

AGENDA

WORCESTER COUNTY COMMISSIONERS

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

December 19, 2017

- | | <u>Item #</u> |
|--|----------------|
| 9:00 AM - Meet in Commissioners' Conference Room - Room 1103 Government Center, One West Market Street, Snow Hill, Maryland - Vote to Meet In Closed Session | |
| 9:01 - Closed Session: Discussion regarding hiring five (5) Correctional Officer Trainees at the Jail; posting to fill vacancies for an Office Assistant IV in the Maintenance Division of Public Works and a Part-Time Document Imager II for the Treasurer's Office, and reclassifying the position of Assistant Support Services Manager to Assistant Manager of the Berlin Branch Library for the Worcester County Library; receiving legal advice from Counsel; and performing administrative functions | |
| 10:00 - Call to Order, Prayer, Pledge of Allegiance | |
| 10:01 - Report on Closed Session; Review and Approval of Minutes | |
| 10:10 - Chief Administrative Officer: Administrative Matters
(Bid Specifications for Housing Rehabilitation Projects - Stockton Area Home Rehabilitation, and Berlin Area Home Septic Installation; Worcester Technical High School Roof Repair Funding; Permission for Out-of-State Travel to National Association of Sports Commission Symposium; Community Assistance Visit - National Flood Insurance Program; Request for Allocation of Mystic Harbour EDU's to Frontier Town; 2018 Hurricane Conference Attendance; Transportation Priority Letters - Chapter 30 Requirements; Upcoming Board Appointments; and potentially other administrative matters) | 1-9 |
| 10:20 - | |
| 10:30 - C. Hall - TGM Group: FY17 Comprehensive Annual Financial Report (CAFR) | 10 |
| 10:40 - | |
| 10:50 - Chief Administrative Officer: Administrative Matters | 1-9, continued |
| 11:00 - | |
| 11:10 - | |
| 11:20 - | |
| 11:30 - Maryland Department of Planning Listening Session with County and Town Elected Officials
- State Development Plan - A Better Maryland | 11 |
| 11:40 - | |
| 11:50 - | |
| 12:00 - Questions from the Press | |
| Lunch | |
| 1:00 PM - Chief Administrative Officer: Administrative Matters (If Necessary) | |
| 1:10 - | |
| 1:20 - | |
| 1:30 - | |

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

Hearing Assistance Units Available - see Kelly Shannahan, Asst. CAO.

Please be thoughtful and considerate of others.

Turn off your cell phones & pagers during the meeting!

Minutes of the County Commissioners of Worcester County, Maryland

December 5, 2017

Madison J. Bunting, Jr., outgoing President
Diana Purnell, outgoing Vice President and incoming President
Anthony W. Bertino, Jr.
James C. Church
Theodore J. Elder, incoming Vice President
Merrill W. Lockfaw, Jr.
Joseph M. Mitrecic

Following a motion by Commissioner Lockfaw, seconded by Commissioner Church, 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), (7), and (8) of the General Provisions Article of the Annotated Code of Maryland and to perform administrative functions. Also present at the closed session were Harold L. Higgins, Chief Administrative Officer; Kelly Shannahan, Assistant Chief Administrative Officer; Maureen Howarth, County Attorney; Kim Moses, Public Information Officer; and Stacey Norton, Human Resources Director. Topics discussed and actions taken included: posting to fill vacancies for a Landfill Operator II for Solid Waste, and a Fleet Management Superintendent for the Fleet Management Division of Public Works, an MIS Document Imaging Supervisor for the Treasurer's Office, and a Correctional Officer Trainee for the Jail; reviewing pending litigation; receiving legal advice from counsel; and performing administrative functions.

After the closed session, the Commissioners reconvened in open session. Commissioner Bunting called the meeting to order and announced the topics discussed during the morning closed session.

The Commissioners reviewed and approved their November 21, 2017 open session minutes as presented and closed session minutes as amended.

The Commissioners held the election of officers for the coming year through December 4, 2018. Upon a nomination by Commissioner Elder, the Commissioners unanimously voted to elect Commissioner Purnell as President of the Board of County Commissioners. Upon a nomination by Commissioner Mitrecic, the Commissioners unanimously elected Commissioner Elder as Vice President of the Board of County Commissioners.

Commissioner Purnell thanked the Commissioners for their unanimous pledge of support, and she advised those in attendance that it takes seven Commissioners, seven sets of ideas and opinions to maintain a strong County, and she stated that a goal of her presidency will be to assure the group operates as a united front, even on issues on which they do not fully agree, to continue to serve the County to the best of their ability. Commissioner Elder concurred.

The Commissioners met with Budget Accountant Kim Reynolds to review and consider scheduling a public hearing on the requested five-year Capital Improvement Plan (CIP) FY19 - FY23. Ms. Reynolds advised the Commissioners that projects totaling \$100,293,055 are proposed over the five-year period. She stated that, of the proposed projects, \$8,859,128 or 8.88% are proposed to be funded by the General Fund and \$54,323,785 or 54.17% from general bond funds. The remaining portion would be funded by user fees, grant funds, State match funds, State loans, enterprise fund bonds or a local bank loan. She reminded the Commissioners that the CIP is strictly a planning document, and a project's inclusion in the CIP does not constitute funding approval. Rather, each project will be considered and if approved would be refined as details come to light and as projected revenues are known. Priority projects would be given approval to move forward with more detailed planning.

Upon a motion by Commissioner Mitrecic, the Commissioners unanimously agreed to schedule a public hearing on January 2, 2018 to receive public comment on the requested five-year CIP FY19 - FY23 as presented.

The Commissioners reviewed a letter from Ocean City Mayor Rick Meehan requesting a property tax differential for Ocean City taxpayers for the fiscal year beginning July 1, 2018. Mr. Higgins advised that he will meet with Ocean City Officials, in accordance with Section 6-306(g)(1) of the Tax-Property Article of the Annotated Code of Maryland, which states that at least 90 days before the date that the annual County budget is approved the County and any municipal corporation submitting a tax setoff request under subsection (f)(3) shall designate appropriate policy and fiscal officers or representatives to meet and discuss the nature of the tax setoff request, relevant financial information of the County and municipal corporation, and the scope and nature of services provided by both entities.

Following some discussion and upon a motion by Commissioner Elder, the Commissioners unanimously directed Chief Administrative Officer Harold L. Higgins to contact the town in the near future to schedule a meeting with town representatives to discuss the nature of the Ocean City tax setoff request.

Pursuant to the request of Warden Donna Bounds and upon a motion by Commissioner Bertino, the Commissioners unanimously authorized Warden Bounds to sign the annual licensing agreement between the County Jail (customer) and LexisNexis (provider) for the provision of legal research materials from December 1, 2017 through November 30, 2020, at a monthly cost of \$718. Warden Bounds advised that this legal research kiosk is a valuable online tool, much like a portable legal library, that is made available to the inmates.

The Commissioners met with Library Director Jennifer Ranck to review proposals from Douron, Inc. of Owings Mills, Maryland in the amount of \$286,052.77 for the purchase of furnishings and equipment at the new Berlin Branch Library and from Skyline Technology Solutions of Glen Burnie, Maryland at a cost of \$10,917.72 to run fiber to connect County Branch Libraries to the SAILOR network with assistance from the Eastern Shore Regional Library. Ms. Ranck advised that the quote from Douron is within the projected budget of \$400,000 for this purchase and utilizes previously bid contracts under the Mid-Atlantic Purchasing Team contract. Therefore, she recommended waiving the local bid requirements. In

response to a question by Commissioner Bertino, Ms. Ranck advised that Douron's proposal came in under budget, and the greatest benefit to working with Douron is the company's ability to work with multiple manufactures to find the best quality furniture for the new branch library at the best price through the Mid-Atlantic Purchasing Team contract.

Following some discussion and upon a motion by Commissioner Church, the Commissioners voted 6-1, with Commissioner Bertino voting in opposition, to waive the standard bid process and to accept the following proposals as presented: Douron in the amount of \$286,052.77 for the purchase of furniture and shelving to be installed at the new Berlin Branch Library; and Skyline Technology Solutions in the amount of \$10,897.72 to connect the County Library in Berlin to the SAILOR network, with assistance from the Eastern Shore Regional Library.

Pursuant to the recommendation of Emergency Services Director Fred Webster and upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized staff to apply for a Local Government Insurance Trust (LGIT) grant in the amount of \$3,628 to cover all expenses associated with sending two Emergency Services staff members to the National Hurricane Conference from March 26-29, 2018 in Orlando, Florida.

Pursuant to the request of Mr. Webster and upon a motion by Commissioner Mitrecic, the Commissioners unanimously approved additional funding of \$35,000 within the FY18 Overtime Budget for Emergency Services. Mr. Webster stated that every week Emergency Services has at least 24 hours of overtime due to staffing shortages caused by extenuating circumstances. In response to a question by Commissioner Elder, Mr. Webster advised that Emergency Services has exceeded its overtime budget by approximately \$20,000 annually for the past several fiscal years due to staffing shortages, turnover, and the training of new employees. He further stated that, as of November 2017, they have already spent more than 91% of that \$20,000 budget for FY18, as staff strive to cover the shifts for an employee who was struck by a vehicle and will be out for an extended period on medical leave. Chief Administrative Officer Harold Higgins advised that staff will likely identify year-end surplus funds in other categories, including the salaries budget, to cover this expense administratively, once the fiscal year is completed.

Pursuant to the recommendation of Mr. Webster and upon a motion by Commissioner Elder, the Commissioners unanimously adopted Resolution No. 17-25, approving revised names for approved private roads in the River Run Residential Planned Community (RPC), to include Wentworth Lane, Brooklawn Lane, Oakland Hills Lane, and Augusta Lane. Mr. Webster advised that Resolution No. 17-20 adopted on September 19, 2017 reflected approval for the approved private road in the RPC that was originally named Carnouste Lane; however it was determined that this lane actually consisted of five separate road segments, each of which must have a separate name, and the revised names approved under Resolution No. 17-25 reflect that change.

Development Review and Permitting (DRP) Director Ed Tudor updated the Commissioners on the status of Nuisance Abatement Order 17-1 for the former Planted Pleasures property owned by Kevin J. Evans and located at 10307 Racetrack Road in Berlin, Maryland. Mr. Tudor stated that the nuisance conditions are far, far worse than staff had anticipated, noting that

as of today the contractor working with DRP to clean up the property has hauled away eight dumpsters of debris and materials, which has barely made a dent in the cleanup process. He stated that it would be extremely difficult if not impossible to determine the ultimate cost of the work because there is too much unseen debris to safely bring in equipment to clear out the lot. Therefore, the materials must be collected and disposed of by hand. He requested that the Commissioners waive the standard bid process in the event that the cleanup process exceeds \$10,000 and continues on a time and materials basis with the current contractor.

Pursuant to the request of Mr. Tudor and upon a motion by Commissioner Lockfaw, the Commissioners unanimously agreed to waive the standard bid process and authorize DRP to complete the cleanup on a time and materials basis, with the current contractor as requested. Commissioner Church praised DRP staff for their efforts to work with Mr. Evans and to clean up the property. In response to a question by Commissioner Elder, Mr. Tustin stated that it has been a nightmare attempting to clean up this property due to the extent of the nuisance, and he estimated abatement costs to exceed \$20,000. Commissioner Bunting stated that the property is worth far more than \$20,000 or \$30,000, so the County should be able to recoup the cost.

The Commissioners reviewed the Findings of Fact and Rezoning Resolutions for Rezoning Cases 409, 410, 411, and 412, submitted on the same date by Attorney J. Carroll Holzer and/or the property owners to rezone four properties located on the west side of MD Rt. 611 south of MD Rt. 376 in the Tenth Tax District of Worcester County, Maryland from E-1 Estate District to R-1 Rural Residential District as follows.

Pursuant to the recommendation of Mr. Tudor and upon a motion by Commissioner Mitrecic, the Commissioners unanimously adopted the Findings of Fact and Zoning Reclassification Resolution No. 17-03, regarding Rezoning Case No. 409 (applicants Mac Dean and Joan H. Jenkins and Attorney J. Carroll Holzer) to rezone approximately 20.1 acres of land shown on Tax Map 33 as Lots 1, 2A, and 2B of Parcel 338 from E-1 Estate District to R-1 Rural Residential District.

Pursuant to the recommendation of Mr. Tudor and upon a motion by Commissioner Mitrecic, the Commissioners unanimously adopted the Findings of Fact and Zoning Reclassification Resolution No. 17-04, regarding Rezoning Case No. 410 (applicants Raymond S. and Jean M. Shanley) to rezone approximately 5.128 acres of land shown as Lot 2C of Parcel 338 on Tax Map 33 from E-1 Estate District to R-1 Rural Residential District.

Pursuant to the recommendation of Mr. Tudor and upon a motion by Commissioner Mitrecic, the Commissioners unanimously adopted the Findings of Fact and Zoning Reclassification Resolution No. 17-05, regarding Rezoning Case No. 411 (applicants Donald B. and Deborah J. Bounds) to rezone approximately 1.34 acres of land identified as Parcel 211 on Tax Map 33 from E-1 Estate District to R-1 Rural Residential District.

Pursuant to the recommendation of Mr. Tudor and upon a motion by Commissioner Mitrecic, the Commissioners unanimously adopted the Findings of Fact and Zoning Reclassification Resolution No. 17-06, regarding Rezoning Case No. 412 (applicant William C. Waterman, II), to rezone approximately 1.22 acres of land identified as Parcel 190 on Tax Map 33 from E-1 Estate District to R-1 Rural Residential District.

Pursuant to the recommendation of Mr. Tudor and upon a motion by Commissioner

Elder, the Commissioners unanimously agreed to schedule a public hearing on January 2, 2018 to receive public comment on an application submitted by Hugh Cropper, IV on behalf of Kathleen Clark to establish a Residential Planned Community (RPC) floating zone on the property known as Shady Side Village, located on the southerly side of MD Rt. 707 (Old Bridge Road), west of Greenridge Lane, and more specifically identified on Tax Map 26 as Parcel 157, and proposed for the development of 36 duplex units and one single-family unit development. Mr. Tudor advised that the proposal received a favorable recommendation by the Planning Commission.

Pursuant to the request of Economic Development Director Merry Mears and upon a motion by Commissioner Mitrecic, the Commissioners unanimously approved funding in the amount of \$1,363 to cover all expenses for Economic Development Deputy Director Kathryn Gordon to participate in the Economic Development Credit Analysis course offered by the International Economic Development Council (IEDC) in Baltimore, Maryland from February 21-23, 2018. This is the first of four core IEDC training courses Ms. Gordon must complete to become a Certified Economic Developer.

Pursuant to the request of Ms. Mears and upon a motion by Commissioner Bertino, the Commissioners unanimously authorized Commission President Purnell to sign the Independent Contractor's Agreement between the County Commissioners of Worcester County, Maryland and Fawn Mete of Sinepuxent Group, LLC for the 2018 Summer Step Up and Reach for the Stars STEM Camp and Internship Program. Ms. Mears advised that since 2013 the program has engaged 239 students from middle school through college in experiential STEM workforce development activities, and she thanked the Commissioners for their ongoing support of this vital program, which is beginning to bear fruit in keeping local students in the area to pursue their careers.

Pursuant to the recommendation of Ms. Mears and upon a motion by Commissioner Mitrecic, the Commissioners voted 5-2, with Commissioners Bertino and Bunting voting in opposition, to authorize the use of \$1,500 in Economic Development funds to cover Worcester County's share of a \$16,100 Economic and Social Impact Study of Non-profits on the Eastern Shore to be coordinated by the Community Foundation of the Eastern Shore (CFES) and conducted by Maryland nonprofits. In response to a question by Commissioner Bertino, Ms. Mears advised that other local government agencies, which have been approached to provide funding for the study include the Greater Ocean City Chamber of Commerce, Salisbury and Wicomico County Economic Development, the Salisbury Chamber of Commerce, Somerset County, and the Cambridge Chamber of Commerce, as well as United Way. She stated that the study will provide a platform for local philanthropists to understand how the dollars they donate are benefitting the community. Commissioners Bertino and Bunting questioned whether such a contribution for this study was a proper use of County funds.

Pursuant to the request of Ms. Mears and upon a motion by Commissioner Mitrecic, the Commissioners unanimously adopted Resolution No. 17-26 endorsing a local Economic Development Revolving Loan Fund for projects in Worcester County, Maryland to be administered by the Tri-County Council (TCC) for the Lower Eastern Shore. Ms. Mears advised

that Maryland Economic Development Assistance and Authority Funds (MEDAAF) of \$100,000 from the Maryland Department of Commerce and matching funds of \$100,000 from the TCC will be available to help small business owners in Worcester County and at no cost to the County. Commissioner Mitrecic stated that this program will help a lot of small businesses get off the ground and create jobs in the County. Commissioner Church concurred.

Pursuant to the recommendation of Mr. Higgins and upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized Commission President Purnell to sign a reaffirmation letter for the Ocean City Inlet Dredging Project in partnership with Ocean City and the Department of Natural Resources (DNR). The Commissioners originally sent a letter on May 19, 2015 to the U.S. Army Corps of Engineers (USACE) seeking their immediate assistance to restart the design and implementation phase to deepen the Ocean City Harbor and Inlet per the findings of the 1998 Ocean City, Maryland and Vicinity Water Resources Study to provide dredging relief in the Ocean City harbor and inlet channels in response to a dramatic increase of shoaling that has caused major negative impacts on commercial fishing, recreational boating, and the overall tourism industry. In response to a question by Commissioner Bunting, Mr. Higgins advised that funds of \$150,000 from the Town of Ocean City and \$150,000 from Worcester County are available within the Beach Replenishment Fund to cover the local contribution. Commissioner Bunting thanked Ocean City Engineer Terry McGean who identified the funds. Commissioner Church concurred, noting that the Town of Ocean City's partnership in this endeavor is greatly appreciated.

Pursuant to the request of Environmental Programs Director Bob Mitchell and upon a motion by Commissioner Church, the Commissioners voted 6-1, with Commissioner Elder voting in opposition, to authorize Commission President Purnell to sign the FY18 Dividing Creek Rural Legacy Area (RLA) Grant Agreement for funding of \$1,560,000 for the Dividing Creek RLA. Mr. Mitchell stated that the grant funding will be split between agency partners, Somerset and Worcester Counties, and the Nature Conservancy, with funds to be used to purchase conservation easements in Somerset and Worcester Counties from willing landowners and will also cover County administrative costs.

Pursuant to the request of Public Works Director John Tustin and upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized Commission President Purnell the sign the Worcester County Small Project Agreement with Sun TRS Frontier, LLC to connect the Frontier Town Campground to the Mystic Harbour Wastewater Treatment Plant (WWTP).

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Mitrecic, the Commissioners unanimously accepted the proposal from Modern Controls of New Castle, Delaware at a cost of \$183,725, plus the optional five-year software maintenance at an additional cost of \$10,420.50, for a total cost of \$194,145.50 for building automation systems upgrades to the heating, ventilation, and air conditioning (HVAC) systems in 10 Worcester County Government facilities, which have complex automatic temperature control (ATC) systems. Mr. Tustin stated that, among the many benefits, the upgrades will allow County staff to identify

control issues more quickly and allow HVAC programers to connect remotely to troubleshoot control issues.

The Commissioners reviewed a letter from James W. Meredith, District Engineer for the State Highway Administration (SHA), advising that the speed limits will be reduced on MD Rt. 367 (Bishopville Road), in response to the Commissioners' request and the findings of a speed study in the area. In his letter, he advised that the new reduced speeds will be implemented in the upcoming weeks, with a 45-mph speed zone about 0.1 mile east of U.S. Rt. 113, extending easterly for 1.15 miles, and a 35-mph speed zone at 1.25 miles east of U.S. Rt. 113, extending easterly for 0.27 mile. Commissioner Bunting publicly thanked Mr. Meredith and SHA staff for working with the County to reduce the speed limit through this area.

Pursuant to the recommendation of County Attorney Maureen Howarth in response to a recent request by Chesapeake Utilities (Chesapeake) and upon a motion by Commissioner Elder, the Commissioners unanimously adopted Resolution No. 17-27 terminating the Non-Exclusive Franchise Agreement with Chesapeake. Ms. Howarth advised that the County entered into a non-exclusive franchise agreement with Chesapeake that allowed the company to provide natural gas service to residents and business owners throughout the County, under which the County was to be paid \$10,000 a year or \$2 per customer, whichever was greater; however, Chesapeake had no customers in the County during most of that time and only paid the County one payment, which was the initial franchise fee required of \$10,000 on July 19, 2011, though the language in the agreement did not exempt Chesapeake from paying the fee if the company had no customers. She concluded that under the termination agreement, Chesapeake will pay the County \$30,000 for the years 2012-2014, with the County to forgive the payments from 2015-2017

The Commissioners reviewed and discussed various board appointments.

Upon nominations by Commissioner Mitrecic, the Commissioners unanimously agreed to reappoint Michael Patchett to the Board of Electrical Examiners and Glenn Irwin to the Board of Zoning Appeals for three-year terms each expiring December 31, 2020.

Upon nominations by Commissioner Bunting, the Commissioners unanimously agreed to reappoint Kathy Drew to the Agricultural Preservation Advisory Board and Robert Fisher to the Economic Development Advisory Board for four-year terms each expiring December 31, 2021; to appoint William Cooper to the Wor-Wic Community College (WWCC) Local Advisory Council for a three-year term expiring June 30, 2020 to replace Arlene Page whose term expired; and to appoint David Deutsch to the Ethics Board and Gregory Slater to the Water and Sewer Advisor Council for the Ocean Pines Service Area for four-year terms each expiring December 31, 2021 to replace Richard Passwater and Mike Hegarty, respectively, whose terms expire at the end of the year.

The Commissioners answered questions from the press, after which they adjourned to trim the Christmas tree in the first-floor atrium with Worcester County Developmental Center clients and then adjourned to meet again on December 19, 2017.

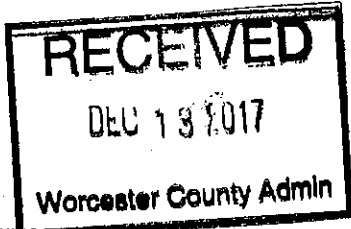


DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

GOVERNMENT CENTER
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SNOW HILL, MARYLAND 21863
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www.co.worcester.md.us/drp/drpindex.htm

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ZONING DIVISION
BUILDING DIVISION
ADMINISTRATIVE DIVISION

DATA RESEARCH DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

Memorandum

To: Worcester County Commissioners
CC: File
From: Jo Ellen Bynum *JEB*
Date: 12/13/2017
Re: Worcester County Housing Rehabilitation Program Bid Packages MD-18-CD-21

Attached for your review, please find bid packages for two projects under the County's new CDBG Housing Rehabilitation Grant, MD-18-CD-21.

The first package is for the overall rehabilitation of a home located in the Stockton area, to include handicapped accessibility components for the bathroom and existing ramp. This project is expected to be funded with a combination of CDBG funds, AHSP grant funds and a grant in partnership with Shore Up!, Inc.

The second package is for the installation of a new septic drainfield at a property located in the Berlin area. This project will encompass the demolition of the existing home and subsequent construction of a 1,040 sq. ft. handicapped accessible replacement home. The demo and replacement home funding has been secured through a combination of STAR loan and an AHSP grant. The septic work is to be funded with the CDBG grant.

At this time I am requesting the Commissioners approval to place these packages out for the County's bidding process.

**NOTICE TO HOME IMPROVEMENT CONTRACTORS
INVITATION TO BID
Housing Rehabilitation
Worcester County, Maryland**

The Worcester County Commissioners are currently accepting bids for rehabilitation work to be performed on a single family home located in the Stockton area of the County. Bid specification packages and bid forms are available to licensed Maryland Home Improvement Contractors and may be picked up from the Office of the County Commissioners, Room 1103, One West Market Street, Snow Hill, Maryland 21863 or by calling the Commissioners Office at 410-632-1194 to request a package by mail. Packages are also available on the Worcester County Government website at www.co.worcester.md.us on the Commissioners Department tab under "Bid Board".

This project is proposed to be funded by the Community Development Block Grant Program and is thus subject to all applicable Equal Opportunity and Civil Rights guidelines. Sealed bids will be accepted until **1:00 p.m. on Monday, January 8, 2018** in the Office of the County Commissioners at the above address at which time they will be opened and publicly read aloud. Envelopes shall be marked "**Housing Rehabilitation Bid – January 8, 2018**" in the lower left-hand corner. Bids shall be reviewed by the staff and awarded by the County Commissioners at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any or all bids, waive formalities, informalities, and technicalities therein and to take whatever bid they determine to be in the best interest of the County considering lowest or best bids, quality of work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts or any other factors they deem appropriate.

All inquiries regarding the bid specifications shall be directed to the Program Inspector, Dave Walter, at 410-213-2021. All other inquiries shall be directed to Jo Ellen Bynum, Housing Program Administrator, at 410-632-1200, ext. 1171.

WORCESTER COUNTY HOUSING REHABILITATION PROGRAM

GENERAL SPECIFICATIONS

These specifications cover general items of information relating to this bid solicitation. Detailed specifications for the homes to be rehabilitated are attached. Bids will be accepted until 1:00 p.m. on Monday, January 8, 2018 at the Worcester County Commissioners Office, Room 1103, One West Market Street, Snow Hill, Maryland 21863 at which time they will be opened and read aloud. General telephone inquiries may be directed to the County's Housing Consultant, Jo Ellen Bynum, at 410-632-1200, ext. 1171. Questions of a technical nature may be directed to the Program Inspector, Dave Walter, at 410-213-2021. Bids may be mailed or delivered in person. Faxed bids are not acceptable. Bids must be clearly marked "Housing Rehabilitation Bid – January 8, 2018". Each bid must be signed and dated.

Contractor qualifications: Any contractor who has not submitted a Contractor Qualification form to the Program within the past six (6) months must complete and return the enclosed form. Contractors for these projects must be licensed Maryland Home Improvement Contractors as well as possess active liability insurance (\$100,000/\$300,000 for personal injury and \$50,000/\$100,000 for property damage).

Completion of job: Contractors are expected to commence work within ten (10) days of the issuance of the Notice To Proceed. Work must be completed within thirty (30) days of commencement of job. If anticipated start date and completion schedule is different than outlined above, please write estimated dates on enclosed Bid Form.

Contracting Policy: Attached to this bid is a copy of the Rehabilitation Program Guidelines. Contractors are urged to read this document carefully.

Worcester County Housing Rehabilitation Program
Bid Submission Checklist

Bid packages to include at a minimum:

- Contractor Qualification Form
- Conflict of Interest Disclosure Form
- Bid Form- submit on company letterhead
- Scope of Work- all line items completed and total price

**WORCESTER COUNTY HOUSING REHABILITATION PROGRAM
CONTRACTOR QUALIFICATION FORM**

Contractor _____

Address _____

Phone Number _____

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

Insurance Company, Agent, & Coverages: _____

List of Company Officers: _____

List of Licenses Currently Held:

MHIC Number Exp. Date

MBR Number Exp. Date

MDE Lead Cert. Exp. Date

EPA Lead Cert. Exp. Date

Trade References (2)

Name Phone

Name Phone

Client References (2)

Name Phone

Name Phone

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

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

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

_____ Minority Business Enterprise

_____ Women's Business Enterprise

_____ Disadvantaged Business Enterprise

_____ Section 3 Employer

**Conflict of Interest Disclosure
Contractor***

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

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

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

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

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

Signed: _____ Date: _____

Name: _____ (Print)

Signed: _____ Date: _____

Name: _____ (Print)

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

9/2017

For Grantee Use Only:

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

WORCESTER COUNTY IS REQUESTING QUOTATIONS FROM QUALIFIED CONTRACTORS FOR REPAIRS TO:

PROPERTY OF: **Lillian Smith**
ADDRESS: **5907 George Island Landing Road**
Stockton, MD 21864
TELEPHONE: **443-365-7012**

TOTAL QUOTE: _____
CONTRACTOR: _____ DATE: _____
NO QUOTATIONS AFTER: 01/08/18

PART ONE: GENERAL CONDITIONS
PART TWO: SCOPE OF WORK

PART ONE – GENERAL CONDITIONS

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

required for substitutions or additions to the original scope of work not involving additional costs.

- 8) The Contractor shall obtain and pay for all building, plumbing, electrical, well, septic and other permits required for specified work.
- 9) The Contractor shall call for all inspections required by County law as well as inspections to receive draw payments and any special inspections required by the Program Inspector. All work shall conform to code.
- 10) All of the above general conditions shall be adhered to unless otherwise specifically described in the following scope of work.

ATTENTION: THIS BID FORM MUST BE REPRODUCED ON YOUR COMPANY LETTERHEAD AND BE SUBMITTED WITH YOUR BID PACKAGE. ALL PAGES OF WORK SCOPE WITH LINE ITEM PRICING DETAIL MUST BE INCLUDED. ANY MISSING INFO OR WORDING MAY DISQUALIFY YOUR BID. THE BID PACKAGE IS ALSO AVAILABLE ON-LINE AT www.co.worcester.md.us

BID FORM

***must be signed to be valid**

**Property of Lillian Smith
5907 George Island Landing Road
Stockton, MD 21864**

I have reviewed the specifications and provisions for rehabilitation work on the above referenced property and understand said requirements. I hereby propose to perform this work for the total price of:

Total Quote : \$ _____

Date available to start : _____

Anticipated completion date: _____

Date: _____

Signature

Typed Name

Title

Company Name

Address

Phone Number(s)

MHIC License # Expiration Date

Lillian Smith
5907 George Island Landing Road
Stockton, MD 21864
443-365-7012

12/12/17

SCOPE OF WORK

A. Demolition

1. Remove decking and railings as necessary to extend rear landings and ramp section one (1) foot.
2. Remove two (2) storm doors, two (2) entry doors and associated trim.
3. Remove seven (7) windows.
4. Remove pull-down stairway.

Price \$ _____
(Items A. 1-4)

5. Remove toilet, toilet to be saved to be re-installed.
6. Remove fiberglass tub/shower.
7. Remove three (3) handicapped bars in current tub to be reinstalled
8. Remove vanity.
9. Remove portion of bathroom tile flooring and underlayment and portion of drywall as necessary for removal of existing tub/shower and installation of new ADA shower.

Price \$ _____ AHSP
(Items A. 5-9)

B. Foundations

1. Provide and install new crawlspace insulated access door.
2. Dig and place concrete, minimum 2500 PSI per code for five (5) new pier footings for ramp and landing extension.

Price \$ _____
Price \$ _____ AHSP
(Item B.2.)

C. Framing

1. Framing as necessary for new shower, HC bars, exterior framing as necessary for HC ramp and landings to extend existing (1) foot at rear. All pressure treated lumber, galvanized fasteners, railings height and spacing per County Code.

Price \$ _____ AHSP

D. Roofing

1. Tear off all shingles down to bare plywood and install wide drip edge, minimum 30 # wide felt paper underlayment, 30 year architectural shingle (TAMC) or equal. All to be installed per manufacturer's instructions.
2. Remove and replace rear plumbing vent boot. Install per manufacturer's instructions.
3. Remove portion of downspout at right side of house that impedes wheelchair. Turn and dump to rear.

Price \$ _____

Office Use Only:
AHSP = \$ _____
All other items = \$ _____

Lillian Smith
5907 George Island Landing Road
Stockton, MD 21864
443-365-7012

12/12/17

E. Exterior

1. Provide and install seven (7) new white vinyl, insulated glass, Low-E argon gas filled Energy Star labeled single hung windows with screens. All windows to be caulked, flextaped and Tyvec taped.
2. Provide and install two (2) contractor grade Energy Star rated insulated steel entry doors with standard Kwikset or equal locksets and deadbolts. Doors to be set in metal sill pans, and caulked. All new door exterior trim to be painted and caulked.
3. Provide and install (2) new Larson or equal storm doors with screens.
4. All windows and doors to have all jambs spray foamed with low expanding foam for air stoppage.
5. Replace one (1) piece of damaged vinyl lap siding to match existing and secure all existing siding that is loose.
6. Secure vinyl soffit at right side of house roof peak.

Price \$ _____

F. Interior

1. New drywall to be 1/2" water resistant in bathroom as required for renovations. Drywall to be screwed and glued.
2. Re-install existing HC grab bars in new shower area.
3. Provide and install one (1) new HD fire rated pull down stairway.
4. Drywall repairs as necessary due to renovations.
5. Provide new interior trim to match existing as close as possible at new entry doors and re-work of all window interior trim as necessary due to new window installations.

Price \$ _____ AHSP
(Items E.1. & 2.)

Price \$ _____
(Items E. 3-5)

G. Flooring and Painting

1. Replace tile and underlayment as necessary due to shower renovations. Tile to match existing as close as possible.

Price \$ _____ AHSP
(Item G.1.)

2. Painting of all new work, drywall, window and door interior trim, new exterior door slabs interior and exterior and exterior door trim. Prime and finish paint two coats, Sherwin Williams or equal to match existing.

Price \$ _____

H. Electrical

1. Have existing 200 Amp panel opened and inspected by qualified electrician.
2. Install three (3) new GFCI outlets, two (2) interior, one (1) in kitchen and one (1) in bathroom, and one (1) exterior with cover box. Install three (3) outlet cover plates.

Page 2 of 3

Office Use Only:

AHSP = \$ _____

All other items = \$ _____

Lillian Smith
5907 George Island Landing Road
Stockton, MD 21864
443-365-7012

12/12/17

3. Have electrician inspect and correct range wiring as necessary, currently sparking.
4. Provide two (2) contractor grade exterior light fixtures, one at each entry door.
5. Repair light at living room paddle fan/light fixture.
6. Replace bathroom exhaust fan and duct to exterior by soffit per Code.
7. Replace existing hallway smoke detector and install new ones in each bedroom, three (3).

Price \$ _____

I. Plumbing

1. Re-work bathroom tub drain and supply lines as necessary for new ADA shower, provide and install new ADA compliant shower unit.
2. Provide and install new shower faucet with slide bar hand held sprayer.
3. Provide and install one (1) new wall hung 29 inch ADA compliant sink with protective drian pads.
4. Provide and install one (1) new ADA compliant sink faucet and new shut-off valves for new sink.
5. Reinstall existing toilet.

Price \$ _____ AHSP
(Items I. 1-5)

6. Provide and install new kitchen sink faucet, repair leaks at kitchen sink drains.
7. Replace front hose bib.
8. Replace laundry area gray box and supply valves.
9. Replace water heater with same size as existing, high efficiency.
10. Extend dryer duct to exterior and provide and install new dryer hood. Duct through floor to be solid metal as well as main duct per Code.

Price \$ _____
(Items I. 6-10)

CONTRACTOR TO OBTAIN ALL NECESSARY COUNTY AND OR LOCAL PERMITS AND OBTAIN PERMIT INSPECTIONS AS REQUIRED. ALSO RESPONSIBLE FOR CLEAN UP AND HAUL AWAY OF ALL CONSTRUCTION RELATED DEBRIS. ALL WORK TO BE COMPLETED IN A WORKMANLIKE MANNER PER CURRENT IRC CODE.

Total Price \$ _____

I have reviewed and hereby accept the above specifications as written.

Lillian Smith 12-12-17
Owner Date

Page 3 of 3

Office Use Only:

AHSP = \$ _____

All other items = \$ _____

REHABILITATION GUIDELINES FOR WORCESTER COUNTY,
MARYLAND

INTRODUCTION

This rehabilitation plan sets forth the guidelines and procedures governing the operation of the Worcester County Housing Rehabilitation Program.

This program will make available financial and/or technical assistance for the rehabilitation of eligible substandard housing units located in the unincorporated areas of Worcester County. Rehabilitation work will correct deficiencies in the eligible home and make the units safe, sound and sanitary for the occupants. All properties will be rehabilitated to the County's Livability Code.

The legal authority for this rehabilitation program comes from the applicable grant agreement for the Community Development Block Grant Program administered by the Maryland Department of Housing and Community Development.

The local governing bodies, contractors, subcontractors, vendors and applicants for rehabilitation assistance are required to abide by a number of State and Federal laws, and may be required to sign documents certifying their compliance.

The Civil Rights Act of 1964
Executive Order 11246 concerning Equal Employment Opportunity
Standards of Conduct for the CDBG recipients – Conflict of Interest
Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity
Standard of Equal Opportunity Construction Contract Specifications
Certification of Non-Segregated Facilities for Contracts over \$10,000
Title VI of Civil Rights Act of 1964
Section 109 of Housing & Community Development Act of 1974
Section 3 Compliance
Age Discrimination Act of 1975
Section 504 Affirmative Action for Handicapped Lead Based Paint Hazards
Access to/Maintenance of Records

Past experience with the Program has shown that there are sufficient applicants to utilize the available funds. If this should cease to be the case, the Administration will market the Program via newspaper and television stories, public service announcements, and contacts with civic and charitable organizations.

The County Commissioners shall have the right to waive certain limits and eligibility criteria on a case-by-case basis as justified by unusual circumstances and with the approval of the State.

SECTION I – ELIGIBILITY

1. Beneficiaries of the Program must be of low-to-moderate income, as defined by income limits provided by the Maryland Department of Housing and Community Development.

The limits may be revised form time to time. Current limits are as follows:

Persons Per Household	Maximum Annual Income
1	40,600
2	46,400
3	52,200
4	58,000
5	62,650
6	67,300
7	71,950
8	76,600

2. The dwelling to be rehabilitated must be located within the unincorporated areas of Worcester County or in a township that does not receive CDBG funding.
3. The dwelling must be in substandard condition and economically feasible of being brought into compliance with the standards of the County's Livability Code. Exceptions may be made for emergency cases to correct an immediate threat to the health and safety of the occupant(s). All health and safety problems will be documented on a separate form.
4. Program emphasis is the rehabilitation of owner-occupied dwellings, however, landlords who rent to persons of low-to-moderate income may be considered for CDBG funded interest subsidies for bank loans, provided such assistance has been approved by the State.
5. Owner-occupants must not own any house other than the one to be rehabilitated under the program and must not have substantial assets which would enable the applicant to secure rehabilitation funds from other sources.
6. If the dwelling lies within a flood zone, the applicant must agree to obtain flood insurance coverage.
7. Vacant dwellings may be considered for rehabilitation if the dwelling has been vacated due to its substandard condition, and if the owner agrees to occupy the dwelling upon completion.
8. Applicants without property insurance must obtain such insurance prior to the initiation of any work.
9. Homes owned by more than 1 party (other than a husband and wife who reside together) may be rehabilitated even if not all members reside in the home. At least one of the owners must live in the home. All others must sign all program documents, including the application and the final loan documents.
10. The total income of all persons residing in the house will be counted. The income of household members who are presented as residing temporarily in the house will be counted for eligibility purposes until evidence is that the person has moved out.

II. APPLICATION PROCEDURES

1. Applications will be accepted continuously. The following must be submitted prior to application review and underwriting: property tax bill; proof of insurance or commitment to obtain such on property; verification of mortgage (if applicable); and proof of income. The following will be acceptable as proof of income: social security or pension award letters, last two pay stubs, W-2 form for the previous year, or income tax returns. Mortgage verification forms will be used. Employment verification forms will be used at the discretion of the Administrator.
2. The number of applicants which meet eligibility guidelines will be referred to the Program Inspector for completion of a preliminary inspection. This will occur during the times in which the program has sufficient funds to handle the stream of applicants coming in. Preliminary inspections will not be completed for "backlogged" applicants. The purpose of the preliminary inspection is to determine whether the rehabilitation is economically feasible and to determine the health and safety violations which will end in the prioritization of applications. Preliminary inspections will be made in writing and will include the estimated cost time.
3. The Administrator will perform general prioritization of applications for the purpose of presentation to the review board. Priorities are covered in Section III, "Selection".
4. Excess housing demand will be partially addressed by the prioritization discussed in #3, above. In addition, applicants deemed to have greater repayment ability will be referred to the State Special Loans Programs. Consideration will be given in developing programs which will expend the CDBG funds in a timely manner, but yet maximize the number of families served. A prioritized waiting list will be developed so that as more funds become available, families will be reviewed in priority order. All Special Loans Programs cases will be handled using regular SLP procedures
5. Underwriting will be performed prior to presentation to the Housing Review Board. The Administrator will utilize the State Special Loans Program underwriting form. Applicants who expend more than 28% of their income for housing expenses will be deemed unable to repay a loan.
6. The Administrator will prepare recommendations for action by the Review Board and will mail this material to the Board in advance of the meeting at which action is being requested. In order to receive a conditional grant, the applicant must meet one of the following criteria: have income below 80% of the AREA median; be 62 years of age or older; or is spending more than 30% of his gross income on housing, exclusive of utilities.

