

AGENDA

WORCESTER COUNTY COMMISSIONERS

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

August 16, 2016

- | | <u>Item #</u> |
|---|-----------------|
| 9:00 AM - Meet in Commissioners' Conference Room - Room 1103 Government Center, One West Market Street, Snow Hill, Maryland - Vote to Meet In Closed Session | |
| 9:01 - Closed Session: Discussion regarding hiring an Accounting Clerk I and Accounting Clerk II for the Treasurers Office, Maintenance Worker I and Maintenance Worker III for the Maintenance Division, Roads Worker II for the Roads Division, and Plant Operator Trainee for the Water and Wastewater Division of Public Works, and four Correctional Officer Trainees at the Jail; considering acquisition of real property for public purposes; 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 | 1-19 |
| (Cleaning Contract for Environmental Health Condo; Property Tax Credit for Ocean City Chamber of Commerce; Forest Stewardship Plan for Ilia Fehrer Nature Preserve; Scheduling a Public Hearing to Consider Agricultural Easement Applications; FY17 Rental Allowance Program Grant Agreement; Maryland Transportation Grant Participation; Award of Bids for Taylor Landing Fishing and Crabbing Pier Construction, Five Mile Branch Road Bridge Replacement, and Vacuum Trailer; Bid Package for New Vehicles Approved in the FY17 Budget; Award of Contract Administration and Inspection Services for Berlin Rubblefill Cap and Closure Project; Utility Easement for Ocean City Water Connection on Airport Road; Newark WWTP Spray Irrigation Funding Offer from MDE; Use of Remaining Bond Funds in Mystic Harbour Service Area; Sheriff's Office HVAC and Evidence Storage Room Ventilation Status; Bid Package for Demolition of Structures at 110 North Washington Street in Snow Hill; Findings of Fact and Resolution Approving Rezoning No. 403 - Nichols-Neff Properties on Beauchamp Road - E-1 to R-1; Pending Board Appointments; Audio Visual System for Commissioners' Meeting Room; and potentially other administrative matters) | |
| 10:20 - | |
| 10:30 - Legislative Session - Introduction of Bill (Public Health - Skin Penetrating Body Adornment) | 20 |
| 10:40 - Chief Administrative Officer: Administrative Matters | 1-19, continued |
| 10:50 - | |
| 11:00 - | |
| 11:10 - | |
| 11:20 - | |
| 11:30 - Presentation of Commendation to State Champion Berlin Little League Senior All Stars | 21 |
| 11:40 - | |
| 11:50 - | |
| 12:00 - Questions from the Press | |
| Lunch | |
| 1:00 PM - Chief Administrative Officer: Administrative Matters (If Necessary) | 1-19, continued |
| 1:10 - | |
| 1:20 - | |
| 1:30 - | |

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

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

Please be thoughtful and considerate of others.

Turn off your cell phones & pagers during the meeting!

Minutes of the County Commissioners of Worcester County, Maryland

August 2, 2016

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

Following a motion by Commissioner Lockfaw, seconded by Commissioner Purnell, with Commissioners Bertino and Mitrecic absent, the Commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions Article of the Annotated Code of Maryland and to perform administrative functions. Also present at the closed session were Harold L. Higgins, Chief Administrative Officer; Kelly Shannahan, Assistant Chief Administrative Officer; Maureen Howarth, County Attorney; Kim Moses, Public Information Officer; and Stacey Norton, Human Resources Director. Topics discussed and actions taken included: hiring Peggy Ellerman as an Office Assistant III for the Water and Wastewater Division of Public Works, Mark Kuhn as an Electronic Services Installer for Emergency Services, Mark Huey as a part-time Social Media Coordinator for Tourism, Adam Phipps-Dickerson as a Natural Resources Specialist II and promotion of Jenelle Irwin from Natural Resources Planner II to Natural Resources Administrator for Environmental Programs, transferring Alexa Gillis from Office Assistant V within the Family Services Division to Office Assistant V within the Administrative Division of the Circuit Court; acknowledging the hiring of Teikera Tenner as Manager within the Shore Spirits Retail Liquor Store in Pocomoke, Kenneth Reed as a full-time Deputy Sheriff for the Road Patrol Division and Patricia Donaldson and Gary Adelhardt as part-time School Resource Deputies within the Sheriff's Office, and Ashley Lewis as Assistant Support Services and Special Projects Liaison, Rachel Jones as a full-time Library Services Assistant I within the Snow Hill Branch and Ashley Cuffee and Elena Coelho as part-time Library Services Assistant Is within the Berlin Branch of the County Library; 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.

