

# AGENDA

## WORCESTER COUNTY COMMISSIONERS

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

August 2, 2016

- Item #
- 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 an Office Assistant III for the Water and Wastewater Division of Public Works, an Electronic Services Installer for Emergency Services, a part-time Social Media Coordinator for Tourism, a Natural Resources Specialist II and promotion of a Natural Resources Administrator for Environmental Programs, transfer an Office Assistant V for Circuit Court; 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 1-14, 16  
(Participation in the "On Behalf Of" Bond Transfer Program; Approving Bid Package for Housing Rehabilitation Project in Bishopville Area; Health Department Unified Funding Document; Acceptance of FY17 Heroin Coordinator Grant; Request for Out-of-State Travel to Attend Teams National Conference in Atlantic City; Scheduling Public Hearings on Utility Scale Solar Energy Project Applications for Longview Solar - Heron Project on Libertytown Road and Seabeach Project on Public Landing Road; FY18 Waterway Improvement Project Grant Requests; Approving Bid Packages for - one Brush Chipper, four Offset Hydraulic Rotary Cutters, and two Cab Tractors for the Roads Division of Public Works; Proposed Change Order for Riddle Farm Commercial Water and Sewer Infrastructure Project; Settlement of FY15 Sanitary Sewer Overflows with Maryland Department of the Environment; Proposed Changes to State Nutrient Management Regulations Affecting Spray Irrigation Operations; Pending Board Appointments; and potentially other administrative matters)
- 10:20 -
- 10:30 -
- 10:40 -
- 10:50 -
- 11:00 -
- 11:10 -
- 11:20 -
- 11:30 -
- 11:40 -
- 11:50 -
- 12:00 - Questions from the Press
- Lunch
- 1:30 PM - Chief Administrative Officer: Administrative Matters (If Necessary)
- 1:40 -
- 1:50 -
- 2:00 -

**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!**

# DRAFT

## Minutes of the County Commissioners of Worcester County, Maryland

July 19, 2016

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

Following a motion by Commissioner Lockfaw, seconded by Commissioner Bertino, the Commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners' Conference Room to discuss public security and legal and personnel matters permitted under the provisions of Section 3-305(b)(1), (7) and (10) 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; Stacey Norton, Human Resources Director; Sheriff Reggie Mason and Colonel Doug Dods of the Sheriff's Office. Topics discussed and actions taken included: hiring Karen Parker and Vince Littleton as Transfer Station Attendants within the Solid Waste Division of Public Works; transferring Judith LoBianco at her request from Office Assistant IV within Public Works Administration to Office Assistant III within the Roads Division of Public Works; promoting Kimberly List from Accounting Clerk II within the Treasurer's Office to Immigration Detainee Records Specialist within the County Jail and agreeing to advertise to backfill the Accounting Clerk II position; promoting Kathy Worth and Quintin Dennis from Sergeant to Lieutenant, Naomi Campbell and Timothy Mulligan from Corporal to Sergeant, and Troy Murph from Correction Officer Cook to Kitchen Manager within the County Jail; transferring Christopher Vieira from Deputy Fire Marshal Inspector to Deputy Fire Marshal Investigator, lowering the Grade for Deputy Fire Marshal Inspector within the Fire Marshal's Office from (G17) to (G16) and agreeing to advertise to fill the vacant Inspector position created by the promotion of Mr. Vieira to Deputy Fire Marshal Investigator; acknowledging the hiring of five certified police officers, Jimmy Howard, Keith Layton, Julianne O'Toole, Matthew Weiss, and Gregory Wetzel, as full-time Deputies within the Sheriff's Office, and Julie Messick as Assistant Branch Manager at the Ocean Pines Branch Library; agreeing to advertise to fill the position of Office Assistant V within the Circuit Court; discussing public security; 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 the open and closed session minutes of their



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](http://www.co.worcester.md.us/drp/drpindex.htm)

ZONING DIVISION  
BUILDING DIVISION  
PLANNING DIVISION  
ADMINISTRATIVE DIVISION

1

CUSTOMER SERVICE DIV.  
TECHNICAL SERVICES DIV.  
NATURAL RESOURCES DIV.  
ENVIRONMENTAL PROGRAMS DIV.

# Memorandum

**To:** Worcester County Commissioners

**CC:** File

**From:** Jo Ellen Bynum 

**Date:** 7/26/2016

**Re:** On Behalf Of Program

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At this time, the Maryland Department of Housing & Community Development is requesting Worcester County's continued participation in the "On Behalf Of" Bond Transfer Program. The transfer of the Maryland Mortgage Program and Maryland HomeCredit Program bond allocation to the State is routinely done by local jurisdictions to avoid the costly and time-consuming process of issuing bonds at the local level. Worcester has consistently participated in this program, transferring 100% of the allocation to the Maryland Mortgage Program. Worcester County's Housing Bond allocation for 2016 is \$1,817,702.

There are two programs encompassed by this bond allocation, the Maryland Mortgage Program and the Maryland HomeCredit Program. The CDA's Maryland Mortgage Program provides low interest loans to first time homebuyers and to those homebuyers who have not owned their principal residence within the last three years. There are two exceptions to the first-time homebuyer rule. If the home purchase is to be within a targeted area, the program participant need not be a first-time homebuyer; however, currently, there are no targeted areas within Worcester County. Honorable discharged veterans are also exempted from the first-time homebuyer rule; this exemption may only be used for one home purchase. Attached is information provided by the State in regard to income limits and maximum mortgage amounts for Maryland Mortgage Program participants and target areas.

The Maryland HomeCredit Program provides a federal tax credit of 25% of the borrower's annual mortgage interest payment, up to a maximum credit of \$2,000 in any single year. To qualify for this program, applicants must be purchasing a home in Maryland and must meet borrowing criteria that include:

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July 5, 2016 meeting as presented.

Pursuant to the request of Housing Program Administrator Jo Ellen Bynum and upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized Commission President Bunting to sign the Maryland Community Development Block Grant (CDBG) Program Amendment to Grant Agreement between the Maryland Department of Housing and Community Development (DHCD) and the County Commissioners of Worcester County to extend the deadline for expenditure of the County's current Housing Rehabilitation Program Grant from July 31, 2016 to March 31, 2017 for the rehabilitation of 18 owner-occupied homes. As of May 3, 2016, seven projects had been completed, five were under construction, and two were pending final work write-ups.

Pursuant to the request of Budget Accountant Kim Watts and upon a motion by Commissioner Mitrecic, the Commissioners unanimously approved bid specifications for soliciting West Ocean City commercial boat slip leases and agreed to increase the deposit for boat slips from \$25, which was applied to the first year's lease rent, to 10% of the total bid amount, which will be applied to the second year's lease rent. In response to a question by Commissioner Bertino, Ms. Watts advised that the \$25 deposit was instituted more than 20 years ago and is an insignificant sum. She stated that requiring the 10% deposit will help assure lease costs are paid during the second year when it can be more challenging to obtain payment from lease holders for the slips.

Pursuant to the request of Public Works Director John Tustin and upon a motion by Commissioner Lockfaw, the Commissioners unanimously awarded the low bid to Western Star Trucks of Delmarva, LLC of Mardela Springs, Maryland for the purchase of two 2017 Western Star Model 4700 SB dump trucks with 10-foot dump bodies and attachments and accessories as specified at a cost of \$120,724 per dump truck for a total delivered price of \$241,448 for use within the Roads Division of Public Works. Mr. Tustin explained that funding for this purchase was to be derived from projected FY16 surplus funds, as agreed by the Commissioners during FY17 budget deliberations.

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Bertino, the Commissioners unanimously agreed to waive the standard bid process and accepted the proposal from Hill's Electric Motors of Linkwood, Maryland to complete emergency repairs to the two rollers on the belt filter press at the Ocean Pines Wastewater Treatment Plant (WWTP) at a cost of \$26,197.54 for the first roller and \$13,641.64 for the second roller for a total repair cost of \$39,839.18. Mr. Tustin advised that the press and rollers are 21 years old, and it will need to be replaced in the next year or two at a cost of approximately \$200,000. He explained that the cost of new rollers was \$69,568.70, which he could not recommend, since the entire unit would be replaced soon, so repair was more prudent to keep the belt filter press operating until a new press is purchased. He advised that staff will provide the Commissioners with a formal recommendation to replace the filter press in FY18.

The Commissioners met with Mr. Tustin to discuss staff's recommendations in response

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to public requests to install all-way stops at the intersections of Sunset Avenue and Golf Course Road, and Old Bridge and Golf Course Roads in West Ocean City to address traffic concerns. Mr. Tustin stated that the Manual on Uniform Traffic Control Devices (MUTCD) recommends that the decision to install multi-way stop control should be based on an engineering study. He stated that, generally, multi-way stop control is used where the volume of traffic on all approaches is approximately equal. He then outlined the MUTCD recommendations as follows: (1)(a), vehicle volume entering the intersection from both directions on the major street (Golf Course Road) average at least 300 vehicles per hour for any eight hours of an average day; and (1)(b), the vehicular, pedestrian, and bicycle volume entering the intersection from both approaches on the minor street (Sunset Avenue or Old Bridge Road) averages at least 200 units per hour for the same eight hours, with an average delay of at least 30 seconds per vehicle, and (2) the number of left turn conflicts are to be considered. Mr. Tustin advised that a 2005 vehicular count from the Maryland State Highway Administration (SHA) indicates that Old Bridge Road had sufficient volumes on Golf Course Road to meet criteria (1)(a), but the average number of vehicles on Old Bridge Road was less than 50 vehicles per hour, which is far below that recommended by the MUTCD in criteria (1)(b). Volumes on Sunset Avenue average 113 vehicles plus those on the east leg would meet the MUTCD criteria. Therefore, he recommended that all-way stops be approved at the intersection of Golf Course Road and Sunset Avenue, and traffic counters be installed on Old Bridge Road to obtain current vehicular volumes for its intersection with Golf Course Road. Upon a motion by Commissioner Church, the Commissioners unanimously approved staff's recommendation to install all-way stops at the intersection of Golf Course Road and Sunset Avenue immediately, and to install traffic counters on Old Bridge Road to obtain current vehicular volumes for that roadway. Commissioner Church thanked staff for providing this recommendation, noting that these two intersections are a top concern to many of his constituents and homeowners associations in that area.

Pursuant to the recommendation of Mr. Tustin and upon a motion by Commissioner Purnell, the Commissioners unanimously authorized Commission President Bunting to sign the Agreement between the County Commissioners of Worcester County and Dorchester Renewable Energy, LLC (DRE) of Annapolis, Maryland that grants DRE an exclusive option for a period of 18 months to investigate and pursue a venture to commercialize the landfill gas, the flare, the generator building, and the interconnection system at the County Landfill in Newark with an energy-related project. DRE originally approached the County in October 2015 to request a three-year exclusive contract, and at their December 1, 2015 meeting the Commissioners authorized County staff to negotiate a shorter contract.

The Commissioners reviewed and discussed various board appointments.

Upon a nomination by Commissioner Church, the Commissioners unanimously agreed to appoint Voncelia S. Brown to the Social Services Board for a three-year term expiring June 30, 2019, to replace Wes McCabe whose term expired.

Upon a nomination by Commissioner Church, the Commissioners unanimously agreed to appoint Mary E. "Liz" Mumford as an at-large member to the Commission for Women for the remainder of a three-year term expiring December 31, 2016, to replace Dawn Cordrey Hodge who resigned.

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Upon a nomination by Commissioner Mitrecic, the Commissioners unanimously agreed to appoint Lauren Mathias Williams to the Commission for Women for the remainder of a three-year term expiring December 31, 2018, to replace Carol Rose who resigned.

Upon a nomination by Commissioner Lockfaw, the Commissioners unanimously agreed to appoint Larry Fykes to the Board of Zoning Appeals for the remainder of a three-year term expiring December 31, 2016, to replace Bobby Cowger who resigned.

Commissioner Church thanked Commissioner Mitrecic and members of the press for informing the public about the need for County residents to volunteer to serve on County boards and commissions. He stated that, as a result of recent articles published in area newspapers, he had been contacted by three residents with outstanding credentials and noted that he had been able to place two on County boards and commissions and will nominate the third when a future opening becomes available.

The Commissioners met with Health Officer Debbie Goeller to discuss Public Health Issues to prevent the spread of the Zika virus in the event of an outbreak. Upon a motion by Commissioner Purnell, the Commissioners unanimously adopted Resolution No. 16-19, declaring an emergency public nuisance exists if certain criteria is met and authorizing the Health Department to abate said nuisance to prevent the spread of the Zika virus. Ms. Goeller advised that Resolution No. 16-19 would allow her staff to respond quickly and appropriately to Zika-related situations, as outlined in the Zika Virus - Interim Maryland Aedes Surveillance and Control Plan. In response to a question by Commissioner Elder, Assistant Chief Administrative Officer Kelly Shannahan stated that in the event of a Zika outbreak, Resolution No. 16-19 would allow the waiving of a formal bid process to acquire the needed assistance to combat the spread of the disease more quickly; however, even in the event of an emergency the County would solicit competitive proposals from a number of sources to obtain the best pricing possible.

In response to a question by Commissioner Bertino, Ms. Goeller stated that Health officials could require property owners to drain or fill in water sources on their properties that contain stagnant water if their presence causes or threatens to cause the breeding of insects "which is or may be dangerous or prejudicial to public health," as outlined in Resolution No. 16-19. However, she advised that her staff would work with any such individuals to develop other options, such as purchasing mosquito dunks or obtaining mosquito-eating fish for their ponds from the Maryland Department of Natural Resources (DNR) to remedy the situation rather than requiring any ponds to be filled in.

The Commissioners met with Ms. Goeller to discuss the Health Department's response to Alley Cat Allies of Bethesda, Maryland regarding the impounding and later euthanizing of a feral cat from a colony in Ocean Village that had been in contact with a cat that tested positive for rabies. Ms. Goeller reviewed the background of the case, noting that a rabid cat from the colony at Ocean Village in West Ocean City bit and scratched a visitor, causing exposure to three individuals on June 11, 2016, which required them to undergo post-exposure rabies treatment to prevent the development of this fatal disease. She stated that, because the rabid cat was part of the colony maintained on the property and based upon eyewitness accounts, Health officials determined that all of the cats in that colony had been exposed to rabies. Thus, the remaining cats should be removed from the community and humanely euthanized to reduce the risk of additional

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rabies exposure to the residents and visitors of Worcester County. She stated that Ocean Village's management company authorized Worcester County Animal Control (WCAC) to begin trapping the cats on June 16; however, unknown individuals interfered with trapping efforts, so no cats were caught until June 28 when the first feral cat was trapped and eventually humanely euthanized. She stated that, while the cat was in the custody of WCAC, Westside Animal Rescue of Nanticoke, Maryland attempted to claim the cat and provided a rabies vaccination certificate that was determined invalid because the description of the cat listed did not match the cat at WCAC, did not name where the cat resided, and had expired three months prior. Ms. Goeller stated that local feral cat advocates opposed the cat's euthanasia, in part because it was not tested for rabies afterward. Ms. Goeller advised that the cat was not tested because rabies can incubate in cats for up to six months following exposure, symptoms can develop at any time during that period, and animals will not test positive for rabies during an incubation period. Rather, an animal will only test positive for rabies after becoming symptomatic, when the virus has reached the brain. She stated that the cat in question was not symptomatic when euthanized and had no known contact with humans or pets; therefore, it was not tested for rabies. She stated that rabies poses a significant risk to public health because it is 100% fatal once symptoms develop, and the Worcester County Code requires animals exposed to rabies to be euthanized. Therefore, Health officials determined that the Ocean Village feral cat colony must be trapped and humanely euthanized. She pointed out that advocates want the County to adopt a Trap/Neuter/Return (TNR) program; however in 2010 the Commissioners assembled a Rabies Task Force that concluded a TNR program was not an acceptable alternative in Worcester County to curb the spread of rabies, as is evidenced by the rabid cat discovered in Ocean Village.

Commissioner Mitrecic stated that this is a situation that needed to be corrected and thanked staff for their handling of the situation; however, he admonished that the Commissioners should have been informed about the public outcry regarding the decision to remove and humanely euthanize the cats. He pointed out that he had no knowledge of the situation until July 16 when he received more than 600 angry emails about the issue. Commissioner Church concurred, noting that the incident occurred in his district, and he should have known, so he could respond to constituents' concerns.

In response to a question by Commissioner Bertino, Chief Animal Control Officer Susan Rantz advised that she had been contacted by four individuals who all claimed to own the impounded cat, which they later referred to as Oliver; however, Animal Control could not release the cat to any of them because ownership had not been established, the rabies certificate that had been provided to Animal Control was out of date, and it did not describe the cat in question. She stated that her department has been inundated with phone calls threatening her staff and their family members regarding the trapping and euthanizing of the feral cat. Furthermore, she advised that the Sheriff's Office is investigating the origin of these calls, as well as an incident in which Assistant Chief Animal Control Officer Glen Grandstaff had a clipboard thrown at his head by a man who became irate when he saw Mr. Grandstaff attempting to trap the remaining feral cats. Following much discussion, Commissioner Bunting thanked County staff for their handling of this sensitive situation to protect public health.

The Commissioners met in legislative session.

The Commissioners conducted a public hearing on Bill 16-4 (Zoning - Food Sales at

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Wineries in the A-1 and A-2 Agricultural Districts), which was introduced by Commissioners Bertino, Bunting, Church, Elder, Lockfaw, Mitrecic and Purnell on June 21, 2016. Development Review and Permitting Director Ed Tudor reviewed the bill, which would amend the Zoning and Subdivision Control Article to allow the sale of hot and cold foods either on or off premises at an established winery. Mr. Tudor stated that County staff and the Planning Commission were concerned that the original text amendment application, submitted by Jack Lord, would not limit sales of food to on-premises consumption and to only those hours of operation when the wine tasting facility is open, which could potentially lead to a stand-alone carry-out facility, a use not appropriate in the A-1 District, rather than a bonafide accessory use to the wine tasting facility, which is a permitted agricultural use. Therefore, the Planning Commission had given an unfavorable recommendation to the original text amendment application, as specifically submitted by the applicant. However, the Planning Commission had granted a favorable recommendation to the text amendment application as revised by staff to include limitations to on-premises consumption only and to only those hours of operation of the wine tasting facility.

Commissioner Bunting opened the floor for public comment.

Mark Cropper, attorney for Jack Lord, owner of a winery known as Costa Ventosa, located on MD Rt. 610, southwest of U.S. Rt. 113 near Whaleyville in the A-1 Agricultural District, stated that his client fully supports the amended bill, noting that it was never his client's intent to create a full blown restaurant in the Agricultural zone.

There being no further public comment, the Commissioners closed the public hearing.

Upon a motion by Commissioner Elder, the Commissioners unanimously adopted Bill 16-4, as presented.

Commissioner Bunting closed the legislative session.

The Commissioners conducted a public hearing on Rezoning Case No. 403 for an application submitted by Attorney Mark S. Cropper, on behalf of Nichols-Neff Properties, LLC, for an amendment to the Official Zoning Maps to rezone approximately 95 acres of land formerly known as the Pine Shore Golf property and located on the northwesterly side of Beauchamp Road to the northeast of the junction with MD Rt. 589, and more specifically identified on Tax Map 15 as Parcels 127 (25.08 acres) and 259 (70 acres) in the Third Tax District of Worcester County, Maryland, from E-1 Estate District to R-1 Rural Residential District. Staff members present at the hearing were Development Review and Permitting Director Ed Tudor and Deputy Director Phyllis Wimbrow. County Attorney Maureen Howarth informed the public of the procedures in rezoning cases. She then swore in those individuals who planned to give testimony during the hearing. Mr. Tudor reviewed the application. Ms. Wimbrow entered the Planning Commission's Findings of Fact into the record and stated that, according to the application for rezoning, the applicants' claim as the basis for their rezoning request was that there had been a mistake in both the existing zoning and a change in the character of the neighborhood wherein the petitioned area is located, noting that the zoning first established as A-1 Agricultural District in the mid 1960s was reclassified to E-1, with a portion of the property along Windmill Creek zoned RP Resource Protection District, in the 1992 comprehensive rezoning, and that reclassification was retained in the 2009 comprehensive rezoning. Ms. Wimbrow stated that the petitioned area is defined as being bound on the north by the St. Martins River, on the west by US Route 113, on the south by MD Rt. 589 and includes the Community Church of Ocean Pines,

the County Park, and various commercial properties, including those on Five L Drive, along MD Rt. 589 and in Pennington Commons, and on the east by the South Gate of Ocean Pines and following an extension of Manklin Creek Road to the Isle of Wight Bay. She stated that the Planning Commission did not concur with the applicant's definition of the neighborhood, finding that it should have extended further south along US Rte. 113 to include the Mariner property and others. However, the Planning Commission concluded that there has not been a change to the character of the neighborhood since the comprehensive rezoning of 2009 because it did not concur with Mr. Cropper's assertion that the changes to the character of the neighborhood cited in Rezoning Case Nos. 392 and 396 were applicable to this case. Thus, a definition of the neighborhood was not required. Ms. Wim brow advised that the Planning Commission found that the existing Comprehensive Plan calls for the deletion of its Estate Land Use Category and the associated E-1 Estate District zoning classification, which was designed as a transition zone between urban/suburban development and the rural landscape, but has instead consumed excessive amounts of land per housing unit, taken working farms out of production, been overtaken by the requirements of the Atlantic Coastal Bays Critical Area Program, and failed to achieve truly clustered open space development, with large-lot zoning being incompatible with the Comprehensive Plan's approach to new growth and extensive large-lot development that leads to sprawl and its negative impacts; therefore, it actually results in undesirable sprawl, which is diametrically opposed to the smart growth called for in the Comprehensive Plan. The Planning Commission also found that, having been utilized as a single property developed with a golf course for many years, the two parcels should have been placed within the same land use category by the Comprehensive Plan. Therefore, the Planning Commission found that there is a mistake in the existing zoning of the petitioned area, and as a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan, they gave a favorable recommendation to Rezoning Case No. 403 to rezone the petitioned area from E-1 Estate District to R-1 Rural Residential District.

Commissioner Bunting opened the floor to receive public comment.

Mr. Cropper, attorney for the applicant, concurred with staff's assessment and advised that his original request for rezoning was based upon both a mistake in the existing zoning and a change in the character of the neighborhood, since the 2009 Comprehensive Rezoning. He concurred with the Planning Commissions's report and Findings of Fact and entered them into the record, noting that from this point forward he would be arguing only that the request for rezoning is based on a mistake in the rezoning, as supported by the Planning Commission. Mr. Cropper then reiterated that the E-1 Zoning is inconsistent with the goals and objectives of the Comprehensive Plan.

Charles Nichols, representing Neff Properties, LLC and the Nichols family read from a letter dated May 3, 2016, which states that the family purchased the petitioned area in 2014 out of bank foreclosure to develop it in a reasonable and responsible manner that promotes and enhances the surrounding properties. Furthermore, the family had previously proposed the Mapleton Farms subdivision of 123 lots on adjacent properties to the west, but has since placed those properties in a conservation easement with the Maryland Environmental Trust. Mr. Nichols asked the Commissioners to look favorably upon the rezoning request.

In response to questions by Mr. Cropper, Chris McCabe, environmental consultant and owner of Coastal Compliance Solutions, LLC, reviewed a rendering of the Greater Ocean Pines

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Sanitary Service Area (SSA). He identified the neighborhood and outlined the mix of residential and commercial uses therein, reviewed a rendering of the property that outlined its potential use as an 80-lot subdivision and noted that if rezoned the existing on-site septic system will be removed and the Total Maximum Daily Loads (TMDLs) reduced by the connection of any development on the site to the Greater Ocean Pines SSA.

In response to questions by Mr. Cropper, The Traffic Group Project Manager Betty Tustin reviewed the findings of a traffic impact analysis that was completed using March 2016 data collected at the intersection of MD Rt. 589 and Beauchamp Road and summer seasonal factors obtained from the Maryland State Highway Administration (SHA) to reflect summer conditions. She stated that if 54 lots were developed on the petitioned area the intersection would continue to operate at an acceptable level of service and there would be no need for highway improvements or changes to the existing intersection. In response to an additional question by Mr. Cropper, she stated that the traffic impact from an 80-lot subdivision on that same site would not be significantly greater, as it would only generate about 10 additional vehicle trips a day, with a Level of Service A.

Mr. Cropper entered into evidence letters from surrounding property owners and the Showell Volunteer Fire Company that support the applicant's petition to rezone the property from E-1 to R-1, and he asked the Commissioners to support the requested rezoning.

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

Upon a motion by Commissioner Church, the Commissioners unanimously adopted the Planning Commission's Findings of Fact and approved the rezoning based on a mistake in the existing zoning of this property, and agreed to rezone the property from E-1 Estate District to R-1 Rural Residential District.

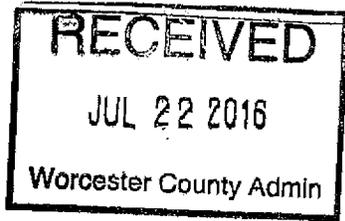
The Commissioners answered questions from the press, after which they adjourned to meet in closed session.

Following a motion by Commissioner Bertino, seconded by Commissioner Lockfaw, the Commissioners unanimously voted to meet in closed session at 11:56 a.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b) 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; and Maureen Howarth, County Attorney. Topics discussed and actions taken included performing administrative functions.

Following the closed session, the Commissioners adjourned to meet again on August 2, 2016.

- the same income and home purchase limits as for the Maryland Mortgage Program
- the borrower cannot have owned a home within the past 3 years unless purchasing in a target area or if the borrower is a qualified veteran
- the home must be the borrower's primary residence. This program is not available for refinances or existing homeowners.

I recommend the Commissioners approval of the bond transfer. To complete the transfer, the enclosed attachments must be signed and returned to my office for forwarding to the State.



The Honorable Madison J. Bunting, Jr.  
President  
Office of the County Commissioners  
Worcester County Government Center  
One W. Market Street  
Snow Hill, MD 21863

Copy: *Shellen Bynum* ✓  
*for review and*  
*recommendation*  
*- Kim Watts* ✓

July 18, 2016

Dear President Bunting:

The Department of Housing and Community Development ("The Department") invites Worcester County to transfer its 2016 housing bond allocation to the Department. By doing this, the Department utilizes local government housing bond allocations to issue bonds to fund housing programs or to issue mortgage credit certificates. (Please note that a mortgage credit certificate may not be used in conjunction with a loan funded with the proceeds from the sale of a tax-exempt mortgage revenue bond issue). The allocation represents the amount of volume cap authority that would have been available to the local government should it choose to issue the bonds itself in order to raise capital for mortgage loans. In prior years, the annual housing bond allocation has been an extremely powerful and successful tool in creating affordable housing opportunities.

In order for the Department to utilize your housing bond allocation, a participating local government must transfer its allocation to the Department in writing on or before Friday, August 14, 2016. The housing bond allocation for your jurisdiction is \$1,817,702. Enclosed are two forms for your use in effecting the transfer. The first (Attachment I) is a form letter to be prepared on your letterhead authorizing the transfer of bond allocation to the Department's Community Development Administration (CDA). The second form (Attachment II) should also be completed on your letterhead to indicate how the funds are to be allocated.

We ask your cooperation in transferring your 2016 bond authority to the Department. Attachments I and II must be prepared on your letterhead and be returned no later than Friday, August 14, 2016 to the following address:



MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
COMMUNITY DEVELOPMENT ADMINISTRATION  
Division of Development Finance  
7800 Harkins Rd • Lanham MD 20706 • dhcd.maryland.gov

301-429-7400 •



Maryland Department of Housing and Community Development

7800 Harkins Road, Room 372

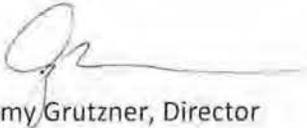
Lanham, Maryland 20706

Attn: Maddy Ciulu, CDA/Single Family Housing

Attached, for informational purposes only, are Attachment III – Federal Income Limits; Attachment IV – Program Maximum Acquisition Costs; Attachment V – Targeted Areas and Attachment VI - Maryland Mortgage Program Purchase Activity for FY 2013, 2014, 2015 and 2016, as of May 31, 2016. We look forward to your continued support of home ownership opportunities for residents of your County. Should you have any questions or need additional information, please contact Maddy Ciulu at 301-429-7778 or by email at [maddy.ciulu@maryland.gov](mailto:maddy.ciulu@maryland.gov).

Thank you.

Sincerely,



Amy Grutzner, Director

Single Family Housing

- Enclosures:
- Attachment I Form Letter for Transfer of Allocation
  - Attachment II Statement of Conditions for Participation in CDA's Programs
  - Attachment III Federal Income Limits
  - Attachment IV Program Maximum Acquisition Costs
  - Attachment V Targeted Areas
  - Attachment VI Maryland Mortgage Program Purchase Activity for FY 2013, 2014, 2015 and 2016, as of May 31, 2016.

CC: Kristen Musallam, Deputy Director, Community Development Administration

# DRAFT

August 2, 2016

Maddy Ciulu, Deputy Director  
Single Family Housing  
Community Development Administration  
Department of Housing & Community Development  
7800 Harkins Road, Room 372  
Lanham, MD 20706

Dear Ms. Ciulu:

Pursuant to Sections 13-801 through 13-807 of the Financial Institutions Article of the Maryland Annotated Code, Worcester County hereby irrevocably transfers to the Community Development Administration, for use in issuing housing bonds or mortgage credit certificates on behalf of this jurisdiction, \$1,817,702 of its total \$1,817,702 tax-exempt housing bond allocation as set forth in 2016 allocation of the Maryland State Ceiling made by the Secretary of Commerce pursuant to the Article.

The attached form has been executed to indicate how the Community Development Administration is instructed to use this transferred allocation.

Very truly yours,

Madison J. Bunting, Jr., President

Certificate of Counsel

This transfer of a tax-exempt bond allocation is duly authorized and executed and constitutes the valid, binding and irrevocable act of Worcester County.

