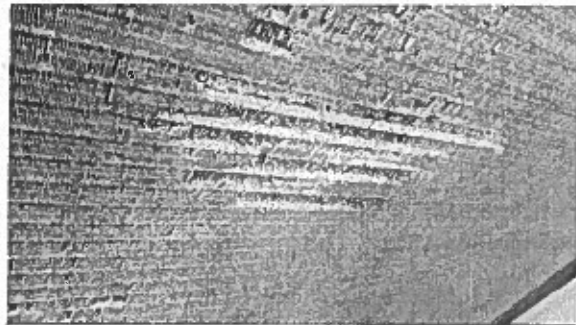
**EXISTING ROOFTOP UNIT DEFICIENCIES**

Due to the ground mounted packaged rooftop units #1 and #2 being the primary focus of our study, we thought it prudent to dedicate a section of our report just to rooftop unit deficiencies noted during our May 11, 2018 field work as follows:

***Condenser Coil Fins***

As shown in Photograph #8, the existing condenser coil fins on both units are damaged beyond repair.

It is our understanding that the condenser coil fins were accidentally cleaned with a caustic cleaner that was not intended to be left on the fins for a prolonged time, but was accidentally applied and remained on the fins for too long resulting in complete deterioration of the fins. We just "touched" the fins during our survey and the same crumbled immediately. The condenser coils and all tubing would need to be replaced completely to provide proper heat transfer during the cooling season. This is the most severe deficiency and the highest cost deficiency and the only way to correct the same would be evacuation of the refrigerant, replacement of all condenser coil parts and re-testing of the same. Due to the age of the existing equipment and difficulty in performing this corrective action we were forced to evaluate refurbishment versus new units which we address later in this report.



**Photograph #8 – Damaged Condenser Coil Fins**

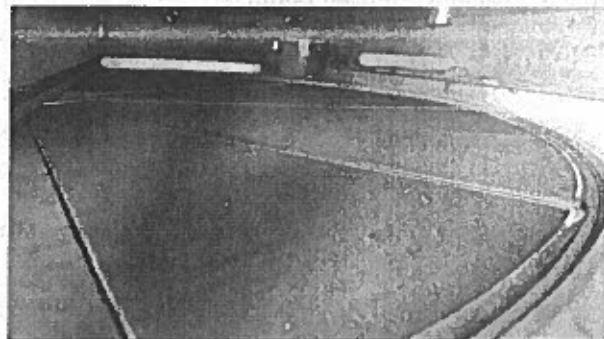
***Energy Recovery Wheels***

The original drawings do not indicate energy recovery wheels on the schedules. We do not have the specifications so we could not verify if the existing units were specified with energy recovery wheels, nonetheless, both ground mounted packaged rooftop units do contain sensible only energy recovery wheels as indicated in the original submittal –Appendix A. The original sequence of operation does not mention the control of the same. However, we found that at both ground mounted rooftop units the sensible only energy recovery wheels were "off" and the exhaust fans were "off". We suspect the reasons for the sensible only energy recovery wheels being turned "off" are as follows:

1. The sensible energy recovery wheels were found to be severely fouled preventing proper energy recovery.
2. The inlet side of the exhaust portion of the sensible energy recovery wheels were found to be not filtered which explains item #1 above.

The typical sensible energy recovery wheel is shown in Photograph #9 below.

Upon close inspection you will see that the heat transfer fins are very dirty and fouled. Until long term decisions are made for the ground mounted packaged rooftop units we would recommend that the ERV wheels be cleaned and a filter housing be installed upstream of the same on the exhaust side of the ERV wheels. In addition, the minimum outside air would need to be tested to make sure the proper ventilation air flow rate is being provided at all occupied times. Currently, the existing ground mounted rooftop units are not providing fresh air to the building, which violates ASHRAE 62.1 – Ventilation for Acceptable indoor Air Quality Requirements!



**Photograph #9 – Existing Energy Recovery Wheel**

The deficiencies associated with the damaged condenser coils and the inoperable and dirty sensible energy recovery wheels were the most severe deficiency items noted that essentially render the existing units ineffective in conditioning the building. In addition, to these two major deficiency items we noted the following minor deficiency items summarized in Table #3.

Minor Deficiency	Impact/Importance
<b>Economizer Cycle disabled on both units</b>	Results in higher energy consumption during times of the year when cooling is required and ambient air is cold enough to provide “free” cooling.
<b>Condensate traps serving cooling coils are too small (i.e. 3/4”)</b>	The existing traps were only 3/4” in size. The condensate traps for equipment of this size should be 1-1/4” minimum. We would recommend two (2) traps per unit to provide proper condensate removal.
<b>Relief/exhaust air fans were disabled.</b>	This is related to the economizer control. Without proper relief/exhaust air when fresh air is provided the space will over-pressurize.
<b>Outside air dampers on both units where closed even during occupied periods.</b>	Prevents code required ventilation from being provided to the breathing zone of occupants.
<b>The relief/exhaust dampers are barometric type not motor operated.</b>	Barometric or gravity dampers do not relieve air at partial economizer or when outside air is lowered during demand control ventilation mode.
<b>Constant speed exhaust fans.</b>	The use of constant speed exhaust fans results in higher noise levels, poor capacity control, and higher than needed fan speeds. We would recommend variable speed exhaust fans.
<b>Service platforms are only on one side of the units.</b>	Makes it difficult to service the rear side of each unit. We would recommend that the existing service platforms be extended to serve both side of the units.
<b>The fan wheel on RTU #1 that is closest to the access door is wobbling.</b>	This indicates a mass imbalance of the fan wheel likely due to dirt. This would require analysis by a vibration consultant.
<b>The original sequence indicates the outside air dampers should remain closed until the carbon dioxide level gets the 1,000 ppm.</b>	This does not meet code (i.e. <u>ASHRAE 62.1 Ventilation for Acceptable Indoor Air Quality</u> ) requirements. The outside air must be provided at all times. The only value that can deviate during occupied periods is the “people component” of the ventilation air flow rate which is directly related to space CO <sub>2</sub> levels.

**Table #3 – Rooftop Unit Deficiencies/Impacts**

The ground mounted packaged rooftop Units serve the main Multi-purpose area of the facility and it is our understanding that the original expected peak people load for this space was expected to be substantial. We will further discuss this later in the report when we review the engineering calculations. However, it is worth noting that the original control portions of the mechanical specifications (See Appendix B – Mechanical Specifications) indicated that both units were supposed to be provided with space carbon dioxide sensors (CO<sub>2</sub>) that would modulate the outside air flow rate to maintain the space CO<sub>2</sub> level at 1,000 parts per million (ppm) by modulating the outside air damper to the minimum position

when less people were in the room. We feel that this was a good intent of the original design, but we doubt if the same is operating as intended because there is no mention of the same being tested in the original Test and Balance Report. If the CO<sub>2</sub> sensors were installed we highly recommend that the same be calibrated and the sequence of operation along with outside air flow measurement be verified.

Due to its importance to comfort and performance, Gipe Associates took a considerable amount of time to review the original Test and Balance (TAB) Report from when the project was first “turned over” to the Worcester County Department of Public Works. We were able to obtain a copy of the 2007 TAB Report and we feel that we should review the same because many of the findings are very interesting and need to be addressed. The next section of our report reviews the 2007 TAB Report and provides recommendations based on our review.

**REVIEW OF THE ORIGINAL TEST AND BALANCE REPORT**

The original Test and Balance Report dated August 2007 was obtained by Gipe Associates, Inc. from Ken Whited for our use in preparing our study. (Refer to the Appendix C.) We are not confident that this was the final Test and Balance Report, but it was the only data we were able to obtain after contacting multiple sources. Due to testing/balancing’s importance to the performance of HVAC (Heating, Ventilating, and Air Conditioning) systems, we feel it was prudent to review the same and note any observations. The complete Test and Balance Report is included in the Appendix C and our summary of observations are provided below.

<b>Test and Balance Report Observations</b>	<b>Recommendations</b>
1. Duct detectors were not tested.	Test fan shut-down and record results.
2. No coil temperature readings were taken in heating or cooling mode.	Dry bulb and wet bulb temperatures of all coils and across all energy recovery devices should be tested and recorded in both heating mode and cooling mode to verify performance.
3. Page #1: Rooftop Unit #1 air flow rate was below design by 6%.	This is acceptable in the industry.
4. Page #1: RTU #1: VFD output could not be increased to achieve the design air flow rate.	This would require investigation of drives/motor BHP. However, it does explain why the total air flow rate was below design.
5. Page #5: RTU #1 exhaust air flow rate was found to be 8% high.	We would recommend slowing fan down to within 5% of design air flow rate.
6. Page #7: RTU#2 supply air flow rate is 14% below design air flow rate.	Investigate duct leakage, seal openings, and re-test air flow rates.
7. Page 11: RTU#2 exhaust air fans are 6% high.	This is acceptable.

**Table #4 – Summary of Test and Balance Report Observations**

We hope that based on our review of the TAB Report that it is obvious that the original testing and balancing work was not complete nor, to the best of our knowledge, did any of the noted issues actually get addressed. If this is the case and this was the only TAB Report produced then we highly recommend that the entire system be Tested and Balanced and the same be retro-commissioned to verify not only proper air flow rates, but also verify temperatures, setpoints and the sequences of operation.



Next, we will review the current utility costs.

**CURRENT UTILITY COSTS**

Worcester County Public Works provided the building’s utility costs for the Worcester Recreation Center as shown in Table #5.