Commissioners Bertino and Mitrecic were absent from the meeting.

The Commissioners reviewed and approved the minutes of their July 19, 2016 closed and open session meetings as presented.

The Commissioners met with Housing Program Administrator Jo Ellen Bynum regarding a request by the Maryland Department of Housing and Community Development (DHCD) for Worcester County's continued participation in the "On Behalf Of" (OBO) Maryland Mortgage Program, which provides low interest loans primarily to first-time home buyers as well as to those homebuyers who have not owned their principal residence within the last three years, as well as the Maryland Home Credit Program. Upon a motion by Commissioner Purnell, the Commissioners unanimously agreed to irrevocably transfer Worcester County's full \$1,817,702 tax-exempt housing bond allocation to the DHCD Community Development Administration for use in issuing housing bonds or mortgage credit certificates on behalf of Worcester County, as set forth in the 2016 allocation of the Maryland State Ceiling for use under the Maryland Mortgage Program and the Maryland Home Credit Program.

Pursuant to the request of Ms. Bynum and upon a motion by Commissioner Lockfaw, the Commissioners unanimously approved bid specifications for the general rehabilitation of a single-family home in the Bishopville area, which is to be funded through the County's current Community Development Block Grant (CDBG) for Housing Rehabilitation.

Pursuant to the written request of Health Department Fiscal Officer Julia Parker and upon a motion by Commissioner Lockfaw, the Commissioners unanimously authorized Commission President Bunting to sign the FY17 Department of Health and Mental Hygiene (DHMH) Local Health Department Unified Funding Document, which is the approved base award from the State of Maryland totaling \$8,281,650 to the Worcester County Health Department as of July 1, 2016.

Pursuant to the request of Budget Accountant Kim Watts and upon a motion by Commissioner Elder, the Commissioners unanimously authorized Commission President Bunting to sign the Governor's Office of Crime Control & Prevention Grant Award and Acceptance Form for funds of \$67,648 for the grant-funded position of Heroin Coordinator within the Sheriff's Office, a position approved by the Commissioners at their June 21, 2016 meeting.

Pursuant to the request of Recreation and Parks Director Paige Hurley and upon a motion by Commissioner Elder, the Commissioners unanimously approved out-of-state travel for Mr. Hurley and Kelly Rados, Special Events & Marketing Coordinator for Recreation and Parks, to attend the Teams National Conference in Atlantic City, New Jersey from September 26-29, 2016 at a cost of \$1,200 for lodging and meals. Mr. Hurley advised that there is no registration cost for Ocean City, Wicomico and Worcester Recreation and Parks Department representatives to attend the conference because they are members of Team Maryland and the Mid-Atlantic Amateur Sports Alliance (MAASA) which covers these expenses.

The Commissioners met with Development Review and Permitting Director Ed Tudor to discuss scheduling public hearings for two utility scale solar projects. Commissioner Church recused himself from the discussions due to potential conflicts of interest and left the meeting.

Pursuant to the recommendation of Mr. Tudor and upon a motion by Commissioner Elder, the Commissioners voted unanimously to schedule a public hearing on September 6, 2016

to consider an application submitted by Longview Solar, LLC to approve a Step I Concept Plan for a utility scale solar energy system on a 285-acre property located on the southerly side of Libertytown Road (MD Rt. 374), approximately 0.4 mile east of Cedar Lane Road, and identified on Tax Map 24 as Parcel 5, Lot 5. Mr. Tudor stated that the Longview Solar - Heron Project includes a proposed utility scale solar energy system consisting of approximately 85,670 panels anticipated to produce a 26-megawatt (DC) output. He further stated that the application received a favorable recommendation from the County Planning Commission.