III. SELECTION

1. Efforts will be made to provide assistance on a first-come, first-served basis, however, severity of need will take precedence. Severity of need will be based on the following criteria:
 - One or more occupants of the dwelling is age 62 or older.
 - One or more occupants of the dwelling is handicapped.
 - Condition of the dwelling is a threat to the health and/or safety of the occupants.
 - Total household income is below 50% of the County median.
2. The Housing Review Board will meet as needed. The Board will review applications and recommendations from the Program Administrator and will make decisions as to which shall be funded and the method of financing. Grievances and appeals against the decision of the Housing Review Board will be made in writing within 30 days after notification of the Board's decision. Additional information not presented at the time of the meeting must be requested with the request for an appeal hearing. Appeals will be referred to the County Administrator who will act on them within 30 days of receipt. Applicants may further appeal to the County Commissioners within 30 days after the decision of the County Administrator. Applicants will be notified of the grievance procedures upon notification of action by the Board on their cases.
3. Upon application approval, the Administrator will send appropriate documentation to the Maryland Historical Trust for the Section 106 review.
4. The Inspector will perform a detailed, written work-up for each approved case.

IV. STRUCTURE OF FINANCIAL ASSISTANCE

1. The average amount of assistance is expected to be \$20,000. The maximum grant amount will be \$30,000. Total improvements may exceed \$30,000 if the after-rehab value of the dwelling is in excess of all mortgage amounts and the home can be brought into compliance using what is still considered to be moderate to of these substantial rehabilitation guidelines. CDBG Awards exceeding \$30,000 shall be in the form of 0% interest loans; payment amounts to be determined using the Special Loans Program underwriting worksheet. Recipients must make payments as scheduled to the County Treasurer's Office until the entire principal amount of the debt is retired; there is no expiration on the term of the loans. The Board may alternatively elect to supplement the \$30,000 maximum grant amount with loan funding through the State Special Loans Program. Payment and interest would be set by SLP according to their Program guidelines and loans would be serviced through their agency.
2. In cases of the sale or cash-out re-financing of rehabilitated properties, the County must be re-paid the balance of the loan or grant per the terms outlined in the agreement. Reverse mortgages are not permitted while liens are still in effect. The following tiered system applies for liens placed on houses rehabilitated through a CDBG grant:
 - Tier I- \$0 to \$12,500 grant requires a five (5) year lien

- Tier II- \$12,501 to \$25,000 grant requires a ten (10) year lien
- Tier III- \$25,001 to \$30,000 grant requires a fifteen (15) year lien.

A tiered portion of the grant amount must be repaid if the dwelling is sold after rehabilitation and prior to the expiration of the grant term. Repayment is required according to the following schedule:

For five year liens:

Sale in the first year:	100% grant repayment
Sale in the second year	80% grant repayment
Sale in the third year	60% grant repayment
Sale in the fourth year	40% grant repayment
Sale in the fifth year	20% grant repayment

The grant mortgage will be released after the fifth year and no repayment is required thereafter.

For ten year liens:

Sale in the first year:	100% grant repayment
Sale in the second year	90% grant repayment
Sale in the third year	80% grant repayment
Sale in the fourth year	70% grant repayment
Sale in the fifth year	60% grant repayment
Sale in the sixth year	50% grant repayment
Sale in the seventh year	40% grant repayment
Sale in the eighth year	30% grant repayment
Sale in the ninth year	20% grant repayment
Sale in the tenth year	10% grant repayment

The grant mortgage will be released after the tenth year and no repayment is required thereafter.

For fifteen year liens:

Sale in the first year:	100% grant repayment
Sale in the second year	93% grant repayment
Sale in the third year	87% grant repayment
Sale in the fourth year	80% grant repayment
Sale in the fifth year	73% grant repayment
Sale in the sixth year	67% grant repayment
Sale in the seventh year	60% grant repayment
Sale in the eighth year	53% grant repayment
Sale in the ninth year	47% grant repayment
Sale in the tenth year	40% grant repayment
Sale in the eleventh year	33% grant repayment
Sale in the twelfth year	27% grant repayment
Sale in the thirteenth year	20% grant repayment
Sale in the fourteenth year	13% grant repayment

Sale in the fifteenth year

7% grant repayment

The grant mortgage will be released after the fifteenth year and no repayment is required thereafter.

V. REHABILITATION ACTIVITIES

1. Work to be performed will be determined through an inspection by the Rehabilitation Specialist/Inspector. The homeowner will be encouraged to participate in this process. The Rehabilitation Specialist will prepare a detailed work write-up which will be utilized for solicitation of bids to perform the work. Work on these homes which require septic systems, wells and the installation of bathrooms will be reviewed by the Worcester County Division of Environmental Programs prior to be sent to bid. Requirements of the Division of Environmental Programs will be incorporated into the work write-up.

2. The following are considered eligible repairs under the program when such repairs are necessary to bring the property into conformance with the County's Livability Code:
 - Improvements to the existing physical structure such as painting and resurfacing of structures or surface elements
 - Roof, wall, floor and ceiling repairs
 - Replacement of appliances such as range, hot water heater, water pump.
 - Replacements of fixtures such as heating, electrical, plumbing
 - Energy conservation/weatherization improvements
 - Alterations necessary to make the dwelling more accessible for handicapped persons
 - Modifications to the physical structure such as the addition of a bathroom, windows, steps, and fire detection equipment.

3. The following activities are generally ineligible for rehabilitation assistance:
 - New construction, substantial reconstruction, or the finishing of unfinished space such as attics or basements.
 - Remodeling or cosmetic improvements
 - Renovation of dilapidated outbuildings
 - Appliances not required by code standards
 - Materials, fixtures, equipment or landscaping of type or quality that exceeds that customarily used in Worcester County for properties of the same general type. The County has developed

general specifications which detail the level of materials and workmanship quality.

VI. CONTRACTING

1. The County will advertise publicly for bids based on the work write-up prepared by the Rehabilitation Specialist. Minority and female owned firms will be encouraged to bid.
2. Contractors must complete a Qualification Form to be considered as an eligible bidder.
3. Bids will be reviewed for accuracy and responsibility and a recommendation for award will be provided to the County Commissioners. Bids will generally be awarded to the lowest bidder. The County Commissioners reserve the right to accept or reject any or all bids.
4. The County may limit the number of contracts to be awarded to one contractor during any one bid solicitation and may negotiate with other bidders for remaining contracts.
5. Following award, the Owner-Contractor Agreement will be executed by the contractor and homeowner. The Program Administrator will then issue a Notice to Proceed.
6. The contractor may request progress payments as often as needed. Payments are made following inspection by the Program Inspector and upon approval by the Program Administrator. The contractor may receive up to 75% of the total contract in this manner; the final 25% will not be paid until satisfactory completion of a final inspection and the achievement of lead clearance on applicable projects. The homeowner, Program Inspector, contractor and Program Administrator are required to sign-off on the final payment request in order for payment to be processed.
7. All work involving well and septic installation will be bid separately and will not require the certification of the Program Inspector. The Administrator will work directly with the Environmental Programs Department for this procurement. E.P. will also perform the inspections.
8. The inspector will obtain the owner's signature on the Certificate of Completion prior to the final payment being made. If there is a dispute, the inspector and Program Administrator will make the determination and document the reasons for such.
9. Any homeowner who has problems with the work after its completion, (i.e., leaking pipes) should contact the Program Administrator who will

request the inspector to ascertain the cause of the problem. If the time frame is within the one-year guarantee period, all efforts will be made to encourage the Contractor to correct the problems voluntarily. If this should prove unfeasible, the program will engage the services of another contractor to correct the work, if ample funds are available.

VII. PERMITTING PROCESS

1. The Housing Administrator will send a copy of the final work write-up to the applicable Permitting Department for a permit review. The Permitting Department will respond with a written memo listing the permits required for the project and the code which is used by the jurisdiction. The Administrator will provide the contractor with a copy of this memo when the Owner-Contractor Agreement is signed.
2. The contractor will contact the property owner to sign the permit and submit the permit to the local Permitting Department along with any required drawings or site plan and all applicable fees .
3. The contractor will notify the Department of Planning, Permits and Inspections and the Housing Administrator of the construction start date.

VIII. FINAL REHABILITATION DOCUMENTS

1. Once the contract for the work is awarded, the Administrator will prepare the following documents for signature by the homeowner:
 - Owner-Contractor Agreement
 - Lead Paint Notice
 - Grant/Loan Agreement
 - Promissory Note
 - Notice of Right of Rescission
 - FHEO Self Identification FormIn addition, a copy of the work write-up will be included in this mailing.
2. When the documents are returned to the Administrator, he or she will obtain the signature of the contractor on the Owner-Contractor Agreement. Once this is done, the Contractor will be given a Notice to Proceed.
3. The Grant/Loan Agreement will be recorded in the Office of the Clerk of Court.
4. Copies of the promissory note and Grant/Loan Agreement will be provided to the County Treasurer's Office upon signing and recordation.

**BID AND CONTRACT PROCEDURES
WORCESTER COUNTY HOUSING REHABILITATION PROGRAM**

It shall be the policy of the Worcester County Rehabilitation Program to maximize participation by minority contractors. The Program Administrator shall consult all available resources for names of minority contractors.

The procedures contained herein apply only to work funded in whole or in part with County CDBG funds. Other agencies which supplement the CDBG funds have the option of using their own procedures.

CONTRACTOR QUALIFICATION

1. An advertisement soliciting interested rehabilitation contractors shall be placed in local newspapers by the Worcester County Housing Rehabilitation Program on behalf of the property owner. This ad will contain the information necessary to request a bid package and the date that bids are due.
2. Bid packages will be mailed to those contractors requesting them.
3. Bid packages will be mailed to those contractors known to be active in the area. The following will be required of contractors:
 - a. Adequate liability insurance (\$100,000/\$300,000 for personal injury and \$100,000 for property damage), listing agent's name, amount, expiration date and name of insurer.
 - b. Name of the company bank
 - c. The names of the usual subcontractors
 - d. The names and addresses of at least two (2) recent residential rehabilitation or remodeling customers
 - e. A list of all principal officers of the company
 - f. Number and date of the Maryland Home Improvement License
4. Contractors meeting the qualifications above will be deemed acceptable and will be allowed to bid on the rehabilitation projects. This privilege is contingent on the fact that no contractor is on HUD's debarred list, has filed bankruptcy or is otherwise deemed ineligible. The Housing Specialist/Inspector and the Housing Rehabilitation Program Administrator and award of the bid by the County Commissioners shall make final selection of the contractor after an evaluation of the bid. The name of contractors who do not perform satisfactorily will be submitted to the County Commissioners with a recommendation that they not be allowed to bid on future projects.

- A provision that a written “Proceed to Work” order within a “to be determined” number of days is issued
- A provision that the Contractor will be paid the contract price according to a payment schedule specified within the contract when work is satisfactorily completed. Payment will be made as soon as possible after receipt of the contractor’s invoice and for final payments receipt of release of liens by the contractors, suppliers and laborers involved.

4. The Contractor shall be required to follow the following provisions:

- Comply with all County inspection requirements
- Perform all work in accordance with applicable standards and requirements, whether or not covered by the work specifications.

OWNER/CONTRACTOR DISPUTES

If a dispute between the homeowner and contractor concerning workmanship, quality of materials, or scope of work occurs, the Program Inspector will meet with both parties to discuss their concerns. The Program Inspector will advise the homeowner and contractor, in writing, of the recommended resolution. If both parties are not satisfied with the recommended resolution, they may respond in writing to the Program Administrator within 10 days of the date of the notice from the Inspector. The Program Administrator will meet with the homeowner, contractor and inspector at the property, listen to the concerns of all parties and evaluate the disputed work. The Program Administrator will respond in writing within 10 days of the meeting. If the homeowner or contractor do not accept the final resolution of the Program, the dispute will be referred for independent arbitration as provided for in the terms of the Worcester County Housing Rehabilitation Owner-Contractor Agreement.

CHANGE ORDERS

It is the policy of the Worcester County Housing Rehabilitation Program to carefully evaluate change orders. Every effort will be made to ensure that the work write-ups are complete and accurate representations of the work to be done in accordance with program guidelines. We require contractors to clarify any questions regarding the work write-up prior to the submission of a bid.

For other items on which change orders may be required, the following procedures will apply, regardless of whether the request for a change is initiated by the contractor or a homeowner:

1. The contractor is required to telephone both the Program Administrator and the Project Inspector with a verbal explanation of the situation.

2. The Project Inspector will visit the job site to render an opinion on the need for the change. If the Project Inspector recommends denial of the change order, this decision shall be final.
3. If the Project Inspector finds that the request is justified, he will so inform the Program Administrator who will render the final judgment. The Inspector will also give his opinion as to the reasonable cost of the proposed change.
4. Change orders which would bring the total grant amount above the maximum are not permitted. In cases of this nature, every attempt will be made to substitute a change for an originally approved item which is of lesser importance or to seek funds from other programs.
5. The Program Administrator will require the contractor to fill out and sign a change order form prior to permitting work to proceed.

RECRUITMENT OF MINORITY, SMALL, AND FEMALE CONTRACTORS

It is the policy of the County to attempt to recruit and assist small, female and minority contractors. Solicitations for bids will be placed in local newspapers. Additionally, the Administrator will attempt to locate such contractors and place them on the builder's list. He/she will consult such sources as the Maryland Department of Transportation Business Directory, the Lower Shore Contractors Association (a minority association), Shore-Up!, and O.U.R. Community, as well as any other group known to have knowledge of minority, small and female contractors.

REHABILITATION

AIM Services, Inc.
Attn: Steve Coady
2314 Allen Drive
Salisbury, MD 21801
scoady@aimservicesinc.com
443-859-8009

Allstate Renovation & New Homes, Inc.
Leo Kuneman
PO. Box 303
Trappe, MD 21673
allstaterenovation@yahoo.com
443-880-2257

Apex Construction
Attn: Mike Meade
12650 Sunset Avenue, Suite 7
Ocean City, MD 21842
m.meadeestimator@gmail.com
jjfranzetti@gmail.com

Barmar Construction, LLC
714 Hills Point Road
Cambridge, MD 21613
410-901-2304
barmarconstruct@aol.com

Robert Brooks MBE
Apostle Construction
716 Naylor Mill Road
Salisbury, MD 21801
410-548-1392, ext. 107
rbrooks.apostlecon@gmail.com

C.A.R.E. Property Services, Inc.
Attn: Jordan Lehr
1235 Abbottstown Pike
Hanover, PA 17331 (has office in OC
too) 717-437-1649
jlehr@callcarefirst.com

CONTRACTORS

Covenant Contractors
10522 Jones Road
Berlin, MD 21811
covenant_contractors@yahoo.com
410-629-1815

Curtis Mercer Remodeling, Inc.
9937 Hotel Road
Bishopville, MD 21813
410-352-5379
410-430-3446 cell
410-352-5920 fax
cmremodelinginc@hotmail.com

Eastern Shore Construction
David Barone
27320 Cash Corner Road
Crisfield, MD 21817
easternshoreconstructioninc@gmail.com
410-713-5763 cell
410-341-7400 office
410-341-7401 fax

Edge Creek Builders
9525 Shiloh Farms Road
Berlin, MD 21811
410-310-4139
edgecreekbuilders@gmail.com

Hebreux St. Fleur- MBE
P.O. Box 4501
Salisbury, MD 21803
hebrewqualityinsulation@gmail.com
410-860-1613

Andy Argetakis
J.A. Argetakis Contracting Co., Inc.
3723 Eastern Avenue, Baltimore, MD
21224
jcatanzaro.jaargetakis@verizon.net
P:410-633-8016/F:410-633-6010

J & G Maintenance & Repair
10446 Dinges Road
Berlin, MD 21811
jwbunt@comcast.net
Cell 410-726-1611
Fax 410-641-0776

Mallard Home Improvements
P.O. Box 28
Quantico, MD 21856
mallardconst@yahoo.com
410-572-2727

Medli Home Improvement
1806 Jersey Road
Salisbury, MD 21801
medlihome@comcast.net
302-841-2899

The Myers Group
1147 S. Salisbury Blvd #8-140
Salisbury, MD 21801
443-366-9222
Fax: 443-513-4178left message
themyersgroupllc@aol.com

Carroll Odom
631 Naylor Mill Rd.
Salisbury, MD 21801
Phone: 410-546-4218

Peoples Contracting Co., Inc.
76 Clubhouse Drive
Berlin, MD 21811

Shoreman Construction
William Hearn
606 E. Pine St.
Delmar, MD 21875
shoremanconstruction@gmail.com
Phone: 410-896-3200
Fax: Same

Three Guys Construction
Stephen Frey
8660 Lake Somerset Rd.
Westover, MD 21871
sgfrey@yahoo.com
Phone: 410-430-1109
Mobile:
Fax: 410-957-2868

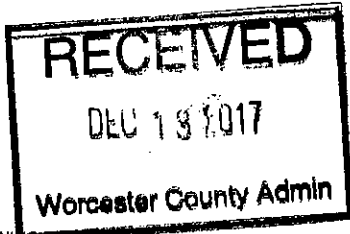


DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863
TEL: 410.632.1200 / FAX: 410.632.3008
www.co.worcester.md.us/drp/drpindex.htm

2



ZONING DIVISION
BUILDING DIVISION
ADMINISTRATIVE DIVISION

DATA RESEARCH DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

Memorandum

To: Worcester County Commissioners
CC: File
From: Jo Ellen Bynum *JEB*
Date: 12/13/2017
Re: Worcester County Housing Rehabilitation Program Bid Packages MD-18-CD-21

Attached for your review, please find bid packages for two projects under the County's new CDBG Housing Rehabilitation Grant, MD-18-CD-21.

The first package is for the overall rehabilitation of a home located in the Stockton area, to include handicapped accessibility components for the bathroom and existing ramp. This project is expected to be funded with a combination of CDBG funds, AHSP grant funds and a grant in partnership with Shore Up!, Inc.

The second package is for the installation of a new septic drainfield at a property located in the Berlin area. This project will encompass the demolition of the existing home and subsequent construction of a 1,040 sq. ft. handicapped accessible replacement home. The demo and replacement home funding has been secured through a combination of STAR loan and an AHSP grant. The septic work is to be funded with the CDBG grant.

At this time I am requesting the Commissioners approval to place these packages out for the County's bidding process.

**NOTICE TO SEPTIC SYSTEM INSTALLERS
INVITATION TO BID
Housing Rehabilitation
Worcester County, Maryland**

DRAFT

The Worcester County Commissioners are currently accepting bids for rehabilitation work to be performed on a single family home located in the Berlin area of the County. Bid specification packages and bid forms are available to experienced septic installers and may be picked up from the Office of the County Commissioners, Room 1103, One West Market Street, Snow Hill, Maryland 21863 or by calling the Commissioners Office at 410-632-1194 to request a package by mail. Packages are also available on the Worcester County Government website at www.co.worcester.md.us on the Commissioners Department tab under "Bid Board".

This project is proposed to be funded by the Community Development Block Grant Program and is thus subject to all applicable Equal Opportunity and Civil Rights guidelines. Sealed bids will be accepted until **1:00 p.m. on Monday, January 8, 2018** in the Office of the County Commissioners at the above address at which time they will be opened and publicly read aloud. Envelopes shall be marked "**Housing Rehabilitation Bid – January 8, 2018**" in the lower left-hand corner. Bids shall be reviewed by the staff and awarded by the County Commissioners at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any or all bids, waive formalities, informalities, and technicalities therein and to take whatever bid they determine to be in the best interest of the County considering lowest or best bids, quality of work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts or any other factors they deem appropriate.

All inquiries regarding the bid specifications shall be directed to the Environmental Programs Inspector, Eddie Lawson, at 410-632-1220. All other inquiries shall be directed to Jo Ellen Bynum, Housing Program Administrator, at 410-632-1200, ext. 1171.

WORCESTER COUNTY HOUSING REHABILITATION PROGRAM

GENERAL SPECIFICATIONS

These specifications cover general items of information relating to this bid solicitation. Detailed specifications for the homes to be rehabilitated are attached. Bids will be accepted until 1:00 p.m. on Monday, January 8, 2018 at the Worcester County Commissioners Office, Room 1103, One West Market Street, Snow Hill, Maryland 21863 at which time they will be opened and read aloud. General telephone inquiries may be directed to the County's Housing Consultant, Jo Ellen Bynum, at 410-632-1200, ext. 1171. Questions of a technical nature may be directed to the Environmental Programs Inspector, Eddie Lawson, at 410-632-1220. Bids may be mailed or delivered in person. Faxed bids are not acceptable. Bids must be clearly marked "Housing Rehabilitation Bid – January 8, 2018". Each bid must be signed and dated.

Contractor qualifications: Any contractor who has not submitted a Contractor Qualification form to the Program within the past six (6) months must complete and return the enclosed form. Contractors for these projects must be licensed Maryland Home Improvement Contractors as well as possess active liability insurance (\$100,000/\$300,000 for personal injury and \$50,000/\$100,000 for property damage).

Completion of job: Contractors are expected to commence work within ten (10) days of the issuance of the Notice To Proceed. Work must be completed within thirty (30) days of commencement of job. If anticipated start date and completion schedule is different than outlined above, please write estimated dates on enclosed Bid Form.

Contracting Policy: Attached to this bid is a copy of the Rehabilitation Program Guidelines. Contractors are urged to read this document carefully.

Worcester County Housing Rehabilitation Program
Bid Submission Checklist

Bid packages to include at a minimum:

- Contractor Qualification Form
- Conflict of Interest Disclosure Form
- Bid Form- submit on company letterhead
- Scope of Work- all line items completed and total price

**Conflict of Interest Disclosure
Contractor***

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

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

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

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

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

Signed: _____ Date: _____

Name: _____ (Print)

Signed: _____ Date: _____

Name: _____ (Print)

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

9/2017

For Grantee Use Only:

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

**WORCESTER COUNTY HOUSING REHABILITATION PROGRAM
CONTRACTOR QUALIFICATION FORM**

Contractor _____

Address _____

Phone Number _____

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

Insurance Company, Agent, & Coverages: _____

List of Company Officers: _____

List of Licenses Currently Held:

MHIC Number Exp. Date

MBR Number Exp. Date

MDE Lead Cert. Exp. Date

EPA Lead Cert. Exp. Date

Trade References (2)

Name Phone

Name Phone

Client References (2)

Name Phone

Name Phone

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

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

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

_____ Minority Business Enterprise

_____ Women's Business Enterprise

_____ Disadvantaged Business Enterprise

_____ Section 3 Employer

WORCESTER COUNTY IS REQUESTING QUOTATIONS FROM QUALIFIED CONTRACTORS FOR REPAIRS TO:

PROPERTY OF: **Edward & Mabel Lockwood**
ADDRESS: **10313 Dinges Road**
Berlin, MD 21811
TELEPHONE: **410-641-1519**

TOTAL QUOTE: _____
CONTRACTOR: _____ DATE: _____
NO QUOTATIONS AFTER: 01/08/18

PART ONE: GENERAL CONDITIONS
PART TWO: SCOPE OF WORK

PART ONE – GENERAL CONDITIONS

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

required for substitutions or additions to the original scope of work not involving additional costs.

- 8) The Contractor shall obtain and pay for all building, plumbing, electrical, well, septic and other permits required for specified work.
- 9) The Contractor shall call for all inspections required by County law as well as inspections to receive draw payments and any special inspections required by the Program Inspector. All work shall conform to code.
- 10) All of the above general conditions shall be adhered to unless otherwise specifically described in the following scope of work.

ATTENTION: THIS BID FORM MUST BE REPRODUCED ON YOUR COMPANY LETTERHEAD AND BE SUBMITTED WITH YOUR BID PACKAGE. ALL PAGES OF WORK SCOPE WITH LINE ITEM PRICING DETAIL MUST BE INCLUDED. ANY MISSING INFO OR WORDING MAY DISQUALIFY YOUR BID. THE BID PACKAGE IS ALSO AVAILABLE ON-LINE AT www.co.worcester.md.us

BID FORM

***must be signed to be valid**

**Property of Edward & Mabel Lockwood
10313 Dinges Road
Berlin, MD 21811**

I have reviewed the specifications and provisions for rehabilitation work on the above referenced property and understand said requirements. I hereby propose to perform this work for the total price of:

Total Quote : \$ _____

Date available to start Phase 1: _____

Anticipated completion date of Phase 1: _____

Date: _____

Signature

Typed Name

Title

Company Name

Address

Phone Number(s)

MHIC License # Expiration Date

Edward & Mabel Lockwood
10313 Dinges Road
Berlin, MD 21811
410-641-1519

12/12/17

Septic Scope of Work

- Obtain septic permit (include \$275 permit fee)
- 165 feet of drainfield with 3 foot wide trenches
- Dig out to 36 inches and backfill with approved sand to a depth of 24 inches below the ground surface at the soil profile (bottom of stone is 24 inches)
- Utilize existing 1000 gallon septic tank; need for lift station and pump is probable, include in price
- System is to be properly graded and stabilized with seed and a layer of straw

Phase 1: Installation of tank and drain field as specified above \$ _____
(prior to new home construction)

Phase 2: Final hook-up to new home \$ _____
(upon completion of construction on new home)

Total Project Cost = _____

****SEPTIC**
(* Certified Sand Mound Installers)

ASAP Services
P.O. Box 3664
Salisbury, MD 21802
410-546-2199

Atlantic Pumping
P.O. Box 395
Bishopville, MD 21813
Fax: 302-436-5049
410-641-1617
410-352-3951

Beauchamp Brothers *
Barry & John Beauchamp
28347 Old Eden Road
Eden, MD 21822
410-548-3223

James Briddell *
P.O. Box 339
Princess Anne, MD 21853
410-651-1588

Doug Clark *
10703 Piney Island Drive
Bishopville, MD 21813
410-352-9790
443-497-0000 (Cell)

Allen Hudson
12221 Campbelltown Road
Bishopville, MD 21813
410-352-5410

Jones Site Work *
Chris Jones
23292 Haines Point Rd.
Deal Island, MD 21821
443-783-0121

Jimmy Landon
1440 Cypress Road
Pocomoke, MD 21851
410-957-0379
410-430-6120
410-957-2654 fax

Lewis Construction Company
P.O. Box 662
Willards, MD 21874
410-546-2199

Alexander MacNutt
13255 Selby Road
Bishopville, MD 21813
410-352-5109

ML Excavation
4522 Paw Paw Creek
Snow Hill, MD 21863
410-632-0555

Smith Septic Service
3649 Worcester Highway
Snow Hill, MD 21863
410-632-0147 Office
410-632-3465 Fax
410-726-6211

T & T Construction
Todd Hite
4408 Jones Road
Pocomoke City, MD 21851
443-880-0534

Doug Vann
P.O. Box 125
Princess Anne, MD 21853
410-651-5811
443-735-1125

Kenneth Walsh *
Multi-Coastal
P.O. Box 276
Ocean View, DE 19970
302-436-8822



The Board of Education of Worcester County

6270 Worcester Highway
Newark, Maryland 21841
www.worcesterk12.org
Telephone: (410) 632-5000
Fax: (410) 632-0364

3

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Chief Operating Officer
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Chief Academic Officer
VINCENT E. TOLBERT, CPA
Chief Financial Officer

December 13, 2017

Mrs. Diana Purnell, President
Worcester County Commissioners
Worcester County Government Center
One W. Market Street, Room 1103
Snow Hill, Maryland 21863


Dear President Purnell,

I am writing to seek the County Commissioner's authorization to utilize the projected balance of FY2018 School Construction funding approved for the energy management project at Buckingham Elementary School to help offset the cost of roof repairs at the Worcester Technical High School. The approved budget for the energy management project was \$157,000. We are estimating actual costs for this project to total \$87,000.

The underlayment on a section of the roof over the trades area of the Worcester Technical High School is failing and needs to be replaced. We are requesting the \$70,000 in savings from the energy management project at Buckingham be allocated to help offset the cost of the roof project at the Worcester Technical High School. The Board hopes to begin this project in January 2018.

The Board of Education and I want to thank you and commend you for your continued support of our school system. Please contact me with any questions or concerns regarding this request.

Sincerely,


Louis H. Taylor
Superintendent of Schools





MEMORANDUM

4

TO: Harold L. Higgins, Chief Administrative Officer
FROM: Lisa Gebhardt, Recreation Superintendent *Lisa Gebhardt*
DATE: December 12, 2017
SUBJECT: Permission for out of state travel

This is a request for Kelly Rados, Recreation Program and Marketing Supervisor, to travel out of the state of Maryland to attend the National Association of Sports Commission (NASC) Symposium. The 2018 Symposium is in Minneapolis, Minnesota on the date April 23 - 26, 2018. In the FY 18 budget, we have money in our Travel, Training, and Expense Meeting Conferences and Shows, item 100.1601.400.7000.100 to cover the cost of this Symposium. This will be the 2nd year that Kelly has attended and the fourth year that our Department has been represented at the Symposium.

As we are part of Team Maryland, we get two free registrations to the conference with the dues that were paid. The total request to attend the conference for Kelly is approximately \$1,530.00. The expenses associated with the conference are as follows:

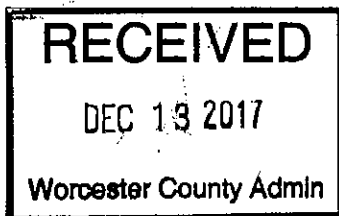
A. Registration	\$0
B. Lodging	\$880
C. Flights	\$550.00
D. Meals	<u>\$100.00</u>
Total Request	\$1,530.00

In the event the Director position is filled and attended the conference, additional lodging and air fare would be purchased.

Both Ocean City and Wicomico County will be in attendance to this event representing Team Maryland and also the MAASA organization.

Attending this symposium has been beneficial to Worcester County. We have gained exposure from event owners and tournament organizers from attending this symposium.

Thank you, in advance, for your consideration of this travel request. If you have any questions or need additional information, please contact me at 410.632.2144, ext. 2500.



2018 NASC Symposium

The NASC Symposium is the annual meeting of the National Association of Sports Commissions (NASC), the non-profit 501(c)3 trade association for the sports tourism industry in the United States. Hundreds of industry professionals and partners gather to exchange time, resources, strategies, solutions, and more. The Symposium features dozens of relevant education sessions, countless networking opportunities, and business development appointments, all to help our members produce measurable ROI for their organization, elevate their sports events, and improve the quality of life in their sports destinations.

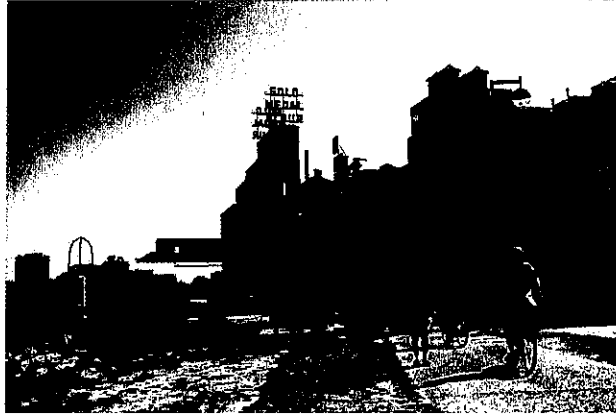


Photo Courtesy GilmourCreative.com.eps

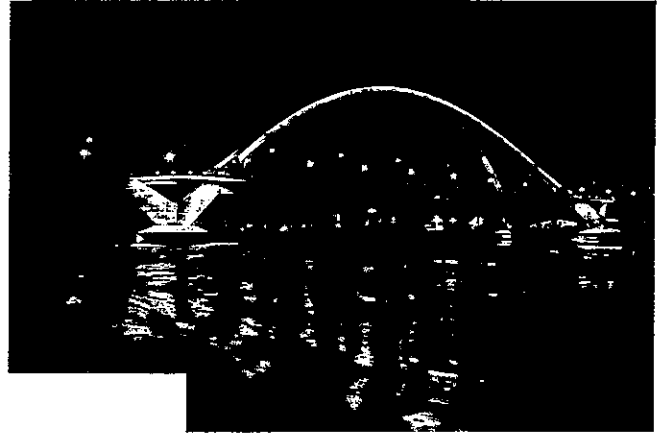


Photo Courtesy Lane Pelorsky

Quick Stats

- 1,000 serious-minded sports tourism professionals attend the NASC Symposium
- 97% are decision-makers for their organization
- 146,407 unique visitors to the NASC website each year
- 221,848 emails distributed
- 9,500 pre-scheduled business appointments

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WEST PALM BEACH, FL 33411

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and many more ...

Schedule

Subject to change.

Monday, April 23

7:00 a.m. - 10:00 a.m.	Sports Legacy Fun Service Project
9:00 a.m. - 10:00 a.m.	Board of Directors Meeting
10:00 a.m. - 11:00 a.m.	Committee Meetings
11:00 a.m. - 4:00 p.m.	NASC Sports Legacy Golf Outing
Noon - 4:00 p.m.	Registration/Member Services
2:00 p.m. - 4:00 p.m.	Exhibitor Move-in
5:30 p.m. - 7:00 p.m.	New Member Networking
7:00 p.m. - 9:00 p.m.	Board of Directors and Former Chairmen Dinner

Tuesday, April 24

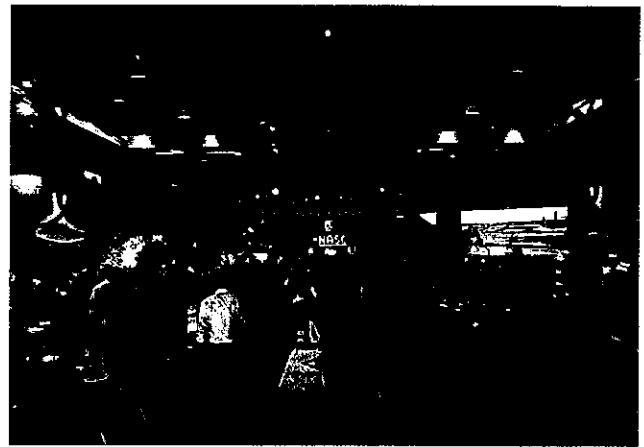
7:00 a.m. - 7:00 p.m.	Registration/Member Services
8:00 a.m. - 1:00 p.m.	Exhibitor Move-in
7:30 a.m. - 8:00 a.m.	New Member and First Time Attendee Orientation
8:30 a.m. - Noon	CSEE Spring 2018 Course <i>(additional fees apply)</i>
Noon - 1:30 p.m.	Open Lunch for Client Meetings
1:30 PM - 3:00 p.m.	Opening Ceremony, Awards & Hall of Fame Presentation
3:30 p.m. - 5:00 p.m.	One-On-One Appointments
5:00 p.m. - 6:30 p.m.	Sponsor, Exhibitor and Event Owner Social
7:00 p.m. - 10:00 p.m.	Opening Party

Wednesday, April 25

7:00 a.m. - 7:00 p.m.	Registration/Member Services
7:00 a.m. - 8:00 a.m.	Continental Breakfast
8:00 a.m. - 9:15 a.m.	Trends in Sports Tourism
9:30 a.m. - 11:00 a.m.	One-On-One Appointments
11:15 a.m. - 12:45 p.m.	General Membership Meeting and Networking Luncheon
1:00 p.m. - 2:00 p.m.	Education Sessions
2:15 p.m. - 3:15 p.m.	Education Sessions
3:30 p.m. - 5:30 p.m.	One-On-One Appointments
5:00 p.m. - 6:00 p.m.	Happy Hour in the Sports Marketplace
6:00 p.m. - Midnight	Open Night for Client Entertainment or Sightseeing

Thursday, April 26

8:00 a.m. - 6:00 p.m.	Registration/Member Services
8:00 a.m. - 8:45 a.m.	Continental Breakfast/Town Hall
9:00 a.m. - 10:30 a.m.	Event Overview Appointments
10:45 a.m. - 11:45 a.m.	Education Sessions
Noon - 1:30 p.m.	Closing Luncheon
1:45 p.m. - 2:45 p.m.	Education Sessions
3:00 p.m. - 5:00 p.m.	One-On-One Appointments
5:00 p.m. - 6:00 p.m.	Board of Directors and Committees Happy Hour
5:00 p.m. - 11:00 p.m.	Exhibitor Move-Out
7:00 p.m. - 10:00 p.m.	Closing Party



Registration Rates

Destinations

Registration includes all functions and one set of appointments per organization (membership required). Appointment portal opens on March 9, 2018.

Category	Rate Thru 2/16/18	Rate After 2/16/18
First Attendee - Member	\$1,395.00	\$1,695.00
Second Attendee - Member	\$995.00	\$1,295.00
Additional Attendee - Member	\$895.00	\$1,195.00
First Attendee - Non-Member	\$1,995.00	\$2,295.00
Second Attendee - Non-Member	\$995.00	\$1,295.00
Additional Attendee - Non-Member	\$895.00	\$1,195.00

Event Owners

Complimentary registration: Registration includes access to all Symposium functions as well as booth space in the NASC Sports Marketplace, and appointments with sports destinations and vendors.

Travel assistance: Registration includes access to all Symposium functions as well as booth space in the NASC Sports Marketplace, and appointments with sports destinations and vendors.

Category	Rate Thru 2/16/18	Rate After 2/16/18
Rights Holder Member	FREE	FREE
Non-Member Sports Event Owner <i>(includes annual membership)</i>	\$100.00	\$100.00

Register by March 9, 2018 to participate in one-on-one and event overview appointments.

3

Vendors

Category	Rate Thru 2/16/18	Rate After 2/16/18
Preferred Exhibitor – Includes 3 registrations	\$5,995.00	\$6,295.00
Exhibitor – Includes 2 registrations	\$2,995.00	\$3,295.00
Exhibitor – additional registration	\$895.00	\$1,195.00
Vendor Attendee Only – Member	\$1,895.00	\$2,195.00
Vendor Attendee Only – Non-Member	\$2,595.00	\$2,895.00



HOTEL AND TRAVEL

Hotel Reservations

www.sportscommissions.org/Symposium/Hotel-Travel

Hilton Minneapolis

1001 Marquette Avenue South,
Minneapolis, Minnesota 55403
612.376.1000

Room Rate: \$194.00/night

Hyatt Regency Minneapolis

1300 Nicollet Mall
Minneapolis, Minnesota 55403
612.370.1234

Room Rate: \$204.00/night

Airline Discounts

Delta

When booking online, enter meeting code NMQYM.

United

When booking online, enter offer code ZE6K908863.

