

AGENDA

WORCESTER COUNTY COMMISSIONERS

Due to the current COVID-19 pandemic, this meeting will be held virtually and can be publicly viewed online via live stream feed at - <https://media.swagit.com/zoom/worcestercountymd>

April 14, 2020

	<u>Item #</u>
9:00 AM - Call to Order	
9:01 - Review and Approval of Minutes	
9:05 - J. Ranck - Library Director: Pocomoke Library - Site Selection Update	1
9:10 -	
9:20 - Chief Administrative Officer: Administrative Matters (Law Enforcement Training Scholarship Grant; Showell Park Concessions and Bathroom Project Bids; Berlin Fireworks Request at Northern Worcester Athletic Complex; Annual Cost Share Request from Maryland Coastal Bays Program; Courthouse HVAC Renovation Project Change Order and Final Payment; Swan Gut Road Speed Study; Road Specifications for Campground Roads at Island Resort Campground; Request for Allocation of 38 Additional EDUs for Frontier Town Campground Expansion; Contract for COVID-19 Procurement Contractor; Proposed FY21 Constant Yield Tax Rate Advertisement; Notice of Public Hearing on the COVID-19 Revised FY21 County Operating Budget; and potentially other administrative matters)	2-12
9:30 -	
9:40 -	
9:50 -	
10:00 - Vote to Meet In Closed Session - (Approximate Time)	
10:01 - Closed Session: Discussion regarding hiring an Environmental Health Specialist Trainee for Environmental Programs, a Plant Operator Trainee and Plant Operator I for the Water and Wastewater Division of Public Works, two (2) Correctional Officer Trainees at the Jail, and Emergency Services Planner, and other personnel matters; receiving legal advice from Counsel; and performing administrative functions	
10:30 - Adjourn after closed session	

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

Minutes of the County Commissioners of Worcester County, Maryland

March 17, 2020

Joseph M. Mitrecic, President
Theodore J. Elder, Vice President
Anthony W. Bertino, Jr.
Madison J. Bunting, Jr.
James C. Church
Joshua C. Nordstrom
Diana Purnell

Following a motion by Commissioner Bertino, seconded by Commissioner Bunting, the Commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions, permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Harold L. Higgins, Assistant Chief Administrative Officer Kelly Shannahan, County Attorney Roscoe Leslie, Public Information Officer Kim Moses, Human Resources Director Stacey Norton; Health Officer Becky Jones, Warden Donna Bounds, and Assistant Warden Fulton Holland. Topics discussed and actions taken included: discussing an employee disciplinary action; hiring Stephanie Bright, William James, and Nick Cargiulo as Correctional Officer Trainees within the County Jail, Kerric Hickman as a Grounds Worker II and Jamie Page as a Carpenter/Maintenance Worker III in the Maintenance Division, and Walter "Denny" Price and Frank Campbell as part-time temporary Roads Workers in the Roads Division of Public Works, Elwood "Chris" Hokanson as a Plumbing and Gas Inspector III for Environmental Programs; promoting Jessica Wilson from Enterprise Fund Controller to Assistant Finance Officer; receiving legal advice from counsel; and performing administrative functions, including: reviewing FY21 benefits recommendations; scheduling the annual breakfast meeting with Maryland Association of Counties (MACo) officials for June 30, 2020; and reviewing recommendations to correct improperly installed wiring at the Pocomoke Little League fields at Newtown Park in Pocomoke.

Following a motion by Commissioner Bertino, seconded by Commissioner Bunting, the Commissioners unanimously voted to adjourn their closed session at 9:56 a.m.

After the closed session, the Commissioners reconvened in open session. Commissioner Mitrecic called the meeting to order, and following a morning prayer by Father Michael Moyer of St. Paul's Episcopal Church in Berlin 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 March 3, 2019 meeting as presented.

The agenda before the Commissioners today, March 17, 2020 was modified to postpone or suspend certain public presentations and public hearings in accordance with Maryland Governor Larry Hogan's executive orders regarding social distancing and limiting gatherings to no more than 50 people to prevent the spread of the novel coronavirus (COVID-19).

The Commissioners presented a proclamation recognizing April as Census 2020 Awareness Month to Kelly Henry, the Technical Services Division Manager within Development Review and Permitting (DRP) and the Complete Count Committee Coordinator, and urged County residents to participate in the 2020 Census. Ms. Henry stated that the Census takes about 10 minutes to complete, can be filled out online at <https://2020census.gov>, and every Marylander counted results in federal funding of \$18,250 over a 10-year period for vital services.

The Commissioners reviewed a letter from Superintendent of Schools Lou Taylor advising that the requested FY21 Board of Education (BOE) Operating Budget does not include any nonrecurring expenses. The Commissioners accepted the letter regarding nonrecurring costs.

The Commissioners reviewed a letter from Mr. Taylor advising that the BOE Maintenance of Effort (MOE) calculation reflects an increase of \$2,963,717 in County funding from FY20 to FY21 funding. The Commissioners are required to fund the MOE budget, unless they apply for and are granted a waiver from the Maryland State Department of Education (MSDE). The Commissioners concurred with the MOE increase as required.

The Commissioners met with Human Resources Director and Health Benefits Committee (HBC) representative Stacey Norton to review the FY21 benefits recommendations from the Health Benefits Committee and PSA Insurance and Financial Services, the County's benefits broker. Other HBC members in attendance included Assistant Chief Administrative Officer Kelly Shannahan, Finance Officer Phil Thompson, Budget Officer Kathy Whited, and Gary McCabe and Beth Shockley-Lynch of the Worcester County Teachers Association (WCTA). HBC recommendations for FY21 include the following: stay with Carefirst for dental and offer employees the choice of a \$1,000 or \$1,500 plan at a slightly higher premium; stay with VSP for vision with a 16% rate decrease resulting in \$50,637 savings annually with a four-year rate guarantee; stay with Carefirst for medical, reducing the emergency room copay from \$200 to \$100 and including some compliance services; staying with Carefirst/CVS/Care Mark for pharmacy and adding a voluntary maintenance retail wrap choice (which allows 90-day prescription refills at retail pharmacies other than CVS for two copays); staying with Guardian for life and disability coverage, which will increase from \$116,471 to \$144,048 or 23.7% based on the actual County claims and experience rating. Ms. Norton thanked the Commissioners for allowing PSA to solicit proposals for medical, dental, vision, pharmacy benefit manager benefits, which resulted in an overall 10.47% decrease in the cost of health benefits for the County and Board of Education for a total savings of \$3,981,044.

Commissioner Bertino thanked the members of the HBC for their successful efforts to reduce the cost of benefits. Commissioner Nordstrom thanked them as well for expanding the pharmacy options. Following some discussion and upon a motion by Commissioner Bertino, the Commissioners voted 5-2, with Commissioners Bunting and Elder voting in opposition, to adopt

the FY21 benefit recommendations as presented.

Upon a nomination by Commissioner Elder, the Commissioners unanimously agreed to submit the name of Captain Robert Bruce Wooten to Governor Larry Hogan for his consideration and appointment as an alternate on the Worcester County Property Tax Assessment Appeal Board to replace Gary M. Flater who resigned.

Pursuant to the request of Housing Program Administrator Jo Ellen Bynum and upon a motion by Commissioner Nordstrom, the Commissioners unanimously awarded the low bid for the general rehabilitation of a single family home in the Pocomoke City area to Three Guys Construction of Westover, Maryland at a cost of \$12,575.

Pursuant to the request of Senior Budget Accountant Kim Reynolds and the Diakonia Board and upon a motion by Commissioner Nordstrom, the Commissioners voted 6-0-1, with Commissioner Church abstaining due to a potential conflict of interests, to award the three low bids for the Diakonia shelter project as follows: East Coast Contracting in the amount of \$62,340.49 for building one and two, railings/decking, and kitchenettes; Spicer Brothers in the amount of \$26,240 for building two roof; and OC Floor Gallery in the amount of \$6,500 for building two flooring.

Pursuant to the recommendation of Tom Perlozzo, Director of Recreation, Parks, Tourism, and Economic Development, and upon a motion by Commissioner Purnell, the Commissioners unanimously agreed to utilize remaining funds totaling \$68,500, which represents the remaining balance from two expiring grants, 2017 (\$59,000) and 2018 (\$23,500), to help fund the parking lot, grading, and boardwalk construction along the proposed fingers piers included in phase two of the Public Landing project.

The Commissioners met with Mr. Perlozzo to discuss his recommendation to resolve the improper installation of electrical cable as part of the Pocomoke Little League (PLL) field lighting project at Newtown Park which was not buried to the proper depth of at least 24-inches. In response to a recommendation by Mr. Perlozzo and upon a motion by Commissioner Bertino, the Commissioners unanimously directed County staff to disconnect the lighting at Newtown Park until the wiring is brought into compliance and installed to the County's satisfaction. Commissioner Nordstrom stated that he wanted the lights to stay on for the kids, but that he was in agreement with his colleagues that this step is necessary to correct this error and protect public safety.

Mr. Perlozzo advised that Phil Houck, owner of Crab Alley, had informed him that he Power Boat Races scheduled for September 25-27, 2020 in Ocean City have been cancelled, as the race organizer chose to relocate to Solomon's Island after that jurisdiction paid \$85,000 to host the event.

Pursuant to the recommendation of Environmental Programs Director Bob Mitchell and upon a motion by Commissioner Purnell, the Commissioners voted 5-2, with Commissioners

Bunting and Elder voting in opposition, to authorize Commission President Mitrecic to sign the Agreement of Sale between Truitts Landing Farm, LLC (Seller) and the County Commissioners of Worcester County, Maryland (Buyer) for the purchase of a Rural Legacy Area easement for \$207,500 to be funded by FY17 Coastal Bays Rural Legacy Area (RLA) easement funds at no cost to the County, on approximately 112.03 acres located on the northeast side of Truitts Landing Road, and more specifically identified on Tax Map 72 as Parcel 11. Mr. Mitchell stated that this property is located around large blocks of contiguously protected land in the Coastal Bays watershed, and the owner has given up all sub-division and development rights, save construction of one residence. Farming will continue, but the owner must abide by impervious surface limits, which include no confined animal feeding operations (CAFOs), and limits will be placed on agricultural buildings.

The Commissioners met with Mr. Mitchell to schedule a public hearing to receive public comment on a Sanitary Service Area (SSA) expansion application submitted by John E. Shook, Jr., President of the St. Martins by the Bay Homeowner Association (applicant), to expand the Ocean Pines Sanitary Service Area (SSA) to provide public water service to the existing St. Martins by the Bay community to serve 58 parcels that consist of 28 single-family homes, 26 townhouses, four undeveloped lots, and a community pool located on the northern side of Beauchamp Road directly north of the Ocean Pines community and more specifically identified on Tax Map 16 as Parcels 6, 86, 87, 88, 91 and 95. Mr. Mitchell stated that the property is currently being served by private water and sewer, and if approved the community will need to construct an extension to connect to an appropriate location within the Ocean Pines water distribution system. In response to a question by Commissioner Bertino, Mr. Mitchell stated that the County would apply for a combination of grant and low-interest loan funds through the United States Department of Agriculture for this project, if approved.

Upon a motion by Commissioner Bertino, the Commissioners unanimously agreed to schedule a future public hearing to receive public comment on the proposed expansion of the Ocean Pines SSA for the extension of public water service to St. Martins by the Bay.

Pursuant to the request of Public Works Director John Tustin and upon a motion by Commissioner Bertino, the Commissioners unanimously agreed to schedule a future public hearing to receive public comments on a proposal to extend public sewer service to the Gum Point Road Area of the Greater Ocean Pines Service Area. Mr. Tustin stated that the County has received a developer agreement to serve the Hershey property as well as proposals from J. W. Salm Engineering and Russell T. Hammond Surveying for engineering and surveying services for this project, but he recommended the Commissioners postpone executing any of these proposals until after the required public hearing. Mr. Tustin further advised that the total customer count has been reduced by 10 equivalent dwelling units (EDUs), since three properties are not buildable and seven EDUs are being served under the recently approved Vanderhackett LLC extension, bringing the cost per EDU to approximately \$21,886. In response to a question by Commissioner Bertino, Mr. Mitchell stated that property owners will not be required to abandon functioning septic systems and connect to public sewer; however, they will be required to connect in the future if their systems fail or if they seek to modify or expand the structures on their properties.

Pursuant to the recommendation of Mr. Tustin and upon a motion by Commissioner Elder, the Commissioners unanimously awarded the low bid to Asphalt Paving Systems, Inc. of Hammonton, NJ for slurry seal surfacing of approximately six miles of County roadways at a cost of \$2.49 per square yard for an estimated total cost of \$191,411.28. Mr. Tustin advised that remaining funding of \$215,312.30 from the spring tar and chip project will be used to fund this project.

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Nordstrom, the Commissioners unanimously approved bid specifications for the Bayside Road Bridge replacement project in Public Landing. He stated that bids will be due at the end of April, with the project to begin in September 2020. In response to a question by Commissioner Nordstrom, Mr. Tustin stated that Delmarva Power has obtained the necessary wetlands permits to relocate the power lines from overhead to under ground prior to the start of this project. He further stated that Comcast has the same ability as Delmarva Power to bore under the creek to install cable and internet lines; however, they will not be permitted to connect utilities to the bridge.

Assistant Chief Administrative Officer Kelly Shannahan met with the Commissioners with regard to the status of local amendments to the Maryland Building Performance Standards. Mr. Shannahan stated that, while adoption of local amendments to these standards is an option for local jurisdictions, adoption of the State Building Code is not optional. Therefore, given that the County failed to adopt local amendments to the current Maryland Building Code Performance Standards, all provisions of the State Building Code will be in effect as of March 25, 2020. As a result, several of the current local amendments will be eliminated that same date, and the following new provisions will apply: the State Building Code will apply to all residential accessory structures larger than 200 square feet, as opposed to the 500 square feet; building permits will expire after 180 days rather than after three years; and all construction must be elevated an additional one-foot above the base flood elevation, just to name a few. Therefore, Mr. Shannahan strongly encouraged the Commissioners to reconsider their prior decision and adopt the proposed local amendments.

In response to a question by Commissioner Elder, Development Review and Permitting Director Ed Tudor advised that State law allows local amendments at any time to address the unique needs of the jurisdiction; however, the Commissioners cannot pass any local amendments that would weaken the International Energy Conservation Code (IECC) or the sprinkler requirements.

Following some discussion and upon a motion by Commissioner Bunting, the Commissioners unanimously adopted Resolution No. 20-4 establishing local amendments to the Maryland Building Performance Standards for Worcester County, Maryland, effective March 25, 2020.

Pursuant to the request of Mr. Tudor and upon a motion by Commissioner Bertino, the Commissioners unanimously adopted Resolution No. 20-5, approving a proposal for an approved private road for Evergreen Village, LLC to be constructed to the County standards. Mr. Tudor stated that the County received this request from Carpenter Engineering, LLC on behalf of their

client, Evergreen Village, LLC, to develop a 5,492-foot long single-loop road to be known as Windmill Creek Lane to serve the 90-lot subdivision off of Beauchamp Road. He further advised that the Planning Commission granted a favorable recommendation to the request, and the Commissioners are not required to hold a public hearing on this matter.

Pursuant to the recommendation of Emergency Services Director Billy Birch and upon a motion by Commissioner Bertino, the Commissioners unanimously approved the request to change the name of a private road that serves a 33.76-acre property identified on Tax Map 15 as Parcel 256, Lot 5 from Katelyn Lane to Brooklyn Lane.

Pursuant to the request of Mr. Birch and upon a motion by Commissioner Purnell, the Commissioners unanimously approved Emergency Number Systems Board (ENSB) project number 20-130 in the amount of \$5,250 to purchase an additional Emergency Dispatch Protocol Aqua license, and project number 20-148 in the amount of \$234.50 for the purchase of 911 public education materials for a total cost of \$5,484.50. Mr. Birch advised that the ENSB will reimburse the County for these costs.

Mr. Birch updated the Commissioners on past, current, and pending changes to the Public Safety Answering Point (PSAP), also known as the 911 Center, the future Next Generation 911 changes, and the impact of Carl Henn's Law (House Bill 397 of the 2019 legislative session), which enhances and alters the regulatory framework that governs the 911 system. Mr. Birch stated that the bill expands ENSB responsibilities, increases the State 911 fee, and authorizes local governments to increase fees by \$0.75 per phone line under certain specified circumstances, specifically pertaining to the increased demand for services due to text to 911 and additional phone and electronic device contacts. Mr. Birch stated that the County experienced a 15% increase in call volumes last year, which does not include text to 911 and additional phone and electronic device contacts, and, thus, will meet the requirements to increase fees by an additional \$0.75 per phone line. He stated that the County will need to be prepared for these changes which will impact the FY21 budget.

The Commissioners met with Electrical Board members Kenneth Lambertson and Mike Patchet to discuss a request from Kyle Pilchard for an amendment to the County Electrical Standards which were revised by Bill 17-5 (Electrical Standards - Licensing Requirements for Homeowners) to reinstate the ability of a person who is the owner and occupant of a single-family dwelling to perform electrical work on a private home. The passage of Bill 17-5 on June 20, 2017 repealed and reenacted the following sections of the Electrical Standards Subtitle: Section BR 2-207(f)(2) which previously provided that the licensing provisions of the Electrical Standards do not apply to any person doing minor electrical work, as defined in the Electrical Standards Subtitle, on a single-family dwelling which they own and occupy and for which they personally purchase all materials and perform all minor electrical work among other revisions. The purpose for Bill 17-5 arose from concerns by the Board of Electrical Examiners that often the work done under these permits was not being completed by the homeowner, but by unlicensed contractors. Mr. Lambertson stated that the Board of Electrical Examiners has unanimously requested that no changes be made to the Electrical Standards, noting that at the

time Bill 17-5 was first requested most of the individuals pulling these permits, claimed that they were going to do the work, but either lacked the knowledge to complete the task safely or hired unlicensed individuals to do it for them, and then failed to have the work inspected. He stated that it takes four years of working under a licensed electrician to be certified as a general electrician and seven years to become a master electrician. He stated that 90% of all changes in the National Electric Code (NEC) that governs wiring deals with residential wiring, thus a layman cannot keep up with changes.

Mr. Pilchard thanked the Commissioners for meeting with him. He stated that only 6% of the permits in 2017 prior to the adoption of Bill 17-5 were pulled by homeowners. Furthermore, he advised that information provided by the Worcester County Fire Marshal's Office states that maybe only 10 of the 197 house fires last year were electrical fires, and he requested the Commissioners conduct an investigation to determine if any of these electrical fires occurred in homes where homeowners pulled their own electrical permits. He further stated that even if one or two of those fires occurred at residences where homeowners conducted their own repairs, such figures do not support the need to disallow capable residents to complete minor electrical work, and he urged them to introduce a bill to restore the language to allow homeowners to perform their own electrical work as he had proposed.

Commissioner Nordstrom thanked Mr. Pilchard for meeting with them, but noted that he was satisfied with the findings of the Board of Electrical Examiners. Commissioner Elder concurred. Commissioner Mitrecic stated that he is very concerned, as a builder, by some of the electrical work that was completed by homeowners, and even one fatality that may result from a change to the existing law would be too many.

Following some discussion, the Commissioners declined to introduce the proposed legislation requested by Mr. Pilchard.

The Commissioners viewed Governor Larry Hogan's 11:00 a.m. press conference at which he announced expanded social distancing requirements to reduce the number of individuals permitted at public gatherings from 50 to 10, postponed the April 28, 2020 primary elections to June 2, 2020, with the exception of a special election to be conducted by mail in the seventh district, and other executive decrees in response to the threat to public health from the novel coronavirus (COVID-19).

The Commissioners met in legislative session.

The Commissioners met with Mr. Tudor to review a text amendment submitted by Mark S. Cropper, seeking to amend the Resource Protection (RP) District regulations to allow special events to be held on a farm by special exception. Mr. Tudor stated that, specifically, the proposed bill seeks to renumber subsection ZS 1-215(c)(15) as ZS 1-215(c)(16) and add a new subsection ZS 1-215(c)(15) to allow special events in the RP zoning district. He concluded that the new language mirrors that for the A-1 and A-2 Agricultural Districts and the E-1 Estate District, and the Planning Commission gave a favorable recommendation to the amendment in a split 4-3 vote.

Following some discussion, Commissioners Church, Mitrecic, Nordstrom, and Purnell introduced the aforementioned text amendment as Bill 20-2 (Zoning - Special Events in the RP Resource Protection District) and directed staff to schedule a public hearing on the bill for a

future meeting.

Commissioner Mitrecic closed the legislative session.

Commissioner Mitrecic requested that staff develop revised procedures for the approval of special events for the Commissioners consideration. He suggested that the revised procedures could be similar to the Town of Ocean City which has one staff person assigned as the point person to oversee the special event approval process.

Pursuant to the request of Public Information Officer Kim Moses and Recycling Manager Mike McClung and upon a motion by Commissioner Bertino, the Commissioners unanimously authorized Commission President Mitrecic to sign the contract with Clear Channel Outdoor to lease two prominently-placed billboards on U.S. Rt. 50 in Berlin and U.S. Rt. 113 in Bishopville at a total cost of \$11,900 as part of the Keep Worcester Clean campaign.

The Commissioners met with Public Works Director John Tustin to review and discuss the Mosquito Control Program budget for the 2020 season, as outlined in a letter to the County from Brian Prendergast, Maryland Department of Agriculture (MDA) Mosquito Control Program Manager. Mr. Tustin stated that the proposed budget requires County funding of \$83,940 for the Mosquito Control Program in Worcester County, with State funding of \$82,260 and community funding of \$240,300 for a total budget of \$406,500. Mr. Tustin stated that staff is recommending no changes to last year's program.

Upon a motion by Commissioner Purnell, the Commissioners unanimously approved the proposed budget for Worcester County Mosquito Control for Calendar Year 2020 between MDA and the County Commissioners. Mr. Tustin advised that, like last year, area residents who participate in the program would be required to pay the \$65 fee per residential household up front to cover a portion of the cost of spraying.

The Commissioners reviewed and concurred with the proposed budget adoption schedule for the FY21 Enterprise Fund Operating Budgets, which includes reviewing the Liquor Control, Solid Waste, and Water and Wastewater Operating Budgets during an upcoming work session, and conducting public hearings on these budgets on June 2, with adoption of the budgets to take place on June 16, 2020.

The Commissioners reviewed the requested FY21 County Operating Budget. Mr. Higgins provided a summary of the requested operating budget, and stressed that this is only the requested budget. He stated that the estimated general fund revenues based on current tax rates are estimated to be \$209,931,786, which is an increase of \$8,646,234 or 4% more than the current year. He stated that the requested general fund operating expenditures total \$221,258,000, which leaves a shortfall of \$11,326,214 that must be reconciled by either reductions in expenditures, additional revenues or a combination of the two. Mr. Higgins advised that the COVID-19 pandemic will likely have significant impact on estimated revenues, and the County should monitor the situation over the next 30 to 60 days to determine what the financial implications may be for the County.

In response to a question by Commissioner Bertino who recommended a flat budget for

FY21, Mr. Higgins stated that the Board of Education (BOE) has negotiated a Step and a cost of living adjustment (COLA) for teachers and BOE staff, and a flat budget would not provide the same increase for County employees. Commissioner Bertino stated that the budget is a product of certainty, based on what they will spend in the coming year, and he would prefer to reduce the expectations on the Commissioners, county government and the taxpayers, since the proposed budget doesn't take into account the COVID-19 emergency currently facing the County. In response to a question by Commissioner Church, Mr. Higgins stated that he would prefer to go through the process with the current proposed budget and allow staff to identify necessary cuts based on a better understanding of projected FY21 revenues in the coming weeks. Commissioner Mitrecic stated that the Commissioners should budget for needs, not numbers. He stated that the Commissioners made cuts that went too far last year, but all those needs are still there, so hemming themselves into a number today would do a disservice to the employees and citizens of the County.

After much discussion, a motion by Commissioner Bertino for staff to prepare a flat budget for FY21 for planning purposes that includes an increase in the Board of Education (BOE) Maintenance of Effort, failed 3-4, with Commissioners Bertino, Bunting, and Elder voting in favor, and Commissioners Church, Mitrecic, Nordstrom, and Purnell voting in opposition.

The Commissioners agreed to postpone the budget work session from March 31 until at least April 7, 2020 in accordance with the State's social distancing requirements, with further latitude provided to the president to allow flexibility during the County's response to the current COVID-19 pandemic.

The Commissioners discussed a request from Mr. Higgins to allocate \$1 million out of the fund balance to be used for expenditures over the next few weeks specifically related to the Commissioner's declaration of a state of emergency on Monday, March 16, 2020 in response to the COVID-19 pandemic. Commissioner Bertino stated that the Commissioners declaration gives the President broadened powers, and he could support the request provided President Mitrecic agrees to keep the Commissioners informed on how the money is spent. Commissioner Mitrecic concurred. Commissioner Bunting thanked Commissioner Mitrecic for offering to keep the Commissioners informed of these expenses as they occur.

In response to a question by Commissioner Nordstrom, Commissioner Mitrecic stated that he will work with staff to address how the Commissioners can meet to discuss the budget and standard County business while complying with Governor Hogan's executive orders. In response to additional questions by Commissioner Nordstrom, Mr. Higgins stated that COVID-19 expenditures will be vetted through the Emergency Operations Center (EOC) and may be used to cover the cost of cleaning public school buildings or for the delivery of services, such as providing meals to students in need while schools are closed. Emergency Services Director Billy Birch stated that other expenditures will likely include N95 masks, gloves and gowns used by public safety personnel which may be reimbursed by the Maryland Emergency Management Agency (MEMA) or the Federal Emergency Management Agency (FEMA).

Upon a motion by Commissioner Bertino, the Commissioners unanimously approved Mr. Higgins's request for special funding to be used exclusively to respond to the COVID-19 emergency.

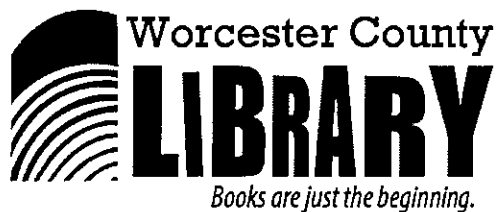
In a related matter, the Commissioners discussed whether to limit public access to the Government Center in Snow Hill. Commissioner Bunting stated that the sky is not falling yet, and it was too soon to consider closing the building to the public. For example, builders depend on meeting with several County departments. Commissioner Bertino concurred, noting that he is hesitant to implement any action that will further impact the local economy. Commissioner Church suggested that they could limit public access by requiring the public to schedule appointments for permits, while Commissioner Purnell suggested certain functions could be completed online. Commissioner Mitrecic stated concern for County employees, noting that keeping the Government Center open to the public could result in the introduction of the virus into the building; however, he could agree to table this discussion for now and revisit the matter in a few days. In response to comments from the Commissioners, Mr. Higgins advised that both Somerset and Wicomico County Governments have closed their offices to the public, and staff could provide them with additional information regarding what operating procedures have been instituted by other Maryland jurisdictions.

Following some discussion and upon a motion by Commissioner Bertino, the Commissioners voted unanimously that the Government Center is to remain open to the public, while implementing strict health and safety measures to protect County employees and the public and recognizing that this decision may evolve with the changing national and state guidelines and standards to address COVID-19.

Commissioner Nordstrom stated that he would like the Commissioners to reconsider a previous request from Verizon to install a cell phone tower on MD Rt. 90. Commissioners Bertino and Bunting stated that they could only support such a discussion provided that Verizon has identified a site other than the previously proposed tower at the Ocean Pines Wastewater Treatment Plant (WWTP), which the Commissioners previously denied. Commissioner Mitrecic stated that there is a need for the tower, and, perhaps, the Commissioners could send a letter to Verizon urging them to consider additional tower sites, perhaps at the County's Isle of Wight property or some other location along the MD Rt. 90 corridor, instead of only the OPWWTP location. The Commissioners directed staff to send such a letter to Verizon.

Mr. Higgins recognized Assistant Finance Officer Jennifer Swanton for her contributions to County government and wished her well in her new job. The Commissioners concurred.

The Commissioners answered questions from the press, after which they adjourned at 12:13 p.m. to meet again on April 14, 2020.



1

To: Harold Higgins, Chief Administrative Officer
From: Jennifer Ranck, Library Director
Date: April 7, 2020
Re: Pocomoke Library – site selection update

In December 2019, the Library began site evaluation of the property offered by the City of Pocomoke. The library enlisted the help of Jeff Schoellkopf to assist in creating project goals, refining the library's building program, and developing building concepts. Several meetings were held with stakeholders to better understand facility needs of the Library, Senior Center, and Health Department. The City of Pocomoke is completing a Phase One Environmental Study of the property.