Pursuant to the recommendation of Mr. Tudor and upon a motion by Commissioner Elder, the Commissioners voted unanimously to schedule a public hearing on September 6, 2016 to consider an application submitted by Longview Solar, LLC to approve a Step I Concept Plan for a utility scale solar energy system on a 258-acre property located on the northerly side of Public Landing Road (MD Rt. 365), across from the intersection with McCabes Corner Road, and identified on Tax Map 64 as Parcels 4, 71, and 72. Mr. Tudor advised that the Longview Solar - Seabeach Project includes a proposed utility scale solar energy system consisting of approximately 63,320 panels anticipated to produce an 18-megawatt (DC) output. He further stated that the application received a favorable recommendation from the County Planning Commission.

Commissioner Church rejoined the meeting.

Pursuant to the request of Public Works Director John Tustin and upon a motion by Commissioner Lockfaw, the Commissioners unanimously approved the list of Waterway Improvement Project Grant Applications to be submitted to the Maryland Department of Natural Resources (DNR) for consideration in the State's FY18 budget in the following order of priority: \$50,000 to resurface/overlay the parking lot at the pavilion and pier at Public Landing Boat Ramp; and \$50,000 to resurface/overlay the parking lot at South Point Boat Ramp.

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Lockfaw, the Commissioners unanimously approved bid specifications for the purchase of one brush chipper for the Roads Division of Public Works, with funds of \$45,000 available within the FY17 budget for this expense.

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Lockfaw, the Commissioners unanimously approved bid specifications for the purchase of four offset hydraulic rotary cutters for the Roads Division of Public Works, with funds of \$48,136 available within the FY17 budget for this expense.

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Lockfaw, the Commissioners unanimously approved bid specifications for the purchase of two cab tractors for the Roads Division of Public Works, with funds of \$142,200 available within the FY17 budget for this expense.

Mr. Tustin met with the Commissioners to discuss a proposed Change Order for the

Riddle Farm Commercial Water and Sewer Infrastructure Project. Mr. Tustin stated that construction of the Riddle Farm Commercial Water and Sewer Infrastructure Project is moving at a rapid pace; but one issue has come to light that needs to be addressed to continue forward. He advised that sub-grade organic soil conditions in the 350-foot crossing of the 14th fairway of the Man of War Golf Course will prevent the construction of a gravity sewer by trenchless method, as proposed in District B, the eastern portion of the project. Mr. Tustin explained that the golf course owner, Tom Ruark, who is providing the easement for this effort, will not allow the golf course to be disturbed by using the open trench method to construct the gravity portion of the project to dewater, open cut, bring suitable bedding material in and lay the pipe. Therefore, concept plans have been developed to construct a low-pressure sewer line and revised waterline route that will provide sewer to the properties on the south side of Rt. 50 in the vicinity of the eastern terminus of Samuel Bowen Boulevard in order to avoid any disturbance to the golf course. Mr. Tustin stated that timing is important, since construction is ongoing and approvals from the Maryland Department of the Environment (MDE) and possibly other regulatory agencies will be required before this work can commence.

In response to a question by Commissioner Elder, Mr. Tustin advised that the Finch and Steffey properties and others served by this low-pressure sewer line will be required to purchase and utilize individual grinder pumps for service to their respective properties, a cost the property owners had not originally anticipated but have agreed to pay. He stated that they will also be responsible for electric and maintenance costs for the grinder pumps. Upon a motion by Commissioner Elder, the Commissioners voted unanimously to approve the Change Order for the Riddle Farm Commercial Water and Sewer Infrastructure Project.