FY 2016-17 Utility Charges				
Month	Propane Charges		Electric Charges	
	Sandpiper	Delmarva Power	Washington Energy	
Jul-16	\$124.99	\$2,612.29	\$4,385.20	
Aug-16	\$4,258.02	\$2,483.80	\$3,754.40	
Sep-16	\$5,812.56	\$2,331.17	\$2,378.80	
Oct-16	\$125.28	\$1,709.70	\$2,325.60	
Nov-16	\$514.07	\$1,703.96	\$2,728.32	
Dec-16	\$1,456.41	\$1,916.25	\$2,568.24	
Jan-17	\$5,411.33	\$1,688.70	\$2,310.72	
Feb-17	\$3,147.63	\$1,513.51	\$2,157.60	
Mar-17	\$1,382.31	\$1,615.53	\$1,976.64	
Apr-17	\$608.77	\$1,938.56	\$2,519.52	
May-17	\$227.06	\$2,421.01	\$4,039.20	
Jun-17	\$4,455.49	\$3,652.66	\$4,066.00	
	<b>\$27,523.92</b>	<b>\$25,587.14</b>	<b>\$35,210.24</b>	
Budget Year	Propane Charges	Electricity Charges	Grand Total	
FY 13 - 14	\$39,496.07	\$38,690.72	\$78,186.79	
FY 14 - 15	\$33,921.30	\$42,609.24	\$76,530.54	
FY 15 - 16	\$22,067.68	\$50,285.17	\$72,352.85	
FY 16 - 17	\$27,523.92	\$60,797.38	\$88,321.30	
FY 17 - 18	\$26,638.94	\$38,588.97		
<b>**Propane and Electrical Expenses in FY 17 - 18 are based on expenses through January.</b>				

**Table #5 – Utility Costs (Propane and Electric)**

The last full year of data was fiscal year 2016/2017 which resulted in a propane cost of \$27,523.92 and electrical cost of 60,737.38 for a total yearly utility (energy) cost of \$88,321.30. We realize these utility costs are for the entire building and not just our portion (Multi-Purpose) of the building we are evaluating. However, if you utilized the current square footage of the entire building which is 52,150 ft<sup>2</sup> and divide the same into the total energy cost the result is \$1.69/ft<sup>2</sup> which is reasonable for this type/size building. However, keep in mind that the outside air dampers currently being closed are preventing proper ventilation which artificially lowers utility costs. Therefore, in the future with proper code required ventilation air the utility costs are likely to rise.

**SERVICE COSTS**

The existing packaged ground mounted rooftop units have experienced numerous operational issues. Some of the operational issues were normal components wearing out. However, for equipment that is only 14 years old, we find the service costs to be excessive. As indicated in Appendix D the service costs for the existing packaged ground mounted units is in excess of \$33,000 since 2009. We believe a major contributor to the excessive service costs were the following (2) major deficiencies previously discussed.

1. The damaged condenser coil fins.
2. The disabling of the sensible energy recovery wheel system.

The proposed options discussed later in the report will address both operational issues and should lower service costs substantially.

**OWNER'S PROJECT REQUIREMENTS**

Prior to performing detailed engineering calculations we felt it was important to document the Owner's Project Requirements regarding the peak occupancy and temperature set points for the multipurpose portion of the building as follows in Table #6:

<b>2017 Monthly Attendance Totals</b>		<b>Notes:</b>
<b>January</b>	7,028	<b>1. Track meets are held on Wednesdays in December &amp; January.</b> <b>2. The average attendance for a track meet is 613.</b> <b>3. During track meets/tournaments the temperature is lowered to prevent athletes from getting overheated.</b>
<b>February</b>	6,662	
<b>March</b>	1,915	
<b>April</b>	1,885	<b>Recreation Center Hours of Operation</b> <b>Monday – Thursday: 6:00am – 9:00pm</b> <b>Saturday: 6:00am – 5:30pm</b> <b>Open Saturdays (six months a year): January, February, March, September, October &amp; November</b> <b>Closed Saturdays (six months a year): April, May June, July, August, &amp; December</b>
<b>May</b>	2,116	
<b>June</b>	2,111	
<b>July</b>	1,743	
<b>August</b>	1,866	
<b>September</b>	2,141	
<b>October</b>	3,723	
<b>November</b>	2,800	
<b>December</b>	3,686	
<b>Total</b>	<b>36,676</b>	

**Table #6: Worcester County Recreation Center 2017 Yearly Attendance/Peak Occupancy**

The peak occupancy during track meets is 613 people. During our discussions with staff and the Wicomico County Department of Public Works it was mutually agreed upon to use 1,000 people as the peak design occupancy. Therefore, the engineering calculations for determining ventilating loads and subsequent cooling loads were both based on a peak occupancy of 1,000 people.

**SET POINTS**

As indicated in Table #7 below the interior design temperature for heating is 68°F and the interior design temperature for cooling during track meets is 68°F. However, track meets occur in the winter months so for cooling load calculations we utilized 72°F as the cooling design temperature. These values were utilized for the heating and cooling loads and also for the preliminary selections of the replacement units.

Gymnasium Thermostat in Heating Mode	
Day Temperature	68°F
Night Temperature	65°F
Track Meets	68°F
Tournaments	68°F
Monday – Thursday	On: 5:00am Off: 10:00pm
Friday	On: 6:00am Off: 5:30pm
Saturday	On: 7:00am Off: 5:30pm
Sunday	On: 12:00pm Off: 4:00pm
Gymnasium Thermostat in Cooling Mode	
Day Temperature	72°F
Night Temperature	75°F
Track Meets	68°F
Tournaments	68°F
Monday – Thursday	On: 5:00am Off: 9:00pm
Friday	On: 5:00am Off: 5:30pm
Saturday	Closed (Unit on 78°F all day, per Don)
Sunday	Closed (Unit on 78°F all day, per Don)

**Table #7: Setpoints/ Schedules**

Next, we will review our engineering calculations which are based on the previously mentioned peak occupancy load of 1,000 people, 68°F heating mode setpoint temperature, and 72°F cooling setpoint temperature.

**ENGINEERING CALCULATIONS**

*Ventilation Calculations*

Due to its contribution to load calculations and the health and well-being of the staff and visitors to the Worcester County Recreation Center, we have calculated the ventilation or fresh air flow rates needed to properly ventilate the portions of the Building served by Ground Mounted Packaged Rooftop Units #1 and #2. One of the most important criteria for determining the ventilation air flow rates besides the square footage of each room is the expected peak people density. Gipe Associates requested feedback from the staff at the Worcester County Recreation Center and they provided the following people count (See Table #8 below) for our use in ventilation calculations and load calculations.

Room Name/Number	Square Footage	Owner Desired Occupancy for Load Calculations
A-100 Fitness Arena – Multipurpose (1/2) – RTU #1 – South	17,625	500 (Seated at Rest)
A-100 Fitness Arena – Multipurpose (1/2) – RTU #2 – North	17,625	500 (Seated at Rest)

**Table #8: Owner Desired Occupancy per Room**

Based on ASHRAE 62.1- Ventilation for Acceptable Indoor Air Quality criteria, we calculated the ventilation requirements (See Appendix E) for each HVAC system as shown in Table #9 below:

HVAC System	Original Ventilation Air Flow Rate	Calculated Ventilation Air Flow Rate	% difference
RTU # 1	5,150 CFM	4,450 CFM	-15%
RTU # 2	5,150 CFM	4,450 CFM	-15%

**Table #9: Ventilation Airflow Rate Summary**

As indicated, the original ventilation air flow rates are slightly higher than what we calculated. This is primarily a result of our using the current occupancy counts based on Table #8, which are likely much lower than what was utilized when the building was originally designed.

Now that we have determined the correct amount of ventilation air for each HVAC system we can calculate the cooling and heating loads utilizing the same.

**Heating and Cooling Load Calculations**

Prior to making recommendations relative to the existing HVAC improvements/replacement, we feel it is prudent to verify the capacities and total air flow rates of the existing HVAC systems.

The existing HVAC units serve various spaces as previously illustrated in Figure #1. We have utilized an hourly analysis load program (Carrier HAP Version 5.01) to determine the capacities, air flow rates, and ventilation air flow rates.

The capacity or heating/cooling load calculations are based on the following assumptions in Table #10:

Heating Coil Leaving Air Condition	95°F DB
Cooling Coil Leaving Air Conditions	53°F DB, 52°F WB
Wall U-Value =	0.081 Btu/hr/s.f./°F
Roof U-Value =	0.049 Btu/hr/s.f./°F
Window U-Value =	0.766 Btu/hr/s.f./°F
Lighting Power Density Average =	2.0 watts/ft <sup>2</sup>
Interior Plug Load Average Density =	0 watts/ft <sup>2</sup>
Space Interior Design Condition Heating =	68°F DB
Space Interior Design Condition Cooling =	72°F DB, 60%RH (max)
Infiltration Air Flow Rate =	0.1 CFM/s.f.
Ambient Design Condition Heating =	10°F DB
Ambient Design Condition Cooling =	95°F DB 78°F WB

**Table #10 - Heating/Cooling Load Calculation Assumption**

Based on the above assumptions the heating/cooling load coil calculations were performed (See Appendix F) and compared to the original HVAC units' performance data as follows in Table #11:

	Original Scheduled Coil Data	Calculated Coil Load Values	% Difference
RTU #1	Heating Capacity	437,000 btu/hr	366,929 btu/hr +16%
	Cooling Sensible Capacity	363,840 btu/hr	488,858 btu/hr -26%
	Cooling Total Capacity	521,240 btu/hr	706,418 btu/hr -26%
	Supply Air Flow Rate	16,000 cfm	17,500 cfm -9%
RTU #2	Heating Capacity	437,000 btu/hr	366,929 btu/hr +16%
	Cooling Sensible Capacity	421,060 btu/hr	488,858 btu/hr -14%
	Cooling Total Capacity	664,440 btu/hr	706,418 btu/hr -6%
	Supply Air Flow Rate	16,000 cfm	17,500 cfm -9%

**Table #11 Heating/Cooling Coil Load Calculation Summary**

Please note, the calculations above, also include the heating and cooling load for the ventilation airflow rate calculated in the previous section of the report. The loads are based on the use of an enthalpy (total) energy recovery wheel for pre-treatment of outside air with a minimum energy recovery efficiency of 70%.