Enclosed are Four Options:

1. Library and Senior Center located on the parcels offered by City of Pocomoke
2. Library, Senior Center, and Health Dept. offices located on parcels offered by City of Pocomoke
3. Library and Senior Center located at the current location (Market Street)
4. New Library facility only on the current location (Market Street)

Key Points of Each Concept

Concept 1 – Library and Senior Center – Downtown Location

- Scheme 1a – combined building approximately 15-17,000 SF; parking on parcel 1 near historic buildings
- Scheme 1b – combined building approximately 15-17,000 SF; parking on surrounding streets and parcels

Concept 2 – Library, Senior Center, and Health Department facilities – Downtown Location

- Combined building approximately 20-22,000 SF single with option of 4-7,000 additional SF for the Health Department on the second floor; separation entrance and parking for Health Department; parking on surrounding streets and parcels

Concept 3 - New Library and Senior Center located at the current location (Market Street)

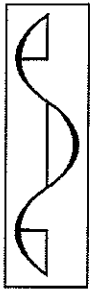
- Scheme 3a – add new library and Senior Center, combined building about 15-17,000 SF single story; parking off Market Street; with some parking behind building; attempt to save most large trees.
- Scheme 3b- Add new library and Senior Center in the back of the property; combined building about 15-17,000 SF single story; parking in both front and back of building; likely to remove a large tree or two; possible to keep existing library open during construction, but that would challenge construction process

Concept 4 – Existing Library Renovation and Addition at the current location (Market Street)

- Scheme 4 – new library building in the back of the current property; roughly 11-12,000 SF, single story building; parking on side and drop off in front; may be able to save most of the large trees on site; only in the rear; possible to keep existing library open during construction, but that would challenge construction process
- Scheme 5 – roughly 3-4,000 SF addition with 6-7,000 SF major renovation; estimated cost \$5.6 million

Next Steps

The Library is seeking guidance from the Commissioners on site selection and scope of project. The library would like to apply for FY 22 State Capital grants to assist with construction funds for the library portion of the project. Applications are due May 22, 2020. The application requires a letter of intent to fund the project should the library receive an award. Based on direction from the County Commissioners, the library can present a cost estimate at a meeting in May.



THE DESIGN GROUP

ARCHITECTURE PLANNING INTERIOR DESIGN

JIM EDGCOMB, ARCHITECT

Airport Road Warren VT 05674 tel 802-496-5255

JEFF SCHOELLKOPF, ARCHITECT

March 31, 2020

To:

Worcester County Library Board of Trustees

C/o Ms. Jennifer Ranck, Director

307 North Washington Street

Snow Hill, Maryland 21863

**COMPARITIVE SITE STUDIES FOR
WORCESTER COUNTY POCOMOKE BRANCH LIBRARY and SENIOR CENTER
And possible HEALTH DEPT**

Dear Ms. Ranck and Library Trustees,

Please find here and attached schematic design studies and a comparison of site and building options for the Pocomoke Library project. This includes what appears to be a good likelihood of combining the project with the Senior Center, and a possibility of building new Health Dept facilities as well.

Executive Summary

The two sites under study are the existing Library property and the downtown site which has been offered by the town. The Senior Center appears to be a good match and can fit well, especially on the Downtown site. The Health Dept could not be fit on the existing library site and would only fit on the downtown site if the parking for all the facilities are built on the surrounding parcels. Also, we understand there are concerns for possible interactions between some Health Dept clients and children, and some regulations which prevent surveillance required of the library facilities, so any blend would require distinctly separate parking lots and entries.

The downtown site includes several parcels. The main parcel is about the same size as the existing parcel (about 1 acre). Building downtown offers the advantages of

1. Supporting downtown revitalization
2. Easier association with the Senior Center
3. New construction on a clean lot
4. Association with the Discovery Museum and the waterfront (though noted a not very active waterfront)

The existing site has been considered previously for renovation and addition for the library only. We have now considered the option of combining the senior center on that site. The two ways to approach that are

1. To temporarily relocate the library and renovate, add to, and/or replace the existing library, or
2. To remain in operation and build a new building to the rear- then add parking after the existing building is closed and removed

The program areas being considered range from 10-11,000sf for the library, about 3-4,000sf for the Senior Center, and about 1-2,000sf of space that might be shared by them (Entry, restrooms, and mechanical spaces). The Health Dept has a less concrete program definition and has suggested 4-6,000sf could be well used.

Options- we have developed five basic options and have reviewed several variations within these

1. Library and Senior Center located on the parcels offered by City of Pocomoke
 - a. Downtown site Scheme S1a
 - i. Combined building about 15-17,000sf single story
 - ii. With parking on parcel 1 and some shown by the historic houses
 - b. Downtown site Scheme S1b
 - i. Combined building about 15-17,000sf single story
 - ii. With parking on surrounding streets and parcels
2. Library, Senior Center, and Health Dept. facilities located on parcels offered by City of Pocomoke
 - a. Downtown site Scheme S2
 - i. Combined building with Health Dept about 20-22,000sf single with option of 4-7,000 addition for the Health Dept on the second floor
 - ii. With parking on surrounding streets and parcels
 - iii. Health Dept with separate entrance and parking
3. New Library and Senior Center located at the current location (Market Street)
 - a. Existing site Scheme ES3a- Add new library and Senior Center in front
 - i. Combined building about 15-17,000sf single story
 - ii. Parking in rear. Uses town lane.
 - iii. Attempt to save most large trees
 - b. Existing site Scheme ES3b- Add new library and Senior Center in the rear
 - i. Combined building about 15-17,000sf single story
 - ii. Parking in front and rear. Uses lane.
 - iii. Could keep existing open- but that would challenge construction
 - iv. Likely need to remove a large trees or two.
4. New Library facility only on the current location (Market Street) ---
 - a. Existing site Scheme ES4- Add new library only in the rear
 - i. Add 11-12,000sf Library only single story
 - ii. Could keep existing open- but that would challenge construction
 - iii. Parking on side and drop off in front
 - iv. May be able to save most of the large trees on the site.

5. Existing Library Renovation and addition as previously planned
 - a. Existing site Scheme ES5
 - i. Roughly 3-4,000 sf addition with 6-7,000sf major renovation- for about 11,500gsf total.
 - ii. Cost estimated at \$5.6 million

Other notes

1. The Downtown site is undergoing phase 1 environmental review.
2. The Town of Pocomoke is in flux with changes in leadership continuing.
3. We have not studied the condition or possible redevelopment of the existing Senior Center and Health Dept but understand there are location concerns that make it desirable to relocate facilities.
4. The existing Library site is slightly more centrally located.
5. The downtown site, with surrounding possibly available properties, offers more space and possibilities
6. There is a significant parcel between the main downtown parcel and the waterfront, that may be integrated into the project.
7. There are significant community gardens that have been developed on the main parcel downtown, but may be relocated or modified
8. The waterfront sees relatively low activity. The Discovery Museum is popular, and active. The restaurant is operated by the town.
9. There are significant large trees on the existing site that would be a shame to remove. Maybe a couple if need be.

Please note this is a progress report to help update the trustees and Commissioners on where we stand.

We look forward to continuing the studies and consideration of what might be best for the County overall.

Respectfully submitted

Jeff Schoellkopf
JSD/ The Design Group



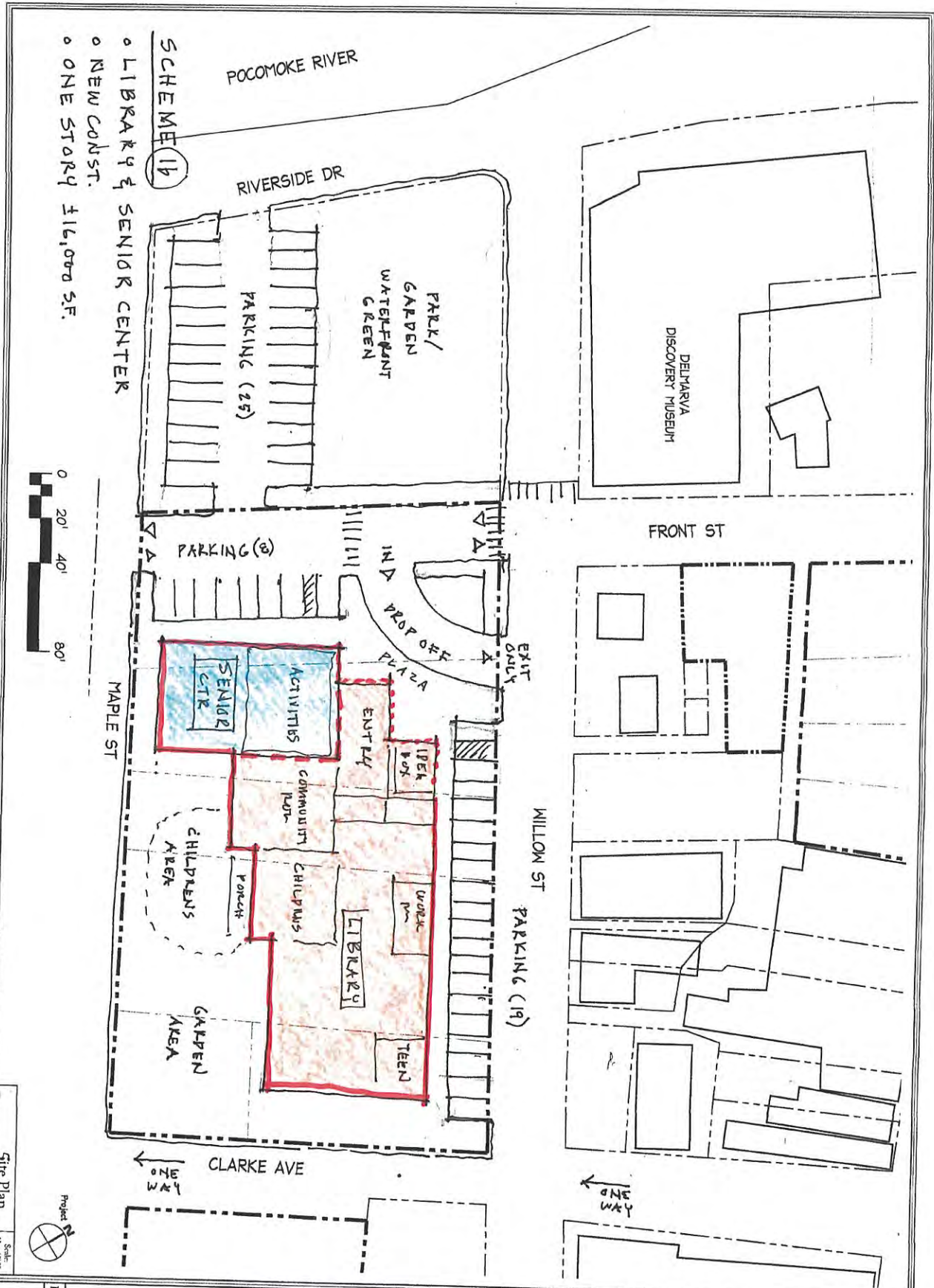
SCHEME 1a
 6 LIBRARY & SENIOR CENTER
 0 NEW CONST
 0 ONE STORY ±16,000 S.F.

Enlarged Site Plan
 Scale: 1" = 40'-0"

DATE: 02.17.20
 Schematic Design Studies
Sta.

Worcester County Library
Pocomoke Branch
 Pocomoke City, Maryland 21851

The Design Group
 Architects - Planners - Interior Designers
 Jeff Schellkopf, AIA
 PO Box 237
 Warren, VT 05674
 tel 802.486.5166
 fax 802.529.2311
 www.thedesigngroup.com



Site Plan

Scale: 1" = 40'

Project

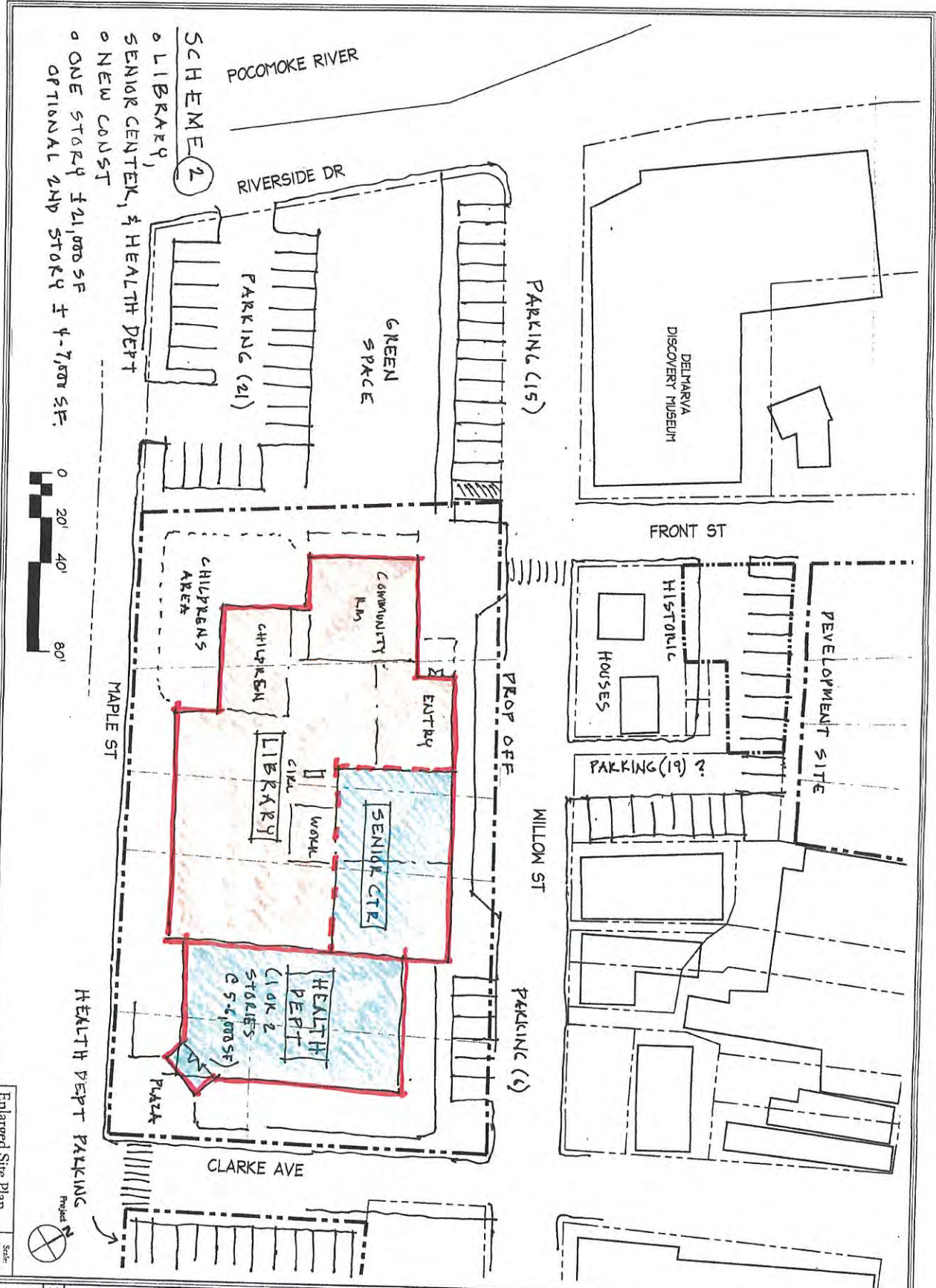
DATE: 02.17.20

S 14

Schematic Design Studies

Worchester County Library
Pocomoke Branch
 Pocomoke City, Maryland 21851

The Design Group
 Architects
 Jeff Schaeffer, AIA
 PO Box 237
 Warren, VT 05674
 Tel: 802-496-2165
 Fax: 802-339-2311
 www.thedsgn.com



SCHEME 2
 ○ LIBRARY,
 SENIOR CENTER, & HEALTH DEPT
 ○ NEW CONST
 ○ ONE STORY ± 21,000 SF
 ○ OPTIONAL 2ND STORY ± 4-7,500 SF



Enlarged Site Plan

Scale: 1" = 40'

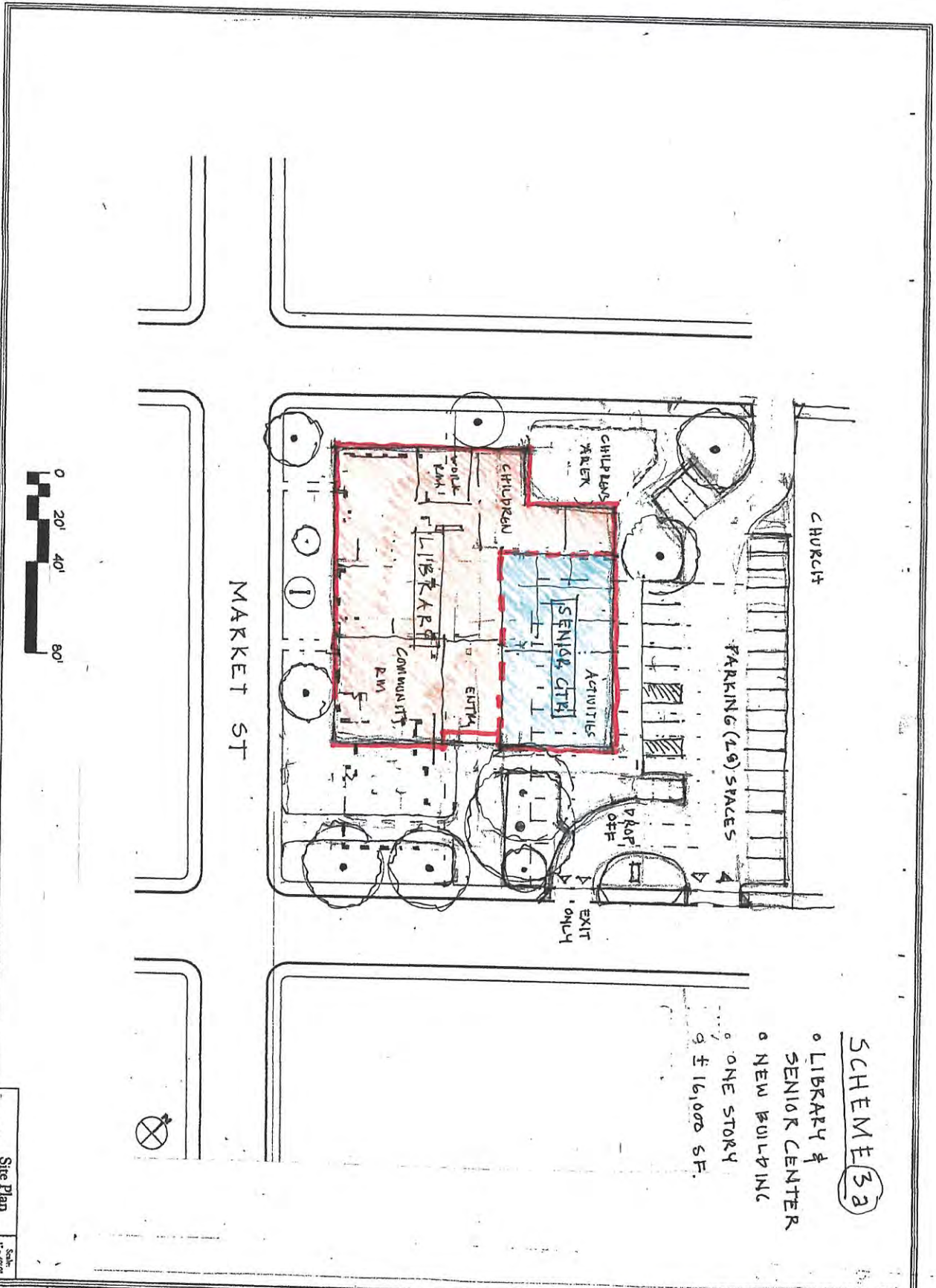
Project: S2

DATE: 02.17.20

Schematic Design Studies

Worcester County Library
Pocomoke Branch
 Pocomoke City, Maryland 21851

The Design Group
 Architects
 Jeff Sennellberg, AIA
 PO Box 217
 Warren, VT 05674
 Tel: 802-496-2166
 Fax: 802-329-2311
 www.thedesigngroup.com

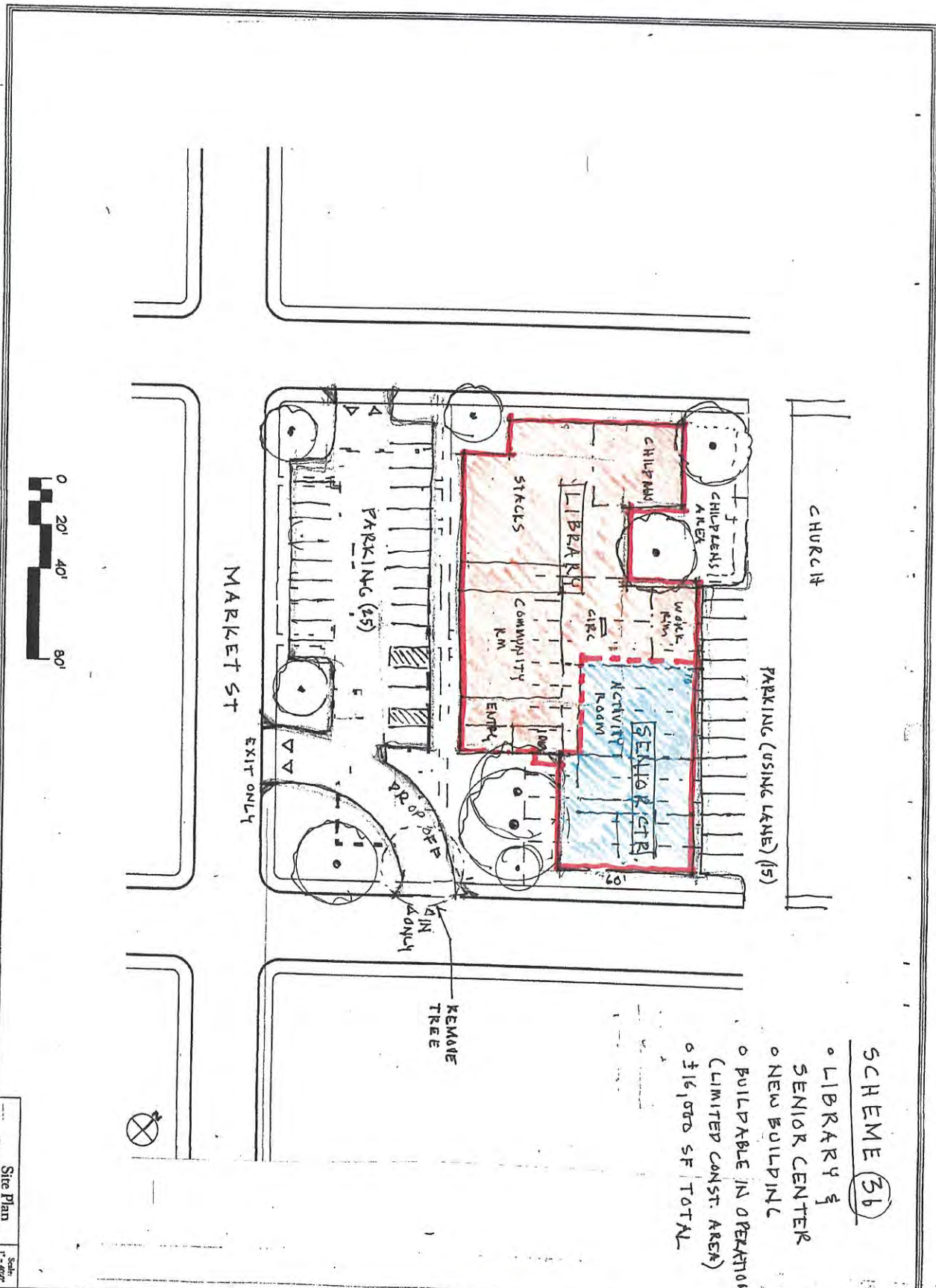


SCHEME 3a

- LIBRARY & SENIOR CENTER
- NEW BUILDING
- ONE STORY
- ± 16,000 SF.

Site Plan
Scale: 1" = 40'

Schematic Design Studies DATE: 02.17.20 FS3a.	Worcester County Library Pocomoke Branch Pocomoke City, Maryland 21851		Architect Jeff Schoellkopf, AIA PO Box 237 Warren VT 05674 Tel 802-496-2166 Fax 802-329-2311 www.wcdlvt.com	The Design Group <small>Architecture - Planning & Interior Design</small>
	Worchester County Library Pocomoke Branch Pocomoke City, Maryland 21851			The Design Group <small>Architecture - Planning & Interior Design</small>



- SCHEME 3b**
- o LIBRARY & SENIOR CENTER
 - o NEW BUILDING
 - o BULDPABLE IN OPERATION (LIMITED CONST. AREA)
 - o ±16,000 SF TOTAL

Site Plan Scale 1" = 40'

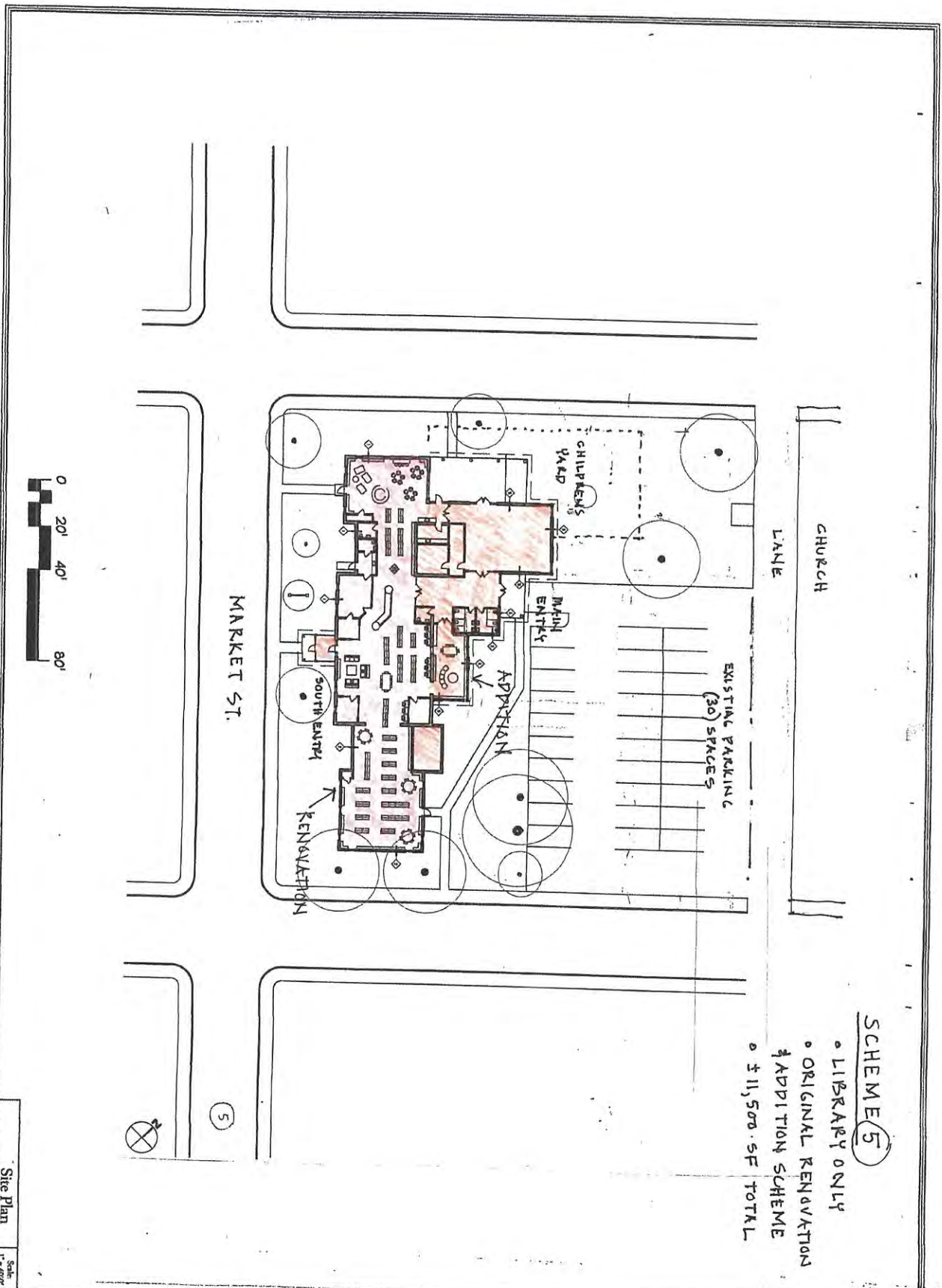
<p>Schematic Design Studies</p>	<p>Worchester County Library Pocomoke Branch</p> <p>Pocomoke City, Maryland 21851</p>	<p>The Design Group</p> <p>Architect Jeff S. Schallkopf, AIA PO Box 217 Warren, VT 05674 tel 802-495-2166 fax 802-329-2311 www.thedg.com</p>
<p>DATE: 02.17.20</p>	<p>ESSb.</p>	



- SCHEME 4**
- LIBRARY ONLY
 - BULDABLE IN OPERATION
 - LIMITED CONST. AREA
 - NEW BUILDING
 - 112,000 SF TOTAL

Site Plan Scale: 1" = 40'

DATE: 02.17.20 ES.4	Schematic Design Studies	Worchester County Library Pocomoke Branch Pocomoke City, Maryland 21851		Architect: Jeff Schoellkopf, AIA PO Box 237 Warren, VT 05674 tel 802-496-2166 fax 802-329-2311 www.mhpc.com	



- SCHEME 5**
- LIBRARY ONLY
 - ORIGINAL RENOVATION
 - ADDITION SCHEME
 - ± 11,500 SF TOTAL

Site Plan Scale: 1" = 40'

DATE: 02.17.20
ES.5

Schematic Design Studies

Worcester County Library
Pocomoke Branch
 Pocomoke City, Maryland 21851

The Design Group
 Architects
 Jeff Schoellkopf, AIA
 PO Box 237
 Warren, VT 05674
 tel: 802-496-2166
 fax: 802-295-2311
 www.thedg.com

Worcester County Sheriff's Office

Matthew Crisafulli
Sheriff



Mark C. Titanski
Chief Deputy

2

To: Worcester County Commissioners

From: Sheriff Matthew Crisafulli

Date: April 8, 2020

Re: Law Enforcement Training Scholarship Grant

Please find attached a grant application for the Law Enforcement Training Scholarship Grant through the Governor's Office of Crime Control and Prevention. The grant is seeking funds to cover costs associated with the Northwestern University School of Police Staff and Command training program. If approved for the full amount, this grant would result in no additional expenditures by Worcester County for this training program.