GAME ON

Get away to it all

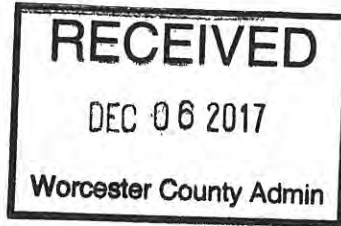
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Maryland
Department of
the Environment



December 1, 2017

Copy: Ed Tudor ✓
John Tushin ✓
Bob Mitchell ✓

The Honorable Madison J. Bunting, Jr.
President, Board of County Commissioners
Worcester County Government Center
1 W. Market St. Room 1103
Snow Hill, MD 21863



Re: Community Assistance Visit (CAV)
Worcester County, CID #240083

Dear Mr. Bunting:

This is to confirm a Community Assistance Visit (CAV) I have scheduled with Ed Tudor and Bill Bradshaw with Worcester County's Department of Development Review & Permitting to discuss your community's participation in the National Flood Insurance Program (NFIP), and to address any questions the community may have about the Program and its responsibilities. This visit is scheduled to begin at 9:00 AM on Wednesday, December 20, 2017, and will be held at the Worcester County Government Center, 1 W. Market St., Room 1201, Snow Hill, MD 21863. I'm enclosing a copy of the agenda.

We'll start with a meeting to cover activities related to Worcester County's participation in the National Flood Insurance Program, then we'll review records related to floodplain permitting, development and variance activity. Following this, we'll tour the Special Flood Hazard Area (SFHA) in the County. Commission members are invited to be present at this meeting.

The Federal Emergency Management Agency (FEMA), or Maryland Department of the Environment (MDE), the NFIP State Coordinating Office, conducts these visits for the purpose of maintaining periodic contact with communities participating in the NFIP in order to assess their needs for technical assistance and coordination. In addition, the visits provide an opportunity for assessing the effectiveness of local floodplain management ordinances and enforcement practices. Community officials involved in the community's floodplain management program and development review and approval process should be present during the meeting or available for questions.

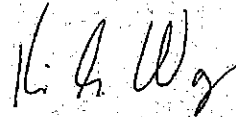
In this regard, we ask that your staff have available for our meeting:

1. Copies of your local adopted floodplain management ordinances in accordance with Section 60.3 of the Code of Federal Regulations (CFR), along with copies of any other codes or ordinances adopted by Worcester County for development in Special Flood Hazard Areas (SFHAs).
2. Records of permits of new development and substantial improvement of existing structures in the designated SFHAs in your community, issued for the last five years. Please note that there is no need to pull older files, unless questions arise regarding a particular structure or development.

3. Records of all variances requested (denied or approved) for the last five years. Please note that there is no need to pull older variances, unless questions arise regarding a particular structure or development.
4. Records of the elevations of structures built in the designated SFHAs in accordance with Section 59.22 (a)(9)(iii), 44 CFR.
5. Appropriate staff to explain the process the community uses to review proposed development in the SFHAs, including new buildings and other structures and new and replacement of manufactured homes; improvements to or repairs of damages to existing buildings and structures; development other than buildings such as mining, dredging, filling, grading, paving, excavation, or drilling operations, and stream or channel alterations and maintenance.
6. Appropriate staff to explain the process for reviewing new subdivision proposals including manufactured home parks and subdivisions in designated SFHAs.
7. Appropriate staff to explain the community's enforcement procedures including variance procedures and on-site inspection of construction in the SFHAs.
8. Questions or concerns the community may have pertaining to its Flood Insurance Rate Maps (FIRMs) and the Flood Insurance Study (FIS) including their accuracy, completeness, or need for other flood data.

If you have any questions regarding the CAV, please contact me at 301-689-1495 or kevin.wagner@maryland.gov.

Sincerely,



Kevin G. Wagner
Natural Resources Planner
NFIP State Coordinating Office

Enclosure

cc: Ed Tudor, Director of Department of Development Review & Permitting, Worcester County
Bill Bradshaw, County Engineer/Building Administrator, Worcester County
Dave Guignet, State NFIP Coordinator, Maryland Department of the Environment
Heather Davis-Jenkins, Planner, FEMA Region III

AGENDA

COMMUNITY ASSISTANCE VISIT – WORCESTER COUNTY, MD (CID #240083)

DATE: DECEMBER 20, 2017 TIME: 9:00 AM

- Introductions
- NFIP/CAV Overview
 - Three parts: mapping, regulations and insurance
 - Partnership between community and FEMA
- Mapping
 - Copies of FIRM(s)/FIS
 - Accuracy
 - Recent flooding
 - Flood control projects underway
 - LOMC – LOMA, LOMR, LOMR-F, CLOMA, CLOMR, CLOMR-F process
 - Map Modernization (basics, preliminary vs. effective, LFD)
- Floodplain Management Regulations Review
 - NFIP regulatory standards (44 CFR)
 - Other regulatory standards (IBC, IRC, ASCE, etc.)
 - Annexations (possible affect on ordinance)
 - Maryland Model Ordinance
- Development Review Process
 - New construction
 - Substantial improvement – (50% of market value; market value determination, cumulative consideration, flag cumulative improvements)
 - Substantial damage – (determination, ICC)
 - Other development (ex. sheds, decks, fences, filling, grading, etc.)
 - State/Federal permits
- Operating Procedures
 - Obtaining elevation data in A and V Zones (FEMA Elevation Certificate)
 - Obtaining floodproofing certifications (nonresidential)
 - Flood openings (EC, engineered opening documentation)
 - Anchoring/breakaway walls in V Zones (V Zone design certificate)
 - Forms (ex. permitting checklist, substantial improvement/damage worksheet, final inspection checklist, etc.)
- Floodway Review
 - No-Rise Certification
- Variance Procedures
- Subdivision Review Process
- Recordkeeping

- ❑ Process to review capital improvements in the SFHA
- ❑ Procedures for inspecting permitted development or discovering un-permitted development
- ❑ Enforcement Actions
- ❑ State/Federal projects (Executive Orders 11988 and 13690)
- ❑ Community Information
 - Flood insurance policies
 - Minus-rated policies
 - Repetitive loss list
- ❑ Community Rating System (points, application, minus-rated policies)
- ❑ Other Mitigation Programs
 - Local Hazard Mitigation Plan
 - HMA – HMGP, PDM and FMA
 - CFMGP
- ❑ Training
 - Emergency Management Institute (EMI), Emmitsburg, MD
 - ❑ E273: Managing Floodplain Development Through the NFIP
 - ❑ E278: National Flood Insurance Program/Community Rating System
 - Maryland Association of Floodplain and Stormwater Managers (MAFSM) Annual Conference
- ❑ Summary/Questions
- ❑ Review permits and variances issued in the floodplain
- ❑ Floodplain Tour (with community official)

Common Acronyms:

ASCE	American Society of Civil Engineers
CAC	Community Assistance Contact
CAV	Community Assistance Visit
CFMGP	Comprehensive Flood Management Grant Program – MDE
CFR	Code of Federal Regulations
CIS	Community Information System
CLOMA	Conditional Letter of Map Amendment
CLOMR	Conditional Letter of Map Revision
CLOMR-F	Conditional Letter of Map Revision Based on Fill
DFIRM	Digital Flood Insurance Rate Map
DNR	Maryland Department of Natural Resources
EC	Elevation Certificate
EMI	Emergency Management Institute
FEMA	Federal Emergency Management Agency
FIRM	Flood Insurance Rate Map
FIS	Flood Insurance Study
HMA	Hazard Mitigation Assistance
HMGP	Hazard Mitigation Grant Program
IBC	International Building Code
ICC	Increased Cost of Compliance
IRC	International Residential Code
LFD	Letter of Final Determination
LOMA	Letter Of Map Amendment
LOMC	Letter Of Map Change
LOMR	Letter Of Map Revision
LOMR-F	Letter of Map Revision Based on Fill
MDE	Maryland Department of the Environment
MEMA	Maryland Emergency Management Agency
MHT	Maryland Historical Trust
MSC	Map Service Center
NFIP	National Flood Insurance Program
PDM	Pre-Disaster Mitigation
RLP	Repetitive Loss Property
SFHA	Special Flood Hazard Area
SHA	State Highway Administration
SHMO	State Hazard Mitigation Officer
SRL	Severe Repetitive Loss

Contact Information:

Maryland Department of the Environment

State NFIP Coordinating Office

Dave Guignet, State NFIP Coordinator 410-537-3775

dave.guignet@maryland.gov

Kevin Wagner, Planner
kevin.wagner@maryland.gov

301-689-1495

Waterway Construction Division
(nontidal floodplain permitting)

410-537-3837

Compliance Program

410-537-3510

FEMA Region III Office

215-931-5500

FEMA Map Information eXchange (FMIX)

1-877-FEMA MAP (336-2627)

FEMA Publications Warehouse

1-800-480-2520

Helpful Websites:

Maryland Department of the Environment (MDE)

Maryland DFIRM Outreach Program and Flood Risk Application

Maryland Emergency Management Agency (MEMA)

Maryland Department of Natural Resources (DNR)

Chesapeake & Coastal Service

Maryland Historical Trust (MHT)

Cultural Resources Hazard Mitigation Planning Program

Maryland State Highway Administration (SHA)

Maryland Environmental Service (MES)

Federal Emergency Management Agency (FEMA)

National Flood Insurance Program (NFIP)

FEMA Map Service Center (MSC)

Maryland Association of Floodplain and Stormwater Managers (MAFSM)

Association of State Floodplain Managers (ASFPM)

Association of State Wetland Managers (ASWM)



6

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

December 13, 2017

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 EDUs for Frontier Town Campground Expansion

Please be advised that on November 27, 2017, we received the attached request for the allocation of an additional 71 equivalent dwelling units (EDUs) of sanitary sewer service from the Mystic Harbour Sanitary Service Area (MHSSA) for a proposed expansion of the Frontier Town Campground. The request was subsequently reviewed by the Worcester County Sewer Committee at our meeting on December 1, 2017. 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: Frontier Town Campground previously purchased 166 EDUs on March 30, 2017 to serve the existing campground in order to remove their current septic system. 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 which would reduce septic flow in the Atlantic Coastal Bays Critical Area. This plan is documented in the EDU Allocation Table (attached) which the Maryland Department of the Environment (MDE) required the County to incorporate into our Water and Sewer Plan when MDE approved the Water and Sewer Plan Amendment needed for the MHSSA expansion. On March 1, 2016, the commercial portion of the property was rezoned to A-2 Agricultural District. Then on November 15, 2016, the MHSSA was expanded to provide sewer service to the existing Frontier Town campground. At that time, the total EDUs for the connection of the existing campground was adjusted to reflect the current number of campsites (584 existing campsites) on the property and included an increase of 6 EDUs from the applicant's original request of 160 EDUs to serve the existing campground.

While drafting the MHSSA Sewer EDU Allocation Process, staff understood that the 30 EDUs previously designated for the Commercial Portion of the Frontier Town Campground were transferred and added to the original allocation of 130 EDUs for the Frontier Town Campground category to serve the existing 584 site campground. However, staff recognized that the

additional 6 EDUs had been sold to Frontier Town Campground in 2016 above and beyond the original combined allocation of 160 EDUs. In order to properly document this purchase of 6 additional EDUs, the Commissioners agreed that the 6 EDUs for Frontier Town would come from the “Infill and Intensification of Properties in Area 1” (the North Area). This was done on September 19, 2017 concurrent with the adoption of Resolution 17-19 creating the EDU Allocation Process which was adopted to ensure the new MHSSA EDUs were utilized in accordance with the Water and Sewer Plan.

Summary of Request: Frontier Town Campground now requests an allocation of an additional 71 EDUs of sewer service from the MHSSA to provide for an expansion of 213 new campsites computed as follows:

$$\begin{aligned} & - 213 \text{ campsites at } 100 \text{ gallons per day (gpd) per campsite} = 21,300 \text{ gpd} \\ & \div 300 \text{ gpd/edu} = \mathbf{71 \text{ EDUs Total Request}} \end{aligned}$$

Current Available Capacity - South: There are currently 55 EDUs allocated in Area 2 (south of the airport), in which Frontier Town Campground is located, which have not yet been purchased. These remaining EDUs have been allocated for the following uses: Commercial Infill South of Airport (20 EDUs), Vacant or Multi-Lot properties (4 EDUs), Assateague Greens Executive Golf Course/Range (6 EDUs), Church (5 EDUs), and Single Family Dwellings (20 EDUs) to replace septic systems serving existing homes. Granting the request of 71 EDUs for the Frontier Town Campground expansion would require allocating all of the remaining EDUs in Area 2 plus an additional transfer of 16 EDUs from Area 1 (north of the airport).

Current Available Capacity - North: There are currently 298 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 (148 EDUs), Vacant or Multi-Lot properties (80 EDUs), Single Family Dwellings (17 EDUs), and Commercial (53 EDUs). Should the Commissioners grant the request of 71 EDUs for the Frontier Town Campground expansion, they would need to determine from which of the above categories the additional 16 EDUs should be transferred from the north area to the south area to satisfy the request.

Background on Original Allocation of New Sewer Capacity in Mystic Harbour: The approved expansion of the Mystic Harbour WWTP in 2008 and funding from USDA in 2009 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 transfer of 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, once EDUs are transferred from one category to another and sold, they will no longer be available for the originally intended purpose.

Options for Commissioners' Action on the Request:

Option 1 - Deny the request for allocation of an additional 71 EDUs of sewer service from the MHSSA to provide for an expansion of 213 campsites at Frontier Town since there is currently no remaining allocation available for that use in Area 2 in accordance with the Water and Sewer Plan.

Option 2 - Approve all or part of the requested allocation of 71 EDUs by transferring the EDUs from among the following use categories with remaining allocations:

- **Area 2 (south):** 20 EDUs - Commercial Infill South of Airport
 - 4 EDUs - Vacant or Multi-Lot properties
 - 6 EDUs - Assateague Greens Executive Golf Course
 - 5 EDUs - Church
 - 20 EDUs - Single Family Dwellings
-

- **Area 1 (north):** 148 EDUs - Infill and Intensification
 - 80 EDUs - Vacant or Multi-Lot properties
 - 17 EDUs - Single Family Dwellings
 - 53 EDUs - Commercial

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.

LAW OFFICES

**BOOTH BOOTH
CROPPER & MARRINER P.C.**

CURTIS H. BOOTH
BRYNJA MCDIVITT BOOTH
HUGH CROPPER IV
THOMAS C. MARRINER*
ELIZABETH ANN EVINS
ROY B. COWDREY, JR. **

* ADMITTED IN MD & DC
** OF COUNSEL

9923 STEPHEN DECATUR HIGHWAY, #D-2
OCEAN CITY, MARYLAND 21842
(410) 213-2681
EMAIL: hcropper@bbcmlaw.com

EASTON OFFICE
130 NORTH WASHINGTON ST.
EASTON, MD 21601
(410) 822-2929
FAX (410) 820-6586

WEBSITE
www.bbcmlaw.com

November 21, 2017

Worcester County Treasurer's Office
Attn: Jessica Wilson
Post Office Box 349
Snow Hill, Maryland 21863

Mr. Kelly Shannahan, Assistant
Chief Administrative Officer
Worcester County Commissioners
One West Market Street, Room 1103
Snow Hill, Maryland 21863

RE: *Sun TRS Frontier, LLC*
Frontier Town Campground Expansion

Dear Ms. Wilson and Mr. Shannahan:

Please find attached my completed application, and my client's check payable to Worcester County in the amount of Seventy One Thousand Dollars (\$71,000.00), requesting wastewater treatment allocation with respect to the above referenced project.

I respectfully request the opportunity to make a brief presentation to the Worcester County Water and Sewer Committee. Inasmuch as this is a quasi-judicial substantive decision, I believe that I am entitled to the opportunity to present evidence.

I would also like to request the opportunity to appear before the Worcester County Commissioners, to present evidence in support of this application.

November 21, 2017

Page Two

Very briefly, the majority of the Frontier Town Campground expansion area was down-zoned from C-2, General Commercial District to A-2, Agricultural District, to accommodate the campground expansion. The property received a special exception from the Worcester County Board of Zoning Appeals to operate a campground in an A-2, Agricultural District. The property received site plan approval back on July 6, 2017 in connection with the campground expansion.

The expansion of an existing campground represents smart growth. There are very few environmental impacts. On the other hand, the campground provides important access to the Sinepuxent Bay. There is an existing marina, boat ramp, and other infrastructure. The utilization of this infrastructure certainly represents smart growth.

As always, I appreciate your consideration. Please call with any questions.

Very truly yours,



Hugh Cropper IV

HC/tgb

Enclosures

CC: Robert Hufnagel

Dane Bauer

Melissa Hall

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

Name: Sun TRS Frontier, LLC Date: November 21, 2017
Mailing address: 10 Hugh Cropper II, 9923 Stephen Decatur Highway,
Address of service location: 8428 Stephen Decatur OC, MD 21892
Property identification (acct # & map/parcel): map 33, p. Highway, Berlin, MD
Type of project (circle one below): 93494 21811

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 213 sites
EDU's/gallons assigned to property: 166 EDU's to be purchased: 71
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 II, HCropper @ bbcmlaw.com
Signature: [Signature] Date: November 21, 2017

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: 11/27/17 By: Jessica Wilson
Environmental Programs approval: _____ Date: _____
Treasurer's Office approval: _____ Date: _____
Public Work's approval: _____ Date: _____

FEES PAID:

Deposit \$1,000 per EDU X 71 (EDU's) = \$ 71,000
Remaining Balance \$6,700 per EDU X _____ (EDU's) = \$ _____

Date received: 11/27/17 By: Jessica Wilson

RETURN TO:

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

FULL POLICY ATTACHED AND INCORPORATED.

D. 545.1025 XX
C. 545.2425 XX

RESOLUTION NO. 17 - 19

RESOLUTION CREATING THE MYSTIC HARBOUR SANITARY SERVICE AREA
SEWER EDU ALLOCATION PROCESS

WHEREAS, the Mystic Harbour Wastewater Treatment Plant (WWTP) was upgraded and expanded in 2014 to provide additional sanitary sewer treatment capability to serve residential and commercial needs of properties within the Mystic Harbour Sanitary Service Area (SSA); and

WHEREAS, the upgrade and expansion resulted in a total of 200,000 gallons per day of additional sewage treatment capacity in the Mystic Harbour WWTP which created a total of 666 new Equivalent Dwelling Units (EDUs) of sewer capacity at a rate of 300 gallons per day per EDU which are now available in the Mystic Harbour SSA; and

WHEREAS, the planning documents included in the latest approved *Worcester County Water and Sewerage Master Plan* amendment regarding the Mystic Harbour SSA identified a number of goals for the additional capacity and included a chart (attached hereto) allocating the new EDUs to different areas within the Mystic Harbour SSA for different purposes; and

WHEREAS, on March 15, 2016, the Worcester County Commissioners reviewed and approved an implementation policy for the newly available sewer EDUs in the Mystic Harbour/West Ocean City SSA Overlay Area; and

WHEREAS, upon the recommendation of the Worcester County Water and Sewer Committee, the County Commissioners have determined that it is prudent to have an allocation process in place for all 666 new sewer EDUs in the Mystic Harbour SSA, not just those aimed at the Overlay Area, to include County Commissioner approval of future allocations.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the following Mystic Harbour Sanitary Service Area EDU Allocation Process is hereby adopted:

1. The allocation of Mystic Harbour Sanitary Service Area sewer EDUs shall only be approved for properties with an existing demonstrated need and in connection with either a permit or plan application specifying how and where the capacity will be allocated:
 - A. The project must apply to the County Commissioners for the EDU allocation while the project is pending as follows:
 - i. Single Family Dwellings and change of use commercial spaces - The property owner or their representative must apply for and receive any needed EDU allocation prior to receiving any permit for the project. EDU(s) must be paid for in full at time of the first permit application.
 - ii. Minor Site Plans and other projects requiring administrative approvals - The project must have completed the Technical Review Committee process (when required) or the granting of an administrative waiver before applying to the County Commissioners for EDU allocation. The project must have EDU allocations prior to the project applying for final signature approval with the Zoning Administrator. A deposit shall be required upon application as detailed in

Section 1B hereof. The remaining balance to purchase the EDUs shall be paid prior to any project permit being issued.

iii. Major Site Plans - The project must have completed the Technical Review Committee process before applying to the County Commissioners for EDU allocation. The project must have EDU allocations prior to the project applying for final site plan approval with the Planning Commission. A deposit shall be required upon application as detailed in Section 1B hereof. The remaining balance to purchase the EDUs shall be paid prior to any project permit being issued.

iv. Residential Planned Community (RPC) - Concurrent with Step 1 of the RPC approval process, the project shall apply to the County Commissioners for EDU allocation. The project cannot move to Step 2 of the RPC approval process without sufficient EDUs being allocated. A deposit shall be required upon application as detailed in Section 1B hereof.

B. Included with the application shall be a \$1,000 deposit per EDU applied for. If the County Commissioners deny the allocation or if the Planning Commission fails to approve the site plan, the deposit shall be returned. If the County Commissioners approve the allocation and if the Planning Commission approves the site plan or RPC, the deposit is non-refundable.

C. If the project approvals expire, the project shall lose its allocation of EDUs. The County shall return the amount paid to purchase the EDUs less the non-refundable deposit.

D. If after one year of the project having EDUs allocated to it, a building permit has still not been issued for the project, an additional deposit of \$1,000 per EDU per year shall be required for each year of additional reservation of service up to a maximum of five years. No reservation shall be allowed beyond five years. The additional deposit shall be paid not less than 60 days prior to the anniversary date of the original allocation approval. If the additional deposit is not paid as required or if five years elapses, the EDU allocation shall be null and void and all prior deposits shall be forfeited.

E. Applications shall be submitted to: Worcester County Administration, Government Center - Room 1103, One West Market Street, Snow Hill, MD 21863.

2. There shall be no transfers of sewer allocations permitted in the Mystic Harbour Sanitary Service Area (MHSSA) by property owners who have excess capacity allocated to their properties. In the event that excess sewer capacity exists on a property as a result of changes or modifications to the original development plan, any and all excess capacity shall revert to the MHSSA two years after the issuance of the certificate of occupancy for the last building shell in the project. The property owner shall only be entitled to the return of the amount of the original price paid to the County for the EDUs less the non-refundable deposit. The property owner shall be notified in writing of the forfeiture of the unused capacity. Such notice shall be sent by registered mail to the property owner(s) address as identified on the tax assessment rolls as maintained by the Maryland Department of Assessments and Taxation.

3. The current equity contribution in fiscal year 2018 (FY18) for each Mystic Harbour Sanitary Service Area sewer EDU is \$7,700, with quarterly debt service payments of \$54 per EDU


thereafter until the debt is paid in full. The equity contribution will be recalculated each fiscal year to include the debt service from the prior year. Quarterly debt service payments may be adjusted in the future to pay for additional debt incurred by the Mystic Harbour Sanitary Service Area.

4. Upon allocation of the EDUs, accessibility charges as established in the annual budget for the Mystic Harbour Sanitary Service Area shall become due and payable on a quarterly basis. The current accessibility charge is \$150 per quarter per EDU. Accessibility charges are non-refundable should the applicant fail to utilize the allocated EDUs.


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

PASSED AND ADOPTED this 19th day of September, 2017.

ATTEST:

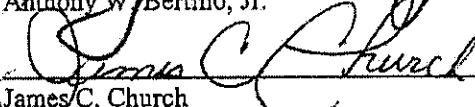

Harold L. Higgins - Kelly Shanahan
Chief Administrative Officer; Assistant CAO

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

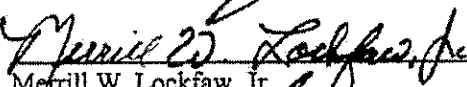

Madison J. Bunting, Jr., President

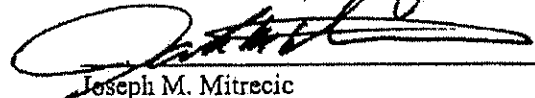

Diana Burnell, Vice President


Anthony W. Befino, Jr.

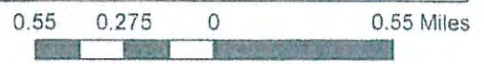
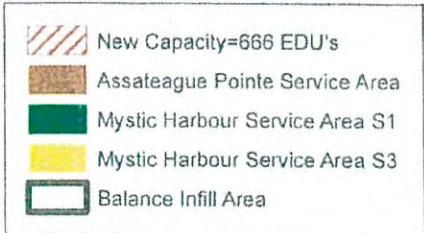
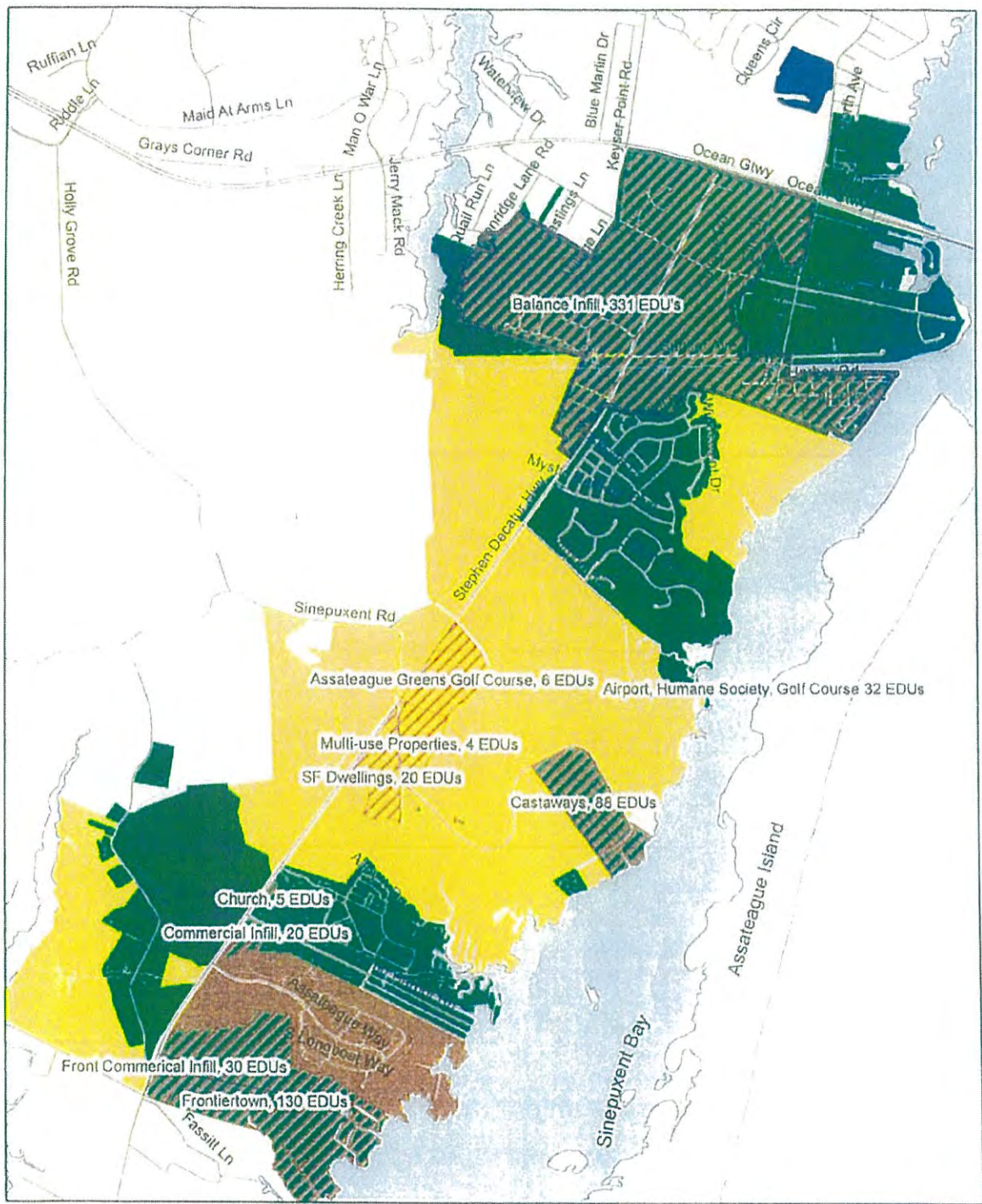

James C. Church


Theodore J. Elder


Merrill W. Lockfaw, Jr.


Joseph M. Mitrecic

Allocation of Sewer EDUs in Mystic Harbour Sanitary Service Area (New Capacity)						
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	148	0	0	148	3
Vacant or Multi-lot Properties in "Area 1"	80	80	0	0	80	
Single Family Dwellings	17	17	0	0	17	
Commercial Properties in "Area 1"	80	80	0	27	53	4,5
Subtotal EDUs in "Area 1"	331	325	0	27	298	
Airport and South of Airport, East of Route 611 - "Area 2"						
Commercial Infill South of Airport	20	20	0	0	20	
Vacant or Multi-lot Properties	4	4	0	0	4	
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	0	20	
Castaways Campground	88	88	88		0	2
Frontier Town Campground	130	166	0	166	0	3
Commercial Portion of Frontier Town Campground	30	0			0	
Subtotal EDUs in "Area 2"	335	341	120	166	55	
TOTAL EDUs	666	666	120	193	353	
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.						



Mystic Harbour Sewer Planning Area
 New Mystic Capacity--666 EDU's
 Prepared by the Worcester County
 Department of Environmental Programs
 June 2015



7

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

December 13, 2017

TO: Worcester County Commissioners
 FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KL*
 SUBJECT: 2018 Hurricane Conference - March 26-29 in Orlando

As you are aware, we recently received notice that registration is now open for the 2018 National Hurricane Conference to be held Monday-Thursday, March 26-29, 2018 at the Hilton Orlando in Orlando, Florida (see attached). As you will recall, in 2017 the County sent 14 staff members and 3 County Commissioners to the Hurricane Conference in New Orleans and all attendees benefitted from the information and training they received. As a result, funding has been allocated in the FY18 Travel and Training Account budget to send additional staff to the Hurricane Conference in 2018. The regular early registration fee is \$350 per person, however I hope to be able to once again negotiate a group discount of \$50 per person provided that we register at least 10 participants. Therefore, the estimated cost of registration, travel, lodging, and meals is \$2,050 per person for 2018 (see attached).

Before last year's conference, I polled County Department Heads whose staff are regularly involved in storm preparation, response and recovery and asked them to provide me with a list of up to 2 critical staff members who would benefit from attending the Hurricane Conference each year over 3 years. Below is a list of the attendees from 2017 and recommendations for staff to attend in 2018 and 2019:

<u>Department</u>	<u>2018 Attendees</u>	<u>2019 Attendees</u>	<u>Attended in 2017</u>
Emergency Services	James Hamilton Brian Jones	Tom Kane Kristin Jester	Fred Webster Robert Rhode
Fire Marshal	Matt Owens Chris Vieira	Matt Owens Robert Korb	Jeff McMahan Robert Korb
Commissioners	Com. _____ Com. _____	Com. _____ Com. _____	Com. Bunting Com. Purnell Com. Bertino
Administration	Harold Higgins _____	Harold Higgins Maureen Howarth	Harold Higgins Kim Moses
Public Works	Frank Adkins Mike McClung _____ _____	_____ _____ _____ _____	Mike Mitchell Jeff Tingle Mike Hutchinson Larry Lynch
Dev. Rev. & Permitting	Jennifer Keener Bill Bradshaw	Paul Miller _____	Kelly Henry Mark Dunlevy
Environmental Programs	Katherine Munson Jenelle Gerthoffer	_____ _____	Bob Mitchell David Bradford

The list on the previous page totals 16 staff members and Commissioners proposed to attend the National Hurricane Conference in 2018. You will need to decide which two County Commissioners will attend in 2018. In addition, Harold may choose one more attendee from County Administration and John Tustin may choose two more of his staff members from his 5 Divisions who may benefit from attendance.

In summary, I request your approval for out-of-state travel to send the above referenced 16 staff members and County Commissioners to the 2018 National Hurricane Conference in Orlando, Florida at an estimated cost of \$32,800 with funding from the FY18 Travel and Training Account. I look forward to reviewing this matter at your next meeting after which I can begin planning for attendance and making the appropriate travel arrangements. In the meantime, if you should have any questions or concerns, please feel free to contact me.



2018 NATIONAL HURRICANE CONFERENCE

March 26-29, 2018 * Hilton Orlando * Orlando, FL

Conference Hotel: Hilton Orlando, 6001 Destination Parkway, Orlando, FL 32819 (407) 313-4300

Attendee Registration:

- Early (payment received by 2/9/18)\$350
- Regular (payment received 2/10/18-3/9/18)\$400
- Onsite (payment received after 3/9/18)\$450
- Daily\$150 per day
Please check all that apply Monday Tuesday Wednesday Thursday

Name _____

Title _____ Organization _____

Address _____

City _____ State _____ Zip _____

E-mail _____ Phone _____

Payment Information:

**Make checks payable to: National Hurricane Conference, Inc.
2952 Wellington Circle, Tallahassee, FL 32309**

We accept these credit cards: Amex • MasterCard • VISA • Discover

Credit Card Number _____ Expiration _____

Cardholder Name _____ CVR# _____

Cardholder Signature _____

REFUND POLICY

Cancellations received by Feb 23, 2018 will receive a full refund, less a \$50 cancellation fee. Cancellations received by Feb 24 and on or before March 9, 2018 will receive a 50% refund. No refunds will be made for cancellations received after March 9, 2018. NHC must receive cancellation requests in writing, by email or regular mail. Telephone requests will not be honored. Send requests to NHC Cancellations, 2952 Wellington Circle, Tallahassee, FL 32309 or email: Lisa@HurricaneMeeting.com No refunds will be made for cancellations received after March 9, 2018.

**National Hurricane Conference, Inc. * Federal ID # 20-2105613
2952 Wellington Circle, Tallahassee, FL 32309 * (850)906-9224 Phone/Fax
Lisa@HurricaneMeeting.com**

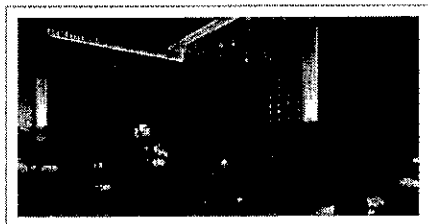


March 26 - March 29, 2018

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2018 Hotel



Hilton Orlando

6001 Destination Parkway
 Orlando, Florida 32819
 (407) 313-4300

\$164.00 Single/Double

[Link to Hotel Registration](#)

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- [Exhibit or Sponsor](#)
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IMPORTANT FILES

- [Attendee Registration Form](#)
- [Speaker Registration Form](#)
- [NHC Media Policy](#)
- [NHC Refund Policy](#)

NATIONAL HURRICANE CONFERENCE

2952 Wellington Circle
 Tallahassee, FL 32309
Phone & Fax
 850-906-9224

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4



March 26 - March 29, 2018

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2018 National Hurricane Conference Overview

Sunday March 25, 2018			
Event Start	Event End Time	Description	Location
1:00 pm	5:00 pm	Conference Registration Desk Open	Lake Foyer Registration

Monday March 26, 2018			
Event Start	Event End Time	Description	Location
7:30 am	4:30 pm	Conference Registration Desk Open	Lake Foyer Registration
7:30 am	4:30 pm	Internet Cafe Open (if sponsored)	Clear Lake
8:00 am	12:00 pm	Media Rooms Open	Ruby Lake and Sand Lake
8:30 am	12:00 pm	Training Sessions, including EMI Courses	Lake Meeting Rooms
12:00 pm	1:30 pm	Lunch on your own	
12:00 pm	5:00 pm	Media Rooms Open	Ruby Lake and Sand Lake
12:00 pm	5:00 pm	Exhibitor Setup	Orlando Ballroom
1:30 pm	5:00 pm	Training Sessions, including EMI Courses	Lake Meeting Rooms

Tuesday March 27, 2018			
Event Start	Event End Time	Description	Location
7:30 am	4:30 pm	Conference Registration Desk Open	Lake Foyer Registration
7:30 am	4:30 pm	Internet Cafe Open (if sponsored)	Clear Lake
8:00 am	12:00 pm	Media Rooms Open	Ruby Lake and Sand Lake
8:30 am	12:00 pm	Training Sessions	Lake Meeting Rooms
12:00 pm	1:30 pm	Lunch on your own	
9:30 am	5:00 pm	Exhibit Hall Open	Orlando Ballroom
1:00 pm	5:00 pm	Media Rooms Open	Ruby Lake and Sand Lake
1:30 pm	5:00 pm	Training Sessions, including EMI Courses	Lake Meeting Rooms
5:30 pm	6:30 pm	Welcome Reception	Orlando Ballroom


Wednesday March 28, 2018			

5

Event Start	Event End Time	Description	Location
7:30 am	4:30 pm	Conference Registration Desk Open	Lake Foyer Registration
7:30 am	4:30 pm	Internet Cafe Open (if sponsored)	Clear Lake
8:00 am	12:00 pm	Media Rooms Open	Ruby Lake and Sand Lake
8:30 am	10:00 am	RAP Sessions	Lake Meeting Rooms
9:30 am	3:30 pm	Exhibit Hall Open	Orlando Ballroom
10:30 am	1:00 pm	Dedicated Time to Tour Exhibit Hall	Orlando Ballroom
12:00 pm	1:00 pm	Lunch on your own	
1:00 pm	5:00 pm	Media Rooms Open	Ruby Lake and Sand Lake
1:00 pm	5:30 pm	General Session and Annual Awards Presentation	Orange Ballroom

Thursday March 29, 2018			
Event Start	Event End Time	Description	Location
7:30 am	4:30 pm	Conference Registration Desk Open	Lake Foyer Registration
8:30 am	4:30 pm	Internet Cafe Open (if sponsored)	Clear Lake
8:00 am	12:00 pm	Media Rooms Open	Ruby Lake and Sand Lake
8:30 am	12:00 pm	Concurrent Workshops	Lake Meeting Rooms
12:00 pm	1:30 pm	Lunch on your own	
1:00 pm	5:00 pm	Media Rooms Open	Ruby Lake and Sand Lake
1:30 pm	5:00 pm	Concurrent Workshops	Lake Meeting Rooms
5:00 pm		Conference Adjourns	

Coffee Breaks will be held daily at 8:00 am, 10:00 am and 3:00 pm

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IMPORTANT LINKS

- Home
- Conference Overview**
- Register Online
- Hotel Reservations
- Exhibit or Sponsor
- After Hours
- Contact Us

IMPORTANT FILES

- Attendee Registration Form
- Speaker Registration Form
- NHC Media Policy
- NHC Refund Policy

NATIONAL HURRICANE CONFERENCE

2952 Wellington Circle
Tallahassee, FL 32309
Phone & Fax
850-906-9224

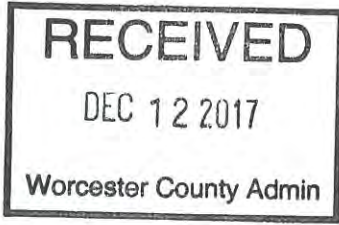
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6

Anticipated Expenses - 2018 Hurricane Conference

Registration - \$300 (Hope to negotiate a \$50 per person discount if we register 10 attendees)
Lodging - \$923 (5 nights at \$164/night plus taxes - Sunday-Thursday, check out on Friday)
Meals - \$354 (6 days at \$59/day - based on federal per diem for Orlando)
Airfare - \$400 (round trip from Baltimore to Orlando)
Taxi/Misc. - \$73 (parking, round trip taxi from airport, baggage handling, tips, etc.)

Total = \$2,050 per person

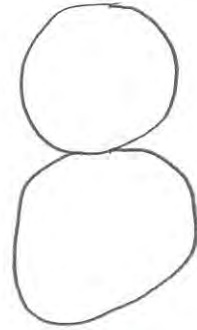


DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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

TEL: 410-632-1200 / FAX: 410-632-3008
www.co.worcester.md.us/drp/drpindex.htm



ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: Edward A. Tudor, Director
DATE: December 11, 2017
RE: Transportation Priority Letters - Chapter 30 Requirements

Earlier this year the State Legislature passed Senate Bill 307, Chapter 30 of the Acts of 2017, that requires the Maryland Department of Transportation (MDOT) to develop a project-based scoring system for major transportation projects. Such projects are those for which the estimated costs exceed \$5,000,000, excluding those projects that are solely for system preservation. This legislation followed 2016 legislative changes that the Administration referred to as the Road Kill Bill.