As indicated in Table #11, the installed equipment capacities are below the calculated required capacities for each of the HVAC systems. The major contributors to this scenario are as follows:

1. The actual people counts result in higher space latent loads requiring lower leaving coil air temperatures than the original HVAC units can produce on peak days.
2. The original design relative humidity setpoint was much higher than the 60% value we utilized.

It is safe to say that the existing HVAC systems are substantially undersized for the current expected peak cooling loads, ventilation loads, and design setpoints. The undersizing will in the future and has in the past resulted in poor temperature/humidity control and higher than necessary utility costs. The next section of the report will review HVAC options based on the results of our calculations.

### **HVAC OPTIONS**

As previously stated the main goals of evaluating the HVAC systems at the Worcester County Recreation Center are as follows:

1. Prolong the life of replacement HVAC equipment.
2. Incorporate energy recovery if possible.
3. Improve the temperature/humidity in the building.
4. Improve ventilation in the building.
5. Provide automatic temperature controls that allow monitoring, trending, scheduling, and remote adjustments of set points.
6. Improve reliability of the HVAC systems.
7. Incorporated variable supply and outside air flow rates due to varying loads/people.
8. Reduce service/maintenance costs.
9. Improve overall efficiency.

Based on these goals, Gipe Associates feels there are two (2) reasonable HVAC options that should be considered as follows:

- Option #1 – Repair and Refurbish the Existing Ground Mounted Packaged Rooftop Units
- Option #2 – Replace Existing Ground Mounted Packaged Rooftop Units with new units.

Next, we will review the details of each option.

#### ***Option #1 – Repair and Re-use Existing Ground Mounted Packaged Rooftop Units***

Option #1 would involve re-using the existing ground mounted packaged rooftop units in place. This would involve the installation of automatic temperature controls on the existing ground mounted packaged rooftop units and completely refurbishing the existing ground mounted packaged rooftops.

Option #1 would involve the following work and tasks:

1. Coordination with Worcester County Public Works Department on any possible long weekends or down time to allow proper time for repairs.
2. Lock/tag out all applicable energy sources.
3. Furnish Worcester County Public Works Department with a complete service report.
4. Submit a Test/Balance Report to Worcester County Public Works Department for review.
5. Air Survey the Existing Systems.
6. Re- Sheave Units as needed.
7. Install New Belts on units as needed.
8. Clean evaporator coils.
9. Replace condenser coils and associated components
10. Service gas furnaces / perform flue gas analysis
11. Replace condensate traps with correct size traps.
12. Clean all drain pans and condensate pipes
13. Clean fan wheels and correct mass imbalance in “wobbling fan”.
14. Replace or clean the existing energy recovery wheel and install filter housing on exhaust air stream.
15. Perform start-up of refurbished HVAC units
16. Test and Balance all New systems
17. Address demand controlled ventilation.
18. Install new controls on both rooftop units.
19. Commissioning of all HVAC systems.

**Table #12 – Option #1 Repair and Re-use Existing Ground Mounted Packaged Rooftop Units**

We would estimate the construction cost to implement Option #1 to be approximately \$258,750. Please refer to the detailed cost estimate in Appendix G.

***Option #2 – Replace Existing Ground Mounted Packaged Rooftop Units***

Option #2 would involve a complete replacement of all ground mounted packaged rooftop units and incorporating single zone VAV control strategies on the same. This will require removal of each ground mounted packaged rooftop unit. The new units would incorporate variable frequency drives on the supply and exhaust air fans for single zone VAV operations.

Option #2 would involve the following scope and tasks:

1. Lock/tag out all applicable energy sources.
2. Replace Ground Mounted Packaged Rooftop Unit #1.
3. Install VFD (Supply and exhaust fans).
4. Replace Ground Mounted Packaged Rooftop Unit #2.
5. Install new duct smoke detectors.
6. Install new plenum curbs.
7. Remove existing Ground Mounted Packaged Rooftop Units.
8. Crane Rental/ Rigging.
9. Phasing Costs.
10. Electrical Connections for New Ground Mounted Packaged Rooftop units.
11. Perform start-up of new HVAC units.
12. Test and Balance all new systems.
13. Address demand controlled ventilation.
14. Install new controls on RTU-1 and RTU-2.

15. Commissioning of all HVAC systems.
16. Miscellaneous Ductwork.
17. Mechanical Insulation.
18. Patch and Repair.
19. Miscellaneous gas and condensate piping.
20. Furnish Worcester County Public Works Department with complete start-up report.
21. Submit Test/Balance Report to Worcester County Public Works Department.
22. Install extended service platforms.

**Table #13 – Option #2 Replace Ground Mounted Packaged – Scope/Tasks**

We would estimate the construction cost to implement Option #2 to be approximately \$536,500. (Please refer to the detailed cost estimate in Appendix H.

Obviously, Option #2 costs substantially more to implement than Option #1. However, first cost, should not be the only criteria since the existing units are already 14 years old and contain refrigerant R-22. Incorporation of Life Cycle Cost Analysis shall be utilized to further evaluate both options.

The next portion of our report will review the Life Cycle Cost Analysis.

**LIFE CYCLE COST ANALYSIS:**

As previously discussed in the report there are multiple potential options for the HVAC systems that can serve the Worcester County Recreation Center, but to be of maximum benefit. any HVAC system must meet the following criteria:

1. High energy efficiency;
2. Must be easy to maintain;
3. Must provide code required amount of ventilation airflow for people and spaces;
4. Have the capability to maintain temperature and humidity levels in the space required for comfort and maintain good indoor air quality;
5. Must be able to adjust capacity based on widely varying occupancies and event functions.
6. Have low life cycle cost;
7. Have long useful service life.

We have evaluated two (2) potential HVAC Options for incorporation into the Worcester County Recreation Center based on the following criteria:

- Availability of cooling/heating energy sources;
- Required mechanical space;
- Installation costs (first costs);
- Service and maintenance costs (annual costs);
- Annual energy costs;
- Fuel Types;
- Maintenance involvement;
- Utility costs.

Based on the above criteria, the following two (2) Options (previously described in the report) were analyzed for a Life Cycle Cost Analysis for the Multipurpose Room. They are as follows:

- Option #1: Repair and Re-use existing packaged ground mounted rooftop units. This would involve the installation of automatic temperature controls on the existing rooftop units and completely refurbishing the existing packaged ground mounted rooftop units.
- Option #2: Replace existing packaged ground mounted rooftop units. This will require removal of each ground mounted packaged rooftop unit. The new units would incorporate variable frequency drives for both supply and exhaust air fans to allow for single zone variable air volume operations.

Because each system has unique advantages and disadvantages, a life cycle cost analysis was performed on each system which evaluates initial cost, operating costs, and maintenance costs associated with each system over a 20 year period.

The initial mechanical installation costs for the two options are tabulated in Table #14.

Option	Mechanical Construction Cost	Cost/Square Foot
<b>Option #1: Re-Furbish Rooftop Units</b>	<b>\$258,750</b>	<b>\$7.34/S.F.</b>
<b>Option #2: Re-Place Rooftop Units</b>	<b>\$563,500</b>	<b>\$15.99/S.F.</b>
<i>Note: Mechanical Construction costs indicated above include supporting electrical connection costs. Mechanical construction costs do not include costs associated with plumbing systems, future additions, or architectural work.</i>		

**Table #14: Estimated Initial Mechanical Installation Costs**

The next step of the life cycle analysis is to identify the annual operating cost based on energy, service, and maintenance costs. The estimated costs for each of these are summarized below in Table #15.

Option	Annual Energy Cost (\$)	Annual Service Cost (\$)	Annual Maintenance Cost (\$)	Total Annual Operating Cost (\$)
<b>Option #1: Re-Furbish Rooftop Units</b>	<b>\$97,631</b>	<b>\$5,700</b>	<b>\$7,000</b>	<b>\$110,331</b>
<b>Option #2: Re-Place Rooftop Units</b>	<b>\$67,661</b>	<b>\$3,950</b>	<b>\$5,000</b>	<b>\$76,611</b>

**Table #15: Estimated Annual Operating Cost**

The final step in the life cycle analysis is to apply a present worth factor to these costs as appropriate for a 20 year life. This factor accounts for escalation in cost of utilities and discount (interest rate) over a 20 year period. Applying the factor to the costs summarized previously yields a total estimated life cycle cost for each system as summarized below.

The total 20-year life cycle cost for Option #1 and Option #2 are as follows:

- Option #1(Re-Furbish) – 20 year life cycle cost = **\$2,702,327**
- Option #2 (Replace) – 20 year life cycle cost = **\$1,696,757**

From this data the recommended Option based on a life cycle cost analysis is Option #2 (Replacement of Existing Ground Mounted Packaged Rooftop Units). The replacement of the existing units appears to be the overall optimal system due to its energy savings, service cost savings, incorporation of total energy



recovery wheels, and the relatively high first costs associated with re-furbishing the existing units. The full Life Cycle Cost Analysis can be found in the Appendix I.

It is also important to note that Option #1 and Option #2 do not both provide the same design interior conditions. As indicated earlier in the report the existing ground mounted packaged rooftop units do not provide sufficient airflow or a cold enough leaving air temperature (during cooling mode) to achieve the Owner's design conditions inside the Multi-Purpose Space. Therefore, Option #2 is even more desirable because the same when implemented can achieve the Owner's Project Requirements.

The final section of our report shall summarize our findings/recommendations.