Thank you in advance for your time and consideration in this matter.

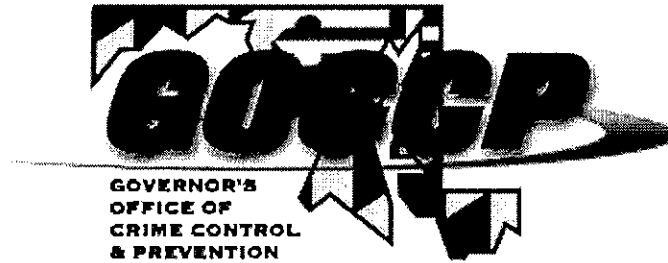
“Proud to Protect, Ready to Serve”

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

Law Enforcement Training Scholarship (LETS)

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: dinfo_goccp@maryland.gov

www.goccp.maryland.gov
Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor

Application Contents

- | | |
|---|---|
| <input checked="" type="checkbox"/> Cover Sheet | <input checked="" type="checkbox"/> Civil Rights |
| <input checked="" type="checkbox"/> Face Sheet | <input checked="" type="checkbox"/> Service Sites |
| <input checked="" type="checkbox"/> Summary / Narrative | <input checked="" type="checkbox"/> Assurances |
| <input checked="" type="checkbox"/> Budget Summary | <input checked="" type="checkbox"/> Anti-Lobbying |
| <input type="checkbox"/> Personnel | <input type="checkbox"/> Services |
| <input type="checkbox"/> Operating | <input type="checkbox"/> Equipment |
| <input type="checkbox"/> Travel | <input checked="" type="checkbox"/> Other |

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

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

Law Enforcement Training Scholarship (LETS)**Applicant:** Worcester County Board of County Commissioners**Project Title:** Northwestern Online Training Program**Worcester****Local Government****Start Date:** 05/04/2020**Submitted:** Pending Submission**DUNS Number:** 101119399**End Date:** 10/10/2020**Funding Year:****SAM Expiration:** 12/16/2020**Applicant:****Implementing Agency:**

Worcester County Board of County Commissioners
 County Government Center
 Room 1103
 One West Market Street
 Snow Hill, MD 21863
 (410) 632-1194 FAX: (410) 632-3131

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

Authorized Official:

Mitreic, Joseph M. President
 jmitreic@co.worcester.md.us
 Worcester County Board of County Commissioners
 County Government Center
 Room 1103
 One West Market Street
 Snow Hill, MD 21863
 (410) 632-1194 FAX: (410) 632-3131

Project Director:

Titanski, Mark Chief Deputy Sheriff
 mtitanski@co.worcester.md.us
 Worcester County Sheriff's Office
 1 West Market Street
 Room 1001
 Snow Hill, MD 21863
 (410) 632-1111 FAX: (410) 632-5619

Fiscal Officer:

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

Funding Summary	100.0 %	Grant Funds	\$4,000.00	_____	_____
	0.0 %	Cash Match	\$0.00	_____	_____
	0.0 %	In-Kind Match	\$0.00	_____	_____
		Total Project Funds	\$4,000.00		

Project Summary

The Worcester County Sheriff's Office Northwestern University School of Police Staff and Command Online program enhances command staff skills and knowledge through specialized training. This program allows one command staff member to attend the Northwestern University School of Police Staff and Command Online program commencing on May 4, 2020. This training is an intensive ten-week program that prepares law enforcement managers for senior positions by uniquely combining academic principles with practical applications. Grant funds will provide tuition fees.

NARRATIVE

1. Description of Training

a. The School of Police Staff and Command (SPSC) is an intensive ten-week program that prepares law enforcement managers for senior positions by uniquely combining academic principles with practical applications. This online course of study will be held from May 4, 2020 to October 10, 2020.

Areas of focus include:

Budgeting, Contemporary Policing, Decision Making and Problem Solving, Employee Relations, Evaluating Products and Services, Executive Image, Grant Writing, Human Resources,

Leadership and Management, Media Relations, Organizational Behavior, Planning and Policies, Project Management, Resource Allocation, Statistics and Traffic.

Students who successfully complete SPSC are better prepared to:

- Think globally and strategically, rather than remain task-oriented
- Deliver services effectively and efficiently
- Get things done with their staff and in their community
- Analyze the environment
- Mitigate legal exposure
- Develop systems of accountability

b. Further information can be viewed at: <https://sps.northwestern.edu/center-for-public-safety/programs/spsc.asp>

2. Participant

Chief Deputy Sheriff Mark Titanski was appointed as Chief Deputy under Sheriff Matthew Crisafulli in December of 2018. Chief Deputy has been a sworn member of the Worcester County Sheriff's Office since November of 2007 and has served as a member of Road Patrol, School Security, Sheriff's Tactical Armed Response Team, Narcotics task force and the Criminal Bureau of Investigation. Chief Deputy Titanski has been employed in the law enforcement field since 1997. Chief Deputy Titanski is also a 1997 graduate of Saint John's University New York, NY where he received a Bachelor of Science degree in Criminal Justice.

3. Funding Justification

A. Grant funding is requested as the WCSO does not have this training as a budgeted item.

B. The WCSO has had zero budgeted specifically for Command Staff leadership training in FY2018 or FY2019.

C. The WCSO does not currently have specified funding for this training in FY2020.

D. Grant funding will not supplant state funding allocated to this training.

4. Information Sharing

Information and lessons learned from this training program will be used on a daily basis to help run the WCSO in the most professional manner possible.

Project Budget

Control Number:

A. Budget Summary

	Grant Funds	Cash Match	In-Kind Match	Total Award
Personnel	\$0.00	\$0.00	\$0.00	\$0.00
Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$4,000.00	\$0.00	\$0.00	\$4,000.00
Grand Total	\$4,000.00	\$0.00	\$0.00	\$4,000.00

Category F - Other

Control Number:

	Other	Priority	Funding Type	Quantity	Cost / Unit	Total
1	Other	1	Grant Funds	1	\$4,000.00	\$4,000.00
						\$4,000.00

1. Funding Justification

A. Grant funding is requested as the WCSO does not have this training as a budgeted item.

B. The WCSO has had zero budgeted specifically for Command Staff leadership training in FY2018 or FY2019.

C. The WCSO does not currently have specified funding for this training in FY2020.

D. Grant funding will not supplant state funding allocated to this training.

V. Civil Rights Requirements

Control Number:

1. Civil rights contact person: Titanski, Mark - Chief Deputy Sheriff
2. Organization: Worcester County Sheriff's Office
3. Address: 1 West Market Street
Room 1001
Snow Hill, MD 21863
4. Telephone Number: (410) 632-1111
5. Number of persons employed by the organization unit responsible for implementation of this grant: 14

Project Service Sites

Site 1

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

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

Mitrecic, Joseph M. - 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;

(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.

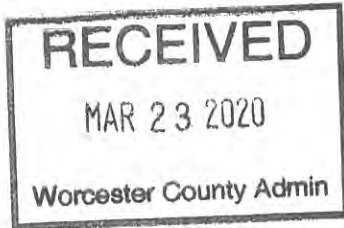
As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Applicant: Worcester County Board of County Commissioners
Address: County Government Center
Room 1103
One West Market Street
Snow Hill, MD 21863

Project Title: Northwestern Online Training Program
Federal ID Number: 52-6001064

Authorized Representative: Mitrecic, Joseph M. - President

Signature: _____
Signature of Authorized Official Date



MEMORANDUM

3

TO: Harold L. Higgins, Chief Administrative Officer
Kelly Shannahan, Assistant Chief Administrative Officer
FROM: Tom Perlozzo, Director of Recreation, Parks, Tourism & Economic Development
DATE: March 18, 2020
SUBJECT: Bids Showell Park Concessions and Bathroom Project

The Recreation & Parks Department opened bids for the Showell Park Concessions and Bathroom Project on March 9, 2020. As you are aware, the bid was a design build project for a 720 square foot facility to house a small concession stand and permanent restrooms.

The project is 90% funded through Program Open Space funds in the amount of \$200,000.00. **We received four bids for the project as listed below:**

		Page
AJT Homes, LLC	\$279,699	3
Whayland	\$246,000	4
APEX Business Solutions	\$299,856	6
Delmarva Veteran Builders	\$298,700	14

In reviewing the above bids, we are recommending to REJECT all bids as supplied. Keep in mind, that water, sewer and concession equipment was excluded from the bids. I have reviewed and value engineered the items and find no solutions acceptable and within the budget. We will therefore go back and investigate a pre-fabricated building, mobile unit for concessions only and or act as the general for the entire project.

Should you have any questions, please feel free to contact me at your earliest convenience.

cc: Bill Rodriguez
Kelly Rados

Competitive Bid Worksheet

Item: Design-Build Showell Park Concession-Bathroom Project

Bid Deadline/Opening Date: 1:00 P.M., Monday, March 9, 2020

Bids Received by deadline = 4

<u>Contractor's Submitting Bids</u>	<u>Total Cost</u>	<u>Alternates - (yes/no)</u>
AJT Homes, LLC 30717 Satterfield Court Salisbury, MD 21804	\$ 279,699	_____
Whayland 100 West 10 th Street Laurel, DE 19956	\$ 246,000	Credit, change roof to architecture shingles
APEX Business Solutions, LLC dba - APEX Construction 12650 Sunset Avenue, Suite #7 Ocean City, MD 21842	\$ 299,856	yes
Delmarva Veteran Builders P.O. Box 621 Salisbury, MD 21803-0621	\$ 298,700	yes
_____	_____	_____
_____	_____	_____
_____	_____	_____

Revised Bid Form

I have reviewed the specifications and provisions for furnishing "Design Build Showell Park Concession Bathroom Project" and understand the said requirements.

I hereby propose as follows: **Design Build Showell Park Concession Bathroom Project**

For a total price as specified:

Total Cost: \$ 279699.00

If there is any specification differences please note them when submitting your bid.
Siding - Hardy Color Plus - choice of standard colors

List any Alternative materials, or proposed credits or deducts: _____

Price includes grease trap, electric hand dryers in bathrooms, stainless steel triple base sink for kitchen

Price includes: Electrical service to building


Construction will be started within 14 days of award and completed within 60 calendar days from receipt of written order.

I hereby acknowledge Receipt of the following Addendums:

- Addendum 1 dated January 17, 2020 - AJT (initial)
- Addendum 2 dated January 23, 2020 - AJT (initial)
- Addendum 3 dated February 19, 2020 - AJT (initial)
- Addendum 5 dated February 21, 2020 - AJT (initial)
- Addendum 6 dated March 4, 2020 - AJT (initial)

BID MUST BE SIGNED TO BE VALID.

Date: 03/09/2020

Signature:  _____
Abram Tucker

Typed Name: _____

Title: Managing Member

Firm: AJT Homes LLC

Address: _____

30717 Satterfield Court

Salisbury, MD 21804

Phone: 443-497-0914

Revised Bid Form

I have reviewed the specifications and provisions for furnishing "Design Build Showell Park Concession Bathroom Project" and understand the said requirements.

I hereby propose as follows: **Design Build Showell Park Concession Bathroom Project**

For a total price as specified:

Total Cost: \$ 246,000.00

If there is any specification differences please note them when submitting your bid.

List any Alternative materials, or proposed credits or deducts: _____

We could offer a significant credit to change the aluminum roof to Architectural shingles.

Construction will be started within 14 days of award and completed within 60 calendar days from receipt of written order.

I hereby acknowledge Receipt of the following Addendums:

Addendum 1 dated January 17, 2020 - SH (initial)
Addendum 2 dated January 23, 2020 - SH (initial)
Addendum 3 dated February 19, 2020 - SH (initial)
Addendum 5 dated February 21, 2020 - SH (initial)
Addendum 6 dated March 4, 2020 - SH (initial)

BID MUST BE SIGNED TO BE VALID.

Date: 03/09/2020

Signature: 

Typed Name: Steve Hentschel

Title: President

Firm: The Whayland Company, LLC

Address: 100 West 10th Street

Laurel, DE 19956

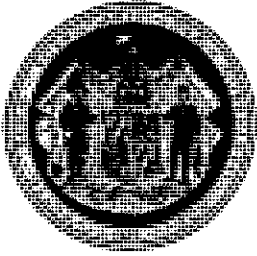
Phone: 302-875-5445

90 County

State of Maryland License

22481170

22591838



THE WHAYLAND COMPANY LLC
ATTN STEVE OR SHIRLEY PRETTYMAN
100 WEST 10TH STREET
LAUREL DE 19956

THE WHAYLAND COMPANY LLC
100 WEST 10TH STREET
LAUREL DE 19956

19

CODE	UNIT	TYPE OF LICENSE	NO OF LIC	COST
66	050	OUT-OF-STATE CONTRACTOR	1	0.00

DATE OF ISSUE
MO DAY YR
05/20/2019

MONTHS PAID
12

ISSUING FEES	2.00		
TOTAL	2.00	AMOUNT PAID	2.00

THIS LICENSE MUST BE PUBLICLY DISPLAYED
AND EXPIRES ON **APRIL 30, 2020**

ISSUED BY
James B. McAllister, Clerk of Circuit Court
P.O. BOX 198
SALISBURY, MARYLAND 21803-0198 (410)543-1427

TCR

The information below is for the Clerk's Office use only, customers can disregard.

These barcodes are for use with the new Cashiering System. When your site is upgraded, you will be given instructions for their use.

These barcodes must be scanned in order for RCS:

Scan this one first



22515051225918385122481170

Scan this one second



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Revised Bid Form

I have reviewed the specifications and provisions for furnishing "Design Build Showell Park Concession Bathroom Project" and understand the said requirements.

I hereby propose as follows: **Design Build Showell Park Concession Bathroom Project**

For a total price as specified:

Total Cost: \$ 299,856.00

If there is any specification differences please note them when submitting your bid.

List any Alternative materials, or proposed credits or deducts: _____

SEE ATTACHED LIST OF ALTERNATES DATED MARCH 9, 2020

SEE ATTACHED SCOPE OF WORK DATED MARCH 9, 2020

Construction will be started within 14 days of award and completed within 60 calendar days ~~from receipt of written order.~~

I hereby acknowledge Receipt of the following Addendums:

Addendum 1 dated January 17, 2020 - DLS (initial)

Addendum 2 dated January 23, 2020 - DLS (initial)

Addendum 3 dated February 19, 2020 - DLS (initial)

Addendum 5 dated February 21, 2020 - DLS (initial)

Addendum 6 dated March 4, 2020 - DLS (initial)

ADDENDUM 4/5 DATED FEBRUARY 21, 2020 DLS

BID MUST BE SIGNED TO BE VALID.

Date: 03/09/2020

Signature: 

Typed Name: DONALD L SMITH JR

Title: SENIOR ESTIMATOR

Firm: APEX BUSINESS SOLUTIONS LLC dba APEX CONSTRUCTION

Address: 12650 SUNSET AVENUE, SUITE #7

OCEAN CITY, MD 21842

Phone: 240-207-4695



Apex Business Solutions, LLC

12650 Sunset Avenue, Suite 7

Ocean City, MD 21842

240-793-5867

Showell Park Concession & Restroom Facility

Alternates

March 9, 2020

- | | |
|---|--------------------|
| 1) Delete 4" stone base under concrete | Deduct \$4,000.00 |
| 2) Change Pac-Clad Tite-Loc standing seam metal roof to Pac-Clad Snap Lock standing seam metal roof | Deduct \$6,480.00 |
| 3) Change Pac-Clad Tite-Loc standing seam metal roof to Ameri-Drain galvalume metal roof system, 36" wide, 29 gauge, exposed color matched fasteners, standard colors | Deduct \$28,480.00 |
| 4) Delete stained and sealed concrete | Deduct \$3,500.00 |
| 5) Delete Performance and Payment Bond | Deduct \$4,094.00 |



Apex Business Solutions, LLC

12650 Sunset Avenue, Suite 7

Ocean City, MD 21842

240-793-5867

Showell Park Concession & Restroom Facility

Scope of Work

March 9, 2020

GENERAL CONDITIONS

- On Site Project Superintendent
- Project Manager as required
- On site porta john
- On site temporary fencing
- On site dumpster for removal of construction trash
- Architectural, Structural, and MEP design and drawings
- Construction survey

SEDIMENT and EROSION CONTROL

- Standard silt fence

EARTHWORK

- Excavation of top soil and removal from site and placement and compaction of select fill as required to replace topsoil

SITE IMPROVEMENTS

- Termite pre-treat

UTILITIES

- By others

CONCRETEWORK

- Building slab on grade – 5" over 6 mil poly over 4" #57 stone with 6x6 10/10 welded wire mesh and a 12"x30" turndown with 2 #4 continuous
- Patio/sidewalk slab on grade – 5" with 6x6 10/10 welded wire mesh and a 12"x12" turndown with 24"x24"x12" depressed footings at the posts

WOODS, PLASTICS, and COMPOSITES

- Exterior wall framing – 2x6 #2 spruce 16" on center with 2x10 #2 spruce headers and zip ½" OSB Zip Panel System
- Interior wall framing – 2x4 or 2x6 #2 spruce 16" on center with 2x10 #2 Spruce headers
- Roof system – 6x6 PT posts, 2x12 beams, manufactured wood roof trusses 24" center and ½" CDX plywood sheathing



Apex Business Solutions, LLC

12650 Sunset Avenue, Suite 7

Ocean City, MD 21842

240-793-5867

THERMAL and MOISTURE PROTECTION

- Insulation
 - Air seal/firestop package
 - Exterior walls – CT21
 - Interior walls – R11 unfaced fiberglass batt insulation
 - Ceiling – R38 fiberglass blown insulation

- Siding and Trim
 - Siding – Hardie Plank Siding – 5/16”x8-1/4” with a 6” exposure
 - Trim
 - Outside corners – 5/4”x6” Azek
 - Window trim – 5/4”x6 Azek
 - Door trim – 5/4”x4” Azek
 - Frieze board – 5/4”x2” Azek
 - Fascia – PVC covered aluminum
 - Soffit – Rakes CertainTeed Triple 4 solid
Eaves – CertainTeed Triple 4 vented
 - Post sleeves – 6”x6” vinyl sleeves with cap and base
 - Porch beam trim – 5/4”x12” Azek
 - Porch ceiling – CertainTeed Triple 4 vented

- Standing seam metal roof
 - Pac-Clad Tite-loc standing seam roof system with 16” wide panels and 2.0” seams over Carlisle WIP 300 HT underlayment. Color to be selected from standard colors, premium and metallic colors are available at an upcharge. Furnish all necessary vented ridge, hip ridge, roof-to-wall, rake and eave flashings and trim. Furnish two pipe boots. Furnish 6” prefinished aluminum gutter at eaves of roof with four 3”x4” aluminum downspouts to grade. Includes a thirty-year manufacturer’s coating warranty

OPENINGS

- Exterior doors – hollow metal frames, insulated metal doors, hardware as required
- Coiling door – 8’0”x4’0” clear anodized aluminum counter shutter, inside mount, RH drive
- Windows – Silverline single awning windows, white, Low-E, DP50, standard glass, full screen

FINISHES

- Drywall
 - Walls – 5/8” moisture resistant drywall
 - Ceilings – ½” moisture resistant drywall
- FRP panels
 - Concession area – Class A, white, smooth FRP
 - Restrooms and ice machine room – Class C, white, smooth FRP
- Flooring
 - Interior – stained and sealed concrete



Apex Business Solutions, LLC

12650 Sunset Avenue, Suite 7

Ocean City, MD 21842

240-793-5867

- Painting
 - Storage room – (1) coat primer and (2) coats finish, flat, off-white
 - Ceilings – (1) coat primer and (2) coats finish, flat, white
 - Doors and trim – (1) coat primer and (2) coats finish, semi-gloss, white

SPECIALTIES

- Restroom partitions (NOTE – IBC 2015 and beyond requires HDPE stalls to be NFPA286)
 - (5) head rail braced HDPE NFPA286 toilet stalls
 - (1) wall hung urinal screen
- Restroom accessories
 - (2) 18" grab bars
 - (2) 36" grab bars
 - (2) 48" grab bars
 - (5) toilet tissue dispensers
 - (4) Sanitary napkins disposals
 - (2) soap dispensers
 - (2) Paper towel/waste receptacle combo
 - (2) mirrors 18"x36"
 - (2) baby changing stations
- Ice machine room accessory
 - (1) shelf and mop holder
- Fire extinguisher and cabinet
 - (1) 10lb multi-purpose fire extinguisher
 - (1) non-rated enamel steel recessed fire extinguisher cabinet

EQUIPMENT

- Exhaust hood – 4' Type 1 hood, exhaust fan, exhaust duct, stainless steel back, left wall and top panel from hood to ceiling, roof curb, electrical control box, Buckeye Mister fire system, insulate with 3M Fyrerwrap where required. Permits and inspections

FURNISHINGS

- Countertop – stainless steel countertop

PLUMBING

- Men's restroom
 - (1) ADA toilet, white
 - (1) ADA urinal, white
 - (1) ADA lavatory, white
 - (1) ADA lavatory faucet, chrome
 - (1) floor drain with primer



Apex Business Solutions, LLC

12650 Sunset Avenue, Suite 7

Ocean City, MD 21842

240-793-5867

- Women's restroom
 - (1) ADA toilet, white
 - (3) toilets, white
 - (1) ADA lavatory, white
 - (1) ADA lavatory faucet, chrome
 - (1) floor drain with primer
- Ice maker room
 - (1) ice machine hook-up
 - (1) water heater
 - (1) floor drain with primer
- Concession area
 - (1) mop sink, white
 - (1) 3-compartment sink hook-up
 - (1) hand sink, white
 - (1) hand sink faucet, chrome
 - (2) floor sinks
- Miscellaneous
 - (2) hose bibs
 - Insulate water lines
 - 5/8" kickplates
 - Drain lines in PVC
 - Water lines in CPVC
 - Plumbing permit

ELECTRIC

- All lighting installed under this Proposal will comply with the power density and lighting control requirements of the 2015 International Energy Conservation Code (IECC).
- This Proposal assumes the use of Type MC Cable for all feeders and branch circuits where allowed by the National Electric Code.
- There is an existing electrical service at the site for the sports lighters on the baseball fields. It is the opinion of Tomey Electric that the existing service be used to feed the proposed building.
- Under this Proposal we will supply and install one (1) 100 amp, 2-pole breaker in the existing panel to feed the Concession Stand.
- In the Concession Stand we will supply and install one (1) 100 amp, main breaker, 42-space, 1-phase load center panel with the following breakers:
 - One (1) 30/2 (water heater)
 - Three (3) 15/2 (wall heaters)
 - Twelve (12) 20/1 (Lights & Receptacles)
 - Two (2) 20/1 GFCI (Kitchen Receptacles)
- This Proposal includes sixteen (16) receptacles throughout the building. Where required we will provide GFCI protection.
- No provisions have been included for any exterior receptacles.
- This Proposal includes 20 amp rated, commercial devices with matching plates with a white finish.



Apex Business Solutions, LLC

12650 Sunset Avenue, Suite 7

Ocean City, MD 21842

240-793-5867

- Power for the concessions will be limited to 120 volt, 20 amp receptacles. No special equipment power will be provided under this Proposal.
- It is understood that a hood will be provided over the griddle. This Proposal includes power for one (1) exhaust fan and power for hood lights/controls. No supply fan will be provided as it is assumed supply air will be through the large serving pass thru.
- This Proposal assumes that the gas shutoff will be a mechanical link and not require any electrical provisions.
- We will provide and install power for one (1) 4,500 watt 240 volt, single phase water heater. Water heater is to be supplied and installed by others.
- Per the addendums it is understood that the bathrooms will be open during the winter and will require heating; therefore, the conference and concessions areas will be shutdown and winterized.
- This Proposal assumes that the incoming water service enters the building in the storage closet. This Proposal includes electric heat for the men's restroom, women's restroom, and ice maker room.
- All heaters will be wall type cabinet heaters. The following heaters will be supplied and installed under this Proposal.
 - Men's Room 1,500 watt, 240 volt, 1Ø
 - Women's Room 2,000 watt, 240 volt, 1Ø
 - Ice maker Room 1,000 watt, 240 volt, 1Ø
- We will supply and install emergency lighting as required by the Life Safety Code.
- The following electrical lighting provisions will be provided as part of this Proposal:
 - Two (2) LED exterior wall packs
 - Seven (7) 8' LED strip fixtures.
 - Four (4) Emergency Lights
 - Four (4) Weatherproof emergency remote heads
 - Six (6) 6" LED down lights
 - Two (2) Dual technology wall switch occupancy sensors
 - Two (2) Ceiling mounted occupancy sensors
- The proposed exterior building mounted lighting will be fed from and controlled by a photocell.
- Modifications required by the authorities having jurisdiction (AHJ), the owner, or others that are not specified or clarified by this Proposal are NOT included in this Proposal.
- Fire Alarm, which is assumed not to be required by Code is not included under this Proposal
- Telecom (voice, data, CATV), video security, card access, burglar alarm, etc...are excluded from this Proposal. We will provide and install a 1 ¼" raceway into the ice maker room for future telecommunications cabling by others.
- No provisions or any modifications to remote from building lighting are included as part of this Proposal.
- Per Addendum #4/5 the griddle is to be electric; however, the model number that was provided is for the gas griddle. Additionally, the electric griddle would require three phase power which is not available at the site. This Proposal assumes that the griddle will be gas.
- No other work is included as part of this Scope of Work.



Apex Business Solutions, LLC

12650 Sunset Avenue, Suite 7

Ocean City, MD 21842

240-793-5867

QUALIFICATIONS

- All subcontractor permits are included.
- All DOT, State, County, and City Permits/Fees, Impact Fees, and Bonds are waived per addendum #2.
- Bid Bond is included.
- Payment and Performance Bond is included.
- Builder's Risk Insurance is excluded.
- All items specified as furnished and installed by others includes the delivery, storage, stocking, setting, and leveling, including the removal of trash from site including dumpster fees.
- Storage space for materials furnished by other will be by others, separate storage containers or facilities will not be provided.
- Undercut, removal, and disposal of unsuitable soils are excluded.
- Dewatering is excluded.
- Relocation of any existing utilities for any reason is excluded
- Telecom: phone, data, CATV, CCTV, security, access control, etc. are excluded.

Revised Bid Form

I have reviewed the specifications and provisions for furnishing "Design Build Showell Park Concession Bathroom Project" and understand the said requirements.

I hereby propose as follows: **Design Build Showell Park Concession Bathroom Project**

For a total price as specified:

Total Cost: \$ 296,700.00

If there is any specification differences please note them when submitting your bid.

List any Alternative materials, or proposed credits or deducts: COST SAVINGS COULD BE PROVIDED FOR USING SHINGLES OVER METAL ROOFING, VINYL SIDING INSTEAD OF HARDIE AND SOLAR TUBES FOR LIGHTING IN RESTROOM AREAS.

Construction will be started within 14 days of award and completed within 60 calendar days from receipt of written order.

I hereby acknowledge Receipt of the following Addendums:

Addendum 1 dated January 17, 2020 - AE (initial)
Addendum 2 dated January 23, 2020 - AE (initial)
Addendum 3 dated February 19, 2020 - AE (initial)
Addendum 5 dated February 21, 2020 - AE (initial)
Addendum 6 dated March 4, 2020 - AE (initial)

BID MUST BE SIGNED TO BE VALID.

Date: 3/9/20

Signature: 

Typed Name: Christopher Eccleston

Title: President

Firm: Delmarva Veteran Builders, LLC.

Address: 120 E Market St.

Salisbury, MD. 21801

Phone: 443-736-1584

March 9, 2020
Office of the County Commissioners

RE: Design Build for Showell Park Concessions Bathroom

Thank you for the opportunity to provide a proposal for the new Concessions and Bathroom building at Showell Park in Berlin, MD. Our scope of work is referencing our onsite meeting on 1.23.20 and construction documents from Vista Designs dated 12.13.2019. It is assumed that all work will be performed during business hours Monday through Friday, 7am to 4pm.

SCOPE OF WORK:

GENERAL CONDITIONS:

- Onsite Construction Management, Supervision, General labor and Equipment.
- General liability and Workman's compensation insurances.
- Provide construction equipment to perform this scope of work.
- Provide onsite construction waste management and hauling to an offsite location
- Job-Site progress and professional completion clean up.
- Provide temporary barriers around construction site for public safety.
- Acquire permit level architectural drawings and services from an Architecture Firm.

SITWORK:

- Cut pad site to grade and prepare for slab placement
- After site activities end, reseed disturbed area.