MDOT conducted a workshop at this week's Maryland Association of Counties' (MACO) conference to explain where they were in the process of implementing the legislation and the development of documents for use by the local jurisdictions in preparing their transportation priority letters. Although I had hoped to attend the workshop I was unable to due to needing to attend the Planning Commission's regularly scheduled meeting here in Snow Hill. I have, however, received a copy of the Power Point presentation and of the draft Chapter 30 Transportation Project-Based Scoring Model from the workshop and have spoken with MDOT's regional planner, Ian Beam, whom I typically deal with on such issues. Mr. Beam explained to me that the attached Chapter 30 document is indeed in draft form and may well change prior to its submission to the Legislative Committee for approval on January 2, 2018. This document was developed with input from various sectors of MDOT and representatives from MACO and the Maryland Municipal League.

Page 5
Page 27

I have reviewed the Chapter 30 document and have a number of concerns that I wish to bring to your attention. First, the system for submission of what were known as our transportation priority letters has changed. The priority letters will still be submitted but will now be basically a two tier system. System preservation, safety and highway capacity or enhancement projects under \$5,000,000 may be included without complying with the Chapter 30 scoring process. Justification and project information will still be required for these projects. These letters are due by April 1, 2018. All other major projects will have to comply with the submission requirements of Chapter 30. As currently proposed, that will entail the submission by the County of a feasibility study that defines the project improvements and limits. A detailed project cost estimate, six completed checklists, a statement of funds available from all sources, and local priority point allocations will all also need to be submitted. All of this information will have to be included in an online submission by March 1, 2018 for inclusion in next year's Consolidated Transportation Plan (CTP). Another large component of this process is coordination with the Towns. In order to score as well as possible in the process there needs to be unanimity in the priorities of the County and the Towns.

Obviously, the time limitations as outlined above for the inclusion of any major project during this application period will be virtually impossible to meet, considering that there will not be a release of the final Technical Guide, the checklists and other supporting documentation until early January 2018 at the earliest, with the applications to be due just eight weeks later. Additionally, the draft Technical Guide states that proposing entities must either coordinate with MDOT SHA to fund preliminary planning for the project in the Development and Evaluation Program of the CTP or conduct their own feasibility study. This is an additional issue that will not be done in just eight short weeks. We can still include Major Transportation Projects in our priority letter but they will not be evaluated and considered for funding without the Chapter 30 submission requirements.

I will continue to follow the progress of the Technical Guide and the approval by the Legislative Committee over the coming weeks. Considering that there is yet the possibility of significant changes to the process, I think it is still somewhat early to work on preparing a priority letter. I do feel, however, that it would be wise for the County Commissioners to begin thinking about what major and minor projects they may wish to pursue once this process is finalized. *

As always, I will be happy to discuss the matter further with you and the County Commissioners at your convenience.

cc: John Tustin, Public Works Director
Phyllis Wimbrow, Deputy Director
Jennifer Keener, Zoning Administrator

See page 74 For
Current major projects in
Consolidated Transportation Plan

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



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COUNTY COMMISSIONERS

Worcester County

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

HAROLD L. HIGGINS, CPA
CHIEF ADMINISTRATIVE OFFICER
JOHN E. "SONNY" BLOXOM
COUNTY ATTORNEY

This is our most recent Priority letter

October 21, 2015

Heather Murphy, Director
Office of Planning and Capital Programing
Maryland Department of Transportation
7201 Corporate Center Drive
Hanover, Maryland 21076

RE: State Transportation Priorities in Worcester County for 2015

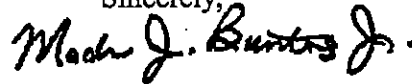
Dear Ms. Murphy:

This letter and its supporting documents shall serve to reiterate Worcester County's priorities for inclusion in the construction program of the State's Consolidated Transportation Program (CTP). Please be advised that Worcester County's Priority Project continues to be the complete dualization of US Route 113 in Worcester County. We thank you for continuing to move forward with this project.

While we recognize that prior instructions have advised the County to limit the number of priority projects included in our annual request, the Commissioners wish to express their support for the following additional projects, in no particular order: Improvements to Route 589, Racetrack Road, from US Route 50 North to US Route 113; replacement of the Harry W. Kelly Memorial Bridge on US Route 50 into downtown Ocean City; the complete dualization of Maryland Route 90 from US Route 50 to Maryland Route 528, Coastal Highway in Ocean City; and the Market Street Streetscape Project in the Town of Snow Hill. The development of these additional priority projects were coordinated with the local municipalities. Relevant support materials are attached hereto for your reference.

Heather Murphy
Page Two
October 21, 2015

Thank you for moving forward with the dualization of US Route 113 and for your considerations of these other priority projects in Worcester County as you develop the State's Consolidated Transportation Program this year and in future years. We sincerely appreciate your support of these needed transportation projects in Worcester County. If you should require any additional information or should you have any questions or concerns with regard to this matter, please feel free to contact either me or Harold L. Higgins, Chief Administrative Officer, at this office.

Sincerely,


Madison J. Bunting, Jr.
President

KS:kdg

cc: Edward A. Tudor, Director of Development Review Permitting
John H. Tustin, Director of Public Works
Rick Meehan, Mayor, Town of Ocean City
Charles Dorman, Mayor, Town of Snow Hill
Donnie Drewer, District Manager SHA
Senator James N. Mathias, Jr.
Delegate Mary Beth Carozza
Delegate Charles J. Otto

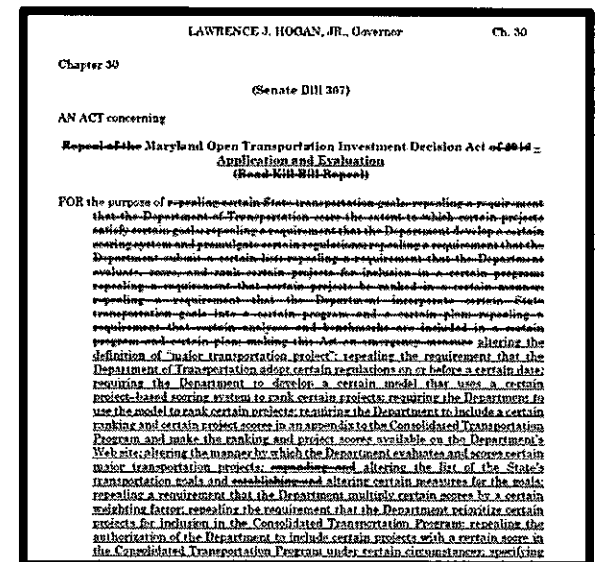
Chapter 30

Transportation Project-Based Scoring System

MDOT Office of Planning Presentation (MACo Roundtable)
12/7/2017

Chapter 30 – Project Scoring Law

- ❑ New statutory requirements implemented in 2017 legislative session directing the Maryland Department of Transportation to develop by January 1, 2018 a project-based scoring model for evaluating major highway and transit capacity projects over \$5 million in the Draft and Final CTP.
- ❑ Establishes nine goals and twenty-three measures in the law that each major transportation project shall be evaluated against in the project-based scoring model.
- ❑ Repeals some of Chapter 36 statutory requirements to remove the weighted population factor and provide more discretion to MDOT to develop the model and select projects for funding in the CTP.



Chapter 30 Implementation

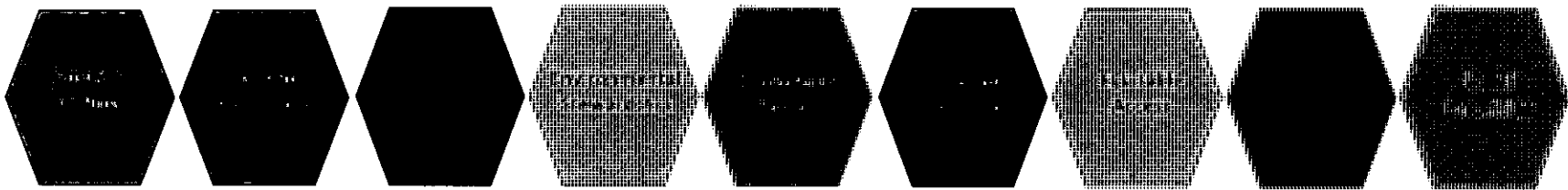
- ❑ A cross-functional team of State transportation officials and local partners developed the scoring model in the Summer of 2017 in order to meet the statutory requirements of Chapter 30.
- ❑ The Chapter 30 Scoring Model establishes an application process to collect major transportation project candidates and data, conduct project evaluation and modeling and calculate project scores and ranks.
- ❑ Feedback and comments on the proposed Chapter 30 Scoring Model are being solicited through December via Round Table Forums, MDOT Website & Outreach Activities.

Chapter 30 Implementation

- The Chapter 30 Scoring Model will be finalized by January 1, 2018 in accordance with Chapter 30 deadline.
- The Chapter 30 Scoring Model will be implemented for all major transportation projects seeking inclusion in the Draft FY 2019-2024 CTP.
- The Chapter 30 Scoring Model is one of many tools utilized to select projects for funding in the CTP. However, all major transportation projects must be scored in order to be considered for funding in the CTP.

Project-Based Scoring System

- ❑ The Chapter 30 Scoring Model evaluates projects against the following nine statutory required goals:



- ❑ Each goal has 1-3 measures established by statute that define how the project should be evaluated against it.
- ❑ Scores are developed through an objective and transparent process by project application data, project location data, qualitative questionnaires, modeling and forecasting.

Goal 1: Safety and Security

Measure 1: Expected Reduction in Total Fatalities & Injuries

- Highway Projects – Current Safety Condition (Crash Severity Index) X Safety Features of Project
- Transit Projects – Safety Points Assigned Based off New Transit Passengers Taken Off Roadway (Every 160 New Passengers = 1 Point)
- MDOT will calculate this score for projects.

Measure 2: Project Implements Complete Streets Policy

- Qualitative Checklist with Points Assigned Based off Project Features Consistent with Complete Streets Safety Policies
- Checklist does not penalize projects in rural areas or areas without pedestrian/bicycle demand that do not need Complete Streets features.
- Combination of MDOT and Applicant Data

Goal 2: System Preservation

Measure 1: Increase in Lifespan of Facility

- Points assigned based off the quantity of assets (lane miles/square feet) in poor or fair condition that the project will address. Assets in poor condition are awarded higher points than those in fair.
- MDOT will calculate this score.

Measure 2: Increase in Facility Functionality

- Qualitative Checklist based off the functionality features of a project.
- Functionality is defined as improving the current conditions to meet design standards or improve functional deficiencies and not as an increase in throughput of traffic.
- MDOT will calculate this score.

Measure 3: Degree the Project Renders a Facility More Resilient

- Qualitative Checklist with points assigned based on the project areas risk to flooding and the mitigation features a project includes. Resiliency is defined as resiliency to flooding
- Checklist does not penalize projects in areas not susceptible to flooding and do not require mitigation features.
- MDOT will calculate this score.

Goal 3: Reducing Congestion

Measure 1: Increase in Job Accessibility

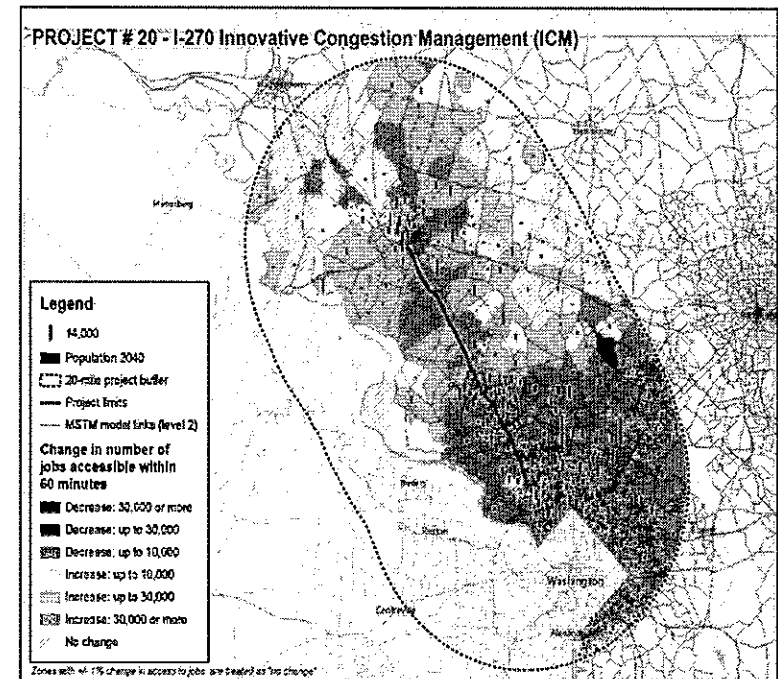
- Predicted increase in the number of jobs accessible from modeling the impact in the Multi-Modal Accessibility (MMA) Tool.
- This is the same tool Virginia DOT uses to evaluate this same measure in their Prioritization Program.

Measure 2: Increase in Travel Time Reliability

- Highway Projects – Annual travel time savings from project modeled in SHA's Statewide Travel Demand Model
- Transit Projects – Annual travel time savings based on daily new transit riders. (Every New Passenger is equal to 5.4 minutes of travel time savings).

Measure 3: Supports Connections Between Different Modes and Promotes Multiple Choices

- Qualitative checklist with points assigned based on the modal connections the project facilities.
- MDOT will calculate score.



Goal 4: Environmental Stewardship

Measure 1: Potential To Limit or Reduce Harmful Emissions

- Highway Projects – Reduced fuel consumption in gallons modeled from SHA's Statewide Travel Demand Model
- Transit Projects – Reduced fuel consumption in gallons based on daily new transit passengers (Every new passenger is equal to 1/5 of a gallon in fuel reduction).

Measure 2: Avoidance of State Resources in Project Area

- The number of impacted acres divided by the total project acres
- Impacts considered to only State resources – State Parks and Historical Sites

Measure 3: Degree to Which the Project Advances State Environmental Goals

- Qualitative Checklist with points assigned based on the consistency with environmental goals
- Worked with Maryland Department of Environmental on development of checklist goals.
- MDOT will calculate score.

Goal 5: Community Vitality

Measure 1: Degree To Which Project Increases Use of Walking, Biking or Transit

- Qualitative checklist with points assigned based on the project features and their impact to improving modal choices and consistency with local bicycle/pedestrian plans.
- MDOT and Applicant Data used to Score

Measure 2: Enhancement of Existing Community Assets

- Qualitative checklist with points assigned based on the number of community assets to which the project provides access to.
- Community assets are defined as education facilities, places of worship, libraries, military installations, parks, community centers and healthcare facilities.
- Applicant Data used to Score.

Measure 3: Degree to Which the Project Furthers Revitalization Plans

- Qualitative checklist with points assigned based on the projects consistency with local comprehensive plans
- Applicant Data used to Score.

Goal 6: Economic Prosperity

Measure 1: Increase in Job Accessibility

- Predicted increase in the number of jobs from modeling the impact in the Multi-Modal Accessibility (MMA) Tool.

Measure 2: Projected Enhancement of Access to Critical Intermodal Locations

- Points assigned based on the project’s inclusion in MDOT’s Strategic Goods Movement Plan

Measure 3: Increase in Furthering Non-Speculative Economic Development

- Qualitative checklist with points assigned based on the degree to which proposed development is expected to be built as a result of the project.
- Checklist is modeled off Virginia DOT’s evaluation of economic development in their project prioritization program.
- Applicant Data used to Score.

Rating Description	Points Value
Is the project consistent with the local Comprehensive Plan? (Name of Plan and Approval Date Required)	Consistent with: 0.5 Referenced in: 1
What is the development project’s site plan status?	Submitted: 0.5 Approved: 1
What is the development project site utilities status?	Planned: 0.5 Funded: 1 In-place: 2
Expected Job Density of Proposed Development	Low Density .5 High Density 1
Note: For corridor and transit improvements in developed areas, treat all land area that can be improved as having a submitted site plan and in-place utilities. Scaling will be based on land area. For transit improvements evaluate land area at a 0.5 mile radius from each station.	
Total (sum of points)	0-5

Goal 7: Equitable Access to Transportation

Measure 1: Increase in Job Accessibility for Disadvantaged Populations

- Predicted increase in the number of jobs in disadvantaged areas from modeling the impact in the Multi-Modal Accessibility (MMA) Tool.
- Disadvantaged areas are defined as population areas greater than 2x the national poverty level or more than 75% minority.

Measure 2: Projected Economic Development in Low-Income Communities

- Qualitative checklist with points assigned based on the degree to which proposed development in low income communities is expected to be built as a result of the project.
- Low-Income communities are defined as census tracts where median family income is < 50%.
- Applicant Data used to Score.

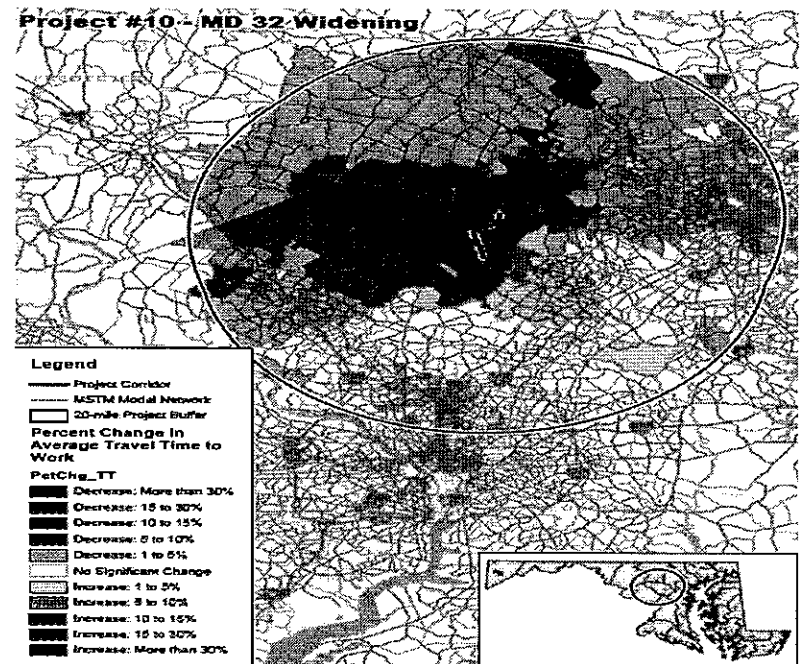
Goal 8: Cost Effectiveness & Return on Investment

Measure 1: Estimated Travel Time Savings Divided By Project Cost

- Annual travel time savings calculated in Goal 3 – Reducing Congestion, Measure 2 – Travel Time Savings divided by project cost

Measure 2: Leverage of Additional Federal, State, Local or Private Investment

- Total funding contributions from other sources divided by the total project cost.
- Applicant Data used to Score.



Goal 9: Local Priorities

Measure 1: Degree to Which the Project Supports Local Government Transportation Priorities

- A point system will be implemented whereby each County will be given 100 points to assign across their project applications.
- This is a best practice recommended by NC DOT and VA DOT to standardize and determine local priorities.

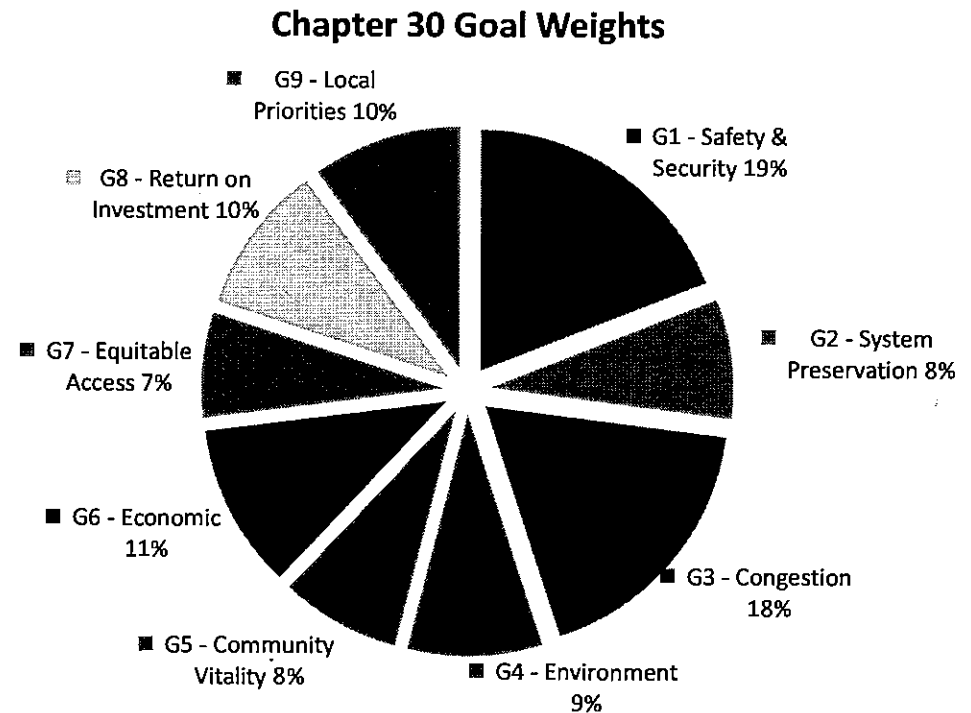
Balancing County & Municipality Needs:

- Counties & Municipalities who work together to jointly submit applications for projects will be incentivized with an additional 30 points over what the county assigns it.
- If municipalities submit a project application for a project not submitted by the county than the county will forfeit 25 points to the municipality.
- If multiple municipalities submit applications for projects not submitted by the county than the county will forfeit 50 points to be split evenly across the municipalities who applied for projects.



Project Scoring Process

- ❑ Project scores are applied against weighted factors to generate their raw score and then divided by their project cost to get their final overall score and rank.
- ❑ Safety & Congestion Relief Scores are given the most weight in the model
- ❑ Economic Prosperity, Local Priorities and Return on Investment scores drive most of the remaining weight in the model.



Who Can Propose Major Transportation Projects

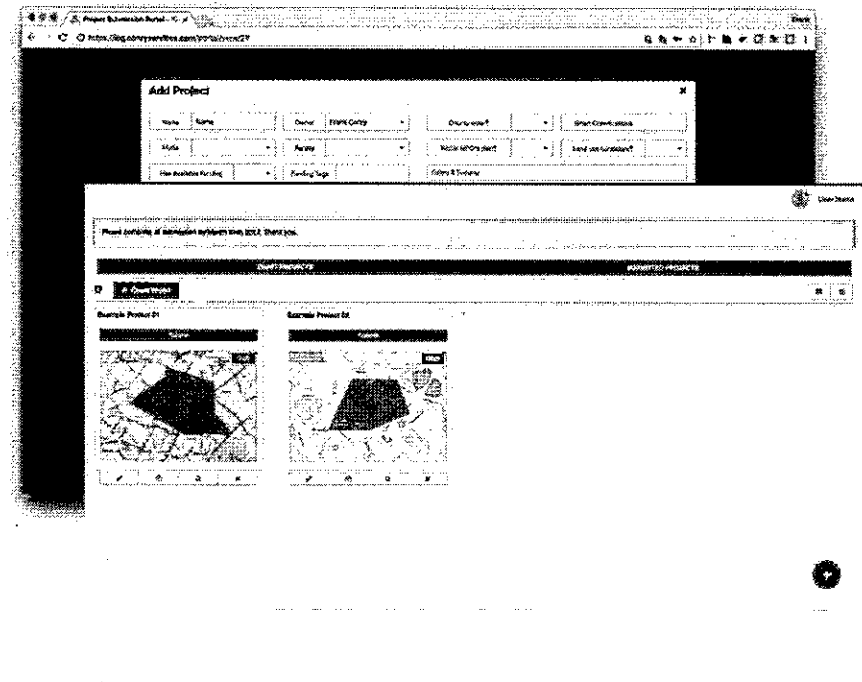
- ❑ The following entities can submit project applications for major transportation projects to be evaluated under the Chapter 30 Scoring Model and considered for funding in the CTP:
 - ❖ County Government
 - ❖ Municipal Government
 - ❖ Government Agency

- ❑ Counties and municipalities should have a letter of support from their governing body accompanying any requested project(s)

- ❑ Proposing entities are **limited to proposing 10 major transportation projects** during each annual cycle to be considered for funding in the CTP. This limitation is due to the financial constraint of MDOT to process, model and evaluate projects.

How to Request Major Transportation Projects

- ❑ Proposing Entities must submit projects through the Chapter 30 Web Application Portal to ensure the necessary project information and data is provided to conduct the scoring.
- ❑ Projects that do not submit applications will not be considered for funding.
- ❑ Project Applications request basic project information, evaluation questions and supporting documentation.
- ❑ Project Applications are due by March 1st of each year



Project Candidates - What Projects Require Scoring

Only Major Transportation Projects are required to go through Chapter 30 Scoring Model :



Highway Capacity Projects Over \$5M



Transit Capacity Projects Over \$5M

Projects That Do Not Go Through the Chapter 30 Scoring Model are:



System Preservation Projects



Safety Projects



Non-Highway/Transit Capacity Projects



All Capacity Projects Under \$5M

Project Candidates – Need Defined Scope & Cost

- ❑ To conduct a meaningful evaluation projects need to have a clearly defined scope and cost. Requested projects must have the following completed:
 - Cost Estimate: Projects candidates need to have a reasonable and updated cost estimate.
 - Project Scope: Projects candidates need to have a specific project alignment identified as well as defined improvements being proposed.

- ❑ Proposing entities can work with MDOT SHA or MDOT MTA to include their project in the Development & Evaluation (D&E) Program of the CTP to complete preliminary planning to establish a clearly defined scope and cost.

- ❑ Proposing entities can also fund a Feasibility Study & Cost Estimate themselves in order for a project to be eligible for funding consideration through the Chapter 30 Scoring Model.

Chapter 30 vs Priority Letter Process

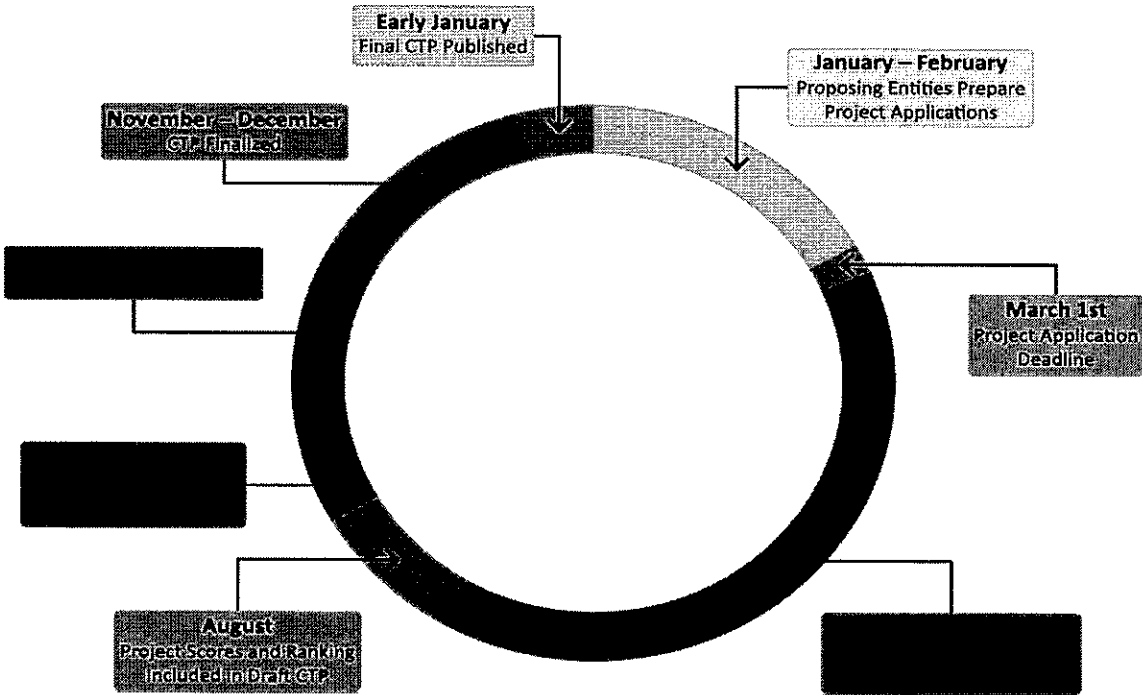
Chapter 30 Scoring

- ❖ Only Applies to Major Transportation Projects over \$5 Million
- ❖ Requires Separate Application Process for Funding Consideration
- ❖ Requires Project, Cost & Local Impact Information
- ❖ Applications are Due March 1st

Priority Letter Process

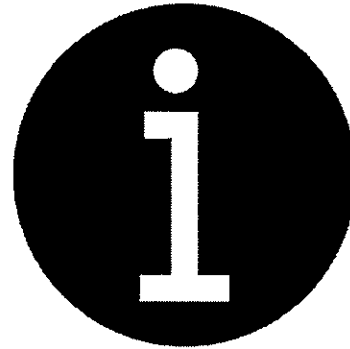
- ❖ Utilized by MDOT to consider system preservation, safety and all highway/transit capacity or enhancement projects under \$5 million, TOD designations, local transit or aviation projects, etc.
- ❖ Priority Letters shall still include Major Transportation project priorities but they will not be evaluated and considered for funding if they do not have a Chapter 30 Application submitted by March 1st.
- ❖ Does Not Require an Application or Any Project Data
- ❖ Priority Letters are Due April 1st

Chapter 30 Scoring - Program Timeline



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Additional Information



More detailed information on the proposed Chapter 30 model and process can be found on MDOT's website at:

http://www.mdot.maryland.gov/newMDOT/Planning/Project_Score/index.html

Chapter 30
Transportation Project-Based Scoring Model

Technical Guide (V1)

December 2017

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1.0 Introduction

Pursuant to Chapter 30, Acts of 2017 (Senate Bill 307), the Maryland Department of Transportation (MDOT) “shall, in accordance with federal transportation requirements, develop a project-based scoring system for major transportation projects using the goals and measures established under [Transportation Article 2-103.7(c)] for projects” being considered for inclusion in the Consolidated Transportation Program (CTP). The transportation scoring law, as amended in 2017, defines a “major transportation project” as a highway or transit capacity project that exceeds \$5,000,000, and excludes any “projects that are solely for system preservation.”

A cross-functional team of State transportation staff and local partners at the Maryland Municipal League (MML) and the Maryland Association of Counties (MACo) developed the Chapter 30 scoring model to meet the statutory requirements of Chapter 30. The Chapter 30 scoring model evaluates projects across nine goals and twenty-three measures using a combination of project data, modeling analysis, and qualitative questionnaires. Each major transportation capacity project being considered for funding and inclusion in the CTP is evaluated through the Chapter 30 scoring model and ranked based on the score. The project rank is then one of many factors that contribute to the decision of what projects to select for funding and inclusion in the CTP.

This document presents details on the Chapter 30 scoring model including information on roles and responsibilities, project eligibility requirements, the project application process, and the goals and measures used for scoring projects

1.1. Legislative Requirements

The Maryland Open Transportation Investment Decision Act – Application and Evaluation (Senate Bill 307) was enacted on April 11, 2017. The law requires MDOT to develop a project-based scoring system to rank major capital transportation projects being considered for inclusion in the CTP. Major transportation projects are those transit and highway projects whose total cost for all phases is over \$5 million and meet certain criteria based on project activities. A more detailed description of projects requiring evaluation and scoring can be found in Chapter 2 of this document. MDOT must use the goals and measures defined in the legislation in developing the model and assign weights for each goal and measure.

The specific goal areas for evaluating projects are defined in law as follows:

- Goal 1: Safety and Security
- Goal 2: System Preservation
- Goal 3: Reducing Congestion and Improving Commute Times
- Goal 4: Environmental Stewardship
- Goal 5: Community Vitality
- Goal 6: Economic Prosperity
- Goal 7: Equitable Access to Transportation
- Goal 8: Cost Effectiveness and Return on Investment
- Goal 9: Local Priorities

Each goal has one to three associated measures which define how to evaluate a project's characteristics and merits. These goals and measures are discussed in more detail in Chapter 3 and the Appendices of this document.

1.2. Roles and Responsibilities

Maryland Department of Transportation (MDOT)

MDOT is required by the statute to implement the Chapter 30 scoring model; which includes facilitating the project application and evaluation process and generating the final rankings for publication in the CTP. MDOT State Highway Administration (MDOT SHA) and MDOT Maryland Transportation Administration (MDOT MTA) are assisting in providing technical support to proposing entities and coordinating project submittals with State priorities.

Implementation Group

The Implementation Group is comprised of MDOT TSO regional planners, MDOT TSO capital programming staff, MDOT SHA and MDOT MTA subject matter experts, and representatives from the Maryland Association of Counties and Maryland Municipal League. This group is tasked with developing the project-based scoring model consistent with the requirements of the legislation and began by defining the nine goals and twenty-three measures. Specifically, the group determined how to evaluate the measures based on the available quantitative data and scale the measures to a score. In addition, the group proposed weights for each goal and measure that are used in the current iteration of the scoring model. Finally, to coincide with the development of the CTP and meet the deadlines from the legislation, the Implementation Group developed the project application, evaluation process, and the program administration timeline simultaneously.

The Implementation Group will meet periodically each year to evaluate the implementation of the Chapter 30 scoring model and make any necessary adjustments.

Application Review Committee

The Application Review Committee is comprised of two representatives from the Secretary's Office (TSO), one representative from MDOT SHA and another from MDOT MTA. This Committee is tasked with screening project applications to verify that each project meets the eligibility requirements as well as validate that the information provided in the application is complete and accurate. This Committee provides the final list of eligible major transportation project candidates that will go through the scoring process.

Project Ranking Committee

The Project Ranking Committee is also comprised of two senior MDOT TSO representatives, one senior MDOT SHA representative, and one senior MDOT MTA representative. This Committee reviews the final scores and ranking to address any discrepancies or issues before they are published.

Proposing Entities

Proposing entities are the eligible entities authorized under Section 2.103-1 of the Maryland State Code to propose projects to be included in the CTP. Proposing entities shall propose major transportation projects through MDOT's Chapter 30 Application Web Portal by March 1st of each year. Proposing entities are responsible for completing the project questionnaires within the application to provide the necessary information and data to evaluate proposed projects. While much of the data gathering and analysis is completed by MDOT, there are several key data elements that must come from the proposing entity. The following tasks will help ensure that the application is complete upon submission:

1. Complete or coordinate completion with MDOT of a project feasibility study and cost estimate to establish project improvements, project limits and cost information.

2. Coordinate with MDOT SHA or MDOT MTA on the list of proposed projects that are anticipated to be submitted.
3. Review of the local Comprehensive Land Use Plan to determine a proposed project's consistency with the plan.
4. Review of any local Bicycle and Pedestrian Plan to determine a proposed project's consistency with the plan.
5. Review of community assets the project provides access to, as defined in Table E.3.
6. Identify any proposed development site(s) that are facilitated by the proposed project to determine development status and anticipated employment density.
7. Determine any proposed funding sources outside the Transportation Trust Fund to leverage towards the project.
8. Assign Local Priority Points across proposed projects and coordination with municipalities for jointly supported projects.

1.3. Stakeholder Input

All the documentation for Chapter 30 scoring model can be found on the MDOT's Chapter 30 website. MDOT is committed to ensuring that a transparent and objective evaluation process is completed through the Chapter 30 scoring methodology. Throughout the development process MDOT engaged local stakeholders and transportation partners as well as solicited feedback through industry forums and meetings.

In addition, MDOT is committed to continually soliciting feedback and comments on how to improve the scoring process. Stakeholders can submit feedback and comments on the application process, evaluation methodology, project ranking, or any other part of the Chapter 30 scoring model via the MDOT website. MDOT considers all feedback as they work to revise the Chapter 30 scoring process for each iteration.

1.4. Annual Chapter 30 Scoring Cycle

The annual Chapter 30 scoring cycle begins in January. At this time, proposing entities should be coordinating with MDOT SHA and MDOT MTA to gather project information and data for applications. Chapter 30 applications must be completed and submitted by proposing entities by March 1st to be included in the evaluation process. In the four months following application submission, MDOT will processes applications, validate project information and eligibility, collect necessary technical data, and complete all modeling and forecasting. Beginning in July, MDOT will utilize the modeling results and technical data to evaluate each project, calculate the scores, and determine the final ranking of projects.

The final ranking then helps inform the development of the Draft CTP in August. The Draft CTP is made public in early September. The final project scores and ranking are included in an appendix in the CTP and are posted on the MDOT website as well.

Between September 15th and November 15th, MDOT conducts CTP tours meetings in all 23 counties and Baltimore City to solicit feedback from local partners on the Draft CTP and to discuss the project scores and ranking. Following the CTP Tours, MDOT will evaluate and score any projects sponsored by the Secretary of Transportation for consideration in the Final CTP that popped up as a result of the CTP Tour discussions. The Final CTP is the published in early January. Details on the final scores and project rank are provided in an appendix to the Final CTP and are made available on the MDOT website as well.

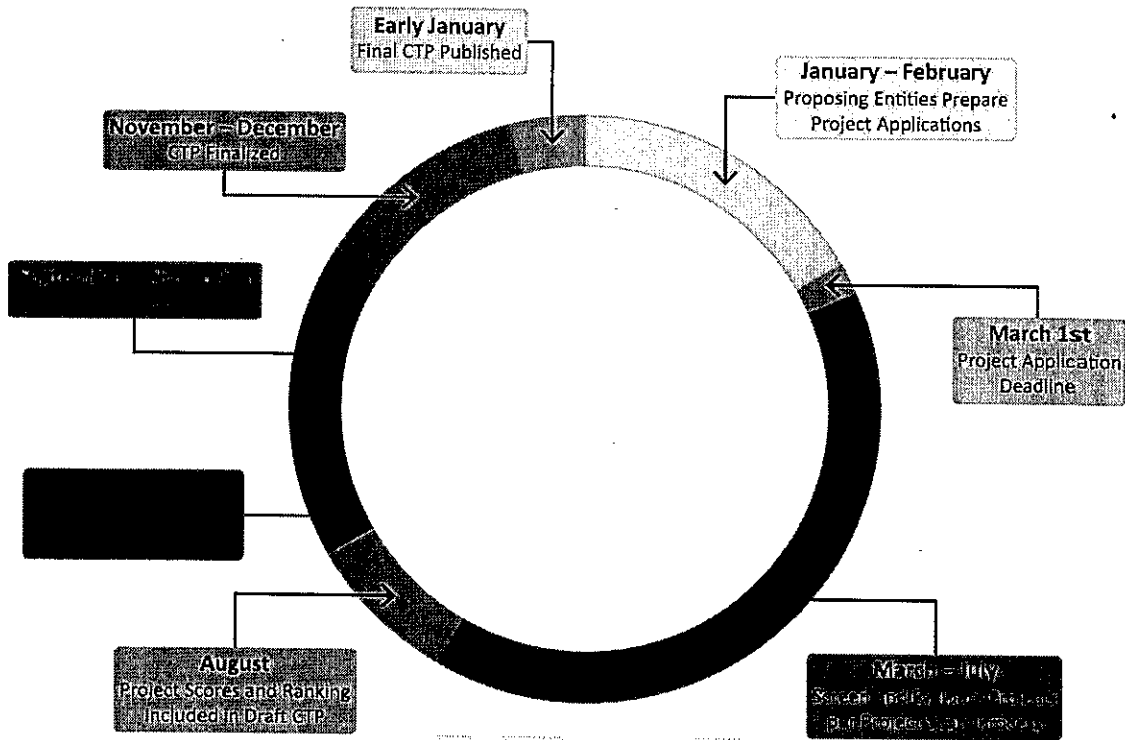


Figure 1.1 Annual Chapter 30 Scoring Cycle

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2.0 Project Eligibility and Application Process

As defined in the Maryland Open Transportation Investment Decision Act, the Chapter 30 scoring methodology applies to "major transportation projects" only. These are highway and transit capacity projects whose total cost exceeds \$5 million for all funding phases. However, in addition to the project cost requirement, there are other eligibility requirements projects must meet in order to be included in the Chapter 30 evaluation process. This section provides specific details on the entities eligible to submit projects and the types of projects eligible for consideration. This section also provides information on the application process for submitting eligible projects.