### **SUMMARY & RECOMMENDATIONS**

We hope that the preceding sections of our HVAC Analysis have clearly identified the following major findings related to the existing HVAC systems:

1. The existing HVAC systems are 14 years old and nearing the end of their useful life expectancy of 15 to 18 years.
2. The existing cooling systems all contain R-22 refrigerant which should be phased out of the building industry and be replaced with equipment that utilizes R-410A refrigerant.
3. The existing thermostats are residential touch screen type without guards. We would recommend an automatic temperature control system be incorporated into the building with remote sensors protected by guards.
4. The existing cooling set point of 80°F which is completely inappropriate for a multipurpose area related to temperature/humidity performance.
5. The existing ground mounted packaged units are not properly staged in a lead/lag fashion.
6. The smoke evacuation system exhaust fan and intake dampers are not properly fitted with air seals/gaskets.
7. The existing ground mounted packaged roof top unit condenser coils are damaged beyond repair. If the existing units are retained the condenser coils would require replacement.
8. The existing energy recovery wheels are sensible only devices and should have been total energy recovery wheel devices to allow transfer of moisture in addition to sensible (temperature) heat. We would only recommend a total energy recovery wheel (sensible and latent) for a multipurpose space HVAC application.
9. The existing energy recovery wheel did not have a filter housing on the upstream side of the exhaust air stream. All air entering the energy recovery wheels must be filtered.
10. Demand controlled ventilation operation on both rooftop units needs to be commissioned and the CO<sub>2</sub> sensor calibrated/tested.
11. The automatic temperature control system is not user friendly and is very limited in its ability to schedule equipment, monitor equipment and trend equipment.
12. When the HVAC system were originally tested/balanced many issues were noted in the TAB Report that have never been addressed resulting in an incomplete start-up and balancing of the original installed HVAC systems.
13. Both existing rooftop units have operational issues related to economizer operation, energy recovery wheel operation, and compressor/ condenser fan staging.

14. The original specified ventilation (fresh air) air flow rates are slightly higher than what is needed to meet current ventilation code requirements.
15. The existing packaged ground mounted rooftop units are substantially undersized when you compare the installed capacities with the calculated heating, cooling, and air flow rate calculations.

Based on the above major findings we previously presented two (2) HVAC options as follows:

<b>HVAC Option #1 – Repair and re-use packaged ground mounted rooftop units</b>	<b>\$258,750.00</b>
<b>HVAC Option #2 – Replace existing packaged ground mounted rooftop units</b>	<b>\$563,500.00</b>

**Table #16 – Summary HVAC Options and Estimated Construction Cost**

Due to the age of the existing packaged ground mounted rooftop units and the inability of the existing packaged ground mounted rooftop units to provide proper ventilation, temperature control, and humidity control, we would recommend that the HVAC Option #2 (Install new ground mounted single zone VAV units) be pursued as a long term solution for the multi-purpose portion of the Worcester County recreation center.

HVAC Option #1 (Repair and Re-use Rooftop Units) is obviously less first cost than HVAC Option #2. However, in our opinion this option does not fully address all of the goals of a long term solution for the multi-purpose portion of the Worcester County recreation center building. Therefore, we recommend that you seriously consider replacement of the existing HVAC systems with new HVAC systems using current technologies. Of course, should you decide to pursue Option #1 or any other option, we would be glad to assist you with the same.

We appreciate the opportunity to review the multi-purpose space HVAC systems at the Worcester County Recreation Center and look forward to reviewing our finding with you after you have had a chance to review our HVAC system Analysis Report.

Thank you for allowing Gipe Associates, Inc. to continue to serve you and Worcester County.

Very truly yours,  
GIPE ASSOCIATES, INC.



David R. Hoffman, P. E., C.P.D., LEED AP  
President  
DRH/lks

## APPENDIX

- Appendix A: Ground Mounted Rooftop Unit Submittal Data
- Appendix B: Mechanical Specifications
- Appendix C: Original Test and Balance Report
- Appendix D: Service Costs
- Appendix E: Ventilation Calculations
- Appendix F: Heating and Cooling Load Coil Calculations
- Appendix G: Cost Estimate for Option #1
- Appendix H: Cost Estimate for Option #2
- Appendix I: Life Cycle Cost Analysis



**CIP Project Name: Ocean City Inlet and Harbor Navigation Improvement Project**

**Project Director (Name & Title):** Robert Mitchell, Director, Department of Environmental Programs

**Phone Number:** 410-632-1220 x1601

**Project Summary and Purpose:** Building a structure to alter patterns for sediment deposit, deepening the channel and realigning the channel to deeper water.

**Project Location:** Ocean City Inlet, Ocean City, MD

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** This is a Section 107 Grant through the Corps of Engineers. Grant funding process has already been initiated, studied, and engineering estimates and designs prepared.

**Is there a Federal or State mandate related to this project? If so, please elaborate:** The Section 107 process is federally mandated as far as the process for funding the project and the limits on the design parameters authorized by the Section 107 of the Federal River and Harbor Act of 1960.

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** The project will have a slight impact on the General Fund to provide the 10% local match that Maryland DNR and perhaps the Town of Ocean City cannot match.

**What is the useful life of the asset/project?** Historical work of this nature lasted over 30 years for the replacement structures designed for this project.

**Will this project generate revenue?** It will have an indirect effect on commercial fishing and recreational use of the inlet and both activities generate local revenues.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design								0
Land Acquisition								0
Site Work	1,256,000							1,256,000
Construction	9,309,000							9,309,000
Equipment/Furnishings								0
Other - Construction Management	500,000							500,000
<b>TOTAL</b>	<b>11,065,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,065,000</b>
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds	7,897,312							7,897,312
State Match	250,000							250,000
State Loan								0
Assigned Funds	2,574,507							2,574,507
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Other matching funds, leftove	343,181							343,181
<b>TOTAL</b>	<b>11,065,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,065,000</b>
<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0

## **CIP Project Name: Ocean City Inlet and Harbor Navigation Improvement Project**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

Scope and design solutions were determined after modeling done by the Corps of Engineers. The Corps utilized extensive local interviews and information in the design and modeling done for the project's proposed construction solutions.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?** This is a navigational improvement project designed to benefit vessel safety and provide a long term solution to the shoaling in the OC Inlet. Section 107 projects are formulated for commercial navigation. Economic justification for projects based solely on analysis of operating costs for commercial vessels. The benefits extend to recreational vessels as well.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Estimate was completed as a part of the modeling and design required for federal projects of this type. Estimated is attached along with 15% contingency estimates alongside current contingencies ranging from 10-44%.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

While the Corps decided against project in Spring of 2023, it appears economic justification was not done with consideration of other local economic impacts of not completing a constructed solution. Costs are updated as well.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Shoaling is getting exponentially worse each year and have been exacerbated since Hurricane Sandy in 2013. Besides the Assateague Island Restoration dredging, we are dependent on federal budgeted for maintenance and emergency funds to dredge the inlet where and when we need it. This is dependent on the federal budgeting process and federal, not state or local funding priorities.

# ITEM 12

\*\*\*\* TOTAL PROJECT COST SUMMARY \*\*\*\*

Printed: 7/11/2022  
Page 1 of 3

PROJECT: OC 187 - 65%  
PROJECT NO: P2 113070  
LOCATION: Wicomico County, MD

DISTRICT: MAB District  
POC: CHIEF, Estimating and Specs Section, Parris J. McGhee-Boy  
PREPARED: 7/8/2022

This Estimate reflects the scope and schedule in report: FS Report (underway)

Civil Works Work Breakdown Structure		ESTIMATED COST				PROJECT FIRST COST (Constant Dollar Basis)					TOTAL PROJECT COST (FULLY FUNDED)					
WBS NUMBER A	Civil Works Feature & Sub-Feature Description B	COST (\$K) C	CNTG (\$K) D	CNTG (%) E	TOTAL (\$K) F	Program Year (Budget EC): Effective Price Level Date: 2022 1 OCT 21				Spent Thru: 1-Oct-21 (\$K) K	TOTAL FIRST COST (\$K) K	INFLATED (%) L	COST (\$K) M	CNTG (\$K) N	FULL (\$K) O	
						ESC (%) G	COST (\$K) H	CNTG (\$K) I	TOTAL (\$K) J							
12	NAVIGATION PORTS & HARBORS (Inlet Channel to Jetty Foundational Areas)	\$974	\$282	29.0% 15%	\$1120	\$1,256	0.0%	\$974	\$282	\$1,256	\$0	\$1,256	4.2%	\$1,015	\$294	\$1,309
10	BREAKWATER & SEAWALLS	\$6,466	\$2,842	44.0% 15%	\$7,435	\$9,309	0.0%	\$6,466	\$2,842	\$9,309	\$0	\$9,309	6.4%	\$8,880	\$3,024	\$9,904
CONSTRUCTION ESTIMATE TOTALS:		\$7,440	\$3,125		\$10,565	\$10,565	0.0%	\$7,440	\$3,125	\$10,565	\$0	\$10,565	6.1%	\$7,894	\$3,318	\$11,212
01	LANDS AND DAMAGES	\$0	\$0		\$0	\$0	-	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0
30	PLANNING, ENGINEERING & DESIGN	\$0	\$0	0.0%	\$0	\$0	-	\$0	\$0	\$0	\$2,614	\$2,614		\$0	\$0	\$2,614
31	CONSTRUCTION MANAGEMENT	\$744	\$77	10.4%	\$500	\$821	0.0%	\$744	\$77	\$821	\$0	\$821	4.8%	\$780	\$81	\$861
PROJECT COST TOTALS:		\$8,185	\$3,202	39.1%	\$8,055	\$11,386		\$8,185	\$3,202	\$11,386	\$2,614	\$14,000	6.0%	\$8,674	\$3,339	\$14,657

Possible Total

CHIEF, Estimating and Specs Section, Parris J. McGhee-Boy

Project contingencies (final) dont usually exceed 10-15%

PROJECT MANAGER, Amber C. Metallo

CHIEF, REAL ESTATE, Susan Lewis

ESTIMATED TOTAL PROJECT COST: **\$12,073**  
(excluding projected spent cost)

**CIP Project Name: Replace Roof: Snow Hill Middle School/Cedar Chapel S.S.**

**Project Director (Name & Title):** Vince Tolbert, Chief Financial Officer, Worcester County Public Schools

**Phone Number:** 410 632-5063

**Project Summary and Purpose:** Demolish existing and install new built-up roof at Snow Hill Middle School (90,000 square feet) and Cedar Chapel Special School (17,175 square feet). Existing roof at Snow Hill Middle School is 29-years-old and the existing roof at Cedar Chapel Special School is 37-years-old.