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Maureen F.L. Howarth, County Attorney  
Attorney for: Worcester County

Attachment: Statement of Conditions

**ATTACHMENT II**

**STATEMENT OF CONDITIONS FOR PARTICIPATION IN COMMUNITY DEVELOPMENT ADMINISTRATION'S PROGRAMS**

Worcester County (Name of Jurisdiction) has assigned its 2016 housing bond allocation to the Community Development Administration for use as follows:

- CDA Maryland Mortgage Program/ Maryland HomeCredit Program \$ 1,817,702
- Multifamily Rental Housing Development Programs \$ \_\_\_\_\_

The name of the project, location, sponsor, and mortgage amount for each rental housing project is:

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**FEDERAL INCOME LIMITS FY2016 ATTACHMENT III**

<b>HOUSEHOLD SIZE</b>	<b>NON-TARGETED AREA</b>	<b>TARGETED AREA</b>
<b>1 OR 2 MEMBERS</b>	Baltimore-Columbia-Towson MD MSA <sup>1</sup> <b>\$104,040</b> (120% of <u>Area</u> Median)	Baltimore-Columbia-Towson MD MSA <b>\$107,400</b> (120% of <u>Statewide</u> Median)
	Washington, D.C. HMFA <sup>2</sup> <b>\$130,320</b> (120% of <u>Area</u> Median)	Washington, D.C. HMFA <b>\$130,320</b> (120% of <u>Area</u> Median)
	St. Mary's County <b>\$97,000</b> (100% of <u>Area</u> Median)	
	All other areas of State <b>\$89,500</b> (100% of <u>Statewide</u> Median)	All other areas of State <b>\$107,400</b> (120% of <u>Statewide</u> Median)
<b>3 OR MORE MEMBERS</b>	Baltimore-Columbia-Towson MD MSA <b>\$121,380</b> (120% of <u>Area</u> Median)	Baltimore-Columbia-Towson MD MSA <b>\$125,300</b> (120% of <u>Statewide</u> Median)
	Washington, D.C. HMFA <b>\$152,040</b> (140% of <u>Area</u> Median)	Washington, D.C. HMFA <b>\$152,040</b> (140% of <u>Area</u> Median)
	St. Mary's County <b>\$111,550</b> (115% of <u>Area</u> Median)	
	All other areas of the State <b>\$102,925</b> (115% of <u>Statewide</u> Median)	All other areas of the State <b>\$125,300</b> (140% of <u>Statewide</u> Median)

<sup>1</sup> Counties of Anne Arundel, Baltimore, Carroll, Harford, Howard and Queen Anne's and Baltimore City

<sup>2</sup> Counties of Calvert, Charles, Frederick, Montgomery and Prince George's

## PROGRAM MAXIMUM ACQUISITION COSTS

JURISDICTION	Newly Constructed & Existing Homes	
	Non-Targeted	Targeted
Allegany County <sup>1</sup>		\$312,368
Anne Arundel County <sup>2</sup>	\$487,952	\$596,386
Baltimore City <sup>1</sup>		\$596,386
Baltimore County <sup>2</sup>	\$487,952	\$596,386
Calvert County	\$589,785	
Caroline County <sup>1</sup>		\$312,368
Carroll County	\$487,952	
Cecil County	\$357,831	
Charles County	\$589,785	
Dorchester County <sup>1</sup>		\$312,368
Frederick County <sup>2</sup>	\$589,785	\$720,849
Garrett County <sup>1</sup>		\$312,368
Harford County <sup>2</sup>	\$487,952	\$596,386
Howard County	\$487,952	
Kent County <sup>1</sup>		\$335,301
Montgomery County <sup>2</sup>	\$589,785	\$720,849
Prince George's County <sup>2</sup>	\$589,785	\$720,849

continued on next page

**ATTACHMENT IV**

<b>Queen Anne's County</b>	<b>\$487,952</b>	
<b>St. Mary's County</b>	<b>\$327,470</b>	
<b>Somerset County<sup>1</sup></b>		<b>\$364,458</b>
<b>Talbot County</b>	<b>\$361,085</b>	
<b>Washington County<sup>2</sup></b>	<b>\$255,574</b>	<b>\$312,368</b>
<b>Wicomico County<sup>2</sup></b>	<b>\$298,193</b>	<b>\$364,458</b>
<b>Worcester County</b>	<b>\$298,193</b>	<b>\$364,458</b>

1 Entire jurisdiction is targeted – buyers do not have to be first-time home buyers

2 Jurisdiction contains certain targeted census tracts (refer to Targeted Areas attachment) in which buyers do not have to be first-time home buyers

**TARGETED AREAS**

Typically, borrowers under CDA's Maryland Mortgage Program are first-time home buyers. A first-time home buyer is defined as someone who has not had a "present ownership interest" in their principal residence at any time during the three years immediately preceding the date of the mortgage application. Borrowers purchasing in non-targeted areas must meet the first-time home buyer definition. Borrowers purchasing in targeted areas do not need to meet this definition. The first-time home buyer requirement is waived if one of the borrowers is an honorably discharged veteran and provides the lender with a copy of their DD-214 (Certificate of Release or Discharge from Active Duty) – this exemption may only be used once.

A targeted area is: (1) an area in which 70 percent or more of the families have income at or below 80 percent of the statewide median family income, or (2) an area of chronic economic distress as designated by DHCD and approved by the federal government.

**TARGETED AREAS - ENTIRE COUNTIES**

Allegany, Baltimore City, Caroline, Dorchester, Garrett, Kent and Somerset

**TARGETED CENSUS TRACTS/CITIES WITHIN NON-TARGETED COUNTIES**

Anne Arundel	7406.02			
Baltimore County	City limits of East Towson, Oella and West Catonsville, plus Census Tracts:			
	4009.00	4011.02	4013.02	4023.05
	4027.01	4210.00	4211.01	4213.00
	4301.01	4303.00	4505.03	4505.04
	4513.00	4523.00	4906.05	4914.01
Frederick	7503.00	7505.05		
Harford	3029.01	3065.00		
Montgomery	7007.24	7014.22	7016.01	7032.13

ATTACHMENT V

Prince George's

City limits of Brentwood, Capitol Heights, Colmar Manor, Fairmont Heights, Mt. Rainier, North Brentwood and Seat Pleasant, plus Census Tracts:

8002.10	8019.08	8020.01	8021.04
8022.01	8032.00	8034.01	8035.09
8035.25	8040.01	8043.00	8048.01
8048.02	8049.00	8051.01	8052.01
8056.01	8056.02	8059.06	8059.07
8059.08	8059.09	8067.13	

Washington

3.02	4.00	7.00	8.00
9.00			

Wicomico

1.00	3.00	5.00	102.00
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## MARYLAND MORTGAGE PROGRAM

## PURCHASE ACTIVITY

FOR

WORCESTER COUNTY

Fiscal Year	Regular MMP		Bond portion of HIDP <sup>1</sup> loan	
	#	Loan Amount	#	Loan Amount
2013	6	\$952,244	0	\$0
2014	3	\$533,025	0	\$0
2015	14	\$2,054,602	0	\$0
2016 <sup>2</sup>	18	\$2,826,988	0	\$0

<sup>1</sup> The Homeownership for Individuals with Disabilities Program (HIDP) blends bond funds with State Funds

<sup>2</sup> As of May 31, 2016



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](http://www.co.worcester.md.us/drp/drpindex.htm)

ZONING DIVISION  
BUILDING DIVISION  
ADMINISTRATIVE DIVISION

DATA RESEARCH DIV.  
CUSTOMER SERVICE DIV.  
TECHNICAL SERVICES DIV.

2

# Memorandum

**To:** Worcester County Commissioners  
**CC:** File  
**From:** Jo Ellen Bynum *JEB*  
**Date:** 7/26/2016  
**Re:** Housing Rehabilitation Program Bid Package *JEB*

---

Attached please find a bid package for the general rehabilitation of a single-family dwelling in the Bishopville area. This project is proposed to be funded through the County's current housing CDBG housing rehabilitation grant, MD-15-CD-23. Please review and approve to be placed out for the competitive bidding process per Program requirements.

## **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, August 22, 2016 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, John Nosworthy, at 443-736-7085. Bids may be mailed or delivered in person. Faxed bids are not acceptable. Bids must be clearly marked "Housing Rehabilitation Bid – August 22, 2016". 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 IS REQUESTING QUOTATIONS FROM QUALIFIED CONTRACTORS FOR REPAIRS TO:

PROPERTY OF: **Bessie Purnell & Louise McKinney**  
ADDRESS: **9826 Hammond Road**  
**Bishopville, MD 21813**  
TELEPHONE: **410-352-5926**

TOTAL QUOTE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ DATE: \_\_\_\_\_  
NO QUOTATIONS AFTER: 08/22/16

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.

- 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.

**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

**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](http://www.co.worcester.md.us)**

**BID FORM**

**\*must be signed to be valid**

**Property of Bessie Purnell & Louise McKinney  
9826 Hammond Road  
Bishopville, MD 21813**

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: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address  
\_\_\_\_\_

\_\_\_\_\_  
Phone Number(s)

\_\_\_\_\_  
MHIC License #

\_\_\_\_\_  
Expiration Date

## WORKSCOPE

### A. Roof:

1. Remove all shingles down to bare roof deck. Repair by replacing any rotted sheathing discovered up to 1 sheet of plywood. Frame and close in the skylight openings with a flush plywood deck. Replace all roof vent stacks with new no-caulk flanges, or replace like-in-kind flat vent exhaust hoods and the furnace flue pipe flange.
2. Apply to a clean and dry roof deck a continuous water-resistant underlayment suitable for the installation of a 30 year shingles on this 2 ½ in 12 slope manufactured roof. Color to be selected.
3. Install a Broan Model 442 or equivalent, roof top mounted vent hood with back-draft damper, for the kitchen microwave. Connect semi-rigid ducting between this hood and the microwave appliance, so as to prevent air spillage into the dwelling from outside.

Price \_\_\_\_\_

Option: In place of shingle roof, install a painted metal agricultural roof panel, and all accessories

Circle ADD or DEDUCT to above price \_\_\_\_\_

### B. Siding and Gutter:

1. Siding repairs shall include, removing and rehangng by re-nailing the entire East gable wall section of vinyl. Many courses are unlocked.
2. Re-lock the loose course or courses on the West Gable entrance side. Same on the North side above the bay window. Check all sides for individual lengths in need of re-locking or re-nailing, and perform same task.
3. Replace the gutter, downspouts, and all normal accessories. Include splash blocks.

Price \_\_\_\_\_

### C. Foundation:

1. Bring in sufficient topsoil and backfill the exposed concrete footings on all sides to a depth of 8" (one block high) next to the house. Slope down and rake out smooth across 48". Tamp and apply grass seed, cover, and water until germination.
2. Excavate by hand shovel the soil underpinning the settling foundation corner. Place concrete caisson to create a larger surface area footing to bolster this corner from further settlement. Cover with clean backfill as above.

Price \_\_\_\_\_

### D. Sidewalks:

1. From the front entrance excavate and form up a continuous sidewalk to the edge of the driveway. Tee-off the end of this sidewalk parallel to the driveway and continue toward the mailbox at the road front, and towards the landing for the side entrance steps.
2. Form up and pour concrete landings at the base of both sets of steps at the side entrance.

3. Pour the forms with minimum #2500 psi reinforced concrete to a depth of 4", place control joints, broom finish and edge all sections. After stripping forms backfill dirt to the edges of the sidewalk.

Price \_\_\_\_\_

E. Entry Steps:

1. At front entrance entrances remove existing materials. Build a landing 6' wide and 4' deep of salt-treated materials. Install guardrails to 4 x 4 salt posts resting on proper concrete footings and otherwise to code in all aspects. Attach 48" wide stairs with guardrails and graspable handrails on each side.

2. At the side entrance remove the existing materials. Build back the same basic dual stair and landing as is present. Install guardrails to 4 x 4 salt posts resting on proper concrete footings and otherwise to code in all aspects. Attach 48" wide stairs with guardrails and graspable handrails on each side.

Price \_\_\_\_\_

F. Doors:

1. Replace both storm doors with like-in-kind styles.

2. Tighten hinge screws, add longer length top screw to front entrance door.

3. Check all interior door hinge screws and locksets, tighten all screws.

4. Check all interior doors for binding at the top, sides, or bottom, and trim any for smooth clearance.

5. Re-secure the loose closet door frame in the 2<sup>nd</sup> Bedroom.

Price \_\_\_\_\_

G. Windows:

1. Remove 3 window air conditioners and excess caulking, clean and lubricate these window sashes for smooth operation.

2. Replaced all damaged or torn window screens and frames with like-in-kind.

Price \_\_\_\_\_

H. Crawlspace

1. Smooth flat the existing 6 mil vapor barrier making sure to cover all bare soils. Remove any debris, excess building materials, and secure the edges with bent wire insulation supports into the earth.

2. Re-install fallen out insulation up inside the floor joists using new materials, in the area where it is down on the ground now. Securely tape plastic up to the underside to cover the torn and damaged black plastic barrier beneath the floor joists.

Price \_\_\_\_\_

I. Heating and Cooling:

1. Remove and replace existing system. Furnish and install Energy Star label heat pump system capable of heating the interior to 78 degrees when exterior temperature is 0 degrees F; sizing to comply with ACCA standards. SEER rating of 15. To include all vents, vent covers, returns, ducts and concrete pad for exterior condenser, electrical and plumbing connections as per code. Balance system for maximum efficiency. Controls to be a 7 day set-back programmable thermostat. All ductwork shall be sealed with mastic sealant. Ductwork in unconditioned areas shall be insulated. All work related to HVAC installations must comply with mandatory IECC 2012 requirements.

\*Attach sheet stating the exact unit that will be provided; include specs on tonnage, SEER rating, efficiency, etc.

Price \_\_\_\_\_

J. Electrical:

1. Replace and upgrade the Smoke detectors to the current Worcester County code.  
2. Replace three ceiling fans, Living room and two bedrooms, with like in kind sizes and styles. Fixture allowance is 100 each.

Price \_\_\_\_\_

K. Plumbing:

1. Replace kitchen faucet with Moen or equal quality faucet with sprayer attachment.  
2. Remove and replace two bathrooms sinks completely. New Formica tops with drop-in bowls would be my approach. Furnish with new single lever chrome finish Delta or equal faucets. Install new drains, risers, and shutoffs.  
3. Replace the garbage disposal by installing the Owner's new greater HP unit.  
4. Repair the detached drain plug in the drain of the large bathtub no longer used. This will help prevent sewer gas from escaping past water evaporated from the drain trap.  
5. Replace the guts of the hallway bathroom toilet with a Fluid-master unit or the like.  
6. Tighten pipe joints to prevent leakage at the shower head.  
7. Replace the shower diverter valve spout on bathtub.  
8. Diagnose and make repairs as necessary to prevent the water pump from running continuously.

Price \_\_\_\_\_

L. Ceilings:

1. Frame up and cover over the bathroom skylight shafts with sheetrock flush with the existing ceiling. Insulate the shaft with batts of fiberglass to R-49. Tape and finish to blend with surrounding texture. Paint the ceiling white when dry.  
2. Apply matching texture to previous skylight removal in the kitchen space. First the existing drywall patch in place to cover this shaft needs properly finished and smooth sanded, ready to receive matching texture. Paint the entire ceiling white when the dry.  
3. Make drywall tape repair to all visible cracks in the ceilings. Apply texture to blend and match surrounding ceiling. Paint the entire ceiling white when dry.

Price \_\_\_\_\_

Bessie Purnell & Louise McKinney  
9826 Hammond Road  
Bishopville, MD 21813  
410-352-3926

Revised 07/11/16  
07/26/16

Project Total \_\_\_\_\_

We have reviewed the preceding specifications and hereby accept them as written.

Bessie M. Purnell 7/26/16  
Owner Date

Louise McKinney 7/26/16  
Owner Date

## 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

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

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

## CONTRACTORS

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](mailto: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: 443-513-4178 left message  
themyersgroupllc@aol.com

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

Peeples 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

Vernon Esham Homes  
P.O. Box 375  
Hebron, MD 21830  
410-742-0160  
Vernon@VernonEshamBuilders.com



3

Snow Hill (Main Office)  
410-632-1100  
Fax 410-632-0906

# Worcester County

HEALTH DEPARTMENT

P.O. Box 249 • Snow Hill, Maryland 21863-0249  
www.worcesterhealth.org

Deborah Goeller, R.N., M.S.  
Health Officer

## MEMORANDUM

TO: Kathy Whited  
Budget Officer

DATE: July 26, 2016

FROM: Julia Parker *J.P.*  
Fiscal Officer

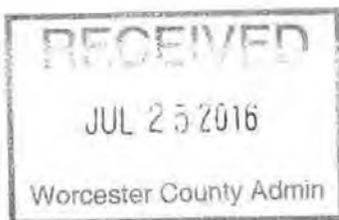
RE: FY17 Unified Funding  
Document Signature Page

Please have the attached Fiscal Year 2017 Unified Funding Document (UFD) – Signature Page signed where indicated.

The UFD is the approved base awards from the State of Maryland totaling \$8,281,650.

When signed, please call me at 410 632-1100, ext 1215 and I will arrange to have it picked up.

Thank you for your help.



REVIEWED *Kathy Whited*  
Worcester County Budget Officer

**DEPARTMENT OF HEALTH AND MENTAL HYGIENE**  
**LOCAL HEALTH DEPARTMENT**  
**UNIFIED FUNDING DOCUMENT (UFD) - SIGNATURE PAGE**

The Health Officer proposes to implement the described human service agreement program within the proposed budget, including all supplementary detail schedules, in accordance with the guidelines established by the Department of Health and Mental Hygiene. The Health Officer recognizes that the following signature indicates that the Health Officer has reviewed and approved the budget and the relevant conditions of grant award, including the **Fiscal Year 2017** Human Services Agreements Conditions of Awards, for all awards included in the monthly DHMH Unified Funding Document to the Worcester County Health Department County/City Health Department for **Fiscal Year 2017**. The Health Officer recognizes that any departure from the stated program objectives of this award or of the approved budget is not authorized and that procedures for modifications of this award, if they become necessary, are provided in the guidelines. Expenditures, which are not in accordance with the provisions of this award application or its modification, will be the responsibility of the applicant.

Applicant: Worcester County Health Department  
Name

P.O. Box 249  
Address

Snow Hill, Maryland 21863  
Address

Signature: Heather Barton  
Authorized Official

Director of Administrative Services 7/22/16  
Title Date

Contact Person/Phone # Heather Barton 410 632-1100 ext 1210

Health Officer Approval: H. Pyellen 7/22/16  
Signature Date

Local Executive Authority: \_\_\_\_\_  
(if applicable) Signature Date

Notes:

- (1) Advisory Council's recommendation should be attached, if none please explain.
- (2) The health officer and the local government chief executive officer in the case of political subdivisions or municipal governments must sign all new applications, supplemental budgets and renewals.

Worcester County Health Department's FY17 Unified Funding Document

PROG ADMIN	GRANT NUMBER	GRANT DESCRIPTION	AUTHORIZED FEDERAL AWARD START DATE	MANDATORY AUTHORIZED FEDERAL AWARD END DATE	BASE AWARD FY2017	GENERAL (11)	FEDERAL (55)	SPECIAL (33)	REIMB (99)	VERIFICATION SPECIAL FUNDS Cigarette Restitution	FEDERAL AGENCY NAME
OPHI	CH575CFT	CORE PUBLIC HEALTH SERVICES	N/A	N/A	703,788.00	703,788.00	0.00	0.00	0.00	NO	N/A
OPHI	CH575CFT	CORE PUBLIC HEALTH SERVICES	07/01/16	06/30/17	10,302.00	0.00	10,302.00	0.00	0.00	NO	HRSA
OPHI	CH575CFT	CORE PUBLIC HEALTH SERVICES	10/01/16	06/30/17	30,904.00	0.00	30,904.00	0.00	0.00	NO	HRSA
PHPA-FHA	FH873OIF	ORAL DISEASE & INJURY PREVENTION	N/A	N/A	90,000.00	90,000.00	0.00	0.00	0.00	NO	N/A
OP&R	CH830PHP	PUBLIC HEALTH EMERGENCY PREPAREDNESS	07/01/16	06/30/17	220,501.00	0.00	220,501.00	0.00	0.00	NO	Prevention
OHS	MA410HSP	EXPANDED ACC	07/01/16	06/30/17	72,604.00	0.00	72,604.00	0.00	0.00	NO	- CMS
OHS	MA410HSP	EXPANDED ACC	N/A	N/A	72,604.00	0.00	0.00	72,604.00	0.00	NO	N/A
OP&R	PR072PHP	PHEP EBOLA SUPPLEMENTAL	07/01/16	06/30/17	15,000.00	0.00	15,000.00	0.00	0.00	NO	Prevention
PHPA-FHA	FHB82PRE	PERSONAL RESPONSIBILITY EDUCATION	07/01/16	06/30/17	55,000.00	0.00	55,000.00	0.00	0.00	NO	DHHS/ACF
PHPA-FHA	FHD58SEA	ORAL HEALTH SEALANTS	N/A	N/A	15,000.00	15,000.00	0.00	0.00	0.00	NO	N/A
PHPA-FHA	FHB04CDT	BCC SCREENING, DIAGNOSIS, & CASE MANAGEMENT	N/A	N/A	42,428.00	0.00	0.00	42,428.00	0.00	NO	N/A
PHPA-FHA	FH806ABS	ABSTINENCE EDUCATION	07/01/16	09/30/16	20,000.00	0.00	20,000.00	0.00	0.00	NO	DHHS/ACF
PHPA-FHA	FH806ABS	ABSTINENCE EDUCATION	10/01/16	06/30/17	60,000.00	0.00	60,000.00	0.00	0.00	NO	DHHS/ACF
PHPA-FHA	FHE11TSC	TOBACCO - ENFORCEMENT INITIATIVE	N/A	N/A	45,000.00	0.00	0.00	45,000.00	0.00	NO	N/A
PHPA-FHA	FH561MSS	CHILDREN WITH SPECIAL HEALTH CARE	07/01/16	09/30/16	12,500.00	0.00	12,500.00	0.00	0.00	NO	HRSA
PHPA-FHA	FH561MSS	CHILDREN WITH SPECIAL HEALTH CARE	10/01/16	06/30/17	37,500.00	0.00	37,500.00	0.00	0.00	NO	HRSA
PHPA-FHA	FH446CBC	CDC BREAST & CERVICAL CANCER	07/01/16	06/30/17	77,119.00	0.00	77,119.00	0.00	0.00	NO	Prevention
PHPA-FHA	FHC32ODH	STATE AND LOCAL PUBLIC HEALTH ACTIVITY	07/01/16	09/30/16	52,254.00	0.00	52,254.00	0.00	0.00	NO	Services, Centers for Disease
PHPA-FHA	FHC32ODH	STATE AND LOCAL PUBLIC HEALTH ACTIVITY	10/01/16	06/30/17	164,263.00	0.00	164,263.00	0.00	0.00	NO	Services, Centers for Disease
PHPA-FHA	FHI02FFP	REPRODUCTIVE HEALTH/FAMILY PLANNING	07/01/16	03/31/17	42,502.00	0.00	42,502.00	0.00	0.00	NO	DHHS/PHS/ OGM
PHPA-FHA	FHI02FFP	REPRODUCTIVE HEALTH/FAMILY PLANNING	04/01/17	06/30/17	14,169.00	0.00	14,169.00	0.00	0.00	NO	DHHS/PHS/ OGM
PHPA-FHA	FHI02FFP	REPRODUCTIVE HEALTH/FAMILY PLANNING	N/A	N/A	92,463.00	92,463.00	0.00	0.00	0.00	NO	N/A
PHPA-FHA	FHD83SQI	SURVEILLANCE AND QUALITY IMPROVEMENT	N/A	N/A	43,638.00	43,638.00	0.00	0.00	0.00	NO	N/A
PHPA-JDEHA	FHC63LPO	LEAD PAINT POISONING PREV.	N/A	N/A	18,560.00	18,560.00	0.00	0.00	0.00	NO	N/A
OHS	MA144GES	LHD ASSESSMENT GRANT	N/A	N/A	51,703.00	51,703.00	0.00	0.00	0.00	NO	N/A
OHS	MA039DCE	ADULT DAY CARE	N/A	N/A	72,956.00	72,956.00	0.00	0.00	0.00	NO	N/A
OHS	MA388RCC	REAL CHOICE CONTINUATION	07/01/16	06/30/17	38,945.00	0.00	38,945.00	0.00	0.00	NO	- CMS
OHS	MA388RCC	REAL CHOICE CONTINUATION	N/A	N/A	38,945.00	38,945.00	0.00	0.00	0.00	NO	N/A
OHS	MA028EPS	ADMINISTRATIVE CARE COORDINATION	07/01/16	06/30/17	21,047.00	0.00	21,047.00	0.00	0.00	NO	- CMS
OHS	MA028EPS	ADMINISTRATIVE CARE COORDINATION	07/01/16	06/30/17	81,468.00	0.00	81,468.00	0.00	0.00	NO	- CMS
OHS	MA028EPS	ADMINISTRATIVE CARE COORDINATION	N/A	N/A	84,338.00	84,338.00	0.00	0.00	0.00	NO	N/A
OES	MA156ACM	PWC ELIGIBILITY	07/01/16	06/30/17	31,883.00	0.00	31,883.00	0.00	0.00	NO	- CMS
OES	MA156ACM	PWC ELIGIBILITY	07/01/16	06/30/17	187,388.00	0.00	187,388.00	0.00	0.00	NO	- CMS
OES	MA156ACM	PWC ELIGIBILITY	N/A	N/A	63,781.00	63,781.00	0.00	0.00	0.00	NO	N/A
OHS	MA364GTS	GENERAL TRANSPORTATION GRANT	07/01/16	06/30/17	401,168.00	0.00	401,168.00	0.00	0.00	NO	- CMS
OHS	MA364GTS	GENERAL TRANSPORTATION GRANT	N/A	N/A	401,168.00	401,168.00	0.00	0.00	0.00	NO	N/A
PHPA-JDEHA	CH017STD	SEXUALLY TRANSMITTED DISEASE	N/A	N/A	18,395.00	0.00	0.00	18,395.00	0.00	NO	N/A

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Worcester County Health Department's FY17 Unified Funding Document

PROG ADMIN	GRANT NUMBER	GRANT DESCRIPTION	AUTHORIZED FEDERAL AWARD START DATE	MANDATORY AUTHORIZED FEDERAL AWARD END DATE	BASE AWARD FY2017	GENERAL (11)	FEDERAL (55)	SPECIAL (33)	REIMB (99)	VERIFICATION SPECIAL FUNDS Cigarette Restitution	FEDERAL AGENCY NAME
PHPA-IDEHA	CH017STD	SEXUALLY TRANSMITTED DISEASE	N/A	N/A	12,265.00	12,265.00	0.00	0.00	0.00	NO	N/A
PHPA-IDEHA	CH374IMM	IMMUNIZATION-HEP-IAP,HEP-B	07/01/16	12/31/16	11,850.00	0.00	11,850.00	0.00	0.00	NO	DHHS/CDC
PHPA-IDEHA	CH374IMM	IMMUNIZATION-HEP-IAP,HEP-B	01/01/17	06/30/17	11,850.00	0.00	11,850.00	0.00	0.00	NO	DHHS/CDC
PHPA-IDEHA	AD654CMA	AIDS CASE MANAGEMENT	N/A	N/A	199,525.00	0.00	0.00	199,525.00	0.00	NO	N/A
PHPA-IDEHA	AD293PRV	HIV PREVENTION SERVICES	N/A	N/A	23,750.00	0.00	0.00	23,750.00	0.00	NO	N/A
BHA/MHA	MH028MSP	COMMUNITY MENTAL HEALTH	N/A	N/A	423,826.00	423,826.00	0.00	0.00	0.00	NO	N/A
BHA/MHA	MH292OTH	CONTINUUM OF CARE	07/01/16	06/30/17	61,127.00	0.00	61,127.00	0.00	0.00	NO	HUD
BHA/MHA	MH4100TH	CSA - ADMINISTRATION	N/A	N/A	143,943.00	143,943.00	0.00	0.00	0.00	NO	N/A
BHA/MHA	MH1740TH	PATH	07/01/16	08/31/16	5,328.00	0.00	5,328.00	0.00	0.00	NO	SAMHSA
BHA/MHA	MH1740TH	PATH	09/01/16	06/30/17	26,639.00	0.00	26,639.00	0.00	0.00	NO	SAMHSA
BHA/MHA	MH2530TH	COMMUNITY MENTAL HEALTH BLOCK C	07/01/16	06/30/17	83,834.00	0.00	83,834.00	0.00	0.00	NO	SAMHSA
BHA/MHA	MH2530TH	COMMUNITY MENTAL HEALTH BLOCK C	10/01/16	06/30/17	251,504.00	0.00	251,504.00	0.00	0.00	NO	SAMHSA
BHA/ADAA	AS016SAS	GENERAL TREATMENT GRANT	N/A	N/A	1,071,459.00	1,071,459.00	0.00	0.00	0.00	NO	N/A
BHA/ADAA	AS016SAS	GENERAL TREATMENT GRANT	N/A	N/A	2,000.00	0.00	0.00	2,000.00	0.00	NO	N/A
BHA/ADAA	AS016SAS	GENERAL TREATMENT GRANT	N/A	N/A	23,399.00	23,399.00	0.00	0.00	0.00	NO	N/A
BHA/ADAA	MU534ADP	SUBSTANCE ABUSE PREVENTION	07/01/16	06/30/17	31,921.00	0.00	31,921.00	0.00	0.00	NO	Substance Abuse Treatment
BHA/ADAA	MU534ADP	SUBSTANCE ABUSE PREVENTION	10/01/16	06/30/17	95,765.00	0.00	95,765.00	0.00	0.00	NO	Substance Abuse Treatment
BHA/ADAA	MU342PFS	PARTNERSHIP FOR SUCCESS	07/01/16	09/29/16	31,836.00	0.00	31,836.00	0.00	0.00	NO	Substance Abuse Treatment
BHA/ADAA	MU342PFS	PARTNERSHIP FOR SUCCESS	09/30/16	06/30/17	95,510.00	0.00	95,510.00	0.00	0.00	NO	Substance Abuse Treatment
BHA/ADAA	AS257FED	FEDERAL TREATMENT GRANT	07/01/16	06/30/17	282,399.00	0.00	282,399.00	0.00	0.00	NO	Substance Abuse Treatment
BHA/ADAA	AS257FED	FEDERAL TREATMENT GRANT	10/01/16	06/30/17	564,802.00	0.00	564,802.00	0.00	0.00	NO	Substance Abuse Treatment
BHA/ADAA	AS196DCT	DRUG COURT SERVICES	N/A	N/A	70,093.00	70,093.00	0.00	0.00	0.00	NO	N/A
BHA/ADAA	AS276RSS	RECOVERY SUPPORT SERVICE EXPANSION	N/A	N/A	369,196.00	369,196.00	0.00	0.00	0.00	NO	N/A
BHA/ADAA	AS083TCA	TEMPORARY CASH ASSISTANCE	N/A	N/A	42,361.00	0.00	0.00	0.00	42,361.00	NO	N/A
BHA/ADAA	AS135STP	SUBSTANCE ABUSE TREATMENT OUTCC	N/A	N/A	197,707.00	197,707.00	0.00	0.00	0.00	NO	N/A
BHA/ADAA	AS303OMP	OPIOID MISUSE PREVENTION	07/01/16	06/30/17	27,348.00	0.00	27,348.00	0.00	0.00	NO	Substance Abuse Treatment
BHA/ADAA	AS303OMP	OPIOID MISUSE PREVENTION	10/01/16	06/30/17	54,696.00	0.00	54,696.00	0.00	0.00	NO	Substance Abuse Treatment
BHA/ADAA	AS365ADM	ADMINISTRATIVE LAA	07/01/16	06/30/17	74,974.00	0.00	74,974.00	0.00	0.00	NO	Substance Abuse Treatment
BHA/ADAA	AS365ADM	ADMINISTRATIVE LAA	10/01/16	06/30/17	149,950.00	0.00	149,950.00	0.00	0.00	NO	Substance Abuse Treatment
BHA/ADAA	AS370CNA	SB512 - Children in Need of Assistance (CINA)	N/A	N/A	26,775.00	26,775.00	0.00	0.00	0.00	NO	N/A
PHPA-FHA	CH550CPE	CANCER PREV, EDUC, SCR, DIAG-NON	N/A	N/A	65,170.00	0.00	0.00	65,170.00	0.00	YES	N/A
PHPA-FHA	CH550CPE	CANCER PREV, EDUC, SCR, DIAG-CLIN	N/A	N/A	118,491.00	0.00	0.00	118,491.00	0.00	YES	N/A
PHPA-FHA	CH550CPE	CANCER PREV, EDUC, SCR, DIAG-ADM	N/A	N/A	13,824.00	0.00	0.00	13,824.00	0.00	YES	N/A
PHPA-FHA	CH593TPG	TOBACCO USE PREV COMMUNITY-BASE	N/A	N/A	107,182.00	0.00	0.00	107,182.00	0.00	YES	N/A
PHPA-FHA	CH593TPG	TOBACCO USE - ADMINISTRATION	N/A	N/A	8,067.00	0.00	0.00	8,067.00	0.00	YES	N/A
					8,281,650.00	4,015,003.00	3,507,850.00	716,436.00	42,361.00		

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



OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

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

4  
HAROLD L. HIGGINS, CPA  
CHIEF ADMINISTRATIVE OFFICER  
MAUREEN F.L. HOWARTH  
COUNTY ATTORNEY

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

July 26, 2016

To: Harold Higgins, Chief Administrative Officer  
Worcester County Commissioners

From: Kim Watts, Budget Accountant 

Subject: Heroin Coordinator Grant – 2017 Grant Award & Acceptance

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Attached is the Grant Award and Acceptance Form from the Governor's Office of Crime, Control and Prevention for the FY2017 Heroin Coordinator Grant. This grant will provide funding for a Heroin Coordinator position, contractual services and computer equipment to aid the coordinator for the fiscal year 2017 in the amount of \$67,648.00.