The Commissioners met with Mr. Tustin to review a letter from MDE Water Management Administration Director Lynn Buhl that identifies eight Sanitary Sewer Overflows (SSO) that occurred in the County from July of 2014 to June of 2015 and advising that each SSO is subject to penalties of up to \$10,000 per day; however, MDE has offered to settle all eight SSOs for one payment of \$3,100 without admission of liability or concession. Mr. Tustin advised that the SSOs identified by MDE were caused by a combination of pump station mechanical/electrical failures and sewage force main breaks, and each SSO was corrected by County staff and reported to MDE at the time of occurrence. Mr. Tustin advised that the first overflow resulted 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 ongoing upgrades in the Ocean Pines wastewater collection system, and another was a mechanical failure at Pump Station B in Ocean Pines, a station that has now been totally reconstructed. Mr. Tustin stated that the complete elimination of these types of incidents is difficult, and he praised staff from the Water and Wastewater Division of Public Works for responding quickly to repair and report them as required. Mr. Tustin recommended settling with MDE as proposed. Upon a motion by Commissioner Purnell, the Commissioners unanimously agreed to settle the penalties for all eight SSOs for one payment of \$3,100 without admission of liability or concession.

The Commissioners met with Environmental Programs Director Bob Mitchell to discuss changes that Governor Larry Hogan's administration proposes to make to the State Nutrient

Management Regulations regarding spray irrigation operations by relaxing 2012 regulations that were phased in over four years and went into full effect on July 1, 2016 to restrict the application of wastewater in the winter months starting in 2016 for large wastewater treatment plants (WWTP) and to restrict smaller WWTPs beginning July 1, 2020. Mr. Mitchell explained that the 2012 regulations stipulate that there can be no application of manures to farm fields over the winter, beginning November 1, and also eliminates emergency authority to allow spreading of manure to avoid an overflow at a manure storage facility. These regulations will impact four existing County wastewater treatment plants (WWTP) that utilize spray irrigation to reuse treated effluent to irrigate forested lands and golf courses, two additional County WWTPs to come online in the near future, the Town of Berlin's WWTP which has removed point source discharge and irrigates all treated effluent, and the Town of Snow Hill's WWTP, which is operating under the Chesapeake Bay nutrient cap and will transition to spray irrigation to serve future growth. He stated that the Maryland Department of Agriculture (MDA) Nutrient Advisory Committee is considering amending the provisions concerning the winter time application of nutrients. Mr. Mitchell stated that he and Public Works Deputy Director John Ross did not learn about these rules until last year because the rules governing spray irrigation in winter months were contained within a regulatory requirement that is primarily reserved for agricultural operations, and the State did not alert any spray operation permittees about the provision. He stated that, when County staff discovered this change, they alerted the Town of Berlin because the municipal WWTP is likely to be classified as a major plant and because the town is a member of the Maryland Association of Municipal Wastewater Agencies (MAMWA), which has strong lobbying and legal support. He stated that it is vital that the County and towns are able to preserve the operational flexibility to utilize spray areas in wintertime when favorable weather permits. Therefore, he recommended sending a letter to MDE and the Nutrient Advisory Committee seeking a reversal of the ban on winter applications and advising that these regulations have real fiscal consequences to the State's jurisdictions that dispose of treated effluent by way of spray irrigation, as it could result in the need to purchase additional storage facilities and lands for spraying effluent.

Commissioner Elder stated that the letter should also be expanded to include the impact on the agricultural communities, as area farmers are also banned from spreading manure in the winter and have only a small window to do so in the spring when wet weather can impede efforts to spread manure on the fields. Following some discussion and upon a motion by Commissioner Elder, the Commissioners unanimously agreed to send a letter to the State that identifies the ramifications to jurisdictions on Maryland jurisdictions and the farming community and seeking a reversal of the ban on winter applications.

Pursuant to the request of County Attorney Maureen Howarth and upon a motion by Commissioner Elder, the Commissioners unanimously approved out-of-state travel for Ms. Howarth to attend the International Municipal Lawyers Association (IMLA) annual conference in San Diego, California from September 28 to October 2, 2016 at a total estimated cost of \$2,561.

The Commissioners reviewed and discussed various board appointments.

Upon a nomination by Commissioner Church, the Commissioners unanimously agreed to appoint Mary Martinez from the Whispering Woods Homeowners Association to the Mystic

Harbour Water and Sewer Advisory Council for the remainder of a four-year term expiring December 31, 2016 to replace Gerri Moler who resigned.