**Project Location:** Snow Hill Middle School, 522 Coulbourne Lane, Snow Hill, MD. 21863  
Cedar Chapel Special School, 510 Coulbourne Lane, Snow Hill, MD. 21863

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** State School Construction funding will be provided through the Interagency Commission on School Construction (IAC) for construction.

**Is there a Federal or State mandate related to this project? If so, please elaborate:** No.

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** We anticipate decreased utility costs at Snow Hill Middle School and Cedar Chapel Special School following completion of the project due to an improvement of the building envelope insulation characteristics. Ongoing maintenance has increased over recent years to address roof deficiencies; the maintenance requirements will be mitigated following installation of the new roof.

**What is the useful life of the asset/project?** 30-40 years.

**Will this project generate revenue?** No.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design						80,000		80,000
Land Acquisition								0
Site Work								0
Construction	4,164,000							4,164,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>4,164,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>80,000</b>	<b>0</b>	<b>4,244,000</b>

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match	1,981,000							1,981,000
State Loan								0
Assigned Funds	2,183,000					80,000		2,263,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>4,164,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>80,000</b>	<b>0</b>	<b>4,244,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Replace Roof: Snow Hill Middle School/Cedar Chapel S.S.**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

Ongoing roof inspections by an independent roofing contractor have resulted in prioritization of the replacement of the Snow Hill Middle School and Cedar Chapel Special School roofs. The deteriorating condition of the roofs has also been documented by the State of Maryland Public School Construction Program (PSCP) inspectors.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

Completion of the roof replacement project will provide current and future students and staff with a sound roof structure and will eliminate roof leaks encountered at the school.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Pocomoke Middle School Roof Replacement project (bid in December 2020) and through discussion with roof manufacturer regarding current and projected roof replacement square foot costs. There are no concerns with the estimate.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The Snow Hill Middle/Cedar Chapel Special School roof replacement project request timing is consistent with previous Board of Education and County Capital Improvement Programs. Funding approval for this project will determine the start of the following major construction project, a roof replacement project at Pocomoke Elementary School.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

As stated above, the Snow Hill Middle School and Cedar Chapel Special School roofs continues to deteriorate over time. The project is the second in a series of three major roof replacement projects (PMS, SHMS/CCSS and PES).



**CIP Project Name: Replace Roof: Pocomoke Elementary School**

**Project Director (Name & Title):** Vince Tolbert, Chief Financial Officer, Worcester County Public Schools

**Phone Number:** 410 632-5063

**Project Summary and Purpose:** Demolish existing and install new built-up roof at Pocomoke Elementary School (52,512 square feet). Existing roof at Pocomoke Elementary School is 30-years-old.

**Project Location:** Pocomoke Elementary School, 2119 Pocomoke Beltway, Pocomoke, MD. 21851

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** State School Construction funding will be provided through the Interagency Commission on School Construction (IAC) for both design and construction.

**Is there a Federal or State mandate related to this project? If so, please elaborate:** No.

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** We anticipate decreased utility costs at Pocomoke Elementary School following completion of the project due to an improvement of the building envelope insulation characteristics. Ongoing maintenance has increased over recent years to address roof deficiencies; the maintenance requirements will be mitigated following installation of the new roof.

**What is the useful life of the asset/project?** 30-40 years.

**Will this project generate revenue?** No.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	100,000							100,000
Land Acquisition								0
Site Work		2,143,000						2,143,000
Construction								0
Equipment/Furnishings								0
Other - Please Specify								0

<b>TOTAL</b>	<b>100,000</b>	<b>2,143,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,243,000</b>
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	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match	50,000	1,030,000						1,080,000
State Loan								0
Assigned Funds	50,000	1,113,000						1,163,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0

<b>TOTAL</b>	<b>100,000</b>	<b>2,143,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,243,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Replace Roof: Pocomoke Elementary School**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

Ongoing roof inspections by an independent roofing contractor have resulted in prioritization of the replacement of the Pocomoke Elementary School roof. The deteriorating condition of the roof has also been documented by the State of Maryland Public School Construction Program (PSCP) inspectors.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

Completion of the roof replacement project will provide current and future students and staff with a sound roof structure and will eliminate roof leaks encountered at the school.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Pocomoke Middle School Roof Replacement project (bid in December 2020) and through discussion with roof manufacturer regarding current and projected roof replacement square foot costs. There are no concerns with the estimate.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The Pocomoke Elementary School roof replacement project request timing is consistent with previous Board of Education and County Capital Improvement Programs. Funding approval for this project will determine the start of the following major construction project, a roof replacement project at Worcester Technical High School.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

As stated above, the Pocomoke Elementary School roof continues to deteriorate over time. The project is the third in a series of three major roof replacement projects (PMS, SHMS/CCSS and PES).

**CIP Project Name: Buckingham Elementary School**

**Project Director (Name & Title):** Vince Tolbert, Chief Financial Officer, Worcester County Public Schools

**Phone Number:** 410 632-5063

**Project Summary and Purpose:** A Feasibility Study for the Buckingham Elementary School project began in July 2022. The Study documented existing building, site and instructional deficiencies at Buckingham Elementary School and provided options to address those deficiencies. The Study, and construction of a replacement school on the existing site, was approved by the Worcester County Board of Education in January 2023 and by the Worcester County Commissioners in March 2023. Conceptual Planning for the replacement school was completed in September 2023..

**Project Location:** Buckingham Elementary School, 100 Buckingham Road, Berlin, MD. 21811

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** State school construction funding will be requested through the Interagency Commission on School Construction (IAC).

**Is there a Federal or State mandate related to this project? If so, please elaborate:** No.

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** The Buckingham Elementary Replacement School project will provide more square footage than the existing 49,000 square feet. However, with energy efficiency elements included in the future design and new building systems requiring minimal maintenance costs, impact on general funds is not expected to rise significantly.

**What is the useful life of the asset/project?** 30-50 years.

**Will this project generate revenue?** No.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	1,053,640	198,800	238,560	337,960	159,040	875,000		2,863,000
Land Acquisition								0
Site Work								0
Construction			15,895,360	26,823,420	6,954,220			49,673,000
Equipment/Furnishings				1,666,000				1,666,000
Construction Management, Co	33,000	165,000	429,000	643,500	379,500			1,650,000
<b>TOTAL</b>	<b>1,086,640</b>	<b>363,800</b>	<b>16,562,920</b>	<b>29,470,880</b>	<b>7,492,760</b>	<b>875,000</b>	<b>0</b>	<b>55,852,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match	513,000		5,339,000					5,852,000
State Loan								0
Assigned Funds	573,640	363,800				875,000		1,812,440
Private Donation								0
Enterprise Bonds								0
General Bonds			11,223,920	29,470,880	7,492,760			48,187,560
Other - Please Specify								0
<b>TOTAL</b>	<b>1,086,640</b>	<b>363,800</b>	<b>16,562,920</b>	<b>29,470,880</b>	<b>7,492,760</b>	<b>875,000</b>	<b>0</b>	<b>55,852,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Buckingham Elementary School**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

The Buckingham Elementary School project began in July 2022 with the Feasibility Study. The Study, and the replacement school construction option, were approved by the Worcester County Board of Education in January 2023 and by the Worcester County Commissioners in March 2023. The Conceptual Planning phase of the project was completed in September 2023. The Schematic Design phase will commence upon preliminary approval of State funding in December 2023.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

Completion of the Buckingham Replacement School project will provide current and future students, faculty and Buckingham Elementary parents and community with a complete upgrade to the existing 45-year-old facility.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Preliminary, pre-design cost estimate was developed by the BOE Facilities Department through school construction cost estimating worksheet developed and updated through execution of six major school construction projects, including the Showell Elementary Replacement School project, over the past twenty years. As Conceptual Planning is still in progress, projected replacement school size and the associated cost estimates are very preliminary. Estimated costs for Architectural/Engineering design, Construction Management and Construction Contracts are preliminary; none of these contracts have been negotiated or signed.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The Buckingham Elementary School project request timing is consistent with previous Board of Education and County Capital Improvement Programs.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Buckingham Elementary is a 45-year-old facility with aging structural/mechanical/electrical systems and five portable classrooms utilized for instructional space. Maintenance and repair costs will only increase as the building systems continue to age.

**CIP Project Name: New Central Office Building**

**Project Director (Name & Title):** Vince Tolbert, Chief Financial Officer, Worcester County Public Schools

**Phone Number:** 410 632-5063

**Project Summary and Purpose:** Worcester County Public Schools' Central Office operations are currently located in the old Worcester High School. This building was constructed in 1952. There have been no major renovation or addition projects to the building. The existing and original building systems, including water, sewer, electrical and mechanical, have surpassed their expected life. The building will require major systemic upgrades over the next few years in order for the building to remain a viable space for Central Office operations. This project is a preliminary evaluation of required space requirements for a future new Central office facility and the associated costs.

**Project Location:** Worcester County Schools Central Office, 6270 Worcester Highway, Newark, MD. 21841

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** There are no grants available at this time.

**Is there a Federal or State mandate related to this project? If so, please elaborate:** No.

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** Without the construction of a new Central Office facility, energy and maintenance costs required to maintain the existing 71-year-old Central Office will continue to increase annually. A new Central Office building will provide energy efficiency elements, reducing existing energy costs, and new building systems requiring minimal maintenance costs.