Lieutenant Neil Adams met with the Commissioners to request support for an application for a one-year grant through the Governor's Office of Crime Control and Prevention to support a new position titled Heroin Coordinator that will be embedded in the Criminal Enforcement Team (CET) to ensure all data related to drug investigations, drug seizures, drug arrests, heroin/opioid overdoses, and any other drug related investigation activities are entered into High Intensity Drug Trafficking Area's (HIDTA) Case Explorer, conduct in-home analyses in the exploration of overdoses for prosecution, act as a liaison between the CET and various community groups and allied agencies, and assist in public education and outreach. In response to a question by Commissioner Bertino, Lt. Adams advised that the Sheriff's Office will be constantly evaluating the effectiveness of this position, along with seeking other funding sources to sustain this position once the grant expires if the need for this position continues to be warranted. Human Resources Director Stacey Norton advised that the County will be required to fund 14% of the cost of benefits for this position. In response to a question by Commissioner Elder, Lt. Adams stated that the three new positions in the Sherriff's Office that were approved in the FY17 budget are Road Patrol Deputy positions needed to provide adequate shift coverage and could not be reassigned to work with CET. He further stated that the Heroin Coordinator would be a civilian employee.

Following some discussion and upon a motion by Commissioner Purnell, the Commissioners unanimously authorized Commission President Bunting to sign the grant application as requested.



100 Community Place, 1st Floor  
Crownsville, MD 21032  
410-697-9338  
Fax: 443-782-0205  
dinfo\_goccp@maryland.gov  
goccp.maryland.gov

Larry Hogan  
*Governor*

Boyd K. Rutherford  
*Lt. Governor*

V. Glenn Fueston, Jr.  
*Executive Director*

July 21, 2016

Mr. Madison Bunting  
President of the Worcester County Commissioners  
Worcester County Board of County Commissioners  
County Government Center  
Room 1103  
One West Market Street  
Snow Hill, MD 21863

RE: MDSS-2017-0006

Dear Mr. Bunting:

I am pleased to inform you that your grant application submitted by **Worcester County Board of County Commissioners**, entitled "**Heroin Coordinator**", in the amount of \$67,648.00 has received approval under the Maryland Safe Streets program. Enclosed is the Grant Award packet containing information and forms necessary to initiate the project.

The grant will fund the program described below:

The Worcester County Sheriff's Office Heroin Coordinator program will support the work of a Heroin Coordinator. The Coordinator will ensure all data related to drug investigations, drug seizures, drug arrests, heroin/opioid overdoses, and any other drug related investigative activities are entered into HIDTA's Case Explorer. This person will also conduct in-home analyses in the exploration of overdoses for prosecution. Grant funds will provide salary support, training and equipment.

Please pay particular attention to the instructions included on the Grant Award. It is important that you **carefully review all Special Conditions** attached to this award. Additionally, the General Conditions for all grant awards issued by GOCCP are located online, at <http://www.goccp.maryland.gov/grants/general-conditions.php>. The Chief Elected Official, or another legally authorized official of the jurisdiction, state agency, or 501(c)(3) receiving the Grant Award, must sign the original Grant Award Acceptance form and return it to the Governor's Office of Crime Control and Prevention within **Twenty-One (21) Calendar days**. Should the acceptance form not be received, requests for reimbursement will not be honored.

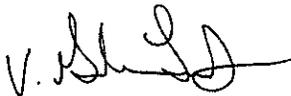
A copy of the Grant Award, Notification of Project Commencement, and Individual Project Reports has also been sent to the Project Director. The Project Director is responsible for completing these and other required forms now and at the end of each reporting period. If the Project Director changes, GOCCP must be notified immediately to avoid potential reporting problems.

Projects may commence as soon as the Grant Award is signed and you have reviewed and accepted all of the General and Special Conditions. No funds may be encumbered or expended prior to this time without the specific written approval of the Governor's Office of Crime Control and Prevention.

If you have any questions or need any clarification regarding this Grant Award, please contact **Linda Brookes**, your Regional Monitor, or **Andrew Galarza**, Fiscal Specialist, at (410) ~~821-2828~~ <sup>697-</sup> ~~2828~~. We look forward to working with you on this project and anticipate its success in helping to address criminal justice problems in our State.

9338

Sincerely,



V. Glenn Fueston, Jr.  
Executive Director

cc: Ms. Kim Watts



7/14/2016



Control Number: 32185  
GOCCP Regional Monitor: Brookes, Linda  
GOCCP Fiscal Specialist: Galarza, Andrew

Governor's Office of Crime Control & Prevention

# Grant Award & Acceptance Form

<b>Grant Award Number:</b>	<b>MDSS-2017-0006</b>	
<b>Sub-recipient:</b>	Worcester County Board of County Commissioners	
<b>Project Title:</b>	Heroin Coordinator	
<b>Implementing Agency:</b>	Worcester County Board of County Commissioners	
<b>Award Period:</b>	<b>07/01/2016 - 06/30/2017</b>	CFDA: State

Funding Summary	Grant Funds	100.0 %	<b>\$67,648.00</b>	
	Cash Match	0.0 %	<b>\$0.00</b>	
	In-Kind Match	0.0 %	<b>\$0.00</b>	
	<b>Total Project Funds</b>		<b>\$67,648.00</b>	Budget Version: 0

This Grant Award is hereby made for financial assistance by the Governor's Office of Crime Control & Prevention in accordance with the

### Maryland Safe Streets

This Grant Award is subject to the General Conditions and any Special Conditions attached to this award, as well as all statutes and requirements of the State of Maryland.

This Grant Award incorporates all the information, conditions, representations and Certified Assurances contained in the grantee's application.

The Grant Award shall become effective as of the start date of the award, unless otherwise specified, and upon return, within twenty-one (21) calendar days, of a fully executed original of this document signed by the duly authorized official of the sub-recipient unit of government or sub-recipient agency receiving this Grant Award. Copies and faxes are not acceptable.

### FOR THE STATE OF MARYLAND:

Executive Director  
Governor's Office of Crime Control & Prevention

### SUB-RECIPIENT ACCEPTANCE:

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

\_\_\_\_\_  
Typed Name And Title

\_\_\_\_\_  
Date

Return original form  
signed in blue ink to:  
GOCCP  
300 E. Joppa Road, Suite 1105  
Baltimore, MD 21286-3016  
Attention: Control Desk



## Grant Award - Special Conditions

<b>Grant Award Number:</b>	MDSS-2017-0006	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
<b>Award Period:</b>	07/01/2016 - 06/30/2017	<b>Implementing Agency:</b>	Worcester County Board of County Commissioners
<b>Project Title:</b>	Heroin Coordinator		

- 1 This grant award is subject to the General Conditions (POST AWARD INSTRUCTIONS) found on the GOCCP website (<http://www.goccp.maryland.gov/grants/general-conditions.php>). The aforementioned General Conditions/Post Award Instructions are REQUIRED to be reviewed, should be printed for your reference and are subject to change without written notice.

In addition, the Grantees Toolbox is provided as a resource on the GOCCP website (<http://www.goccp.maryland.gov/grants/grantee-toolbox.php>) to address frequently asked questions.

- 2 Throughout the award cycle, data must be entered into the CAP and Case Explorer systems.
- 3 Throughout the grant award cycle, data must be submitted to HIDTA .



### Budget Notice

<b>Grant Award Number:</b>	<b>MDSS-2017-0006</b>	
<b>Sub-recipient:</b>	Worcester County Board of County Commissioners	
<b>Project Title:</b>	Heroin Coordinator	
<b>Implementing Agency:</b>	Worcester County Board of County Commissioners	
<b>Award Period:</b>	<b>07/01/2016 - 06/30/2017</b>	CFDA: State

Funding Summary	Grant Funds	100.0 %	<b>\$67,648.00</b>
	Cash Match	0.0 %	<b>\$0.00</b>
	In-Kind Match	0.0 %	<b>\$0.00</b>
	<b>Total Project Funds</b>		<b>\$67,648.00</b>

### Personnel

Description of Position	Salary Type	Funding	Total Budget
Heroin Coordinator	Fringe	Grant Funds	\$12,355.00
Heroin Coordinator	Salary	Grant Funds	\$41,184.00
<b>Personnel Total:</b>			<b>\$53,539.00</b>

### Contractual Services

Description	Funding	Quantity	Unit Cost	Total Budget
Cellebrite UFED Maintenance/Licensing	Grant Funds	1	\$3,000.00	\$3,000.00
<b>Contractual Services Total:</b>				<b>\$3,000.00</b>

### Equipment

Description	Funding	Quantity	Unit Cost	Total Budget
Cellebrite UFED Cloud Analyzer	Grant Funds	1	\$7,095.00	\$7,095.00
Cellebrite UFED Link Analysis	Grant Funds	1	\$2,499.00	\$2,499.00
eMCP Test Socket 15x15_0.5	Grant Funds	1	\$416.00	\$416.00
JBC Precision Soldering Station	Grant Funds	1	\$649.00	\$649.00
Octopus Box (JTAG)	Grant Funds	1	\$450.00	\$450.00
<b>Equipment Total:</b>				<b>\$11,109.00</b>

Approved:   
 \_\_\_\_\_  
 GOCCP Authorized Representative

Effective Date: 7/12/2016



### Programmatic Reporting

<b>Grant Award Number:</b>	<b>MDSS-2017-0006</b>	
<b>Sub-recipient:</b>	Worcester County Board of County Commissioners	
<b>Project Title:</b>	Heroin Coordinator	
<b>Implementing Agency:</b>	Worcester County Board of County Commissioners	
<b>Award Period:</b>	<b>07/01/2016 - 06/30/2017</b>	CFDA: State

The information collected on this form helps GOCCP measure the progress you are making in achieving your project's goals and objectives. It also helps us determine what, if any, technical assistance you may need in implementing your project.

### Performance Measures (9)

1	Number of heroin/opioid overdose incidents entered into HIDTA's Case Explorer.	
2	Number of fatal heroin/opioid overdose incidents entered into HIDTA's Case Explorer.	
3	How many cellular phones were seized at the crime scene as a criminal investigation?	
4	How many cellular phone extracts were uploaded into HIDTA's CAP?	
5	Is your agency working with HIDTA in the dissemination of all drug-related information and other drug-related intelligence (e.g., drug investigations, drug seizures, drug arrests, heroin and opioid overdoses, and other drug-related investigative activities) for investigative purposes?	
6	Number of heroin trafficking organizations identified or amended utilizing data entered from your agency into Case Explorer.	
7	Number of nonfatal overdose victims referred to public health utilizing data entered from your agency into Case Explorer.	
8	Amount of assets seized related to heroin/opioid cases (e.g., currency, vehicles, firearms, etc.).	
9	Number of drug dealers/drug trafficking organizations identified through analysis coordination with HIDTA.	

### Progress Report Questions (5)

1	Please explain how this award helped reduce crime and/or improve public safety in your jurisdiction.
2	Please list any successes and/or best practices developed through this GOCCP funded program.

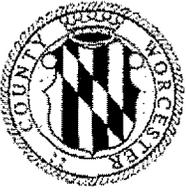
- |   |  |
|---|--|
| 3 | Describe barriers/challenges to implementing or completing any of the objectives. Include corrective actions taken or planned to overcome described barriers (include timeline). Are there any obstacles or barriers that could prevent you from expending all grant funds? Please include any requests for technical assistance needed. |
| 4 | If no funds or minimal funds (less than 25%) were expended during this reporting period please provide an explanation as to why and when you anticipate requesting funds. Your detailed explanation should address each budget category.   |
| 5 | If the equipment purchase(s) were not procured and received during this reporting period, please provide a detailed explanation.   |

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Project Director - Watts, Kim*

*(Project Director is preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)*

**Printed Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_



**Worcester County**  
Department of Recreation & Parks

Paige Hurley, Director

6030 Public Landing Road, Snow Hill, Maryland 21863  
410.632.2144 • Fax: 410.632.1585

5

To: Harold L. Higgins  
From: Paige Hurley *PH*  
Date: July 21, 2016  
Re: Teams Conference-Atlantic City

This is a request for Kelly Rados and Paige Hurley to travel out of the state of Maryland to attend the Teams National Conference. The conference is to be held in Atlantic City, New Jersey on the dates of September 26-29<sup>th</sup> 2016.

The funding is available in the FY2017 Budget. We currently have \$4,100.00 in our Travel, Training & Expenses Meetings/Conferences /Shows account.

As we are part of Team Maryland, we get free registration to the conference with the dues that were paid. The total request to attend the conference is approximately \$1200.00. The expenses associated with the conference are as follows:

- |                 |            |
|-----------------|------------|
| A. Registration | \$ 0       |
| B. Lodging      | \$ 1000.00 |
| C. Meals        | \$ 200.00  |

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**Total Request \$1,200.00**

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

Thank you, in advance, for your consideration of this travel request. If you have questions or need additional information, please contact me at 410.632.2144, ext. 2505

**RECEIVED**  
JUL 28 2016  
WOR CO ADMIN  
DIANE

AGREEMENT BETWEEN THE  
MAYOR AND CITY COUNCIL OF OCEAN CITY, MARYLAND, WICOMICO COUNTY,  
MARYLAND AND WORCESTER COUNTY, MARYLAND

MID-ATLANTIC AMATEUR SPORTS ALLIANCE (MAASA)

An Agreement ("Agreement") made on the 15<sup>th</sup> day of July, 2016, between the Mayor and City Council of Ocean City, Maryland, a municipal corporation organized and existing under the laws of the State of Maryland, hereinafter referred to as the "Town," County Commissioners of Worcester County, Maryland, a body corporate and politic of the State of Maryland, herein after referred to as "Worcester," and Wicomico County, Maryland, a body corporate and politic of the State of Maryland, herein after referred to as "Wicomico," each hereinafter also individually referred to as "Party" and collectively referred to as the "Parties" to establish the Mid-Atlantic Amateur Sports Alliance (MAASA).

RECITALS

Whereas, the Parties recognize the benefits of attracting, retaining, and building sports events, with a focus on amateur athletics to grow the region's economy and reputation as a premiere destination; and

Whereas, the Parties also undertake in varying degrees the promotion and support of sports events, focusing on amateur athletics; and

Whereas, the Parties find mutual benefit in the creation, operation and funding of the Alliance, they elect to enter into this Agreement for the purpose of defining the Parties' on-going roles regarding the operation and funding of the Alliance.

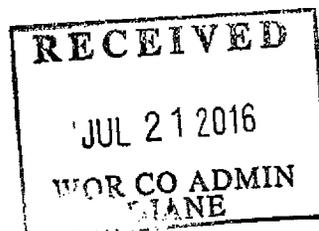
Therefore, the Parties mutually agree as follows:

AGREEMENT

I. PURPOSE

- A. To link and leverage the combined assets of Ocean City, Maryland, Wicomico, and Worcester Counties to attract, retain, and build sports events, with a focus on amateur athletics to grow the region's economy and reputation as a premiere destination. These events will be large in scope requiring facilities & accommodations which exceed the Parties individual inventories. This Agreement does not prohibit or restrict the ability or right of any party to individually market their respective jurisdictions, facilities and assets. All Parties must agree to accept an event as a MAASA-funded one.
- B. To establish the duties and responsibilities of the Parties in the operation and funding of MAASA.

II. DURATION OF AGREEMENT



The term of this Agreement is July 1, 2016, through June 30, 2017, unless otherwise terminated as provided herein, and may be extended on a yearly basis thereafter upon written mutual consent of the Parties.

### III. TERMINATION OF AGREEMENT

- A. Either Party may choose to opt out of this Agreement by notifying the other Parties in writing no later than March 1st of any given year, with termination to be effective June 30<sup>th</sup> of that year. Upon one Party giving notice of termination to the other Parties as provided for herein, current activity and future obligations shall continue through the current contractual year.
- B. If two Parties opt out of this Agreement, activity will be suspended immediately until such time as the Parties further mutually agree to proceed or until the Agreement terminates.
- C. Termination of this Agreement or suspension of future performance under this Agreement in accordance with this Section shall not relieve the Parties of liability for any obligation previously incurred.
- D. In the event, unexpended and unencumbered MAASA operating budget funds are held within Wicomico County's Tourism Budget at the time of termination, it shall be divided and refunded in proportion to the amount contributed by each party.
- E. Upon termination of two Parties, the name and brand of the Mid-Atlantic Amateur Sports Alliance (MAASA) shall be abandoned and will not be used by any party for marketing sports events in its respective jurisdiction.

### IV. DUTIES

The Ocean City Tourism Director, Worcester County Director of Recreation and Parks and Wicomico County Director of Recreation, Parks and Tourism shall:

- Develop strategic plans;
- Prepare an annual operating budget;
- Respond to requests and develop proposals;
- Provide group room blocks, rates; and
- Provide information as requested by event organizers including the availability and cost of facilities.

### V. FINANCIAL

- A. The Parties will each contribute \$6,000 to fund the annual operating budget for FY 17.
- B. Funds from the operating budget shall be used to maintain a web page, provide marketing collateral, promotional material and sales. Such expenditures shall be approved jointly by

the Ocean City Tourism Director, Worcester County Director of Recreation and Parks and the Wicomico County Director of Recreation, Parks and Tourism.

- C. Subsequent annual operating budgets shall be submitted to the Town of Ocean City Office of Tourism, Worcester Department of Recreation, Parks and Wicomico County Department of Recreation, Parks & Tourism by November 15th of each year and shall operate on a fiscal year beginning on July 1<sup>st</sup>.
- D. Funds shall be used to market and sell this alliance to organizers of amateur sports events. These funds shall be administered by Wicomico County within its Tourism Budget in a specific account designated for MAASA. Wicomico County shall not use these funds for any other purpose.
- E. Wicomico County shall prepare financial statements quarterly and annually, which will be submitted to each of the Parties.

#### VI. EVENT PROCUREMENT

- A. Funding required to obtain and retain events shall be shared by all Parties in proportion to the hotel rooms booked within each jurisdiction. This funding would come from the operating budget of each Party and be subject to the appropriation process of each Party. These funds would be above and beyond the annual operating budget contribution of \$6,000.
- C. Funding will be estimated before submitting a proposal to the event organizer and reconciled 60 days following the event's last day. Final reconciliation will be based upon a hotel occupancy report generated through participant surveys, Wicomico County's hotel room booking service and/or the event organizer. Funding for the United States Specialty Sports Association Eastern World Series will remain as follows: Wicomico County 60%, Ocean City 35% and Worcester County 5%. This funding formula will be followed for other events to estimate the proportional split unless parties agree to a different level of funding as the various events may require. Actual funding required by each Party will be determined and reconciled once the hotel rooms booked in each jurisdiction is known.

#### VII. THIRD PARTY BENEFICIARY

The Parties do not intend there to be any third-party beneficiary to this Agreement.

#### VIII. NOTICE

Any notices to be given under this Agreement shall at minimum be delivered, postage prepaid and addressed to:

Steve Miller, Director  
Wicomico County Department of Recreation, Parks & Tourism

8480 Ocean Highway  
Delmar, Maryland 21875

Donna Abbott, Director  
Town of Ocean City Office of Tourism  
4001 Coastal Highway  
Ocean City, Maryland 21842

Paige Hurley, Director  
Worcester County Department of Recreation & Parks  
6030 Public Landing Road  
Snow Hill, Maryland, 21863

The name and address to which notices shall be directed may be changed by a Party by giving the other Parties notice of such change as provided in this section.

#### VIX. WAIVER

No waiver by the Parties of any term or condition of this Agreement incorporated in this Agreement shall be deemed or construed to constitute a waiver of any other term or condition or of any subsequent breach, whether of the same or different provision.

#### X. AMENDMENT

The provisions of this Agreement may be amended by mutual consent of the Parties. No additions to, or alterations of, the terms of this Agreement shall be valid unless made in writing and formally approved by the governing bodies of each agency, and executed by the duly authorized official of each Party.

#### XI. ATTORNEYS' FEES AND COSTS

All Parties shall bear their own costs of enforcing the rights and responsibilities under the Agreement.

#### XII. DOCUMENT EXECUTION AND FILING

The Parties agree that there shall be three (3) signed originals of this Agreement procured and distributed for signature by the necessary officials of each Party. Upon execution by the Parties, each such signed original shall constitute an Agreement binding upon all Parties.

#### XIII. SEVERABILITY

If any section or part of this Agreement is held by a court to be invalid, such action shall not affect the validity of any other part of this Agreement.

XIV. ENTIRE AGREEMENT

This Agreement contains all of the agreements of the Parties with respect to the subject matter covered or mentioned herein, and no prior agreements shall be effective to the contrary.

XV. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which will be deemed an original but all of which together will constitute one and the same instrument.

XVI. DISPUTES

Disputes among the Parties regarding this Agreement shall be referred to mediation using a Maryland mediator agreed upon by the Parties to the dispute. The cost of said mediator shall be shared equally among the disputing Parties. If the dispute is not resolved by mediation, the Parties shall be free to pursue any remedies to which they are entitled. Venue of any disputes shall be Wicomico County, Maryland.

ATTEST:

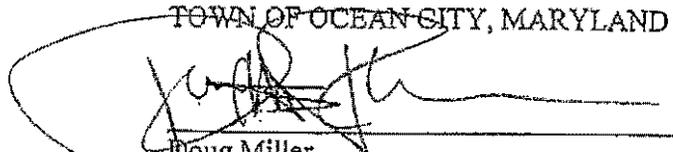
WICOMICO COUNTY, MARYLAND

  
7-15-16  
R. Wayne Strausburg,  
Director of Administration

  
7-15-16  
Bob Culver,  
County Executive

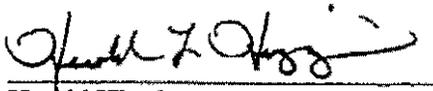


TOWN OF OCEAN CITY, MARYLAND

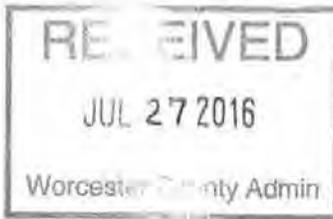
  
Doug Miller  
City Manager

ATTEST:

WORCESTER COUNTY, MARYLAND

  
Harold Higgins  
Chief Administration Officer

  
Madison J. Bunting, Jr.  
President



6

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](http://www.co.worcester.md.us/drp/drpindex.htm)

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICE DIVISION

Proposed Public Hearing  
on September 6, 2016

MEMORANDUM

TO: Harold Higgins, Chief Administrative Officer  
FROM: Edward A. Tudor, Director, Development Review and Permitting  
DATE: July 27, 2016  
RE: Request to Schedule Public Hearing – Longview Solar – Heron Project

The Department is in receipt of an application submitted by Longview Solar, LLC which seeks to approve a Step I Concept Plan for a utility scale solar energy system on property located on the southerly side of Libertytown Road (MD Route 374), approximately 0.4 miles east of Cedar Lane Road. The property is shown on Worcester County Tax Map 24 as Parcel 5, Lot 5. The proposed utility scale solar energy system consists of approximately 85,670 panels anticipated to produce 26 megawatt (DC) output. It is scheduled to be reviewed by the Planning Commission at its meeting on Thursday, August 4, 2016.

Jennifer K. Keener, Zoning Administrator, will prepare the written findings of fact and recommendation on the Planning Commission's behalf following their meeting and a copy will be forwarded to the County Commissioners' Office as soon as it is complete. So that we may advise the applicant of the anticipated public hearing date, we ask that the hearing for this case be scheduled by the County Commissioners.

For your convenience, a draft advertisement for the required public hearing is attached herewith and an electronic copy has been forwarded to your office as well. Full sets of the entire plan package will be made available for the public hearing. If you have any questions or need any further clarification, please do not hesitate to contact me. As always, I will be available to discuss the matter with you and the County Commissioner's at your convenience.

EAT: jkk  
Attachment

cc: Jennifer Keener, Zoning Administrator  
Maureen Howarth, County Attorney

NOTICE  
OF  
PUBLIC HEARING  
FOR  
STEP I CONCEPT PLAN APPROVAL  
OF A  
UTILITY SCALE SOLAR ENERGY SYSTEM

**DRAFT**

LONGVIEW SOLAR – HERON PROJECT  
SOUTH SIDE OF LIBERTYTOWN ROAD  
EAST OF CEDAR LANE ROAD

THIRD TAX DISTRICT  
WORCESTER COUNTY, MARYLAND

Pursuant to Sections 1-114 and 1-344 of the Worcester County Zoning Ordinance, application has been filed with the Worcester County Commissioners by Longview Solar, LLC to approve the Step I Concept Plan for a utility scale solar energy system on property located on the south side of Libertytown Road (MD Route 374), approximately 0.4 miles east of Cedar Lane Road. Located in the Third Tax District of Worcester County, Maryland, the property is designated on Tax Map 24 as Parcel 5, Lot 5. The Worcester County Planning Commission has reviewed the Longview Solar – Heron Project application and has given a favorable recommendation to the Worcester County Commissioners that the utility scale solar energy system be established subject to certain conditions.

Pursuant to Sections 1-114 and 1-344 of the Worcester County Zoning Ordinance, the County Commissioners will hold a

**PUBLIC HEARING**  
on  
**TUESDAY,** \_\_\_\_\_  
**AT** \_\_\_\_\_  
in the  
**COUNTY COMMISSIONERS' MEETING ROOM**  
Room 1101 – County Government Center  
One West Market Street, Snow Hill, Maryland 21863

At said public hearing the County Commissioners will consider the utility scale solar energy system and the recommendation of the Planning Commission, any proposed restrictions, conditions or limitations as may be deemed by them to be appropriate to preserve, improve, or protect the general character and design of the lands and improvements being developed, and the advisability of reserving the power and authority to approve or disapprove the design of the building, construction, landscaping or other improvements, alterations, and changes made or to be made on the subject land or lands to assure conformity with the intent and purpose of applicable State laws and regulations and the County Zoning Ordinance.

A map of the proposed area, the staff file on the utility scale solar energy system application and the Planning Commission's recommendation, which will be entered into record at the public hearing, are on file and available for inspection at the Department of Development, Review and Permitting, Government Center Room 1201, One West Market Street, Snow Hill, Maryland 21863, between the hours of 8:00 A.M. and 4:30 P.M., Monday through Friday (except holidays). Interested parties may also call 410-632-1200.

Madison J. Bunting, Jr., President

required when the property is the subject of the comprehensive (sectional) reclassification.

- F. Findings of fact as required in piecemeal rezonings shall not be required for comprehensive (sectional) reclassifications.
- G. In the case of a comprehensive (sectional) rezoning, conditions placed upon a property by virtue of a prior conditional rezoning shall be null and void unless specifically carried forward by the County Commissioners upon a finding that the reasons for which the conditions were originally imposed are still valid.

**§ ZS 1-114. Requirements for public notice.**

- (a) Generally. Unless otherwise expressly provided by law, all notices to the general public required by the terms of this Title shall be made as follows:
  - (1) By the posting of a reasonably sized sign upon the property which is the subject of the proceedings as follows:
    - A. The sign shall be of sufficient size to reasonably advise the public of the fact of the public hearing and shall be posted not less than fifteen days prior to the public hearing. The sign shall be posted (to the extent possible) within a reasonable distance of a public road serving or near the property so as (to the extent possible) to be reasonably visible to the public. Posting requirements shall be subject to the following modifications and provisions:
      - 1. Except in the case of the fifteen-day requirement, reasonable, good-faith compliance with the above requirements, as determined by the hearing agency, shall be sufficient.
      - 2. Where the property lines are difficult to ascertain, posting on an adjacent property may be found to be sufficient.
      - 3. Evidence of posting shall be provided at the public hearing, but no evidence that the sign remained standing during the period of posting shall be required. When a posted sign is destroyed or removed, the property shall be reposted but the date of posting shall be the date of original posting.
      - 4. The hearing agency shall have the authority to determine whether or not a good-faith effort to comply with the posting requirements is sufficient to satisfy the intent of such requirements so as to reasonably advise the public of the pending proceeding.
    - B. Any applicant and/or owner of the property subject to the proceedings shall be deemed to have consented to the entry upon the property by any County staff or board members to examine the property with respect to the specific request and by the public for the purpose of viewing any sign.

C. Posting shall not be required for proposed sectional or comprehensive map amendment procedures or for proposed amendments to the text of this Title.

(2) All proceedings under the terms of this Title requiring a public hearing shall be advertised at least once in one newspaper of general circulation in the County not less than fifteen days prior to the date such proceeding is scheduled for hearing, which advertisement shall state the following:

A. The date, time and place of such hearing.

B. A summary of the purpose of the proceeding in sufficient detail to inform the public of the nature of the proceeding and the relief sought by the initiator of the proceeding.

C. The location of the property involved, if any, the name of the owner and the file or case number of the proceeding and the name of the governmental body before which such proceeding is to be conducted.

D. Any other information deemed necessary to adequately inform the public of the proceeding.

(3) Whenever the application of this Title requires the holding of a public hearing, a notice of the time and place of such hearing shall be mailed to the initiator of the proceeding, to each incorporated municipality within one mile of the property affected by the proposed change, to the owners of all property contiguous to the property with which the hearing is concerned and to all properties opposite the property with which the hearing is concerned. Opposite properties are measured at right angles to the center line of any intervening roads. Such mailed notices shall be sufficient if directed to such qualifying property owners as shown on the tax records of the County, at the address to which the real estate tax bill on the property is sent, and as shown on the current property tax records for the County. Such notice shall contain the same information as the published notice required by this subsection and shall be mailed not less than fifteen days prior to the date of the hearing. An affidavit of compliance with this section shall be made a part of the record. Posting or notification of property owners shall not be required for proposed sectional or comprehensive map amendment procedures or for proposed amendments to the text of this Title.

(b) Responsibility for public notice. It shall be the responsibility of the Department to ensure that the provisions of Subsections (a)(1) and (a)(3) hereof are fully complied with for all matters that come before the Board of Zoning Appeals, the Planning Commission or the County Commissioners relative to matters regulated by this section.

**§ ZS 1-115. Permits and zoning/occupancy certificates.**

(a) Permit. It shall be unlawful to:

(1) Erect or locate or begin the construction, reconstruction, extension, renovation, demolition or alteration, including the excavation thereof, of any building or structure until a permit for such work has been issued by the Department; or

equipment shall be located within this fenced area. The fence shall have an access gate which shall be kept in a locked condition at all times, except when servicing is required. The fence shall be equipped with additional entrance prevention devices as necessary to prevent compound access by unauthorized personnel. Except for monopoles in the C-2 District and monopoles, freestanding towers and guyed towers in the I-1 and I-2 Districts, there shall be an additional screening requirement consisting of a buffer at least twenty-five feet in width planted with native species trees capable of reaching not less than sixty feet in height when mature. For monopoles in the C-2 District and monopoles, freestanding towers and guyed towers in the I-1 and I-2 Districts, screening-type landscaping in accordance with § ZS 1-322 hereof shall be provided around the exterior perimeter of the fence.

- F. **Visibility.** All telecommunications facilities and accessory structures shall be sighted in such a way as to have the least possible adverse effect on the visual environment. All non-concealed or -camouflaged facilities shall be of a galvanized finish or painted light gray or pale blue above any surrounding tree line while any portion below the tree line shall be painted gray, green, black or similar color and designed to blend into the natural environment or surrounding structures, unless otherwise required by the FAA. Furthermore, they shall be designed and sighted so as to avoid, wherever possible, application of FAA lighting and painting requirements. When located in any zoning district other than the I-1 or I-2 Districts, structures and facilities accessory to a monopole or tower shall use architecture, materials, colors and textures designed to blend with the natural environment and other structures in the general area. The concealment or camouflaging of monopoles, towers and other telecommunication facilities, using industry standard techniques and structures such as artificial trees, architectural features on buildings, flag poles and grain silos, among others, is highly recommended and should be used wherever possible.
- G. **Additional provisions.** All obsolete or unused towers and equipment shall be removed at the owner's expense within twelve months of the cessation of use.