2.1. Eligibility Requirements

It is important for all applicants to understand the requirements for eligibility before submitting projects. This section contains information on who may submit projects and the types of projects that are eligible for submission.

Entities Eligible to Submit Projects

The following entities are eligible to propose projects to be scored and considered for inclusion in the CTP as defined under Section 2.103-1 of the Maryland State Code.

- County Government
- Municipal Government
- Government Agency

All County and Municipal Governments submitting project applications must have a resolution or letter signed by their elected or governing body sponsoring the project. This may be a copy of a Priority Letter. This is required to show consensus among the governing body on proposing the project.

Project Proposal Limit

Each proposing entity may submit up to ten major transportation projects for consideration of funding in the CTP during the annual cycle. MDOT MTA and MDOT SHA are exempt from this limitation. This limit is determined based on the financial resources and capacity of MDOT to conduct the forecasting and project evaluation process as well as evaluate only the highest priority needs of a proposing entity.

Project Eligibility Requirements

Project candidates evaluated through Chapter 30 scoring model are limited to major transportation projects whose cost exceeds \$5 million for all phases of the project. These phases include Project Planning, Preliminary Engineering, Right-of-Way, and Construction. In addition to the total cost requirement, the law defines major transportation projects as capacity in nature as detailed below. Projects not meeting these criteria do not require a Chapter 30 evaluation to be considered for funding. Proposing entities should use pre-existing procedures to propose projects excluded from the Chapter 30 scoring model (i.e. Priority Letters, MDOT SHA & MDOT MTA Meetings & Conversations, etc.).

1.) Highway Capacity Project

- a. The construction of a new interchange.
- b. Any new construction or reconstruction of an existing roadway that provides an additional through travel lane between two intersection roadways that is equal to or greater than one lane mile of roadway.
- c. The new construction or reconstruction of an existing bridge to add additional through lanes.

Note: If a bridge replacement project constructs additional through lanes on a bridge classified as Structurally Deficient it is not subject to the Chapter 30 evaluation, as the primary goal of the project is system preservation not capacity.

2) Transit Capacity Project

- a. The construction or expansion of a rail line or dedicated service-lane transit line.
- b. The addition of a new transit station on a rail line or dedicated service-lane transit line.

Note: While bus and rail car procurement projects that exceed \$5M may be transit capacity projects, MDOT has determined they are not subject to the Chapter 30 evaluation due to their inability to be scored through the legal requirements.

3) Transit Station or Station Area Improvement Project

- a. A project that increases the movement of passengers through stations by expanding passenger boarding facilities (i.e. station platforms, bus stations, etc.).
- b. A project that improves the efficiency of operations through stations by constructing additional track or bus lanes.
- c. A project that improves access to transit station by expanding parking lots, vehicle access, and bicycle facilities.

Note: Transit Station improvement projects required to meet Federal requirements, such as Americans with Disabilities Act (ADA), are not subject to the Chapter 30 evaluation as they are required to be completed regardless of score and rank.

4) Intelligent Transportation Systems or Congestion Management System Project

- a. Projects that encompass a broad range of wireless and wireline communications-based information and electronic technologies that are combined with the construction of new physical infrastructure to improve highway capacity.

5) Projects that reduce areas of heavy traffic congestion or improve commute times in areas of heavy traffic congestion. Heavy traffic congestion areas are defined as MDOT SHA's Top 30 AM or PM peak period bottlenecks identified in the MDOT SHA Mobility Report.

Project Scope and Cost

To conduct an evaluation of projects through the Chapter 30 scoring methodology, projects need to have a clearly defined scope that identifies project alignment/area and the type of improvements that are included in the proposed project. This information is obtained through the completion of preliminary planning or a feasibility study. Projects that do not yet have a defined scope by the March 1st Application deadline are not eligible to be considered for funding as a major transportation project that fiscal year. Proposing entities must either coordinate with MDOT SHA or MDOT MTA to fund preliminary planning of the project in the Development & Evaluation Program of the CTP or conduct their own feasibility study.

In addition, projects must have a reasonable and updated cost estimate. This is necessary for calculating many of the measures defined in the statute. Without a reasonable and recent cost estimate, the project cannot be considered for funding as a major transportation project in the CTP. Proposing entities must either coordinate with MDOT SHA or MDOT MTA to identify the cost estimate through the preliminary planning of the project or as part of the proposing entities' own feasibility study effort establish a cost estimate as well.

It is up to the proposing entity to ensure that these eligibility requirements are met before submitting an application for consideration.

Project Exceptions

It is important to note that there are exemptions to the major transportation projects that do not need to be scored. These projects can be considered for funding in the CTP without a Chapter 30 evaluation. The following projects are defined in the statute as exempt from the project scoring process:

- Projects being submitted to the Maryland Aviation Administration, the Maryland Port Administration, or the Maryland Transportation Authority portion of the CTP;
- Maintenance and storage facilities projects;
- Water quality improvement projects;
- Projects related to Maryland's priorities for total maximum daily load development;
- Safety-related projects that do not increase highway or transit capacity;
- Roads within the Appalachian Development Highway System; or
- System preservation projects.

In addition, due to how the measures are defined in the statute the projects listed below cannot be meaningfully scored and do not need a Chapter 30 evaluation to be considered for funding in the CTP:

- Structurally Deficient Bridges – While replacement of a structurally deficient bridge may include adding additional capacity, the main purpose is system preservation.
- Transit Station Improvements Required to Meet Federal Requirements – These projects are required to be completed regardless of score and rank.
- Bus and Rail Car Procurement Projects – The measure developed in the statute cannot be meaningfully applied to these projects.

Project Eligibility Per Annual Cycle

Projects are only eligible to be scored once per annual CTP development cycle. Once projects are scored and selected for funding in the CTP, they do not need to be re-scored each CTP development cycle, unless there have been major changes that result in the project cost estimate increasing or decreasing by 30 percent. If a project is not selected for funding, it is eligible to be re-submitted and scored during the next annual CTP development cycle. Proposing entities that wish to re-submit projects will have to submit a new application each year with the most updated project information.

2.2. Application and Screening Process

All eligible projects must be submitted through the Chapter 30 Application Web Portal by March 1st. Proposing entities are responsible for submitting the application and completing the required data forms. A Chapter 30 Application Guide is located on MDOT's Chapter 30 webpage to assist proposing entities in completing applications. Proposing entities are encouraged to coordinate with MDOT SHA and MDOT MTA prior to submitting applications to ensure all the necessary data and eligibility requirements are met.

Various data elements are required to score each project through the evaluation criteria. In addition to general project information, proposing entities are responsible for completing some of the evaluation checklists used for several measures. MDOT is responsible for providing the technical and modeling data following the submittal of applications. Table 2.1 below indicates the data requirements for each measure and the entity responsible for providing the data in the scoring process.

Once submitted, the Application Review Committee checks that the projects meet the eligibility requirements. The committee also validates the information provided on the application before assembling a final list of eligible candidates ready for the scoring process.

Table 2.1 Chapter 30 Measure Data Responsibilities

Data Need	Responsibility	
	MDOT	Applicant
All Measures		
Project Improvements (Feasibility Study)		X
Project Limits (Feasibility Study)		X
Project Cost Estimate		X
Total Project Acres	X	
Forecasted Daily New Transit Passengers	X	
Goal 1: Safety and Security		
Road Severity Index	X	
Project Safety Feature Checklist	X	
Bike/Ped Demand and Project Feature Checklist	X	X
Goal 2: System Preservation		
Asset Condition	X	

Data Need	Responsibility	
	MDOT	Applicant
Functional Features Checklist	X	
Flood Risk Mitigation Checklist	X	
Goal 3: Reducing Congestion and Improving Commute Times		
Forecasted Increase in Jobs Accessibility	X	
Forecasted Annual Travel Time Savings	X	
Multi-Modal Project Features and Connections Checklist	X	
Goal 4: Environmental Stewardship		
Forecasted Reduced Fuel Consumption	X	
Projected Acres Impacted by Project	X	
State Environmental Goals Checklist	X	
Goal 5: Community Vitality		
Promotion of Bike, Ped, and Transit Checklist	X	X
Community Assets Checklist		X
Community and State Revitalization Plans Checklist		X
Goal 6: Economic Prosperity		
Forecasted Increase in Job Accessibility	X	
Access to Intermodal Locations Checklist	X	
Economic Development Impact Checklist		X
Goal 7: Equitable Access to Transportation		
Forecasted Increase in Number of Jobs for Disadvantaged Population	X	
Economic Development Impact on Low-Income Areas Checklist		X
Goal 8: Cost Effectiveness and Return on Investment		
Total Funds from Other Sources	X	X
Transportation Redundancy Checklist	X	
Goal 9: Local Priorities		
Local Priority Point Allocations		X

3.0 Evaluation Goals and Measures

This section provides details on the goals and measures that are used to evaluate projects in the Chapter 30 process. These nine goals and twenty-three measures were established in law through the passage of the Maryland Open Transportation Investment Decision Act and cannot be changed without legislative action.

The nine goal areas required are listed below:

Goal 1: Safety and Security - Enhance the safety of transportation system users by providing for the safe movement of people and goods and reducing injuries and fatalities.

Goal 2: System Preservation - Preserve the State's existing transportation infrastructure and assets to maintain facilities in a state-of-good repair.

Goal 3: Reducing Congestion and Improving Commute Times - Enhance the quality of service experienced by users through improving travel time reliability and accessibility.

Goal 4: Environmental Stewardship - Ensure that the delivery of the State's transportation infrastructure program conserves and enhances Maryland's natural, historic, and cultural resources.

Goal 5: Community Vitality - Provide options for the movement of people and goods that support communities and enhance quality of life.

Goal 6: Economic Prosperity - Support a healthy and competitive economy in Maryland by facilitating opportunities for growth in jobs and business across the State.

Goal 7: Equitable Access to Transportation - Ensure that all people have access to safe, healthy, convenient, and affordable transportation choices.

Goal 8: Cost Effectiveness and Return on Investment - Utilize State resources to invest in transportation solutions that maximize the benefits to system users.

Goal 9: Local Priorities - Coordinate with local stakeholders to identify transportation needs and develop transportation solutions.

The Maryland Open Transportation Investment Decision Act directs MDOT to establish the weighting metrics for each goal and measure established in the law. MDOT utilized a cross-functional group of transit, highway, and county and local representatives to establish the weighting criteria. Below are the weighting criteria that have been enacted as part of the Chapter 30 scoring methodology. All eligible major transportation projects regardless of location or type, are evaluated with the same evaluation and weighting criteria.

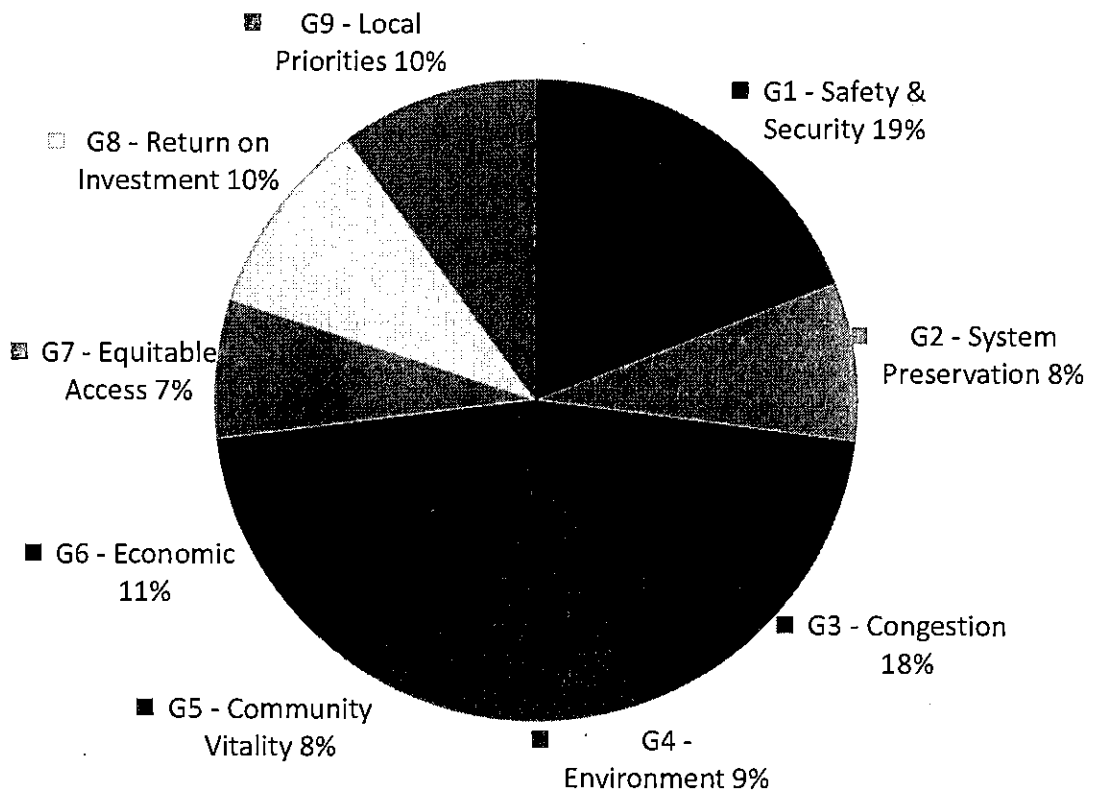


Figure 3.1 Chapter 30 Goal Weights

In addition to the weighting criteria for the nine goals, all the measures have an associated weight, which are provided in the next sections. For additional information on the methodology for evaluating each measure, see the Appendices.

3.1. Goal 1: Safety and Security

The Chapter 30 goal of Safety and Security includes two measures that evaluate how each project addresses multi-modal safety concerns. The measures and their weights are given below in Table 3.1.

Table 3.1 Safety and Security Measures and Weights

Measure ID	Description	Weight
G1 M1	The expected reduction in total fatalities and severe injuries in all modes affected by the project.	69%
G1 M2	The extent to which the project implements the Maryland State Highway Administration's Complete Streets policies.	31%

3.2. Goal 2: System Preservation

The Chapter 30 goal of System Preservation includes three measures that evaluate the extent to which the project improves the lifespan, functionality, or resiliency of a facility. The measures and their weights are given below in Table 3.2.

Table 3.2 System Preservation Measures and Weights

Measure ID	Description	Weight
G2 M1	The degree to which the project increases the lifespan of the affected facility.	47%
G2 M2	The degree to which the project increases the functionality of the facility.	26%
G2 M3	The degree to which the project renders the facility more resilient.	27%

3.3. Goal 3: Reducing Congestion and Improving Commute Times

The Chapter 30 goal of Reducing Congestion and Improving Commute Times includes three measures that evaluate the mobility improvements of the project. The measures and their weights are given below in Table 3.3.

Table 3.3 Reducing Congestion & Improving Commute Times Measures and Weights

Measure ID	Description	Weight
G3 M1	The expected change in cumulative job accessibility within an approximately 60-minute commute for highway projects or transit projects.	11%
G3 M2	The degree to which the project has a positive impact on travel time and congestion.	64%

G3 M3	The degree to which the project supports connections between different modes of transportation and promotes multiple transportation choices.	25%
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3.4. Goal 4: Environmental Stewardship

The Chapter 30 goal of Environmental Stewardship includes three measures that evaluate the ways in which the project supports environmental responsibility. The measures and their weights are given below in Table 3.4.

Table 3.4 Environmental Stewardship Measures and Weights

Measure ID	Description	Weight
G4 M1	The potential of the project to limit or reduce harmful emissions.	53%
G4 M2	The degree to which the project avoids impacts on State resources in the project area and adjacent areas.	27%
G4 M3	The degree to which the project advances the State environmental goals.	20%

3.5. Goal 5: Community Vitality

The Chapter 30 goal of Community Vitality includes three measures that evaluate the degree to which the project enhances the surrounding community. The measures and their weights are given below in Table 3.5.

Table 3.5 Community Vitality Measures and Weights

Measure ID	Description	Weight
G5 M1	The degree to which the project is projected to increase the use of walking, biking, and transit.	49%
G5 M2	The degree to which the project enhances existing community assets.	25%
G5 M3	The degree to which the project furthers the affected community's and State's plans for revitalization.	26%

3.6. Goal 6: Economic Prosperity

The Chapter 30 goal of Economic Prosperity includes three measures that evaluate the ways in which the project will positively impact the economy. The measures and their weights are given below Table 3.6.

Table 3.6 Economic Prosperity Measures and Weight

Measure ID	Description	Weight
G6 M1	The projected increase in the cumulative job accessibility within an approximately 60-minute commute for projects.	41%
G6 M2	The extent to which the project is projected to enhance access to critical intermodal locations for the movement of goods and services.	28%
G6 M3	The projected increase in furthering non-speculative local and State economic development strategies in existing communities.	32%

3.7. Goal 7: Equitable Access to Transportation

The Chapter 30 goal of Equitable Access to Transportation includes two measures that evaluate how the project will impact job accessibility and economic development for disadvantaged or low-income populations. The measures and their weights are given below in Table 3.7.

Table 3.7 Equitable Access to Transportation Measures and Weights

Measure ID	Description	Weight
G7 M1	The expected increase in job accessibility for disadvantaged populations within an approximately 60-minute commute for projects.	53%
G7 M2	The projected economic development impact on low-income communities.	47%

3.8. Goal 8: Cost Effectiveness and Return on Investment

The Chapter 30 goal of Cost Effectiveness and Return on Investment includes three measures that evaluate the return on investment of the project. The measures and their weights are given below in Table 3.8.

Table 3.8 Cost Effectiveness Measures and Weights

Measure ID	Description	Weight
G8 M1	The estimated travel time savings divided by the project cost.	14%
G8 M2	The degree to which the project leverages additional federal, State, local, and private sector transportation investment.	64%
G8 M3	The degree to which the project will increase transportation alternatives and redundancy.	22%

3.9. Goal 9: Local Priorities

The Chapter 30 goal of Local Priorities includes a single measure that evaluates the degree to which the project supports the local government's priorities. The measure and its weight is given below in Table 3.9.

Table 3.9 Local Priorities Measures and Weights

Measure ID	Description	Weight
G9 M1	The degree to which the project supports local governments' transportation priorities, as specified in local government priority letters.	100%

It is important to note that the Chapter 30 scoring methodology for evaluating this goal is separate from and does not impact the existing priority letter process in which counties submit project priorities to MDOT. Counties and local jurisdictions are still encouraged to submit project priority letters identifying local needs by April of each year.

To determine local priorities in the Chapter 30 methodology, each proposing entity has 100 points to distribute across their project applications. Proposing entities can choose to put all of their points on one project application or distribute their points across multiple projects.

Municipalities and counties should coordinate on applicable project priorities. To encourage this, any project with joint support from the county and municipality, as evidenced in a joint letter of support accompanying the project application, receives twice the number of points assigned to the project.

However, if a county and municipality(s) submit separate project applications, the points assigned to all projects submitted by the county are normalized to total 75 points (rather than 100 points) and the points assigned to all projects submitted by the municipality are normalized to total 25 points. Furthermore, if more than one municipality within a county submits a project application, the points assigned to all projects submitted by the county are normalized to total 50 points and the points assigned to all projects submitted by the municipalities in the county are normalized to together total 50 points. This approach is intended to incentivize counties and municipalities to work together to best identify priority needs.

4.0 Project Evaluation and Ranking

This section discusses how projects are scored and ranked once submitted for consideration in the Chapter 30 scoring process. MDOT utilizes the project application data, qualitative checklist responses, and forecasted data to evaluate project against each measure. Weights are applied to the measures and then the total project score is calculated by summing the weighted values for each measure. The total project score is divided by the total project cost to get the final project score. Projects are then ranked based on this final project score.

For more details on each measure evaluation methodology, see Appendices.

4.1. Calculation of Measure Scores

The measure score for each project is determined by the project application data, qualitative checklist responses, and the forecasted data. MDOT calculates a score for each of the twenty-three measures for each project. Depending on the measure, the score is determined through a combination of using quantitative data associated with the project (i.e. Crash Severity Index, asset quantity, travel time savings, etc.) or points assigned based on the evaluation checklist responses in the project application. Please refer to Appendices, which documents how each measure score is determined.

When qualitative assessment data from the checklists is used to compute a project score for a measure, the points are scaled by project size to distinguish the magnitude of the measure benefit.



**Depending on the measure project size is utilized as either the total project cost or total project acres. Project acres are determined by MDOT as the project limits multiplied by the typical section width of the project type.*

To obtain measure scores on a scale from 0 to 1, each score is divided by the highest project score for the particular measure. This results in one project that has a score of 1 and all other projects scaled accordingly between 0 and 1. As a result, the Chapter 30 scoring model does not pre-determine what the highest possible score is for a given measure. Following completion of all the project evaluations for that measure, the model will utilize the top project score as the highest possible score and scale all other project scores as a percentage of that.

4.2. Measure and Goal Weights

Following the calculation of the twenty-three measure scores for each project, the measure scores are multiplied by a set of measure weights. For example, Goal 1: Safety and Security consists of two measures. As noted in Table 3.1, Measure 1 accounts for 69% of the goal weight and Measure 2 accounts for 31%. The raw score for Goal 1 is obtained by summing the weighted values for each measure.

Once the individual goal scores are determined these are multiplied by the goal weights shown in Figure 3-1, and the weighted goal scores are summed to obtain the project raw score. For instance, as shown in the figure, Goal 1: Safety and Security has a weight of 19%. Thus, the score for this goal is multiplied by 0.19 and added together with the values for other goals to obtain the project raw score. The project raw score represents the final evaluation of the project across all the goals and measures.

4.3 Calculating the Final Project Score and Rank

After determining the project raw score, the raw score is divided by the total project cost to obtain the final project score. Dividing the project raw score by the project cost ensures that the financial feasibility of the project is considered in the prioritization process. Given this approach, if two projects yield the same project raw score (then the least costly of the two projects will have greater priority). Projects are ranked based on the final project score, with the highest scoring project ranked first on the list. Projects with higher scores are determined or expected to deliver the most benefit for the lowest cost.

4.4 Internal/External Review

Following the completion of the project evaluations, scoring, and ranking the information is presented to the Project Ranking Committee. The Project Ranking Committee is made up of two senior TSO representatives, one senior MDOT SHA representative, and one senior MDOT MTA representative. This Committee meets to review the final scores and ranking and discusses any discrepancies, concerns, and issues with the scoring process and outcome. The Committee is responsible for ensuring an objective and transparent process is followed and the outcome represents a fair and valuable assessment of the project proposals. Following approval by the Project Ranking Committee, the project scores and rank are made available to the public through the publication of the Draft CTP and is posted on the MDOT website.

5 Prioritization and Programming

The project funding selection and programming process takes nearly a full year to complete through the collaboration and work of MDOT staff with the state, regional, and local stakeholders. There are several factors that help determine the selection of projects for funding. The ranking of projects that results from the Chapter 30 process is one of many factors that MDOT staff utilize to evaluate projects, and is not the final determinant of which projects are funded.

MDOT uses the following criteria to identify projects and programs that respond to the State's transportation priorities:

- Meets all federal and other legal mandates (e.g. Total Maximum Daily Load (TMDL) compliance, Positive Train Control (PTC), Federal Aviation Administration (FAA) regulations to maintain airport permits);
- Supports MDOT's program priorities and MTP goals (safety, system preservation, economic development, etc.);
- Meets all federal match requirements to maximize federal revenue sources;
- Supports State plans and objectives;
- Supports existing project commitments and upholds intergovernmental agreements;
- Is a priority in a local priority letter;
- Is consistent with local plans; and
- Is included in the regional Metropolitan Planning Organization (MPO) long-range plan (if the project is located within an MPO boundary).

5.4 Public Input Process

Each year, local jurisdictions are encouraged to submit priority projects to the State by April. This priority letter can include major projects, system preservation needs, and/or planning studies. It is important to note that this process is separate from the Chapter 30 scoring process, as the Chapter 30 scoring process is only directed at major transportation projects over \$5 million that are transit or highway capacity in nature.

Following the identification of all the local, regional and State transportation needs, MDOT develops a Draft CTP in September that is released to the public for comment. MDOT then conducts a CTP Tour in the fall where the Secretary of Transportation presents the Draft CTP to each county and Baltimore city, discusses the local needs, and identifies the projects selected for funding. Upon completion of the CTP Tour, MDOT incorporates the local stakeholder feedback and revises the program before finalizing and publishing the Final CTP in January.

5.5 Annual Process Issues

The Chapter 30 scoring process is incorporated into the CTP development process below. This is an annual cycle that starts with the identification of project needs and involves collaboration with local, regional and state stakeholders. Figure 5.1 below represents the annual cycle CTP development cycle.

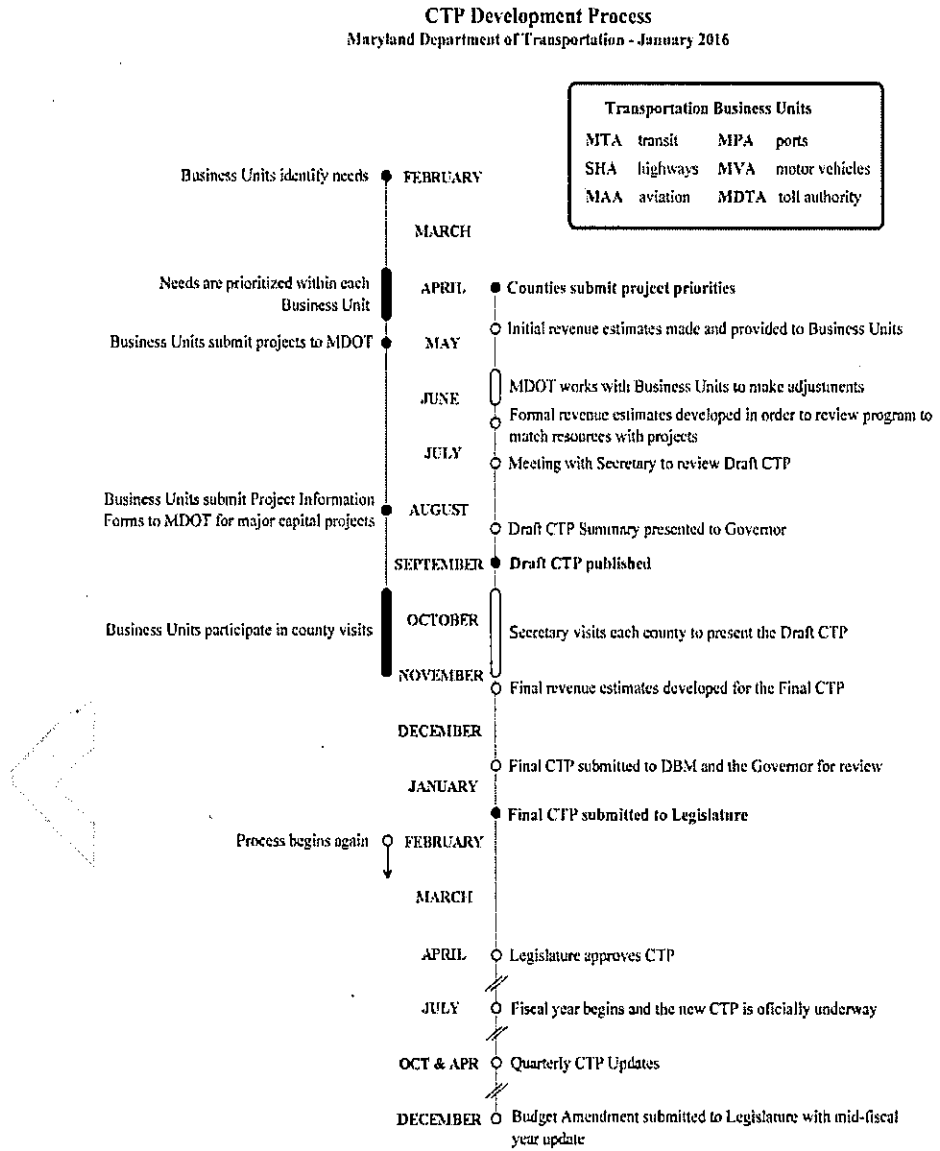


Figure 5.1 Annual CTP Development Process

5.6 Improvements to Process and Measures

MDOT is committed to continually evaluating the Chapter 30 scoring model to ensure it is the most effective, transparent, and fair methodology for evaluating projects. MDOT will annually convene the Implementation Group to reevaluate the process, the evaluation criteria, and the weighting criteria to identify areas for improvement or refinement. MDOT will also engage various stakeholders as well as maintain a website for public comments and feedback about the program.

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Appendix A - Goal 1: Safety and Security Calculation

Table A.1 Safety and Security – Measures Summary

Measure ID	Name	Description	Weight
G1 M1	Reduction in Fatalities and Injuries	The expected reduction in total fatalities and severe injuries in all modes affected by the project.	69%
G1 M2	Complete Streets	The extent to which the project implements the Maryland State Highway Administration's Complete Streets policies.	31%

Measures Approach

G1 M1 Reduction in Fatalities and Injuries

Definition: Estimate of reduction in fatalities and severe injuries.

For highway projects, the measure calculates the project's benefit by combining severity index value with the number of safety improvements included in the project, prioritizing the most dangerous locations and projects most focused on improving the situation. For transit projects, the number of daily new passengers serves as a proxy for safety as transit travel is consistently safer than highway automobile travel.

Data Needs:

- Road Severity Index
- Number of Daily New Transit Passengers
- Constant: Transit Safety Improvement Factor

Methodology:

1. Obtain SHA Road Severity Index value for the project.
2. Determine the number of Safety Improvements included in the proposed project using Table A.2 below. Only consider improvements designed to reduce fatalities and/or severe injuries.
3. Multiply the Road Severity Index value by the number of safety improvements.
4. If the project is expected to produce new transit passengers, calculate the additional safety benefit related to new transit ridership produced as a result of modal shifts from highways to transit. Multiply the number of daily new transit passengers by the transit safety improvement factor.
5. Add the benefit calculated in Step 3 to the benefit calculated in Step 4 to obtain the unscaled benefit.
6. Scale the benefit by dividing by the maximum unscaled value across all projects in the comparison database.

The Transit Safety Improvement Factor is determined by the following equation:

$$\text{Transit Safety Improvement Factor} = \frac{100 \text{ (MDOT SHA avg severity index)}}{4,000 \text{ (typical intersection throughput)} \times .2 \text{ (typical crash reduction)}} \div 5 \text{ (typical intersections per trip)}$$

The above inputs result in a value of 0.625 for Transit Safety Improvement Factor. Note the denominator in the equation above is 160, indicating that the addition of 160 new transit passengers is equivalent to one safety improvement

The following table provides the potential points to be assigned for the number of safety improvements.

Table A.2 G1 M1 Checklist

Project Safety Improvements	Points Value
Which of the following safety improvements are included in the proposed project for the purpose of reducing fatalities and/or severe injuries?	
Widen Shoulders	1
Add Turn Lanes	1
Install Rumble Strips	1
Improve Road Alignment	1
Install Guardrail, Median and/or Buffers	1
Install Lighting	1
Construct Pedestrian Facilities	1
Construct Cyclist Facilities	1
Total (sum of points)	0-8

G1 M2 Complete Streets

Definition: The degree to which the project aligns with SHA Complete Streets policies by improving bicycle and pedestrian infrastructure. The measure emphasizes projects that meet bicycle/pedestrian demand, especially with regard to improving safety and connectivity of existing facilities.

Data Needs:

- Total project acres

Methodology:

1. Obtain the total land area of the project in acres.
2. Determine the number of points to attribute to the project using Table A.3 below. A project can receive points in only one category.
3. Multiply the total project acres by the project points.

4. Scale the benefit by dividing by the maximum unscaled value across all projects in the comparison database.

The following table provides the potential points to be assigned related to bicycle/pedestrian infrastructure:

Table A.3 G1 M2 Checklist

Rating Description	Points Value
1. There is bicycle/pedestrian demand in the project area and/or construction of bicycle/pedestrian facilities is feasible, but there is no bicycle/pedestrian component in the proposed project.	0
2. There is no existing or anticipated bicycle/pedestrian demand in the project area and/or construction of bicycle/pedestrian facilities is infeasible.	1
3. If there is existing or projected bicycle/pedestrian demand in the project area and/or construction of bicycle/pedestrian facilities is feasible, which of the following is true of the proposed project?	
3A. The project is located within an MDOT SHA Top 50 Pedestrian Safety Corridors.	2
3B. The project manages speed and volume of traffic by narrowing or removing through traffic lanes, or by adding bumpouts, pedestrian refuge islands, and medians.	1
3C. The project improves accessibility and safety for transit riders, cyclists, and pedestrians by using appropriate design elements such as surface treatments, curbs, striping, lighting, and landscaping.	1
3D. The project connects two separate bicycle/pedestrian facilities.	1
4. Is the project in a local bicycle and pedestrian plan?	1
Total (sum of points)	0-6

Appendix B - Goal 2: System Preservation Calculation

Table B.1 System Preservation – Measure Summary

Measure ID	Name	Description	Weight
G2 M1	Facility Lifespan	The degree to which the project increases the lifespan of the affected facility.	47%
G2 M2	Facility Functionality	The degree to which the project increases the functionality of the facility.	26%
G2 M3	Facility Resiliency	The degree to which the project renders the facility more resilient.	27%

Measures Approach

G2 M1 Facility Lifespan

Definition: Estimates the project's contribution to increasing facility lifespans.

Data Needs:

- MDOT SHA pavement measure to determine pavement area in fair and poor condition
- MDOT SHA bridge measure to determine pavement area in fair and poor condition
- MDOT MTA rail and facility TERM condition score
- Constant: adjustment factor for fair condition assets
- Constant: adjustment factor for poor condition assets

Methodology:

1. Select the first asset type. Assets can be selected if the project includes system preservation activities for that particular asset.
2. Determine the amount of the asset in fair and poor condition.
 - For highways, use MDOT SHA's pavement and bridge measure to quantify pavement and bridge area in fair and poor condition.
 - For transit assets, use condition data collected based on FTA's TERM 5-point scale.
3. Multiply the asset quantity in fair condition by the Adjustment Factor for fair condition.
4. Multiply the asset quantity in poor condition by the Adjustment Factor for poor condition.

Table B.2 G2 M1 Adjustment Factors

Asset Type	Adjustment Factor – Fair	Adjustment Factor – Poor
Pavement	99	182
Bridge	0	0
Facility	0	0
Guideway	1	2

5. Add the resulting values together.
6. Repeat steps 1 through 5 for the second asset type.
7. Add the scores for asset type 1 and 2.
8. Scale the benefit by dividing by the maximum unscaled value across all projects in the comparison database.

G2 M2 Facility Functionality

Definition: Estimate of the project’s impact on functionality, including ADA, bridge functional classification, and transit state of good repair.

Data Needs:

- Project cost from the Consolidated Transportation Program.

Methodology:

1. Obtain the total cost of the project.
2. Determine the number of points to attribute to the project using the table below.
3. Multiply the total project cost by the project points.
4. Scale the benefit by dividing by the maximum unscaled value across all projects in the comparison database.

Table B.3 G2 M2 Checklist

Rating Description	Points Value
Does the project change the classification of a bridge from structurally deficient to not deficient?	1
Does the project widen existing lanes or shoulders?	1
Does the project include improvements that support ADA compliance?	1
Does the project include improvements to transit or other fixed facilities to replace equipment classified as obsolete based on current design standards?	1
Total (sum of points)	0-4

G2 M3 Facility Resiliency

Definition: Estimates project impact on future flood risk.

The measure prioritizes projects that mitigate 100 year flood risk or are not within 100 year flood plains.

Data Needs:

- Total project acres

Methodology:

1. Obtain the total land area of the project in acres.

2. Determine the number of points to attribute to the project using the table below. A project can match only one description and therefore only receive points in one category.
3. Multiply the total project acres by the project points.
4. Scale the benefit by dividing by the maximum unscaled value across all projects in the comparison database.

The following table provides the potential points to be assigned:

Table B.3 G2 M3 Checklist

Rating Description	Points Value
<i>Select the statement that best describes the degree to which the project mitigates flood risk: (Note that statements refer to the current 100 year flood plain map.)</i>	
The project area is in the 100 year flood plain and this project does NOT mitigate the risk of flooding.	0
The project area is not in the 100 year flood plain.	1
The project area is in the 100 year flood plain and this project mitigates the risk of flooding through one of the following: <ul style="list-style-type: none"> 3A. Diverts the road alignment 3B. Raises the roadway 3C. Constructs hydraulic structures 3D. Reconstructs culverts 	2
Total	0-2

Appendix C - Goal 3: Reducing Congestion and Improving Commute Times Calculation

Table 10 Reducing Congestion and Improving Commute Times – Measures Summary

Measure ID	Name	Description	Weight
G3 M1	Job Accessibility	The expected change in cumulative job accessibility within an approximately 60-minute commute for highway projects or transit projects.	11%
G3 M2	Travel Time Reliability	The degree to which the project has a positive impact on travel time and congestion.	64%
G3 M3	Modal Connection	The degree to which the project supports connections between different modes of transportation and promotes multiple transportation choices.	25%

Measures Approach

G3 M1 Job Accessibility

Definition: Estimates the project's impact on job accessibility.

Uses outputs from the Maryland Statewide Transportation Model (MSTM), and the Accessibility Tool to increase in the number of jobs (employment) within 60 minutes, and is calculated for both highway and transit modes. The measure does not focus on the total number of jobs accessible, but rather the increase in the number of jobs associated with the mobility benefits related to the improved access that the project may provide.

Job accessibility for each project is based on congested highway and transit travel times. A study area is developed as a buffer around each project and the change in accessibility will be calculated within the buffer area of each project.

Data Needs:

- Employment at the Statewide Model Zone (SMZ) level.
- Congested highway and transit travel times (baseline or no-build condition).
- Congested highway and transit travel times (build condition).

Methodology:

1. Identify zones that comprise the study area for each project.
2. The MSTM multi-resolution framework will be used to assign traffic at the higher-resolution (Level2) zone structure.
3. Use the MSTM combined with the Accessibility Tool, develop the current (no build) number of jobs accessible within 60 minutes.
4. Using the same approach, calculate the number of jobs accessible within 60 minutes for the build scenario.
5. Subtract projected number of accessible jobs from current number.

6. Calculate the percent change in job accessibility for jobs within 60 minutes of the project study area.

G3 M2 Travel Time Reliability

Definition: Estimates the project's impact on travel time.

The measure seeks to quantify the annual hours of travel time savings produced by the project across highway and transit modes within the project study area.

Data Needs:

- Daily *uncongested* highway travel times
- Daily *congested* highway travel times
- Daily new transit passengers
- Constant: travel time savings per new transit passenger

Methodology:

Highway Projects

1. Identify zones that comprise the study area for each project.
2. The MSTM multi-resolution framework will be used to assign traffic at the higher-resolution (Level2) zone structure.
3. Combine the vehicle hours travelled (VHT) for each time-of-day to develop daily VHT under free-flow conditions
4. Combine the vehicle hours travelled for each time-of-day to develop daily VHT under congested conditions
5. Subtract the congested VHT from the free-flow VHT to calculate the vehicle hours of delay (VHD)
6. Annualize the daily VHT, and divide by 1000 to report in thousands.