**What is the useful life of the asset/project?** 50+ years.

**Will this project generate revenue?** No.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design		442,408	805,814	132,722	199,084			1,580,028
Land Acquisition								0
Site Work								0
Construction				12,066,360	20,545,425			32,611,785
Equipment/Furnishings					790,014			790,014
Other - Please Specify: Construction Manager			195,924	626,956	1,136,356			1,959,236
<b>TOTAL</b>	<b>0</b>	<b>442,408</b>	<b>1,001,738</b>	<b>12,826,038</b>	<b>22,670,879</b>	<b>0</b>	<b>0</b>	<b>36,941,063</b>

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds		442,408	1,001,738					1,444,146
Private Donation								0
Enterprise Bonds								0
General Bonds				12,826,038	22,670,879			35,496,917
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>442,408</b>	<b>1,001,738</b>	<b>12,826,038</b>	<b>22,670,879</b>	<b>0</b>	<b>0</b>	<b>36,941,063</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: New Central Office Building**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

WCPS developed a Preliminary Space Study in September 2022. The Space Study calculated existing square footage for each department within Central Office and projected future square foot requirements. The Study differentiated office space requirements from warehouse space requirements. The Study will be provided to the Project Architect as an initial step in developing a more detailed Space Summary for design of the proposed new building.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

Completion of the New Central Office construction project will provide current and future school leadership, instructional, finance, technology, transportation, food services, maintenance and facilities personnel with a complete upgrade to the existing 71-year-old facility to provide support to our 14 schools

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Preliminary, pre-design cost estimate was developed by the BOE Facilities Department through school construction cost estimating worksheet developed and updated through execution of six major school construction projects over the past twenty years. As this was a brand new CIP project last year, the required size of the new Central Office facility and the associated cost estimates are very preliminary. The preliminary cost estimate provides unique projected square foot costs for office space and for warehouse space. Estimated costs for Architectural/Engineering design, Construction Management and Construction Contracts are preliminary; none of these contracts have been negotiated or signed.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

No school construction project is dependent on the completion of this project.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

As stated above, the existing WCPS Central Office building is a 71-year-old structure with aging structural/mechanical/electrical systems and has far exceeded its life expectancy with no major building or systemic upgrades. Maintenance and repair costs will only increase as the building systems continue to age.

**CIP Project Name: Replace Roof: Worcester Technical High School**

**Project Director (Name & Title):** Vince Tolbert, Chief Financial Officer, Worcester County Public Schools

**Phone Number:** 410 632-5063

**Project Summary and Purpose:** Demolish existing and install new roof at Worcester Technical High School. The existing shingle roof at Worcester Technical High School will be 20-years-old when this project is scheduled to be executed in summer 2027.

**Project Location:** Worcester Technical High School, 5290 Worcester Highway, Newark, MD. 21841

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** State School Construction funding will be provided through the Interagency Commission on School Construction (IAC) for both design and construction.

**Is there a Federal or State mandate related to this project? If so, please elaborate:** No.

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** We anticipate decreased utility costs at Worcester Technical High School following completion of the project due to an improvement of the building envelope insulation characteristics. Ongoing maintenance has increased over recent years to address roof deficiencies; the maintenance requirements will be mitigated following installation of the new roof.

**What is the useful life of the asset/project?** 30-40 years.

**Will this project generate revenue?** No.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design			120,000					120,000
Land Acquisition								0
Site Work								0
Construction				6,114,000				6,114,000
Equipment/Furnishings								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>120,000</b>	<b>6,114,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,234,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match			60,000	3,028,000				3,088,000
State Loan								0
Assigned Funds			60,000	3,086,000				3,146,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>120,000</b>	<b>6,114,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,234,000</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Replace Roof: Worcester Technical High School**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

Preliminary scope is to replace the shingle system roof at Worcester Technical High School with a metal roof system (the original design intent roofing system for the school). Due to ongoing roof issues, WCPS requested and received a Limited Building Enclosure Evaluation for WTHS in January 2022 from an independent roofing manufacturer. The Evaluation identified deterioration of sheathing due to air space limitations, insufficient ventilation throughout the roof system and valley flashing issues. The Evaluation recommended short-term and long term solutions to the roof issues, including replacement of the roof system.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

Completion of the roof replacement project will provide current and future students and staff with a sound roof structure and will eliminate roof leaks encountered at the school.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Pocomoke Middle School Roof Replacement project (bid in December 2020) and through discussion with roof manufacturer regarding current and projected roof replacement square foot costs. There are no concerns with the estimate.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The Worcester Technical High School roof replacement project request timing was a new project identified last year for both the Board of Education and County Capital Improvement Programs. As both the Board of Education and County CIP's progress into the late 2020's, WCPS will continue to identify and include new systemic projects in the CIP.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

As stated above, the Worcester Technical High School shingle roof system continues to deteriorate over time.



**CIP Project Name: Snow Hill Elementary School**

**Project Director (Name & Title):** Vince Tolbert, Chief Financial Officer, Worcester County Public Schools

**Phone Number:** 410 632-5063

**Project Summary and Purpose:** A Feasibility Study for the Snow Hill Elementary School project is scheduled to begin in July 2026. The Study will document existing building, site and instructional deficiencies at Snow Hill Elementary School and will provide options to address those deficiencies (Replacement School on site, Replacement School off-site or Renovation/Addition to existing school). The Study is scheduled to be complete and presented to the Worcester County Board of Education in December 2026, to the State Interagency Commission on School Construction (IAC) in December 2026 and to the Worcester County Commissioners in March 2027.

**Project Location:** Snow Hill Elementary School, 515 Coulbourne Lane, Snow Hill, MD. 21863

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** State school construction funding will be requested through the Interagency Commission on School Construction (IAC). Based on preliminary school size and cost estimates for construction scheduled to begin in 2030.

**Is there a Federal or State mandate related to this project? If so, please elaborate:** No.

**Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?** Either through a Replacement School of a Renovation/Addition project, the Snow Hill Elementary project will provide more square footage than the existing 40,500 square feet. However, with energy efficiency elements included in the future design and new building systems requiring minimal maintenance costs, impact on general funds is not expected to rise significantly.

**What is the useful life of the asset/project?** 30-50 years.

**Will this project generate revenue?** No.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design			282,230	807,123	970,658		577,650	2,637,661
Land Acquisition								0
Site Work								0
Construction							52,971,001	52,971,001
Equipment/Furnishings							1,948,594	1,948,594
Other - Please Specify: Construcrction Manager, Commissioning							3,461,319	3,461,319
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>282,230</b>	<b>807,123</b>	<b>970,658</b>	<b>0</b>	<b>58,958,564</b>	<b>61,018,575</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds							41,670,564	41,670,564
State Match							17,288,000	17,288,000
State Loan								0
Assigned Funds			282,230	807,123	970,658			2,060,011
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>282,230</b>	<b>807,123</b>	<b>970,658</b>	<b>0</b>	<b>58,958,564</b>	<b>61,018,575</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	0	0			0
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## **CIP Project Name: Snow Hill Elementary School**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

The Snow Hill Elementary School project will begin in July 2026 with the Feasibility Study. The Study will provide a comprehensive evaluation of the existing school, providing data on the schools' condition, systems and instructional deficiencies. The Study will also provide the architectural/engineering recommendation regarding renovation and addition to the existing school or construction of a replacement school.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

Completion of the Snow Hill Elementary construction project will provide current and future students, faculty and Snow Hill Elementary parents and community with a complete upgrade to the existing 44-year-old facility.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

Preliminary, pre-design cost estimate was developed by the BOE Facilities Department through school construction cost estimating worksheet developed and updated through execution of six major school construction projects, including the Showell Elementary Replacement School project, over the past twenty years. As the Feasibility Study is three years from starting, projected replacement/renovation school size and the associated cost estimates are very preliminary.

### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

The Snow Hill Elementary School project request timing is consistent with previous Board of Education and County Capital Improvement Programs.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

Snow Hill Elementary is a 44-year-old facility, which will be 51-years-old when construction is scheduled to begin in 2030, with aging structural/mechanical/electrical systems and five portable classrooms utilized for instructional space. Maintenance and repair costs will only increase as the building systems continue to age.

**Project: Wor-Wic Student Success and Wellness Center**

**Project Director (Name & Title):** Jennifer Sandt, Vice President for Administrative Services

**Phone Number:** 410-334-2911

**Project Summary and Purpose:** A Student Success and Wellness Center is being proposed for design in FY 2028 and completion in FY 2030. This building will be a 50,000 to 80,000 square foot building. The building will include the student engagement and student club offices, as well as additional student success and support services office space. It will also include a multi-purpose gym, physical fitness equipment, locker rooms, several multi-purpose meeting rooms, the health and wellness faculty members, and a food services concession/kiosk space. A multi-purpose athletic field is also being considered. The college currently has a space deficit for offices, and student wellness and recreational space. This project is projected to cost \$55 million and will be eligible for 75% state funding.

**Project Location:** Wor-Wic Community College, 32000 Campus Drive, Salisbury, MD 21804

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?** None that we are aware of

**Is there a Federal or State mandate related to this project? If so, please elaborate:** No

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

**What is the useful life of the asset/project?** 50 years

**Will this project generate revenue?** NA

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design				171,875				171,875
Land Acquisition								0
Site Work								0
Construction					3,437,500			3,437,500
Equipment/Furnishings							171,875	171,875
Other								0
<b>EXPENDITURES</b>								
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>171,875</b>	<b>3,437,500</b>	<b>0</b>	<b>171,875</b>	<b>3,781,250</b>
<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds				171,875	3,437,500		171,875	3,781,250
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>171,875</b>	<b>3,437,500</b>	<b>0</b>	<b>171,875</b>	<b>3,781,250</b>
<b>PROJECTED OPERATING IMPACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>

## **Project: Wor-Wic Student Success and Wellness Center**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?** This project is included in our 10-Year Facilities Master Plan (Feb. 2019). According to our "space needs report" that is submitted to the State annually, we are deficit of square footage for the types of spaces that we'd like to incorporate into this building. The report shows a current deficit and then projects a 10-year deficit, as well. The half gym and fitness room in Guerrieri Hall is primarily used by the criminal justice students and is only available to students and employees for one hour per day. We are in need of a larger, more private area for student success and mental health services. Our student engagement (student activities) and student clubs are in need of dedicated spaces. Faculty offices for health and wellness for both credit and non-credit could reside in this new building. There will also be opportunities available to the public.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?** Worcester County residents who attend Wor-Wic will benefit from the building. Some of our student service offices will move to the building to provide an improved experience for students. There will be an increase in student clubs and recreational offerings, which will help to recruit and retain students by providing more events/activities to students outside of their classes. Mental health and well-being are vital to student success/retention and this building will provide the opportunity to expand/improve services. The building will also house faculty who teach health and wellness related courses, meeting space, study space and recreation space. There will also be opportunities open to the public.