**§ ZS 1-344. Alternative energy facilities.**

- (a) **Purpose and intent.** The purpose and intent of this section is to provide for the effective management, control and review of a variety of alternative energy facilities in a manner which facilitates their development while protecting the health, safety and welfare of the citizens of the County.
- (b) **Definitions.** For the purposes of this section, the following words and phrases shall have the meanings respectively ascribed to them by this subsection:

**MECHANICAL EQUIPMENT** — Any device or equipment associated with or a part of a solar energy system, such as but not limited to electrical control units, transformers, inverters, switching equipment, electrical cabinets, pumps, regulators and the like that transfer, transmit, switch or regulate the energy produced by the system and transfer the

energy to the on-site building or dwelling where the energy is consumed. Mechanical equipment shall not include wires, cables or pipes. **[Added 3-15-2011 by Bill No. 11-2]**

**METEOROLOGICAL TOWER** — Any tower and its supporting structure which holds or supports equipment and telemetry devices that are used to monitor or transmit wind speed and wind flow characteristics over a period of time for either instantaneous information or to characterize long-term trends in wind resources at a given location.

**OVERSPEED CONTROL** — A device or system designed and maintained to prohibit the uncontrolled rotation of the wind energy conversion system's rotors or blades beyond their operational limitations.

**PASSIVE STALL REGULATION SYSTEM** — A form of overspeed protection whereby the angle of attack of the blade airfoil is increased by the flexing of the blade from excessive wind speeds until the lift force on the blade stops acting and the blade's rotation is slowed or stopped or a system employing blades angled such that winds above a given speed create turbulence on the upwind side of the blade to limit or stop the blades' rotation.

**ROTOR DIAMETER** — The cross-sectional dimension of the circle swept by the rotating blades.

**SOLAR ENERGY HEATING EQUIPMENT** — Any system or device located on or adjacent to a building and designed to harness solar radiation to heat water for use in a building's domestic water system, swimming pool, hot tub or other similar fixture or to heat air, water or any other liquid or gas which is then used to condition a space occupied by humans or animals. **[Added 3-15-2011 by Bill No. 11-2]**

**SOLAR ENERGY POWER SYSTEM** — Any device or facility that converts solar energy into electrical energy either directly, as in the case of photovoltaic cells, or indirectly by first capturing and/or concentrating solar radiation for the purpose of converting any liquid to a gas used to fuel or propel an electrical generator. **[Added 3-15-2011 by Bill No. 11-2]**

**SOLAR ENERGY SYSTEM, LARGE** — A ground-mounted solar energy system with a rated capacity of two hundred kilowatts up to and including two and one-half megawatts, the principal purpose of which is to provide electrical power for sale to the general power grid or to be sold to other power consumers through a power purchase agreement as part of a net metering project which may include both physical or virtual aggregation, or be consumed on-site. **[Added 3-15-2011 by Bill No. 11-2; amended 11-18-2014 by Bill No. 14-6]**

**SOLAR ENERGY SYSTEM, MEDIUM** — A ground-mounted solar energy system with a rated capacity greater than five kilowatts but less than two hundred kilowatts or a roof mounted solar energy system of any capacity in excess of five kilowatts and serving, or designed to serve, any agricultural, residential, commercial, institutional or industrial use on a single lot or parcel or group of adjacent lots or parcels. **[Added 3-15-2011 by Bill No. 11-2]**

SOLAR ENERGY SYSTEM, SMALL — A solar energy system with a rated capacity of five kilowatts or less and serving, or designed to serve, any agricultural, residential, commercial, institutional or industrial use on a single parcel or lot. Individual photovoltaic cells or small groups of such cells attached to and used to either directly power, or charge a battery which does so, an individual device such as a light fixture, fence charger, radio or water pump shall not be considered as a small energy power generation facility as defined herein and may be used in any zoning district without regard to lot or setback requirements. [Added 3-15-2011 by Bill No. 11-2]

SOLAR ENERGY SYSTEM, UTILITY SCALE — A ground-mounted solar energy system with a rated capacity in excess of two and one-half megawatts, the principal purpose of which is to provide electrical power for sale to the general power grid. [Added 11-18-2014 by Bill No. 14-6]

TOTAL HEIGHT — The vertical distance from the ground level to the tip of a wind generator blade at its highest point of rotation.

TOWER — The vertical component of a wind energy conversion system that elevates the wind turbine generator and attached blades above the ground.

WIND ENERGY CONVERSION SYSTEM — An electrical generating facility consisting of a wind turbine, generator and other accessory structures and buildings, electrical infrastructure and other appurtenant structures and facilities. For the purposes of this section, wind energy conversion systems shall be categorized as follows:

- (1) SMALL WIND ENERGY CONVERSION SYSTEM — A wind energy conversion system consisting of a single wind turbine, generators, a tower and associated controls which has a total rated capacity of twenty kilowatts or less and designed to supplement other electricity sources to buildings or facilities wherein the power generated is used primarily for on-site consumption.
- (2) MEDIUM WIND ENERGY CONVERSION SYSTEM — A wind energy conversion system consisting of one or more wind turbines, generators, towers and associated controls which have a total rated capacity of more than twenty kilowatts but not greater than one hundred kilowatts and designed to supplement other electricity sources to buildings or facilities wherein the power generated is used primarily for on-site consumption.
- (3) LARGE WIND ENERGY CONVERSION SYSTEM — A wind energy conversion system consisting of one or more wind turbines, generators, towers and associated controls which have a total rated capacity of more than one hundred kilowatts and designed to provide electrical energy to the power grid as well as provide energy to the facilities wherein the system is located.

WIND TURBINE — Any machine that converts the wind's kinetic energy into rotary mechanical energy.

- (c) Wind energy conversion systems. Where wind energy conversion systems are allowed in accordance with the provisions of this section, the following regulations shall apply:

(d) Solar energy power system or heating equipment. Solar energy systems and solar energy heating equipment shall be permitted in any zoning district subject to the following conditions and limitations: [Amended 3-15-2011 by Bill No. 11-2]

- (1) Small and medium solar energy systems and solar energy heating equipment shall be permitted in all zoning districts subject to the following requirements:
  - A. Small solar energy systems or any solar energy heating equipment may be a part of or attached to a principal or accessory structure located on a site and shall be subject to the same setback and height limitations of said structure except as may be modified by § ZS 1-305(k)(1)D hereof. Where not a part of or attached to a principal or accessory structure, small solar energy systems and solar energy heating equipment shall be considered an accessory use on any lot or parcel of land and shall be subject to the setback and height limitations as contained in the particular zoning district for other customary accessory structures which are directly incidental to the permitted principal uses and structures on the site.
  - B. Medium solar energy systems may be attached to or a part of a principal or accessory structure located on a site or may be located as freestanding independent arrays, systems or structures. In all cases they shall be subject to the setback and height limitations for the principal structure.
  - C. All mechanical equipment associated with and necessary for the operation of the solar energy system shall not be located in the minimum front yard setback and shall be subject to the setback requirements for customary accessory structures in the zoning district.
  - D. All mechanical equipment shall be screened from any adjacent property which is in the R-1, R-2, R-3, R-4 or V-1 Districts or used for residential purposes. The screen shall consist of shrubbery, trees or other ornamental or natural vegetation sufficient to provide an immediate visual barrier to the equipment. In lieu of a vegetative screen a decorative fence may be used.
  - E. All solar panels shall be situated in such a manner as to prevent concentrated solar radiation or glare from being directed onto adjacent properties, roads, or public gathering places.
  - F. All power transmission lines for freestanding ground-mounted solar energy systems or pipes from solar energy heating equipment connecting freestanding systems to a building shall be located underground.
  - G. Signage or text on solar energy systems may be used to identify the manufacturer, equipment information, warning or ownership but shall not be used to display any commercial advertising message or anchor any streamers, balloons, flags, banners, ribbons, tinsel or other materials to attract attention.
  - H. Any ground-mounted system which has not produced any electricity for a period of twelve months or more or found to be unsafe by the Building Official shall be considered abandoned and, as such, shall be repaired or

decommissioned and removed by the property owner. The decommissioning shall include the removal of the solar energy system and all equipment, electrical components, support structures, cabling, or any other part of the system that is at ground level or above. The property owner shall be responsible for completing the decommissioning within ninety days of abandonment.

- I. All references herein to the rated capacity of solar systems or equipment are as stated in the manufacturer's maximum power rating for the solar panel system as direct current (DC) wattage under Standard Test Conditions (STC) of 1,000 W/m<sup>2</sup> of solar irradiance and 25°C PV module temperature. **[Added 11-18-2014 by Bill No. 14-6]**
- (2) Large solar energy systems may be located in the A-1, A-2, I-1 and I-2 Districts with a minimum lot area of twenty acres. Such systems may also be located in the E-1, V-1, C-1, C-2 and C-3 Districts with a minimum lot area of thirty acres which in no case may be reduced by action of the Board of Zoning Appeals notwithstanding the provisions of § ZS 1-116(c)(4). All large solar energy systems shall be set back a minimum of one hundred feet from all property lines for sites in the E-1, V-1, C-1, C-2 and C-3 Districts and a minimum of fifty feet from all property lines for sites in the A-1, A-2, I-1 and I-2 Districts. All large solar energy systems shall provide a vegetated buffer at least six feet in width if solar panels are located within five hundred feet of any property zoned or used for residential purposes, said buffer to be located within the required yard setback adjoining such residential use or zoning district. Furthermore, all large solar energy systems shall be reviewed and processed as a major site plan in accordance with the provisions of § ZS 1-325 hereof. **[Amended 7-19-2011 by Bill No. 11-3; 11-18-2014 by Bill No. 14-6]**

- (3) Utility scale solar energy systems may be located in the A-1, A-2, E-1, V-1, C-1, C-2, C-3, I-1 and I-2 Districts with a minimum lot area of fifty acres which in no case may be reduced by action of the Board of Zoning Appeals notwithstanding the provisions of § ZS 1-116(c)(4). Furthermore, all approvals of utility scale solar energy systems shall be in accordance with a two-step approval process. The first step must be completed in its entirety, including the obtaining of all necessary approvals, prior to proceeding to the second step. **[Added 11-18-2014 by Bill No. 14-6]**

A. Step I concept plan approval. In this step the applicant shall submit adequate plans and documents to sufficiently address the required elements of review by the Technical Review Committee, Planning Commission and County Commissioners. This submission shall constitute the application for a utility scale solar energy system.

1. The concept plan shall include at a minimum the following:

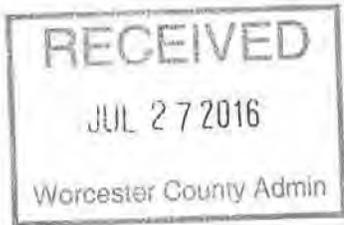
- (i) A sketch plan at a readable scale with contours shown at two-foot intervals, all existing and man-made features, existing zoning, a vicinity map, flood zone designation, and the boundary of the

Chesapeake or Atlantic Coastal Bays Critical Area and designation if applicable.

- (ii) A preliminary designation of sensitive areas, including but not limited to a preliminary delineation of any tidal or nontidal wetlands, and a forest stand delineation showing any existing significant trees.
  - (iii) A preliminary delineation of the area proposed to be disturbed by the construction of the solar energy system and a schematic plan generally identifying the existing and proposed drainage patterns for the site and potential stormwater management treatment measures.
  - (iv) A written narrative outlining the need and benefits of the proposed facility, the anticipated life of the facility, and proposed measures and financial sureties for decommissioning the facility at the end of its useful life.
  - (v) An operations and maintenance plan which includes measures to limit unauthorized access to the facility and minimize environmental impacts from cleaning and maintaining the facility, general operational parameters, and emergency operations and shutdown procedures.
  - (vi) A description of the type, size, amount, height and area occupied by the various components of the solar energy system and conceptual elevation drawings of any proposed buildings.
  - (vii) Where potable water and wastewater treatment is required, a preliminary feasibility analysis of wastewater disposal capabilities and potable water production.
  - (viii) Such other information as the Technical Review Committee, Planning Commission or County Commissioners may reasonably require to fully evaluate the proposal.
2. The Technical Review Committee shall meet with the applicants to review the concept plan and written information. The Technical Review Committee may request additional information from the applicant, including studies or reports, and may require changes or make suggestions to the applicant with regard to the application and its conformance with other sections of the Zoning and Subdivision Control Article and other pertinent laws and programs. Subsequent to the meeting, the Technical Review Committee shall prepare a report to the Planning Commission of its findings and recommendations, a copy of which shall also be supplied to the applicant. The Technical Review Committee shall review the applicant's submission and present its report to the Planning Commission within ninety days of the applicant's

submission of a complete application, unless extended by the Planning Commission.

3. The Planning Commission shall then meet with the applicant to review the submission and the report of the Technical Review Committee. The Planning Commission shall produce findings with regard to the application's consistency with the Comprehensive Plan, the terms of the Zoning and Subdivision Control Article, and any other laws or programs that may apply to the application. The Planning Commission shall also make a recommendation to the County Commissioners as to approval or disapproval of the application which may address the items contained in the Technical Review Committee Report and other such areas as it may deem appropriate. The Planning Commission shall submit its report and recommendation within ninety days of its receipt of the Technical Review Committee Report, unless extended by the County Commissioners.
  4. The County Commissioners shall consider the application and recommendation of the Planning Commission and hold a public hearing within ninety days of receipt of the Planning Commission's report and recommendation, unless extended by a majority vote of the County Commissioners. The hearing shall have the same procedural formalities as a map amendment as described in § ZS 1-113 hereof. Notice of the public hearing shall be as required in § ZS 1-114 hereof. The County Commissioners shall review the application and the Technical Review Committee and Planning Commission reports and recommendations and shall, following the public hearing, approve or disapprove the application. The County Commissioners may require independent reports by consultants at the expense of the applicant prior to making a determination with regard to the application. Failure of the County Commissioners to reach a formal decision on the application within six months of the public hearing shall constitute a denial of the application. In granting an approval the County Commissioners may impose any conditions they see fit in order to protect the health, safety and welfare of the adjoining property owners or public at large. Any conditions so established shall run with the land and shall be fully enforceable upon any subsequent owners, tenants or occupants of the property. Any approval by the County Commissioners must be unconditionally accepted by the applicant and property owner in writing within ninety days of approval by the County Commissioners. Failure to accept the approval and conditions shall be considered a rejection and abandonment of the approval by the applicant and therefore the approval shall be null and void and of no effect whatsoever.
- B. Step II master site plan approval. Upon completion of Step I the project shall be reviewed and processed as a major site plan in accordance with the provisions of § ZS 1-325 hereof.



7

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](http://www.co.worcester.md.us/drp/drpindex.htm)

MEMORANDUM

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICE DIVISION

Proposed Public Hearing  
on September 6, 2016

TO: Harold Higgins, Chief Administrative Officer  
FROM: Edward A. Tudor, Director, Development Review and Permitting *EAT*  
DATE: July 27, 2016  
RE: Request to Schedule Public Hearing – Longview Solar – Seabeach Project

---

The Department is in receipt of an application submitted by Longview Solar, LLC which seeks to approve a Step I Concept Plan for a utility scale solar energy system on property located on the northerly side of Public Landing Road (MD Route 365), across from the intersection with McCabes Corner Road. The property is shown on Worcester County Tax Map 64 as Parcel 4, 71, & 72. The proposed utility scale solar energy system consists of approximately 63,320 panels anticipated to produce 18 megawatt (DC) output. It is scheduled to be reviewed by the Planning Commission at its meeting on Thursday, August 4, 2016.

Jennifer K. Keener, Zoning Administrator, will prepare the written findings of fact and recommendation on the Planning Commission’s behalf following their meeting and a copy will be forwarded to the County Commissioners’ Office as soon as it is complete. So that we may advise the applicant of the anticipated public hearing date, we ask that the hearing for this case be scheduled by the County Commissioners.

For your convenience, a draft advertisement for the required public hearing is attached herewith and an electronic copy has been forwarded to your office as well. Full sets of the entire plan package will be made available for the public hearing. If you have any questions or need any further clarification, please do not hesitate to contact me. As always, I will be available to discuss the matter with you and the County Commissioner’s at your convenience.

EAT: jkk  
Attachment  
cc: Jennifer Keener, Zoning Administrator  
Maureen Howarth, County Attorney

**DRAFT**

NOTICE  
OF  
PUBLIC HEARING  
FOR  
STEP I CONCEPT PLAN APPROVAL  
OF A  
UTILITY SCALE SOLAR ENERGY SYSTEM

LONGVIEW SOLAR – SEABEACH PROJECT  
NORTH SIDE OF PUBLIC LANDING ROAD  
AT THE INTERSECTION WITH  
MCCABE’S CORNER ROAD

SECOND TAX DISTRICT  
WORCESTER COUNTY, MARYLAND

Pursuant to Sections 1-114 and 1-344 of the Worcester County Zoning Ordinance, application has been filed with the Worcester County Commissioners by Longview Solar, LLC to approve the Step I Concept Plan for a utility scale solar energy system on property located on the north side of Public Landing Road (MD Route 365), across from the intersection with McCabe’s Corner Road. Located in the Second Tax District of Worcester County, Maryland, the property is designated on Tax Map 64 as Parcels 4, 71 & 72. The Worcester County Planning Commission has reviewed the Longview Solar – Seabeach Project application and has given a favorable recommendation to the Worcester County Commissioners that the utility scale solar energy system be established subject to certain conditions.

Pursuant to Sections 1-114 and 1-344 of the Worcester County Zoning Ordinance, the County Commissioners will hold a

**PUBLIC HEARING**

on

**TUESDAY, \_\_\_\_\_**

**AT \_\_\_\_\_**

in the

COUNTY COMMISSIONERS’ MEETING ROOM

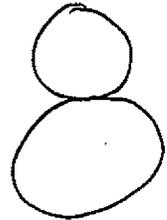
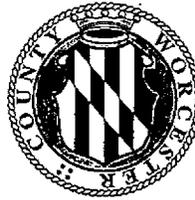
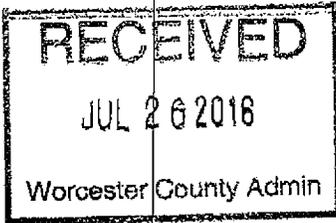
Room 1101 – County Government Center

One West Market Street, Snow Hill, Maryland 21863

At said public hearing the County Commissioners will consider the utility scale solar energy system and the recommendation of the Planning Commission, any proposed restrictions, conditions or limitations as may be deemed by them to be appropriate to preserve, improve, or protect the general character and design of the lands and improvements being developed, and the advisability of reserving the power and authority to approve or disapprove the design of the building, construction, landscaping or other improvements, alterations, and changes made or to be made on the subject land or lands to assure conformity with the intent and purpose of applicable State laws and regulations and the County Zoning Ordinance.

A map of the proposed area, the staff file on the utility scale solar energy system application and the Planning Commission’s recommendation, which will be entered into record at the public hearing, are on file and available for inspection at the Department of Development, Review and Permitting, Government Center Room 1201, One West Market Street, Snow Hill, Maryland 21863, between the hours of 8:00 A.M. and 4:30 P.M., Monday through Friday (except holidays). Interested parties may also call 410-632-1200.

Madison J. Bunting, Jr., President



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

MEMORANDUM

JOHN H. TUSTIN, P.E.  
 DIRECTOR

JOHN S. ROSS, P.E.  
 DEPUTY DIRECTOR

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

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John H. Tustin, P.E., Director *JHT*  
**DATE:** July 26, 2016  
**SUBJECT:** Waterway Grant Request for 2018

DIVISIONS

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

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

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

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

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

As requested in the attached letter from the Department of Natural Resources dated July 15, 2016, a list of Waterway Improvement Project Grant applications for the FY 2018 Budget must be received in their office by August 15, 2016 for consideration.

It is requested the County Commissioners review, prioritize and approve the following projects, and return to this office for submission to DNR prior to the deadline.

Priority	Boat Ramp	Project	Request
	Public Landing	Resurface/overlay parking lot at pavilion and pier	\$50,000
	South Point	Reconstruct, resurface parking lot	\$50,000

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

Attachments

cc: Kenneth J. Whited



Larry Hogan, Governor  
Boyd Rutherford, Lt. Governor  
Mark Belton, Secretary  
Joanne Throwe, Deputy Secretary

RECEIVED

July 15, 2016

JUL 18 2016

Worcester County  
Public Works Dept. - Admin

The Honorable Madison Jim Bunting, Jr.  
President  
County Commissioners  
One West Market Street, Room 1103  
Snow Hill, MD

RE: **Fiscal Year 2018 Waterway Improvement Fund  
Grant Application Request  
DEADLINE August 15, 2016**

Dear Commissioner Bunting:

This letter is to inform you that the Maryland Department of Natural Resources (DNR) Boating Services is now accepting grant applications for Waterway Improvement Fund projects for FY 2018. Applications must be received at our office by August 15, 2016, unless approved in advance by the Program.

The FY2017 Capital Waterway Improvement budget provided \$8.5 million in Special Funds for all projects in need of funding statewide. Waterway Improvement funds continue to be relatively limited for the statewide public boating needs. If you submitted a request for FY 2017 and did not receive an approval letter or notification, feel free to resubmit the request for consideration in FY 2018. If you will be submitting multiple project applications, please rank them according to priority (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc) so that we can take this into consideration during the scoring process.

Prior to submission, please review the current funding policies in the Program Manual to determine if matching funds will be required for your project. The manual and all current forms are available on-line at <http://dnr.maryland.gov/boating/pages/grants.aspx> For FY2019 we intend to discontinue sending grant request and other hard copy letters via USmail and will begin providing information either through email or on our website, or a combination of the two.

All applicants must use and complete the most current application form and submit all required information to ensure Boating Services correctly evaluates your proposed project. Funding requests for navigation and/or dredging related projects must include a Dredging/Navigation Project Needs & Benefits form and requests for fire/rescue vessels or equipment must include a Matching Fund Fire & Rescue grant agreement form in addition to the grant application.

The Honorable Madison Jim Bunting, Jr.  
July 15, 2016  
Page 2

As a reminder, all planning, engineering, and construction activities, as well as any vessel or equipment purchases must be publicly advertised and competitively bid to be eligible for reimbursement. Boating Services must approve all other procurement methods in advance. In addition, all bids/contracts for projects must be reviewed by Boating Services prior to acceptance or award, in accordance with the terms and conditions included in the grant application. Failure to abide by these terms and conditions could result in the Department not reimbursing the costs of the project. Furthermore, all grant applications must be signed by a local governing body, including grants requested for local fire/rescue equipment. Finally, all approved grants are subject to expiration within 3 years from the date of availability. It is important that applications are submitted when projects are ready to move forward and can be completed in a timely manner.

If you elect to charge a fee for the public to use a boating facility funded through the Waterway Improvement Fund, Boating Services must approve of it in advance. Please contact your respective Regional Administrator if you have any questions regarding this or other issues.

The Regional Administrators for Boating Services are as follows:

**Sandi Pepe (410-260-8466) [sandi.pepe@maryland.gov](mailto:sandi.pepe@maryland.gov)**  
*Regional Administrator for the Eastern Shore*  
*(Caroline, Dorchester, Kent, Queen Anne's, Talbot, Somerset, Wicomico and Worcester Counties)*

**Alice Scanlon (410-260-8440) [alicer.scanlon@maryland.gov](mailto:alicer.scanlon@maryland.gov)**  
*Regional Administrator for Central and Western Maryland*  
*(Cecil, Harford, Baltimore, Baltimore City, Howard, Montgomery, Carroll, Frederick, Washington, Allegany, and Garrett Counties)*

**Li Lan Carson (410-260-8452) [lilan.carson@maryland.gov](mailto:lilan.carson@maryland.gov)**  
*Federal Funding Coordinator and Regional Administrator for Southern Maryland*  
*(Anne Arundel, Calvert, St. Mary's, Prince George's, and Charles Counties)*

Please contact any of these individuals with any questions or concerns related to Waterway Improvement projects. If you have an urgent matter, you may contact me directly at (410) 260-8447 or [carla.fleming@maryland.gov](mailto:carla.fleming@maryland.gov). DNR Boating Services appreciates your partnership in developing and maintaining public boating access facilities in Maryland and we look forward to continuing this important work.

Sincerely,



Carla Fleming  
Director of Boating Implementation Program  
Boating Services

cc: Mr. John Tustin, Director, Worcester County Public Works  
Mr. Kenneth L. Whited, Maintenance Supervisor, Worcester County Public Works

**Boating Services  
Waterway Improvement Fund  
Application & Project Agreement**

Shaded area for State use only	WWI Grant #:
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1.	<b>APPLICANT NAME:</b> County Commissioners of Worcester County	Federal ID#: 52-6001064
2.	<b>PROJECT TITLE:</b> <u>Public Landing Resurface/overlay parking lot at Pavilion &amp; Pier</u> Individual or Multi-Year/Phased Project? (Check one) Individual Project <input checked="" type="checkbox"/> Multi-Year (Phased) Project <input type="checkbox"/>	
3.	<b>COUNTY/MUNICIPALITY:</b> Worcester	Lat: _____ Long: _____
4.	<b>LEGISLATIVE DISTRICT: 38B</b>	Last WWI Grant Issued (at this site) # _____ Amount \$ _____
5.	<b>PROJECT LOCATION (Street Address):</b> Public Landing Bay & Chincoteague Bay	
6.	<b>PROJECT DESCRIPTION (Check appropriate phase of project):</b> Engineering _____ Construction <input checked="" type="checkbox"/> Equipment _____ Acquire DMP Site _____ Other _____ <u>Provide detailed project description (Attach any available site plans/drawings/photographs of proposed project):</u> <u>Resurface/overlay parking lot at Pavilion &amp; Pier</u>	
7.	<b>TYPE OF FUNDING REQUESTED (Check one):</b> 100% State (below \$100,000) <input checked="" type="checkbox"/> Matching Fund (Max. 50% State) _____ * Matching Fund Fire/Rescue _____ State Lands Project _____ Tax District Loan _____ Service Contract _____ <i>(See Terms and Conditions item 'Q')</i> <b>**100% State Dredging/Navigation _____ \$5,000 100% State _____</b> <i>* Attach MFFR Grant Agreement Form</i> <i>**Attach Dredging/Navigation Needs &amp; Benefits Form (also for Matching Fund if applicable)</i>	
8.	<b>TOTAL ESTIMATED PROJECT COST:</b>	<b>\$50,000.00</b>
9.	<b>AMOUNT OF WATERWAY FUNDS REQUESTED:</b> <i>(Maximum amount to be reimbursed by DNR for this specific grant only)</i>	<b>\$50,000.00</b>
10.	<b>LOCAL PROJECT COORDINATOR:</b>  <u>Kenneth J. Whited</u> <u>Maintenance Superintendent</u> <u>410-632-3766</u> (Print Name)                                      (Print Title)                                      (Telephone Number)  <u>6113 Timmons Rd.</u> <u>Snow Hill</u> <u>MD</u> <u>kenwhited@co.worcester.md.us</u> (Address)                                      (City)                                      (Zip code)                                      (E-mail address)	
11.	<b>PROJECT PERIOD:</b> <i>(This grant only. Not to exceed three (3) years.)</i>	FROM: <u>7/1/2017</u> TO: <u>6/30/2018</u>
	Multi-Year Costs: Year One: \$ _____ Year Two: \$ _____ Year Three: \$ _____	<b>Total Project Cost: \$ _____ (all years)</b>
How does this application relate to the total multi-year project?		

12. **DETAILED PROJECT STATUS/JUSTIFICATION:**

A. Will project expand/improve public boating access? If yes, explain.

**Yes. Provide safer parking facilities.**

B. Will project improve/enhance boating safety? If yes, explain.

**Yes. Provide adequate parking facilities.**

C. Status of federal/state/local permits (Check appropriate permits/approvals where applicable):

**No permits will be needed.**

State Wetland License \_\_\_\_ Corps of Engineers Permit \_\_\_\_ Critical Areas \_\_\_\_ Water Quality Cert. \_\_\_\_

If all required permits are not available, provide further explanation (i.e. schedule to obtain permits, etc.):

D. For dredging projects, has a Dredge Material Placement (DMP) site been identified? Yes \_\_\_\_ No \_\_\_\_

DMP site location: \_\_\_\_\_

If no, provide status:

E. Projected expenditure rate? One Year X Two Years \_\_\_\_ Three Years + \_\_\_\_

F. Is this the continuation of a current or phased project? Yes \_\_\_\_ No X If yes, explain.

G. Will the project impact local boating congestion? Yes \_\_\_\_ No X If yes, explain

H. Number of boats that annually use facility: 500

I. Is there a fee for use of the facility? Yes \_\_\_\_ No X

*(If yes, please attach fee structure. See Terms & Conditions item 'I')*

J. Increased number of boaters annually using facility as a result of project: \_\_\_\_\_

K. Additional justification for project (attach additional page if necessary):



## Boating Services Waterway Improvement Fund Application & Project Agreement

Shaded area for State use only	WWI Grant #:
--------------------------------	--------------

1.	<b>APPLICANT NAME:</b> County Commissioners of Worcester County	Federal ID#: 52-6001064														
2.	<b>PROJECT TITLE:</b> <u>South Point Reconstruct, resurface parking lot</u> Individual or Multi-Year/Phased Project? (Check one) Individual Project <input checked="" type="checkbox"/> Multi-Year (Phased) Project <input type="checkbox"/>															
3.	<b>COUNTY/MUNICIPALITY:</b> Worcester	Lat: _____ Long: _____														
4.	<b>LEGISLATIVE DISTRICT: 38B</b>	Last WWI Grant Issued (at this site) # _____ Amount \$ _____														
5.	<b>PROJECT LOCATION (Street Address):</b> Terminus of South Point Road															
6.	<b>PROJECT DESCRIPTION (Check appropriate phase of project):</b> Engineering _____ Construction <input checked="" type="checkbox"/> Equipment _____ Acquire DMP Site _____ Other _____ <u>Provide detailed project description (Attach any available site plans/drawings/photographs of proposed project):</u> <u>Reconstruct, resurface parking lot</u>															
7.	<b>TYPE OF FUNDING REQUESTED (Check one):</b> 100% State (below \$100,000) <input checked="" type="checkbox"/> Matching Fund (Max. 50% State) _____ **100% State Dredging/Navigation _____ * Matching Fund Fire/Rescue _____ State Lands Project _____ \$5,000 100% State _____ Tax District Loan _____ Service Contract _____ * Attach MFFR Grant Agreement Form (See Terms and Conditions item 'Q') ** Attach Dredging/Navigation Needs & Benefits Form (also for Matching Fund if applicable)															
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9.	<b>AMOUNT OF WATERWAY FUNDS REQUESTED:</b> <i>(Maximum amount to be reimbursed by DNR for this specific grant only)</i>	<b>\$50,000.00</b>														
10.	<b>LOCAL PROJECT COORDINATOR:</b>  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;"><b>Kenneth J. Whited</b></td> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;"><b>Maintenance Superintendent</b></td> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;"><b>410-632-3766</b></td> </tr> <tr> <td style="text-align: center; font-size: small;">(Print Name)</td> <td style="text-align: center; font-size: small;">(Print Title)</td> <td style="text-align: center; font-size: small;">(Telephone Number)</td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black; text-align: center;"><b>6113 Timmons Rd.</b></td> <td style="width: 25%; border-bottom: 1px solid black; text-align: center;"><b>Snow Hill</b></td> <td style="width: 25%; border-bottom: 1px solid black; text-align: center;"><b>MD</b></td> <td style="width: 25%; border-bottom: 1px solid black; text-align: center;"><b>kenwhited@co.worcester.md.us</b></td> </tr> <tr> <td style="text-align: center; font-size: small;">(Address)</td> <td style="text-align: center; font-size: small;">(City)</td> <td style="text-align: center; font-size: small;">(Zip code)</td> <td style="text-align: center; font-size: small;">(E-mail address)</td> </tr> </table>		<b>Kenneth J. Whited</b>	<b>Maintenance Superintendent</b>	<b>410-632-3766</b>	(Print Name)	(Print Title)	(Telephone Number)	<b>6113 Timmons Rd.</b>	<b>Snow Hill</b>	<b>MD</b>	<b>kenwhited@co.worcester.md.us</b>	(Address)	(City)	(Zip code)	(E-mail address)
<b>Kenneth J. Whited</b>	<b>Maintenance Superintendent</b>	<b>410-632-3766</b>														
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(Address)	(City)	(Zip code)	(E-mail address)													
11.	<b>PROJECT PERIOD:</b> (This grant only. Not to exceed three (3) years.)	FROM: <u>7/1/2017</u> TO: <u>6/30/2018</u>														
	Multi-Year Costs: Year One: \$ _____ Year Two: \$ _____ Year Three: \$ _____ <b>Total Project Cost: \$ _____ (all years)</b>															
How does this application relate to the total multi-year project?																