At the request of Commissioner Bunting in response to phone calls and emails the Commissioners received from concerned residents, Development Review and Permitting Director Ed Tudor and Mr. Mitchell briefed the Commissioners on State and County laws, including a draft text amendment before the Planning Commission, that locally regulate the development of industrial-scale poultry operations known as concentrated animal feeding operations (CAFO).

Mr. Tudor provided an executive summary of the state and local laws and regulations governing these proposed facilities, after which he outlined the basis provisions of a conceptual text amendment currently being considered by the Planning Commission that could revise the local laws governing poultry houses. He stated that agriculture in Worcester County is an important industry, with poultry operations serving as the primary permitted use with only minimal setback requirements in the A-1 and A-2 Agricultural Zones and the E-1 Estate District, and as a special exception in the RP Resource Protection Zone with additional setbacks for those to be constructed near existing houses and churches. He stated that Harold Scrimgeour submitted a text amendment application on February 29, 2016 to limit the establishment of industrial-scale poultry operations, and County staff spent eight weeks working with him to refine the proposed amendment that would create a new section in the Zoning and Subdivision Control Article that defines and regulates poultry housing units based on the four distinct size categories as follows: poultry housing unit - a single poultry house with a gross floor area of 36,000 square feet; poultry operation, small - a farm containing not more than one poultry housing unit and which does not utilize a tunnel ventilation system; poultry operation, medium - a farm containing at least two but not more than three poultry housing units or a farm with only one poultry housing unit that utilizes a tunnel ventilation system; and poultry operation, large - a farm containing more than three but not more than 12 poultry housing units. Mr. Tudor stated that proposed setbacks of 500 feet for medium and large scale poultry operations are significantly greater than those that would be required for small poultry operations (100 feet from the property line). He advised that the text amendment proposes density requirements be determined on a sliding scale, with acreage, setback and buffering requirements to increase based upon the number and size of each poultry house. He stated that the Planning Commission developed a work group that has reviewed and will be providing an update to the Planning Commission on August 4, 2016 regarding their work to develop a draft text amendment, and eventually to the County Commissioners once a bill has been reviewed and approved by the Planning Commission. He stated that the emergence of industrial-scale poultry houses has caused great concern to many residents in all three Lower Eastern Shore counties, and Somerset, Wicomico and Worcester Counties are each working to develop regulations that will properly regulate these operations. He cautioned, however, that this is a process that should not be rushed due to the ramifications.

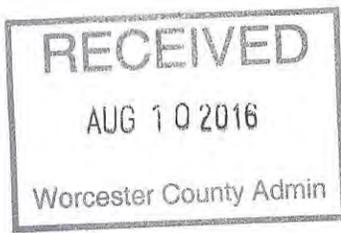
In response to a question by Commissioner Elder, Mr. Tudor stated that poultry projects currently in the development phase would not be impacted by the text amendment unless the Commissioners enact a moratorium on new permit applications. In response to a question by Commissioner Bunting, Mr. Tudor stated that two industrial-scale poultry operations proposed to be developed in Worcester County are currently in the permitting process and would not be

subject to these new regulations.

Mr. Mitchell reviewed the environmental aspects of the Notices of Intent (NOIs) and permit process for CAFOs, which cover construction activities, erosion and sediment control plan, waterway construction permit, water supply appropriations, and discharge, as well as the role of the public in the application review process. He stated that adjoining property owners have the right to request a public hearing during the water supply appropriations permit process. He concluded that there is a lot of misinformation in the media that is generating a great deal of concern, but that poultry farm owners can ease much of these concerns simply by taking the proper steps to be good neighbors, such as not positioning tunnel ventilation exhaust fans on the sides of poultry houses that face neighboring homes and other occupied structures.

Following some discussion, Commissioner Bunting thanked staff for their presentation and update.

The Commissioners answered questions from the press, after which they adjourned to meet again on August 16, 2016.



1

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

Date: August 8, 2016

To: Harold Higgins, Chief Administrative Officer

CC: Kelly Shannahan, Assistant Chief Administrative Officer
Office of the County Commissioners

From: Heather Barton, Director of Administrative Services *NB*

CC: *DU* Debbie Goeller, Health Officer
Jodi Conway, Administrative Officer *JC*
Worcester County Health Department

Re: Worcester County Health Department –Cleaning Contract for Environmental Health Condo

The Health Department would like to request approval from the Commissioners to continue to use OC Solutions LLC to clean the Environmental Health condo. As you will see in the attached service contract, their fee is \$60 per cleaning. We have used OC Solutions since 2009 and have been pleased with their quality of work. We have attached the Service Contract for your review.