CONCRETE:

- Prep, form and pour footers for building slab and surrounding walkway
- Prep, form and pour slab for building and surrounding walkway
- Color concrete and seal per drawings

CARPENTRY:

- Provide and install all exterior and interior wood framing
- Provide and install wood trusses
- Provide and install zip sheathing at exterior as indicated
- Provide and install all new interior blocking where required for this scope of work to include but not limited to: wall hung cabinets, toilet accessories, toilet partitions, and all other items requiring wood blocking.

THERMAL & MOISTURE PROTECTION:

- Provide and install insulation in all new walls where shown
- Provide and install Hardie Siding as indicated
- Provide and install vinyl soffit as indicated
- Provide and install Pac-clad standing seam roofing as shown
- Provide all caulking, joint sealers, and firestopping as required for this scope of work

DOORS & WINDOWS:

- Provide and install doors, frames, and hardware
- Provide and install windows as indicated
- Provide and install coiling door at sales counter.

INTERIOR FINISHES:

- Provide and install new drywall at all wall and ceiling locations
- Provide and install FRP as indicated on drawings
- Provide colored and sealed concrete at interior floors
- Prime and paint with two (2) finish coats on ceilings and exposed walls
- Provide and install wall base where shown

SPECIALITIES:

- Provide and install new toilet accessories as needed
- Provide and install new interior signage for code compliance
- Provide and install new fire extinguisher cabinet & fire extinguishers per code requirements
- Provide and install toilet partitions as needed

MECHANICAL:

- Provide and install ductless splits in each temperature regulated area (4 areas)
- Provide and install range hood with ANSI system and associated ductwork.

PLUMBING:

- Provide and install all sanitary and water lines under slab extending to 5' beyond concrete.
- Provide and install all plumbing hardware and accessories as necessary.
- Provide and install Gas service line from shut off valve to final termination points.

ELECTRICAL:

- Provide and install new service panel from existing transformer
- Provide and install lighting per drawings
- Provide and install outlets per code
- Provide and install outlets associated with equipment hook ups
- Provide and install wiring and terminations for all Mechanical equipment

BASE BID PRICE:

Two Hundred Ninety-Eight Thousand Seven Hundred Dollars and Zero Cents (\$298,700.00)

EXCLUSIONS:

- We exclude any item not specifically referenced above, including but not limited to usage or removal of Hazardous materials, unforeseen underground obstructions, utility connection fees, appliances, or furnishings, security, generator, access control, security systems, etc.
- Terms: billing on or about the 25th of each month for work complete to date, net due 15 days. Balance due over thirty (30) days is subject to an additional charge of 1.5% per month interest (18% APR).

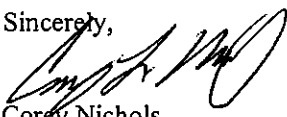


▼ "A Service to Service Initiative"

PO Box 621 • Salisbury, Maryland 21803 • 443.523.4398

- This price is subject to review thirty (30) days from above date and is based on the current value of materials/sub-contractors. In the event that material/subcontractor cost increase due to facts above and beyond our control, we reserve the right to revise the above contract amount to reflect those cost increases.

With your acceptance of this proposal and a fully executed purchase order, we shall commence with our scope of work. Thank you for the opportunity to work with you. Trusting the enclosed meets with your approval, we look forward to a mutually beneficial business relationship.

Sincerely,

Corey Nichols
Delmarva Veteran Builders

Acceptance: _____ Date: _____

Information contained herein is proprietary and shall not be disclosed to other vendors, companies or individuals without written permission from Delmarva Veteran Builders. Receipt of this proposal indicates tacit agreement to abide by the proprietary disclosure conditions defined above.

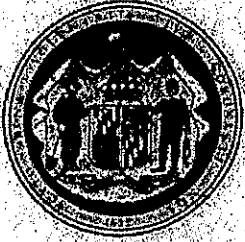
90 Salisbury

State of Maryland License

22479658

22591735

15012159



DELMARVA VETERAN BUILDERS LLC
PO BOX 621
SALISBURY MD 21803

DELMARVA VETERAN BUILDERS LLC
120 E MARKET STREET
SALISBURY MD 21801

19

CODE	UNIT	TYPE OF LICENSE	NO OF LIC	COST
77	015	CONSTRUCTION FIRM (NOT FOR HOME IMPROVEMENT)	1	15.00

DATE OF ISSUE
MO DAY YR
04/17/2019

MONTHS PAID
12

ISSUING FEES	2.00		
TOTAL	17.00	AMOUNT PAID	17.00

THIS LICENSE MUST BE PUBLICLY DISPLAYED
AND EXPIRES ON **APRIL 30, 2020**

ISSUED BY
James B. McAllister, Clerk of Circuit Court
P.O. BOX 198
SALISBURY, MARYLAND 21803-0198 (410)543-1427

TCR

The information below is for the Clerk's Office use only, customers can disregard.

These barcodes are for use with the new Cashiering System. When your site is upgraded, you will be given instructions for their use.

These barcodes must be scanned in order for RCS:

Scan this one first



22510751225917355122479658

Scan this one second



15.00\$M0.00\$M0.00\$M2.00



4

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
 Kelly Shannahan, Assistant Chief Administrative Officer

FROM: Tom Perlozzo, Director of Recreation, Parks, Tourism and Economic Development

DATE: April 1, 2020

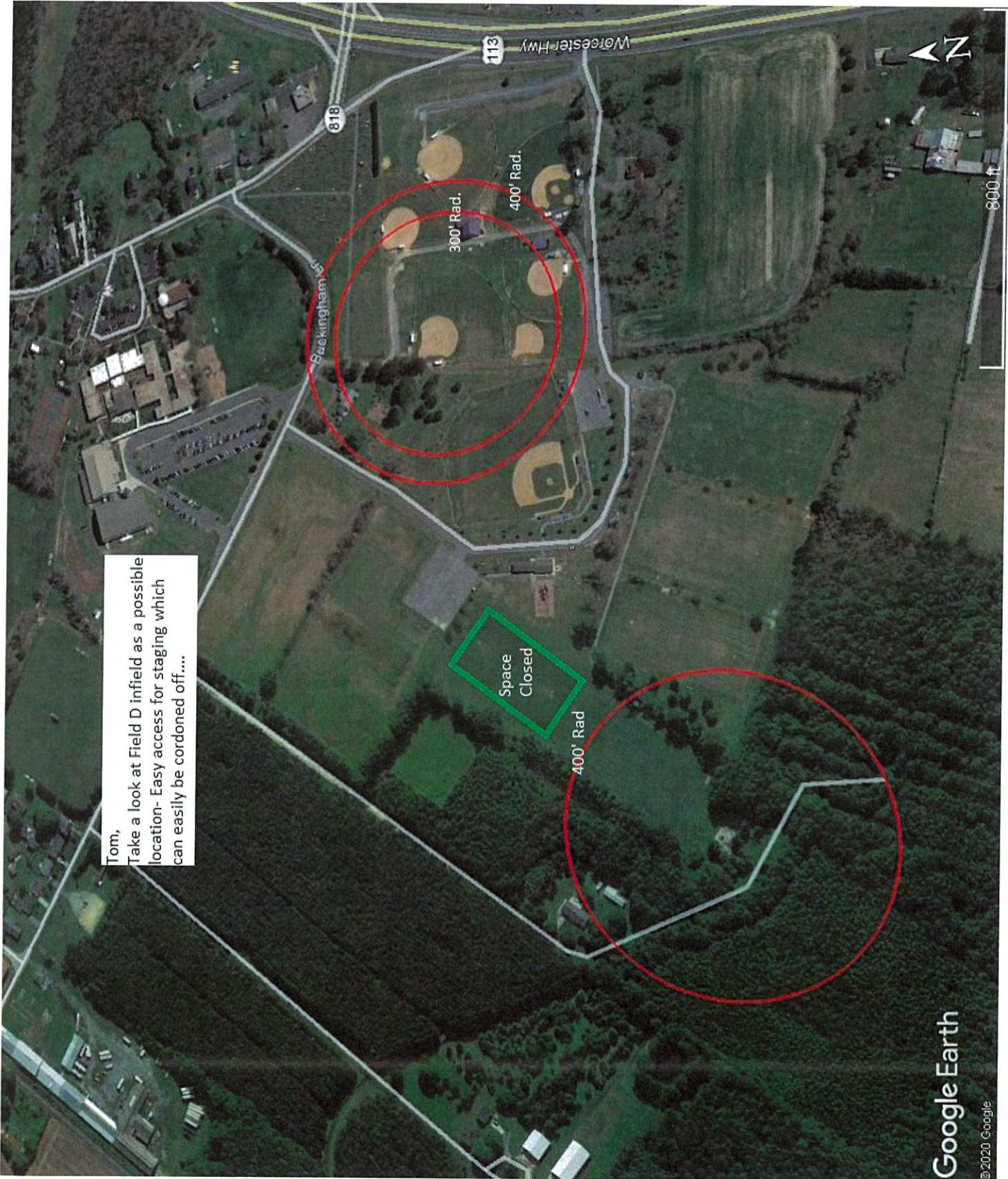
SUBJECT: Town of Berlin Partner Opportunity July 3, 2020 Fireworks

The Town of Berlin has approached me requesting an opportunity to partner with them for their July 3rd Fireworks display. They are requesting use of Northern Worcester Athletic Complex for the event.

In reviewing the opportunity, we feel this will be an excellent community event for a family festival at Northern Worcester. The Town of Berlin would assume all expenses associated with the fireworks and we both would share and host activities prior to the fireworks. We do recommend your approval for this opportunity.

The Town of Berlin will have to approve the proposal, however, we can provide advance approval to allow a quick turnaround. We have meet on site with the County Fire Marshall and Town officials to trouble shoot any issues and find everything in order. In addition, we don't know the ultimate effect on their event budget due to the Corona Virus as well. Please let me know if you have any questions.

cc: Kelly Rados
William Rodriguez



Tom,
Take a look at Field D infield as a possible location- Easy access for staging which can easily be cordoned off....




5

Worcester County
Department of Environmental Programs

Memorandum

To: Harold L. Higgins, Chief Administrative Officer

From: Robert J. Mitchell, LEHS 
Director

Subject: Maryland Coastal Bays Program
Request for Annual Cost Share

Date: April 6, 2020

Pursuant to their request for cost share information, I have reviewed the attached letter from Mr. Steve Farr, the Watershed Coordinator for the Maryland Coastal Bays Program. In this letter, Mr. Piorko is requesting matching funds of at least \$600,000 from Worcester County toward the match required by the Environmental Protection Agency's National Estuary Program Grant Funding for the time frame of October 1, 2020 through September 30, 2021. The Program is scheduled to receive \$662,500 in annual funding from the Federal Government and has to provide an equivalent match from other non-federal sources. This is a 10% increase in direct funding from the Federal government to support education, research, and restoration work in our Coastal Bay watersheds.

In prior years, the County Commissioners approved an in-kind match, specifically the State funds expended for the purchase of Rural Legacy Easements in our Coastal Bays Rural Legacy Program Area and other state grant and in-kind services conducted by the County aimed at the protection and restoration of our Coastal Bays.

We are working through our annual funding from the State of Maryland under local grants from the Bay Restoration Fund (BRF) that is used for sewer connections and septic pre-treatment upgrades. Historically, over 80% of the annual BRF funding is expended in the Coastal Bays Watershed and I believe we would be right to project that a significant portion of this funding program (at least \$200,000) will be expended in the Federal Grant Cycle detailed in the letter.

Also, our expected level of funding would total \$500,000 from the State in Rural Legacy Grant Funds for easement purchases of two (2) properties in the Coastal Bays Rural Legacy Area (RLA) in FY 21. Ms. Katherine Munson, Planner V, feels confident that we will expend a significant portion of these funds in the referenced timeframe. After reviewing the potential interest in easements with Ms. Munson, I also believe we will be able to expend an amount within the range quoted above during the Federal Grant Cycle.

Citizens and Government Working Together

I would finally note we also have recent funding awarded to upgrade the Newark WWTP to spray in the amount of \$2MM, that will result in significant project funding expended locally within this Federal funding cycle.

Continuing our past practice of matching these grants in this manner will be of assistance to the Coastal Bays Program without requiring any cash being directly laid out by the County. Additionally, there are also other programs and in-kind services that would also qualify as a match for this partner funding should the program funding referenced above fall short for any reason.

Should the County Commissioners concur and wish to approve this same type of in-kind match in the amount of \$662,500, a draft letter to the Maryland Coastal Bays Program is attached herewith for your consideration.

As always, both I and my staff will be available to discuss the matter with you and the County Commissioners at your convenience.

Attachments

cc: David Bradford
Katherine Munson
Kathy Whited



MARYLAND COASTAL BAYS PROGRAM

8219 Stephen Decatur Highway
Berlin, Maryland 21811
(410) 213-2297 - PHONE
(410) 213-2574 - FAX
mcbp@mdcoastalbays.org
www.mdcoastalbays.org

April 2, 2020

Mr. Harold L. Higgins
Worcester County Government Center
One West Market St., Snow Hill, MD 21863 – 1195

Dear Mr. Higgins,

The Maryland Coastal Bays Program is once again applying for the EPA National Estuary Program grant funding for the time frame of October 1, 2020 through September 30, 2021. This grant-funding year, the Maryland Coastal Bays Program is expected to receive \$662,500 from the EPA, an increase over last year's \$600,000 allocation. The program must provide as match an equivalent amount of \$662,500 from other non-federal sources. I am attaching the letter from FY 20 that the County was able to provide to MCBP.

For this grant application, we are requesting you to consider an increased amount of match from that previously provided by each of the program participants to meet the new match threshold. In the past, Worcester County provided match for the grant from the following in-kind source:

- Rural Legacy
- Environmental Programs

We would appreciate whatever match Worcester County can provide. In order to facilitate the grant application process, please respond by April 30, 2020.

The Maryland Coastal Bays Program appreciates your support and involvement in the National Estuary Program. If you have questions, please contact me at on my cellphone at 301-580-0848.

Thank you,

Kevin Smith

Kevin Smith
Executive Director

Cc: Bob Mitchell
Katherine Munson

Citizens joining with local, state, and federal governments to develop common sense solutions to the bays' most pressing environmental problems.

DRAFT

April 14, 2020

Mr. Kevin Smith
Executive Director
Maryland Coastal Bays Program
8219 Stephen Decatur Highway
Berlin, MD 21811

Re: National Estuary Program Grant match, FFY21

Dear Mr. Piorko:

As you are aware, at their meeting on April 14, 2020, the County Commissioners approved an in-kind match of approximately \$662,500 for the Environmental Protection Agency (EPA) National Estuary Program (NEP) grant for the period October 1, 2020 to September 30, 2021.

Worcester County will use the non-federal Rural Legacy Program funds, expended during the above-stated time period for part of this match. There may also be a match from the Bay Restoration Fund (BRF) grants for the same time period along with Maryland Water Quality Financing Grant funding and other County programs that could qualify as a match for your partner funding requirements. The Department of Environmental Programs will assemble and submit the necessary documentation required by the Environmental Protection Agency (EPA) to the Coastal Bays Program. Please contact Robert Mitchell and Katherine Munson directly regarding this matter.

Sincerely,

Harold L. Higgins
Chief Administrative Officer

cc: Robert Mitchell, Director, Environmental Programs
Katherine Munson, Planner V, EP
Kathy Whited, Budget Officer



6

REC
4/6/20
WOR CITY ADMINISTRATION

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

JOHN H. TUSTIN, P.E.
DIRECTOR

JOHN S. ROSS, P.E.
DEPUTY DIRECTOR

TEL: 410-632-5623
FAX: 410-632-1753

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: John H. Tustin, P.E., Director *JHT*
DATE: March 18, 2020
SUBJECT: Courthouse HVAC Renovation

DIVISIONS

MAINTENANCE
TEL: 410-632-3766
FAX: 410-632-1753

ROADS
TEL: 410-632-2244
FAX: 410-632-0020

SOLID WASTE
TEL: 410-632-3177
FAX: 410-632-3000

**FLEET
MANAGEMENT**
TEL: 410-632-5675
FAX: 410-632-1753

**WATER AND
WASTEWATER**
TEL: 410-641-5251
FAX: 410-641-5185

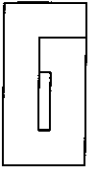
The Courthouse HVAC Renovation project has been completed by Hancock & Son Plumbing and the changes in their scope of work have been finalized with the County and Gipe Associates, Inc. Hancock has produced Change Order No. 001 that is reflective of all scope revisions and agreements. Hancock's original contract sum was \$465,850.00 and it would be reduced to \$445,076.00 by approval of the enclosed Change Order.

In closing, three (3) copies of Change Order No. 001, that require the County's signature, are enclosed with this memo. It is requested that the County sign the Change Order to proceed to approval of Hancock's final payment application.

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

Attachments

cc: Ken Whited



Gipe Associates, Inc.
CONSULTING ENGINEERS

W.O. #:17036

February 14, 2020

Mr. Leif Hancock
Hancock and Son Plumbing
239 Leonard Lane
Salisbury, MD 21801

Project: Worcester County Courthouse
Reference: Change Order No. 1

Dear Leif:

Please find enclosed three (3) copies each of Change Order No. 1. Please sign all copies and forward to the Owner for signing. After all copies are signed, then the Owner will distribute an original copy of each to Hancock and Son Plumbing and Gipe Associates, Inc.

Very truly yours,

GIPE ASSOCIATES, INC.

David R. Hoffman, P.E., C.P.D.; LEED AP
President

DRH/pvm

Enclosure: Change Order No. 1

Cc: Ken Whited, Worcester County Department of Public Works



AIA®

Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*
17036 Worcester Co Courthouse

CONTRACT INFORMATION:
Contract For: General Construction
Date: February 26, 2019

CHANGE ORDER INFORMATION:
Change Order Number: 001
Date: February 3, 2020

OWNER: *(Name and address)*
Ken Whited, Maintenance
Superintendent
Worcester County Department of
Public Works
Maintenance Division
6113 Timmons Road
Snow Hill, MD 21863

ARCHITECT: *(Name and address)*
Gipe Associates, Inc.
8719 Brooks Drive
Easton, MD 21601

CONTRACTOR: *(Name and address)*
Hancock & Son Plumbing
239 Leonard Lane
Salisbury, MD 21801

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Original Contract Sum - \$465,850.00

Additional Work:

Repair Electrical/Voice/Data Supports & Junction Boxes - \$3,100.00
Additional Framing & Drywall per FM - \$2,895.00
Repair Masonry Openings - \$6,631.00
WCC Keeps Door/Hardware - \$1,075.00
New Contract Sum - \$479,551

Credits:

Reduced Floor Protection - (\$3,500.00)
Removal Sprinkler Scope/Value - (\$10,975.00)

Adjusted Contract Sum with Credits - \$465,076

Contingency Allowance Credit - (\$20,000.00)

Adjusted Sum with Contingency Allowance Credit - \$445,076

Net Change Order - \$465,850.00-\$445,076 = \$-20,774.00

The original Contract Sum was	\$	<u>465,850.00</u>
The net change by previously authorized Change Orders	\$	<u>0.00</u>
The Contract Sum prior to this Change Order was	\$	<u>465,850.00</u>
The Contract Sum will be decreased by this Change Order in the amount of	\$	<u>20,774.00</u>
The new Contract Sum including this Change Order will be	\$	<u>445,076.00</u>

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be the same.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Gipe Associates, Inc.
ARCHITECT (Firm name)

SIGNATURE

Printed Name and Title

DATE

Hancock and Son Plumbing
CONTRACTOR (Firm name)

SIGNATURE

Printed Name and Title

DATE

County Commissioners of Worcester
County Maryland
OWNER (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE



7

Worcester County

DEPARTMENT OF PUBLIC WORKS

6113 TIMMONS ROAD

SNOW HILL, MARYLAND 21863

JOHN H. TUSTIN, P.E.
DIRECTOR

JOHN S. ROSS, P.E.
DEPUTY DIRECTOR

TEL: 410-632-5623
FAX: 410-632-1753

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: John H. Tustin, P.E., Director *JHT*
DATE: March 31, 2020
SUBJECT: Swan Gut Road – Speed Study

DIVISIONS



MAINTENANCE
TEL: 410-632-3766
FAX: 410-632-1753

The Department conducted a speed study on Swan Gut Road from Tuesday, March 24, 2020 thru Tuesday, March 31, 2020 to address safety concerns/speeding vehicles. A constituent in Commissioner Nordstrom's area is requesting a speed limit sign be placed on Swan Gut Road. A copy of the study is attached.

ROADS
TEL: 410-632-2244
FAX: 410-632-0020

The results of the study are as follows:

SOLID WASTE
TEL: 410-632-3177
FAX: 410-632-3000

- Number of Vehicles: 2,577
- Average Speed: 37 mph
- 85th Percentile: 45 mph
- Vehicles 36 mph and greater: 1,895 or 73.6%
- Vehicles >1 mph to 35 mph: 682 or 26.4%

FLEET
MANAGEMENT
TEL: 410-632-5675
FAX: 410-632-1753

Currently Swan Gut Road is not posted; therefore, a speed limit of 50 mph governs. Based on the study, 26.4% of all traffic traveled less than 36 mph and 73.6% of all traffic traveled more than 35 mph. It is therefore recommended that Swan Gut Road be posted at 40 mph which will include 30 mph safe speed placards attached to the curve signs. This posting would provide a more uniform speed limit throughout this geographical area. Enforcement activity by the Sheriff's Department should be encouraged.

WATER AND
WASTEWATER
TEL: 410-641-5251
FAX: 410-641-5185

Should you have any questions regarding this study, I will be happy to discuss them with you.

Attachment

cc: Frank Adkins

John Tustin

From: Joshua C. Nordstrom
Sent: Wednesday, March 18, 2020 2:55 PM
To: Harold Higgins
Cc: John Tustin; Frank Adkins
Subject: Swan Gut Road - Stockton

Gentlemen -

I got a call from a constituent today asking to place speed limit signs on Swan Gut Road in Stockton. According to him, there are no speed limit signs anywhere on that road, and it has become very dangerous due to high speeds of the vehicles that travel into Worcester County from Captain's Cove. He also mentioned that someone was killed on that road on Saturday due to speeding around a sharp turn. Please look into this matter.

Thanks,

Josh

Worcester County DPW - Roads Division

5764 Worcester Highway
Snow Hill, MD 21863
410-632-2244

Site Code: 00000001
Station ID:
Swan Gut Road
Swan Gut Road
Latitude: 0' 0.0000 Undefined

Tuesday

West, East	1	16	21	26	31	36	41	46	51	56	61	66	71	76	81	85th	95th
Start Time	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	Percent	Percent
03/24/20	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
01:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
02:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
03:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
04:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
05:00	0	1	3	1	2	5	5	1	0	0	0	0	0	0	0	18	45
06:00	0	0	0	1	2	8	8	3	1	0	0	0	0	0	0	23	45
07:00	0	0	1	0	2	13	7	4	0	0	0	0	0	0	0	27	44
08:00	1	0	0	3	1	7	9	4	1	0	0	0	0	0	0	26	46
09:00	0	0	1	0	5	5	8	4	1	0	0	0	0	0	0	24	46
10:00	0	0	0	0	2	5	8	5	0	0	0	0	0	0	0	20	47
11:00	0	0	0	0	3	7	7	6	1	1	0	0	0	0	0	25	48
12 PM	1	0	1	1	2	9	8	4	0	0	1	0	0	0	0	27	46
13:00	0	0	0	0	3	6	12	4	2	0	0	0	0	0	0	35	49
14:00	0	1	0	0	4	12	10	7	1	0	0	0	0	0	0	27	47
15:00	0	1	0	1	6	8	7	5	0	0	0	0	0	0	0	35	49
16:00	0	0	0	0	3	4	4	1	0	0	0	0	0	0	0	28	45
17:00	0	0	0	0	1	2	6	1	0	0	0	0	0	0	0	12	43
18:00	0	0	0	0	0	1	1	1	0	0	0	0	0	0	0	10	44
19:00	0	0	0	0	0	1	2	4	0	0	0	0	0	0	0	6	48
20:00	0	0	0	0	0	1	2	0	1	0	0	0	0	0	0	4	52
21:00	0	0	0	0	2	1	2	0	0	0	0	0	0	0	0	5	43
22:00	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	3	44
23:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*
Total	2	3	6	7	39	94	107	53	8	1	1	0	0	0	0	321	34
Percent	0.6%	0.9%	1.9%	2.2%	12.1%	29.3%	33.3%	16.5%	2.5%	0.3%	0.3%	0.0%	0.0%	0.0%	0.0%		
AM Peak	08:00	05:00	09:00	08:00	07:00	06:00	08:00	11:00	06:00	11:00						07:00	
Vol.	1	1	3	3	5	13	9	6	1	1						27	
PM Peak	12:00	14:00	12:00	12:00	15:00	14:00	13:00	14:00	13:00	12:00						14:00	
Vol.	1	1	1	1	6	12	12	7	2	1						35	

Worcester County DPW - Roads Division

5764 Worcester Highway
Snow Hill, MD 21863
410-632-2244

Wednesday

Site Code: 00000001
Station ID:
Swan Gut Road
Swan Gut Road
Latitude: 0' 0.0000 Undefined

West, East	1	16	21	26	31	36	41	46	51	56	61	66	71	76	81	85th	95th
Start Time	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	Percent	Percent
03/25/20	0	0	0	0	0	1	2	0	0	0	0	0	0	0	0	1	39
01:00	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	3	43
02:00	44	3	0	0	0	1	0	0	0	0	0	0	0	0	0	48	13
03:00	18	4	0	0	2	1	2	0	0	0	0	0	0	0	0	27	32
04:00	25	7	1	0	2	5	8	0	1	0	0	0	0	1	0	50	41
05:00	40	22	0	2	3	5	5	0	1	0	0	0	0	0	0	78	33
06:00	5	4	0	1	1	9	10	1	0	0	0	0	0	0	0	31	43
07:00	0	0	4	0	1	8	3	1	0	0	0	0	0	0	0	17	42
08:00	20	36	3	2	2	8	4	0	0	0	0	0	0	0	0	75	35
09:00	9	13	0	1	5	8	2	4	2	0	0	0	0	0	0	44	43
10:00	4	3	0	2	1	7	10	1	1	1	0	0	0	0	0	30	44
11:00	0	0	0	1	1	5	7	5	1	0	0	0	0	0	0	20	48
12 PM	0	0	0	0	2	9	6	7	0	0	0	0	0	0	0	24	47
13:00	0	0	1	0	3	3	8	2	4	0	0	0	0	0	0	21	51
14:00	0	0	0	0	0	6	10	6	1	0	0	0	0	0	0	23	47
15:00	0	0	0	0	2	7	8	2	1	0	0	0	0	0	0	20	45
16:00	0	0	0	2	2	0	4	0	0	0	0	0	0	0	0	8	43
17:00	0	0	0	0	3	3	1	0	0	0	0	0	0	0	0	7	39
18:00	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	2	53
19:00	0	0	0	0	1	1	1	0	1	0	0	0	0	0	0	4	52
20:00	0	0	0	0	0	2	1	2	0	0	0	0	0	0	0	5	48
21:00	0	0	0	0	1	1	1	0	0	0	0	0	0	0	0	3	42
22:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*
23:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*
Total	165	92	9	11	33	91	93	31	14	1	0	0	0	1	0	541	
Percent	30.5%	17.0%	1.7%	2.0%	6.1%	16.8%	17.2%	5.7%	2.6%	0.2%	0.0%	0.0%	0.0%	0.2%			
AM Peak	02:00	08:00	07:00	05:00	09:00	06:00	06:00	11:00	09:00	10:00	0.0%	0.0%	0.0%	0.4%		05:00	
Vol.	44	36	4	2	5	9	10	5	2	1	0	0	0	1	0	78	
PM Peak			13:00	16:00	13:00	12:00	14:00	12:00	13:00							12:00	
Vol.			1	2	3	9	10	7	4							24	

Worcester County DPW - Roads Division

5764 Worcester Highway
Snow Hill, MD 21863
410-632-2244

Thursday

Site Code: 00000001
Station ID:
Swan Gut Road
Swan Gut Road
Latitude: 0' 0.0000 Undefined