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12. **DETAILED PROJECT STATUS/JUSTIFICATION:**

A. Will project expand/improve public boating access? If yes, explain.

**Yes. Provide for safer parking facilities.**

B. Will project improve/enhance boating safety? If yes, explain.

**Yes. Provide adequate parking facilities.**

C. Status of federal/state/local permits (Check appropriate permits/approvals where applicable):

**No permits will be required**

State Wetland License \_\_\_ Corps of Engineers Permit \_\_\_ Critical Areas \_\_\_ Water Quality Cert. \_\_\_

If all required permits are not available, provide further explanation (i.e. schedule to obtain permits, etc.):

D. For dredging projects, has a Dredge Material Placement (DMP) site been identified? Yes \_\_\_ No \_\_\_

DMP site location: \_\_\_\_\_

If no, provide status:

E. Projected expenditure rate? One Year X Two Years \_\_\_ Three Years + \_\_\_

F. Is this the continuation of a current or phased project? Yes \_\_\_ No X If yes, explain.

G. Will the project impact local boating congestion? Yes \_\_\_ No X If yes, explain

H. Number of boats that annually use facility: 300

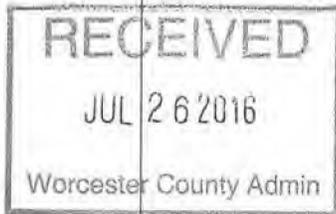
I. Is there a fee for use of the facility? Yes \_\_\_ No X

*(If yes, please attach fee structure. See Terms & Conditions item 'I')*

J. Increased number of boaters annually using facility as a result of project: \_\_\_\_\_

K. Additional justification for project (attach additional page if necessary):





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

**JOHN H. TUSTIN, P.E.**  
DIRECTOR

**MEMORANDUM**

**JOHN S. ROSS, P.E.**  
DEPUTY DIRECTOR

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

**TO: Harold L. Higgins, Chief Administrative Officer**  
**FROM: John H. Tustin, P.E., Director** *JHT*  
**DATE: July 25, 2016**  
**SUBJECT: Bid Request – Brush Chipper**  
**Department of Public Works – Roads Division**

**DIVISIONS**

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

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

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

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

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

Attached for your review and approval are bid documents for the purchase of one (1) brush chipper to be utilized by the Department of Public Works – Roads Division. Included in this packet is the Notice to Bidders, Specifications, Bid Form, and Vendor List. Once the Commissioners have had the opportunity to review the packet, it is requested that authorization is provided to solicit bids for the purchase of this equipment.

The purchase of one (1) brush chipper will replace a 1996 Vermeer 1250 Chipper (#188) that is currently not dependable and has safety issues.

Funding in the amount of \$45,000.00 for the purchase of (1) brush chipper was approved in the current FY17 operating budget in account 100.1202.9010.070.

Should you have any questions, please do not hesitate to call me.

Attachments

cc: Frank J. Adkins

# DRAFT

## NOTICE TO BIDDERS

### **Purchase of Brush Chipper Worcester County, Maryland**

The Worcester County Commissioners are currently accepting bids for the purchase of one (1) brush chipper for the Roads Division of the Department of Public Works. Bid specification packages and bid forms are available from the Office of the County Commissioners, Room 1103 – Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863-1195, obtained online at [www.co.worcester.md.us](http://www.co.worcester.md.us) or by calling the Commissioner's Office at 410-632-1194 to request a package by mail. **Sealed bids will be accepted until 1:00 p.m., Monday, August 22, 2016**, 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 "**Bid for Brush Chipper**" in the lower left-hand corner. After opening, bids will be forwarded to the Department of Public Works for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and 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 bid, quality of goods and 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 shall be directed to Frank Adkins, Roads Superintendent, at 410-632-2244, Monday through Thursday, between 6:00 a.m. to 4:30 p.m.

# **BID SPECIFICATIONS**

## **1. Bids**

- A. Bids should be submitted in sealed envelopes clearly marked in lower left-hand corner **"Bid for Brush Chipper"**.

## **2. Late Bids**

- A. Bids should be mailed or hand-carried to be received in the Office of the County Commissioners by or before **1:00 p.m. on August 22, 2016**. Bids received after the appointed time will not be considered.

## **3. Taxes**

- A. The County is exempt from all Federal and States taxes. Therefore, bidders' price should reflect the same.

## **4. Scope of Work**

- A. To supply one (1) brush chipper.
- B. Vendor is responsible for delivery of awarded equipment to the Department of Public Works - Roads Division at 5764 Worcester Highway, Snow Hill, Maryland 21863. All paperwork shall accompany equipment.

## **5. Payment**

- A. Submit payment to the Department of Public Works – Roads Division for review and processing upon delivery of said new equipment purchase.

## **6. Award of Contract**

- A. Bids will be opened by the Chief Administrative Officer or Assistant Chief Administrative Officer in the Office of the County Commissioners and read aloud at **1:00 p.m. on August 22, 2016**.

B. The Department of Public Works shall prepare a tabulation of said bids and a recommendation to the County Commissioners at the next regular meeting of the Commissioners. In awarding the bids, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities herein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and 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.

## **7. Equipment Specifications**

The following specifications represent one (1) brush chipper or equivalent for Worcester County Public Works – Roads Division.

### **General:**

Vermeer BC1000XL or equivalent;  
Weight 4600 minimum;  
Transport length approximately 150”;  
Width approximately 67”;  
Height approximately 101”.

### **Engine:**

Make and model: Cummings or equal;  
Gross H.P. 74 or greater;  
Type of fuel – diesel;  
Cylinders – 4.

### **Capacities:**

Fuel tank 25 gallon minimum;  
Hydraulic tank 7 gallon minimum.

### **Cutting System:**

Infeed opening 52”x32”;  
Feed table length 32”;  
Feed table height 26”;  
Feed roller style – single horizontal;  
Infeed rate of pm – 105 pm;  
Infeed throat 12”x17”.

### **Chassis:**

Frame .25”x7” Z channel;  
Tires ST225/75R15 LRD (standard);  
Axle suspension 7000 lb. capable of carrying max load;  
Basic discharge deflector;  
Electric brakes with breakaway switch;  
Pintle hitch adjustable;  
Basic sound reduction.

**Electrical:**

12 volt system;  
Lights: stop,turn, tail, and license;  
Basic instrumentation.

**Miscellaneous:**

Service manual;  
Operator's manual;  
Minimum one year/1,000 hour warranty;  
All warranty work on equipment shall be provided on site or transported to and/or from dealership at dealers cost;  
Spare tire and wheel;  
Title fee to be included in bids.

**\*\* If there is any specification differences please make sure to note them when submitting your bid.**

# BID FORM

## Worcester County Department of Public Works – Roads Division “Purchase of Brush Chipper”

I/We have reviewed the specifications and provisions for furnishing/delivering one (1) brush chipper and understand said requirements as stated herein. I/We hereby propose to furnish and deliver the following:

### One (1) brush chipper:

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Total Cost Per Unit: \$ \_\_\_\_\_

Total Bid Price including delivery: \$ \_\_\_\_\_

*If there is any specification differences please make sure to note them when submitting your bid.*

Delivery To: Department of Public Works – Roads Division  
5764 Worcester Highway, Snow Hill, MD 21863

Described unit will be delivered by: \_\_\_\_\_

**BID MUST BE SIGNED AND SPECIFICATIONS MUST BE ATTACHED TO BE  
CONSIDERED.**

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

Signature: \_\_\_\_\_

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

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

Firm: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

## VENDOR LIST:

Folcomer Equipment Corporation  
12420 Sussex Highway  
P.O. Box 338  
Greenwood, DE 19950  
Attention: Mike Youse  
Phone No.: 800-756-9433  
Fax No.: 302-349-5785  
Email: [m.youse@folcomer.com](mailto:m.youse@folcomer.com)

Vermeer Mid Atlantic, Inc.  
Post Office Box 299  
Annapolis Junction, MD 20701  
Attention: Chris Campbell  
Phone No.: 301-498-5200  
Fax No.: 301-498-8720  
Email: [chris.campbell@VermeerMA.com](mailto:chris.campbell@VermeerMA.com)

Tri Supply & Equipment  
110 Columbia Road  
Salisbury, MD 21801  
Attention: George Simon  
Phone No.: 443-783-5600  
Fax No.: 302-838-6222  
Email: [www.trisupplyequipment.com](http://www.trisupplyequipment.com)

Standard Equipment Company  
9060 Ocean Highway  
Delmar, MD 21875  
Attention: Billy Bock  
Phone No.: 410-546-1090  
Fax No.: 410-547-0899  
Email: [billy.bock@jesco.com](mailto:billy.bock@jesco.com)

Security Equipment Company  
3828 Washington Blvd.  
Baltimore, MD 21227  
Attention: Tom Livingston  
Phone No.: 410-247-9600  
Fax No.: 410-247-4819  
Email: [toml@securityfnh.com](mailto:toml@securityfnh.com)

Correlli Incorporated  
Post Office Box 43215  
Baltimore, MD 21236  
Attention: Bill Correlli  
Phone No.: 443-503-5641  
Fax No.: 443-503-5678  
Email: [billcorrelli@aol.com](mailto:billcorrelli@aol.com)



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

JOHN H. TUSTIN, P.E.  
DIRECTOR

MEMORANDUM

JOHN S. ROSS, P.E.  
DEPUTY DIRECTOR

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

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John H. Tustin, P.E., Director *JHT*  
**DATE:** July 25, 2016  
**SUBJECT:** Bid Request - Four Offset Hydraulic Rotary Cutters  
Department of Public Works – Roads Division

DIVISIONS

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

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

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

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

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

Attached for your review and approval are bid documents for the purchase of four (4) offset hydraulic rotary cutters to be utilized by the Department of Public Works – Roads Division. Included in this packet is the Notice to Bidders, Specifications, Bid Form, and Vendor List. Once the Commissioners have had the opportunity to review the packet, it is requested that authorization is provided to solicit bids for the purchase of this equipment.

The purchase of two (2) offset hydraulic rotary cutters will replace two (2) 2006 Rhino DB-150 cutters that is currently unusable and beyond repair and two (2) rotary cutters will be installed on the new tractors that were approved in the current FY17 budget.

Funding in the amount of \$48,136.00 for the purchase of (4) offset hydraulic rotary cutters was approved in the current FY17 operating budget in account 100.1202.9010.070.

Should you have any questions, please do not hesitate to call me.

Attachments

cc: Frank J. Adkins

# DRAFT

## NOTICE TO BIDDERS

### **Purchase of Offset Hydraulic Rotary Cutters Worcester County, Maryland**

The Worcester County Commissioners are currently accepting bids for the purchase of four (4) offset hydraulic rotary cutters for the Roads Division of the Department of Public Works. Bid specification packages and bid forms are available from the Office of the County Commissioners, Room 1103 – Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863-1195, obtained online at [www.co.worcester.md.us](http://www.co.worcester.md.us) or by calling the Commissioner’s Office at 410-632-1194 to request a package by mail. **Sealed bids will be accepted until 1:00 p.m., Monday, August 22, 2016**, 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 “**Bid for Rotary Cutters**” in the lower left-hand corner. After opening, bids will be forwarded to the Department of Public Works for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and 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 bid, quality of goods and 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 shall be directed to Frank Adkins, Roads Superintendent, at 410-632-2244, Monday through Thursday, between 6:00 a.m. to 4:30 p.m.

## **BID SPECIFICATIONS**

### **1. Bids**

- A. Bids should be submitted in sealed envelopes clearly marked in lower left-hand corner **“Bid for Rotary Cutters”**.

### **2. Late Bids**

- A. Bids should be mailed or hand-carried to be received in the Office of the County Commissioners by or before **1:00 p.m. on August 22, 2016**. Bids received after the appointed time will not be considered.

### **3. Taxes**

- A. The County is exempt from all Federal and States taxes. Therefore, bidders' price should reflect the same.

### **4. Scope of Work**

- A. To supply four (4) offset hydraulic rotary cutters.
- B. Vendor is responsible for delivery of awarded equipment to the Department of Public Works - Roads Division at 5764 Worcester Highway, Snow Hill, Maryland 21863. All paperwork shall accompany equipment.

### **5. Payment**

- A. Submit payment to the Department of Public Works – Roads Division for review and processing upon delivery of said new equipment purchase.

### **6. Award of Contract**

- A. Bids will be opened by the Chief Administrative Officer or Assistant Chief Administrative Officer in the Office of the County Commissioners and read aloud at **1:00 p.m. on August 22, 2016**.

- B. The Department of Public Works shall prepare a tabulation of said bids and a recommendation to the County Commissioners at the next regular meeting of the Commissioners. In awarding the bids, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities herein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and 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.

## **7. Equipment Specifications**

The following specifications represent four (4) offset hydraulic rotary cutters or equivalent for Worcester County Public Works – Roads Division.

### **Model and Type:**

Rhino, Alamo or equivalent;  
DB150, Exten-A Kut II or equivalent.

### **Mounting:**

Three point hitch with category II pins;  
Double lug hitch for lower pins.

### **Cutting Head:**

60" wide cut;  
Shall cut brush up to 1" in diameter;  
10 gauge deck thickness;  
Pan blade carrier;  
Front and rear chain guards;  
Shall have one spindle blade;  
Minimum blade tip speed 18,850 FPM;  
2 free swinging, updraft design blades;  
Shall have transport locking arm;  
Replaceable skid shoes.

### **Counterweight:**

Stationary - no movable counterweights;  
Shall not hang out pass the width of tractor;  
SMV Decal to be mounted on hydraulic tank.

### **Hydraulics:**

Gear type hydraulic motor;  
2000 PSI relief valve setting;  
Mower tilt and extension controlled by tractor remotes;  
Minimum: 37 GPM at 1800 RPM (pump);  
Maximum: 2500 PSI (pump);  
No mechanical drive lines;

**Hydraulics Continued:**

Speed changer or increaser and pump to be directly mounted to PTO or mounted to mower deck;

Shut-off valve to be installed between hydraulic tank and pump.

**Miscellaneous:**

Manuals for operator, parts, and service;

One year warranty from date equipment is put into use;

No service fees or charges for repairs shall be made while mower is under warranty;

One copy of the complete descriptive literature and specifications as published by manufacturer to be furnished.

**\*\* If there is any specification differences please make sure to note them when submitting your bid.**

# BID FORM

## Worcester County Department of Public Works – Roads Division “Purchase of Offset Hydraulic Rotary Cutters”

I/We have reviewed the specifications and provisions for furnishing/delivering four (4) offset hydraulic rotary cutters and understand said requirements as stated herein. I/We hereby propose to furnish and deliver the following:

**Four (4) offset hydraulic rotary cutters:**

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Total Cost Per Unit: \$ \_\_\_\_\_

Total Bid Price including delivery: \$ \_\_\_\_\_

*If there is any specification differences please make sure to note them when submitting your bid.*

Delivery To: Department of Public Works – Roads Division  
5764 Worcester Highway, Snow Hill, MD 21863

Described unit will be delivered by: \_\_\_\_\_

**BID MUST BE SIGNED AND SPECIFICATIONS MUST BE ATTACHED TO BE  
CONSIDERED.**

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

Signature: \_\_\_\_\_

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

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

Firm: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

## VENDOR LIST:

Atlantic Tractor  
31415 John Deere Drive  
Salisbury, MD 21804  
Attention: Gary Yorton  
Phone No.: 410-860-0676  
Fax No.: 410-860-1704  
E-mail: [gyorton@atjd.net](mailto:gyorton@atjd.net)

Eastern Shore Tractor Company  
22529 Lankford Highway  
Accomac, VA 23301  
Attention: Carter Madgett  
Phone No.: 757-787-4141  
Fax No.: 757-787-9293  
E-mail: [carter.madgett@easternshoretractor.com](mailto:carter.madgett@easternshoretractor.com)

Rathell Farm Equipment Co., Inc.  
12682 Old Skipton Road  
Cordova, MD 21625  
Attention: Jeff Rathell  
Phone No.: 410-822-1772  
Fax No.: 410-820-7781  
E-mail: [jeff@rathellfarm.com](mailto:jeff@rathellfarm.com)

Security Equipment Co.  
3828 Washington Blvd.  
Baltimore, MD 21227  
Attention: Jeff Trivull  
Phone No.: 410-247-9600  
Fax No.: 410-247-4819  
E-mail: [jefft@securityfnh.com](mailto:jefft@securityfnh.com)

Atlantic Tractor  
7321 Ocean Highway  
Pocomoke City, Maryland 21851  
Attention: Jeff Dolbow  
Phone No.: 410-957-2727  
Fax No.: 410-957-4284  
E-mail: [jdolbow@atjd.net](mailto:jdolbow@atjd.net)

JC Enterprises  
6606 Rim Ridge Way  
Bakersfield, CA 93313  
Attention: Juzer Qasim  
Phone No.: 661-831-2452  
Fax No.: N/A  
E-mail: N/A

Selbyville Tractor & Equipment, Inc.  
P. O. Box 128  
Selbyville, DE 19975-1028  
Attention: Grise McCabe  
Phone No.: 1-800-292-6542  
Fax No.: 302-436-9595  
E-mail: [selbyvillesalesoffice@mchsi.com](mailto:selbyvillesalesoffice@mchsi.com)

Group Farm Equipment  
6899 Lincoln Highway  
Bedford, PA 15522  
Attention: Travis Group  
Phone No.: 814-623-0747  
Fax No.: 814-623-1944  
E-mail: N/A



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

JOHN H. TUSTIN, P.E.  
DIRECTOR

JOHN S. ROSS, P.E.  
DEPUTY DIRECTOR

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

DIVISIONS

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

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

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

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

MEMORANDUM

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John H. Tustin, P.E., Director *JHT*  
**DATE:** July 25, 2016  
**SUBJECT:** Bid Request – Two Cab Tractors  
Department of Public Works – Roads Division

-----  
Attached for your review and approval are bid documents for the purchase of two (2) cab tractors to be utilized by the Department of Public Works – Roads Division. Included in this packet is the Notice to Bidders, Specifications, Bid Form, and Vendor List. Once the Commissioners have had the opportunity to review the packet, it is requested that authorization be provided to solicit bids for the purchase of this equipment.

The purchase of these two (2) cab tractors will replace a 2001 New Holland TS-90 (#144) and a 2000 New Holland TS-90 (#148) that are currently not dependable.

Funding in the amount of \$142,200.00 for the purchase of (2) cab tractors was approved in the current FY17 operating budget in account 100.1202.9010.070.

Should you have any questions, please do not hesitate to call me.

Attachments

cc: Frank J. Adkins

# DRAFT

## NOTICE TO BIDDERS

### **Purchase of Cab Tractors Worcester County, Maryland**

The Worcester County Commissioners are currently accepting bids for the purchase of two (2) current production model cab tractors for the Roads Division of Public Works. Bid specification packages and bid forms are available from the Office of the County Commissioners, Room 1103 – Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, obtained online at [www.co.worcester.md.us](http://www.co.worcester.md.us) or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. **Sealed bids will be accepted until 1:00 p.m., Monday, August 22, 2016**, 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 "**Bid for Cab Tractors**" in the lower left-hand corner. After opening, bids will be forwarded to the Department of Public Works for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and 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 bid, quality of goods and 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 shall be directed to Frank Adkins, Roads Superintendent, at 410-632-2244, Monday through Thursday, between 6:00 a.m. to 4:30 p.m.

# **BID SPECIFICATIONS**

## **1. Bids**

- A. Bids should be submitted in sealed envelopes clearly marked in lower left-hand corner "**Bid for Cab Tractors**".

## **2. Late Bids**

- A. Bids should be mailed or hand-carried to be received in the Office of the County Commissioners by or before **1:00 p.m. on August 22, 2016**. Bids received after the appointed time will not be considered.

## **3. Taxes**

- A. The County is exempt from all Federal and States taxes. Therefore, bidders' price should reflect the same.

## **4. Scope of Work**

- A. To supply two (2) cab tractors.
- B. Vendor is responsible for delivery of awarded equipment to the Department of Public Works - Roads Division at 5764 Worcester Highway, Snow Hill, Maryland 21863. All paperwork shall accompany equipment.

## **5. Payment**

- A. Submit payment to the Department of Public Works – Roads Division for review and processing upon delivery of said new equipment purchase.

## **6. Award of Contract**

- A. Bids will be opened by the Chief Administrative Officer or Assistant Chief Administrative Officer in the Office of the County Commissioners and read aloud at **1:00 p.m. on August 22, 2016**.

- B. The Department of Public Works shall prepare a tabulation of said bids and a recommendation to the County Commissioners at the next regular meeting of the Commissioners. In awarding the bids, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities herein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and 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.

## **7. Equipment Specifications**

The following specifications represent two (2) current production model cab tractors or equivalent for Worcester County Public Works – Roads Division.

### **1. Make, Model and Type:**

John Deere; Ford; Case; Kubota; or equivalent;  
Model 6105D; TS.105; Farmall 110A; M108; or equivalent  
Designed for general purpose usage;  
Minimum 90 PTO HP – Diesel;  
105 HP wet sleeve engine.

### **2. Transmission:**

12 forward and 12 reverse with power reverser;  
Differential lock;  
Heavy duty clutch;  
2 wheel drive.

### **3. PTO and Hydraulics:**

540 PTO;  
Dual remote hydraulics with male quick couplers;  
Minimum 20 GPM.

### **4. Hitch and Drawbar:**

Category 2 three point hitch;  
One piece lower lift arms;  
Standard drawbar.

### **5. Cab and Trim:**

Heat and air conditioning;  
Foot accelerator;  
Tool box;  
Heavy duty alternator;  
Standard LED lights with LED amber strobe on top of cab;  
AM-FM Radio;  
SMV sign.

**6. Axles, Wheels and Tires:**

Standard front axle; adjustable;  
Front Wheels 10.00 x 16;  
Rear Wheels 18.4 - 34;  
One (1) spare wheel each for front;  
Flange axle, 8 position steel wheels;  
One (1) spare rear tire and wheel mounted per tractor;  
Radial rear tires.

**7. Warranty:**

Minimum 2 year / 2,000 hour factory warranty;  
All warranty work on equipment shall be provided on site or transported to and/or from the dealership at dealer's cost;  
Optional warranty: 3 year / 3,000 hour on engine, powertrain, and electronics.

**8. Miscellaneous:**

Paint color; Safety yellow or equivalent (Chassis, Hood, Fenders, Cab Top);  
Owner's Manual;  
Parts Manual  
Service Manual;  
Minimum 600 lb. weight on front of tractor;  
Mirrors on outside of cab 8" x 10";  
Upon delivery of said equipment two (2) mowers must be attached including all hardware, hoses, etc. and in complete working order to the satisfaction of the Roads Division;  
Title fee to be included in bids.

**\*\* If there is any specification differences please make sure to note them when submitting your bid.**

**BID FORM**

**Worcester County Department of Public Works – Roads Division  
“Purchase of Cab Tractors”**

I/We have reviewed the specifications and provisions for furnishing/delivering two (2) current production model cab tractors and understand said requirements as stated herein. I/We hereby propose to furnish and deliver the following:

**Two (2) current production model cab tractors:**

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Total Cost Per Unit: \$ \_\_\_\_\_

Total Bid Price including delivery: \$ \_\_\_\_\_

Warranty Option Cost Per Unit: \$ \_\_\_\_\_

*If there is any specification differences please make sure to note them when submitting your bid.*

Delivery To: Department of Public Works – Roads Division  
5764 Worcester Highway, Snow Hill, MD 21863

Described unit will be delivered by: \_\_\_\_\_

**BID MUST BE SIGNED AND SPECIFICATIONS MUST BE ATTACHED TO BE  
CONSIDERED.**

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

Signature: \_\_\_\_\_

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

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

Firm: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

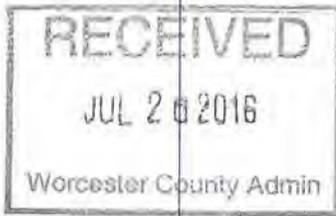
## VENDOR LIST:

Atlantic Tractor  
31415 John Deere Drive  
Salisbury, MD 21804  
Attention: Gary Yorton  
Phone No.: 410-860-0676  
Fax No.: 410-860-1704  
E-mail: [gyorton@atjd.net](mailto:gyorton@atjd.net)

Selbyville Tractor and Equipment, Inc.  
36611 Dupont Highway  
P. O. Box 128  
Selbyville, DE 19975-1028  
Attention: Grise McCabe  
Phone No.: 1-302-436-5121  
Fax No.: 302-436-9595  
E-mail: [selbyvillesalesoffice@mchsi.com](mailto:selbyvillesalesoffice@mchsi.com)

Burke Equipment  
11196 East Snake Road  
Delmar, DE 19940  
Attention: Rich Malone  
Phone No.: 302-248-7070  
Fax No.: 302-248-7075  
E-mail: [rmalone@burkeequipment.com](mailto:rmalone@burkeequipment.com)

Hoober, Inc.  
6367A Stein Highway  
Seaford, DE 19973  
Attention: George Bradley  
Phone No.: 800-843-3056  
Fax: 302-629-3775  
E-mail: [gbradley@ghoover.com](mailto:gbradley@ghoover.com)



12

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

JOHN H. TUSTIN, P.E.  
DIRECTOR

JOHN S. ROSS, P.E.  
DEPUTY DIRECTOR

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

MEMORANDUM

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John H. Tustin, P.E., Director *JHT*  
**DATE:** July 26, 2016  
**SUBJECT:** Riddle Farm Commercial Water and Sewer Infrastructure  
Project Change Order

DIVISIONS

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

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

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

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

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

.....

As the construction of the Riddle Farm Commercial Water and Sewer Infrastructure Project continues to progress at a rather rapid pace, an issue related to the site conditions has been brought to our attention that will prohibit the construction of the gravity sewer portion of the project as proposed in District B, this is the most eastern portion, of the project. An investigation conducted by the contractor revealed that sub grade soil conditions in the crossing of the 14<sup>th</sup> fairway of the Man of War Golf Course will prevent them from constructing the gravity sewer by trenchless methods in that area. The soils are an organic silt and it is felt that the ability to maintain grade, using the trenchless method, over the 350 foot distance is not achievable. The only method to construct the gravity portion would be to dewater, open cut, bring suitable bedding material in and lay the pipe. The golf course owner, who is providing the easement for this effort, has stated that he will not allow his golf course to be disturbed by using the open trench construction. Alternate methods of providing sewer to the properties on the south side of Rt. 50 in the vicinity of the eastern terminus of Samuel Bowen Boulevard were investigated.

Attached to this memo are concept plans for construction of a low pressure sewer line and a revised waterline route to avoid any disturbance to the golf course. These concept plans were prepared in advance of the final design drawings so that this concept can be presented and evaluated while final drawings are being prepared. Timing is important since construction is ongoing and approvals from MDE and possibly other regulatory agencies will be required before this work can commence.

This revision will continue to provide service to these eastern properties while keeping the project costs in line with original estimates. Be aware that the final product will require both the Finch and Steffey Properties (highlighted on the concept plan) to purchase and utilize individual grinder pumps for service to their respective properties, a cost to property owners that was not originally anticipated. These property owners have been contacted by HB Solutions and have agreed to this change in service, confirming e-mails attached hereto.

We are requesting that the County Commissioners review the material provided and approve of this change in design as proposed.

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

Attachments

cc: John S. Ross, P.E. Deputy Director

\* See proposed amended agreement on page 17

July 25, 2016

Mr. John Ross, PE  
Deputy Director  
Worcester County  
Department of Public Works  
1000 Shore Lane  
Berlin, MD 21811

RE: Construction Change Order  
Glen Riddle Service Area Project  
District 'B' Sanitary Sewer and Watermain Extension  
MDE Permit # 15-22:23-1093  
Worcester County, MD

Dear Mr. Ross:

As discussed, the purpose of this letter is to formally request approval of Change Order #1 to the above referenced project. Unanticipated/differing site conditions have required that the original approved DMW design be revised due to soil conditions unsuitable for the proposed utility installation. Specifically, the existing soil conditions will not support utilization of a steel casing and carrier pipes by jack & bore method with the necessary grade and slope precision required for this type of work. For the same reasons, directional drilling has been ruled out by the geotechnical engineer and contractor.

Enclosed, please find copies of correspondence from the consulting geotechnical engineer, Hardin-Kight Associates, supporting soil borings describing the existing soil conditions, and an explanation why failure of the proposed utility installation is anticipated. Hardin-Kight Associates was the original geotechnical engineer for the Riddle Farm subdivision and golf course and has extensive experience with the soils on this property. Also enclosed please find copies of letter from the contractor (A.P. Croll & Son) documenting their professional opinion from a construction standpoint and their hesitation to proceed with the installation under such risky conditions. Both Hardin-Kight and A.P. Croll are very well-respected and knowledgeable in their fields.

Both the contractor and the geotechnical engineer are in agreement that the soft clayey/silty soil conditions will not allow jack & bore method of utility installation at this location. We have reviewed this data and are in agreement with the contractor and geotechnical engineer.

*Nicholas R. Wiley, AIA, LEED AP  
Bundy B. Duplantis, P.E.  
Charles R. Winters, III, L.S.  
W. Zachary Crowell, P.E.  
Michael E. Wierzbicki, AIA  
Jesse P. Lutz, P.E.  
Rory W. Landon, P.E.  
Gemma G. Fritsch, L.S.*

Mr. John Ross  
Glen Riddle Service Area Project  
July 25, 2016  
Page 2

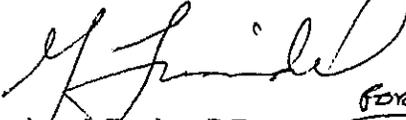
The planning and preliminary engineering has been completed to determine the most cost effective solution. We reviewed other methods of utility installation and we evaluated various water and sewer alignments from planning, engineering, and construction aspects. Enclosed, please find concept plans showing the proposed water and sewer main realignments. The Engineer, County, and Contractor have all provided preliminary conceptual approval and are in agreement that these revisions offer the most effective solution for the utility installation.

Following the Commissioner's review and approval, the design will be finalized and revised per field change.

We have included all the information that we feel you will need for review of our request. This is a priority water and sewer system conveyance project for Worcester County. We appreciate your assistance with facilitating this project.

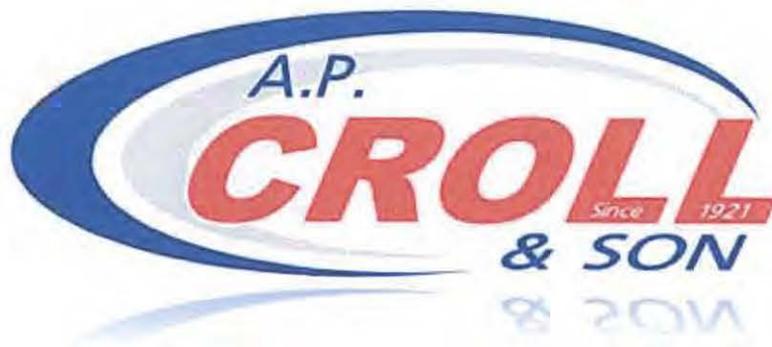
Please contact me if you have any questions or comments.

Sincerely,  
DAVIS, BOWEN & FRIEDEL, INC.

  
Joshua J. Taylor, P.E.  
Associate

Enclosures

CC: John Tustin, P.E., Worcester County - Public Works Director  
Dane Bauer, H&B Solutions, LLC  
Scott Fowler, A.P. Croll & Son, Inc.



Melissa Hall/Dane Bauer  
H&B Solutions, LLC  
37534 Oliver Drive  
Selbyville, DE 19975

February 17, 2016

Re: Riddle Farm – Boring Locations/Soil Analysis

Melissa & Dane,

Based on the boring reports provided by Hardin-Kight (attached) in the vicinity of the requested Jack & Bore under the golf course fairway, we have determined that an on-grade Jack & Bore under the fairway cannot be accomplished with any degree of guaranteed success. Because of the loose soft and saturated organic soil in this area and the inability to dewater the entire length without disturbing the course, the ground simply would not support the steering head in order to achieve a gradual grade as required. Furthermore the hammer blow count report further supports the fact that the soil conditions along with the degree of saturation due to the water table elevation results in no foundation support.