### **Cost estimate.**

**How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?** The estimate is based upon a dollar per square foot provided by Whiting-Turner. This next year, we will be working on the submission to the State, which is due in March 2025.

**CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?** NA

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?** NA

WOR-WIC COMMUNITY COLLEGE - 10 YEAR CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECTS	FY 2024			FY 2025			FY 2026			COLLEGE
	STATE	WIC	WOR	STATE	WIC	WOR	STATE	WIC	WOR	
<b>MAINTENANCE BUILDING EXPANSION</b>										
Design, CM Preconstruction							375,000	0	0	125,000
Construction, CITS							1,312,000	0	0	438,000
Furniture and Equipment										
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,687,000</b>	<b>0</b>	<b>0</b>	<b>563,000</b>
<b>STUDENT SUCCESS &amp; WELLNESS CENTER</b>										
Design, CM Preconstruction										
Construction, CITS										
Furniture and Equipment										
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,687,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

WOR-WIC COMMUNITY COLLEGE - 10 YEAR CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECTS	FY 2027				FY 2028			FY 2029		
	STATE	WIC	WOR	COLLEGE	STATE	WIC	WOR	STATE	WIC	WOR
<b>MAINTENANCE BUILDING EXPANSION</b>										
Design, CM Preconstruction										
Construction, CITS	1,312,000	0	0	438,000						
Furniture and Equipment	563,000	0	0	186,000						
<b>TOTAL</b>	<b>1,875,000</b>	<b>0</b>	<b>0</b>	<b>624,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>STUDENT SUCCESS &amp; WELLNESS CENTER</b>										
Design, CM Preconstruction					1,875,000	453,125	171,875			
Construction, CITS								37,500,000	9,062,500	3,437,500
Furniture and Equipment										
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,875,000</b>	<b>453,125</b>	<b>171,875</b>	<b>37,500,000</b>	<b>9,062,500</b>	<b>3,437,500</b>
<b>GRAND TOTAL</b>	<b>1,875,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,875,000</b>	<b>453,125</b>	<b>171,875</b>	<b>37,500,000</b>	<b>9,062,500</b>	<b>3,437,500</b>

WOR-WIC COMMUNITY COLLEGE - 10 YEAR CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECTS	FY 2030			FY 2031			FY 2032		
	STATE	WIC	WOR	STATE	WIC	WOR	STATE	WIC	WOR
<b>MAINTENANCE BUILDING EXPANSION</b>									
Design, CM Preconstruction									
Construction, CITS									
Furniture and Equipment									
<b>TOTAL</b>	0	0	0	0	0	0	0	0	0
<b>STUDENT SUCCESS &amp; WELLNESS CENTER</b>									
Design, CM Preconstruction									
Construction, CITS									
Furniture and Equipment	1,875,000	453,125	171,875						
<b>TOTAL</b>	1,875,000	453,125	171,875	0	0	0	0	0	0
<b>GRAND TOTAL</b>	1,875,000	453,125	171,875	0	0	0	0	0	0

WOR-WIC COMMUNITY COLLEGE - 10 YEAR CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECTS	STATE	FY 2033 WIC	WOR	TOTAL STATE	TOTAL WIC	TOTAL WOR	TOTAL COLLEGE	GRAND TOTAL
<b>MAINTENANCE BUILDING EXPANSION</b>								
Design, CM Preconstruction				375,000	0	0	125,000	500,000
Construction, CITS				2,624,000	0	0	876,000	3,500,000
Furniture and Equipment				563,000	0	0	186,000	749,000
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,562,000</b>	<b>0</b>	<b>0</b>	<b>1,187,000</b>	<b>4,749,000</b>
<b>STUDENT SUCCESS &amp; WELLNESS CENTER</b>								
Design, CM Preconstruction				1,875,000	453,125	171,875		2,500,000
Construction, CITS				37,500,000	9,062,500	3,437,500		50,000,000
Furniture and Equipment				1,875,000	453,125	171,875		2,500,000
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>41,250,000</b>	<b>9,968,750</b>	<b>3,781,250</b>	<b>0</b>	<b>55,000,000</b>
<b>GRAND TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>44,812,000</b>	<b>9,968,750</b>	<b>3,781,250</b>	<b>1,187,000</b>	<b>59,749,000</b>



REQUESTED PLAN SUMMARY BY CATEGORY

12/5/2023

WORCESTER COUNTY  
 FIVE YEAR CAPITAL IMPROVEMENT PLAN  
 FY 2025 TO FY 2029 PROJECT SUMMARY

Project Category	2025	2026	2027	2028	2029	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete *	Total Project Cost
General Government	10,680,317	2,030,000	1,000,000	1,000,000	1,000,000	15,710,317	7.21%	50,000	0	15,760,317
Public Safety	6,512,540	2,836,052	14,883,523	28,922,323	0	53,154,438	24.41%	11,897,919	0	65,052,357
Public Works	8,355,000	3,180,000	7,950,000	8,000,000	0	27,485,000	12.62%	0	0	27,485,000
Recreation & Parks and Natural Resources	11,191,000	0	0	0	0	11,191,000	5.14%	1,260,000	0	12,451,000
Public Schools	5,350,640	2,949,208	17,966,888	49,218,041	31,134,297	106,619,074	48.96%	955,000	58,958,564	166,532,638
Community College	0	0	0	171,875	3,437,500	3,609,375	1.66%	0	171,875	3,781,250
<b>TOTAL</b>	<b>42,089,497</b>	<b>10,995,260</b>	<b>41,800,411</b>	<b>87,312,239</b>	<b>35,571,797</b>	<b>217,769,204</b>	<b>100.00%</b>	<b>14,162,919</b>	<b>59,130,439</b>	<b>291,062,562</b>

Source of Funds	2025	2026	2027	2028	2029	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete	Total Project Cost
General Fund	0	0	0	0	0	0	0.00%	0	0	0
User Fees	250,000	100,000	100,000	0	0	450,000	0.21%	0	0	450,000
Grant Funds	12,847,312	2,730,000	1,250,000	6,900,000	0	23,727,312	10.90%	0	41,670,564	65,397,876
State Match	6,130,339	1,530,000	5,399,000	3,028,000	0	16,087,339	7.39%	0	17,288,000	33,375,339
State Loan	2,200,000	0	0	0	0	2,200,000	1.01%	0	0	2,200,000
Assigned Funds	17,275,938	6,635,260	4,717,288	5,839,362	5,408,158	39,876,006	18.31%	3,482,249	171,875	43,530,130
Private Donation	0	0	0	0	0	0	0.00%	0	0	0
Enterprise Bonds	0	0	6,600,000	1,100,000	0	7,700,000	3.54%	0	0	7,700,000
General Bonds	3,385,908	0	11,223,920	42,296,918	30,163,639	87,070,385	39.98%	10,680,670	0	97,751,055
General Bonds (Re-paid through VLT)	0	0	12,510,203	28,147,959	0	40,658,162	18.67%	0	0	40,658,162
<b>TOTAL</b>	<b>42,089,497</b>	<b>10,995,260</b>	<b>41,800,411</b>	<b>87,312,239</b>	<b>35,571,797</b>	<b>217,769,204</b>	<b>100.00%</b>	<b>14,162,919</b>	<b>59,130,439</b>	<b>291,062,562</b>

\* Balance to Complete - Years FY2030 and future

FY 2025 TO FY 2029 SUMMARY BY PROJECT  
REQUESTED

12/5/2023

WORCESTER COUNTY  
FIVE YEAR CAPITAL IMPROVEMENT PLAN

	FY2025	FY2026	FY2027	FY2028	FY2029	Prior Allocation	Balance To Complete	TOTAL
<b>General Government Facilities</b>								
Broadband Infrastructure	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000			5,000,000
New Pocumoke Library	6,685,317	1,030,000						7,715,317
Snow Hill Library Building Improvements	2,545,000							2,545,000
Isle of Wight Building Renovation	450,000					50,000		500,000
<b>Total General Government Facilities</b>	<b>10,680,317</b>	<b>2,030,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>50,000</b>	<b>0</b>	<b>15,760,317</b>
<b>Public Safety</b>								
Worcester County Jail Improvement Project	275,000					11,740,419		12,015,419
Public Safety Logistical Storage Facility	3,150,000					157,500		3,307,500
Fire Training Tower	1,700,000							1,700,000
Outdoor Warning Siren System	1,300,000							1,300,000
State's Attorney Building Addition	87,540	2,731,052	2,373,320	774,364				5,966,276
Public Safety Building		105,000	12,510,203	28,147,959				40,763,162
<b>Total Public Safety</b>	<b>6,512,540</b>	<b>2,836,052</b>	<b>14,883,523</b>	<b>28,922,323</b>	<b>0</b>	<b>11,897,919</b>	<b>0</b>	<b>65,052,357</b>
<b>Public Works</b>								
Roads- Cove Landing Road Cross Road Pipes	70,000	350,000						420,000
Roads- Gradall	535,000							535,000
Roads - Utility Pole Relocation	350,000							350,000
<b>Water Wastewater</b>								
Riddle Farm WWTP Bypass to OP WWTP	1,050,000							1,050,000
Riddle Farm WWTP Rehabilitation	1,700,000							1,700,000
Mystic Harbour Solids Handling & Storage Building	4,400,000							4,400,000
Ocean Pines WWTP Lagoon Expansion	250,000							250,000
Riddle Farm Water Tower Rehabilitation, Painting & Lowering		650,000						650,000
Mystic Harbour WTP Rehabilitation		1,400,000						1,400,000
Landings Water Tower Rehabilitation		580,000						580,000
Assateague Point WWTP Replacement Liner		100,000	600,000					700,000
River Run Sewer Interconnection to Ocean Pines		100,000	1,100,000					1,200,000
Mystic Harbour Effluent Connection to Riddle Farm Lagoon			6,000,000					6,000,000
River Run Replacement Liner			100,000	1,100,000				1,200,000
Newark WTP Rehabilitation			150,000	2,850,000				3,000,000
Mystic Harbour Effluent Disposal Expansion				2,100,000				2,100,000
Mystic Harbor Water to Riddle Farm				1,950,000				1,950,000
<b>Total Public Works</b>	<b>8,355,000</b>	<b>3,180,000</b>	<b>7,950,000</b>	<b>8,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27,485,000</b>