West, East	15	16	21	26	31	36	41	46	51	56	61	66	71	76	85th	95th
Start Time	20	25	30	35	40	45	50	55	60	65	70	75	80	85	Percent	Percent
03/26/20	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	34
01:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	39
02:00	0	0	0	1	0	0	1	0	0	0	0	0	0	0	2	48
03:00	0	0	0	1	2	2	1	0	0	0	0	0	0	0	6	48
04:00	0	0	1	1	6	2	1	1	0	0	0	0	0	0	12	45
05:00	0	0	0	1	11	5	6	1	0	0	0	0	0	0	24	47
06:00	1	0	1	5	8	11	4	2	0	0	0	0	0	0	33	46
07:00	1	0	0	2	6	4	4	2	0	0	0	0	0	0	19	48
08:00	0	0	2	8	10	10	2	0	0	0	0	0	0	0	32	43
09:00	0	0	0	2	4	9	1	3	0	0	0	0	0	0	19	50
10:00	0	0	2	5	10	9	5	1	0	0	0	0	0	0	32	46
11:00	1	2	0	4	3	8	5	1	0	0	0	0	0	0	24	47
12 PM	1	0	1	0	7	9	1	0	1	1	0	0	0	0	21	44
13:00	0	0	1	4	8	7	3	4	0	0	0	0	0	0	27	49
14:00	2	0	0	3	14	9	5	2	0	0	0	0	0	0	36	46
15:00	0	0	0	1	6	5	1	1	0	0	0	0	0	0	14	44
16:00	0	1	0	1	4	5	2	1	0	0	0	0	0	0	14	47
17:00	0	0	2	3	1	3	0	0	0	0	0	0	0	0	9	42
18:00	0	0	0	0	2	3	4	0	0	0	0	0	0	0	9	48
19:00	0	0	0	0	1	0	0	1	0	0	0	0	0	0	2	53
20:00	0	0	0	1	4	4	0	0	0	0	0	0	0	0	5	39
21:00	0	0	0	1	2	1	0	0	0	0	0	0	0	0	5	46
22:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*
23:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*
Total	6	3	10	45	110	102	47	20	1	1	0	0	0	1	347	
Percent	1.7%	0.9%	2.9%	13.0%	31.7%	29.4%	13.5%	5.8%	0.3%	0.3%	0.0%	0.0%	0.0%	0.3%		
AM Peak	06:00	11:00	08:00	08:00	05:00	06:00	05:00	09:00							06:00	
Vol.	1	2	2	8	11	11	6	3							33	
PM Peak	14:00	16:00	17:00	13:00	14:00	12:00	14:00	13:00	12:00	12:00	14:00	14:00	14:00	14:00		
Vol.	2	1	2	4	4	9	5	4	1	1	1	1	1	1	36	

Worcester County DPW - Roads Division

5764 Worcester Highway
 Snow Hill, MD 21863
 410-632-2244

Friday

Site Code: 00000001
 Station ID:
 Swan Gut Road
 Swan Gut Road
 Latitude: 0' 0.0000 Undefined

West, East	1	16	21	26	31	36	41	46	51	56	61	66	71	76	85th	95th
Start Time	15	20	25	30	35	40	45	50	55	60	65	70	75	80	Percent	Percent
02/27/20	0	0	0	0	1	1	0	0	0	0	0	0	0	0	2	38
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	39
02:00	0	0	0	0	1	1	2	1	0	0	0	0	0	0	4	47
03:00	0	0	0	0	2	2	2	1	0	0	0	0	0	0	7	44
04:00	0	0	0	0	2	8	7	3	1	0	0	0	0	0	21	46
05:00	0	0	0	0	2	4	9	2	1	0	0	0	0	0	18	45
06:00	0	0	0	1	1	11	9	6	0	0	0	0	0	0	28	46
07:00	0	0	0	1	2	10	9	3	0	1	0	1	0	0	27	46
08:00	0	0	0	0	4	8	9	7	1	2	0	0	0	0	31	48
09:00	0	0	0	1	5	14	8	3	0	1	1	0	0	0	33	45
10:00	0	0	0	1	6	16	14	2	1	0	0	0	0	0	30	44
11:00	0	0	0	0	5	10	12	1	3	0	0	0	0	0	31	44
12 PM	0	0	1	1	2	15	16	8	0	1	0	0	0	0	44	46
13:00	0	0	0	2	1	7	15	10	2	0	0	0	0	0	37	48
14:00	2	1	0	0	6	12	7	2	0	0	0	0	0	0	30	43
15:00	0	0	0	3	1	6	9	3	0	0	0	0	0	0	22	44
16:00	0	0	0	0	3	5	3	3	1	0	0	0	0	0	15	47
17:00	0	0	0	0	2	2	1	0	0	0	0	0	0	0	5	41
18:00	0	0	0	0	0	2	2	2	0	0	0	0	0	0	6	47
19:00	0	0	0	1	0	2	0	0	0	0	0	0	0	0	3	38
20:00	0	0	0	0	1	4	1	0	0	0	0	0	0	0	6	40
21:00	0	0	0	0	0	1	1	0	0	1	0	0	0	0	3	57
22:00	0	0	0	0	0	2	0	0	0	0	0	0	0	0	2	39
23:00	0	0	0	0	1	1	0	0	0	0	0	0	0	0	2	39
Total	2	1	1	11	48	134	136	57	10	6	1	1	0	0	408	38
Percent	0.5%	0.2%	0.2%	2.7%	11.8%	32.8%	33.3%	14.0%	2.5%	1.5%	0.2%	0.2%	0.0%	0.0%		
AM Peak				06:00	10:00	09:00	10:00	08:00	11:00	08:00	09:00	07:00			09:00	
Vol.				1	6	14	14	7	3	2	1	1			33	
PM Peak	14:00	14:00	12:00	15:00	14:00	12:00	12:00	13:00	13:00	12:00					12:00	
Vol.	2	1	1	3	6	15	16	10	2	1					44	

Worcester County DPW - Roads Division

5764 Worcester Highway
 Snow Hill, MD 21863
 410-632-2244

Saturday

Site Code: 00000001
 Station ID:
 Swan Gut Road
 Swan Gut Road
 Latitude: 0' 0.0000 Undefined

West, East	15	16	21	26	31	36	41	46	51	56	61	66	71	76	81h	85h	95h
Start Time	25	20	25	30	35	40	45	50	55	60	65	70	75	80	Percent	Percent	Percent
03/28/20	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	39	39
01:00	0	0	0	0	0	0	2	0	0	0	0	0	0	0	2	44	44
02:00	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	49	49
03:00	0	0	0	0	2	0	2	2	0	0	0	0	0	0	6	47	49
04:00	0	0	0	1	0	1	2	0	0	0	0	0	0	0	4	43	44
05:00	0	0	0	0	2	7	6	1	0	0	0	0	0	0	16	43	45
06:00	2	0	0	6	6	4	7	3	0	0	0	0	0	0	22	44	48
07:00	0	0	0	0	2	3	4	2	1	0	0	0	0	0	11	45	48
08:00	0	0	0	0	3	12	9	2	1	0	0	0	0	0	27	44	49
09:00	0	0	1	0	5	11	8	2	0	0	0	0	0	0	27	43	46
10:00	0	0	0	0	3	4	8	2	1	1	0	0	0	0	19	47	55
11:00	0	0	0	3	4	8	6	2	1	0	0	0	0	0	24	44	49
12 PM	0	0	0	1	5	9	7	5	1	0	0	0	0	0	28	46	49
13:00	0	0	0	0	3	7	7	4	0	0	0	0	0	0	21	46	48
14:00	0	1	0	0	1	7	7	4	1	0	0	0	0	0	22	47	49
15:00	0	0	0	0	2	1	9	6	0	0	0	0	0	0	18	47	49
16:00	0	0	0	1	2	4	2	0	0	0	0	0	0	0	9	41	43
17:00	0	0	2	0	0	5	2	0	0	0	0	0	0	0	11	45	48
18:00	0	0	0	0	0	3	1	0	1	0	0	0	0	0	5	51	53
19:00	0	0	0	0	0	1	1	0	0	0	0	0	0	0	2	43	44
20:00	0	0	0	0	1	2	1	0	1	0	0	0	0	0	5	51	53
21:00	0	0	0	0	0	2	0	0	0	0	0	0	0	0	2	39	39
22:00	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	39	39
23:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	34	34
Total	2	1	3	7	42	93	91	38	7	1	0	0	0	0	285		
Percent	0.7%	0.4%	1.1%	2.5%	14.7%	32.6%	31.9%	13.3%	2.5%	0.4%	0.0%	0.0%	0.0%	0.0%			
AM Peak	06:00		09:00	11:00	06:00	08:00	08:00	06:00	08:00	10:00					08:00		
Vol.	2	1	3	6	36	12	9	3	1	1					27		
PM Peak		14:00	17:00	12:00	12:00	12:00	15:00	15:00	12:00	12:00					12:00		
Vol.		1	2	1	5	9	9	6	1	1					28		

Worcester County DPW - Roads Division

5764 Worcester Highway
 Snow Hill, MD 21863
 410-632-2244

Sunday

Site Code: 00000001
 Station ID:
 Swan Gut Road
 Swan Gut Road
 Latitude: 0' 0.0000 Undefined

West, East	15	16	21	26	31	36	41	46	51	56	61	66	71	76	81	86th	95th	
Start Time	25	20	25	30	35	40	45	50	55	60	65	70	75	80	85	Percent	Percent	
03/29/20	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	34	34
01:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	34	34
02:00	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	39	39
03:00	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	49	49
04:00	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	2	43	44
05:00	0	0	0	0	2	4	6	0	0	0	0	0	0	0	0	12	43	44
06:00	0	0	0	0	3	4	6	0	0	0	0	0	0	0	0	13	43	44
07:00	0	0	0	0	2	3	8	2	1	0	0	0	0	0	0	16	46	50
08:00	0	0	1	1	1	14	6	2	1	0	0	0	0	0	0	26	44	49
09:00	1	0	0	0	3	12	5	3	1	0	0	0	0	0	0	25	45	49
10:00	0	2	0	0	3	9	4	2	1	0	0	0	0	0	0	21	44	49
11:00	1	0	0	0	4	13	8	2	0	0	0	0	0	0	0	28	43	46
12 PM	0	0	0	0	3	5	10	7	1	3	1	0	0	0	0	30	52	59
13:00	0	0	0	1	3	9	6	1	0	0	0	0	0	0	0	20	43	45
14:00	0	0	0	0	3	5	3	1	0	0	0	0	0	0	0	12	43	46
15:00	0	0	0	0	1	4	2	3	0	0	0	0	0	0	0	11	47	49
16:00	0	0	0	2	1	3	3	2	0	0	0	0	0	0	0	11	45	48
17:00	0	0	0	0	0	3	4	1	0	0	0	0	0	0	0	8	44	48
18:00	0	0	0	1	0	1	0	0	1	0	0	0	0	0	0	3	52	54
19:00	0	0	0	0	0	1	2	2	0	0	0	0	0	0	0	5	48	49
20:00	0	0	0	0	1	2	1	0	1	0	0	0	0	0	0	5	51	53
21:00	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	54	54
22:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
23:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
Total	2	2	1	7	32	93	75	29	8	3	1	0	0	0	0	253		
Percent	0.8%	0.8%	0.4%	2.8%	12.6%	36.8%	29.6%	11.5%	3.2%	1.2%	0.4%	0.0%	0.0%	0.0%	0.0%			
AMI Peak	09:00	10:00	08:00	04:00	11:00	08:00	07:00	09:00	07:00							11:00		
Vol.	1	2	1	1	4	14	8	3	1							28		
PM Peak				16:00	12:00	13:00	12:00	12:00	12:00	12:00	12:00	12:00	12:00	12:00	12:00			
Vol.				2	3	9	10	7	1	3	1	3	1	30				

Worcester County DPW - Roads Division

5764 Worcester Highway
Snow Hill, MD 21863
410-632-2244

Monday

Site Code: 00000001
Station ID:
Swan Gut Road
Swan Gut Road
Latitude: 0' 0.0000 Undefined

West	15	16	21	26	31	36	41	46	51	56	61	66	71	76	85th	95th
Start	20	20	25	30	35	40	45	50	55	60	65	70	75	80	Percent	Percent
03/30/20	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	39
01:00	0	0	0	1	0	1	0	0	0	0	0	0	0	0	2	38
02:00	0	0	0	0	0	2	0	1	0	0	0	0	0	0	3	39
03:00	0	0	0	2	2	0	7	1	0	0	0	0	0	0	12	47
04:00	0	0	0	1	1	7	7	3	1	0	0	0	0	0	20	44
05:00	0	0	0	3	2	7	5	1	0	0	0	0	0	0	18	46
06:00	0	0	0	3	4	4	9	4	1	0	0	0	0	0	25	43
07:00	0	0	0	2	2	5	14	4	2	0	0	0	0	0	27	46
08:00	0	0	0	1	1	13	8	4	0	0	0	0	0	0	27	44
09:00	0	0	0	1	5	8	5	1	0	0	1	0	0	0	21	43
10:00	0	0	1	2	3	13	7	4	0	0	0	0	0	0	30	44
11:00	0	0	1	3	4	10	11	3	0	0	0	0	0	0	32	44
12 PM	0	0	0	1	3	9	13	3	1	0	0	0	0	0	30	44
13:00	6	0	0	1	2	15	16	4	1	1	0	0	0	0	46	44
14:00	1	0	0	1	3	7	6	3	2	0	0	0	0	0	23	47
15:00	2	5	1	0	3	7	8	9	1	0	0	0	0	0	36	47
16:00	0	1	0	2	3	10	7	4	1	0	0	0	0	0	28	46
17:00	0	0	0	0	0	2	6	0	0	0	0	0	0	0	8	44
18:00	0	0	0	0	1	0	0	1	0	0	0	0	0	0	2	48
19:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*
20:00	0	0	0	0	0	1	1	0	0	0	0	0	0	0	2	43
21:00	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	39
22:00	0	0	0	0	0	0	0	2	1	0	0	0	0	0	3	54
23:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*
Total	9	6	3	24	39	123	130	52	11	1	1	0	0	0	399	
Percent	2.3%	1.5%	0.8%	6.0%	9.8%	30.8%	32.6%	13.0%	2.8%	0.3%	0.3%	0.0%	0.0%	0.0%		
AM Peak			10:00	05:00	09:00	08:00	07:00	06:00	07:00	09:00					11:00	
Vol.			1	3	5	13	14	4	2	1					32	
PM Peak	13:00	15:00	15:00	16:00	12:00	13:00	13:00	15:00	14:00	13:00					13:00	
Vol.	6	5	1	2	3	15	16	9	2	1					46	

Worcester County DPW - Roads Division

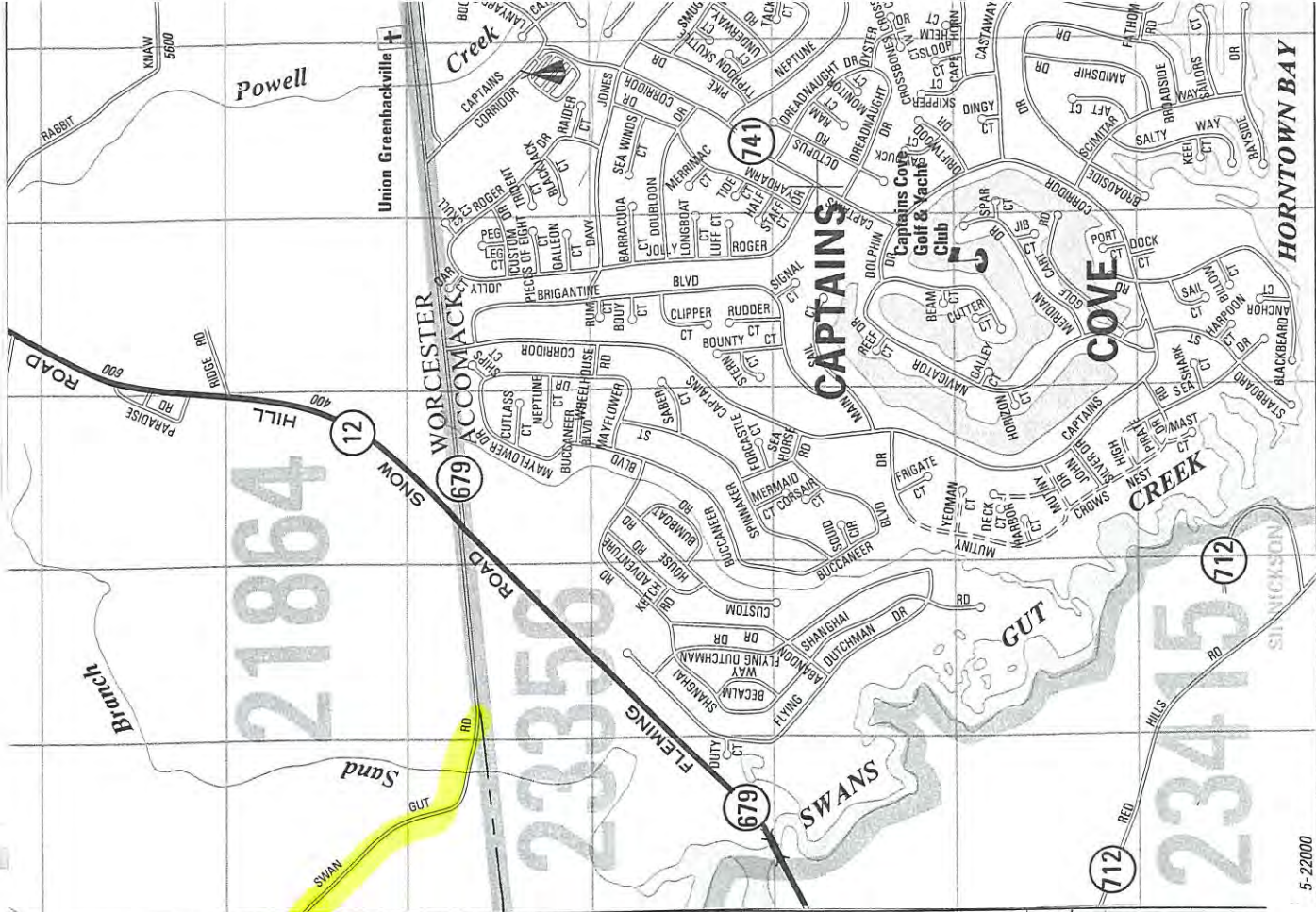
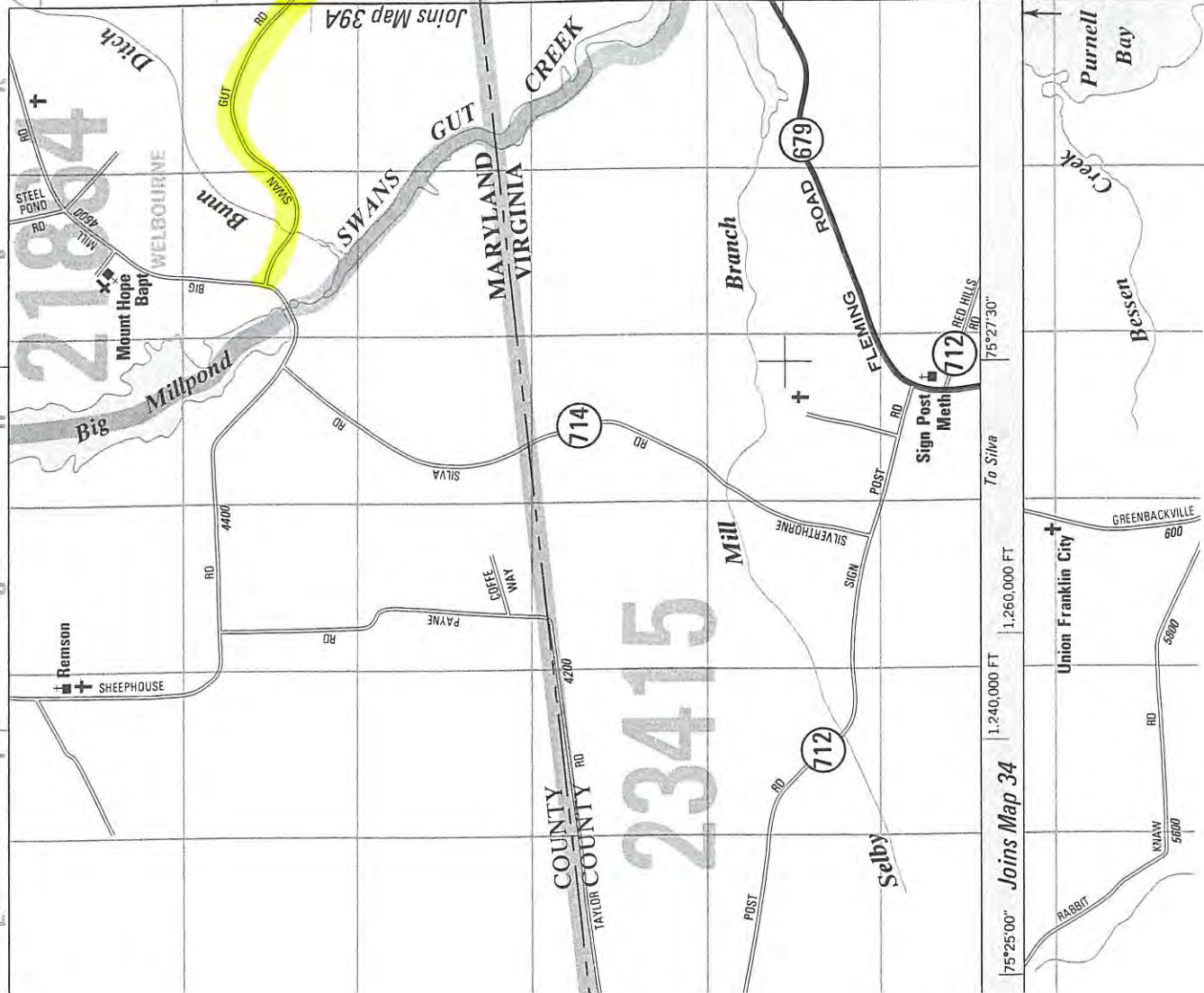
5764 Worcester Highway
Snow Hill, MD 21863
410-632-2244

Tuesday

Site Code: 00000001
Station ID:
Swan Gut Road
Swan Gut Road
Latitude: 0' 0.0000 Undefined

West, East	1	16	21	26	31	36	41	46	51	56	61	66	71	76	81	86	91	95th
Start	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95th	Percent
03/31/20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01:00	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	2	0	1	0	0	0	0	0	0	0	0	0	0	0
03:00	0	0	0	0	1	4	4	0	0	0	0	0	0	0	0	0	0	0
04:00	0	2	0	1	1	3	2	1	0	0	0	0	0	0	0	0	0	0
05:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
06:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
07:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
08:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
09:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
10:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
11:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
12 PM	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
13:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
14:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
15:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
16:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
17:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
18:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
19:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
20:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
21:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
22:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
23:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Total	0	2	0	1	4	8	7	1	0	0	0	0	0	0	0	0	0	23
Percent	0.0%	8.7%	0.0%	4.3%	17.4%	34.8%	30.4%	4.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
AM Peak	04:00	04:00	04:00	04:00	02:00	03:00	03:00	04:00	04:00	04:00	04:00	04:00	04:00	04:00	04:00	04:00	04:00	04:00
Vol.	2	2	1	1	2	4	4	1	0	0	0	0	0	0	0	0	0	10
PM Peak																		

Total	188	110	24	78	282	746	741	308	78	14	5	1	0	2	2577
Percent	7.3%	4.3%	0.9%	3.0%	10.9%	28.9%	28.8%	12.0%	3.0%	0.5%	0.2%	0.0%	0.0%	0.1%	0.1%
15th Percentile:					29 MPH										
50th Percentile:					39 MPH										
85th Percentile:					45 MPH										
95th Percentile:					49 MPH										
Stats					10 MPH Pace Speed:	36-45 MPH									
					Number in Pace:	1487									
					Percent in Pace:	57.7%									
					Number of Vehicles > 55 MPH:	22									
					Percent of Vehicles > 55 MPH:	0.9%									
					Mean Speed(Average):	37 MPH									



21864

23350

23415

23415

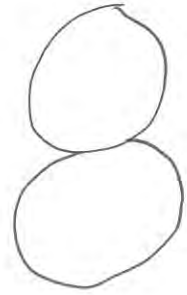


DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863

TEL: 410-632-1200 / FAX: 410-632-3008
<http://www.co.worcester.md.us/departments/drp>



ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

To: Harold Higgins, Chief Administrative Officer
From: Jennifer Keener, AICP, Zoning Administrator *JKK*
Date: April 7, 2020
Re: Worcester County Road Specifications/ Private Campground Subdivisions

Pursuant to your request, I have reviewed the letter submitted by Mark Cropper, Esquire, on behalf of his client Mr. Ewell, dated March 30, 2020 to adopt a new development standard, specifically a new private campground subdivision road design, in order to facilitate the approval of the remaining phases of the Island Resort Campground. In accordance with §ZS 1-118(b)(9), the County Commissioners have the authority to adopt such standards.

Zoning Code Section 1-318 Campgrounds, states the following: "All roads and incidental drainage shall comply and be constructed in accordance with County road specifications for private campground subdivisions, as adopted by the County Commissioners. Collector roads and minor roads shall be determined by the Planning Commission." This requirement applies to all types of campgrounds regardless of type (rental, membership, subdivision, and cooperative). There are currently two such standards; one with a 30' wide right-of-way, and another with a 40' wide right-of-way.

With respect to the development of the Island Resort Campground, both standards were shown on the 2003 approved plans, as well as the 2014 approval for the expansion of 32 additional sites. Most recently, county staff have reviewed another proposed expansion to the campground associated with an additional 34 sites. The roads that have been constructed within both expansion areas do not comply with either private campground subdivision road standard. In order to resolve this issue, Mr. Ewell was required to either build the roads to the approved specifications, or request approval of a new standard, as illustrated in Mr. Cropper's attachment.

If the Worcester County Commissioners approve the new standard, it will be added to the list of acceptable road designs that will be permitted in any campground.

cc: Ed Tudor, Director

- N. All roads and incidental drainage shall comply and be constructed in accordance with County road specifications for private campground subdivisions, as adopted by the County Commissioners. Collector roads and minor roads shall be determined by the Planning Commission. Drainage shall be provided in accordance with the provisions of the County road specifications for private campground subdivisions. Adequate easements or rights-of-way for utilities shall be provided. All roads in campground subdivisions shall be private and shall not be accepted by the County Commissioners for maintenance.

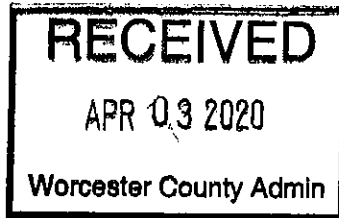
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RYAN D. BODLEY
VICTORIA O'NEILL

OF COUNSEL
HAROLD B. GORDY, JR.

EMAIL ADDRESS:
mcropper@ajgalaw.com

(410) 723-1400
FAX (410) 723-1861



March 30, 2020

County Commissioners of Worcester County
Attn: Harold G. Higgins – Administrator
Office of County Commissioners - Room 1103
Worcester County Government Center
One West Market Street
Snow Hill, MD 21863

RE: Worcester County Road Specifications/Private Campground Subdivisions

Dear Harold:

I represent Robert Ewell with regard to Island Resort Campground (“Island Resort”). My client has owned and operated this campground in Newark, Maryland for many years. The roads within Island Resort are private and have been constructed in the same manner throughout the many individual sites. A Certificate of Use and Occupancy was issued by Worcester County for the earlier phases of this campground after the roads were completed.

More recently, my client has completed additional phases of Island Resort and has added additional sites. As part of that process, it has been determined by Worcester County that none of the private roads within the campground comply in all respects with the Worcester County Roads Specifications for Private Campground Subdivisions (the “Specifications”).

It is my client’s position that the private roads within Island Resort meet or exceed that which is necessary to accommodate the demands of the customers and visitors to the Campground, even though the manner of construction may differ in some respects from the Specifications adopted by Worcester County in 1983. At no time has any customer ever complained about the manner of construction of the roads. And, importantly, Worcester County does not own or maintain these roads.

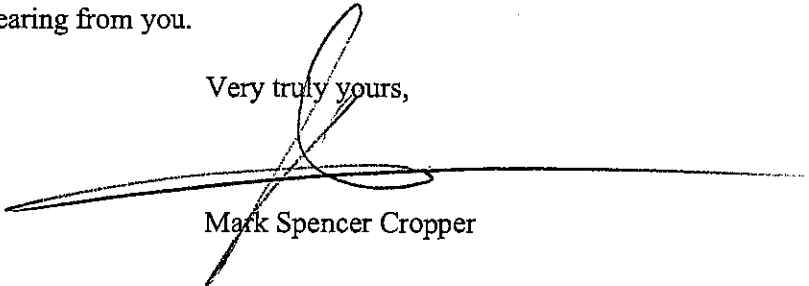
I have further been informed (by Worcester County staff) that none of the roads within Castaways or Frontier Town campgrounds comply with the Specifications. The private roads within those campgrounds were known not to comply with the Specifications and yet Certificates of Use and Occupancy were issued by the County. To be clear, I am not criticizing or complaining about the roads in those campgrounds, since they clearly satisfy the needs and demands of the visitors and guests irrespective of compliance with the Specifications. I believe the same to be true of the roads within Island Resort.

Accordingly, please find enclosed a copy of the Specifications, which have been modified by adding Section II. B. 1. on Page 3 thereof, in addition to a new "Cross Section" to be added as Page 9 thereto. My request for the Commissioners to adopt these changes to the Specifications is pursuant to Section ZS1-118(b)(9) of the Code of Worcester County, whereby the Commissioners have the duty to adopt "developmental standards." I have been informed by Mr. Leslie, the County attorney, that this is the correct section of the Code pursuant to which the Specifications were initially adopted and are to be changed.

In that there is no known application process or fee to facilitate this request, please advise if anything further is necessary from me in order for this matter to be considered by the Commissioners. If so, it will be provided without delay.

I look forward to hearing from you.