It would be extremely likely that the weight of the steel casing alone would cause the bore to dive with nothing structural enough for the steering head to push against to bring the casing back up. When this happens there is no way to retrieve the steering head mechanism but to dig it up along with the failed casing. The only option given these conditions is to dewater and open cut the trench in order to install the gravity sewer.

We could theoretically directional drill the water main as it does not have to maintain a fixed grade, but because we will have to open cut for the sewer installation we could install the water via open cut immediately behind the sewer. This is open for discussion.

The disturbance width will be within the limits of the easement. The duration of the project is anticipated to be 2 to 3 weeks. Dewatering will take 7 to 10 days and open cut across the golf course will take 3 to 4 days; with backfill and restoration to follow. We would need to contract with a professional landscaper as recommended by the Riddle Farm Associations Golf Course Maintenance Department to come directly behind us to restore the golf course to its original condition.

Sincerely,

Scott Fowler, Project Manager

22997 Lewes Georgetown Highway • P.O. 748 • Georgetown, DE 19947  
(302)856-6177 • Fax (302)856-3482 • [www.apcroll.com](http://www.apcroll.com)

**From:** Paul Till [mailto:[PTill@hardin-kightassociates.com](mailto:PTill@hardin-kightassociates.com)]  
**Sent:** Tuesday, February 16, 2016 4:55 PM  
**To:** Melissa Hall  
**Cc:** Dane S. Bauer  
**Subject:** RE: Riddle Farm -- Boring Locations

Melissa/Dane – See attached boring logs and boring location plans from previous subsurface investigations performed on the Glenn Riddle property. Boring B-2, drilled for the foundation investigation in June 2003, is east of the proposed sewer line extension. Boring B-6, drilled in March 2002 for the SWM Pond investigation, is west of the proposed sewer line extension. The soil conditions identified at both locations are near identical, and consist of Sand underlain with soft clay and organic silt. The sand extends from the surface to depths of 7 feet (el. 3.0 +/-). The soft clay and organic silt extends to depths of 11 to 12 feet below the surface (el. -3.0) . From review of the Glen Riddle Area B sewer extension drawing (sheet 2 of 6) provided, the design invert elevation of the proposed sewer extension vary between elevation -2.0 and -4.65, which coincide with the elevation of the soft clay and organic silt layer previously identified.

From our conversations, we understand the proposed sewer extension will be installed using the Jack & Bore (horizontal drilling) technique to limit disturbance to the existing golf course and roadbed of US Route 50. When taking into consideration the limited design slope of the proposed sewer (1.09 feet over 390 linear feet), and considering that the horizontal drilling will likely follow the subsurface profile of the very soft soil previously identified, we anticipate that it will be near impossible to maintain design elevation of the proposed sewer pipe utilizing the jack & bore technique. If the proposed sewer extension is installed with the jack & bore technique, significant deflection of the completed sewer line is very likely and should be anticipated. We recommend that consideration be given to open cut trench excavation in areas outside of the US Rt. 50 ROW. With the open cut method, the underlying soft soils encountered at the bottom of the trench excavation can be removed and replaced with stone, and the bottom of the pipe excavation can be stabilized without risk of settlement.

Any questions, please call.

Paul Till  
Vice President  
Hardin-Kight Associates, Inc  
12515 Caterpillar Rd.  
Bishopville, MD 21813  
410-352-5001 (office)  
443-497-2182 (cell)

**CONFIDENTIALITY NOTICE:** This email message may contain confidential information and it may be subject to privilege protecting communications. This message and any attachments are intended for the use of the addressee(s) named above. If you are not the intended recipient of this message, you are hereby notified that any use, distribution, dissemination or reproduction of this message, partial or in its entirety is prohibited. If you have received this message in error, please notify sender immediately by email and we request that you delete the message and attachments, if any.

## Record of Soil Exploration

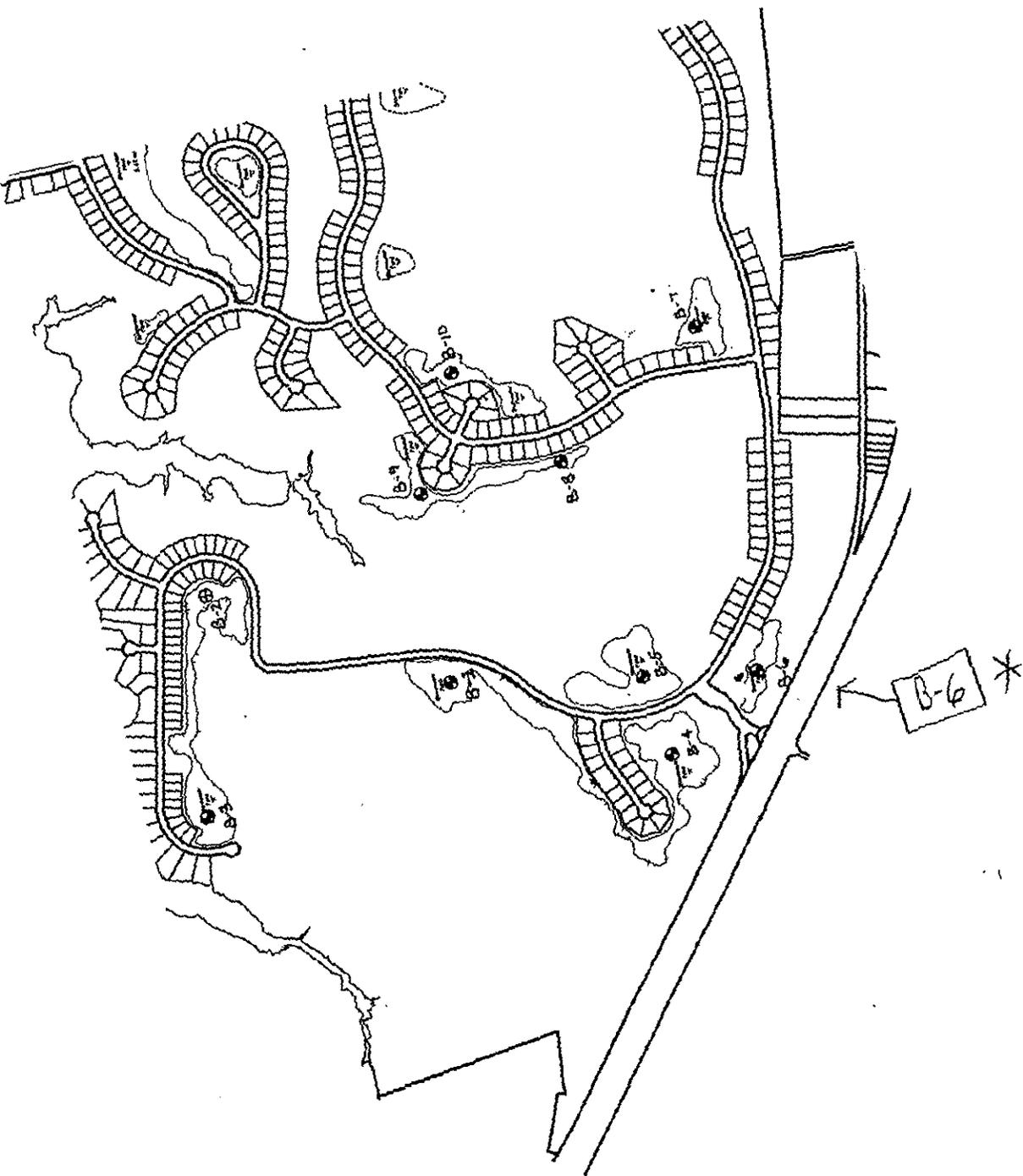
Contracted With: **CENTEX TAYLOR**  
Projects Name: **RIDDLE FARM POND BORINGS #10396**  
Location: **BERLIN, MARYLAND**

Boring: **B - 6 (Pond E)**  
Job #: **02657**

Datum	-	Hammer Wt.	140 Lbs.	Rock Core Dia.	-	Foreman	GLEN
Surf. Elev.	9.76	Hammer Drop	30 in.	Hole Diameter	6"	Inspector	BRANNOCK
Date Started	3/5/02	Pipe Size	2 in.	Boring Method	HSA	Date Finished	3/5/02

Elev.	Soil Description <small>Color, Moisture, Density Plasticity, Size Proportions</small>	Strata Depth	Depth Scale	Sample					Boring & Sample Notes
				Cond	Blows / 6"	No.	Type	Rec.	
7.76	Brown, moist, very loose, fine silty SAND (SM)	2.0	0	D	2-2-1	1	DS	18"	.5' Topsoil encountered at surface.
			5	D	6-8-8	2	DS	16"	Water encountered @ 6.5' Caved @ 3.9'
2.76	Orange, tan, moist to wet, medium dense, fine to medium SAND, little silt (SP/SM)	7.0	10	D	7-8-9	3	DS	16"	
1.76	Grey, wet, soft CLAY (CL)	8.0	15	D	2-2-3	4	DS	18"	
-7.76	Black, wet, soft organic silt (OL)	9.0	20	D	4-4-5	5	DS	10"	
	Tan to grey, wet, loose to medium dense, fine silty SAND (SM)		25	D	3-3-9	6	DS	16"	
			30	D	6-9-10	7	DS	16"	
-15.24		25.0	35	D	10-14-14	8	DS	16"	
	Bottom of Boring - 25.0'		40						

<b>Sampler Type</b>	<b>Sample Conditions</b>	<b>Ground Water Depth</b>	<b>Boring Method</b>
DS - DRIVEN SPLIT SPOON	D - DISINTEGRATED	AT COMPLETION 3.2_FT	HSA - HOLLOW STEM AUGERS
PT - PRESSED SHELBY TUBE	I - INTACT	AFTER 72_HRS 2.2_FT	CFA - CONTINUOUS FLIGHT AUGERS
CA - CONTINUOUS FLIGHT AUGER	U - UNDISTURBED	AFTER 24_HRS FT	DC - DRIVEN CASING
RC - ROCK CORE	L - LOST		MD - MUD DRILLING



Hardin-Kight Associates, Inc.  
 12515 Caterpillar Lane  
 Bishopville, Maryland 21813

Office: 410-352-5001  
 Fax: 410-352-3228  
 e-mail: hkaoc@aol.com

## Record of Soil Exploration

Contracted With: **CENTEX TAYLOR**  
 Projects Name: **RIDDLE FARM LOT INVESTIGATION**  
 Location: **LOT 123**

Boring: **B - 2**  
 Job #: **03815**

Datum	-	Hammer Wt. <b>140</b> Lbs.	Sampler	-	Foreman	<b>BILL KIMES</b>
Surf. Elev.		Hammer Drop <b>30</b> in.	Rock Core Dia.	<b>6"</b>	Inspector	<b>MM/PT</b>
Date Started	<b>6/30/03</b>	Pipe Size <b>2</b> in.	Hole Diameter	<b>HSA</b>	Date Finished	<b>6/30/03</b>

Elev.	Soil Description* <small>Color, Moisture, Density Plasticity, Size Proportions</small>	Strata Depth	Depth Scale	Sample					Boring & Sample Notes
				Cond	Blows / 6"	No.	Type	Rec.	
	Grey/brown, moist, loose, medium to fine, silty SAND and organics (SM) (FILL)*	4.0	4.0	D	3-6-7	1	DS	18"	Organics in S-1
	Tan/grey, wet, medium dense, medium to fine SAND with trace silt (SP/SM)*	7.5	5	D	3-3-4	2	DS	18"	Heavy rootmat in S-2
			5	D	5-5-6	3	DS	18"	Water encountered @ 5.5'
	Dark brown to grey, soft organic SILT (OL/ML)*	10.5	10	D	2-2-2	4	DS	18"	
	Grey, wet, medium dense to dense, silty, very fine SAND (SM)*		10	D	3-5-8	5	DS	18"	Grey silt in top of S-5
			15	D	12-16-18	6	DS	16"	*Visual Manual ASTM D-2488
			20	D	12-14-17	7	DS	15"	
		25.0	25	D	13-18-29	8	DS	18"	
	Bottom of Boring - 25.0'		25						
			30						
			35						
			40						

**Sampler Type**

DS - DRIVEN SPLIT SPOON  
 PT - PRESSED SHELBY TUBE  
 CA - CONTINUOUS FLIGHT AUGER  
 RC - ROCK CORE

**Sample Conditions**

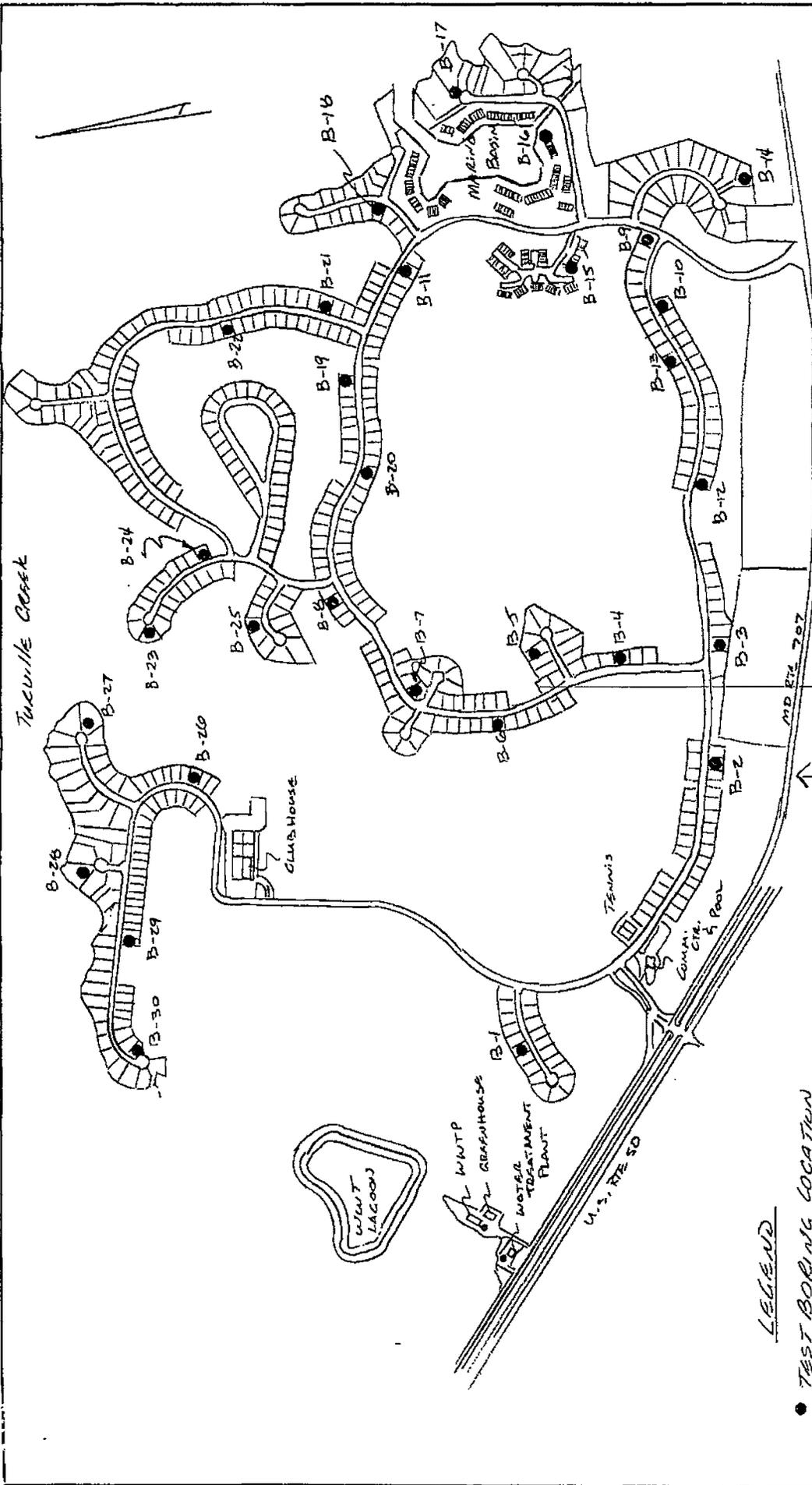
D - DISINTEGRATED  
 I - INTACT  
 U - UNDISTURBED  
 L - LOST

**Ground Water Depth**

AT COMPLETION \_\_\_ FT  
 AFTER \_\_\_ HRS \_\_\_ FT  
 AFTER \_\_\_ 24 HRS \_\_\_ FT

**Boring Method**

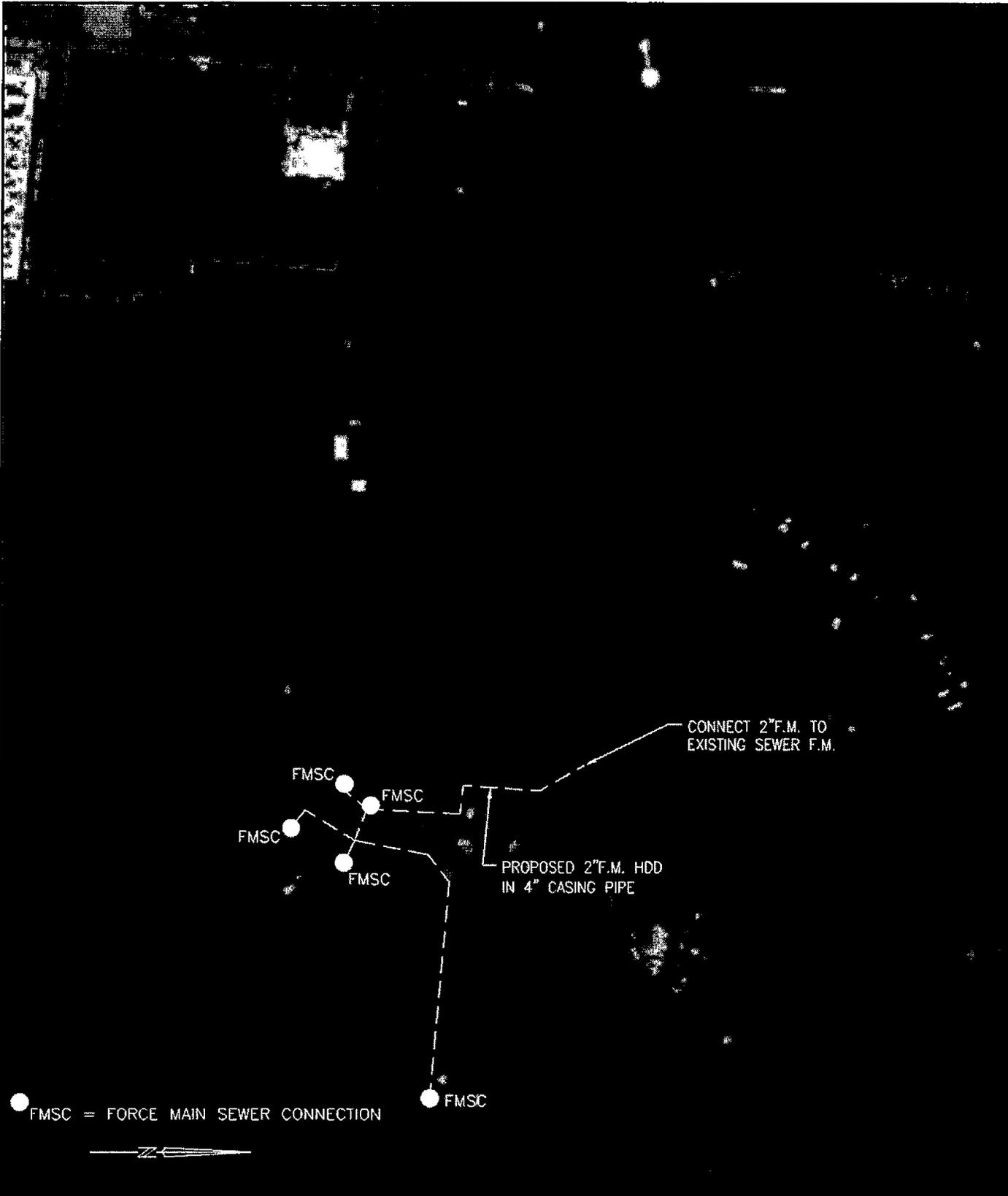
HSA - HOLLOW STEM AUGERS  
 CFA - CONTINUOUS FLIGHT AUGERS  
 DC - DRIVEN CASING  
 MD - MUD DRILLING



DATE: 7/03	GLENN RIDDLE FARM SINGLE FAMILY 4 TOWNHOUSE FOUNDATION WORCESTER COUNTY, MARYLAND
DRAWN BY: RAL	
CHECKED BY: PAAT	
PROJECT: 03215	FILE:
SCALE: NTS	DRAWING: 1
	HARDY-KIGHT ASSOCIATES, INC. CONSULTING ENGINEER

● TEST BORING LOCATION

O:\2390\2390G001.B01\SEWER CONCEPT.dwg Jul 05, 2016 - 8:45am



● FMSC = FORCE MAIN SEWER CONNECTION



**DAVIS,  
BOWEN &  
FRIEDEL, INC.** ARCHITECTS ENGINEERS SURVEYORS

SALISBURY, MARYLAND (410) 543-9091  
MILFORD, DELAWARE (302) 424-1441

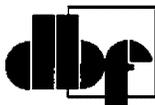
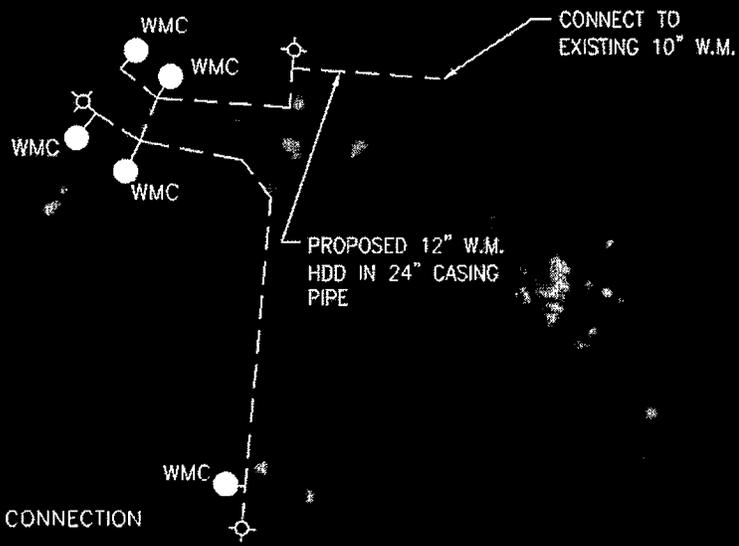
**SEWER CONCEPT  
GLEN RIDDLE SERVICE AREA  
DISTRICT B  
WORCESTER COUNTY, MD**

Date: 7/5/16

Scale: N.T.S.

Proj.No.: 2390G001.B01

O:\2390\2390G001.B01\WATER CONCEPT.dwg, Jul 05, 2016 - 8:44am



**DAVIS,  
BOWEN &  
FRIEDEL, INC.** ARCHITECTS ENGINEERS SURVEYORS

SALISBURY, MARYLAND (410) 543-9091  
MILFORD, DELAWARE (302) 424-1441

**WATER CONCEPT  
GLEN RIDDLE SERVICE AREA  
DISTRICT B  
WORCESTER COUNTY, MD**

Date: 7/5/16

Scale: N.T.S.

Proj.No.: 2390G001.B01

## Melissa Hall

---

**From:** jim steffey  
**Sent:** Tuesday, July 19, 2016 2:53 PM  
**To:** Dane Bauer  
**Cc:** sysgens@yahoo.com; Melissa Hall  
**Subject:** Re: Riddle Farm - Easements

Dane/Melissa:

After reviewing your email relative to the installation of utility lines to our property, we agree to the concept that is proposed and will be willing to execute the necessary easement documents in a timely manner when received.

Thank you,

James F. & Sherry U. Steffey

On Jul 19, 2016, at 8:15 AM, Dane Bauer <[dbauer@hallandbauer.com](mailto:dbauer@hallandbauer.com)> wrote:

Jim/Dwight:

Melissa and I along with Hunt Taylor and Mark Cropper have a meeting this Thursday to get official County approval of the change order for District B. This is the revised design associated with changing from a gravity sewer extension to your property, to one that brings a small diameter force main to your site. Since we do not have the legal documents/easements for you to sign yet, which reflect the new force main and piping layouts which we have shared with you using concept drawings, we would like to have you confirm in an email response that you have no objections with this redesign. The water and sewer lines north of your property are nearly done. The contractor wants to get started on the water and sewer lines that will serve your properties, so we need your approval of service line redesign as we have discussed with you.

In summary:

- The original design was to bring water and sewer to your property pursuant to the plans and easements that you previously reviewed and approved.
- The gravity sewer connection was to go through the Glen Riddle Golf Course, but because of poor soil and high water table conditions the geotechnical engineer on the project recommended that we no longer directional drill. The contractor agreed and so did the subconsultant doing the directional drill.
- Mr. Ruark's easement agreement stipulates that we cannot open cut across his golf course; a stipulation that was prerequisite to him signing the original utility easement.
- The new design crosses at another location right at the service drive traffic light in front of your parcels. The crossing will be for a forcemain, not a gravity sewer as we have discussed.
- The crossing will be directional drilled for both a water line and forcemain, and both will be stubbed to your lots.

- This requires that both of your lots use an E-1 pump to complete the connection as we have reviewed with you, and that the end user will be responsible for its installation and operation.

Please confirm that you agreed with this change order and understand the new elements of the design that will require you to use a forcemain and E-1 pump in lieu of gravity sewer, and that you will be signing the new easement plats as we have discussed as soon as we can send them to you.

With this information we hope to have the County approve the change order this Thursday in order that construction of the water and sewer lines can get started in your area next week.

Many thanks and please call if you have any questions.

**Dane S. Bauer**

410.812.9109

<image001.png>

37534 Oliver Dr.

Selbyville, DE 19975

**Melissa Hall**

---

**From:** DDF LLF  
**Sent:** Tuesday, July 19, 2016 2:57 PM  
**To:** Dane Bauer; James Steffey  
**Cc:** Melissa Hall  
**Subject:** Re: Riddle Farm - Easements

To Whom it may Concern:

We have read and agree with this change order and understand the new elements of the design that will require us to use a forcemain and E-1 pump in lieu of gravity sewer, and that we will be signing the new easement plats as we have discussed as soon as they become available.

We understand that there will not be any sewer and water availability charges when the lines are connected to our property. Sewer and water charges will only be assessed once a developer on our property actually starts using these services.

Thank You,  
Dwight & Linda Finch, Owners

---

**From:** Dane Bauer <[dbauer@hallandbauer.com](mailto:dbauer@hallandbauer.com)>  
**To:** James Steffey <[jfsteffey@gmail.com](mailto:jfsteffey@gmail.com)>; [sysgens@yahoo.com](mailto:sysgens@yahoo.com)  
**Cc:** Melissa Hall <[mhall@hallandbauer.com](mailto:mhall@hallandbauer.com)>  
**Sent:** Tuesday, July 19, 2016 8:15 AM  
**Subject:** Riddle Farm - Easements

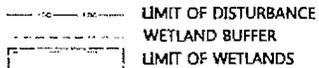
Jim/Dwight:

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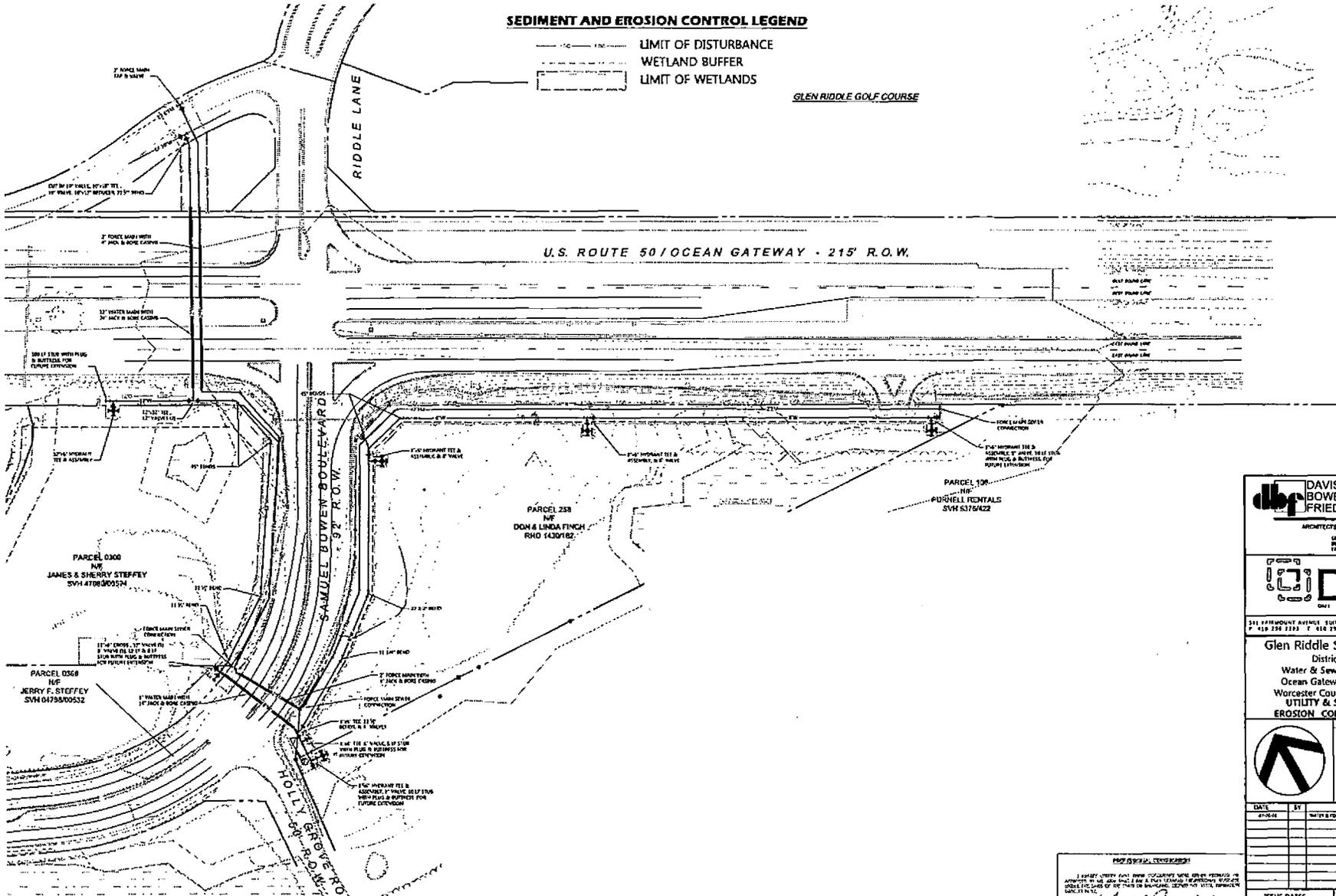
In summary:

- The original design was to bring water and sewer to your property pursuant to the plans and easements that you previously reviewed and approved.
- The gravity sewer connection was to go through the Glen Riddle Golf Course, but because of poor soil and high water table conditions the geotechnical engineer on the project recommended that

**SEDIMENT AND EROSION CONTROL LEGEND**



GLEN RIDdle GOLF COURSE



**dbp** DAVIS, BOWEN & FRIEDEL, INC.  
ARCHITECTS ENGINEERS SURVEYORS  
GLEN RIDdle, MARYLAND 21738-1000  
P. 410.236.2123 F. 410.296.4795 WWW.DBFW.COM

**DMW**  
DWIGHT M. WILSON, INC.  
331 PFFERMOUNT AVENUE SUITE 206 FORTSMAN, MD 21724  
P. 410.236.2123 F. 410.296.4795 WWW.DMW.COM

Glen Riddle Service Area  
District 'B'  
Water & Sewer Extension  
Ocean Gateway Highway  
Worcester County, Maryland  
UTILITY & SEDIMENT  
EROSION CONTROL PLAN



DATE	BY	REVISIONS
4/15/16		10' (1) & FORCE MAIN REVISIONS

**PROFESSIONAL CERTIFICATION**

I HEREBY CERTIFY THAT I HAVE PERSONALLY SUPERVISED THE PREPARATION OF THIS PLAN AND THAT I AM A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MARYLAND. I HAVE REVIEWED THE PLAN AND I AM NOT PROVIDING ANY DESIGN OR ENGINEERING SERVICES TO ANY OTHER PARTY.