We have attached two additional quotes for your reference from Breeze Cleaning, LLC of Ocean Pines and Easy Breezy Cleaning LLC of Ocean City. Both quoted a price of \$60 per cleaning, however we prefer to continue working with OC Solutions, LLC due to our long term relationship with them and known quality of their work.

If you have any questions, please feel free to let me know.

O. C. Solutions LLC
P. O. Box 633
Ocean City, Maryland 21843

Telephone 410-289-6626
Fax 410-289-2811
E-mail ocsolutionsllc@verizon.net

SERVICE Agreement

This Agreement between O. C. Solutions, LLC, herein after referred to as the Contractor, and the County Commissioners of Worcester County, Maryland, Lessee of unit # 5 building name 12 43rd Street is for the August 9, 2016 through, May 16, 2017.

For the sum of \$60.00 per cleaning, paid on a monthly basis, fifteen (15) days within receipt of invoice. Any past due balances are subject to a finance charge of 2% per month. Contractor will provide the following services:

1. Complete cleaning of bathrooms and kitchen area.
2. Sweeping and/or mopping of tile/vinyl floors.
3. Dusting of furniture and vacuuming of carpet.
4. Washing of sliding doors easily accessible, weather permitting.
5. Removal of ALL food left in refrigerator and kitchen cabinets.
6. Removal of all trash, old papers, etc. from unit.
7. Place trashcan liners inside trashcans.
8. Sweeping or vacuuming balconies, weather permitting.
9. Making beds with bedspreads and pillows, as needed.

The Contractor will provide cleaning supplies, vacuum and labor. The Lessee will provide a broom, dustpan, mop, bucket and vacuum cleaner with spare vacuum bags and belts.

Cleaning crews start promptly at 10:00 am and have until 6:00 pm to complete cleaning. They generally finish by 3:00 pm, however particularly heavy vacation weeks, causing traffic tie ups, could make them run later. The Lessee agrees to request his tenants vacate the property no later than 10:00 am and not check in until after 3:00 pm.

If, for any reason, the cleaning crew arrives to clean your property and is not allowed into the unit to do their job, the Lessee agrees to being billed a turn away fee of \$25.00. Should the unit be left in extremely bad condition and takes an abnormal time to clean and requires additional service to put it back in shape, the Contractor shall contact Lessee immediately for direction.

NOTE: If we do not have keys already - Lessee to mail 2 sets of keys to OC Solutions, LLC, P O Box 633, OC, MD 21843

PLEASE COMPLETE THE FOLLOWING FOR OUR RECORDS:

NAME: County Commissioners of Worcester
County, Maryland

BUILDING NAME: 12 43rd Street _____
UNIT # OF PROPERTY: 5 _____

ADDRESS: One West Market Street, Room 1330 Snow Hill MD 21863

PROPERTY ADDRESS: 12 43rd Street, Ocean City, Maryland 21842 _____

HOME PHONE _____ N/A _____

PROPERTY PHONE _____

WORK PHONE _____

(circle one) Is Your Property a **CONDOMINIUM**,

CELL PHONE _____

TOWNHOUSE, HOUSE or MOBILE HOME?

E-MAIL ADDRESS _____

HOW MANY STORIES IS YOUR UNIT? 3

RENTAL AGENCY: Triple D Rentals _____

NO. OF BEDROOMS (INCLUDE DENS & LOFTS) 2

AGENCY PHONE: _____

NO. OF FULL & HALF BATHROOMS 1

DO YOU HAVE ANY SPECIALTY ITEMS IN YOUR PROPERTY – answer yes or no to each

Mirrored wall(s) No, Where N/A Pergo\wood flooring Yes Where: everywhere but the kitchen and bath

Tiled floors in areas other then kitchen and baths No Where N/A _____

MAY WE USE YOU AS A REFERENCE FOR NEW CLIENTS? Yes _____

MAY WE E-MAIL YOUR INVOICES TO YOU? Yes _____

CLEANING DATES AS FOLLOWS: (schedule changes MUST be made 48 hrs. in advance)

Owner agrees to schedule at least four cleanings during the months of June through September.