Transit/Multi-Modal Projects

1. Obtain the number of daily new transit passengers.
2. Compute travel time savings for transit riders:
 - Multiply daily new transit passengers by the travel time savings for new transit passenger (constant value expressed in minutes/trip).
 - Convert from daily to annual travel time savings. This value represents the annual minutes of travel time saved by new transit passengers produced by the project.
 - Divide by 60 to convert minutes of travel time savings to hours of travel time savings. Then divide by 1000 to convert value to align with the 1000s of hours scale.
3. Add the values for annual travel time savings for highway and transit.
4. Scale the benefit by dividing by the maximum unscaled value across all projects in the comparison database.

Note the following assumptions used to obtain the travel time savings for a new transit passenger (in minutes/trip):

- A typical transit trip is 5 miles for MTA or WMATA, based on 2013 National Transit Database (NTD) data. A new transit passenger is thus projected to reduce vehicle miles traveled by 5 miles.
- The marginal congestion cost for autos is \$0.23 per vehicle mile in 2012 dollars.¹
- The value of time in 2012 dollars is \$12.80.
- Each new transit trip is expected to reduce total congestion cost by 5.4 minutes based on application of the above values as follows:

$$\frac{5 \text{ miles/trip} * \$0.23/\text{mile} * 60 \text{ minutes/hr}}{\$12.80/\text{hr}} = 5.4 \text{ minutes/trip}$$

G3 M3 Modal Connection

Definition: Estimates the project's promotion of transportation choices via transit, bicycle, and pedestrian infrastructure as well as improvement in multimodal connections for passengers and freight.

The measure prioritizes projects that include direct connections to passenger and freight facilities as well as improvement in public and non-motorized transportation.

Data Needs:

- Project Cost from the Consolidated Transportation Program.

Methodology:

1. Obtain the total project cost.
2. Determine the points to assign to the project using the table below.
3. Multiply the project cost by the assigned points.
4. Scale the benefit by dividing by the maximum unscaled value across all projects in the comparison database.

The following table provides descriptions of the potential points to be assigned:

¹ Based on data for the Washington D.C. metropolitan area detailed in Parry, I. and Small, K., "Should Urban Transit Subsidies Be Reduced?" *American Economic Review*, Volume 99, No. 3, p. 700-724, 2009.

Table C.2 G3 M3 Checklist

Rating Description	Points Value
Which of the following are included in the proposed project?	
1. Promotes Multiple Transportation Choices	
1A. Bus system improvements	1
1B. Rail system improvements	1
1C. Construction of bicycle facilities	1
1D. Construction of pedestrian facilities	1
2. Improve Connections Between Modes	
2A. Port Facilities	
Supports Direct Connections to Port Facilities	1
Supports Indirect Connections to Port Facilities	0.5
2B. Freight Facilities	
Supports Direct Connections to Freight Facilities	1
Supports Indirect Connections to Freight Facilities	0.5
2C. Airport Facilities	
Supports Direct Connections to Airport Facilities	1
Supports Indirect Connections to Airport Facilities	0.5
2D. Transit Facilities	
Supports Direct Connections to Transit Facilities	1
Supports Indirect Connections to Transit Facilities	0.5
Total (sum of points)	0-8

Appendix D - Goal 4: Environmental Stewardship Calculation

Table D.1 Environmental Stewardship – Measure Summary

Measure ID	Name	Description	Weight
G4 M1	Emissions Reduction	The potential of the project to limit or reduce harmful emissions.	53%
G4 M2	State Resource Impact	The degree to which the project avoids impacts on State resources in the project area and adjacent areas.	27%
G4 M3	State Environmental Goal Advancement	The degree to which the project advances the State environmental goals.	20%

Measures Approach

G4 M1 Emissions Reduction

Definition: Estimates the project's contribution to reducing emissions. The measure quantifies the gallons of fuel projected to be saved by the project.

Data Needs:

- Daily new transit passengers
- Number of gallons saved from highway elements of project

Methodology:

Highway Projects

1. Identify zones that comprise the study area for each project.
2. The MSTM multi-resolution framework will be used to assign traffic at the higher-resolution (Level2) zone structure.
3. Calculate the daily fuel consumption from each period based on congested travel times for the baseline or no-build condition within the study area.
4. Calculate the daily fuel consumption from each period based on congested travel times for the build condition within the study area.
5. Subtract the daily fuel consumed under the no-build condition from the build condition to estimate daily fuel savings due to improvements in operating speeds.
6. Annualize fuel savings
7. Divide by 1000 to convert value into 1000s of gallons.

Transit/Multi-Modal Projects

1. Obtain the number of daily new transit passengers.
2. Compute reduced fuel consumption as a result of new transit riders:

- Convert new daily transit passengers to annual passengers.
 - Multiply by average transit trip length in miles (constant value). This value represents annual miles of new transit trips.
 - Divide by Fuel Economy Average in miles per gallon (constant value). This value represents the gallons of fuel saved by shifting passengers from highway to transit travel.
 - Divide by 1000 to convert value into 1000s of gallons.
3. Add the values for fuel savings for highway and transit.
 4. Scale the benefit by dividing by the maximum unscaled value across all projects in the comparison database.

G4 M2 State Resource Impact

Definition: Estimates the proportion of the total project acres that negatively impact State resources. Using geospatial data, the proportion of project area that impacts State resources can be calculated.

Data Needs:

- Acres of State impacted land.
- Total acres of project

Methodology:

1. Determine the number of state resource acres impacted by the project. Resources that are under the control of the State are limited to historic properties and state parks. Utilizing geospatial data, the project acres will be layered over historic and state park land to determine the acres of state resources impacted.
2. Divide by the total project acres.
3. Scale the benefit by dividing by the maximum unscaled value across all projects in the comparison database.

G4 M3 State Environmental Goal Advancement

Definition: Estimates the project's contribution towards achieving State environmental goals.

Projects are prioritized if they are projects to promote renewable energy development, asset management, land conservation, green jobs, and reduced pollution of the Chesapeake Bay.

Data Needs:

- Project Cost from the Consolidated Transportation Program.

Methodology:

1. Obtain total project cost.
2. Determine the number of points to assign to the project using the table below. A project can receive 0 points if it is neither consistent with nor enhances any of the listed goal statements.
3. Multiply project cost by the assigned number of points.

- Scale the benefit by dividing by the maximum unscaled value across all projects in the comparison database.

The following table lists potential points to be assigned to the project under consideration:

Table D.2 G4 M3 Checklist

Rating Description	Points Value
Select whether the proposed project is consistent with the goal or enhances the goal.	
1. Will this project increase jobs in green industries?	Consistent: 1 Enhances: 2
2. Does this project help to reduce greenhouse gas emissions (e.g. through reducing fuel consumption)?	Consistent: 1 Enhances: 2
3. Does this project promote the use of electric vehicles?	Consistent: 1 Enhances: 2
4. Will this project reduce sediment and nutrient pollution in the Chesapeake Bay?	Consistent: 1 Enhances: 2
5. Does this project promote clean water commerce?	Consistent: 1 Enhances: 2
6. Does this project promote land conservation and preserve green spaces in the project area?	Consistent: 1 Enhances: 2
7. Does this project further renewable energy innovation and investment?	Consistent: 1 Enhances: 2
8. Does this project promote effective and sustainable management of materials throughout the lifecycle of the facility?	Consistent: 1 Enhances: 2
Total (sum of points)	0-16

Appendix E - Goal 5: Community Vitality Calculation

Table E.1 Community Vitality – Measures Summary

Measure ID	Name	Description	Weight
G5 M1	Walking, Biking, and Transit	The degree to which the project is projected to increase the use of walking, biking, and transit.	49%
G5 M2	Community Access	The degree to which the project enhances existing community assets.	25%
G5 M3	Revitalization	The degree to which the project furthers the affected community's and State's plans for revitalization.	26%

Measures Approach

G5 M1 Walking, Biking, and Transit

Definition: Estimates the project's contribution to increasing the use of public and non-motorized transportation.

Data Needs:

- Total project acreage

Methodology:

1. Obtain the total project acreage.
2. Determine the number of points to assign to the project using the table below.
3. Multiply the total project acreage by the number of points.
4. Scale the benefit by dividing by the maximum unscaled value across all projects in the comparison database.

Table E.2 G5 M1 Checklist

Rating Description	Points Value
Does the project include treatments that enhance the safety, attractiveness and accessibility of existing communities for transit riders, bicycles and pedestrians?	1
<ol style="list-style-type: none"> 1. Improve accessibility and safety for transit riders, cyclists and pedestrians by using appropriate design elements such as surface treatments, curbs, striping, lighting, landscaping, and traffic calming measures. 2. Encourage non-motorized transportation by improving transit, bicycle and pedestrian access and wayfinding to facilitate intermodal trips. 3. Include infrastructure that supports transit-oriented development and bike/pedestrian friendly design. (Could include parking garage and/or bike parking). 4. Include design elements that enhance or are consistent with local and state historic and urban design guidelines. 	
Does this project improve or extend an existing transit or bicycle/pedestrian facility or connect two separate facilities?	1
Does this project introduce a new bicycle/pedestrian facility or remove barriers to adjacent areas that are underserved?	1
Is the project in a local bicycle and pedestrian plan?	1
Total (sum of points)	0-4

G5 M2 Community Access

Definition: Estimates the project's contribution to enhancing community assets such as schools and community centers.

Data Needs:

- Project cost from the Consolidated Transportation Program.

Methodology:

1. Obtain the total project cost.
2. Determine the points to assign to the project using the table below.
3. Multiply the project cost by the assigned points.
4. Scale the benefit by dividing by the maximum unscaled value across all projects in the comparison database.

Table E.3 G5 M2 Checklist

Rating Description	Points Value
How many of the following community assets does the proposed project provide access to? Multiples of the same community asset can apply (i.e. two schools).	Indirect: 0.5 Direct: 1
School	Direct: .5
Higher Education Facilities	Indirect: 0.5 Direct: 1.0
Place of worship	Direct: .5
Library	Direct: .5
Military Base/Government Facility	Indirect: 0.5 Direct: 1.0
Community Center	Direct: .5
Park/Recreation Facility	Direct: .5
Healthcare Facility	Indirect: 0.5 Direct: 1.0
State-designated Sustainable Community	Indirect: 0.5 Direct: 1.0
Is the project area in a State-designated Sustainable Community? If yes, then 1 point.	1
Total (sum of points)	Variable

G5 M3 Revitalization

Definition: Estimates the project's contribution to community revitalization and sustainability.

Data Needs:

- Project cost from the Consolidated Transportation Program.

Methodology:

1. Obtain total project cost.
2. Determine the number of points to assign to the project using the table below.
3. Multiply project cost by the assigned number of points.
4. Scale the benefit by dividing by the maximum unscaled value across all projects in the comparison database.

Table E.4 G5 M3 Checklist

Rating Description	Points Value
The proposed project improves indirect or direct access to or within a sustainable community.	Indirect: 0.5 Direct: 1
The proposed project is consistent with or listed in a published revitalization plan for the community. (Please note a Revitalization Plan is a separate document from the Comprehensive Plan that specifically targets approaches to redevelop communities)	Consistent with: 1 Listed in: 2
Name of plan and year approved required.	
Total (sum of points)	0-3

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Appendix F - Goal 6: Economic Prosperity Calculation

Table F.1 Economic Prosperity – Measure Summary

Measure ID	Name	Description	Weight
G6 M1	Job Accessibility	The projected increase in the cumulative job accessibility within an approximately 60-minute commute for projects.	41%
G6 M2	Movement of Goods and Services	The extent to which the project is projected to enhance access to critical intermodal locations for the movement of goods and services.	28%
G6 M3	Economic Development Strategy Support	The projected increase in furthering non-speculative local and State economic development strategies in existing communities.	32%

Measures Approach

G6 M1 Job Accessibility

Definition: Estimates the project's impact on job accessibility.

Geospatial modelling reports the increased number of accessible jobs within 60 minutes for both highway and transit modes. The measure is not concerned with the total number of jobs accessible, but rather the increased number of jobs to which the project allows access.

Data Needs:

- Increased number of jobs accessible from quantitative measurement through geospatial modeling using MMA tool.

Methodology:

1. Using geospatial modelling tools, calculate the current (no build) number of jobs accessible within 60 minutes.
2. Calculate the number of jobs accessible within 60 minutes for the build scenario.
3. Subtract projected number of accessible jobs from current number.
4. Scale the benefit by dividing by the maximum unscaled value across all projects in the comparison database.

G6 M2 Movement of Goods and Services

Definition: Estimates the project's alignment with the freight plan

Data Needs:

- Project cost from the Consolidated Transportation Program.

Methodology:

1. Obtain total project cost.

2. Determine the number of points to assign to the project using the table below.
3. Multiply project cost by the assigned number of points.
4. Scale the benefit by dividing by the maximum unscaled value across all projects in the comparison database.

Table F.2 G6 M2 Checklist

Rating Description	Points Value
Is the proposed project in the Strategic Goods Movement Plan?	No: 0 Yes: 1

G6 M3 Economic Development Strategy Support

Definition: Estimates the project's impact on economic development by determining the status and expected employment density of planned development in the area of the project.

Data Source(s):

- Development land area (acres)

Methodology:

1. Determine the land area, in acres, of the proposed development.
2. Multiply by the points determined in Table F.3 for the development land area.
3. Scale by dividing by the maximum unscaled value.

Table F.3 G6 M3 Checklist

Rating Description	Points Value
Is the project consistent with the local Comprehensive Plan?	Consistent with: 0.5
Name of plan and approval date required.	Referenced in: 1
What is the development project's site plan status?	Submitted: 0.5 Approved: 1
What is the development project site utilities status?	Programmed: 0.5 In-place: 1
What is the expected employment density of the proposed development?	None: 0 Low: 0.5 High: 1
Note: Most development will generate high employment density. A storage facility is an example of low employment density.	
Note: For corridor and transit line improvements these projects will automatically been given the maximum score of 100 for this measure due to the difficulty in determining each potential development site along a corridor or transit line.	
Total (sum of points)	0-4

Appendix G - Goal 7: Equitable Access to Transportation Calculation

Table G.1 Equitable Access to Transportation – Measure Summary

Measure ID	Name	Description	Weight
G7 M1	Job Accessibility for Disadvantaged	The expected increase in job accessibility for disadvantaged populations within an approximately 60 minute commute for projects.	53%
G7 M2	Low Income Community Economic Development	The projected economic development impact on low-income communities.	47%

Measures Approach

G7 M1 Job Accessibility for Disadvantaged

Definition: Estimates the project's impact on job accessibility for disadvantaged populations.

Geospatial modelling reports the increased number of accessible jobs within 60 minutes for both highway and transit modes. The measure is not concerned with the total number of jobs accessible, but rather the increased number of jobs to which the project allows access.

Data Needs:

- Increased number of jobs accessible from quantitative measurement through geospatial modeling using MMA tool
- Note: this measure is the same as that for Goal 3 Measure 1 and Goal 6 Measure 1, though narrowed in scope to include increased number of accessible jobs for disadvantaged populations only.

Methodology:

1. Using geospatial modelling tools, calculate the current (no build) number of jobs accessible within 60 minutes for disadvantaged populations only.
2. Calculate the number of jobs accessible within 60 minutes for the build scenario, again for disadvantaged populations only.
3. Subtract projected number of accessible jobs from current number.
4. Scale the benefit by dividing by the maximum unscaled value across all projects in the comparison database.

G7 M2 Low Income Community Economic Development

Definition: Estimates the project's economic development impact in low income communities

Data Needs:

- Developable land area (narrowed to include only low income communities)

Methodology:

1. Determine the number of points to assign to the project using the table below.
2. Determine the acres of developable land area in low income communities.
 - For projects outside of low income areas, the value is 0.
 - For projects at least partially within low income areas, the value is equal to the developable land area from Goal 6, Measure 3.
3. Multiply the number of points by the acres of developable land.
4. Scale the benefit by dividing by the maximum unscaled value across all projects in the comparison database

Table G.2 G7 M2 Checklist

Rating Description	Points Value
Is the project consistent with the local Comprehensive Plan?	Consistent with: 0.5 Referenced in: 1
What is the development project's site plan status?	Submitted: 0.5 Approved: 1
What is the development project site utilities status?	Programmed: 0.5 In-place: 1
What is the expected employment density of the proposed development? Note: Most development will generate high employment density. A storage facility is an example of low employment density.	None: 0 Low: 0.5 High: 1
Note: For corridor and transit improvements in developed areas, treat all land area that can be improved as having a submitted site plan, in-place utilities, and high employment generation. Scaling will be based on land area. For transit improvements evaluate land area at a 0.5-mile radius from each station.	
Total (sum of points)	0-4

Appendix H - Goal 8: Cost Effectiveness and Return on Investment Calculation

Table H.1 Cost Effectiveness and Return on Investment – Measure Summary

Measure ID	Name	Description	Weight
G8 M1	Travel Time Savings	The estimated travel time savings divided by the project cost.	14%
G8 M2	Funding Sources	The degree to which project leverages additional federal, State, local and private sector transportation investment.	64%
G8 M3	Transportation Alternatives	The degree to which the project will increase transportation alternatives and redundancy.	22%

Measures Approach

G8 M1 Travel Time Savings

Definition: Estimates the travel time savings per dollar produced by the project for both highway and transit travel.

Data Needs:

- Scaled annual hours of travel time savings from the Goal 3 Measure 2 calculation.
- Project cost from the Consolidated Transportation Program.

Methodology:

1. Obtain the scaled annual hours of travel time savings for the project. This value is the output from the calculation for Goal 3 Measure 2, Travel Time Reliability.
2. Divide by project cost from the CTP. If the project is not in the CTP, use the combined value of State money plus federal formula money.
3. Scale the benefit by dividing by the maximum unscaled value across all projects in the comparison database.

G8 M2 Funding Sources

Definition: Estimates the degree to which the project sources funds from other government agencies and the private sector.

Data Needs:

- Funding Sources
- Project Cost

Methodology:

1. Determine total value of funds from other sources. Other Sources are defined as anticipated commitments from local jurisdictions or private entities as well as anticipated federal discretionary funds through the application of a federal grant program.
2. Divide by the total project cost.
3. Scale the benefit by dividing by the maximum unscaled value across all projects in the comparison database.

G8 M3 Transportation Alternatives

Definition: Estimates the project's potential to increase alternatives and redundancy in the transportation system.

Data Needs:

- Project cost from the Consolidated Transportation Program.

Methodology:

1. Obtain total project cost.
2. Determine the number of points to assign to the project using the table below.
3. Multiply project cost by the assigned number of points.
4. Scale the benefit by dividing by the maximum unscaled value across all projects in the comparison database.

Table H.2 G8 M3 Checklist

Rating Description	Points Value
To what degree does this project increase transportation redundancy:	
A. This project does not increase transportation redundancy.	0
B. This project increases transportation redundancy in one direction of travel.	1
C. This project increases transportation redundancy in both directions of travel.	2
Total (sum of points)	0-2

Appendix I - Goal 9: Local Priorities Calculation

Table I.1 Local Priorities – Measure Summary

Measure ID	Name	Description	Weight
G9 M1	Local Priorities	The degree to which the project supports local government transportation priorities, as specified in local government priority letters.	100%

Measure Approach

G9 M1 Local Priorities

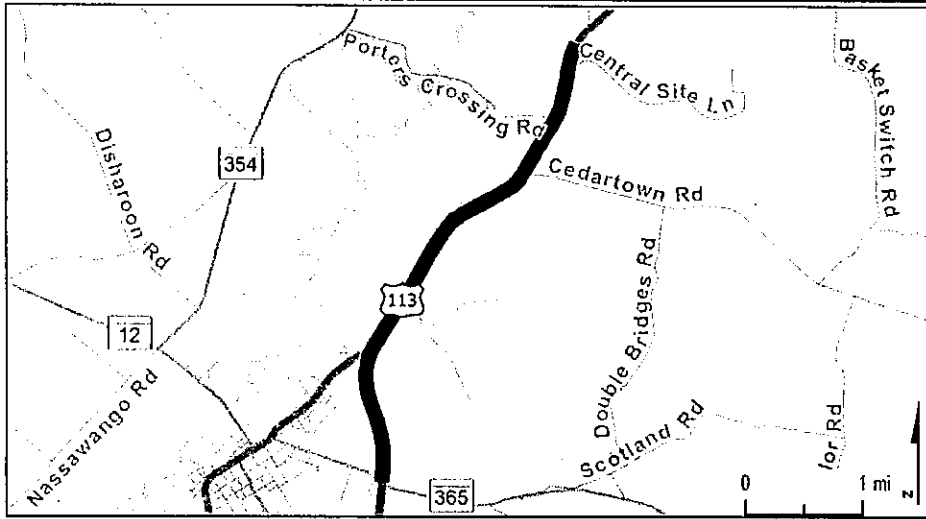
Definition: Estimates the project's alignment with local transportation priorities

Data Needs:

- Project cost from the Consolidated Transportation Program.

Methodology:

1. Assign points to counties/municipalities to distribute and identify local priorities in their jurisdictions.
2. Determine the number of points assigned to the project as detailed on the Project Application.
3. Double the points assigned if the county and municipalities jointly support the project through a joint letter of support.
4. Multiply the points assigned by a county by 0.75 if one municipality in the county has submitted a separate set of priorities.
5. Multiply the points assigned by a county by 0.50 if more than one municipality in the county has submitted a separate set of priorities.
6. Multiply the points assigned by a municipality by 0.25 if one or two municipalities in the county have submitted a separate set of priorities.
7. Multiply the points assigned by a municipality by 0.50 divided by the number of municipalities submitting priorities if more than two municipalities in the county have submitted separate sets of priorities.
8. Sum points assigned to the project by all counties and municipalities
9. Multiply the project's assigned point value by the total project cost.
10. Scale the benefit by dividing by the maximum unscaled value across all projects in the comparison database.



PROJECT: US 113, Worcester Highway

DESCRIPTION: Upgrade existing US 113 as a 4 lane divided highway, including access controls from north of MD 365 (Phase 4), Public Landing Road, to Five Mile Branch (4.3 miles). Bicycle and pedestrian accommodations will be included where appropriate.

PURPOSE & NEED SUMMARY STATEMENT: The US 113 corridor is experiencing deterioration in safety and operations due to increasing seasonal traffic volumes coupled with local commercial/residential development along the highway. This project will improve the highway's safety, operations, and freight movement.

SMART GROWTH STATUS: Project Not Location Specific Not Subject to PFA Law

- Project Inside PFA
- Project Outside PFA
- PFA Status Yet To Be Determined
- Grandfathered
- Exception Will Be Required
- Exception Granted

ASSOCIATED IMPROVEMENTS:

US 113, Massy Branch to Five Mile Branch (Phase 3) (Line 2)

STATE GOALS: Maryland Transportation Plan (MTP) Goals/Selection Criteria:

- Safety & Security
- System Preservation
- Quality of Service
- Environmental Stewardship
- Community Vitality
- Economic Prosperity

EXPLANATION: This project will improve safety, operations, and freight movement.

STATUS: Construction underway.

SIGNIFICANT CHANGE FROM FY 2017 - 22 CTP: None.

POTENTIAL FUNDING SOURCE:		<input checked="" type="checkbox"/> SPECIAL		<input checked="" type="checkbox"/> FEDERAL		<input type="checkbox"/> GENERAL		<input type="checkbox"/> OTHER		
PHASE	PROJECT CASH FLOW									
	TOTAL ESTIMATED COST (\$000)	EXPEND THRU 2017	CURRENT YEAR 2018	BUDGET YEAR 2019	FOR PLANNING PURPOSES ONLY				SIX YEAR TOTAL	BALANCE TO COMPLETE
				2020.....2021.....2022.....2023.....		
Planning	0	0	0	0	0	0	0	0	0	0
Engineering	6,643	6,173	470	0	0	0	0	0	470	0
Right-of-way	11,683	3,040	3,241	3,241	2,161	0	0	0	8,643	0
Construction	64,022	4,075	16,812	22,086	21,049	0	0	0	59,947	0
Total	82,348	13,288	20,523	25,327	23,210	0	0	0	69,060	0
Federal-Aid	78,245	11,851	19,515	24,377	22,502	0	0	0	66,394	0

CLASSIFICATION:

STATE - Intermediate Arterial
 FEDERAL - Other Principal Arterial

STATE SYSTEM: Primary

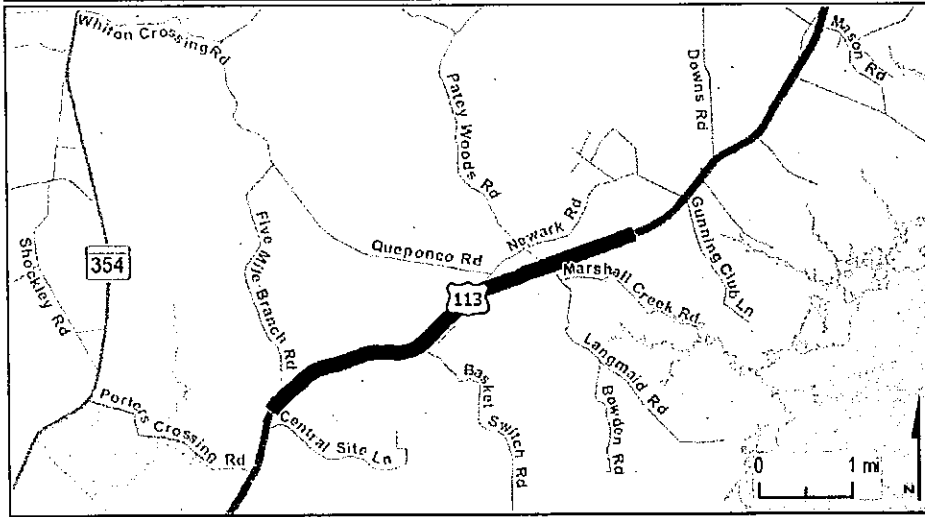
Annual Average Daily Traffic (vehicles per day)

CURRENT (2017) - 9,450 - 1000

PROJECTED (2035) - 13,800 - 17,000

Excerpt from Consolidated Transportation Plan

h



PROJECT: US 113, Worcester Highway

DESCRIPTION: Upgrade existing US 113 as a 4 lane divided highway, Massey Branch to Five Mile Branch (Phase 3) (4.6 miles). Bicycle and pedestrian accommodations will be included where appropriate.

PURPOSE & NEED SUMMARY STATEMENT: The US 113 corridor is experiencing deterioration in safety and operations due to increasing seasonal traffic volumes coupled with local commercial/residential development along the highway. This project will improve the highway's safety, operations, and freight movement.

SMART GROWTH STATUS: Project Not Location Specific Not Subject to PFA Law

Project Inside PFA Grandfathered
 Project Outside PFA Exception Will Be Required
 PFA Status Yet To Be Determined Exception Granted

ASSOCIATED IMPROVEMENTS:
 US 113, Public Landing Rd. to Five Mile Branch (Phase 4) (Line 1)

STATE GOALS: Maryland Transportation Plan (MTP) Goals/Selection Criteria:

- Safety & Security
- System Preservation
- Quality of Service
- Environmental Stewardship
- Community Vitality
- Economic Prosperity

EXPLANATION: This project will improve safety, operations, and freight movement.

STATUS: Construction underway.

SIGNIFICANT CHANGE FROM FY 2017 - 22 CTP: None.

POTENTIAL FUNDING SOURCE:		<input checked="" type="checkbox"/> SPECIAL <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> GENERAL <input type="checkbox"/> OTHER								
PHASE	PROJECT CASH FLOW				FOR PLANNING PURPOSES ONLY				SIX YEAR TOTAL	BALANCE TO COMPLETE
	TOTAL ESTIMATED COST (\$000)	EXPEND THRU 2017	CURRENT YEAR 2018	BUDGET YEAR 2019	2020	2021	2022	2023		
Planning	0	0	0	0	0	0	0	0	0	0
Engineering	3,207	3,207	0	0	0	0	0	0	0	0
Right-of-way	12,594	7,149	5,245	200	0	0	0	0	5,445	0
Construction	37,122	23,676	13,446	0	0	0	0	0	13,446	0
Total	52,923	34,032	18,691	200	0	0	0	0	18,891	0
Federal-Aid	41,755	24,457	17,298	0	0	0	0	0	17,298	0

CLASSIFICATION:

STATE - Intermediate Arterial

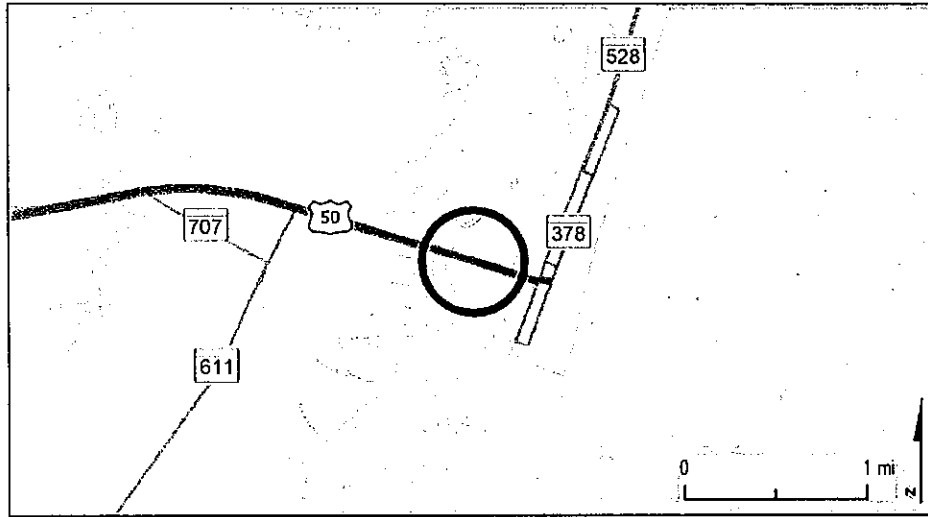
FEDERAL - Other Principal Arterial

STATE SYSTEM: Primary

Annual Average Daily Traffic (vehicles per day)

CURRENT (2017) - 9,450-10,000

PROJECTED (2035) - 13,800-17,000



PROJECT: US 50, Ocean Gateway

DESCRIPTION: Study to replace Bridge 23007 over the Sinepuxent Bay. The study will investigate options to eliminate/upgrade the drawspan structure.

JUSTIFICATION: The drawspan is estimated to have 15 to 20 years of life span left. This high traffic volume arterial has experienced mechanical problems with the drawbridge during peak seasonal traffic. This project would improve the highway's safety and operations.

SMART GROWTH STATUS: Project Not Location Specific Not Subject to PFA Law

Project Inside PFA Grandfathered
 Project Outside PFA Exception Will Be Required
 PFA Status Yet To Be Determined Exception Granted

ASSOCIATED IMPROVEMENTS:

STATUS: Planning complete.

SIGNIFICANT CHANGE FROM FY 2017 - 22 CTP: None.

POTENTIAL FUNDING SOURCE:		<input checked="" type="checkbox"/> SPECIAL <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> GENERAL <input type="checkbox"/> OTHER									
PHASE	TOTAL		PROJECT CASH FLOW							SIX YEAR TOTAL	BALANCE TO COMPLETE
	ESTIMATED COST (\$000)	EXPEND THRU YEAR 2017	CURRENT YEAR 2018	BUDGET YEAR 2019	FOR PLANNING PURPOSES ONLY						
				2020.....2021.....2022.....2023.....			
Planning	2,907	2,907	0	0	0	0	0	0	0	0	
Engineering	0	0	0	0	0	0	0	0	0	0	
Right-of-way	0	0	0	0	0	0	0	0	0	0	
Construction	0	0	0	0	0	0	0	0	0	0	
Total	2,907	2,907	0	0	0	0	0	0	0	0	
Federal-Aid	0	0	0	0	0	0	0	0	0	0	

CLASSIFICATION:

STATE - Principal Arterial

FEDERAL - Other Principal Arterial

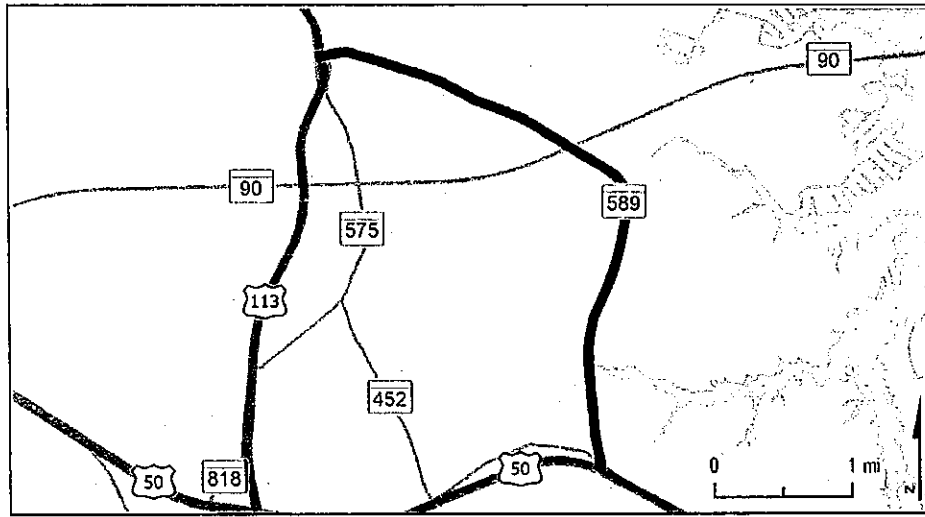
STATE SYSTEM : Primary

Annual Average Daily Traffic (vehicles per day)

CURRENT (2017) - 18,050
 52,000 (Summer)

PROJECTED (2035) - 21,950
 65,650 (Summer)

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PROJECT: MD 589, Racetrack Road

DESCRIPTION: Study for potential improvements to the existing MD 589 corridor from US 50 to US 113 (4.7 miles).

JUSTIFICATION: This project will relieve traffic congestion and improve traffic safety along MD 589 and at the US 50 intersection.

SMART GROWTH STATUS: Project Not Location Specific Not Subject to PFA Law

Project Inside PFA Grandfathered
 Project Outside PFA Exception Will Be Required
 PFA Status Yet To Be Determined Exception Granted

ASSOCIATED IMPROVEMENTS:

STATUS: Feasibility study complete.

SIGNIFICANT CHANGE FROM FY 2017 - 22 CTP: None.

POTENTIAL FUNDING SOURCE:		<input checked="" type="checkbox"/> SPECIAL		<input checked="" type="checkbox"/> FEDERAL		<input type="checkbox"/> GENERAL		<input type="checkbox"/> OTHER			
PHASE	PROJECT CASH FLOW									SIX YEAR TOTAL	BALANCE TO COMPLETE
	TOTAL ESTIMATED COST (\$000)	EXPEND THRU 2017	CURRENT YEAR 2018	BUDGET YEAR 2019	FOR PLANNING PURPOSES ONLY						
					2020	2021	2022	2023			
Planning	1,417	1,417	0	0	0	0	0	0	0	0	0
Engineering	0	0	0	0	0	0	0	0	0	0	0
Right-of-way	0	0	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0	0	0
Total	1,417	1,417	0	0	0	0	0	0	0	0	0
Federal-Aid	246	246	0	0	0	0	0	0	0	0	0

CLASSIFICATION:

STATE - Minor Arterial

FEDERAL - Minor Arterial

STATE SYSTEM : Secondary

Annual Average Daily Traffic (vehicles per day)

CURRENT (2017) - 22,200
29,400 (Summer)

PROJECTED (2035) - 28,800
48,950 (Summer)

66



9

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

COMMISSIONERS
MADISON J. BUNTING, JR., PRESIDENT
DIANA PURNELL, VICE PRESIDENT
ANTHONY W. BERTINO, JR.
JAMES C. CHURCH
THEODORE J. ELDER
MERRILL W. LOCKFAW, JR.
JOSEPH M. MITRECIC

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

December 13, 2017

TO: Worcester County Commissioners
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KL*
SUBJECT: Upcoming Board Appointments - Terms Beginning January 1, 2018

Attached, please find copies of the Board Summary sheets for the remaining County Boards or Commissions (19) which have current or upcoming vacancies (38 total). They are as follows: Adult Public Guardianship Board (4); Commission on Aging Board (5), Agricultural Reconciliation Board (1), Building Code Appeals Board (1), Drug & Alcohol Abuse Council (3), Housing Review Board (2), Local Management Board/Initiative to Preserve Families Board (1), Board of Library Trustees (2), Local Development Council for the Ocean Downs Casino (3), Lower Shore Workforce Investment Board (1), Planning Commission (1), Property Tax Assessment Appeal Board (1, with 3 nominees to Governor), Recreation Advisory Board (1), Social Services Board (2), Soil Conservation District Supervisors (1), Solid Waste Advisory Committee (1), Tourism Advisory Committee (2), Water and Sewer Advisory Council - Ocean Pines (2), and Commission for Women (4). I have circled the members whose terms have expired or will expire on each of these boards.

Most of these Boards and Commissions specify that current members' terms will expire on December 31st. Current members will continue to serve beyond their term until they are either reappointed or a replacement is named. Please consider these reappointments or new appointments during November and December so I can notify the board members and staff contacts preferably prior to the end of the calendar year.