Very truly yours,



Mark Spencer Cropper

Enclosures

cc: Robert Ewell

MSC:slc

WORCESTER COUNTY ROADS SPECIFICATIONS
PRIVATE CAMPGROUND SUBDIVISIONS

- I. STANDARDS AND SPECIFICATIONS FOR GRADING AND BASE
- II. STANDARDS AND SPECIFICATIONS FOR SURFACE COURSES
- III. DRAINAGE, SEDIMENT CONTROL, SEEDING AND MULCHING
- IV. STANDARDS AND SPECIFICATIONS FOR CURB, GUTTER
INLETS AND UTILITIES
- V. ENTRANCES -- RESIDENTIAL, COMMERCIAL, STATE HIGHWAYS
- VI. PROCEDURES FOR CONSTRUCTION
- VII. CONSTRUCTION COST ESTIMATES
- VIII. TYPICAL CROSS SECTIONS

I. STANDARDS AND SPECIFICATIONS FOR GRADING AND BASE COURSES - PRIVATE CAMPGROUND SUBDIVISIONS

- A. Width - Collector Roads shall have a right-of-way width of forty (40) feet minimum. All Other Roads shall have a right-of-way width of thirty (30) feet minimum.
- B. All lines and grades shall be approved by County Roads Engineer before grading operations are begun.
- C. Grading - The road bed shall be graded for its full width by removing all topsoil, stumps, root mat, unsuitable material, etc.
- D. Base may be prepared by using local Bank Run Gravel. Material shall meet Maryland State Highway Administration analysis test for A-3 or better materials. 150 lbs. of Md. No. 3 Slag or 175 lbs. Stone per square yard shall be added and worked into the top 4"-6" of base with pulvi-mixer. On site borrow may be used if approved, in writing, by County Roads Engineer and 200 lbs. of Md. No. 3 Slag or 230 lbs. Stone per square yard added and worked into the top 6" of base with pulvi-mixer.
- E. Compaction of fill areas and base shall be by Sheeps Foot Roller, Self-Propelled Rubber Tired Roller or Vibratory Roller to achieve a minimum of 95% compaction. Depth of base shall be a minimum of ten (10) inches compacted.
- F. 1. On typical cross-section roadway Collector Roads the surface treated travel portion shall be twenty-two (22) feet in width with two (2) six (6) foot shoulders. Complete width of roadway and shoulders to have full depth base and stabilization.
2. On typical cross-section roadway All Other Roads the surface treated travel portion shall be twenty (20) feet in width with two (2) two (2) foot shoulders. Complete width of roadway and shoulders to have full depth base and stabilization.

Collector
Soil
Compaction

II. STANDARDS AND SPECIFICATIONS FOR SURFACE COURSES -
PRIVATE CAMPGROUND SUBDIVISIONS

A. SURFACE TREATMENT

1. Surfacing shall be applied in three applications using 0.50, 0.50 and 0.33 gallons per square yard of bituminous material for each application. No. 3 stone or slag at 35 lbs. per square yard shall be used for the first application, No. 4 stone or slag at 30 lbs. per square yard shall be used for the second application and No. 7 stone or slag at 20 lbs. per square yard for the third application. Surface shall be thoroughly rolled after each application of bituminous and cover materials. At no time will surface treatment be applied until base is completely smooth, stable and free of soft or spongy spots. Cover and bituminous materials shall meet specifications set by the Maryland State Highway Administration for surface treatment work.
2. No work on surface courses shall be permitted between November 15th and March 1st unless a developer or contractor agrees to accept full responsibility of the work, in writing, for a period of eighteen (18) months following completion of construction. Any damages occurring shall be the full responsibility of the contractor and/or developer.

B. SURFACE TREATMENT (GRAVEL ROAD)

1. Surfacing shall be applied in one even application with 2" of No. 57 stone.

III. DRAINAGE, SEDIMENT CONTROL, SEEDING AND MULCHING -
PRIVATE CAMPGROUND SUBDIVISIONS

- A. All drainage structures to be shown on road plan and profile as to size and location. Storm drainage, open or closed, shall indicate invert elevations. Prior to stabilization all drainage structures shall be installed. Pipe to be ACCM or RCP meeting Maryland State Highway specifications.
- B. Drainage facilities shall be provided on development site along with offsite facilities and extensions as may be required for effective drainage.
- C. All drainage facilities are to be located in road right-of-way where possible and where not possible, provisions for drainage easements or right-of-way shall be obtained.
- D. Erosion must be controlled during construction. Facilities to control erosion must be cleaned of deposited material and removed at completion of construction.
- E. All slopes and unstabilized areas shall be properly fertilized, seeded and mulched as per requirements of Worcester County Sediment Control.
- F. Whatever measures needed to insure that a public nuisance is not created as a result of construction operations is required. (Dust, blocking of drainage, traffic, etc.)

IV. STANDARDS AND SPECIFICATIONS FOR CURB, GUTTER, INLETS
AND UTILITIES - PRIVATE CAMPGROUND SUBDIVISIONS

- A. Curb and gutter shall be concrete. Construction methods, materials and other specifications will conform to Maryland State Highway Administration specifications.
- B. Inlets shall generally conform to Maryland State Highway specifications.
- C. All utility locations shall be approved by County Roads Engineer. Utility company shall submit plans for permit. All utility installation shall be completed prior to paving.

V. ENTRANCES - RESIDENTIAL, COMMERCIAL, STATE HIGHWAYS -
PRIVATE CAMPGROUND SUBDIVISIONS

- A. Residential entrances shall be constructed using or maintaining either a swale or sheet drainage.
- B. Commercial entrances channelization will be the policy and standards of the Maryland State Highway Administration. Application and plans will be submitted to Worcester County Roads for a commercial entrance permit. A performance bond to cover cost of construction will be required. All utility adjustments shall be the responsibility of the permittee.

VI. PROCEDURES FOR CONSTRUCTION - PRIVATE CAMPGROUND
SUBDIVISIONS

- A. The developer and/or his contractor shall arrange to meet with the engineer on site to review plans for road construction.
- B. The engineer shall upon notification by the developer and/or his contractor inspect the subgrade and grading operations prior to placing of any base material.
- C. The engineer shall upon notification by the developer and/or his contractor inspect the base, have it checked for depth and density. Unstable or insufficient base will not be acceptable.
- D. Upon approval of base course, stabilization with Md. No. 3 Slag may begin. Worcester County Roads will have an inspector on the job site during stabilization operation. Weight tickets or bills of lading are required for slag weight.
- E. Upon approval of all the above construction phases, and base is graded smooth, surface treatment can be applied. Worcester County Roads will have an inspector on job site during surfacing operations. Weight tickets for cover material and asphalt delivery tickets are required.
- F. The developer and/or his contractor shall in no instance proceed with any stage of construction until the engineer indicates approval, in writing, of all previous stages.
- G. Upon approval of all stages of construction, the County Roads Engineer shall indicate approval by letter to the Worcester County Roads Board and a copy of letter to the developer.

CONSTRUCTION COST ESTIMATE
PRIVATE CAMPGROUND SUBDIVISIONS

COLLECTOR ROADS - 40' R/W

40' Clearing, Grading & Drainage	23,467 s.y.	@\$0.40	=	\$ 9,386.80
34' Roadway Base	19,947 s.y.	@\$1.95	=	38,896.65
34' Slag Stabilization	19,947 s.y.	@\$1.43	=	28,524.21
22' Surface Treatment	12,907 s.y.	@\$1.75	=	22,587.25
6' Seeding & Mulching	3,520 s.y.	@\$0.72	=	2,534.40
				\$101,929.31

\$101,929.31 = \$19.30 L.F.
\$22.75 L.F. 7/7/87 CC's

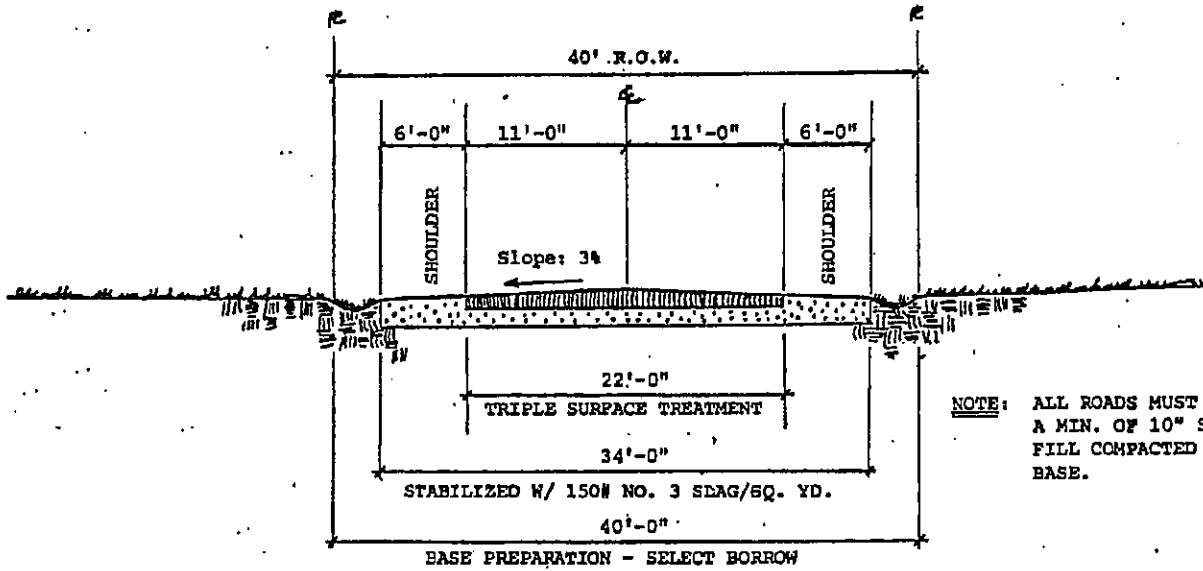
ALL OTHER ROADS - 30' R/W

30' Clearing, Grading & Drainage	17,600 s.y.	@\$0.40	=	\$ 7,040.00
24' Roadway Base	14,080 s.y.	@\$1.95	=	27,456.00
24' Slag Stabilization	14,080 s.y.	@\$1.43	=	20,134.40
20' Surface Treatment	11,733 s.y.	@\$1.75	=	20,532.75
6' Seeding & Mulching	3,520 s.y.	@\$0.75	=	2,534.40
				\$ 77,697.55

\$77,697.55 = \$14.72 L.F.
\$17.35 L.F. 7/7/87 CC's

CAMPGROUND SUBDIVISION

COLLECTOR ROAD



NOTE: ALL ROADS MUST HAVE
A MIN. OF 10" SELECT
FILL COMPACTED SUB-
BASE.

TYPICAL CROSS SECTION

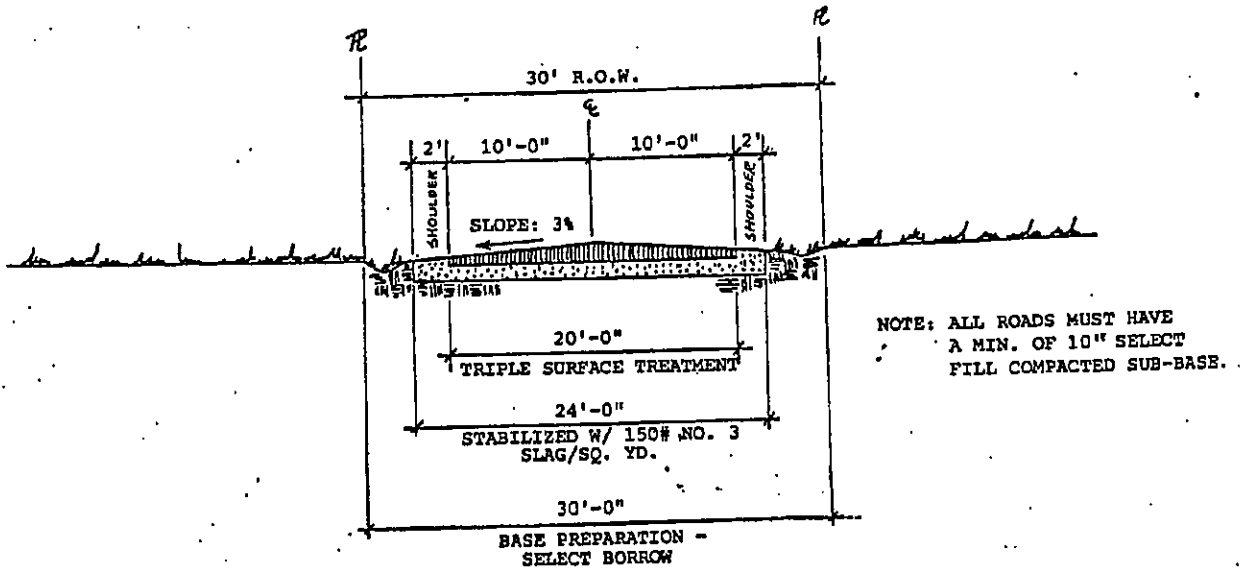
NO SCALE

DATE: MAY 10, 1983

CAMPGROUND SUBDIVISION

MINOR ROAD

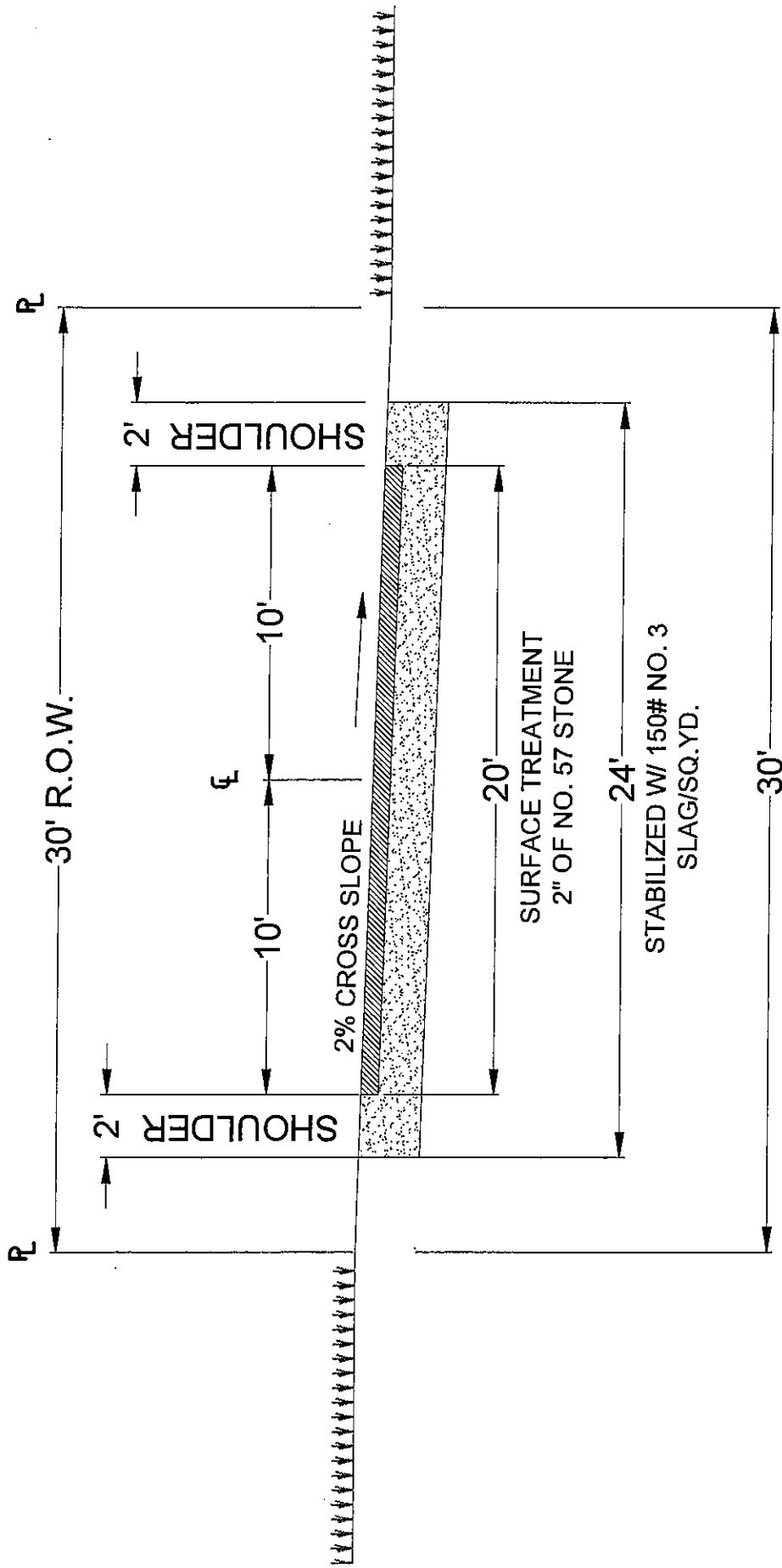
(ALL ROADS OTHER THAN COLLECTOR ROADS)



TYPICAL CROSS SECTION

NO SCALE

DATE: MAY 10, 1983



NOTE:

1. ALL ROADS MUST HAVE A MIN OF 10" OF SELECT FILL COMPACTED SUB-BASE.
2. ROADS SHOULD BE GRADED TO SHEET FLOW RUNOFF TOWARDS SWM MANAGEMENT AREAS.

SCALE: 1" = 5'

DRAFT

Add to
8

RESOLUTION NO. 20 - ____

**RESOLUTION AMENDING ROAD CONSTRUCTION STANDARDS
AND SPECIFICATIONS FOR PRIVATE CAMPGROUND SUBDIVISIONS**

WHEREAS, the County Commissioners of Worcester County, Maryland ("the Commissioners") adopted, on April 5, 1983, a Resolution Adopting Road Construction Standards for Mobile Home Parks and Campground Subdivisions in Worcester County, Maryland; and

WHEREAS, the Commissioners have received a request to amend the road construction standards and specifications for private campground subdivisions by adding specifications for certain gravel roads; and

WHEREAS, in accordance with the provisions of Section ZS 1-118(b)(9) of the Zoning and Subdivision Control Article of the Code of Public local Laws of Worcester County, Maryland, the Commissioners have the power to adopt such development standards; and

WHEREAS, the Commissioners have considered this request at their regular meeting on April 14, 2020 and determined that the adoption of this additional standard and specification for roads in private campground subdivisions to serve the customers and visitors of said campgrounds is acceptable.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that:

1. Resolution No. 83-8 adopted by the County Commissioners of Worcester County, Maryland on April 5, 1983, is hereby amended to add the following:
 - a. Add a new Subsection II.B to the "Standards and Specifications for Surface Courses - Private Campground Subdivisions" to read as follows:

B. SURFACE TREATMENT (GRAVEL ROAD)

 1. Surfacing shall be applied in one even application with 2' (two inches) of No. 57 stone.
 - b. Add a new Typical Cross Section for Gravel Roads in Campground Subdivisions which includes a minimum 30-foot right-of-way with base preparation, 24-foot wide stabilized with 150# No. 3 slag per square yard, and 20-foot wide surface treatment with 2-inches thickness of No. 57 Stone, as attached hereto.

AND, BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

PASSED AND ADOPTED this ____ day of _____, 2020.

ATTEST:

FOR THE COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

Joseph M. Mitrecic, President



OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

April 7, 2020

9

HAROLD L. HIGGINS, CPA
CHIEF ADMINISTRATIVE OFFICER
ROSCOE R. LESLIE
COUNTY ATTORNEY

COMMISSIONERS
JOSEPH M. MITRECIC, PRESIDENT
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JAMES C. CHURCH
JOSHUA C. NORDSTROM
DIANA PURNELL

TO: Worcester County Commissioners
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *K.S.*
On Behalf Of Worcester County Sewer Committee
SUBJECT: Request for Allocation of 38 Additional EDUs for Frontier Town Campground

Please be advised that we have received the attached letter dated March 31, 2020 from Attorney Hugh Cropper regarding the pending request for an additional 38 Equivalent Dwelling Units (EDUs) of sewer capacity for Frontier Town Campground. As stated in his letter, this request was reviewed by the County Commissioners on August 6, 2019 (see attached) after which a decision was postponed pending adoption of the Standard Sewer Flow calculations on December 3, 2019. Thereafter, plans for the campground expansion were reviewed by the Technical Review Committee (TRC) on March 11, 2020. As referenced in the TRC comments, the campground expansion plans cannot proceed unless additional sewer capacity is allocated to the property and there is currently no available sanitary capacity in the southern part of the Mystic Harbour Service Area (Area 2) to serve the proposed expansion. Furthermore, following your August 6, 2019 meeting we made a disturbing discovery regarding excessive flow from the Frontier Town Water Park to the Assateague Pointe Service Area outlined below.

P. 2
P. 6
P. 16

By agreement dating back to July 7, 1998, Frontier Town is permitted to send a "Maximum Daily Flow" not to exceed 6,677 gallons per day (gpd) of sewerage from the parcels that front on MD Route 611 including a laundromat, water park and restaurant (hereafter collectively referred to as "the Water Park") to the Assateague Pointe Service Area for treatment. Based upon the flow data reported by Frontier Town last summer, the average daily flow to Assateague Pointe ranged from a low of 10,314 gpd to a high of 19,657 gpd during the period between June 7 through July 26, 2019, with an overall average daily flow of 16,841 which exceeds the permitted flow of 6,677 by 10,164 gpd or 252% of the Maximum Daily Flow. At the County's request, Frontier Town has now agreed to install a meter to record the actual flow to Assateague Pointe from the Water Park this season which should help us to better understand the actual flows and determine how sufficient sewage treatment can be provided by Assateague Pointe perhaps supplemented by Mystic Harbour if necessary.

P. 19
P. 22
P. 24

As a result, and given that there is insufficient capacity in the southern part of the Mystic Harbour Service Area (Area 2) to serve the proposed campground expansion coupled with the potential need for treatment capacity from Mystic Harbour to supplement treatment capacity from Assateague Pointe for the Water Park, the Sewer Committee cannot support the requested allocation of 38 EDUs for the further expansion of campsites at Frontier Town Campground.

*

LAW OFFICES

BOOTH CROPPER & MARRINER

A PROFESSIONAL CORPORATION

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CURTIS H. BOOTH
HUGH CROPPER IV
THOMAS C. MARRINER*
ELIZABETH ANN EVINS
LYNDSEY J. RYAN

*ADMITTED IN MD & DC

March 31, 2020

Mr. Kelly Shannahan, Assistant CAO
Worcester County Commissioners
Attn: Mr. Joseph Mitrecic, President
One West Market Street
Snow Hill, Maryland 21863

RE: *Frontier Town Campground Expansion*

Dear Mr. Shannahan:

Please present this correspondence, with attachments, to the County Commissioners for their consideration.

On or about January 23, 2019, Sun TRS Frontier, LLC submitted an application for the allocation of 37 wastewater EDU's in the Mystic Harbour Sanitary Service Area pursuant to Resolution 17-19. The application was accompanied by my client's check in the amount of \$37,000.00, with the TRC comments from February 8, 2017.

In response to the Staff Report, on August 5, 2019, I amended my request from 37 wastewater EDU's to 38 EDU's. Subsequently, I hand delivered an additional check for \$1,000.00.

On Tuesday, August 6, 2019, the County Commissioners considered the request which would accommodate a 112 campsite expansion at the Frontier Town Campground. There was a good deal of discussion, but at the time the Commissioners were considering a new Resolution which essentially mandated specific allocations for individual uses. There was a proposal to increase the campsite allocation from 100 gpd to 150 gpd.

On December 3, 2019, the County Commissioners passed the Resolution Establishing Standard Sewer Flow Calculations. For campgrounds like Frontier Town, the allocation is 100 gpd, per campsite. Our application, as amended, for 38 wastewater EDU's is sufficient to accommodate the 112 campsite expansion.

On March 11, 2020, the Frontier Town Campground Expansion, Phase II, Proposed Addition of 112 Campsites and Associated Amenities, was presented to the TRC. On March 13, 2020, I transmitted those TRC comments to your office.

I believe that we are ready to proceed with Frontier Town's request for the allocation of 38 wastewater EDU's in the MHSSA, and if you would reset the matter at the Commissioners' earliest opportunity, my client and I would be most appreciative.

The 101 campsite addition is complete. This has been a successful addition to Frontier Town. The waterslide was completely demolished, and rebuilt. These improvements are complete. There are other amenities such as a first-class zipline. The small boardwalk and retail area along Maryland Route 611 have been upgraded.

The 38 EDU's will accommodate the 112 campsite expansion, which is like the last piece in a jigsaw puzzle. The proposed expansion area is on the decommissioned drainfields.

This has been a great success for Worcester County. Frontier Town flourished; Sun Communities continues to pay substantial real estate taxes, hospitality taxes, sales taxes, and employ a number of local people, in year round jobs.

From an environmental perspective, decommissioning the on-site drainfields removed almost 50,000 gpd of untreated effluent from the drainfields, in proximity to the Sinepuxent Bay. Both Worcester County and Sun Communities should be proud of this accomplishment; Frontier Town has now constructed a \$1.2mm++ pump station, with other infrastructure, which has been deeded and transferred to Worcester County. This will allow further connections by Worcester County, to decommission drainfields with untreated effluent.

When you add in Castaways, almost 90,000 gpd has been removed from on-site drainfields.

Again, the 112 campsite expansion will complete the renovation of Frontier Town, which is a first-class project for Worcester County.

If the Commissioners consider granting this request, I have a suggestion regarding the allocation table. It is up to the Commissioners, but I would allocate the EDU's from the following:

- There are 19 EDU's allocated to single family dwellings in the south area. I would allocate 9 of those EDU's to Frontier Town, leaving 10. I doubt that there are even 10 single family dwellings in the south area eligible to connect to the Mystic Sewer. The Mystic infrastructure is simply not extended to that many single family dwellings.
- In the north area, I would transfer 29 EDU's of the 50 EDU's allocated for vacant or multi-lot properties. This would leave 21 EDU's in that category.

Under the Planning Commission's criteria, infill and expansion of existing projects takes priority over new developments, so I would not impact the infill category. Frontier Town is a classic infill project.

The Commissioners may see the allocations differently.

I have attached my handwritten notes. I hope they make sense.

Thank you, and have a great day. Please let me know when the matter will be considered by the Commissioners. Please let me know if you need anything else.

Very truly yours,

A handwritten signature in black ink, consisting of a stylized 'H' and 'C' intertwined.

Hugh Cropper IV

HC/tgb

Enclosures

CC: Nick DiBella
Kurt Belleck
Maggie Witherup, Esquire
Chris McCabe

Allocation of Sewer EDUs in Mystic Harbour Sanitary Service Area (New Capacity as of 12/3/19)						
North of Airport, North of Antique Road, East and West of Route 611 - "Area 1"	Original Allocation	Current Adjusted Allocation	Sold and In Service	Sold and Not In Service	Remaining Allocation	Footnotes
Infill and Intensification of Properties in "Area 1"	154	114	0	81	33	3, 10, 12, 13, 14
Vacant or Multi-lot Properties in "Area 1"	80	80	0	30	50	13
Single Family Dwellings	17	17	0	0	17	
Commercial Properties in "Area 1"	80	80	43	33	4	4, 5, 7, 8, 11, 13, 14, 17, 18
Subtotal EDUs in "Area 1"	331	291	43	144	104	
Airport and South of Airport, East of Route 611 - "Area 2"						
Commercial Infill South of Airport	20	20	0	20	0	15, 16
Vacant or Multi-lot Properties	4	4	1	2	1	6, 16
Assateague Greens Executive Golf Course/Range-9-holes	6	6	0	0	6	
Ocean City Airport, Clubhouse and Humane Society	32	32	32		0	1
Church	5	5	0	0	5	
Single Family Dwellings	20	20	0	1	15	9
Castaways Campground	88	88	88		0	2
Frontier Town Campground	130	200	166	34	0	3, 10
Commercial Portion of Frontier Town Campground	30	0			0	
Subtotal EDUs in "Area 2"	335	375	287	57	31	
TOTAL EDUs	666	666	330	201	135	
Note: See attached map for location of EDU allocations						
Footnotes:						
1 - Transferred 32 EDUs to Town of Ocean City on June 3, 2014 as part of the Eagles Landing Spray Irrigation MOU.						
2 - Sold 88 EDUs to Castaways Campground on July 3, 2014.						
3 - Sold 166 EDUs to Frontier Town Campground on March 30, 2017 by transferring 30 EDUs from Frontier Town Commercial allocation and 6 EDUs from "Infill and Intensification of properties in Area 1" allocation as agreed by Commissioners on September 19, 2017.						
4 - Sold 14 EDUs to Park Place on May 16, 2017.						
5 - Hampton Inn bought 40 EDUs from Mitch Parker and bought an additional 13 EDUs from the County on August 28, 2017.						
6 - Approved the sale of 2 EDU's to Victor H. Birch Property on March 20, 2018.						
7 - Approved the sale of 1 EDU to Eugene Parker Trust Property on April 3, 2018.						
8 - Approved the sale of 3 EDU's to L & B Ocean City, LLC Properties on April 3, 2018.						
9 - Approved the sale of 1 EDU to Michael Jay Deem Property on April 17, 2018.						
10 - Water and Sewerage Plan Amendment - 34 EDUs from "Infill and Intensification of properties in Area 1" to Frontier Town Campground for Expansion - approved on June 19, 2018 by County Commissioners (Resolution No. 18-17).						
11 - Approved the sale of 9 EDUs to Stockyard Inc. Property on June 19, 2018.						
12 - Approved the sale of 27 EDUs to GCR Development, LLC Property on July 3, 2018.						
13 - Approved the sale of 63 EDUs - (29-Infill, 30-vacant, 4-commercial) - to Sea Oaks, LLC property on Sept 18, 2018. Pending MDE approval.						
14 - Approved the sale of 45 EDUs - (25-Infill, 20-commercial) - to ODIE-1, LLC (Alamo Motel) property on October 23, 2018.						
15 - Approved the sale of 6 EDUs to Assateague Island Farm, LLC property on January 22, 2019, subject to various conditions.						
16 - Approved the sale of 15 EDUs to ES Adkins and Company property (14 commercial Infill, 1 vacant) on February 19, 2019.						
17 - Approved the sale of additional 7 EDUs to Stockyard Inc. Property on July 16, 2019.						
18 - Approved the sale of additional 5 EDUs to Stockyard Inc. Property on December 3, 2019.						