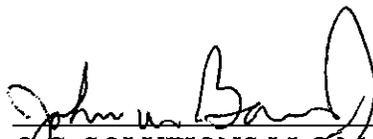
Fill in any dates you know at this time, changes can be made via telephone, fax, e-mail or mail.

MAY N/A _____ AUG 8-21, 8-28, _____

JUNE N/A _____ SEPT 9-4, 9-11, 9-18, 9-25 _____

JULY N/A _____ OCT 10-2, 10-9 _____

Lessee's SIGNATURE DATE

 8-9-16
O.C. SOLUTIONS LLC MANAGER DATE

Breeze Cleaning, LLC
121 Pinehurst Road
Berlin, MD 21811



August 3, 2016

Dear Sir/Madam,

Thank you for allowing Breeze Cleaning Company to prepare a professional cleaning service proposal for your consideration.

Breeze Cleaning, LLC is a limited liability company that provides high quality cleaning services in Ocean City, MD area. The company was set up as a sole proprietor in 2007 with a projected workforce of 20 people.

Breeze Cleaning, LLC's mission is to provide customer with all residential and janitorial cleaning services in a completely trustworthy and professional manner now and in the future. All of our cleaners are thoroughly trained on how to perform each cleaning task, as well as important safety issues. Our goal is to clean each customer's property professionally and safely.

Breeze Cleaning, LLC vision is to be a leader in the industry and give customers service that adds value to their lives. The main company's values are teamwork and integrity.

We look forward to the opportunity of becoming a trusted and valued partner in improving the appearance of your building. Please call if you have any questions, or need additional information as you review our proposal.

Sincerely,

Nadezda Postnikov and Ekaterina Golub,

Breeze Cleaning, LLC

Breeze Cleaning, LLC

Professional Cleaning Service Proposal

Submitted by

G&P Cleaning Solutions, LLC

DBA Breeze Cleaning, LLC

121 Pinehurst Road

Berlin, MD 21811

Nadezda Postnikov, co-owner

908-347-8562

Ekaterina Golub, co-owner

443-513-6131

www.MdBreezeCleaning.com



August 3, 2016

General

Breeze Cleaning, LLC agrees to provide cleaning services to customer as requested. Breeze Cleaning agrees to provide all labor, supervision, materials, and equipment necessary to assure of specified cleaning service for customer. This shall include all services described in the written specification attached.

Compensation

\$60 per each cleaning

Insurance

Breeze Cleaning, LLC have Comprehensive General Liability of \$2,000,000.

Our Philosophy

Breeze Cleaning, LLC is committed to providing quality residential and commercial services that deliver the highest level of customer satisfaction.

Job Specification

Kitchen

- Check cabinets for dirt/fingerprints/spills;
- Clean/polish countertop;
- Clean inside/outside of appliances;
- Clean/polish sink and fixtures;
- Clean refrigerator inside/outside;
- Clean oven inside, if necessary;
- Sweep/mop floors.

Entire Condo

- Empty all wastebaskets, and clean wastebaskets, if necessary;
- Dust all furniture surfaces;
- Clean all glass surfaces and mirrors;
- Clean glass doors and sliders;
- Vacuum all carpeting and rugs;
- Clean sofas, chairs, fluff pillows;
- Sweep/mop all tile floors

Bedrooms

- Straighten bedding, fluff pillows;
- Fold/put away extra blankets, pillows in closets.

Bathrooms

- Clean/sanitize sink and countertops;
- Clean/disinfect toilets, toilets seats, behind the toilets;
- Dust light fixtures;
- Clean/disinfect showers, and bathtubs;
- Clean mirrors and glass shower doors;
- Clean/polish faucets, fixture;
- Sweep/mop floors.

Outside

- Sweep porch, wipe porch of any sticky areas;
- Wipe off porch furniture.