# ITEM 12

**FY 2025 TO FY 2029 SUMMARY BY PROJECT  
REQUESTED**

12/5/2023

**WORCESTER COUNTY  
FIVE YEAR CAPITAL IMPROVEMENT PLAN**

	FY2025	FY2026	FY2027	FY2028	FY2029	Prior Allocation	Balance To Complete	TOTAL
<b>Recreation &amp; Parks and Natural Resources</b>								
Recreation Center - HVAC Replacement	126,000					1,260,000		1,386,000
Ocean City Inlet and Harbor Navigation Improvement	11,065,000							11,065,000
<b>Total Recreation &amp; Parks</b>	<b>11,191,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,260,000</b>	<b>0</b>	<b>12,451,000</b>
<b>Public Schools</b>								
Snow Hill Middle/Cedar Chapel School - Roof Replacement	4,164,000					80,000		4,244,000
Pocomoke Elementary School - Roof Replacement	100,000	2,143,000						2,243,000
Buckingham Elementary Replacement School	1,086,640	363,800	16,562,920	29,470,880	7,492,760	875,000		55,852,000
New Central Office Building		442,408	1,001,738	12,826,038	22,670,879			36,941,063
Worcester Technical High School - Roof Replacement			120,000	6,114,000				6,234,000
Snow Hill Elementary Replacement School			282,230	807,123	970,658		58,958,564	61,018,575
<b>Total Public Schools</b>	<b>5,350,640</b>	<b>2,949,208</b>	<b>17,966,888</b>	<b>49,218,041</b>	<b>31,134,297</b>	<b>955,000</b>	<b>58,958,564</b>	<b>166,532,638</b>
<b>Wor-Wic Community College</b>								
Wor-Wic Student Success and Wellness Center				171,875	3,437,500		171,875	3,781,250
<b>Total Wor-Wic</b>		<b>0</b>	<b>0</b>	<b>171,875</b>	<b>3,437,500</b>	<b>0</b>	<b>171,875</b>	<b>3,781,250</b>
<b>CAPITAL PROJECT SUMMARY - BY SOURCE OF FUNDS</b>								
	FY2025	FY2026	FY2027	FY2028	FY2029	Prior Allocation	Balance to Complete	TOTAL
General Fund								0
User Fees	250,000	100,000	100,000					450,000
Grant Funds	12,847,312	2,730,000	1,250,000	6,900,000			41,670,564	65,397,876
State Match	6,130,339	1,530,000	5,399,000	3,028,000			17,288,000	33,375,339
State Loan	2,200,000							2,200,000
Assigned Funds	17,275,938	6,635,260	4,717,288	5,839,362	5,408,158	3,482,249	171,875	43,530,130
Private Donation								0
Enterprise Bonds			6,600,000	1,100,000				7,700,000
General Bonds	3,385,908		11,223,920	42,296,918	30,163,639	10,680,670		97,751,055
General Bonds (Debt Service to be paid through Video Lottery Funds)			12,510,203	28,147,959				40,658,162
								0
<b>TOTAL</b>	<b>42,089,497</b>	<b>10,995,260</b>	<b>41,800,411</b>	<b>87,312,239</b>	<b>35,571,797</b>	<b>14,162,919</b>	<b>59,130,439</b>	<b>291,062,562</b>

## CIP Project Name: New Pocomoke Library

**Project Director (Name & Title):** Jennifer Ranck, Library Director

**Phone Number:** 410-632-2600

**Project Summary and Purpose:** To replace the current 53-year old faculty with a new, larger building

**Project Location:** 307 Market Street, Pocomoke, MD 21851

**Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:** Yes, the Public Library Capital Grant program is available and administered through the Maryland State Library agency. The Library has submitted a grant for funding in FY 25. The project will span two fiscal years and the library will apply for additional funding in FY 26. Grants are due at the end of May. In addition, the Library Foundation will try to raise funds to help with furnishings and materials.

**Is there a Federal or State mandate related to this project? If so, please elaborate:** Yes, the Public Library Capital Grant is available and administered through the Maryland State Library agency. The Library has submitted a grant for funding in FY 25.

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

The library will need to hire two additional part-time employees. We anticipate operating costs to go down with improved building systems.

**What is the useful life of the asset/project?** A new building is likely to last another 50 years.

	FY 25	FY 26	FY 27	FY 28	FY 29	Prior Allocation	Balance to Complete	Total Project Cost
<b>EXPENDITURES</b>								
Engineering/Design	75,000	30,000						105,000
Land Acquisition								0
Site Work	274,500							274,500
Construction	5,942,029	500,000						6,442,029
Equipment/Furnishings		500,000						500,000
Other - Please Specify (permitted)	393,788							393,788
<b>TOTAL</b>	<b>6,685,317</b>	<b>1,030,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,715,317</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match- Does not cover Engineering/Design/Demolition	2,993,158	500,000						3,493,158
State Loan								0
Assigned Funds	3,692,159	530,000						4,222,159
Private Donation								0
Enterprise Bonds								0
General Bonds								0
Other - Please Specify								0
<b>TOTAL</b>	<b>6,685,317</b>	<b>1,030,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,715,317</b>

<b>PROJECTED OPERATING IMPACTS</b>	0	521,884	43,769	43,769	43,769			653,191
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## **CIP Project Name: New Pocomoke Library**

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Complete the following questions.

### **Project scope.**

**Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?**

Worcester County Library completed a Facilities Master Plan in 2013. The Berlin Branch Library replacement project was identified as the first priority; building improvements to the Pocomoke Branch Library were identified as the second priority. The Pocomoke Branch opened in 1970 with an addition constructed in 2004. The addition provided much needed space but much of the library's furniture and shelving was re-used and many of building systems are in need of replacement. This project will address the following problems: 1) the lack of flexible space for collaborative work for patrons and staff; 2) the need for upgraded electrical and data systems; 3) the need for upgraded heating, ventilation, air conditioning and lighting; 4) roof and window replacement; and 5) accessibility issues. In September 2021, Worcester County Commissioners signed an agreement with the City of Pocomoke to use a downtown site for the new library, if a Strategic Demolition grant is successful. Unfortunately the grant was not successful and as requested in last year's CIP, the library would like to move forward with plans for a new branch on the current site, Market Street.

### **County benefit.**

**How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?**

The residents and visitors to Pocomoke City and the surrounding areas will benefit from this project. Many of the building's systems are nearing the "end of useful life" and a new facility will help maintain proper temperatures, improve lighting, and reduce the library's overall energy use. New flooring and furnishings will improve overall functionality and enable the library to reallocate collection space, create a dedicated young adult space, reconfigure staff area, and revise public service desk. Adjacent to the children's area, the lack of separation limits the use of the YA section. Due to space and wiring constraints, the library's 3D printer is housed on the other side of the building. Lack of programming space within the collection spaces limit the kinds of programs and equipment that the library can offer. The branch is often the recipient of discarded furniture. The mix of hodgepodge shelving negatively affects the overall character and layout of the branch. Library staff are continually weeding and shifting collections due to lack of space. The library would like to purchase additional non-fiction picture books for the Children's area to support Common Core curriculum and school readiness but there is no room to expand library collections. Dated HVAC equipment continues to fail. The circulation desk is crowded and there is little room to store held items and interlibrary loan materials for customers. The staff office and staff kitchen also serve as storage spaces. Many library operations must take place at the circulation desk in between assisting customers and checking out materials. The circulation desk is not accessible for those in wheelchairs and obstructs flow for all users. A more welcoming desk would improve the patron experience. A new building will enable the library to create inspiring and defined spaces that will facilitate greater and higher quality use by its visitors. The addition of quiet study and the possibility of a small conference room will expand the types of activities that can take place in the library. Additional places for visitors to plug in their own devices will enable users to research, complete online classes, and communicate in a more comfortable setting. New shelving will allow for the print collections to be displayed in a functional manner and easier to access by all patrons. The library will increase aisle widths to 42" to meet ADA preferred guidelines. The projected increase for library use is 15%. A well-designed staff area will increase productivity and staff morale. Efficient electrical and data communications systems will modernize technology for now and future reconfiguration. The library will also strive to minimize its environmental footprint and will explore the opportunities to use sustainable building materials, incorporate natural light to reduce energy costs, and other design elements that are cost effective and environmentally friendly. The library is central to the Pocomoke community and serves as the cultural and learning center. The space will support modern usage and technology and enable the library to meet the needs of the current and evolving community.

### **Cost estimate (Must Be Provided).**

**How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?**

The most recent cost estimate was developed by Whiting Turner in August 2023, currently construction cost is \$593/SF.

## **CIP Project Name: New Pocomoke Library**

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### **CIP Timing.**

**If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?**

This project was first requested in FY 2019 and several options for facility upgrades and other locations have been discussed. An alternative downtown Pocomoke site was considered in Spring 2020 but upon further evaluation the location was not viable. The library apply for construction funding through the Public Library Capital Grant program in FY 24, but the grant did not move forward due to the location change. The Library has submitted a grant request for FY 25.

### **Urgency.**

**Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?**

The Pocomoke library is over 50 years and some building systems are at the end of their life cycle. Building improvements should lower ongoing operating costs.