50
- 29

21

19
- 9

10

29
+ 9

38



12

COMMISSIONERS
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OFFICE OF THE
COUNTY COMMISSIONERS

HAROLD L. HIGGINS, CPA
CHIEF ADMINISTRATIVE OFFICER
MAUREEN F.L. HOWARTH
COUNTY ATTORNEY

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

July 31, 2019

Decision Postponed 8/6/19
pending Standard Sewer Flow
Calculation discussion/adaption

TO: Worcester County Commissioners
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KL*
On Behalf Of Worcester County Sewer Committee
SUBJECT: Request for Allocation of 38 Additional EDUs for Frontier Town Campground

Please be advised that on January 31, 2019 we received the attached request from Attorney Hugh Cropper, IV on behalf of Sun TRS Frontier LLC (the Applicant) for the allocation of an additional 37 equivalent dwelling units (EDUs) of sanitary sewer service from the Mystic Harbour Sanitary Service Area (MHSSA) for a proposed "Phase II" expansion of the Frontier Town Campground to serve an additional 112 campsites. The application was subsequently reviewed by the Worcester County Sewer Committee at our meeting on February 7, 2019 which determined, among other findings, that a total of 38 EDUs would be required to serve the additional 112 campsites. Following our review, Mr. Cropper requested that the Commissioners' consideration of the application be delayed. By letter dated July 26, 2019, Mr. Cropper requested that application be presented to the Commissioners. On behalf of the committee, I offer the following staff report for your consideration with regard to this request:

Background on Frontier Town Campground EDUs: In planning for the expansion of the Mystic Harbour Wastewater Treatment Plant (WWTP), 130 EDUs were allocated to the Frontier Town Campground and 30 EDUs were allocated for the Commercial Portion of Frontier Town Campground to facilitate the removal of their septic system. On March 30, 2017, Frontier Town Campground purchased 166 EDUs to serve the existing campground in order to remove their current septic system. While drafting the MHSSA Sewer EDU Allocation Process, staff recognized that an additional 6 EDUs had been sold to Frontier Town Campground above and beyond the original allocation of 160 EDUs. Original calculations were that 160 EDUs were needed for the existing sites. It was later determined the number of campsites and corresponding EDUs were counted incorrectly. There were 584 existing sites and those sites needed 166 EDUs. On September 19, 2017, the County granted the extra 6 EDUs as it was consistent with the Plan and MDE's approval to provide public sewer to the existing campground. In order to properly

document this purchase, the Commissioners agreed that the 6 EDUs would come from the "Infill and Intensification of Properties in Area 1" (the North Area) which was approved on September 19, 2017 upon adoption of the EDU Allocation Process.

By application dated November 27, 2017, the Applicant previously requested an additional 71 EDUs for a campground expansion to serve 213 new campsites at Frontier Town Campground. The application was subsequently denied by the County Commissioners on December 19, 2017 since such an allocation would have required amending the Allocation Table and Map in the Water and Sewerage Plan (the "Plan") which was required by the Maryland Department of the Environment (MDE) as a condition to their approval of the MHSSA expansion, would eliminate all EDUs in the South and diminish available EDUs in the North, and since the Allocation Table only allocated 160 EDUs to Frontier Town for the existing campground, and none had been allocated for future expansion of the campground. Doing otherwise would have violated the Plan unless the Plan was formally amended by the County Commissioners and approved by MDE.

A revised application requesting 34 EDUs for a proposed 101 campsite expansion was submitted on March 9, 2018. On June 19, 2018 the Commissioners approved the request and since there were no EDUs available for new development south of the airport, the Commissioners amended the EDU Allocation Table for the Mystic Harbour Service Area in the Water and Sewerage Plan to allocate 34 EDUs from the "Infill and Intensification" category in Area 1 (north of the airport) to the "Frontier Town Campground" category in Area 2 (south of the airport) to accommodate the proposed 101 campsite expansion.

Summary of Current Request: The Applicant now requests an allocation of an additional 37 EDUs of sewer service from the MHSSA to provide for Phase II of the campground expansion to serve an additional 112 campsite expansion area. In order to accommodate 112 campsites, staff calculates that a total of 38 EDUs are required as follows:

- 112 campsites at 100 gallons per day (gpd) per campsite = 11,200 gpd
÷ 300 gpd/edu = 37.33 EDUs (rounded up to 38 EDUs required)
- **37 EDUs Total Request - 38 EDUs Total Required for 112 campsites**

The subject property is located on the east side of Stephen Decatur Highway (MD Route 611) north of Assateague Road (MD Route 376), is approximately 199.99 acres in area, currently zoned A-2 Agricultural District, and is designated S-1 in the Plan which indicates an area of existing or planned sewer service to be built within 2-years, but does not guarantee any service or obligate the provision of services in that time frame. While a site plan has been submitted and conceptually approved by the Worcester County Planning Commission for the campground expansion, signature site plan approval is contingent upon the Applicant securing the necessary sanitary capacity from the MHSSA as approved by the County Commissioner in accordance with Resolution 17-19.

Current Available Capacity - South: There are currently 31 EDUs allocated in Area 2 (south of the airport), in which Frontier Town Campground is located, which have not yet been purchased. Remaining EDUs in all categories in Area 2 are as follows: Commercial Infill South of Airport (0 of 20 EDUs), Vacant or Multi-Lot properties (1 of 4 EDUs), Assateague Greens Executive

Golf Course/Range (6 of 6 EDUs), Ocean City Airport, Clubhouse and Humane Society (0 of 32 EDUs), Church (5 of 5 EDUs), Single Family Dwellings (19 of 20 EDUs), Castaways Campground (0 of 88 EDUs), Frontier Town Campground (0 of 200 EDUs). Since Frontier Town Campground has been previously allocated and sold a total of 200 EDUs, there is presently no additional capacity available for allocation in either the "Frontier Town Campground" or "Commercial Portion of Frontier Town Campground" categories of the approved MHSSA EDU Allocation Table as referenced in the Plan. The remaining 31 EDUs in this area are intended to serve properties which will enable the replacement of septic systems for existing homes and other existing developments. Therefore there is no remaining capacity in Area 2 to accommodate this request.

Current Available Capacity - North: There are currently 109 EDUs allocated in Area 1 (north of the airport) which have not yet been purchased. These remaining EDUs have been allocated for the following uses: Infill and Intensification (33 EDUs), Vacant or Multi-Lot properties (50 EDUs), Single Family Dwellings (17 EDUs), and Commercial properties (9 EDUs). Should the Commissioners wish to consider re-allocating an additional portion of the available capacity in Area 1 north of the airport to Area 2 south of the airport, such action should be carefully considered in accordance with the established priorities of the original allocation of the sewer capacity (see explanation below), and would require an additional amendment to the Water and Sewerage Plan and approval by MDE for such a change to shift EDUs from Area 1 to Area 2 since the EDU Allocation Table was officially adopted as part of the Plan as required by MDE.

Background on Original Allocation of New Sewer Capacity in Mystic Harbour: The expansion of the Mystic Harbour WWTP and funding from USDA in 2008 was predicated upon the need for infill and intensification of properties along the Route 50 commercial corridor and vicinity, service to vacant or multi-lot properties, single family dwellings converting from septic systems to public sewer, and commercial properties. The Worcester County Planning Commission recommended a rating system to rank priority allocations of the additional EDUs with highest priority to (1) infill lots, (2) expansion of existing facilities, (3) replacement of septic tanks, and (4) new developments. While staff recognizes that revisions to the original allocations may be prudent from time to time, any such re-allocations should be in keeping with the original intent of the Planning Commission and the County Commissioners in 2008 when the Mystic Harbour WWTP expansion was approved and upon which the USDA committed funding for the expansion project. Furthermore, since the EDU Allocation Table was officially incorporated into the Plan as required by MDE, a change to shift EDUs from Area 2 to Area 1 would require an amendment to the Plan with the approval of MDE and concurrence that such action is in keeping with the original purpose of the expansion and the priority allocations as established by the Planning Commission. In addition, once EDUs are reallocated from one category to another and sold, they will no longer be available for the originally intended purpose. In summary, approval of this request would result in a total of 238 EDUs (or 35.7% of the new capacity) being allocated to a single user (Frontier Town Campground) which is contrary to the primary purpose of this capacity to provide for infill and intensification of properties along the Route 50 commercial corridor and vicinity north of the airport, which is continuing to grow and redevelop as planned.

Options for Commissioners' Action on the Request:

Option 1 - Initiate an amendment to the Water and Sewerage Plan to shift 38 EDUs from Area 1 (north of the airport) to Area 2 (south of the airport) and upon Plan approval by MDE, approve the allocation of 38 EDUs from among one or more of the following use categories with remaining allocations for new development in Area 1 to be specified by the Commissioners:

Area 1 (north): 33 EDUs - Infill and Intensification
50 EDUs - Vacant or Multi-Lot properties
9 EDUs - Commercial

Option 2 - Initiate an amendment to the Water and Sewerage Plan and approve a portion of the requested 38 EDUs to be shifted from Area 1 (north of the airport) to Area 2 (south of the airport) from among one or more of the following use categories with remaining allocations for new development in Area 1 to be specified by the Commissioners:

Area 1 (north): 33 EDUs - Infill and Intensification
50 EDUs - Vacant or Multi-Lot properties
9 EDUs - Commercial

Option 3 - Deny the request for allocation of an additional 38 EDUs of sewer service from the MHSSA to provide for Phase II expansion of 112 campsites at Frontier Town since there is currently no remaining allocation available for that use in Area 2.

The Sewer Committee will be available to answer any questions which you may have with regard to this application in order for you to make the most informed decision on this request.

Allocation of Sewer EDUs in Mystic Harbour Sanitary Service Area (New Capacity as of 7/16/19)

North of Airport, North of Antique Road, East and West of Route 611 - "Area 1"	Original Allocation	Current Adjusted Allocation	Sold and In Service	Sold and Not In Service	Remaining Allocation	Footnotes
Infill and Intensification of Properties in "Area 1"	154	114	0	81	33	3, 10, 12, 13, 14
Vacant or Multi-lot Properties in "Area 1"	80	80	0	30	50	13
Single Family Dwellings Commercial Properties in "Area 1"	17	17	0	0	17	
	80	80	0	71	9	4, 5, 7, 8, 11, 13, 14, 17
Subtotal EDUs in "Area 1"	331	291	0	182	109	
Airport and South of Airport, East of Route 611 - "Area 2"						
Commercial Infill South of Airport	20	20	0	20	0	15, 16
Vacant or Multi-lot Properties	4	4	0	3	1	6, 16
Assateague Greens Executive Golf Course/Range-9-holes	6	6	0	0	6	
Ocean City Airport, Clubhouse and Humane Society	32	32	32		0	1
Church	5	5	0	0	5	
Single Family Dwellings	20	20	0	1	19	9
Castaways Campground	88	88	88		0	2
Frontier Town Campground	130	200	0	200	0	3, 10
Commercial Portion of Frontier Town Campground	30	0			0	
Subtotal EDUs in "Area 2"	335	375	120	224	31	
TOTAL EDUs	666	666	120	406	140	

Note: See attached map for location of EDU allocations

Footnotes:

- 1 - Transferred 32 EDUs to Town of Ocean City on June 3, 2014 as part of the Eagles Landing Spray Irrigation MOU.
- 2 - Sold 88 EDUs to Castaways Campground on July 3, 2014.
- 3 - Sold 166 EDUs to Frontier Town Campground on March 30, 2017 by transferring 30 EDUs from Frontier Town Commercial allocation and 6 EDUs from "infill and intensification of properties in Area 1" allocation as agreed by Commissioners on September 19, 2017.
- 4 - Sold 14 EDUs to Park Place on May 16, 2017.
- 5 - Hampton Inn bought 40 EDUs from Mitch Parker and bought an additional 13 EDUs from the County on August 28, 2017.
- 6 - Approved the sale of 2 EDU's to Victor H. Birch Property on March 20, 2018.
- 7 - Approved the sale of 1 EDU to Eugene Parker Trust Property on April 3, 2018.
- 8 - Approved the sale of 3 EDU's to L & B Ocean City, LLC Properties on April 3, 2018.
- 9 - Approved the sale of 1 EDU to Michael Jay Deem Property on April 17, 2018.
- 10 - Water and Sewerage Plan Amendment - 34 EDUs from "infill and intensification of properties in Area 1" to Frontier Town Campground for Expansion - approved on June 19, 2018 by County Commissioners (Resolution No. 18-17).
- 11 - Approved the sale of 9 EDUs to Stockyard Inc. Property on June 19, 2018.
- 12 - Approved the sale of 27 EDUs to GCR Development, LLC Property on July 3, 2018.
- 13 - Approved the sale of 63 EDUs - (29-infill, 30-vacant, 4-commercial) - to Sea Oaks, LLC property on Sept 18, 2018. Pending MDE approval.
- 14 - Approved the sale of 45 EDUs - (25-infill, 20-commercial) - to ODIE-1, LLC (Alamo Motel) property on October 23, 2018.
- 15 - Approved the sale of 6 EDUs to Assateague Island Farm, LLC property on January 22, 2019, subject to various conditions.
- 16 - Approved the sale of 15 EDUs to ES Adkins and Company property (14 commercial infill, 1 vacant) on February 19, 2019.
- 17 - Approved the sale of additional 7 EDUs to Stockyard Inc. Property on July 16, 2019.

310

CURTIS H. BOOTH
BRYNJA MCDIVITT BOOTH
HUGH CROPPER IV
THOMAS C. MARRINER*
ELIZABETH ANN EVINS
LYNDSEY J. RYAN

*ADMITTED IN MD & DC

LAW OFFICES
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9923 STEPHEN DECATUR HWY., D-2

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WEBSITE

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January 23, 2019

Mr. Kelly Shannanhan, Assistant CAO
Worcester County Commissioners
One West Market Street, Room 1103
Snow Hill, Maryland 21863

RE: *Frontier Town Campground Expansion*

Dear Mr. Shannanhan:

Sun TRS Frontier, LLC ("Sun") owns and operates the Frontier Town Campground, Frontier Town Western Theme Park, Waterslide, Zipline, retail area, among other entities, at the property described as Tax Map 33, Parcel 94, and described further in the attached tax assessment summary.

On March 1, 2016, the Worcester County Commissioners conducted a public hearing on Sun's request to rezone a portion of the property from C-2, General Commercial District, to A-2, Agricultural District. That rezoning was granted, and Rezoning Classification Resolution 16-02 was executed on March 15, 2016.

On May 12, 2016 and October 13, 2016, the Worcester County Board of Zoning Appeals granted special exceptions to expand the campground by 213 units.

On November 15, 2016, the Commissioners approved Resolution 16-26 to expand the Mystic Harbour Sanitary Service Area ("MHSSA") to provide sewer service to Frontier Town and allocated 166 EDU's for the existing campsites.

January 23, 2019

Page Two

On December 5, 2017, the Commissioners and Sun entered into a Small Project Wastewater and/Water Agreement pursuant to which Sun agreed to remove the existing septic systems at the campground, install new pump stations, and connect to a new regional pump station (designed and paid for by Sun). The pump station was designed to accommodate wastewater from the 585 existing campsites, the proposed 213 new campsites, and an additional 50 EDU's which could be allocated to other customers.

On February 8, 2017, the Worcester County Technical Review Committee reviewed the site plan for the 213 campsite expansion.

On July 6, 2017, the Worcester County Planning Commission approved the site plan for the 213 campsite expansion subject to Staff comments. The TRC and Planning Commission summaries are attached.

On November 21, 2017, Sun requested the allocation of 71 EDU's to accommodate the 213 campsite expansion. This request was denied. Subsequently, the 213 campsite was broken down into phases. Phase I consisted of 101 campsites. Pursuant to Resolution 17-19, Sun filed an application for the allocation of 34 EDU's to accommodate Phase 1 (101 campsites), which was granted.

Sun is in the process of constructing the 101 campsite addition. All of the charges associated with the total 200 EDU's have been paid for, in full.

Sun would like to thank the County Commissioners for allocating the 34 EDU's. The Frontier Town Campground has been very successful. It represents smart growth, and access to the Sinepuxent Bay. Business is great, and there is a higher demand than ever for the rental of campsites.

In addition, Sun expended almost six million dollars to completely tear down and rebuild the waterslide. They provided other amenities such as a first-class zipline. They upgraded the small boardwalk or retail area along Maryland Route 611.

Sun continues to pay substantial real estate taxes, hospitality taxes, sales taxes, among other things. Sun continues to employ a number of local people, many in year round jobs. Sun's business benefits this neighborhood, and the entire County. The residents of Sun's campground patronize other businesses in the area, as well as throughout the County.

January 23, 2019
Page Three

Sun has recognized the need for the Phase II, 112 campsite addition. As a result, Sun has filed this application for 37 EDU's, to accommodate the 112 campsite expansion area.

In accordance with Resolution 17-19, Sun has shown an existing demonstrated need in connection with an approved site plan. Sun has specified how and where the capacity will be allocated. This allocation will increase the tax base, increase hospitality taxes, increase sales taxes, provide jobs, and provide residents and visitors to Worcester County access to the first-class amenities, as well as the marina, docks, and Sinepuxent Bay.

The infrastructure is in place, having been designed and paid for by Sun specifically to accommodate this campground expansion.

Respectfully submitted,



Hugh Cropper IV

HC/tgb

Enclosures

CC: Robert J. Mitchell, LEHS
Maureen F.L. Howarth, Esquire
Tom O'Branovic
Kurt Beleck

Worcester County - Department of Public Works - Water and Wastewater Division
Mystic Harbour Sewer Service Application

New

Name: Sun TRS Frontier, LLC Date: January, 2019
Mailing address: c/o Hugh Cropper IV, 9923 Stephen Dec Hwy, D-2, Ocean City MD 21842
Address of service location: 8428 Stephen Decatur Hwy, Berlin, MD 21811
Property identification (acct # & map/parcel): Map 33, Parcel .. 94; 16-026018

Type of project (circle one below):

Single Family Minor Site Plan **Major Site Plan** Residential Planned Community

Type of service requested (circle one): Residential **Commercial**

If commercial, list type of business, square footage and number of seats in restaurant (if applicable):

Campground

EDU's/gallons assigned to property: 200 EDU's to be purchased: 37

If developer new construction, will you be providing the meter (circle one): **Yes** No N/A

Name & license number of licensed plumber providing connection from meter to building:

Name & phone number of person to contact with regards to this application/account:

Hugh Cropper IV hcropper@bbcmilaw.com 410-213-2681

Signature: [Signature] Date: January, 2019

Attachments required to be submitted with application:

- Single Family- Copy of permit application.
- Minor Site Plans- Copy of TRC report or documentation of administrative waiver.
- Major Site Plans- Copy of TRC report.
- Residential Planned Community- Copy of Planning Commission's findings/recommendation for Step 1.

NOTICE: Please review attached Resolution No. 17-19 which details the EDU allocation process and the time frame in which the EDUs must be utilized or returned to the County for future allocation and utilization. If mains are to be installed by applicant a separate "Small Sewer and Water Project Agreement" will be required.

OFFICE USE ONLY:

Date received: _____ By: _____

Environmental Programs approval: _____ Date: _____

Treasurer's Office approval: _____ Date: _____

Public Work's approval: _____ Date: _____

FEES PAID:

Deposit \$1,000 per EDU X _____ (EDU's) = \$ _____

Remaining Balance \$6,964 per EDU X _____ (EDU's) = \$ _____

Future Capital Improvement Charge \$1,000 per EDU X _____ (EDU's) = \$ _____

Date received: _____ By: _____

RETURN TO:

Worcester County Treasurer's Office
Attn: Jessica Wilson
P.O. Box 349
Snow Hill, MD 21863

FULL POLICY ATTACHED AND INCORPORATED.

Real Property Data Search

Search Result for WORCESTER COUNTY

View Map	View GroundRent Redemption	View GroundRent Registration	
Tax Exempt:	Special Tax Recapture:		
Exempt Class:	NONE		
Account Identifier:	District - 10 Account Number - 020018		
Owner Information			
Owner Name:	SUN TRS FRONTIER LLC	Use:	COMMERCIAL
		Principal Residence:	NO
Mailing Address:	27777 FRANKLIN RD STE 200 SOUTHFIELD MI 48034- 0000	Deed Reference:	/06673/ 00477
Location & Structure Information			
Premises Address:	8428 STEPHEN DECATUR HWY BERLIN 0-0000	Legal Description:	199.99 ACS & 2' X 30' E SIDE STEPHEN DECATUR RD FOR CONSV ESMNT SUN TRS FRONTIER LLC
Map:	Grid:	Parcel:	Sub District:
0033	0016	0094	
			Subdivision:
			75T0
			Section:
			Block:
			Lot:
			Assessment Year:
			2019
			Plat No:
			Plat Ref:
			246/ 17
Special Tax Areas:	Town:		
	NONE		
	Ad Valorem:		
	Tax Class:		
Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area
1996	28,885 SF		199.9900 AC
County Use			
Stories	Basement	Type	Exterior
		RETAIL STORE	
			Full/Half Bath
			Garage
			Last Major Renovation
			2002
Value Information			
	Base Value	Value	Phase-In Assessments
		As of	As of
		01/01/2019	07/01/2018
			As of
			07/01/2019
Land:	16,940,000	20,115,600	
Improvements	21,007,200	27,394,500	
Total:	37,947,200	47,510,100	37,947,200
Preferential Land:	0		41,134,833
			0
Transfer Information			
Seller:	SUN TRS FRONTIER LLC	Date:	11/23/2015
Type:	NON-ARMS LENGTH OTHER	Deed1:	/06673/ 00477
		Deed2:	
Seller:	PARKEL CORPORATION THE	Date:	09/10/2015
Type:	ARMS LENGTH MULTIPLE	Deed1:	/06630/ 00250
		Deed2:	
Seller:	ENTERTAINMENT INC	Date:	11/20/1970
Type:	NON-ARMS LENGTH OTHER	Deed1:	RHO /02412/ 00507
		Deed2:	
Exemption Information			
Partial Exempt Assessments:	Class	07/01/2018	07/01/2019
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00 0.00	0.00 0.00
Tax Exempt:	Special Tax Recapture:		



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863

TEL: 410.632.1200 / FAX: 410.632.3008

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

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

MEMORANDUM

To: Kelly Shannahan, Assistant Chief Administrative Officer
From: Jennifer Keener, Zoning Administrator *JKK*
Date: March 11, 2020
Re: Frontier Town campsite expansion request

.....

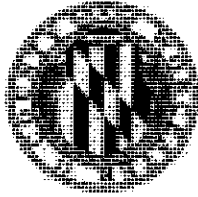
At the Technical Review Committee (TRC) meeting earlier today, the Committee reviewed a proposed site plan for the expansion of the Frontier Town campground by an additional 112 campsites. Attached you will find a copy of the Committee's comments relative to this request.

As a major site plan, this project will be required to be reviewed and approved by the Planning Commission once the developer has obtained certain approvals, such as but not limited to EDU allocations pursuant to Resolution No. 17-19.

Please do not hesitate to contact me if I can be of any further assistance.

Attachment

cc: Ed Tudor, Director



Worcester County
Department of Environmental Programs
Environmental Programs Division

Memorandum

To: Technical Review Committee (TRC) for March 11, 2020 Meeting

From: Environmental Programs Staff

Subject: Frontier Town Campground Expansion Phase II – TM 33 P 94

Date: March 5, 2020

Environmental Programs comments are based on the plans submitted. These comments are subject to change every time a change is made to the plans that affect water and/or sewage for this site.

1. Frontier Town Campground meets the definition of a “camp” in COMAR 10.16.03.01-1.B(2) and is subject to all regulations set forth in COMAR 10.16.03. Before a request to amend the current annual campground DHMH operating permit can be approved and/or a revision to the current operating permit can be made, a layout plan of the current campground showing all existing and new campsites needs to be submitted to Environmental Programs for approval. This is a separate approval process from this site plan approval, and we can work with the owner’s representatives to secure this drawing.
2. Plumbing and gas permits will be required for this proposed expansion. Commercial plumbing plan reviews will be needed prior to issuance of the plumbing permits for the proposed new campground sites’ connections.
3. Septic abandonment reports, if tanks are taken out of service, should be submitted to this office.
4. Please indicate that this project is to be served by the Mystic Harbour Sanitary Service Area for sewer.
5. Plumbing Code is 2018 International Plumbing Code (IPC) 2018. Gas Code is the 2018 International Fuel Gas Code (IFGC). Please identify on the plans.

Citizens and Government Working Together

X

6. While the property is included in the Mystic Harbour Sewer Planning Area, it is not allocated sanitary capacity from the Mystic Harbour Sanitary Area for this phase of the project and there is currently no available sanitary capacity in the southern part of the service area (Area 2) to service the sewer requirements for the proposed addition. This major site plan must have gone thru the TRC review process and have an EDU allocation from the County Commissioners prior to the project applying for final site plan signature approval from the Planning Commission. An application for an EDU allocation will need to be filed with the Enterprise Fund Controller in the Treasurer's office.

7. Please show an EDU chart on the cover of the plan that addresses all uses, their assigned flow calculations and conversions to EDUs. Then indicate how many EDUs are currently assigned to this property and how many will need to be acquired and from which sanitary service area (Mystic Harbour). Existing campsites should be figured as 100GPD/site and that is in conformance with the campground flow listed in Table A of Worcester County Commissioner Resolution # 19-37. Based on the plans and the number of campsites proposed, this project would need thirty eight (38) EDUs at 300 gpd/EDU.
8. If EDUs are allocated to this property by the County Commissioners, fees associated with the purchase of any additional EDUs should be paid before Environmental Programs can sign off on any building permits.

Citizens and Government Working Together

TEL: 410-632-1194
FAX: 410-632-3131
E-MAIL: admin@co.worcester.md.us



COMMISSIONERS
VIRGIL L. SHOCKLEY, PRESIDENT
LOUISE L. GULYAS, VICE PRESIDENT
JUDITH O. BOGGS
LINDA C. BUSICK
JAMES C. CHURCH
ROBERT L. COWGER, JR.
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OFFICE OF THE
COUNTY COMMISSIONERS

GERALD T. MASON
CHIEF ADMINISTRATIVE OFFICER
JOHN E. "SONNY" BLOXOM
COUNTY ATTORNEY

Worcester County
GOVERNMENT CENTER

ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

September 19, 2008

TO: Gerald T. Mason, Chief Administrative Officer
FROM: Sonny Bloxom, County Attorney
REF: Frontier Town Campground

Jerry, attached is an Amended and Restated Service Agreement for Frontier Town. The County entered into a previous agreement with Frontier Town on July 7, 1998. However, it has since been discovered that the terms of the agreement were in error and did not actually reflect the agreement of the parties and the actual situation regarding sewer service. Further, the existing agreement contemplated that billing would be done with a meter and using a commercial rate.

Well, none of that was ever done, and at present the billing is done using a formula developed by the County in lieu of a meter and a commercial rate. There is no commercial rate for the service area.

John Ross, Bob Mitchell, Jennifer Savage and I have been working with Mark Cropper, the attorney for Frontier Town and have agreed upon the attached Amended and Restated Agreement to reflect the intent of the parties and the situation as it actually exists.

This has to be approved by the Commissioners and we would like to have it placed on the next meeting agenda for consideration.

JEB/fac
encl

cc: John Ross, P.E., Deputy Director of Public Works
Bob Mitchell, R.S., Director of Environmental Programs
Jennifer Savage, CPA, Enterprise Fund Controller

H:\COATTY\frontiertown memo.wpd

AMENDED & RESTATED SERVICE AGREEMENT AND WAIVER OF SERVICE

THIS AMENDMENT AND RESTATEMENT OF SERVICE AGREEMENT AND WAIVER OF SERVICE ("Amendment") is entered into this 21st day of October, 2008, by and between The County Commissioners of Worcester County, Maryland, sitting as the governing body of Assateague Pointe Sanitary Service Area (hereinafter called "County") of One W. Market Street, Room 1103, Government Center, Snow Hill, Maryland 21863, and Parkel Corporation, a body corporate of the State of Maryland (hereinafter called "Parkel"), Post Office Box 691, Ocean City, Maryland 21842.