Since your last meeting, we have received the following nomination letters:

- p. 5 - Reappointment/New Appointment requests for Adult Public Guardianship Board
- p. 13 - Reappointment request for Drug and Alcohol Abuse Council
- p. 17 - Nominations for Library Board of Trustees
- p. 33 - New Appointment request for Commission for Women

We have also received letters from the following local citizens volunteering to serve:

- **Patti Hughes** of Ocean City - Adult Public Guardianship or Commission on Aging
- **Paula Isett** of Berlin - Library Board of Trustees

Pending Board Appointments - By Commissioner

- District 1 - Lockfaw** p. 18 - Local Development Council for Ocean Downs Casino (Ron Taylor - for remainder of term through 2018) - 4-year
p. 23 - Social Services Board (Tracey Cottman) - 3-year
p. 31 - Commission for Women (Laura McDermott) - 3-year

District 2 - Purnell All District Appointments received. Thank You!
Please consider nominations for At-Large positions listed below - "All Commissioners"

District 3 - Church All District Appointments received. Thank You!
Please consider nominations for At-Large positions listed below - "All Commissioners"

- District 4 - Elder** p. 14 - Housing Review Board (Scott Tingle) - 3-year
p. 20 - Planning Commission (Brooks Clayville) - 5-year

- District 5 - Bertino** p. 14 - Housing Review Board (Donna Dillon) - 3-year
p. 18 - Local Development Council for Ocean Downs Casino (Jim Rosenberg) - 4-year
p. 23 - Social Services Board (Cathy Gallagher) - 3-year
p. 29 - Tourism Advisory Committee (Teresa Travatello) - 4-year
p. 30 - Water and Sewer Advisory Council - Ocean Pines (Frederick Stiehl and Michael Reilly) - 4-year
p. 31 - Commission for Women (Charlotte Cathell) - 3-year

- District 6 - Bunting** P. 10 - Building Code Appeals Board (Richard P. Mueller) - 4-year
p. 22 - Recreation Advisory Board (Chris Klebe) - 4-year
p. 30 - Water and Sewer Advisory Council - Ocean Pines (Frederick Stiehl and Michael Reilly) - 4-year

- District 7 - Mitrecic** p. 29 - Tourism Advisory Committee (Lauren Taylor) - 4-year

All Commissioners

- p. 3 - (4) Adult Public Guardianship Board (Brandy Trader, Debbie Ritter, Jack Ferry, Dean Perdue) - 3-year
- **p. 5 - Request to reappoint Brandy Trader and Jack Ferry and to appoint Nancy Howard, LuAnn Siler and Thomas Donoway**
- p. 9 - (1) Agricultural Reconciliation Board (Betty McDermott - At-Large) - 4-year
- p. 11 - (3) Drug and Alcohol Abuse Council (Colleen Wareing - Knowledge of Substance Abuse Treatment; Rev. Bill Sterling and Karen Johnson - Knowledge on Substance Abuse Issues) - 4-year
- **p. 13 - Request to reappoint Colleen Wareing**
- **Dr. Roy W. Cragway, Jr. of Ocean City is also interested in serving**
- p. 15 - (1) Local Management Board (Eloise Henry Gordy) - 3-year
- p. 18 - (1) Local Development Council for Ocean Downs Casino (David Massey - At-Large - business or institution representative in immediate proximity to Ocean Downs) - 4-year
- p. 19 - (1) Lower Shore Workforce Investment Board (Donna Weaver - Business Representatives) - 4-year
- p. 21 - Property Tax Assessment Appeal Board (Robert D. Rose - Pocomoke area) - must submit 3 nominees to Governor for his consideration in making this appointment - 5-year
- p. 25 - Soil Conservation District Supervisors (Eugene Magee) - 5-year
- p. 30 - (2) Water and Sewer Advisory Council - Ocean Pines (Frederick Stiehl and Michael Reilly) - 4-year
- p. 31 - (2) Commission for Women (Alice Jean Ennis - At-Large-Pocomoke, and Eloise Henry Gordy - At-Large-Snow Hill) - 3-year
- **p. 33 - Nomination of Tamara White of Pocomoke City**

All Commissioners (Awaiting Nominations)

- p. 6 - (5) Commission on Aging Board (George "Tad" Pruitt and Bonnie C. Caudell - Snow Hill, Lloyd Parks - Girdletree, Larry Walton - Ocean Pines, and Clifford Gannett - Pocomoke) - self-appointed by Commission on Aging & confirmed by County Commissioners- 3-year to Sept 30
- p. 16 - (1) Board of Library Trustees (Rosemary S. Keech - Ocean Pines) - upon nominations from Library Board - 5-year
- **p. 17 - Request to reappoint Rosemary Keech and appoint Leslie Mulligan for Frederick Grant**
- p. 27 - (1) Solid Waste Advisory Committee (Steve Brown - upon nomination from Town of Ocean City) - 4-year

ADULT PUBLIC GUARDIANSHIP BOARD

Reference: PGL Family Law 14-402, Annotated Code of Maryland

Appointed by: County Commissioners

Function: Advisory
Perform 6-month reviews of all guardianships held by a public agency.
Recommend that the guardianship be continued, modified or terminated.

Number/Term: 1 1/3 year terms
Terms expire December 31st

Compensation: None, travel expenses (under Standard State Travel Regulations)

Meetings: Semi-annually

Special Provisions: 1 member must be a professional representative of the local department
1 member must be a physician
1 member must be a psychiatrist from the local department of health
1 member must be a representative of a local commission on aging
1 member must be a representative of a local nonprofit social services organization
1 member must be a lawyer
2 members must be lay individuals
1 member must be a public health nurse
1 member must be a professional in the field of disabilities
1 member must be a person with a physical disability

Staff Contact: Department of Social Services - Roberta Baldwin (410-677-6872)

Current Members:

<u>Member's Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
Brandy Trader	Non-profit Soc. Service Rep.	*15-17
Debbie Ritter	Commission on Aging Rep.	*07-08-11-14, 14-17
Jack Ferry	Professional in field of disabilities	*14, 14-17
Dean Perdue	Person with physical disability	08-11-14, 14-17
Roberta Baldwin	Local Dept. Rep. - Social Services	03-06-09-12-15, 15-18
Melissa Banks	Public Health Nurse	*02-03-06-09-12-15, 15-18
Dr. Dia Arpon	Psychiatrist	*10-12-15, 15-18
Dr. William Greer	Physician	07-10-13-16, 16-19
Richard Collins	Lawyer	95-98-01-04-07-10-13-16, 16-19
The Rev. Guy H. Butler	Lay Person	*99-01-04-07-10-13-16, 16-19
Connie Wessels	Lay Person	*15-16, 16-19

Passed away

* = Appointed to fill an unexpired term

ADULT PUBLIC GUARDIANSHIP BOARD

(Continued)

Prior Members:

Dr. Donald Harting
Maude Love
Thomas Wall
Dr. Dorothy Holzworth
B. Randall Coates
Kevin Douglas
Sheldon Chandler
Martha Duncan
Dr. Francis Townsend
Luther Schultz
Mark Bainum
Thomas Mulligan
Dr. Paul Flory
Barbara Duerr
Craig Horseman
Faye Thomes
Mary Leister
Joyce Bell
Randolph Barr
Elsie Briddell
John Sauer
Dr. Timothy Bainum
Ernestine Bailey
Terri Selby (92-95)
Pauline Robbins (92-95)
Darryl Hagey
Dr. Ritchie Shoemaker (92-95)
Barry Johansson (93-96)

Since 1972

Albert Straw (91-97)
Nate Pearson (95-98)
Dr. William Greer, III (95-98)
Rev. Arthur L. George (95-99)
Irvin Greene (96-99)
Mary Leister (93-99)
Otho Aydelotte, Jr. (93-99)
Shirley D'Aprix (98-00)
Theresa Bruner (91-02)
Tony Devereaux (93-02)
Dr. William Krone (98-02)
David Hatfield (99-03)
Dr. Kimberly Richardson (02-03)
Ina Hiller (91-03)
Dr. David Pytlewski (91-06)
Jerry Halter (99-06)
Dr. Glenn Arzadon (04-07)
Madeline Waters (99-08)
Mimi Peuser (03-08)
Dr. Gergana Dimitrova (07-08)
Carolyn Cordial (08-13)
June Walker (02-13)
Bruce Broman (00-14)
Lori Carson (13-14)
Pattie Tingle (15-16)



DEPARTMENT OF HUMAN SERVICES

Worcester County Department of Social Services

Roberta Baldwin Director

Dawn Jones Assistant Director Child Support

Jamie Manning Assistant Director Services

Ellen Payne Assistant Director Family Investment

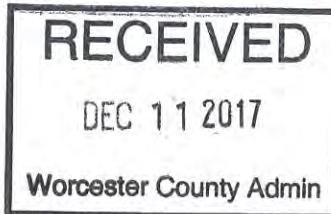
Mary Beth Quillen Assistant Director Administration

MAIN OFFICE 299 Commerce Street P.O. Box 39 Snow Hill, Maryland 21863

Telephone: 410-677-6800 Fax: 410-677-6810 TTY: 410-677-6800

Website: www.dhr.maryland.gov/local-offices/worcester-county/

December 8, 2017



Ms. Diana Purnell, President Worcester County Commissioners One West Market Street, Room 1103 Snow Hill, MD 21863-1195

RE: Request for Appointment and Reappointment – Worcester County Adult Public Guardianship Review Board

Dear Ms. Purnell:

To fulfill the requirements of PGL Family Law 14-402, I am requesting the Worcester County Commissioners consideration to appoint and reappoint the following members who would be new to the Board or whose terms expire December 2017:

- Nancy Howard - For Rev. Guy Butler 601 Dory Road Ocean City, MD 21842
LuAnn Siler - to replace Debbie Ritter 4767 Snow Hill Road Snow Hill, MD 21863
Thomas Donoway - to replace Dean Perdue 6597 Worcester Highway Newark, MD 21841
Jack Ferry - reappoint 8545 Newark Road Newark, MD 21841
Brandy Trader - reappoint 4767 Snow Hill Road Snow Hill, MD 21863

If you should have any questions or concerns regarding this request, please do not hesitate to contact me at 410-677-6806.

Sincerely,

[Handwritten signature]

Roberta Baldwin, LCSW-C Director

Cc: Harold Higgins, Chief Administrative Officer Kelly Shannahan, Assistant Chief Administrative Officer

Larry Hogan, Governor • Boyd Rutherford, Lt. Governor • Lourdes R. Padilla, Secretary



COMMISSION ON AGING BOARD

Reference: By Laws of Worcester County Commission on Aging
- As amended July 2015

Appointed by: Self-Appointing/Confirmed by County Commissioners

Function: Supervisory/Policy Making

Number/Term: Not less than 12; 3 year terms, may be reappointed
Terms Expire September 30

Compensation: None

Meetings: Monthly, unless otherwise agreed by a majority vote of the Board

Special Provisions: At least 50% of members to be consumers or volunteers of services provided by Commission on Aging, with a representative of minorities and from each of the senior centers; one County Commissioner; and Representatives of Health Department, Social Services and Board of Education as Ex-Officio members

Staff Contact: Worcester County Commission on Aging, Inc. - Snow Hill
Rob Hart, Executive Director (410-632-1277)

Current Members:

<u>Member's Name</u>	<u>Resides/Represents</u>	<u>Years of Term(s)</u>
George "Tad" Pruitt	Snow Hill	05-08-11-14, 14-17
Lloyd Parks	Girdletree	08-11-14, 14-17
Larry Walton	Ocean Pines	*13-14, 14-17
Bonnie C. Caudell	Snow Hill	*09-11-14, 14-17
Clifford Gannett	Pocomoke	*12-14, 14-17
Tommy Tucker	Snow Hill	09-12-15, 15-18
Tommy Mason	Pocomoke	15-18
Helen Whaley	Berlin	*16-18
Fred Grant	Snow Hill	*15-16, 16-19
Joyce Cottman	Berlin	*16, 16-19
Cynthia Malament	Berlin	07-10-13-16, 16-19
Rebecca Cathell	Agency - Maryland Job Service	
Dr. Jerry Wilson	Agency - Worcester County Board of Education	
Peter Buesgens	Agency - Worcester County Department of Social Services	
Deborah Goeller	Agency - Worcester County Health Department	
Madison J. Bunting, Jr.	Worcester County Commissioners' Representative	

* = Appointed to fill an unexpired term

Prior Members:

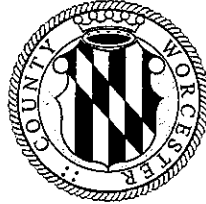
Since 1972

Virginia Harmon
 Maude Love
 Dr. Donald Harting
 John C. Quillen
 Violet Chesser
 William Briddell
 Harrison Matthews
 John McDowell
 Mildred Brittingham
 Maurice Peacock
 Father S. Connell
 Rev. Dr. T. McKelvey
 Samuel Henry
 Rev. Richard Hughs
 Dorothy Hall
 Charlotte Pilchard
 Edgar Davis
 Margaret Quillen
 Lenore Robbins
 Mary L. Krabill
 Leon Robbins
 Claire Waters
 Thelma Linz
 Oliver Williams
 Michael Delano
 Father Gardiner
 Iva Baker
 Minnie Blank
 Thomas Groton III
 Jere Hilbourne
 Sandy Facinoli
 Leon McClafin
 Mabel Scott
 Wilford Showell
 Rev. T. Wall
 Jeaninne Aydelotte
 Richard Kasabian
 Dr. Fred Bruner
 Edward Phillips
 Dorothy Elliott
 John Sauer
 Margaret Kerbin
 Carolyn Dorman
 Marion Marshall
 Dr. Francis Ruffo
 Dr. Douglas Moore
 Hibernia Carey
 Charlotte Gladding
 Josephine Anderson
 Rev. R. Howe
 Rev. John Zellman
 Jesse Fassett
 Delores Waters
 Dr. Terrance A. Greenwood
 Baine Yates
 Wallace T. Garrett
 William Kuhn (86-93)
 Mary Ellen Elwell (90-93)
 Faye Thornes

Mary Leister (89-95)
 William Talton (89-95)
 Sunder Henry (89-95)
 Josephine Anderson
 Saunders Marshall (90-96)
 Louise Jackson (93-96)
 Carolyn Dorman (93-98)
 Constance Sturgis (95-98)
 Connie Morris (95-99)
 Jerry Wells (93-99)
 Robert Robertson (93-99)
 Margaret Davis (93-99)
 Dr. Robert Jackson (93-99)
 Patricia Dennis (95-00)
 Rev. C. Richard Edmund (96-00)
 Viola Rodgers (99-00)
 Baine Yates (97-00)
 James Shreeve (99-00)
 Tad Pruitt (95-01)
 Rev. Walter Reuschling (01-02)
 Armond Merrill, Sr. (96-03)
 Gene Theroux
 Blake Fohl (98-05)
 Constance Harmon (98-05)
 Catherine Whaley (98-05)
 Wayne Moulder (01-05)
 Barbara Henderson (99-05)
 Gus Payne (99-05)
 James Moeller (01-05)
 Rev Stephen Laffey (03-05)
 Anne Taylor (01-07)
 Jane Carmean (01-07)
 Alex Bell (05-07)
 Inez Somers (03-08)
 Joanne Williams (05-08)
 Ann Horth (05-08)
 Helen Richards (05-08)
 Peter Karras (00-09)
 Vivian Pruitt (06-09)
 Doris Hart (08-11)
 Helen Heneghan (08-10)
 Jack Uram (07-10)
 Robert Hawkins (05-11)
 Dr. Jon Andes
 Lloyd Pullen (11-13)
 John T. Payne (08-15)
 Sylvia Sturgis (07-15)
 Gloria Blake (05-15)

* = Appointed to fill an unexpired term

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

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

COMMISSIONERS
MADISON J. BUNTING, JR., PRESIDENT
DIANA PURNELL, VICE PRESIDENT
ANTHONY W. BERTIND, JR.
JAMES C. CHURCH
THEODORE J. ELDER
MERRILL W. LOCKFAW, JR.
JOSEPH M. MITRECIĆ

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

November 13, 2017

Rob Hart, Executive Director
Commission on Aging
4767 Snow Hill Rd
Snow Hill, MD 21863

RE: Nominations for Members of the Commission on Aging Board

Dear Mr. Hart:

As I believe you are aware, the terms of the following five members of the Worcester County Commission on Aging Board of Directors expired on September 30, 2017:

Tad Pruitt	Snow Hill
Lloyd Parks	Girdletree
Larry Walton	Ocean Pines
Bonnie Caudell	Snow Hill
Clifford Gannett	Pocomoke City

Please discuss this matter with the Commission on Aging Board and submit their nominations for new appointments or reappointments to fill these vacancies as soon as possible in order to restore full membership to the Commission on Aging Board of Directors.

Thank you for your attention to this matter. If you should have any questions or concerns, please feel free to contact me at this office.

Sincerely,

Kelly Shannahan
Assistant Chief Administrative Officer

KS/fac
cc: Worcester County Commissioners
Board Book
H:\CCBOARDS\Commission on Aging request for nominations.wpd

AGRICULTURAL RECONCILIATION BOARD

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

Appointed by: County Commissioners

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

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

Compensation: None - Expense Reimbursement as provided by County Commissioners

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

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

Staff Contact: Dept. of Development Review & Permitting
- Edward A. Tudor, Director (410-632-1200, ext. 100)
County Agricultural Extension Agent - As Consultant to the Board
- Doug Jones, District Manager, Resource Conservation District - (632-3109, x112)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Ag/Forest Industry</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Betty McDermott	At-Large	No	Ocean Pines	*09-09-13, 13-17
Tom Babcock	At-Large	No	Whaleyville	14-18
Dean Ennis	Farm Bureau	Yes	Pocomoke	06-10-14, 14-18
Stacey Esham	Forestry Bd.	Yes	Berlin	12-16, 16-20
Brooks Clayville	Farm Bureau	Yes	Snow Hill	00-04-08-12-16, 16-20

Prior Members: Since 2000

Michael Beauchamp (00-06)
Phyllis Davis (00-09)
Richard G. Holland, Sr. (00-12)
Rosalie Smith (00-14)

BUILDING CODE APPEALS BOARD

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

Appointed by: County Commissioners

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

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

Compensation: \$50 per meeting (by policy)

Meetings: As Needed

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

Staff Contact: Edward A. Tudor, Director
 Development Review & Permitting (410-632-1200, ext. 1100)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Richard P. Mueller	D-6 - Bunting	Bishopville	98-05-09-13, 13-17
Jim Wilson	D-3 - Church	Berlin	02-06-10-14, 14-18
Mark Bargar	D-4 - Elder	Berlin	14-18
Elbert Davis	D-2 - Purnell	Snow Hill	*03-03-07-11-15, 15-19
Bill Paul	D-7 - Mitrecic	Ocean Pines	15-19
Kevin Holland	D-1 - Lockfaw	Pocomoke	96-04-08-12-16, 16-20
James Spicknall	D-5 - Bertino	Ocean Pines	04-08-12-16, 16-20

Prior Members:

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

* = Appointed to fill an unexpired term

DRUG AND ALCOHOL ABUSE COUNCIL

Reference: PGL Health-General, Section 8-1001

Appointed by: County Commissioners

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

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

Compensation: None

Meetings: As Necessary

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

Staff Contact: David Baker, Council Secretary, Health Department (410-632-1100, ext. 1106)
Doug Dods, Council Chair, Sheriff's Office (410-632-1111)

Current Members:

<u>Name</u>	<u>Representing</u> <u>At-Large Members</u>	<u>Years of Term(s)</u>
Colleen Wareing	Knowledge of Substance Abuse Treatment	*06-09-13, 13-17
Rev. Bill Sterling	Knowledge of Substance Abuse Issues	13-17 - <i>moved / Replace</i>
Eric Gray (Christina Purcell)	Substance Abuse Treatment Provider	*15-18
Sue Abell-Rodden	Recipient of Addictions Treatment Services	10-14, 14-18
Colonel Doug Dods	Knowledgeable on Substance Abuse Issues	04-10 (advisory), 10-14, 14-18
Jim Freeman, Jr.	Knowledgeable on Substance Abuse Issues	04-11-15, 15-19
Jennifer LaMade	Knowledgeable on Substance Abuse Issues	*12-15, 15-19
Kat Gunby	Substance Abuse Prevention Provider	*16-19
Kim Moses	Knowledgeable on Substance Abuse Issues	08-12-16, 16-20
Karen Johnson	Knowledgeable on Substance Abuse Issues	*14-16, 16-20 - <i>moved / Replace</i>

Ex-Officio Members

Rebecca Jones	Health Officer	Ex-Officio, Indefinite
Roberta Baldwin	Social Services Director	Ex-Officio, Indefinite
Spencer Lee Tracy, Jr.	Juvenile Services, Regional Director	Ex-Officio, Indefinite
Trudy Brown	Parole & Probation, Regional Director	Ex-Officio, Indefinite
Beau Oglesby	State's Attorney	Ex-Officio, Indefinite
Burton Anderson	District Public Defender	Ex-Officio, Indefinite
Sheriff Reggie Mason (Doug Dods)	County Sheriff	Ex-Officio, Indefinite
William Gordy (Eloise Henry Gordy)	Board of Education President	Ex-Officio, Indefinite
Diana Purnell	County Commissioners	Ex-Officio, Indefinite
Judge Thomas Groton (Jen Bauman)	Circuit Court Administrative Judge	Ex-Officio, Indefinite
Judge Gerald Purnell (Tracy Simpson)	District Court Administrative Judge	Ex-Officio, Indefinite
Donna Bounds	Warden, Worcester County Jail	Ex-Officio, Indefinite

* Appointed to a partial term for proper staggering, or to fill a vacant term

Advisory Members

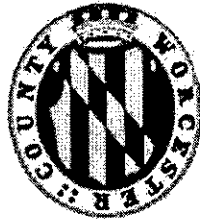
Lt. Earl W. Starner	Maryland State Police	Since 2004
Charles "Buddy" Jenkins	Business Community - Jolly Roger Amusements	
Chief Ross Buzzuro (Lt. Rick Moreck)	Ocean City Police Dept.	
Leslie Brown	Hudson Health Services, Inc.	

Prior Members:

Since 2004

Vince Gisriel	Aaron Dale
Michael McDermott	Garry Mumford
Marion Butler, Jr.	Sharon Smith
Judge Richard Bloxom	Jennifer Standish
Paula Erdie	
Tom Cetola	
Gary James (04-08)	
Vickie Wrenn	
Deborah Winder	
Garry Mumford	
Judge Theodore Eschenburg	
Andrea Hamilton	
Fannie Birckhead	
Sharon DeMar Reilly	
Lisa Gebhardt	
Jenna Miller	
Dick Stegmaier	
Paul Ford	
Megan Griffiths	
Ed Barber	
Eloise Henry-Gordy	
Lt. Lee Brumley	
Ptl. Noal Waters	
Ptl. Vicki Fisher	
Chief John Groncki	
Chief Arnold Downing	
Frank Pappas	
Captain William Harden	
Linda Busick (06-10)	
Sheriff Chuck Martin	
Joel Todd	
Diane Anderson (07-10)	
Joyce Baum (04-10)	
James Yost (08-10)	
Ira "Buck" Shockley (04-13)	
Teresa Fields (08-13)	
Frederick Grant (04-13)	
Doris Moxley (04-14)	
Commissioner Merrill Lockfaw	
Kelly Green (08-14)	
Sheila Warner - Juvenile Services	
Chief Bernadette DiPino - OCPD	
Chief Kirk Daugherty -SHPD	
Mike Shamburek - Hudson Health	
Shirleen Church - BOE	
Tracy Tilghman (14-15)	
Marty Pusey (04-15)	
Debbie Goeller	
Peter Buesgens	

* Appointed to a partial term for proper staggering, or to fill a vacant term



Worcester County
Drug and Alcohol Council
P.O. Box 249
Snow Hill, Maryland 21863
410-632-1100
Fax: 410-632-0080

December 12, 2017

Diana Purnell, President
Worcester County Commissioners
One West Market Street, Room 1103
Snow Hill, MD 21863

Dear President Purnell:

On behalf of the Worcester County Drug and Alcohol Council, I would like to request the Commissioners make the following re-appointment to the Council. This representative is willing to serve on the Council and has been approved by the Council members.

Colleen Wareing (Substance Abuse Treatment Provider/Health Care Professional Organization)

Please **re-appoint** to Council – Current term expires December 2017

Please feel free to contact me at 410-632-1111, if you have any questions.

Sincerely,

Doug Dods
Chairperson

HOUSING REVIEW BOARD

Reference: Public Local Law §BR 3-104

Appointed by: County Commissioners

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

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

Compensation: \$50 per meeting (policy)

Meetings: As Needed

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

Staff Support: Development Review & Permitting Department
Jo Ellen Bynum, Housing Program Administrator - 410-632-1200, x 1171

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Terms(s)</u>
Scott Tingle	D-4, Elder	Snow Hill	14-17
Donna Dillon	D-5, Bertino	Ocean Pines	08-11-14, 14-17
Sharon Teagle	D-2, Purnell	Ocean Pines	00-12-15, 15-18
Jake Mitrecic	D-7, Mitrecic	Ocean City	15-18
C. D. Hall	D-1, Lockfaw	Pocomoke	10-13-16, 16-19
Debbie Hileman	D-6, Bunting	Ocean Pines	10-13-16, 16-19
John Glorioso	D-3, Church	Ocean Pines	*06-11-14-17, 17-20

Prior Members:

Phyllis Mitchell	Albert Bogdon (02-06)
William Lynch	Jamie Rice (03-07)
Art Rutter	Howard Martin (08)
William Buchanan	Marlene Ott (02-08)
Christina Alphonsi	Mark Frostrom, Jr. (01-10)
Elsie Purnell	Joseph McDonald (08-10)
William Freeman	Sherwood Brooks (03-12)
Jack Dill	Otho Mariner (95-13)
Elbert Davis	Becky Flater (13-14)
J. D. Quillin, III (90-96)	Ruth Waters (12-15)
Ted Ward (94-00)	
Larry Duffy (90-00)	
Patricia McMullen (00-02)	
William Merrill (90-01)	
Debbie Rogers (92-02)	
Wardie Jarvis, Jr. (96-03)	

* = Appointed to fill an unexpired term

WORCESTER COUNTY'S INITIATIVE TO PRESERVE FAMILIES BOARD

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

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

Appointed by: County Commissioners

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

Compensation: \$50 Per Meeting for Private Sector Members

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

Meetings: Monthly

Staff Contact: Jessica Sexauer, Director, Local Management Board - (410) 632-3648
 Jennifer LaMade - Local Management Board - (410) 632-3648

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides/Representing</u>	<u>Years of Term(s)</u>
Eloise Henry Gordy	At-Large - J. Purnell	Snow Hill	*07-08-11-14, 14-17
Mark Frostrom	At-Large - Lockfaw	Pocomoke City	*99-12, 12-15, 15-18
Ira "Buck" Shockley	At-Large - D. Purnell	Snow Hill	03-09-12, 13-16, 16-19
Amy Rothermel	At-Large - Mitrecic	Ocean City	17-20
Jennifer LaMade	<i>Ex officio</i>	Core Service Agency	Indefinite
Rebecca Jones	<i>Ex officio</i>	Health Department	Indefinite
Sheila Warner	<i>Ex officio</i>	Juvenile Justice	Indefinite
Louis H. Taylor	<i>Ex officio</i>	Board of Education	Indefinite
Roberta Baldwin	<i>Ex officio</i>	Department of Social Services	Indefinite

Prior Members (since 1994):

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

BOARD OF LIBRARY TRUSTEES

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

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

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

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

Compensation: None

Meetings: 1 per month except June, July, and August

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

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

Current Members:

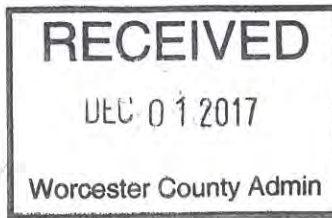
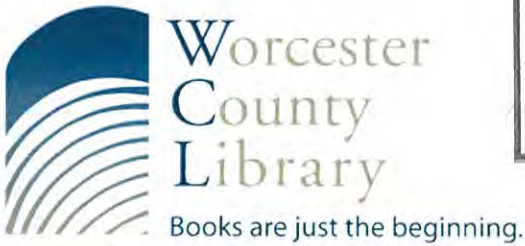
<u>Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Rosemary S. Keech	Ocean Pines	12-17
Frederick Grant	Snow Hill	13-18
Ron Cascio	Berlin	09-14, 14-19
Vivian Pruitt	Girdletree	09-14, 14-19
Holly Anderson	Newark	*10-11-16, 16-21
Nancy Howard	Ocean City	16-21
Donald James Bailey	Pocomoke	16-21

← Resigned/Replace

Prior Members: Since 1972

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

* = Appointed to fill an unexpired term



To: Harold Higgins, Chief Administrative Officer
From: Jennifer Ranck *JR*
Date: December 1, 2017
Re: Library Board of Trustees

The Worcester County Library Board of Trustees recommends the following person to be considered for the position on the board that has been held by Frederick Grant, who resigned from the library board in October 2017:

Leslie Mulligan
6908 Mt. Olive Church Rd
Snow Hill, MD 21863
443-235-3634

Rosemary Keech has agreed to serve a second term.

Rosemary S. Keech
1407 North Chase Street
Ocean Pines, MD 21811
410-641-7450

Thank you and the County Commissioners for your consideration of the Trustees' recommendations.

Copy: Kelly Shannahan

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

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

Appointed by: County Commissioners

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

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

Compensation: None

Meetings: At least semi-annually

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

Staff Contacts: Kim Moses, Public Information Officer, 410-632-1194
Maureen Howarth, County Attorney, 410-632-1194

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Represents/Resides</u>	<u>Years of Term(s)</u>
Ron Taylor °	Dist. 1 - Lockfaw	Resident - Pocomoke	*09-10, 10-14
Jim Rosenberg °	Dist. 5 - Boggs	Resident - Ocean Pines	09-13, 13-17
David Massey °	At-Large	Business - Ocean Pines	09-13, 13-17
Cam Bunting °	At-Large	Business - Berlin	*09-10-14, 14-18
James N. Mathias, Jr. °		Maryland Senator	09-10-14, 14-18
Mary Beth Carozza		Maryland Delegate	14-18
Charles Otto		Maryland Delegate	14-18
Roxane Rounds	Dist. 2 - Purnell	Resident - Berlin	*14-15, 15-19
Michael Donnelly	Dist. 7 - Mitrecic	Resident - Ocean City	*16-19
Mark Wittmyer	At-Large	Business - Ocean Pines	15-19
Mayor Charlie Dorman	Dist. 4 - Elder	Resident - Snow Hill	12-16, 16-20
Rod Murray °	Dist. 6 - Bunting	Resident - Ocean Pines	*09-12-16, 16-20
Mayor Rick Meehan °	At-Large	Business - Ocean City	*09-12-16, 16-20
Mayor Gee Williams °	Dist. 3 - Church	Resident - Berlin	09-13-17, 17-21
Bobbi Sample	Ocean Downs Casino	Ocean Downs Casino	17-indefinite

Prior Members:

Since 2009
 J. Lowell Stoltzfus ° (09-10) Todd Ferrante ° (09-16)
 Mark Wittmyer ° (09-11) Joe Cavilla (12-17)
 John Salm ° (09-12)
 Mike Pruitt ° (09-12)
 Norman H. Conway ° (09-14)
 Michael McDermott (10-14)
 Diana Purnell ° (09-14)
 Linda Dearing (11-15)

* = Appointed to fill an unexpired term/initial terms staggered
 ° = Charter Member

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

Reference: Workforce Investment Act of 1998, Section 117

Appointed by: County Commissioners

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

Number/Term: 24 - 5 Worcester County, 7 At-Large (by Tri-County Council), 12 Other
2, 3 or 4-year terms; Terms expire September 30

Compensation: None

Meetings: Quarterly (January, April, July, October) on the 2nd Wednesday

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

Staff Contact: Lower Shore Workforce Alliance
Milton Morris, Workforce Director (410-341-3835, ext 6)
One-Stop Job Market, 31901 Tri-County Way, Suite 215, Salisbury, MD 21804

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

<u>Name</u>	<u>Resides/Agency</u>	<u>Term</u>	<u>Representing</u>
Donna Weaver	Berlin	*08-09-13, 13-17	Business Rep.
Geoffrey Failla	Whaleyville	*15-18	Business Rep.
Jason Cunha	Pocomoke	*16-18	Business Rep.
Walter Maizel	Bishopville	*12, 12-16, 16-20	Private Business Rep.
Robert "Bo" Duke	Ocean City	*17, 17-21	Business Rep.

Prior Members: Since

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

PLANNING COMMISSION

Reference: Public Local Law ZS §1-112

Appointed by: County Commissioners

Functions: Advisory/Regulatory
 Make investigations and recommendations regarding zoning text and map amendment applications; recommend conditional rezoning; make recommendations to the Board of Zoning Appeals; review public projects, proposed facility development plans, regulations and standards; review and approve site plans; review and make recommendations regarding residential planned communities; review and approve subdivision plans.

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

Compensation: \$50 per meeting (policy)

Meetings: 1 regular meeting per month; additional meetings held as necessary

Special Provisions: Historically - one member from each Commissioner District, plus two At-Large members; one member per district once expanded to seven districts.

Staff Contact: Department of Development Review & Permitting
 Edward A. Tudor, Director (410-632-1200, ext. 1100)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Brooks Clayville	D-4, Shockley	Snow Hill	02-07-12, 12-17
Marlene Ott	D-5, Boggs	Ocean Pines	08-13, 13-18
Betty M. Smith	D-2, Purnell	Berlin	*07-09-14, 14-19
Jay Knerr	D-7, Mitrecic	Berlin	14-19
Jerry Barbierrri	D-1, Lockfaw	Pocomoke	*12-15, 15-20
Mike Diffendal	D-3, Church	Berlin	10-15, 15-20
Richard L. Wells	D-6, Bunting	Bishopville	11-16, 16-21

Prior Members:

Since 1972

David L. Johnson	R. Blaine Smith	James Jarman (99-03)
N. Paul Joyner	Edward A. Tudor	Harry Cullen (00-03)
Daniel Trimper, IV	Terry Bayshore	Ed Ellis (96-04)
Hugh F. Wilde	Larry Widgeon	Troy Purnell (95-05)
Warren Frame	Charles D. "CD" Hall	Larry Devlin (04-06)
Roland E. Powell	Ernest "Sandy" Coyman	Tony Devereaux (03-07)
Harry Cherrix	Rev. Donald Hamilton	Wilbert "Tom" Pitts (99-07)
W. David Stevens	Dale Stevens	Doug Slingerland (07-08)
Granville Trimper	Marion L. Butler, Sr.	Carolyn Cummins (90-94, 99-09)
J. Brad Aaron	Ron Cascio (96-97)	Madison "Jimmy" Bunting (05-10)
Lester Atkinson	Louie Paglierani (90-99)	Jeanne Lynch (06-11)
Paul L. Cutler	Robert Hawkins (96-99)	H. Coston Gladding (96-12)
Edward R. Bounds	Ilia Fehrer (94-99)	Wayne A. Hartman (09-14)
Edward Phillips	Rob Clarke (99-00)	
Vernon McCabe	W. Kenny Baker (97-02)	

* = Appointed to fill an unexpired term

PROPERTY TAX ASSESSMENT APPEAL BOARD

Reference: Annotated Code of Maryland, Tax-Property Article, §TP 3-102

Appointed by: Governor (From list of 3 nominees submitted by County Commissioners)
- Nominees must each fill out a resume to be submitted to Governor
- Nominations to be submitted 3 months before expiration of term

Function: Regulatory
- Decides on appeals concerning: real property values and assessments, personal property valued by the supervisors, credits for various individuals and groups as established by State law, value of agricultural easements, rejection of applications for property tax exemptions.

Number/Term: 3 regular members, 1 alternate/5-year terms
Terms Expire June 1st

Compensation: \$15 per hour (maximum \$90 per day), plus travel expenses

Meetings: As Necessary

Special Provisions: Chairman to be designated by Governor

Staff Contact: Department of Assessments & Taxation (410-632-1196)

Current Members:

<u>Robert D. Rose</u>	<u>Pocomoke City</u>	<u>*06-07, 07-12, 12-17</u>
Howard G. Jenkins	Ocean Pines	03-04, *04-08, 08-13, 13-18
Gary M. Flater (Alternate)	Snow Hill	13-18
Larry R. Fry	Ocean Pines	*10-13-14 (alt.), 14-19

C) = Chairman

Prior Members: Since 1972

- | | |
|-----------------------------|----------------------------------|
| Wilford Showell | Mary Yenney (98-03) |
| E. Carmel Wilson | Walter F. Powers (01-04) |
| Daniel Trimper, III | Grace C. Purnell (96-04) |
| William Smith | George H. Henderson, Jr. (97-06) |
| William Marshall, Jr. | Joseph A. Calogero (04-09) |
| Richard G. Stone | Joan Vetare (04-12) |
| Milton Laws | |
| W. Earl Timmons | |
| Hugh Cropper | |
| Lloyd Lewis | |
| Ann Granados | |
| John Spurling | |
| Robert N. McIntyre | |
| William H. Mitchell (96-98) | |
| Delores W. Groves (96-99) | |

* = Appointed to fill an unexpired term

RECREATION ADVISORY BOARD

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

Appointed by: County Commissioners

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

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

Compensation: \$50 per meeting expense allowance, subject to funding

Meetings: At least quarterly, more frequently as necessary

Special Provisions: One member nominated by each County Commissioner

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

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Chris Klebe	D-6, Bunting	Bishopville	*11-13, 13-17
Alvin Handy	D-2, Purnell	Ocean City	06-10-14, 14-18
John Gehrig	D-7, Mitrecic	Ocean City	14-18
Shawn Johnson	D-4, Elder	Snow Hill	15-19
Mike Hooks	D-1, Lockfaw	Pocomoke	12-16, 16-20
Missy Denault	D-5, Bertino	Berlin	*15-16, 16-20
Norman Bunting, Jr.	D-3, Church	Berlin	*16-17, 17-21

Prior Members: Since 1972

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

* = Appointed to fill an unexpired term

SOCIAL SERVICES BOARD

Reference: Human Services Article - Annotated Code of Maryland - Section 3-501

Appointed by: County Commissioners

Functions: Advisory
Review activities of the local Social Services Department and make recommendations to the State Department of Human Resources.
Act as liaison between Social Services Dept. and County Commissioners.
Advocate social services programs on local, state and federal level.

Number/Term: 9 to 13 members/3 years
Terms expire June 30th

Compensation: None - (Reasonable Expenses for attending meetings/official duties)

Meetings: 1 per month (Except June, July, August)

Special Provisions: Members to be persons with high degree of interest, capacity & objectivity, who in aggregate give a countywide representative character.
Maximum 2 consecutive terms, minimum 1-year between reappointment
Members must attend at least 50% of meetings
One member (ex officio) must be a County Commissioner
Except County Commissioner, members may not hold public office.

Staff Contact: Roberta Baldwin, Director of Social Services - (410-677-6806)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Tracey Cottman	D-1, Lockfaw	Pocomoke City	*15-17
Cathy Gallagher	D-5, Boggs	Ocean Pines	*13-14, 14-17
Diana Purnell	ex officio - Commissioner		14-18
Faith Coleman	D-4, Elder	Snow Hill	15-18
Harry Hammond	D-6, Bunting	Bishopville	15-18
Voncelia Brown	D-3, Church	Berlin	16-19
Maria Campione-Lawrence	D-7, Mitrecic	Ocean City	16-19
Mary White	At-Large	Berlin	*17-19
Nancy Howard	D-2, Purnell	Ocean City	(09-16), 17-20

* = Appointed to fill an unexpired term

SOCIAL SERVICES BOARD

(Continued)

Prior Members: (Since 1972)

James Dryden	Naomi Washington (01-02)
Sheldon Chandler	Lehman Tomlin, Jr. (01-02)
Richard Bunting	Jeanne Lynch (00-02)
Anthony Purnell	Michael Reilly (00-03)
Richard Martin	Oliver Waters, Sr. (97-03)
Edward Hill	Charles Hinz (02-04)
John Davis	Prentiss Miles (94-06)
Thomas Shockley	Lakeshia Townsend (03-06)
Michael Delano	Betty May (02-06)
Rev. James Seymour	Robert "BJ" Corbin (01-06)
Pauline Robertson	William Decoligny (03-06)
Josephine Anderson	Grace Smearman (99-07)
Wendell White	Ann Almand (04-07)
Steven Cress	Norma Polk-Miles (06-08)
Odetta C. Perdue	Anthony Bowen (96-08)
Raymond Redden	Jeanette Tressler (06-09)
Hinson Finney	Rev. Ronnie White (08-10)
Ira Hancock	Belle Redden (09-11)
Robert Ward	E. Nadine Miller (07-11)
Elsie Bowen	Mary Yenney (06-13)
Faye Thornes	Dr. Nancy Dorman (07-13)
Frederick Fletcher	Susan Canfora (11-13)
Rev. Thomas Wall	Judy Boggs (02-14)
Richard Bundick	Jeff Kelchner (06-15)
Carmen Shrouck	Laura McDermott (11-15)
Maude Love	Emma Klein (08-15)
Reginald T. Hancock	Wes McCabe (13-16)
Elsie Briddell	Nancy Howard (09-16)
Juanita Merrill	Judy Stinebiser (13-16)
Raymond R. Jarvis, III	Arlette Bright (11-17)
Edward O. Thomas	
Theo Hauck	
Marie Doughty	
James Taylor	
K. Bennett Bozman	
Wilson Duncan	
Connie Quillin	
Lela Hopson	
Dorothy Holzworth	
Doris Jarvis	
Eugene Birckett	
Eric Rauch	
Oliver Waters, Sr.	
Floyd F. Bassett, Jr.	
Warner Wilson	
Mance McCall	
Louise Matthews	
Geraldine Thweat (92-98)	
Darryl Hagy (95-98)	
Richard Bunting (96-99)	
John E. Bloxom (98-00)	
Katie Briddell (87-90, 93-00)	
Thomas J. Wall, Sr. (95-01)	
Mike Pennington (98-01)	
Desire Becketts (98-01)	

* = Appointed to fill an unexpired term

Updated: November 21, 2017
Printed: November 22, 2017

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SOIL CONSERVATION DISTRICT SUPERVISORS

Reference: PGL - Agriculture, §8-302 - Annotated Code of Maryland

Appointed by: 1 member appointed by County Commissioners
4 members appointed by State Soil Conservation Committee

Function: Supervisory
Conduct surveys, investigation, research relating to soil erosion prevention and control; disseminate information; conduct demonstration projects; carry out preventive measures; provide financial aid; acquire and maintain property; provide contracting services to landowners.