3/27/16 *[Signature]* 7/26/16

SCALE: 1" = 50'

PROJECT NO.: 07958.B1



**County Commissioners of Worcester County, Maryland  
Amendment To  
Revised and Final Worcester County Small Project Wastewater  
And/Or Water Agreement**

**THIS AMENDMENT** made this \_\_\_\_ day of August, 2016, by and between the **COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND**, in the capacity of the governing body of the Riddle Farm Service Area ("Service Area") and WGC EDU, LLC, a Maryland limited liability company ("Contractor").

WHEREAS, Service Area and Contractor entered into a Revised and Final Worcester County Small Project Wastewater and/or Water Agreement ("Agreement") on April 29, 2016, to increase the water and wastewater capacity of the Glen Riddle Water Treatment Plant and the Glen Riddle Wastewater Treatment Plant; and

WHEREAS, Service Area and Contractor would like to amend said Agreement to change the design in Exhibit B for District B, the most eastern portion of the project, from a gravity sewer system to the construction of a low pressure sewer line and a revised waterline route to avoid any disturbance to the golf course. This new design will require properties in this area to purchase and utilize individual grinder pumps for service to their respective properties ("Change Order 1"); and

WHEREAS, Service Area and Contractor execute this Amendment to evidence mutual concurrence for Change Order 1 detailed in Attachment A and the Glen Riddle Service Area District B Utility & Sediment Erosion Control Plan dated 7/26/16 (Attachment B to this Amendment); and

THEREFORE, Service Area and Contractor mutually agree to amend the Revised and Final Worcester County Small Project Wastewater and/or Water Agreement as follows:

**1. Exhibit B Plans and Specifications**

THE GLEN RIDDLE SERVICE AREA DISTRICT B UTILITY & SEDIMENT EROSION CONTROL PLAN DATED 6/24/15 INCLUDED IN THE LARGER PLANS AND SPECIFICATIONS SHALL BE REPLACED WITH THE GLEN RIDDLE SERVICE AREA DISTRICT B UTILITY &

SEDIMENT EROSION CONTROL PLAN DATED 7/26/16. (ATTACHMENT B TO THIS AMENDMENT.)

2. That all of the recitals set forth above are incorporated herein and are made part of this Agreement.
3. All provisions of the Revised and Final Worcester County Small Project Wastewater and/or Water Agreement dated April 29, 2016, not herein specifically modified or supplemented, are hereby ratified and confirmed and shall continue in full force and effect.
4. The words and phrases shown in paragraph(s) 1 of this Amendment as strike out (~~Strike-out~~) indicates material deleted from the Agreement. Word and phrases in all caps (ALL CAPS) indicate material added to the Agreement.

**ATTEST:**

**Service Area**  
**COUNTY COMMISSIONERS OF**  
**WORCESTER COUNTY MARYLAND**

\_\_\_\_\_  
Harold L. Higgins  
Madison J. Bunting, Jr., President  
Chief Administrative Officer

By: \_\_\_\_\_ (SEAL)

**ATTEST:**

**Contractor**  
**WGC EDU, LLC, a Maryland Limited**  
**Liability Company**

\_\_\_\_\_

By: \_\_\_\_\_ (SEAL)

G. Hunt Taylor  
Managing Member

STATE OF MARYLAND, COUNTY OF WORCESTER, to wit:

I HEREBY CERTIFY that on this \_\_\_\_\_ day of August, 2016, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared Madison J. Bunting, Jr., President, County Commissioners of Worcester County in the Capacity Stated, who acknowledged the foregoing Agreement to be his act and deed.

AS WITNESS my hand and Notarial Seal.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

STATE OF MARYLAND, COUNTY OF WORCESTER, to wit:

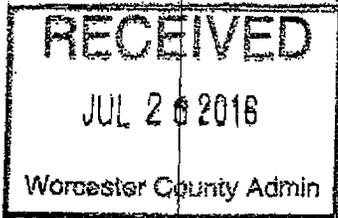
I HEREBY CERTIFY that on this \_\_\_\_\_ day of August, 2016, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared G. Hunt Taylor, Managing Member of WGC EDU, LLC, a Maryland limited liability company, who acknowledged the foregoing Agreement to be his act and deed.

AS WITNESS my hand and Notarial Seal.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

H:\Public Works\Riddle Farm WWTP Expansion\Design Change\16-0726 Amendment .wpd



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

JOHN H. TUSTIN, P.E.  
DIRECTOR

JOHN S. ROSS, P.E.  
DEPUTY DIRECTOR

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

MEMORANDUM

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John H. Tustin, P.E., Director *JHT*  
**DATE:** July 26, 2016  
**SUBJECT:** Riddle Farm Commercial Water and Sewer Infrastructure  
Project Change Order

DIVISIONS

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

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

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

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

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

.....

As the construction of the Riddle Farm Commercial Water and Sewer Infrastructure Project continues to progress at a rather rapid pace, an issue related to the site conditions has been brought to our attention that will prohibit the construction of the gravity sewer portion of the project as proposed in District B, this is the most eastern portion, of the project. An investigation conducted by the contractor revealed that sub grade soil conditions in the crossing of the 14<sup>th</sup> fairway of the Man of War Golf Course will prevent them from constructing the gravity sewer by trenchless methods in that area. The soils are an organic silt and it is felt that the ability to maintain grade, using the trenchless method, over the 350 foot distance is not achievable. The only method to construct the gravity portion would be to dewater, open cut, bring suitable bedding material in and lay the pipe. The golf course owner, who is providing the easement for this effort, has stated that he will not allow his golf course to be disturbed by using the open trench construction. Alternate methods of providing sewer to the properties on the south side of Rt. 50 in the vicinity of the eastern terminus of Samuel Bowen Boulevard were investigated.

Attached to this memo are concept plans for construction of a low pressure sewer line and a revised waterline route to avoid any disturbance to the golf course. These concept plans were prepared in advance of the final design drawings so that this concept can be presented and evaluated while final drawings are being prepared. Timing is important since construction is ongoing and approvals from MDE and possibly other regulatory agencies will be required before this work can commence.

This revision will continue to provide service to these eastern properties while keeping the project costs in line with original estimates. Be aware that the final product will require both the Finch and Steffey Properties (highlighted on the concept plan) to purchase and utilize individual grinder pumps for service to their respective properties, a cost to property owners that was not originally anticipated. These property owners have been contacted by HB Solutions and have agreed to this change in service, confirming e-mails attached hereto.

We are requesting that the County Commissioners review the material provided and approve of this change in design as proposed.

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

Attachments

cc: John S. Ross, P.E. Deputy Director

July 25, 2016:

Mr. John Ross, PE  
Deputy Director  
Worcester County  
Department of Public Works  
1000 Shore Lane  
Berlin, MD 21811

Michael R. Wiggins, AIA, LEED AP  
Randy B. Duplatchian, P.E.  
Charles R. Woodward, Jr., LS  
W. Zachary Crouch, P.E.  
Michael S. Whizdleton, AIA  
Jason P. Coar, P.E.  
Bing W. Lotzner, P.E.  
Gerald G. Friedel, P.E.

RE: Construction Change Order  
Glen Riddle Service Area Project  
District 'B' Sanitary Sewer and Watermain Extension  
MDE Permit # 15-22-23-1093  
Worcester County, MD

Dear Mr. Ross:

As discussed, the purpose of this letter is to formally request approval of Change Order #1 to the above referenced project. Unanticipated/differing site conditions have required that the original approved DMW design be revised due to soil conditions unsuitable for the proposed utility installation. Specifically, the existing soil conditions will not support utilization of a steel casing and carrier pipes by jack & bore method with the necessary grade and slope precision required for this type of work. For the same reasons, directional drilling has been ruled out by the geotechnical engineer and contractor.

Enclosed, please find copies of correspondence from the consulting geotechnical engineer, Hardin-Kight Associates, supporting soil borings describing the existing soil conditions, and an explanation why failure of the proposed utility installation is anticipated. Hardin-Kight Associates was the original geotechnical engineer for the Riddle Farm subdivision and golf course and has extensive experience with the soils on this property. Also enclosed please find copies of letter from the contractor (A.P. Croll & Son) documenting their professional opinion from a construction standpoint and their hesitation to proceed with the installation under such risky conditions. Both Hardin-Kight and A.P. Croll are very well-respected and knowledgeable in their fields.

Both the contractor and the geotechnical engineer are in agreement that the soft clayey/silty soil conditions will not allow jack & bore method of utility installation at this location. We have reviewed this data and are in agreement with the contractor and geotechnical engineer.

Mr. John Ross  
Glen Riddle Service Area Project  
July 25, 2016  
Page 2

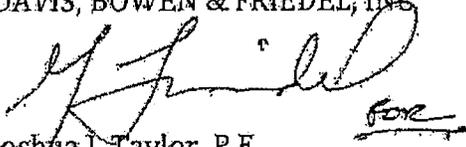
The planning and preliminary engineering has been completed to determine the most cost effective solution. We reviewed other methods of utility installation and we evaluated various water and sewer alignments from planning, engineering, and construction aspects. Enclosed, please find concept plans showing the proposed water and sewer main realignments. The Engineer, County, and Contractor have all provided preliminary conceptual approval and are in agreement that these revisions offer the most effective solution for the utility installation.

Following the Commissioner's review and approval, the design will be finalized and revised per field change.

We have included all the information that we feel you will need for review of our request. This is a priority water and sewer system conveyance project for Worcester County. We appreciate your assistance with facilitating this project.

Please contact me if you have any questions or comments.

Sincerely,  
DAVIS, BOWEN & FRIEDEL, INC

  
Joshua J. Taylor, P.E.  
Associate

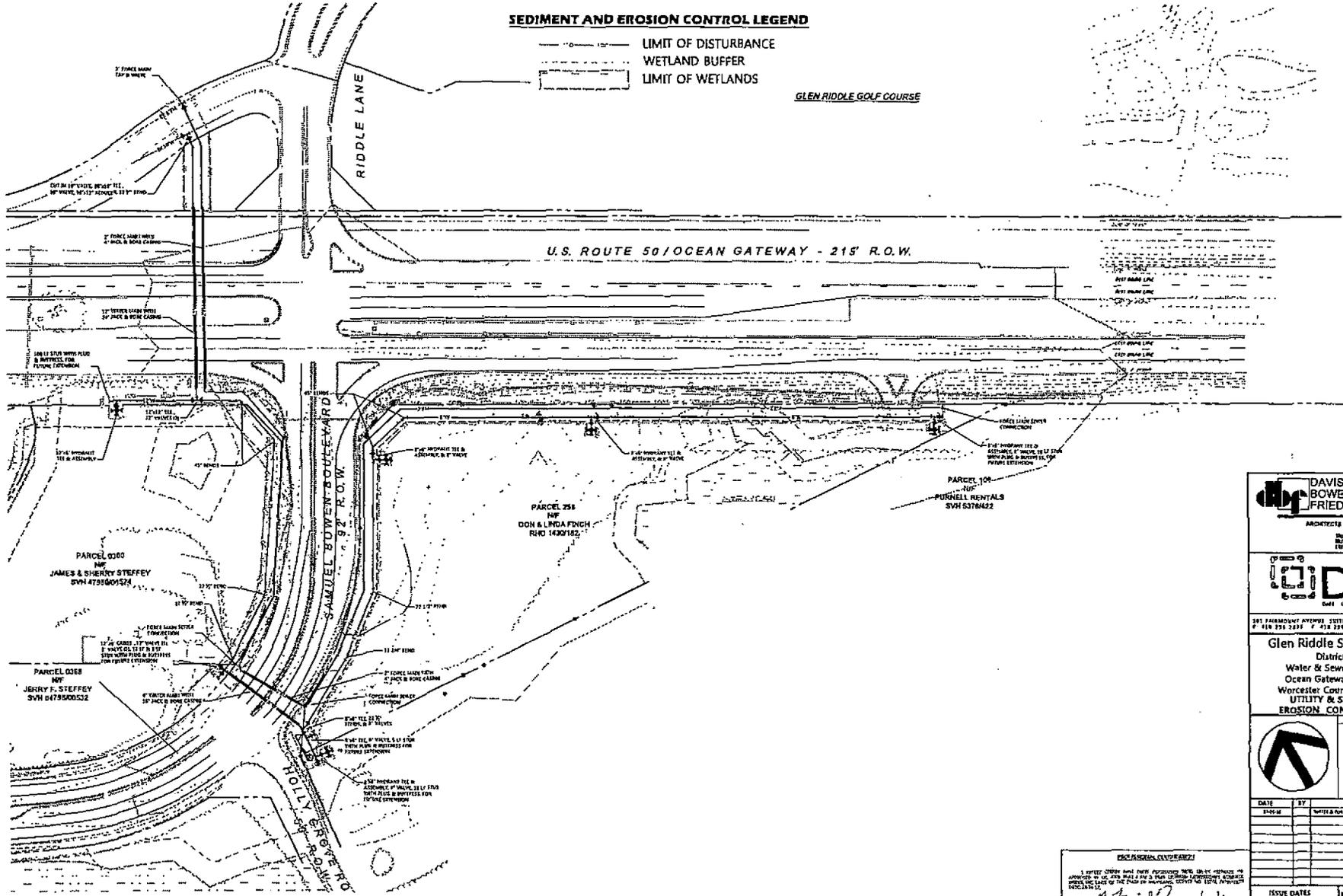
Enclosures

CC: John Tustin, P.E., Worcester County - Public Works Director  
Dane Bauer, H&B Solutions, LLC  
Scott Fowler, A.P. Croll & Son, Inc.

**SEDIMENT AND EROSION CONTROL LEGEND**

- LIMIT OF DISTURBANCE
- - - WETLAND BUFFER
- ▭ LIMIT OF WETLANDS

GLEN RIDDLE GOLF COURSE



**DAVIS, BOWEN & FRIEDEL, INC.**  
 ARCHITECTS ENGINEERS SURVEYORS

**DMW**  
 DATA MANAGEMENT SYSTEMS INC.

201 FARMINGTON AVENUE, SUITE 200, FORTYFORD, MD 21724  
 P 410 336 2311 F 410 336 4281 WWW.DMWSYSTEMS.COM

**Glen Riddle Service Area**  
 District "B"  
 Water & Sewer Extension  
 Ocean Gateway Highway  
 Worcester County, Maryland  
 UTILITY & SEDIMENT  
 EROSION CONTROL PLAN



DATE	BY	REVISIONS

**ISSUE DATES**

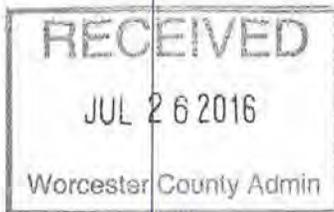
REVIEW: 7/27/16  
 DESIGNED: VLT  
 CHECKED BY: [Signature]  
 DATE CHECKED: [Signature]



SCALE: 1" = 50'  
 PROJECT NO.: 07096.01  
 DRAWING: 2 of 6

Attachment B

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13

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

JOHN H. TUSTIN, P.E.  
DIRECTOR

MEMORANDUM

JOHN S. ROSS, P.E.  
DEPUTY DIRECTOR

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John H. Tustin, P.E., Director *JHT*  
**DATE:** July 27, 2016  
**SUBJECT:** Letter from Maryland Department of the Environment  
Sanitary Sewer Overflows

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

DIVISIONS

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

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

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

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

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

We have reviewed the enclosed is a letter dated July 15, 2016 from the Maryland Department of the Environment (MDE) with an attachment identifying eight (8) Sanitary Sewer Overflows (SSO) that have occurred from July of 2014 to June of 2015. These SSO's were caused by a combination of pump station mechanical/electrical failures and sewage force main breaks. All of these were reported by the system operators as they are required to do under their licensing.

The letter notes that these overflows are subject to penalties of up to \$10,000 per day and offers to settle all for a payment of \$3,100.

The first overflow was from a complete electrical failure in Mystic Harbour Pump Station Number 7 resulting in a grease trap overflowing near Sunset Grill. Three of the identified overflows were a direct result of the ongoing upgrades in Ocean Pines wastewater collection system. Another was a mechanical failure at Pump Station B, a station that has now been totally reconstructed. The rest are small leaks found by staff over the last year. Complete elimination of these types of incidents is difficult but staff from the Water and Wastewater Division of Public Works responded quickly and reported them as required.

MDE is correct that these represent violations of Environmental Law. We therefore, recommend payment of the proposed settlement.

If you have any questions, please let me know.

Enclosure

cc: John S. Ross, P.E.



# Maryland

## Department of the Environment

Larry Hogan  
Governor

Boyd Rutherford  
Lieutenant Governor

Ben Grumbles  
Secretary

JUL 15 2016

RECEIVED

**CERTIFIED MAIL**

John Tustin, Director  
Worcester County Department of Public Works  
6113 Timmons Road  
Snow Hill, Maryland 21863

JUL 21 2016

Worcester County  
Public Works Dept. - Admin

RE: Offer To Settle

Dear Mr. Tustin:

The Maryland Department of the Environment (Department), Water Management Administration has received the reports dated April 21, 22, and 23, 2015, submitted via electronic mail on behalf of the Worcester County Department of Public Works (County) to provide additional information regarding sanitary sewer overflows (SSOs) that occurred from July 2014 through June 2015. The Department has determined that nine (9) unlawful discharges to the ground and/or surface waters of the State occurred from the County's wastewater collection system during the aforementioned time period, in violation of Section 9-322 of the Environment Article, Annotated Code of Maryland and regulations promulgated thereunder.

The Department acknowledges that the SSO that occurred on April 23, 2015 was the result of a sinkhole. As such, the Department has decided not to pursue a penalty for this SSO. Based on the information the Department has received regarding the remaining eight (8) SSOs, the Department believes that these SSOs are subject to penalties. The enclosed attachment lists these SSOs.

Please be advised that the Department is authorized, in accordance with the provisions of Section 9-342 of the Environment Article, to seek administrative penalties of up to \$10,000 per day up to a maximum of \$100,000 and civil penalties up to \$10,000 per day for water pollution violations. After careful consideration of the facts regarding these overflows and statutory factors that we must consider in assessing penalties, the Department has determined that the County could be liable for the maximum civil penalty under the law for each reported overflow. However, prior to filing a formal enforcement action in this case, the Department is offering the County an opportunity to settle, without admission of liability or concession, the aforementioned violations if the County agrees to make a payment of \$3,100 to the Maryland Department of the Environment.

The Department requests that the County notify Ms. Julie Gowe, Manager, Enforcement Division, Compliance Program at (410) 537-3510 within ten (10) days if the County wishes to settle this matter. If the County declines or fails to respond, the Department shall consider this settlement offer withdrawn and the case will be referred to the Office of the Attorney General for appropriate administrative or civil enforcement. If payment is made in accordance with the conditions established herein, this matter will be considered resolved and the County will be released from further civil liability for these violations.

Mr. John Tustin  
Page 2

Please be advised that payment of a penalty in this case will not obviate the need for the County to perform appropriate corrective actions to prevent further unlawful discharges resulting from overflows. These overflows may result in the Department's issuance of an enforcement action in the form of an administrative or civil complaint and order that will require improvements to prevent and eliminate sewer overflows. Thank you for your attention to this matter.

Sincerely,

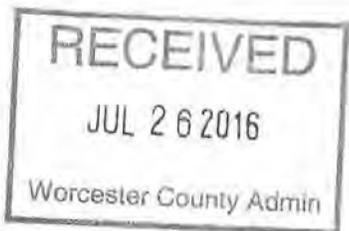
A handwritten signature in blue ink that reads "Lynn Buhl". The signature is written in a cursive, flowing style.

Lynn Buhl, Director  
Water Management Administration

LB:pcn  
Enclosure

Date	Location	Quantity	Cause	Zip
7/3/2014	Mystic Haroubr Pump Station #7, 12803 Sunset Ave. West Ocean City	5000	Electrical failure at pump station cause great trap to overflow.	21842
12/1/2014	11545 Beauchamp Rd, PS B	250	Mechanical Failure	21811
12/21/2014	At the South Gate and Ocean Parkway, 100' north of the intersection	800	Pipe break	21811
3/16/2015	#6 Private Lane, Bay Point Plantation, Berlin	150	Crack in force main	21811
4/13/2015	265 OCEAN PARKWAY, STATION "A"	300	PIPE BREAK	21813
4/21/2015	#19 CREST HAVEN, BERLIN	99	HOLE IN 8" FORCEMAIN	21811
4/22/2015	OCEAN PARKWAY & VILLAGE WAY, BERLIN	8000	CONTRACTOR ERROR	21811
4/24/2015	OCEAN PARKWAY & VILLAGE WAY, BERLIN	4500	TIE INTO NEW 10" FORCEMAIN	21811

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**Worcester County**  
Department of Environmental Programs

**Memorandum**

**To:** Harold L. Higgins, Chief Administrative Officer

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

**Subject:** Proposed Changes to the Nutrient Management Regulations

**Date:** July 26, 2016

The Hogan Administration is examining the relaxation of the four-year old regulation that restricts the application of field nutrients in winter. These regulations were originally promulgated in 2012 and phased-in over 4 years and went into full effect on July 1, 2016. These rules stipulate that there can be no application of manures to farm fields over the winter (November 1 on the Shore). Effective on the July 1<sup>st</sup> date also is the elimination of emergency authority to allow spreading of manure to avoid an overflow at the manure storage facility.

At first glance one would assume there are no issues with this change that relate to municipal wastewater plant operations, but they most certainly do. Maryland Department of Agriculture's Nutrient Advisory Committee met recently to begin the discussion on amending the nutrient management regulations, specifically the provisions concerning winter time application of nutrients. The winter time application of nutrients ban found in the nutrient management manual, which are referenced in state regulations does impact our spray operations. Buried within the manual supplements supporting the regulation is the requirement that the state seeks to restrict any application of wastewater in the winter months starting in 2016 for the largest plants, and will impact the smaller plants in Worcester in July 2020 (attached). Due to the fact that the provision was contained within a regulatory requirement that is primarily reserved for agricultural operations and because the state had never alerted any spray operation permittees about the provision, John Ross and I only became aware of the requirement late last year in a conversation with the state over our upcoming spray facilities permitting. We did alert staff with the Town of Berlin on the matter since they have the potential to be classified as a major plant for purposes of this requirement. Berlin is also a member of the Maryland Association of Wastewater Agencies (MAMWA) which has very strong lobbying and legal support for issues common to their membership. While it appears that the committee and MDA staff did not envision a problem with

**Citizens and Government Working Together**

wintertime application of nutrients as they relate to irrigation of treated wastewater, we cannot guarantee that outcome with the pressure put on the committee from other interest groups primarily on the sludge and manure ban component. Worcester County has moved toward spray irrigation as a solution that will serve our growth while mitigating the impacts to our watersheds. With four (4) spray plants currently operating and two (2) future spray irrigation facilities coming online in the near future, we would want to preserve the operational flexibility to utilize our spray areas when favorable weather permits.

I have taken the liberty of drafting a comment letter of concern regarding this regulatory change effort with the Department of Public Works and respectfully request the County Commissioners approve sending letter of concern from Worcester County for changes to the Nutrient Application Requirements. This letter is attached for your review.

As always, I and any member of the Water & Sewer Committee can be available to answer questions you or the County Commissioners may have on this matter.

#### Attachments

cc: Water & Sewer Committee

adequate storage is available.

- (ii) Nutrient application is prohibited when the soil is saturated, when the ground is covered with snow, or when the ground is hard-frozen.
- (iii) Nutrient application is prohibited to land with a slope greater than 7 percent.
- (iv) Rates of application shall be minimized and available acreage used to the greatest extent practical. In no case shall the application rate per acre exceed the one-year phosphorus removal rate for the next harvested crop.
- (v) Winter applications shall be by injection only and made into existing vegetative cover, small grain crops, or established hay fields and pastures. Injection into existing cover may be effected, for example, using vertical tillage equipment such as a Turbo-Till® or with a knifed injection system which minimizes soil disturbance and maximizes vegetative cover. Vegetative cover shall be maintained as such until March 1.
- (vi) Applications required in emergency situations such as imminent overflow of a storage facility shall be managed in consultation with the Maryland Department of Agriculture. Operators in such situations shall contact the MDA regional nutrient management representative for guidance.

#### E. Prohibition against Winter Application

1. Except as provided in subsections III.E.2 and III.E.3, after July 1, 2016, a person may not make a winter application of a nutrient source to agricultural land.
2. a. The prohibition against making a winter application after July 1, 2016 does not apply to a nutrient source that originates from:
  - (i) A dairy or livestock operation with less than 50 animal units; or
  - \* (ii) A municipal wastewater treatment plan with a design flow capacity of less than 0.5 million gallons per day.
- \* \* b. This exception to the general prohibition referenced in subsection III.E.1 expires after the winter application that ends on February 28, 2020.
3. The prohibition against making a winter application does not apply to potash, liming materials, or manure deposited directly by livestock. A person may make a winter application of certain nutrients for greenhouse production and for certain vegetable crops, small fruit crops, small grain crops, and cool season grass sod production listed in the *Maryland Nutrient Management Manual* Section I-B.

### IV. TEMPORARY FIELD STOCKPILING (STAGING) FOR STACKABLE ORGANIC NUTRIENT SOURCES (equal to or less than 60% moisture content)

#### A. General Provisions

1. When other immediate use options and alternatives are not available, temporary field stockpiling (staging) of organic nutrient sources is allowed. Temporary field stockpiling

\* = 2016 - 0.5MGD      Maryland Nutrient Management Manual  
\*\* = THE REST OF THE PLANTS      I-D1-7

# DRAFT

August 2, 2016

Mr. Dwight Dotterer, Nutrient Management Program Advisor  
Maryland Department of Agriculture  
Office of Resource Conservation  
Nutrient Management Program Advisor  
50 Harry S. Truman Parkway  
Annapolis, MD 21401

Re: Considered Changes to Maryland Nutrient Management Rules

Dear Mr. Dotterer:

The Worcester County Commissioners wish to submit comments concerning spray irrigation as the Maryland Department of Agriculture (MDA) weighs changes to the Nutrient Management Regulations governing wintertime application of nutrients.

Worcester County owns and operates four (4) wastewater plants that utilize spray irrigation to reuse treated wastewater in the irrigation of forested lands and golf courses. We have an additional two (2) spray facilities coming online in the near future and the Town of Berlin has removed their point source discharge and irrigating all of their treated effluent. We also have the Town of Snow Hill operating under the Chesapeake Bay nutrient cap and has planned to transition to spray irrigation to serve new future growth. The use of spray irrigation has always been a part of our wastewater infrastructure, the transition to spray for point sources is in our *Comprehensive Plan*, and the prohibition of new point source discharges has long been a component of our *Master Water and Sewerage Plan*.

We would like MDA and the Nutrient Advisory Committee to know that these regulations have real fiscal consequences to the state's jurisdictions that utilize spray irrigation for reuse of spray treated wastewater. Additional spray land and increased storage facility volumes are expensive and could represent significant additional costs to the county and our customers. Considering the long and laborious journey we have come to get these facilities permitted locally, we know firsthand that additional storage and spray land may not be readily available. The limiting of discharge and disruption in normal operations are actual consequences that would occur with *currently* permitted facilities. The fiscal challenge would then be to the County and the Town of Berlin both find additional land and additional storage while competing with other jurisdictions in the state for limited funding available each year. We have done what has been mandated by the state and have been ahead of the curve with respect to reducing our nutrient contributions to our watersheds. This ban flies in the face of state guidance and law strongly encouraging water reuse and spray irrigation as a way to reduce the environmental footprint of our operations.

# DRAFT

Some additional specific points to consider:

- The USEPA has long held that slow rate land treatment is a controlled application of treated wastewater to a vegetated land surface. It is the oldest and most widely used form of land treatment. Slow rate systems can produce a very high quality percolate and contribute to the growth of a wide variety of crops, and the maintenance of parks, pasture lands, and forests.
- When dealing with higher levels of wastewater treatment like ENR and BNR level discharges, the slow rate application of nutrients through spray irrigation is a very small percentage of the nutrients needed for crop growth. The plant available nitrogen (PAN) in highly treated effluent is almost nil as the majority of the nitrogen is organic nitrogen with only fractions of that amount being ammonia and nitrate-nitrite.
- State policy to promote and encourage the use of reclaimed water as an alternative to discharging wastewater effluent to surface waters to meet the goals of the Chesapeake Bay Agreement is found in state law in Md. Code ENV §9-301.
- State law also encourages the use of reclaimed water in Md. Code ENV §9-303.1.
- In two separate sets of guidelines that MDE has released promote the state policy for reuse of treated wastewater (MDE-WMA-001-04/10, MDE-WMA-002-07/15).
- MD zero waste policy (Draft, Dec. 2014) includes increasing water reuse as Zero Waste Initiative (Table ES-2, 1.6) with a goal of 40% reuse by 2040 (Table ES-1).

If a reversal of the ban on winter time application for spray plants was not able to be accomplished, we encourage the state to examine other alternatives that could be considered. First, if the state could allow operational flexibility to the wastewater plants to irrigate in winter when favorable conditions exist. Second, if the state could consider allowing a restoration of the Secretary's emergency authority to continue allow wintertime application to avoid an overflow at spray storage facilities. That provision would allow winter spray operations to commence for plants that are experiencing above normal rainfall that have pushed their state mandated storage facilities to their holding capacities.

Thank you for your consideration of our concerns pertaining to this matter. If you should 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

cc: Secretary Joseph Bartenfelder/MDA  
Ms. Lynn Buhl/MDE-WMA  
Dr. C.T. Tien/MDE-WMA  
Mayor Gee Williams/Town of Berlin  
Worcester County Sewer Committee

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



15

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

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

To: Harold Higgins, Chief Administrative Officer  
From: Maureen Howarth, County Attorney *MH*  
Re: Out of State Travel  
Date: August 1, 2016

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I am requesting permission for out of state travel to San Diego, California for the International Municipal Lawyers Association annual conference. The costs for the trip were included in our office's budget for FY 17 and discussed with the Commissioners at the budget work session. The conference begins on September 28th and ends on October 2, 2016. The program agenda is attached. The conference is geared toward county and municipal attorneys. I have attended the conference once before and found the work sessions to be very valuable and wide ranging in topic. Participating in continuing education is of utmost importance as the field of local government law is diverse.

Estimated costs for the conference:

Registration	\$410
Lodging	\$1,257
Flight	\$580
Meals	\$264 (\$66x4 days. State rate for San Diego)
Fuel/ BWI	\$50
Total:	\$2,561

Funds are available within account 100.1001.6510.020. If you have any questions, please let me know. Thank you for your consideration of my request.