WHEREAS, Parkel owns four separate areas of land within the rental campground generally referred to and known as "Frontier Town Campground" (the "Project"), the legal descriptions for such land areas are attached hereto as Exhibits A, B, C, and D, respectively; and

WHEREAS, on July 7, 1998, the parties entered into a Service Agreement and Waiver of Service (the "Agreement") which provided, among other things, that Parkel waived its right to have sewer generated on the property described in Exhibit A treated by Assateague Point Service Area (the "Service Area") which amount is Six Thousand Six Hundred Seventy-Seven (6,677) gallons per day (hereinafter referred to as the Maximum Daily Flow or "MDF"), in exchange for the County agreeing that the Service Area treat up to that same amount of sewer on the property described in Exhibit B; and

WHEREAS, the aforesaid agreement was supposed to also allow the sewer from the area described in Exhibit "A", but did not properly reflect the intent of the parties thereto; and

WHEREAS, the Service Area in fact now provides service to the areas in "A", "B" and "C"; and

WHEREAS, the parties have agreed to amend herein the Agreement to enable Parkel to receive the full benefit of the MDF on the properties within the Project; and

WHEREAS, the County has determined that it is in the best interest of the health, safety and welfare of the County and of the customers of the Service Area, as well as the people of the County, that this sewage treatment arrangement be consummated.

NOW, THEREFORE, THE PARTIES WITNESSETH, that for One Dollar (\$1.00) and other good and valuable consideration, the sufficiency and receipt of which is hereby expressly acknowledged, the parties agree as follows:

1. The parties incorporate by reference, as if fully set forth herein, the preceding paragraphs of this Amendment.

Provided the MDF does not exceed 6677 GPD, the Service Area agrees to treat sewage from any of the properties described in Exhibits A, B, or C.

It shall be the responsibility of the Parkel Corporation to convey the effluent to the Service Area line. Only domestic sewage and commercial sewage generated by a laundromat, water slide and restaurant will be treated. No industrial sewage will be treated and no other commercial use will be permitted without the prior written approval of the County. All other sewage shall be domestic.

The County shall have the right to enter upon the lands as described in Exhibits A, B, C or D in order to ensure compliance with the provisions hereof.

5. Until such time that the Service Area develops a commercial rate, Parkel shall be charged for sewer treatment on a quarterly basis, by taking the 6,677 GPD, dividing it by 110 GPD

County Attorney
Worcester County

RETURN TO:

STEPHEN V. BALES
CLERK
WORCO

2008 OCT 21 P 12:02

CLERK'S NOTATION
Document submitted for
record in a condition not
permitting satisfactory
photographic reproduction.


(which is the EDU allocation for the trailers in Assateague Pointe), then multiplying that result by the current Assateague Pointe trailer home rate.


- 6. Parkel shall be responsible for installation and maintenance as required by County, of the sewer line running from the property and described in Exhibits A, B, or C to the Assateague Pointe property line.
- 7. The rates charged by the County to Parkel shall be nondiscriminatory. It is the intent hereof that Parkel pay for sewage treatment at a rate paid by other users within the Service Area provided, however, that no maintenance, service or other services will be provided to Parkel on Parkel's property.
- 8. This Amendment shall be terminable by County at such time as other provisions for public sewer treatment are provided to the property described in Exhibits A, B, C or D. This Agreement shall be terminable by Parkel at such time Parkel provides adequate sewer service to the property described in Exhibits A, B, C or D, through other means approved by County and the State of Maryland.
- 9. Should a property described in Exhibits A, B, or C, be subdivided at some future date, the parties agree to amend this Amendment to provide an allocation of sewage treatment for the parcels resulting from the subdivision created.
- 10. The Service Area shall provide wastewater to the Commercial Use Areas and 30 proposed new campsites within the Project. An additional 96 campsites, to be located on the lands described on Exhibit D, shall receive wastewater treatment from existing onsite septic systems located within the Project.
- 11. This Amendment shall be interpreted and controlled by the laws of the State of Maryland.
- 12. This Amendment shall be binding on and inure to the benefit of the parties hereto and their respective heirs, successors, administrators, personal representatives and assigns.

IN WITNESS WHEREOF, the parties have set their hands and seals all as in the day as first above written.

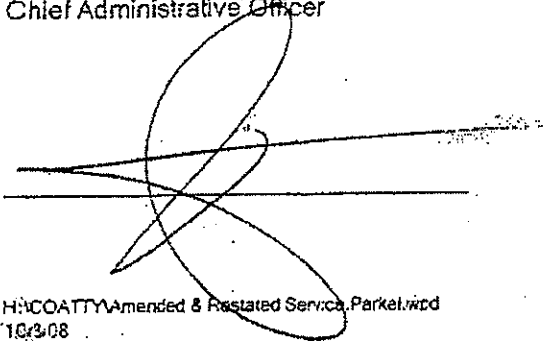
ATTEST:

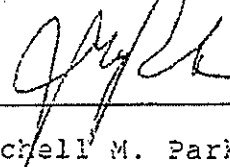
COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND


 Gerald T. Mason
 Chief Administrative Officer

By: 
 Virgil L. Shockey, President

PARKEL CORPORATION



By:  PRESIDENT
 Mitchell M. Parker, President

H:\COATTY\Amended & Restated Service, Parkel.wpd
10/3/08

From FRONTIERTOWN:

Frontier Town Water Usage Summary, June and July 2019

Meter Reading Date	5/31/2019	6/7/2019	6/14/2019	6/21/2019	6/28/2019	7/5/2019	7/12/2019	7/19/2019	7/26/2019
Campground Portion - Sewer is Tributary to Mystic Harbor									
Bath House #1	4,717,210	4,793,740	4,920,710	5,091,300	5,251,750	5,457,920	5,667,940	5,866,680	6,068,570
Bath House #3	<u>45,632,100</u>	<u>45,683,300</u>	<u>45,761,800</u>	<u>45,859,900</u>	<u>45,950,300</u>	<u>46,071,900</u>	<u>46,182,900</u>	<u>46,296,900</u>	<u>46,411,100</u>
Sum of meter Readings	50,349,310	50,477,040	50,682,510	50,951,200	51,202,050	51,529,820	51,850,840	52,163,580	52,479,670
Weekly Usage (Gallons)		127,730	205,470	268,690	250,850	327,770	321,020	312,740	316,090
Daily Use		18,247	29,353	38,384	35,836	46,824	45,860	44,677	45,156
Use per Site*		31.2	50.2	65.6	61.3	80.0	78.4	76.4	77.2
Water Park And Restaurant - Sewer is Tributary to Asseteague Point									
Bath House #4	12,646,300	12,673,100	12,595,300	12,748,000	12,811,300	12,691,000	12,953,200	13,035,200	13,113,200
Bath House #5	<u>10,288,100</u>	<u>10,305,100</u>	<u>10,331,200</u>	<u>10,374,600</u>	<u>10,447,100</u>	<u>10,510,100</u>	<u>10,580,400</u>	<u>10,634,200</u>	<u>10,690,200</u>
Sum of Meter Readings	22,934,400	22,978,200	22,926,500	23,122,600	23,258,400	23,201,100	23,533,600	23,669,400	23,803,400
Weekly Consumption		43,800	(51,700)	196,100	135,800	(57,300)	332,500	135,800	134,000
Daily Consumption (gals)		6,257	(7,386)	28,014	19,400	(8,186)	47,500	19,400	19,143
Corrected Consumption			10,314	10,314		19,657	19,657		

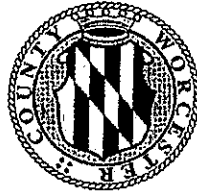
* Based on 585 Units

Luxury Campground Usage						
= Peak Usage						
Frontier Town						
Campsites- 585						
Capacity Purchased- 49,800 gpd - (166 EDUs based on 585 sites @ 85 gpd/site)						
Day	Date	gpd	Commercial	Campsites	EDU Equiv	gpd/Site
1	7/3/2019	57,900	6,677	51,223	171	88
2	7/4/2019	89,300	6,677	82,623	275	141
3	7/5/2019	94,700	6,677	88,023	293	150
4	7/6/2019	74,100	6,677	67,423	225	115
5	7/7/2019	59,800	6,677	53,123	177	91
6	7/8/2019	50,700	6,677	44,023	147	75
7	7/9/2019	54,500	6,677	47,823	159	82
8	7/10/2019	61,300	6,677	54,623	182	93
8 Day Avg		67,788	6,677	61,111	204	104
Castaways						
Campsites- 394						
Capacity Purchased- 26,400 gpd - (88 EDUs based on 394 sites @ 65 gpd/site)						
# of Days	Date	Total Flow	gpd	EDU Equiv	gpd/Site	
3 Day Avg	7/5-7/8, 2019	107,071	35,690	119	91	
10 Day Avg	6/28-7/8, 2019	338,840	33,884	113	86	

*

County
PRESENTED
AT HEARING

* Peak Flow = 150 gpd/site



Worcester County
Department of Environmental Programs

February 12, 2020

Bob Hufnagel, P.E.
Senior Project Manager
Atwell, LLC
311 N. Main Street
Ann Arbor, MI 48104

**Re: Frontiertown Water Park Flow Monitoring
TM 33 P 94**

Dear Mr. Hufnagel:

The above referenced project was discussed by County staff at the February Water and Sewer Committee meeting on February 6, 2020. We have previously communicated our concerns on flow regarding the proposed waterpark. The project application for a splash pad upgrade for the water park was reviewed in the Technical Review Committee (TRC) Meeting held on September 11, 2019. Comments from the Department of Public Works included a request that adequacy of wastewater treatment and disposal systems as well as compliance with previous agreements with Worcester County be confirmed before approval of this proposal could be considered. Within those comments were requests for a flow study, metering, and a separate engineering report of the ability of the Assateague Pointe WWTP to accept current and future flows for this park. The Department of Environmental Programs had similar comments that included compliance with the sewer service agreement and a request for a water flow study. Both departments would need to indicate agreement that their comments were satisfied by the applicant before signature approval could be given. Thus at this time, these approvals cannot be given as the above items have not been satisfactorily addressed by the applicant.

In reviewing your draft plan submitted via email, we have indicated that the County preference is a mag meter. Our public works department uses Siemens meters. Our Public Works staff identified a spot at the site that would be a good choice for the meter to be installed and accompanied that with a request that the park run two (2) wires from the meter to the pump station, one for power and the other for data so the county could monitor it in their SCADA system. If you put a meter on the common line, we would have no need for counters on the two grinders that supply that line with the flow from the golf, ice cream store and gift shop. These should be drawn into your plan. We reviewed the referenced plan for the meter vault. You noted on the email that you will add a note about obtaining power and signal from the

Citizens and Government Working Together

WORCESTER COUNTY GOVERNMENT CENTER 1 WEST MARKET STREET, ROOM 1306 SNOW HILL, MARYLAND 21863-1249
TEL: 410-632-1220 FAX: 410-632-2012

24

county pump station. You indicated that you want a panel at the vault so that Frontier Town staff has access to the flow data and can report daily readings.

Upon examination of your most recent email, our public works staff are indicating the vault elevation is not correct. They request that the plan detail straight pipe runs upstream and downstream of the meter to make it accurate. Also the campground needs to be sure it sees a full pipe at all times. Public Works still wants to see the campground run a line to the pump station for Mystic so they can tie the readings into our SCADA system.

At this time, we would request a specific plan, detailed in a letter or similar report, with the amended drawing referenced and included, for how the park generally proposes to monitor flow for the commercial portion of the campground. That plan should identify all the sources of flow to the main and meter and how campground flow is not going to the Assateague plant, that only flow the Assateague plant will receive is from the commercial structures and their facilities (water park, camp store, ice cream shop, Chrystal Pistol restaurant, and mini-golf). A discussion on how the park will comply with the Agreement for Service with the Assateague Pointe Sanitary Service Area should also be included in this report. We are requesting that this be submitted to this office within two weeks so we have a chance to review and comment on this submittal in time to allow equipment to be ordered and installed. Having an approved plan to monitor the flow in place before the water park season opens is essential. We will not permit this park to open until this plan is approved and the requisite equipment is installed and operational.

If you have any questions regarding this matter, please feel free to contact me at 410-632-1220 x1601.

Sincerely,



Robert Mitchell, LEHS
Director

Attachments

cc: Water and Sewer Committee

Citizens and Government Working Together

WORCESTER COUNTY GOVERNMENT CENTER 1 WEST MARKET STREET, ROOM 1306 SNOW HILL, MARYLAND 21863-1249
TEL: 410-632-1220 FAX: 410-632-2012

TEL: 410-632-1194
FAX: 410-632-3131
E-MAIL: admin@co.worcester.md.us
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

10

HAROLD L. HIGGINS, CPA
CHIEF ADMINISTRATIVE OFFICER

ROSCOE R. LESLIE
COUNTY ATTORNEY

COMMISSIONERS
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JAMES C. CHURCH
JOSHUA C. NORDSTROM
DIANA PURNELL

To: County Commissioners
From: Harold L. Higgins, Chief Administrative Officer
Re: April 8, 2020
Subject: Request to hire COVID19 Procurement Consultant

In an attempt to ensure that resource constraints do not inhibit procurement efforts to respond to this unprecedented disaster, I am requesting the County enter into the attached consulting contract with Sergio Castillo. Sergio is an experienced procurement manager who can effectively and efficiently procure needed supplies for Worcester County and our partner agencies during the current state of emergency. I also believe that this emergency protective measure in response to the COVID-19 pandemic will be eligible for reimbursement.

Thank you for your consideration.

DRAFT

CONTRACT

This Contract, dated April 14, 2020, between the **County Commissioners of Worcester County, Maryland** ("County") and Sergio Castillo ("Contractor")

1. **Services.** The County contracts with Contractor under the terms below to render the following services:
 - a. **COVID19 procurement**
2. **Term.** The term will begin on the date above and end upon termination by either party.
3. **Payment.** Contractor will be paid \$35 per hour. County will make payments at the end of each month after receiving an itemized invoice for services rendered. Contractor will not be compensated for any expenses unless approved in writing by the County.
4. **Performance by Contractor.** Contractor shall expeditiously proceed with Contractor's services and shall devote no more than 8 hours a day not to exceed 40 hours a week to the services. Contractor shall perform this Contract promptly, properly, and completely.
5. **Termination.** This Contract may be terminated upon the occurrence of one of the following conditions or events: (a) failure to perform the duties as provided in this Contract to the satisfaction of the County; and (b) decision by the County to end the contract effective immediately.
6. **Contract Official.** Contractor must communicate with Billy Birch, Director of Emergency Services (office phone: 410.632.1315) who will be the County Contract Official. Final decisions with respect to the Contract on behalf of the County will be made by the Worcester County Commissioners.
7. **Confidential Information.** Contractor agrees that information received by Contractor during the administration of the Contract may be considered confidential and upon notice agrees to keep such information confidential. No information may be released to any other person or entity without the express written permission of the County.
8. **Employment of Others - Subcontractors.** This Contract is not assignable or transferrable and must be performed personally by Contractor.
9. **Independent Contractor.** The parties agree that Contractor is an independent contractor in its performance of its obligations. Contractor will be responsible for the payment of all taxes including, without limitation, Federal, State and Local taxes, State Income Tax, Social

Security Tax, Unemployment Insurance Tax, and all other taxes or business license fees as required arising out of Contractor's performance hereof. If applicable, Contractor must carry Workers' Compensation Insurance in statutorily-required amounts. Contractor will not receive or be entitled to any benefits such as payment for retirement or pension and disability insurance.

10. **Immunity/Limitation on Actions Against County Commissioners.** This Contract is not a waiver of any immunities or limitations of liability that the County Commissioners or their agents may have.
11. **Indemnification.** Contractor must indemnify the County and its agents from all liabilities, claims, suits, or demands including attorney's fees and court costs which may be incurred or made against the County or its agents relating to this Contract.
12. **Applicable Laws.** This Contract must be construed in accordance with the laws and regulations of Maryland and Worcester County. Exclusive venue and jurisdiction for related litigation must be in the Circuit Court for Worcester County, Maryland or in the District Court of Maryland for Worcester County. Contractor agrees to waives any right to jury trial in any action relating to this Contract.
13. **Notices.** All notices related to the Contract must be in writing and sent postage prepaid by registered or certified mail, return receipt requested, and, if intended for the County Commissioners, shall be addressed to it, to the attention of its President, at Room 1103, Government Center, One West Market Street, Snow Hill, Maryland 21863-1195, and if intended for the Contractor, shall be addressed to its attention at 7132 Ayers Lane Road, Snow Hill, Maryland 21863.
14. **Entire Agreement.** There are no promises, terms, conditions, or obligations other than those contained in this contract. This contract supersedes all communications, representations, or agreements, either verbal or written, between the parties.

DRAFT

Attest:

**County Commissioners of
Worcester County, Maryland**

Harold Higgins
Chief Administrative Officer

Joseph M. Mitrecic
President

Attest:

Sergio Castillo



11

HAROLD L. HIGGINS, CPA
CHIEF ADMINISTRATIVE OFFICER
ROSCOE R. LESLIE
COUNTY ATTORNEY

COMMISSIONERS
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OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

April 6, 2020

TO: Worcester County Commissioners
FROM: Harold L. Higgins, Chief Administrative Officer
Kathy Whited, Budget Officer *KW*
RE: Notice of a Proposed Real Property Tax Increase (Constant Yield Advertisement)

The following draft advertisement is submitted for your consideration of a proposed Real Property Tax Increase (Constant Yield Advertisement). The State Department of Assessments and Taxation has been sent this draft to approve for the required advertisement with a tax increase that would retain the current real property tax rate, which is greater than the constant yield rate. The language for the constant yield advertisement is established by State Code (Tax-Property Article, § 6-308) and must appear in the newspapers as written during the week of April 23, 2020. Additional language is now allowed due to COVID-19 and the proposal for holding public hearings through video/audio conferences, email and written comments. The Constant Yield Tax Rate notice gives property owners' the opportunity to be heard on the issue of real property tax rates before they are final.

The Proposed Real Property Tax Increase advertisement states the following:

- In FY2021 the real property assessable base will increase as outlined by Part 1 and Part 2 of the notice.
- Part 3 of the notice indicates the real property tax increase could be \$0.8278 to offset the increasing assessments. This is the constant yield tax rate.
- Part 4 of the notice proposes to adopt and maintain the real property tax rate of \$.845 which is 2.1% higher than the constant yield tax rate and will generate \$2,766,853 in additional real property tax revenues.

With the proposal that the Constant Yield Advertisement reflect the current real property tax rate of \$.845 this would therefore NOT ALLOW the County to increase the rate higher than \$.845 per \$100 of assessment for real property. We are available for any questions you may have.

Attached please find copies of the following:

Page 2 Constant Yield advertisement
Page 4 2020 Constant Yield Tax Rate Certification

H:\FY21 Budget\FY21 Constant Yield\Constant yield tax rate comm memo.doc

**WORCESTER COUNTY NOTICE
OF A PROPOSED REAL PROPERTY TAX INCREASE**

The Board of County Commissioners of Worcester County proposes to increase real property taxes.

1. For the tax year beginning July 1, 2020, the estimated real property assessable base will increase by 2.1% from \$15,734,438,820 to \$16,061,877,029.

2. If Worcester County maintains the current tax rate of \$0.845 per \$100 of assessment, real property tax revenues will increase by 2.1% resulting in \$2,766,853 of new real property tax revenues.

3. In order to fully offset the effect of increasing assessments, the real property tax rate should be reduced to \$0.8278, the constant yield tax rate.

4. The County is considering not reducing its real property tax rate enough to fully offset increasing assessments. The County proposes to adopt a real property tax rate of \$0.845 per \$100 of assessment. This tax rate is 2.1% higher than the constant yield tax rate and will generate \$2,766,853 in additional real property tax revenues.

A public hearing on the proposed real property tax rate increase will be held at 7:00 P.M., on Tuesday, May 5, 2020 at the Worcester County Government Center, One West Market Street, Room 1103, Snow Hill, Maryland 21863.

Due to the COVID-19 pandemic, and in lieu of public appearance, the meeting will be held remotely via video teleconference. If you would like to speak at this public hearing you must register in advance at (<https://usxxweb.zoom.us/webinar/register/xxx>). The meeting will also be streamed live on the County website at <http://worcestercountymd.swagit.com/live>.

The hearing is open to the public and public testimony is encouraged. Participants who join the video/audio conference

will be enabled to speak by the meeting chair. Speakers will be allowed to address the County Commissioners for up to two (2) minutes. Public Comment may also be submitted in advance by email at wchearing@co.worcester.md.us or in writing received on or before 4:00 PM Eastern Standard Time on Monday, May 4, 2020 in the County Commissioners' Office at Room 1103 Government Center, One West Market Street, Snow Hill, MD 21863.

All commenters must identify themselves by their full name and address to be included in the public record. Written comments received by the deadline will be read into the record by Worcester County staff during the public comment portion of the meeting.

Persons with questions or wanting additional information regarding this hearing may call (410) 632-1194.

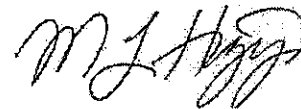
DRAFT

2020 Constant Yield Tax Rate Certification

Taxing authority: **Worcester
 County**

1	1-Jul-2019	Gross assessable real property base	\$	15,884,134,247
2	1-Jul-2019	Homestead Tax Credit	-	<u>149,695,427</u>
3	1-Jul-2019	Net assessable real property base		15,734,438,820
4	1-Jul-2019	Actual local tax rate (per \$100)	x	<u>0.8450</u>
5	1-Jul-2019	Potential revenue	\$	132,956,008
6	1-Jul-2020	Estimated assessable base	\$	16,335,045,374
7	1-Jan-2020	Half year new construction	-	62,690,690
8	1-Jul-2020	Estimated full year new construction*	-	44,057,000
9	1-Jul-2020	Estimated abatements and deletions**	-	<u><u>166,420,655</u></u>
10	1-Jul-2020	Net assessable real property base	\$	16,061,877,029
11	1-Jul-2019	Potential revenue	\$	132,956,008
12	1-Jul-2020	Net assessable real property base	÷	16,061,877,029
13	1-Jul-2020	Constant yield tax rate	\$	0.8278

Certified by



Director

* Includes one-quarter year new construction where applicable.
 **Actual + estimated as of July 1, 2020, including Homestead Tax Credit.
 Form CYTR #1



12

HAROLD L. HIGGINS, CPA
CHIEF ADMINISTRATIVE OFFICER
ROSCOE R. LESLIE
COUNTY ATTORNEY

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OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

April 7, 2020

TO: Worcester County Commissioners
FROM: Harold L. Higgins, Chief Administrative Officer
Kathy Whited, Budget Officer
RE: FY2021 Notice of Public Hearing Operating Budget Advertisement

Attached please find a copy of the required advertisement that will be placed in the newspapers for the Notice of Public Hearing for the FY2021 Operating Budget. In order for the County Commissioners to review the FY21 budget within the current real property tax rate of \$.845, the County will take emergency actions to address the COVID-19 Pandemic with fiscal measures. The advertisement will include the estimated revenues and requested expenditures consolidated and delivered to the Commissioners at the March 17, 2020 meeting. Due to the economic effects that COVID-19 will present, reductions in Income Taxes, Investment Interest and Program Open Space were revised down. Upon review and given the present real property tax rate, work has begun to bring the requested FY21 budgets in line with revised estimated revenues. It is our belief that during the budget work sessions which begin in May, these revisions will be a starting point for Commissioners and staff.

Attached you will find the FY21 budget advertisement which now includes the March 17 request and COVID-19 revisions so the public will be able to comment on budget estimates that more accurately reflect the current economic conditions.

Due to the COVID-19 pandemic, and in lieu of public appearance, the meeting will be held remotely via video teleconference. We plan to advertise with the following options:

If you would like to speak at this public hearing you must register in advance at (<https://usxxweb.zoom.us/webinar/register/xxx>). Participants who join the video/audio conference will be enabled to speak by the meeting chair. Speakers will be allowed to address the County Commissioners for up to two (2) minutes. The meeting will also be streamed live on the County website <https://worcestercountymd.swagit.com/live>. Public Comment may also be submitted in advance by email at wchearing@co.worcester.md.us or in writing received on or before 4:00 PM Eastern Standard Time on Monday, May 4, 2020 in the County Commissioners Office at Room 1103 Government Center, One West Market Street, Snow Hill, MD 21863. The public hearing will be held on Tuesday, May 5, 2020, at 7:00 PM from the Government Center, One West Market Street, Snow Hill, MD 21863.

The advertisement for the Notice of Public Hearing FY2021 Estimated Operating Budget is legally required to run at least once a week for two weeks. It will be advertised during the weeks of April 23 and April 30, 2020.

Attachment: Notice of Public Hearing

Kjw\\wcf\file2\users\kwhited\FY21 Budget\FY21 Requested Budget Public Hearing Ad\fy21 requested budget ad comm memo revised kw.doc

Citizens and Government Working Together

DRAFT

WORCESTER COUNTY
NOTICE OF PUBLIC HEARING
FY 2021 OPERATING BUDGETS

The Worcester County Commissioners will hold a public hearing to receive comments on the Fiscal Year 2021 Operating Budgets for the Agencies and Departments which are funded by the Worcester County Commissioners. Due to the COVID-19 pandemic, and in lieu of public appearance, the meeting will be held remotely via video teleconference. If you would like to speak at this public hearing you must register in advance at (<https://usxxweb.zoom.us/webinar/register/xxx>). Participants who join the video/audio conference will be enabled to speak by the meeting chair. Speakers will be allowed to address the County Commissioners for up to two (2) minutes. Public Comment may also be submitted in advance by email at wchearing@co.worcester.md.us or in writing received on or before 4:00 PM Eastern Standard Time on Monday, May 4, 2020 in the County Commissioners Office at Room 1103 Government Center, One West Market Street, Snow Hill, MD 21863.

The meeting will be streamed live on the County website <https://worcestercountymd.swagit.com/live> at:

7:00 P.M., Tuesday, May 5, 2020

General Fund requested expenditures consolidated on March 17, 2020 exceeded available revenues (based upon current tax rates) by \$11,326,214. Due to COVID-19, revisions to revenues and expenditures have been reduced in anticipation of economic forecasts which now amends the shortfall to \$272,504. This difference must be reconciled by the County Commissioners either through reductions in expenditures or increases in taxes, fees and/or use of Budget Stabilization Funds. Copies of the requested and revised budgets are available for public inspection on the Worcester County website at www.co.worcester.md.us.

			GENERAL FUND ESTIMATED REVENUES		
	Requested Budget	Covid-19 Revised		Requested Budget	Covid-19 Revised
Property Taxes	\$ 145,059,221	\$ 145,059,221	Licenses & Permits	2,506,182	2,506,182
Income Taxes	30,000,000	26,500,000	Charges for Services	6,558,570	6,558,570
Other Local Taxes	13,781,000	13,781,000	Fines & Forfeits	52,700	52,700
State Shared	1,811,823	1,811,823	Interest	1,500,000	850,000
Federal Grants	369,957	369,957	Misc/Sale of Assets/& Other	440,561	440,561
State Grants	5,354,372	5,266,872	Transfers In – Casino/Local Impact Grant Funds	2,497,400	2,497,400
TOTAL ESTIMATED REQUESTED & REVISED REVENUES				\$ 209,931,786	\$ 205,694,286

25

	<u>GENERAL FUND ESTIMATED EXPENDITURES</u>				
	Requested Budget	Covid-19 Revised		Requested Budget	Covid-19 Revised
Board of Education: Operating Expenses Debt Payments to be paid on behalf	\$ 98,529,334 12,494,881	\$ 94,611,239 12,494,881	Library	2,826,767	2,669,521
Boat Landings	477,315	302,315	Maintenance	1,278,217	1,053,342
Circuit Court	1,286,419	1,283,919	Mosquito Control	223,830	189,405
Commission On Aging	1,505,778	1,450,878	Natural Resources	521,254	521,254
County Administration	980,197	983,367	Orphan's Court	28,294	27,800
Debt Service (less Education Debt)	1,440,788	1,440,788	Other General Government	2,690,284	2,451,284
Development Review & Permitting	1,872,260	1,787,703	Other General Government: (State Dept. of Assessment Operating Exp)	730,745	589,787
Economic Development	448,471	395,738	Parks	2,003,395	1,826,205
Elections	1,057,341	1,054,533	Public Works Administration	663,852	607,152
Emergency Services	3,350,706	3,020,315	Recreation	1,798,342	1,646,232
Environmental Programs	1,548,032	1,423,749	Recreation & Culture	85,001	75,000
Extension Office	206,697	206,697	Recycling	972,486	839,886
Fire Marshal	551,353	516,664	Roads	4,441,199	3,496,753
Grants to Towns	7,242,640	5,986,250	Sheriff	8,827,604	7,455,700
Health Department	5,683,797	5,683,797	Social Service Groups	841,368	675,078
Homeowner Convenience Centers	797,716	687,716	State's Attorney	1,482,633	1,484,463
Human Resources	471,341	435,691	Taxes Shared w/ Towns	2,645,257	2,345,257
Information Technology	522,436	522,386	Tourism	1,331,527	1,264,727
Insurance & Benefits: (Includes OPEB-all employees)	23,916,877	21,584,483	Treasurer	1,224,778	1,163,841
Interfund	756,945	0	Vol. Fire Co. & Ambulance Co.	9,418,369	7,861,124
Jail	9,663,352	9,431,748	Wor-Wic Community College	<u>2,418,122</u>	<u>2,418,122</u>
	TOTAL REQUESTED & REVISED EXPENDITURES			<u>\$ 221,258,000</u>	<u>\$ 205,966,790</u>

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