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

Compensation: \$25 per meeting plus mileage (set by State Soil Conservation Committee)

Meetings: 1 per month

Special Provisions: Must attend at least 50% of regular meetings

Staff Contact: Doug Jones, District Manager, Maryland Dept. of Agriculture (632-5439, ext.112)

Current Members:

Anthony DiPaulo	Stockton	02-07, 07-12
David Hudson, Chair	Bishopville	90-94, 94-98, 98-03, 03-08, 08-13
Edward Phillips	Snow Hill	03-08, 08-13
W. Dan Redden	Pocomoke	61-63* 63-65 65-67 67-69 69-71 71-75 75-79 79-83 83-87 87-91 91-96 96-01 01-06 06-11, 11-16
<u>Eugene Magee**</u>	Bishopville	16-21

-Replace

Prior Members: Since 1972

Roger Richardson
Curtis Shockley
Lester Shockley
Richard Jones
Clinton Hudson
Elwood Waters (86-06)
William Sirman (94-99)
Gerald Holloway (60-00)
Lester Shockley, Jr. (06-10)
Kirk Carmean (10-16)

* = Appointed to fill an unexpired term
** = Commissioners' Appointment (others appointed by other bodies)



Maryland Department of Agriculture

Agriculture | Maryland's Leading Industry

Office of Resource Conservation

Lawrence Hogan, Governor
Boyd K. Rutherford, Lt. Governor
Joseph Bartenfelder, Secretary
James P. Eichhorst, Deputy Secretary

The Wayne A. Cawley, Jr. Building
50 Harry S Truman Parkway
Annapolis, Maryland 21401
Internet: www.mda.maryland.gov

410.841.5863 Baltimore/Washington
410.841.5734 Fax
800.492.5590 Toll Free

State Soil Conservation Committee

November 16, 2017

Eugene Magee
11515 Mumford Road
Bishopville, MD 21813

Dear Mr. Magee:

The Soil Conservation District's Law provides that any Soil Conservation District supervisor who fails to attend at least 50% of the regular meetings of the district during any consecutive twelve-month period shall be considered to have resigned. This means that any supervisor who misses seven meetings shall be considered to have resigned under Agriculture Article 8-302 (e). No action to terminate the appointment is required. An appointment to fill an unexpired term is made in the same manner as for a full term.

The State Committee policy is to send a letter to any supervisor and the District Board of Supervisors whenever a supervisor misses five meetings in the previous twelve months to inform them of this provision in the law in order to give warning of the consequences of further absences.

Our records indicate that you have missed seven meetings. You may petition the Worcester County Commissioners with justification for reinstatement. If we do not hear from you by December 14, 2017, we will request an appointment from Worcester County Government to fill your vacancy.

I am looking forward to continued association with you and thank you on behalf of the State Soil Conservation Committee for your contributions to soil conservation district programs.

Sincerely,

Louise Lawrence
Chief

LL/sb

c: Hans Schmidt, Assistant Secretary
Worcester Soil Conservation
Worcester County Commissioners
Dave Mister, Area Coordinator

NOV 20 2017

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SOLID WASTE ADVISORY COMMITTEE

Reference: County Commissioners' Resolution 5/17/94 and 03-6 on 2/18/03

Appointed by: County Commissioners

Function: Advisory
Review and comment on Solid Waste Management Plan, Recycling Plan, plans for solid waste disposal sites/facilities, plans for closeout of landfills, and to make recommendations on tipping fees.

Number/Term: 11/4-year terms; Terms expire December 31st.

Compensation: \$50 per meeting expense allowance, subject to annual appropriation

Meetings: At least quarterly

Special Provisions: One member nominated by each County Commissioner; and one member appointed by County Commissioners upon nomination from each of the four incorporated towns.

Staff Support: Solid Waste - Solid Waste Superintendent - Mike Mitchell - (410-632-3177)
Solid Waste - Recycling Coordinator - Mike McClung - (410-632-3177)
Department of Public Works - John Tustin - (410-632-5623)

Current Members:

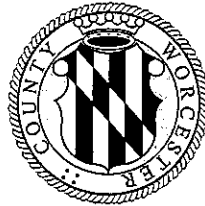
<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Steve Brown	Town of Ocean City		*10-13, 13-17
George Linvill	D-1, Lockfaw	Pocomoke	14-18
George Dix	D-4, Elder	Snow Hill	*10-10-14, 14-18
James Rosenberg	D-5, Bertino	Ocean Pines	*06-10-14, 14-18
Mike Poole	D-6, Bunting	Bishopville	11-15, 15-19
Michael Pruitt	Town of Snow Hill		*15, 15-19
Bob Augustine	D-3, Church	Berlin	16-20
Granville Jones	D-7, Mitrecic	Berlin	*15-16, 16-20
George Tasker	Town of Pocomoke City		*15-16, 16-20
Wendell Purnell	D-2, Purnell	Berlin	97-09-13-17, 17-21
Jamey Latchum	Town of Berlin		*17, 17-21

Prior Members: (Since 1994)

Ron Cascio (94-96)	Richard Malone (94-01)	John C. Dorman (07-10)
Roger Vacovsky, Jr. (94-96)	William McDermott (98-03)	Robert Hawkins (94-11)
Lila Hackim (95-97)	Fred Joyner (99-03)	Victor Beard (97-11)
Raymond Jackson (94-97)	Hugh McFadden (98-05)	Mike Gibbons (09-14)
William Turner (94-97)	Dale Pruitt (97-05)	Hank Westfall (00-14)
Vernon "Corey" Davis, Jr. (96-98)	Frederick Stiehl (05-06)	Marion Butler, Sr. (00-14)
Robert Mangum (94-98)	Eric Mullins (03-07)	Robert Clarke (11-15)
Richard Rau (94-96)	Mayor Tom Cardinale (05-08)	Bob Donnelly (11-15)
Jim Doughty (96-99)	William Breedlove (02-09)	Howard Sribnick (10-16)
Jack Peacock (94-00)	Lester D. Shockley (03-10)	Dave Wheaton (14-16)
Hale Harrison (94-00)	Woody Shockley (01-10)	

* = Appointed to fill an unexpired term

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

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

COMMISSIONERS
MADISON J. BUNTING, JR., PRESIDENT
DIANA PURNELL, VICE PRESIDENT
ANTHONY W. BERTINO, JR.
JAMES C. CHURCH
THEODORE J. ELDER
MERRILL W. LOCKFAW, JR.
JOSEPH M. MITRECIĆ

Worcester County

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

November 9, 2017

Honorable Richard W. Meehan
Mayor & Council of Ocean City
P. O. Box 158
Ocean City, MD 21842

RE: Nomination of Ocean City Representative on the Worcester County Solid Waste Advisory Committee

Dear Mayor Meehan:

Please be advised that the Worcester County Commissioners recently began to consider appointments to various County boards and commissions for which members' terms are scheduled to expire at the end of this year. Upon review of our records, we recently determined that Steve Brown, the Town of Ocean City's representative on the Worcester County Solid Waste Advisory Committee, is scheduled to expire on December 31, 2017. Since the establishing resolution for the Solid Waste Advisory Committee provides that one member shall be nominated from each of the incorporated towns, we would appreciate receiving your nomination for this upcoming vacancy as soon as possible so that the Commissioners can make this appointment in November or December of this year.

Thank you for your attention to this matter. If you should have any questions or concerns, please feel free to contact either me or Kelly Shannahan, Assistant Chief Administrative Officer, at this office.

Sincerely,

Madison J. Bunting, Jr.
President

MJB/KS/fac
cc: Kelly Shannahan, Assistant Chief Administrative Officer
Board Book
H:\CCBOARDS\OC Request for Solid Waste Board.wpd

TOURISM ADVISORY COMMITTEE

Reference: County Commissioners' Resolution of May 4, 1999 and 03-6 of 2/18/03

Appointed by: County Commissioners

Function: Advisory
 Advise the County Commissioners on tourism development needs and recommend programs, policies and activities to meet needs, review tourism promotional materials, judge tourism related contests, review applications for State grant funds, review tourism development projects and proposals, establish annual tourism goals and objectives, prepare annual report of tourism projects and activities and evaluate achievement of tourism goals and objectives.

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

Compensation: \$50 per meeting expense allowance

Meetings: At least bi-monthly (6 times per year), more frequently as necessary

Special Provisions: One member nominated by each County Commissioner

Staff Contact: Tourism Department - Lisa Challenger (410-632-3110)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)²</u>
Teresa Travatello	D-5, Boggs	Ocean Pines	09-13, 13-17 ←
Lauren Taylor	D-7, Gulyas	Ocean City	13-17
Gregory Purnell	D-2, Purnell	Berlin	14-18
Barbara Tull	D-1, Lockfaw	Pocomoke	03-11-15, 15-19
Molly Hilligoss	D-4, Elder	Snow Hill	*15, 15-19
Isabel Morris	D-6, Bunting	Bishopville	11-15, 15-19
Elena Ake	D-3, Church	West Ocean City	*16, 16-20

Resigned/Replac

Prior Members: Since 1972

- | | |
|-----------------------------------|-----------------------------|
| Isaac Patterson ¹ | Barry Laws (99-03) |
| Lenora Robbins ¹ | Klein Leister (99-03) |
| Kathy Fisher ¹ | Bill Simmons (99-04) |
| Leroy A. Brittingham ¹ | Bob Hulburd (99-05) |
| George "Buzz" Gering ¹ | Frederick Wise (99-05) |
| Nancy Pridgeon ¹ | Wayne Benson (05-06) |
| Marty Batchelor ¹ | Jonathan Cook (06-07) |
| John Verrill ¹ | John Glorioso (04-08) |
| Thomas Hood ¹ | David Blazer (05-09) |
| Ruth Reynolds (90-95) | Ron Pilling (07-11) |
| William H. Buchanan (90-95) | Gary Weber (99-03, 03-11) |
| Jan Quick (90-95) | Annemarie Dickerson (99-13) |
| John Verrill (90-95) | Diana Purnell (99-14) |
| Larry Knudsen (95) | Kathy Fisher (11-15) |
| Carol Johnsen (99-03) | Linda Glorioso (08-16) |
| Jim Nooney (99-03) | |

* = Appointed to fill an unexpired term
 1 = Served on informal ad hoc committee prior to 1990, Committee abolished between 1995-1999
 2 = All members terms reduced by 1-year in 2003 to convert to 4-year terms

**WATER AND SEWER ADVISORY COUNCIL
OCEAN PINES SERVICE AREA**

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

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

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

Compensation: Expense allowance for meeting attendance as authorized in the budget.

Meetings: Monthly

Special Provisions: Must be residents of Ocean Pines Service Area

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

Current Members:

<u>Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Frederick Stiehl	Ocean Pines	*06-08-12, 12-16
Michael Reilly	Ocean Pines	*14-17 ← Resigned/Replace
James Spicknall	Ocean Pines	07-10-14, 14-18
Bob Poremski	Ocean Pines	*17-19
Gregory R. Sauter, P.E.	Ocean Pines	17-21

Prior Members: (Since 1993)

- Andrew Bosco (93-95)
- Richard Brady (96-96, 03-04)
- Michael Robbins (93-99)
- Alfred Lotz (93-03)
- Ernest Armstrong (93-04)
- Jack Reed (93-06)
- Fred Henderson (04-06)
- E. A. "Bud" Rogner (96-07)
- David Walter (06-07)
- Darwin "Dart" Way, Jr. (99-08)
- Aris Spengos (04-14)
- Gail Blazer (07-17)
- Mike Hegarty (08-17)

* = Appointed to fill an unexpired term

COMMISSION FOR WOMEN

Reference: Public Local Law CG 6-101

Appointed by: County Commissioners

Function: Advisory

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

Compensation: None

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

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

Contact: Eloise Henry-Gordy, Chair
 Worcester County Commission for Women - P.O. Box 1712, Berlin, MD 21811

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Laura McDermott	D-1, Lockfaw	Pocomoke City	*11-13, 13-16 ← Resigned/Replaced
Charlotte Cathell	D-5, Bertino	Ocean Pines	*09-11-14, 14-17
Alice Jean Ennis	At-Large	Pocomoke	14-17
Eloise Henry-Gordy	At-Large	Snow Hill	08-11-14, 14-17
Teola Brittingham	D-2, Purnell	Berlin	*16-18
Michelle Bankert	D-3, Church	West Ocean City	*14-15, 15-18
Bess Cropper	D-6, Bunting	Berlin	15-18
Nancy Fortney	D-7, Mitrecic	Ocean City	12-15, 15-18
Lauren Mathias Williams	At-Large	Berlin	*16-18
Hope Carmean	D-4, Elder	Snow Hill	*15-16, 16-19
Mary E. (Liz) Mumford	At-Large	Ocean City	*16, 16-19
Julie Phillips	Board of Education		13-16, 16-19
Shannon Chapman	Dept of Social Services		*17-19
Kelly O'Keane	Health Department		17-20
Cristi Graham	Public Safety - Sheriff's Office		17-20

Prior Members: Since 1995

Ellen Pilchard ^c (95-97)	Carole P. Voss (98-00)	Gloria Bassich (98-03)
Helen Henson ^c (95-97)	Martha Bennett (97-00)	Carolyn Porter (01-04)
Barbara Beaubien ^c (95-97)	Patricia Ilczuk-Lavanceau (98-99)	Martha Pusey (97-03)
Sandy Wilkinson ^c (95-97)	Lil Wilkinson (00-01)	Teole Brittingham (97-04)
Helen Fisher ^c (95-98)	Diana Purnell ^c (95-01)	Catherine W. Stevens (02-04)
Bernard Bond ^c (95-98)	Colleen McGuire (99-01)	Hattie Beckwith (00-04)
Jo Campbell ^c (95-98)	Wendy Boggs McGill (00-02)	Mary Ann Bennett (98-04)
Karen Holck ^c (95-98)	Lynne Boyd (98-01)	Rita Vaeth (03-04)
Judy Boggs ^c (95-98)	Barbara Trader ^c (95-02)	Sharyn O'Hare (97-04)
Mary Elizabeth Fears ^c (95-98)	Heather Cook (01-02)	Patricia Layman (04-05)
Pamela McCabe ^c (95-98)	Vyolatus Ayres (98-03)	Mary M. Walker (03-05)
Teresa Hammerbacher ^c (95-98)	Terri Taylor (01-03)	Norma Polk Miles (03-05)
Bonnie Platter (98-00)	Christine Selzer (03)	Roseann Bridgman (03-06)
Marie Velong ^c (95-99)	Linda C. Busick (00-03)	Sharon Landis (03-06)

* = Appointed to fill an unexpired term
 c = Charter member

Prior Members: Since 1995 (continued)

Dr. Mary Dale Craig (02-06)
Dee Shorts (04-07)
Ellen Payne (01-07)
Mary Beth Quillen (05-08)
Marge SeBour (06-08)
Meg Gerety (04-07)
Linda Dearing (02-08)
Angela Hayes (08)
Susan Schwarten (04-08)
Marilyn James (06-08)
Merilee Horvat (06-09)
Jody Falter (06-09)
Kathy Muncy (08-09)
Germaine Smith Garner (03-09)
Nancy Howard (09-10)
Barbara Witherow (07-10)
Doris Moxley (04-10)
Evelyne Tyndall (07-10)
Sharone Grant (03-10)
Lorraine Fasciocco (07-10)
Kay Cardinale (08-10)
Rita Lawson (05-11)
Cindi McQuay (10-11)
Linda Skidmore (05-11)
Kutresa Lankford-Purnell (10-11)
Monna Van Ess (08-11)
Barbara Passwater (09-12)
Cassandra Rox (11-12)
Diane McGraw (08-12)
Dawn Jones (09-12)
Cheryl K. Jacobs (11)
Doris Moxley (10-13)
Kutresa Lankford-Purnell (10-12)
Terry Edwards (10-13)
Dr. Donna Main (10-13)
Beverly Thomas (10-13)
Caroline Bloxom (14)
Tracy Tilghman (11-14)
Joan Gentile (12-14)
Carolyn Dorman (13-16)
Arlene Page (12-15)
Shirley Dale (12-16)
Dawn Cordrey Hodge (13-16)
Carol Rose (14-16)
Mary Beth Quillen (13-16)
Debbie Farlow (13-17)
Corporal Lisa Maurer (13-17)

Kelly Shannahan

From: Lora Henry-Gordy <henrygordy1954@yahoo.com>
Sent: Wednesday, December 13, 2017 10:26 AM
To: Kelly Shannahan
Subject: WCCW Commissioner for Pocomoke

Good evening,
As you know Charlotte Cathell and I will end our terms on December 31, 2017. We have tried to recruit new commissioners.

I would like to submit Tamara White as a Commissioner for Pocomoke .

Tamara White

1507 Cedar Street

Pocomoke Cify, MD 21852

443-614-3004

Tamara works with Charlotte Cathell.

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Worcester County

MARYLAND



Comprehensive Annual Financial Report

FISCAL YEAR ENDED JUNE 30, 2017

WWW.CO.WORCESTER.MD.US

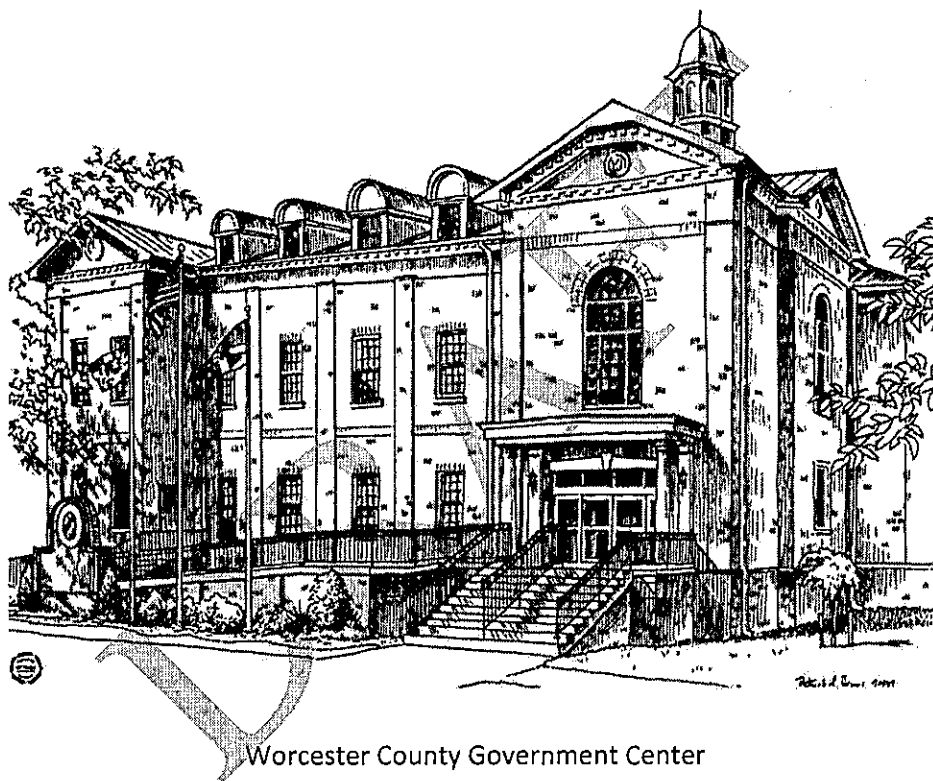
Final copy to
be presented on
12/19 at 10:30am



Worcester County, Maryland

Comprehensive Annual Financial Report

For Fiscal Year Ended
June 30, 2017



Prepared by:

Harold L. Higgins, CPA
Chief Administrative Officer

Phillip G. Thompson, CPA
Finance Officer

Jennifer C. Swanton, CPA
Assistant Finance Officer

Jessica R. Wilson, CPA
Enterprise Fund Controller

Kathleen J. Whited
Budget Officer



Larry Hogan, Governor
Boyd Rutherford, Lt. Governor

Robert S. McCord, Acting Secretary

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November 16, 2017

Mr. Harold Higgins
Chief Administrative Officer
Worcester County Government Center
1 West Market Street, Room 1103
Snow Hill, Maryland 21863

Elected Officials
Listening Session Scheduled
For December 19, 2017 at 11:30 AM

Re: State Development Plan – Meeting with Elected Officials

Dear Mr. Higgins:

The Maryland Department of Planning (Planning) politely requests permission to conduct two listening sessions in Worcester County as part of the initial outreach for our state development plan, *A Better Maryland*. The purpose of the listening sessions and the larger statewide dialogue is to engage and connect with the public, local governments, state agencies, and other stakeholders to solicit feedback about vital resources and information that *A Better Maryland* might include, and how it can help local governments and state agencies better meet their planning needs. (See included meeting agendas).

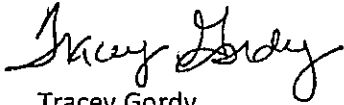
Outreach will inform what *A Better Maryland* should contain from all perspectives, and we need to hear from stakeholders across the state what those perspectives are. Planning wants to stress that the development of the content, format, and direction of *A Better Maryland* will be a collaborative effort, and at this point they are not predetermined. Two things are for certain, the plan will be neither a regulatory document nor a statewide comprehensive plan. We will be conducting 24 listening sessions events for every Maryland County and Baltimore City. Meetings are intended for municipal stakeholders as well.

Planning respectfully requests an opportunity to meet with the Worcester County Commissioners and municipal elected officials during the County Commissioner’s December 19, 2017, meeting. Worcester County planning staff and municipal staff will participate in a joint meeting with Somerset County planning staff and municipal staff on December 12, 2017, in Princess Anne. The Worcester County community meeting will be held on December 19, 2017, in the evening, at a location in Worcester County yet to be determined. Planning will send notification emails and make other contacts in the weeks leading to the meetings and is happy to answer any questions you have. Please feel free to share

the meeting agendas with those who may be interested in participating. We also recently launched a website at abetter.maryland.gov with more information and ways to get involved.

If you have any other questions, suggestions, or requests, please feel free to contact me at tracey.gordy@maryland.gov or at (410) 713-3462.

Sincerely,



Tracey Gordy

Senior Regional Planner

Maryland Department of Planning

Lower Eastern Shore Regional Office

Cc: Kelly Shannahan, Assistant Chief Administrative Officer
Ed Tudor, Planning Director
Joseph Griffiths, Maryland Department of Planning

A Better Maryland: Local Officials Listening Session Agenda

Date and Time: December 19, 2017; 11:30 a.m.

Location: Worcester County Government Center, Room 1101

Address: One West Market Street, Snow Hill, Maryland 21863

Purpose

The meeting is designed to be a listening session to discover how a new State Development Plan can meet the needs of local officials and improve statewide land planning and coordination.

Format

A roundtable discussion of elected and appointed officials meeting with the Special Secretary of Smart Growth and Planning Secretary in open comment and question dialogue.

Welcome and Introductions

Maryland Department of Planning Introduction

- What is a State Development Plan? Why are we meeting?
- State Development Plans in Maryland and Requirements
- Project Timeline, Tasks, and Schedule
- Meeting Objectives
 - Establish open lines of communication to prepare the best State Development Plan possible
 - Clarify what the State Development Plan is and what it is not
 - Understand local perspectives and priorities
 - Identify local concerns and wishes

Listening Session Discussion

- What planning efforts or processes in your communities/jurisdictions are you proud of? What are your assets?
- What are some barriers to planning in your communities/jurisdictions?
- What type of planning resources or technical assistance would you like to have to support good planning and a high quality of life in your community?
- How can the State of Maryland improve coordination with local jurisdictions and with other state agencies to support good planning and a high quality of life in your community?
- What should be in a State Development Plan? How should it be organized? How can it maintain its utility over the years?
- What else do you think we should know about your communities/jurisdictions and about how we can do our job better?

Conclusion and Next Steps

A Better Maryland: Community Listening Session Agenda

Date and Time: December 19, 2017, 6:00 p.m.

Location: Snow Hill Public Library

Address: 307 North Washington Street, Snow Hill, Maryland 21863

Purpose

The meeting is designed to be a listening session to discover how a new state development plan can meet the needs of residents and improve statewide land planning and coordination

Format

A community meeting with the Special Secretary of Smart Growth and Planning Secretary in open comment and question dialogue.

Board Exercise – Assets, Areas of Improvement

6:00 PM: Welcome and Introductions

6:10 PM: Maryland Department of Planning Introduction of State Development Plan

- What is a state development plan? Why are we meeting?
- State development plans in Maryland and requirements
- Project timeline, tasks, and schedule

6:20 PM: Listening Session Discussion

What is your community's greatest strength?

What is your community's most pressing challenge?

What factor is most important for a high quality of life in your community?

What action/activity most affects positive change in your community?

Name one issue that should be addressed by the state development plan.

What should Maryland be planning or addressing through a state development plan?

Are there concerns you have with your adjacent county or municipality that you would like them to address?

7:15 PM: Conclusion and Next Steps

A Better Maryland: Local Staff Listening Session Agenda –

Date and Time: December 12, 2017, 10:00 a.m.

Location: Somerset County Office Complex, County Commissioners Meeting Room 111

Address: 11916 Somerset Avenue, Princess Anne, Maryland 21853

Purpose

The meeting is designed to be a listening session to discover how a new State Development Plan can meet the needs of staff and improve statewide land planning and coordination

Format

A roundtable discussion of staff meeting with the Special Secretary of Smart Growth and Planning Secretary in open comment and question dialogue.

10:00 AM: Welcome and Introductions

10:10 AM: Maryland Department of Planning Introduction of State Development Plan

- What is a State Development Plan? Why are we meeting?
- State Development Plans in Maryland and Requirements
- Project Timeline, Tasks, and Schedule
- Meeting Objectives
 - Establish open lines of communication to prepare the best State Development Plan possible
 - Clarify what the State Development Plan is and what it is not
 - Understand local perspectives and priorities
 - Identify local concerns and wishes

10:20 AM: Listening Session Discussion

- What planning efforts or processes in your communities/jurisdictions are you proud of? What are your assets?
- What are some barriers to planning in your communities/jurisdictions?
- What type of planning resources or technical assistance would you like to have to support good planning and a high quality of life in your community?
- How can the State of Maryland improve coordination with local jurisdictions and with other state agencies to support good planning and a high quality of life in your community?
- What should be in a State Development Plan? How should it be organized? How can it maintain its utility over the years?
- What else do you think we should know about your communities/jurisdictions and about how we can do our job better?

11:00 AM: Conclusion and Next Steps

STATE DEVELOPMENT PLAN: A BETTER MARYLAND

Worcester County Listening Session
Worcester County Government Center
December 19, 2017

WHAT IS A STATE DEVELOPMENT PLAN

- State law* says,
 - (a) The Department (Planning) shall prepare and from time to time revise a plan or plans for development of the State.
 - (b) The Department shall prepare the Plan to promote the general welfare and prosperity of the people of the State through the coordinated development of the State.

*State Finance & Procurement Article 5-602

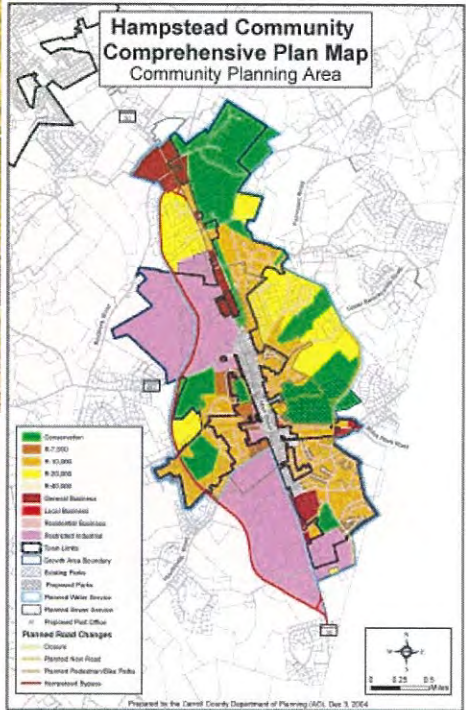
A BETTER MARYLAND

- Goals:
 - Enrich the lives of Marylanders
 - Use smart growth principles
 - Grow responsibly
 - Protect Maryland's resources



EXECUTIVE ORDER
01.01.2017.18
State Development Plan

A BETTER MARYLAND: OBJECTIVES



Fleet in Harbor, Baltimore, Md



A BETTER MARYLAND

- Objectives:
 - Support existing communities
 - Create quality places
 - Coordinate state investment
 - Natural resource preservation
 - Cultural, historical and heritage preservation
 - Provide information and data to support local jurisdiction decisions

A BETTER MARYLAND

- The plan will not:
 - be used to deny a State-issued permit or State funding.
 - supersede local planning and zoning.
 - supersede any local ordinance or regulations.
 - prevent local funding of a project.
 - require a local government to change or alter a local ordinance, regulation, or comprehensive plan.
 - impose a set policy on local governments, but rather provides information, alternatives, and best practices for locals to consider and pursue - or not.

A BETTER MARYLAND

- Why are we here:
 - To engage and connect with the public, local governments, state agencies and other stakeholders across the state of Maryland and
 - To solicit their feedback on what should be included in the plan and how the plan can help state agencies and local governments plan 'A Better Maryland.'

LISTENING

- Planning wants to hear from:
 - Local governments
 - State agencies
 - Public
 - Other stakeholders

LEARN WHAT PLANNING IS TAKING PLACE

Local Planning

- Comprehensive Plan
- Water & Sewer Plan
- Land Preservation, Parks, & Recreation Plan
- Sustainable Community Action Plan



State Planning

- Maryland Transportation Plan
- State Land Preservation & Recreation Plan
- Maryland State Plan for Post-secondary Education



Local Implementation

- Capital Improvements
- Local Programs
- Local Zoning & Regulations

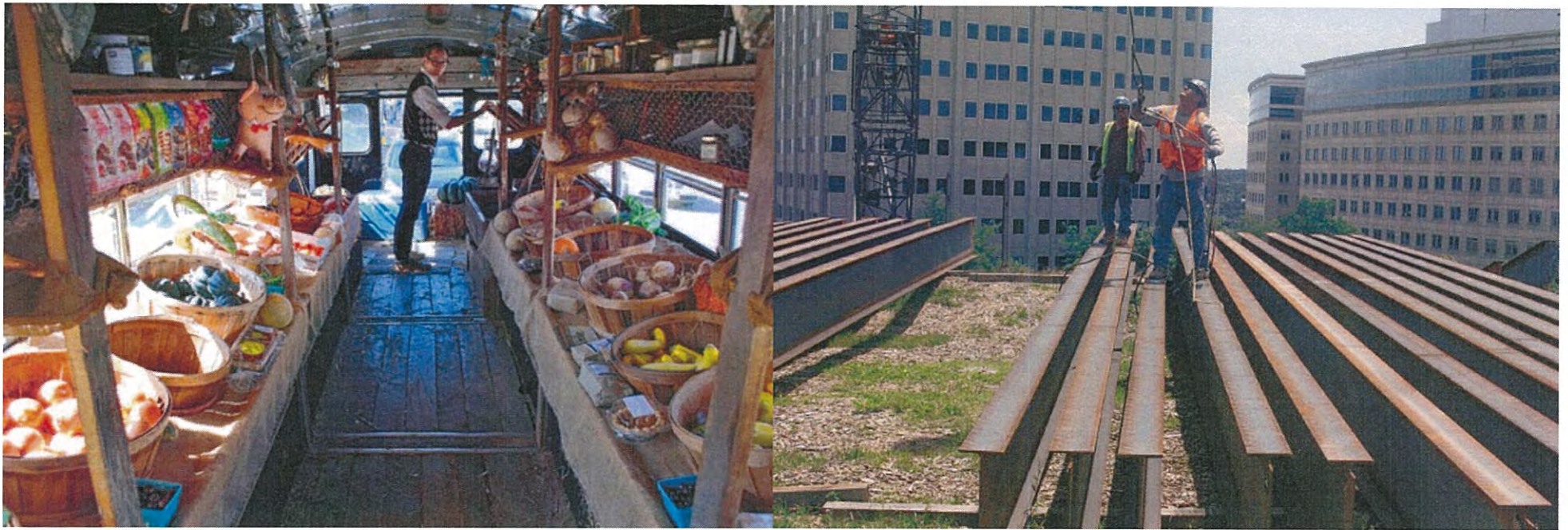


State Implementation

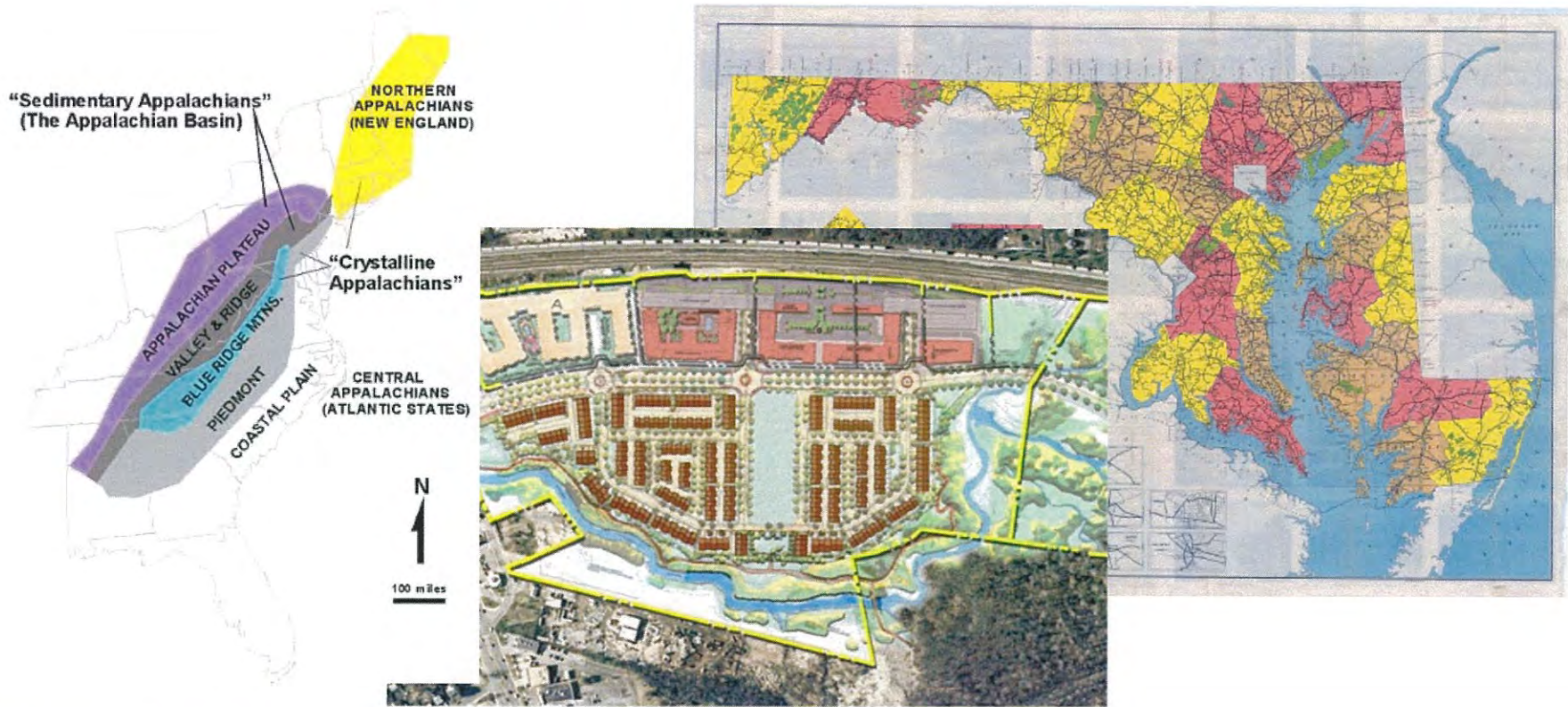
- Capital Improvement Program
- State Programs & Assistance
- State Regulations



IDENTIFY LOCAL PRIORITIES



IDENTIFY INFORMATION NEEDS



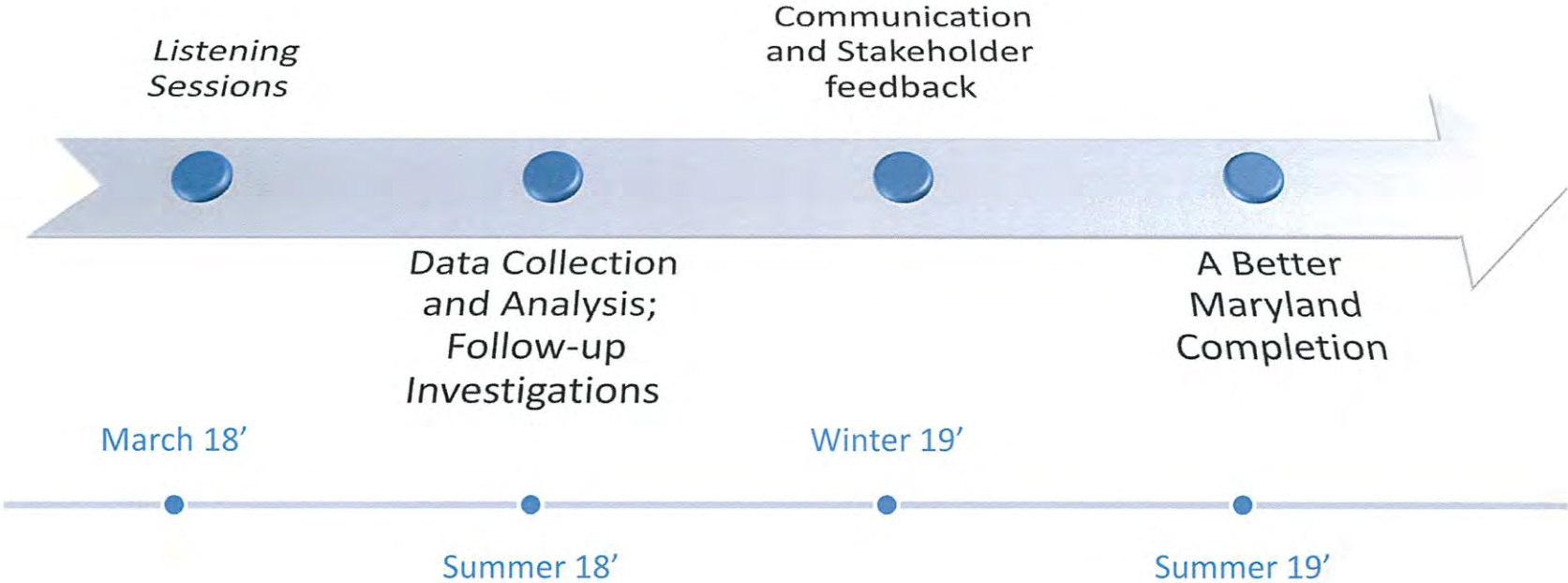
INVOLVEMENT IN THE PROCESS



UTILITY



PROCESS



STAY INVOLVED

- Visit the Project Website at abetter.maryland.gov

Chuck Boyd
Director of Planning Coordination
410-767-1401
chuck.boyd@maryland.gov

Joe Griffiths
Local Assistance and Training Manager
410-767-4553
joseph.griffiths@maryland.gov