# IMLA's 2016 Annual Conference OVERVIEW

## WEDNESDAY, SEPTEMBER 28th

TIME		TITLE	SPEAKER(S)
7:00 am	5:00 pm		
8:00 am	4:45 pm	Code Enforcement Program- Day 1	View Schedule
8:00 am	4:30 pm		
8:00 am	12:00 pm	Board of Directors Meeting	
1:00 pm	2:00 pm		
2:00 pm	3:00 pm	Large Population Meeting	Foster Mills
3:00 pm	3:15 pm		
3:15 pm	4:45 pm	State League Counsel & Municipal Attorneys Association Department Meeting	
5:00 pm	6:00 pm		
7:10 pm	-----	Padres Baseball Game	

## THURSDAY, SEPTEMBER 29th

7:00 am	5:00 pm		
8:00 am	11:45 am	Code Enforcement Program- Day 2	
9:00 am	10:30 am		
10:30 am	10:45 am	BREAK	
10:45 am	11:45 am		
11: 55 am	12:55 pm	Technology Section Meeting: Ethics/Techno Competence and the Local Government Lawyer	Pete Haskel
		LexisNexis Training	
		Westlaw Research: Spend Less Time Digging and More Time Doing	Ann Murray Haag
		County Department Meeting	Marc Hansen
12:55 pm	2:00 pm		
2:00 pm	5:00 pm	Code Enforcement and Land Use Mobile Workshop Tours *Advanced registration is required*	
6:00 pm			

# FRIDAY, SEPTEMBER 30th

7:00 am	5:00 pm	Registration	
7:00 am	7:45 am	State/Province Breakfast **Pre-Registration is required	
8:00 am	8:45 am	Opening Ceremony	
8:00 am	5:00 pm	Registration	
8:45 am	10:15 am	WORK SESSION: Hot Topics in Employment Law- Workplace Investigations, Employee Speech & Employment Discrimination Case Law Update	Camille Pating Barry Uhrman Frances Rogers
		WORK SESSION: Litigation, A Sword and a Shield: A Case Study for Affirmative Litigation- Monsanto's PCBs & Defending Class Action Employment Litigation	Scott Summy John Fiske Kenneth Willner Tammy Daub
10:15 am	10:30 am	Registration	
10:30 am	11:30 am	Nominating Committee Meeting	
10:30 am	12:00 pm	WORK SESSION: Apple's Impact on Legislative Ordinances: Are You Regulating Content, Conduct and/or Communications?	John Baker Dorothy Fox Charles D. Gann Michael Carlson
		WORK SESSION: Municipal Finance- Public Money, A Public Problem: Local Councils' Role in Municipal Borrowing and Control	Nico Galardi Eric Shyne Bill Burton
12:10 pm	1:10 pm	WORK SESSION: The Safe Drinking Water Act and the Nation's Aging Water Infrastructure & Liability for Lead Contamination of Water Supplies- Is it Covered by Insurance?	Andre Monette Finley Harckham
		WORK SESSION: Governmental Use of Drones- A Practical Look at their Use by Municipalities & Related Fourth Amendment Implications	Gregory Priamos Captain Frank Taylor (Ret) Professor Gregory McNeal
1:10 pm	2:40pm	Registration	
2:40 pm	3:40pm	CONCURRENT: Crisis Communications and Reputation Management for Attorneys and Their Clients- Part 1	Bruce Hennes
		CONCURRENT: Synthetic Turf- Issues for Local Government	William Anderson
		Land Use Section Meeting: "A Decade After Kelo"	Andrew Schwartz
		Health & Environment Section Meeting: Where Did the Year Go? A Case Law Update	Gene Tanaka
		Personnel Section Meeting: Dealing with Conduct of Elected Officials and their Interactions with Municipal Employees	Daniel Crean Roberta "Robin" Cross
		CONCURRENT: Antitrust Actions: Why Cities Paid Too Much for Water Chemicals	Scott Summy John Fiske
		CONCURRENT: Local Government Appellate Practice	Lisa Soronen Kira Klatchko
3:40 pm	3:55pm	BREAK	
		CONCURRENT: Data Breach Trends: What Local Government Lawyers Need to Know	Melodi (Mel) Gates Zach Ratzman

3:55 pm	4:55 pm	CONCURRENT: Crisis Communication Part II	Bruce Hennes
		CONCURRENT: REPEAT: Synthetic Turf- Issues for Local Government	William Anderson
		Finance/Economic Development Section Meeting	Clay Binford Dave Sanchez
		CONCURRENT: REPEAT: Antitrust Actions: Why Cities Paid Too Much for Water Chemicals	Scott Summy John Fiske
		REPEAT: CONCURRENT: Local Government Appellate Practice	Lisa Soronen Kira Klatchko
		CONCURRENT: Cybersecurity Basics: Data Breach Prevention & Response	Melodi (Mel) Gates Zach Ratzman

## SATURDAY, OCTOBER 1

7:00 am	8:00 pm	Registration	
7:30 am	8:30 am	WONK Breakfast *Pre-Registration is required	
9:00 am	10:30 am	WORK SESSION: Body Worn Cameras: From Policy Considerations to Boots on the Ground Deployment	Professor Richard Myers Henry Brandis Nathan LaCoursiere Jack Ryan
		WORK SESSION: Telecommunications- New Challenges for Local Counsel in a Broadband World: Why Public Safety, Economic Development, Planning and Zoning and Elected Officials will be Knocking On Your Door	Gail Karish Joseph Van Eaton Barry Fraser Brian Grogan
10:30 am	10:45 am	BREAK	
10:45 am	12:15 pm	WORK SESSION: Negotiating and Administrating Effective Claims and Change Procedures in Public Construction Contracts	Steven "Tip" Torres John Ridilla
		WORK SESSION: Hot Topics Under Section 1983: Litigating Deadly Force Claims; Malicious Prosecution Claims; & Arrest and Custody Issues Involving the Mentally Ill	John Wilkerson Moses Johnson Melinda Barlow
12:30 pm	2:00 pm	LUNCH (On your own)	
2:00 pm	3:00 pm	CONCURRENT: Trial Preparation and Trial Techniques	Tamara Baines
		CONCURRENT: University Cities Meeting: Hot Topics for University Cities Roundtable	Michael May
		CONCURRENT: Litigation Section Meeting	Ashley Ulbricht
		CONCURRENT: Overview of Federal Stormwater Regulations and Local Implementation	Ade Bakare Tim Horstmann Scott Gould
		CONCURRENT: Illicit Massage Businesses: How Strong Codes and Partnership with NGO's Can Help Cities Win Against Human Trafficking	Scott Bergthold Brad Myles
		CONCURRENT: Dangerous Dogs/Feral Cats	Lee Greenwood Ledy VanKavage
		CONCURRENT: Applicant Testing: How to Select the Best Applicants, Comply with EEO and Validation Requirements and Avoid Class Actions	Kenneth Willner Tammy Daub
3:00 pm	3:15 pm	BREAK	

3:15 pm	4:15 pm	International Committee Meeting	Cyvette Gibson
		Telecommunication & Franchise Section Workshop Meeting	Mike Watzka
		CONCURRENT: REPEAT: Trial Preparation and Trial Techniques	Tamara Baines
		CONCURRENT: REPEAT: Overview of Federal Stormwater Regulations and Local Implementation	Ade Bakare Tim Horstmann Scott Gould
		CONCURRENT: REPEAT: Illicit Massage Businesses: How Strong Codes and Partnership with NGO's Can Help Cities Win Against Human Trafficking	Scott Bergthold Brad Myles
		CONCURRENT: REPEAT: Dangerous Dogs/Feral Cats	Lee Greenwood Ledy VanKavage

## SUNDAY, OCTOBER 2nd

7:00 am	12:00 pm		
8:00 am	8:45 am	Business Meeting	
8:45 am	9:45 am		
9:45 am	10:00 am	BREAK	
10:00 am	11:00 am		
11:05 am	12:05 pm	WORK SESSION: Ethics and the Municipal Lawyers: Common and Not-So-Common Issues Among Retained and In-House Counsel	Daniel Crean Sheila Gladstone
12:05			

**APPROXIMATELY 21 HOURS OF CLE CREDIT PLUS ETHICS**

**Click here to register today!**

To review the program with full topic descriptions, [CLICK HERE](#)

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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COMMISSIONERS  
MADISON J. BUNTING, JR., PRESIDENT  
MERRILL W. LOCKFAW, JR., VICE PRESIDENT  
ANTHONY W. BERTINO, JR.  
JAMES C. CHURCH  
THEODORE J. ELDER  
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OFFICE OF THE  
COUNTY COMMISSIONERS

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

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

July 21, 2016

TO: Worcester County Commissioners  
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *K.S.*  
SUBJECT: Pending Board Appointments

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Attached, please find copies of the Board Summary sheets for all County Boards or Commissions (7) which have members who have resigned or whose terms have expired or are about to expire and either need to be reappointed or replaced (9 total). They are as follows: Adult Public Guardianship Board (1), Local Development Council for Ocean Downs Video Lottery Facility (2), Lower Shore Workforce Investment Board (1), Social Services Board (2), Water and Sewer Advisory Councils - Mystic Harbour (1) and Ocean Pines (1), and Commission for Women (1). I have circled the members whose terms have expired on each of these boards.

Please also be reminded that we received a resignation notice from Gerri Moler, the Whispering Woods HOA representative on the Mystic Harbour Water and Sewer Advisory Council. We then received a request from the Whispering Woods HOA to appoint **Mary Martinez** to fill this vacancy. Please consider this nomination at your next meeting. \*

The remaining Boards and Commissions have been functioning with vacancies since December 31, 2015, or earlier, and would also benefit from the appointment of new members. Therefore, please consider these new appointments as soon as possible in order to restore full appointed membership on each of these boards.

If you have any questions or concerns, please don't hesitate to contact me. Thank You!

## Pending Board Appointments - By Commissioner

**District 1 - Lockfaw** p. 7 - Local Development Council for Ocean Downs Casino (Ron Taylor) - 4-year  
p. 19 - Commission for Women (Laura McDermott - **resigned-replace** - for remainder of term through 2016) -

**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"  
p. 15 - Water and Sewer Advisory Council - Mystic Harbour (Geri Moler - resigned)  
- **See recommended appointment on page 17 - Marty Martinez**

**District 4 - Elder** All District Appointments received. Thank You!  
Please consider nominations for At-Large positions listed below - "All Commissioners"

**District 5 - Bertino** All District Appointments received. Thank You!  
Please consider nominations for At-Large positions listed below - "All Commissioners"  
p. 18 - Water and Sewer Advisory Council - Ocean Pines (Gail Blazer)

**District 6 - Bunting** All District Appointments received. Thank You!  
Please consider nominations for At-Large positions listed below - "All Commissioners"  
p. 18 - Water and Sewer Advisory Council - Ocean Pines (Gail Blazer)

**District 7 - Mitreic** p. 7 - Local Development Council for Ocean Downs Casino (Todd Ferrante) - 4-year  
p. 11 - Social Services Board (Nancy Howard - replace) - 3-year - from June 30, 2016

### **All Commissioners**

p. 3 - (1) Adult Public Guardianship Board (Pattie Tingle) - representative of a local non-profit social service organization - remainder of 3-year term through December 31, 2017

p. 8 - (1) Lower Shore Workforce Investment Board (Replace Craig Davis - remainder of term through September 30, 2017 - Business Representatives) - 4-year  
- LSWA requests appointment of representatives from the following industries: Logistics (Sysco), Trades (small independent contractors), Hospitality (hotel, motel, restaurant), Health Care (AGH, Assisted Living, Coastal Hospice), or Manufacturing (wineries, breweries, Dunkin Donuts).

p. 11 - (1) Social Services Board (Judy Stinebiser - replace) - 3-year - from June 30, 2016

p. 15 - (1) Water and Sewer Advisory Council - Mystic Harbour (Geri Moler - resigned) - remainder of 4-year term through December 31, 2016 - **Whispering Woods HOA requests appointment of Mary Martinez**

p. 18 - (1) Water and Sewer Advisory Council - Ocean Pines (Gail Blazer) - 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>
Dr. William Greer	Physician	07-10-13, 13-16
Richard Collins	Lawyer	95-98-01-04-07-10-13, 13-16
The Rev. Guy H. Butler	Lay Person	*99-01-04-07-10-13, 13-16
Connie Wessels	Lay Person	*15-16
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
<u>Pattie Tingle</u>	<u>Non-profit Soc. Service Rep.</u>	<u>*15-17</u> ← Resigned/Replace
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

\* = Appointed to fill an unexpired term

# ADULT PUBLIC GUARDIANSHIP BOARD

(Continued)

## Prior Members:

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

## 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)

## Kelly Shannahan

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**From:** Roberta Baldwin -DHR- Worcester County <roberta.baldwin@maryland.gov>  
**Sent:** Wednesday, May 18, 2016 9:42 AM  
**To:** Kelly Shannahan  
**Subject:** Fwd: Worcester County Guardianship Review Board

Good morning Kelly. Please accept the below email that I received from Patti Tingle as her resignation from the Adult Public Guardianship Review Board. I am in the process of identifying another individual who would serve as a provider to individuals with a disability. I will forward you a letter of request as soon as I receive confirmation. Thank you.

Roberta

Roberta Baldwin, LCSW-C  
Assistant Director of Services  
Worcester County Department of Social Services  
299 Commerce Street  
Snow Hill, MD 21863  
[Roberta.Baldwin@maryland.gov](mailto:Roberta.Baldwin@maryland.gov)

----- Forwarded message -----

**From:** **Pattie Tingle** <pat16@macinc.org>  
**Date:** Wed, May 11, 2016 at 1:42 PM  
**Subject:** Worcester County Guardianship Review Board  
**To:** [roberta.baldwin@maryland.gov](mailto:roberta.baldwin@maryland.gov)

Good Afternoon Roberta,

I am writing this email to inform you that I must resign my role with the Review Board. Recently I accepted a new position of employment with MAC, Inc. as their incoming Executive Director. I have been advised that this role would be a conflict of interest.

Thank you for this opportunity to serve. It was good meeting and working with everyone.

As you move forward, should you need to consider a replacement, I could suggest the gentleman who is now Acting Director of Bay Area Center for Independent Living, Jeff Byrne. He is very knowledgeable of the needs and concerns of persons who are aging and disabled and is a Licensed Clinical Social Worker of 30+ years.

Should you be interested in talking with him he can be reached at the Bay Area CIL office (443) 260-0822 or by email at [jbyrne@bayareacil.org](mailto:jbyrne@bayareacil.org).

Best wishes in your continued work,

*Pattie A. Tingle*

Director

**MAC, Inc. (*Maintaining Active Citizens, Inc.*)**

909 Progress Circle, Suite 100

Salisbury, MD 21804

Phone: 410-742-0505, x 114

Email: pat16@macinc.org

Website: www.macinc.org

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**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           |
| Todd Ferrante °         | Dist. 7 - Gulyas    | Resident - Ocean City     | *09-11, 11-15           |
| Mayor Charlie Dorman    | Dist. 4 - Shockley  | Resident - Snow Hill      | 12-16                   |
| Rod Murray °            | Dist. 6 - Bunting   | Resident - Ocean Pines    | *09-12, 12-16           |
| Mayor Rick Meehan °     | At-Large            | Business - Ocean City     | *09-12, 12-16           |
| Mayor Gee Williams °    | Dist. 3 - Church    | Resident - Berlin         | 09-13, 13-17            |
| 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           |
| Mark Wittmyer           | At-Large            | Business - Ocean Pines    | 15-19                   |
| Joe Cavilla             | Ocean Downs Casino  | Ocean Downs Casino        | 12-indefinite           |

**Prior Members:** Since 2009

- J. Lowell Stoltzfus ° (09-10)
- Mark Wittmyer ° (09-11)
- 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 2<sup>nd</sup> Wednesday

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

Staff Contact: Lower Shore Workforce Alliance  
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>   |
|------------------------|-----------------------|------------------|-----------------------|
| Craig Davis (resigned) | Berlin                | 13-17            | Business Rep.         |
| Walter Maizel          | Bishopville           | *12, 12-16       | Private Business Rep. |
| Donna Weaver           | Berlin                | *08-09-13, 13-17 | Business Rep.         |
| Geoffrey Failla        | Whaleyville           | *15-18           | Business Rep.         |
| Jason Cunha            | Pocomoke              | *16-18           | Business Rep.         |

*Resigned -  
Replace*

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)      |                         |
| 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)     |                         |

*\* See attached →*

*Request Rep. from*

- Health Care
- Hospitality
- Manufacturing
- Trades, or
- Logistics

**Kelly Shannahan**

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**From:** Dione Shaw <dshaw@tcclesmd.org>  
**Sent:** Wednesday, January 20, 2016 3:55 PM  
**To:** Kelly Shannahan  
**Cc:** Maria Waller; Walter Maizel  
**Subject:** Lower Shore Workforce Alliance - Workforce Development Board Members  
**Attachments:** WDB Resignations.pdf

Hello Kelly,

It was great talking with you today. Copies of the resignation letters for Craig Davis and John Ostrander are attached.

We currently have two Worcester County vacancies and are seeking individuals from these industries:

- Logistics - Sysco
- Trades -- Small Independent Contractors
- Hospitality -- Hotel/Motels and Restaurant
- Healthcare -- AGH, Assistant Living, Coastal Hospice
- Manufacturing -- Wineries/Breweries, Dunkin Donuts

\*

We look forward to hearing from you in the near future.

Thank you for all you do to help us keep our Workforce Development Board in compliance.

Di

**DIONE SHAW**  
**OPERATIONS COORDINATOR**  
**LOWER SHORE WORKFORCE ALLIANCE**  
31901 TRI-COUNTY WAY  
SALISBURY, MARYLAND 21804  
PHONE: 410-341-3835  
FAX: 410-341-3735  
EMAIL: [DSHAW@LSWA.ORG](mailto:DSHAW@LSWA.ORG)  
WEB: [WWW.LOWERSHORE.ORG](http://WWW.LOWERSHORE.ORG)

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Received  
3/4/15

# TAYLOR'S NEIGHBORHOOD RESTAURANT

11021 Nicholas Lane, Suite 1, Ocean Pines, MD 21811  
(410) 208-4260

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March 4, 2015

To: Mr. Jim Bunting

Cc: Milton Morris

I am writing this letter to inform you that I must resign from my position on the Lower Shore Workforce Investment Board. Thank you for your understanding with this matter.

Sincerely,

*Craig Davis*

Craig Davis

Owner

Taylor's Neighborhood Restaurant

443-235-4601 cell

**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: Peter Buesgens, 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> |
|----------------------|---------------------------|-----------------|-------------------------|
| Nancy Howard         | D-7, Gulyas               | Ocean City      | *09-10, 10-13, 13-16    |
| Judy Stinebiser      | At-Large                  | Ocean Pines     | 13-16                   |
| Tracey Cottman       | D-1, Lockfaw              | Pocomoke City   | *15-17                  |
| Arlette Bright       | D-2, Purnell              | West Ocean City | *11, 11-14, 14-17       |
| 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                   |

*Replace for terms beginning July 1, 2016*

\* = 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                |                            |
| Juanita Merrill               |                            |
| Raymond R. Jarvis, III        |                            |
| 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)       |                            |

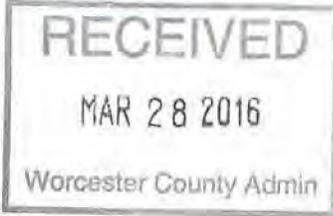
\* = Appointed to fill an unexpired term

Updated: July 19, 2015  
Printed: July 21, 2016



DEPARTMENT OF HUMAN RESOURCES

Worcester County Department of Social Services



Peter Buesgens Director

Dawn Jones Assistant Director Child Support

Ellen Payne Assistant Director Family Investment

Mary Beth Quillen Assistant Director Administration

Roberta Baldwin Assistant Director Services

March 22, 2016

Mr. Harold Higgins Chief Administrative Officer Worcester County Government 1 West Market Street - Room 1103 Snow Hill, MD 21863

RE: Worcester County Dept. of Social Services Board Member - Ms. Nancy Howard

Dear Mr. Higgins,

I am writing regarding Advisory Board membership of Ms. Nancy Howard. She was appointed to the Worcester County Advisory Board by the Worcester County Commissioners to represent District 7. Ms. Howard's term will be expiring June 30, 2016 and has met the maximum consecutive terms permitted to our board. She has been an excellent asset and we appreciate her time and commitment to our board as both a member and chairperson.

It is important that we keep membership at full capacity; therefore, we are asking the Commissioner to appoint a new member to replace Ms. Nancy Howard.

Please contact me if you would like to discuss this further. Thank you for your time with this matter.

Sincerely,

[Handwritten signature of Peter J. Buesgens]

Peter J. Buesgens, LCSW-C Director

PJB:cmc

CC: Kelly Shannahan, Assistant Chief Administrative Officer



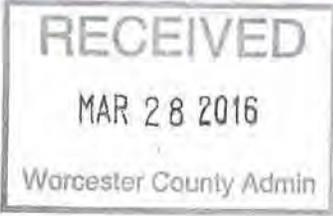
E-Mail: wordss.wordss@maryland.gov Website: www.dhr.state.md.us

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



DEPARTMENT OF HUMAN RESOURCES

Worcester County Department of Social Services



Peter Buesgens Director

Dawn Jones Assistant Director Child Support

Ellen Payne Assistant Director Family Investment

Mary Beth Quillen Assistant Director Administration

Roberta Baldwin Assistant Director Services

March 22, 2016

Mr. Harold Higgins Chief Administrative Officer Worcester County Government 1 West Market Street - Room 1103 Snow Hill, MD 21863

RE: Worcester County Dept. of Social Services Board Member - Ms. Judy Stinebiser

Dear Mr. Higgins,

I am writing regarding Advisory Board membership of Ms. Judy Stinebiser. She was appointed to the Worcester County Advisory Board by the Worcester County Commissioners as an At-Large member. Ms. Stinebiser's term will be expiring June 30, 2016 and has decided not to be recommended for an additional term. She has been an excellent asset and we appreciate her time and commitment to our board.

It is important that we keep membership at full capacity; therefore, we are asking the Commissioner to appoint a new member to replace Ms. Judy Stinebiser.

Please contact me if you would like to discuss this further. Thank you for your time with this matter.

Sincerely,

[Handwritten signature of Peter J. Buesgens]

Peter J. Buesgens, LCSW-C Director

PJB:cmc

CC: Kelly Shannahan, Assistant Chief Administrative Officer



**WATER AND SEWER ADVISORY COUNCIL  
MYSTIC HARBOUR SERVICE AREA**

Reference: County Commissioners' Resolutions of 11/19/93 and 2/1/05

Appointed by: County Commissioners

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

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

Compensation: Expense allowance for meeting attendance as authorized in the budget.

Meetings: Monthly or As-Needed

Special Provisions: Must be residents of Mystic Harbour Service Area

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

Current Members:

| <u>Member's Name</u>         | <u>Resides</u>    | <u>Years of Term(s)</u> |
|------------------------------|-------------------|-------------------------|
| David Dypsky                 | Teal Marsh Center | *10-12, 12-16           |
| Gerri Moler                  | Whispering Woods  | 08-12, 12-16            |
| Martin Kwesko                | Mystic Harbour    | 13-17                   |
| Richard Jendrek <sup>c</sup> | Bay Vista I       | 05-10-14, 14-18         |
| Carol Ann Beres              | Ocean Reef        | 14-18                   |
| Joseph Weitzell <sup>c</sup> | Mystic Harbour    | 05-11-15, 15-19         |
| Bob Hunt                     | Deer Point        | *06-11-15, 15-19        |

*Resigned. Recommend  
replacement = Mary Martinez*

Prior Members: (Since 2005)

- John Pinnero<sup>c</sup> (05-06)
- Brandon Phillips<sup>c</sup> (05-06)
- William Bradshaw<sup>c</sup> (05-08)
- Buddy Jones (06-08)
- Lee Trice<sup>c</sup> (05-10)
- W. Charles Friesen<sup>c</sup> (05-13)
- Alma Seidel (08-14)

<sup>c</sup> = Charter member - Initial Terms Staggered in 2005  
\* = Appointed to fill an unexpired term

## Kelly Shannahan

---

**From:** John Ross  
**ent:** Thursday, July 7, 2016 10:38 AM  
**To:** Kelly Shannahan  
**Cc:** John Tustin  
**Subject:** Fwd: MySTIC Harbour Advisory Board

As we discussed. This is the first step

Sent from my iPhone

Begin forwarded message:

**From:** <[gmoler@aol.com](mailto:gmoler@aol.com)>  
**Date:** July 6, 2016 at 6:57:09 PM EDT  
**To:** <[jross@co.worcester.md.us](mailto:jross@co.worcester.md.us)>  
**Subject:** MySTIC Harbour Advisory Board

Dear John  
I regret that I must resign my appointment to the advisory Board due to health reasons. I have enjoyed my time with the committee and have learned lots of new things. It has been a pleasure working with you.

Sincerely  
Gerri Moler

**Kelly Shannahan**

---

**From:** John Ross  
**Sent:** Friday, July 8, 2016 8:17 AM  
**To:** Kelly Shannahan  
**Subject:** FW: Mystic Harbor advisory board meeting

See Below  
The contact information I have on her is:

12515 Whispering Woods Drive  
Berlin, MD 21811

marym8346@comcast.net

410-382-2661

Mary Martinez

John S. Ross, P.E. Deputy Director of Public Works  
1000 Shore Lane  
Ocean Pines, MD 21811  
(410)641-5251 X-2412  
(410)641-5185 (fax)  
(443-783-0032 (cell)

---

**From:** Buddy Jones [mailto:BUDJONES75@msn.com]  
**Sent:** Friday, July 08, 2016 6:14 AM  
**To:** John Ross  
**Cc:** Mary Martinez; Gerri Moler  
**Subject:** Re: Mystic Harbor advisory board meeting

Dear John Ross,  
Mary Martinez was recently elected onto our Whispering Woods HOA as a Board Member for 3 year term. Mary has agreed to replace Gerri on the Mystic Harbor Advisory Board as our representative for Whispering Woods. We discussed & approved this change at our last Officer meeting. Please call me if you have any questions - 443-783-3690

Thank you very much,  
Buddy Jones  
President, Whispering Woods HOA

**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> |
|------------------|----------------|-------------------------|
| Gail Blazer      | Ocean Pines    | 07-11, 11-15            |
| Frederick Stiehl | Ocean Pines    | *06-08-12, 12-16        |
| Mike Hegarty     | Ocean Pines    | *08-09-13, 13-17        |
| Michael Reilly   | Ocean Pines    | *14-17                  |
| James Spicknall  | Ocean Pines    | 07-10-14, 14-18         |

**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)

\* = Appointed to fill an unexpired term

## COMMISSION FOR WOMEN

Reference: Public Local Law CG 6-101

Appointed by: County Commissioners

Function: Advisory

Number/Term: 1 1/3-year terms; Terms Expire December 31

Compensation: None

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

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

Contact: 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           |
| Hope Carmean            | D-4, Elder                       | Snow Hill       | *15-16                  |
| Mary E. (Liz) Mumford   | At-Large                         | Ocean City      | *16                     |
| Mary Beth Quillen       | Dept of Social Services          |                 | 13-16                   |
| Julie Phillips          | Board of Education               |                 | 13-16                   |
| 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         |
| Corporal Lisa Maurer    | Public Safety - Sheriff's Office |                 | *13-14, 14-17           |
| Debbie Farlow           | Health Department                |                 | *13-14, 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                  |

*Resigned / Replace*

**Prior Members: Since 1995**

- |                                           |                                     |                              |
|-------------------------------------------|-------------------------------------|------------------------------|
| Ellen Pilchard <sup>c</sup> (95-97)       | Carole P. Voss (98-00)              | Gloria Bassich (98-03)       |
| Helen Henson <sup>c</sup> (95-97)         | Martha Bennett (97-00)              | Carolyn Porter (01-04)       |
| Barbara Beaubien <sup>c</sup> (95-97)     | Patricia Ilczuk-Lavanceau (98-99)   | Martha Pusey (97-03)         |
| Sandy Wilkinson <sup>c</sup> (95-97)      | Lil Wilkinson (00-01)               | Teole Brittingham (97-04)    |
| Helen Fisher <sup>c</sup> (95-98)         | Diana Purnell <sup>c</sup> (95-01)  | Catherine W. Stevens (02-04) |
| Bernard Bond <sup>c</sup> (95-98)         | Colleen McGuire (99-01)             | Hattie Beckwith (00-04)      |
| Jo Campbell <sup>c</sup> (95-98)          | Wendy Boggs McGill (00-02)          | Mary Ann Bennett (98-04)     |
| Karen Holck <sup>c</sup> (95-98)          | Lynne Boyd (98-01)                  | Rita Vaeth (03-04)           |
| Judy Boggs <sup>c</sup> (95-98)           | Barbara Trader <sup>c</sup> (95-02) | Sharyn O'Hare (97-04)        |
| Mary Elizabeth Fears <sup>c</sup> (95-98) | Heather Cook (01-02)                | Patricia Layman (04-05)      |
| Pamela McCabe <sup>c</sup> (95-98)        | Vyoletus Ayres (98-03)              | Mary M. Walker (03-05)       |
| Teresa Hammerbacher <sup>c</sup> (95-98)  | Terri Taylor (01-03)                | Norma Polk Miles (03-05)     |
| Bonnie Platter (98-00)                    | Christine Selzer (03)               | Roseann Bridgman (03-06)     |
| Marie Velong <sup>c</sup> (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)

## Kelly Shannahan

---

**From:** Lora Henry-Gordy <henrygordy1954@yahoo.com>  
**ent:** Monday, April 11, 2016 12:12 PM  
**o:** Kelly Shannahan  
**Subject:** WCCW Commissioners

Good afternoon Mr. Shannahan ,

We have 2 vacancies that needs to be filled.

Dawn Hodge has resigned due to her increased responsibilities .

Dawn Hodges is At Large (North) 14 -16. We need to have someone to finish out her term.

We also have a vacancy for District 1 - Lockfaw, 15 -16 .

At this time I have no nominees. We are asking individuals if they are interested.

Sincerely ,

L. Eloise Henry-Gordy

----- Original message -----

From: westerlund/waite <bdnf@verizon.net>

Date: 8/1/16 1:28 PM (GMT-05:00)

Subject: Text Amendment Considerations-Jacob Gibbon's/C.O.D. Farms Industrialized Factory Poultry Application

17

Briefing from: Ed Tudor  
Bob Mitchell

Greetings Worcester County Commissioners,

I have enclosed links to an Op/Ed in addition to two local stories covered by local media regarding Wicomico County and similar issues faced by the Commissioners there. I hope you review these links prior to the discussion/vote on your agenda regarding the Text Amendment. Clearly, the protected watershed on my property-in addition to the Pocomoke River and tidal wetlands that are direct abutters- presents a valid number of concerns that Water Alliance, my neighbors, my partner and I all share in relationship to the Jacob Gibbon's/C.O.D. Farms proposed application.

As indicated in earlier correspondences, I am in Maine. I am saddened and shocked this morning by the national news story regarding the tragic flood in Ellicott City-both the devastation and the loss of life. I shutter to think of the consequences if a similar event occurred in the location of the aforementioned project and what devastation the waste water from 179,000 chickens mixing with the water shed AND the river would bring to the greater Snow Hill/Worcester County area. Once more I implore your Board further explore the long term liabilities and negative environmental, financial and health effects to your constituents.

As a former elected Officer for the state of Maine, I was told, "Step one-Get elected. Step-two-Get re-elected". To me that always meant keeping an open mind and an understanding that what occurs while one is in office shapes the platform he/she will run upon at re-election. In short, I believe with ALL of the highly publicized issues with these INDUSTRIALIZED Poultry Applications, one can no longer avoid the need for more stringent zoning codes regarding what is MUCH MORE than what is required for crop/truck farming. In short, the requirements and implications of an Industrialized Poultry Factory TRULY differ from the farmer growing tomatoes, watermelons, corn, soy beans or wheat. Herein lies the problem. I believe it is time to move toward a solution.

The Text Amendment and any further measures brought forth by the Worcester County Board of Commissioners to make the requirements for these operations, especially when proposed from a farm directly abutting a protected water shed, more stringent and would indicate strong governance regarding this issue. Exploring this matter further or by voting in favor of and implementing the Text Amendment would characterize strong, educated, and common sense leadership. In closing, upon review of all the presentations, correspondences and comments at the recent Public Hearing, it is my sincere hope the Commissioners delineate that these Poultry Applications are not farming. They are Applications for Industrialized Factories and pose significant real and potential devastating risks to the environment, health and quality of life for ALL Worcester County residents, taxpayers, and voters. Please review the information found at the links. Please contact me with any questions or concerns. Thank you, again, for your attention in this matter.

<http://www.delmarvanow.com/story/opinion/columnists/2016/07/16/poultry-industry-lower-shore/87151690/>

<http://www.wboc.com/story/31225959/group-still-pushing-to-be-heard-in-wicomico-county>

<http://www.wboc.com/story/30688448/13-proposed-chicken-houses-in-wicomico-county>

Charles L. Waite, III  
6217 Timmons Road  
Snow Hill, MD 21863  
410-632-1192  
207-251-0769 Cell