Easy
Breezy
Cleaning

Quote

Date: July 19th 2016

Expiration Date: December 31,
2016

To Jacqueline Baker
410-352-3234
12 43rd St. #5
Customer ID 150

Job	Price	Payment Terms
Cleaning 2 BR 1 BATH 12 43 rd St. #5 Wood floor/tiles	\$60.00	Due by 10 th of each month By check or credit cards

Cleanings are done every Sunday or as needed.

Quotation prepared by: Dasha and Victoria

Thank you for your business!

Easy Breezy Cleaning LLC P.O. Box 4022, Ocean City, MD 21843 413-523-7060
easybreezycleaning@outlook.com



CLEANING CHECKLIST

Easy Breezy Cleaning LLC

Dasha 443-523-7060 and Victoria 443-736-6157

12 43rd St. #5

Clean the Kitchen

- clean the microwave
- clean and organize the refrigerator (throw away all food)
- clean and organize the freezer
- clean stove top
- clean and disinfect small appliances
- wipe down countertops
- clean cabinet door from outside
- sweep and mop floors
- change trash bag

Clean the Living Room

- dust all the furniture, TV, appliances
- dust and clean windows, inside and out
- vacuum and clean floor
- vacuum sofas and chairs
- Sweep balcony floor and wipe down balcony furniture

Clean the Bathrooms

- Clean mirror
- Disinfect countertops
- Mop and hand scrub floors
- Scrub and disinfect toilet, including around base, under seat and around hinges
- Scrub the bathtub and/or shower
- Change the trash bag

Clean Bedrooms

- dust baseboards and window sills
- dust and polish furniture
- dust pictures
- clean glass and mirrors
- dust ceiling fan
- clean under bed
- vacuum carpet



OFFICE OF THE TREASURER

Worcester County

GOVERNMENT CENTER

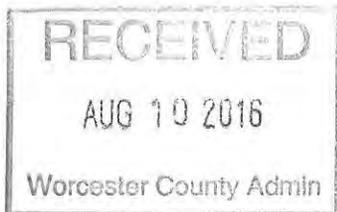
ONE WEST MARKET STREET, ROOM 1105

P.O. Box 248

SNOW HILL, MARYLAND

21863

TEL: 410-632-0686
FAX: 410-632-3003



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PHILLIP G. THOMPSON, CPA
FINANCE OFFICER

JENNIFER C. SWANTON, CPA
ASSISTANT FINANCE OFFICER

TO: Harold L. Higgins, Chief Administrative Officer
FROM: Phillip G. Thompson, Finance Officer *DGT*
RE: Tax Credit
DATE: August 10, 2016

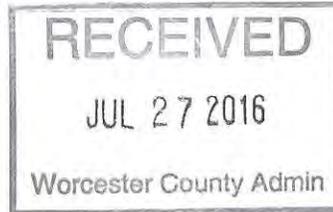
I would like to request the County Commissioners authorize a 100% tax credit of \$12,885.45 for accounts 10-012139, 10-012147, and 10-011108 for the Ocean City Chamber of Commerce pursuant to Section 9-325 of the Tax Property Code. Included with this request is a copy of the letter from the Chamber requesting the credit.

If you have any questions or require any other follow-up, please do not hesitate to contact me.



The Greater Ocean City, Maryland Chamber of Commerce

Inc.



July 14, 2016

Copy! Phil Thompson ✓
For review and
recommendation

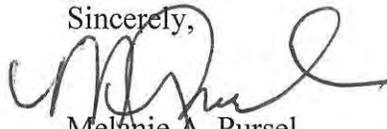
Worcester County Board of County Commissioners
Madison J. Bunting, Jr., President
Room 1103 – Government Center
One West Market Street
Snow Hill, Maryland 21863

Dear President Bunting:

We are in receipt of our property tax bills for 2016-2017, copies of which are enclosed for your convenience. I would like to request that the Board of County Commissioners grant property tax credits for the Greater Ocean City Chamber of Commerce for account numbers 10-012139, 10-011108, and 10-012147 pursuant to Tax-Property Article §9-325(a)(5) and reissue adjusted bills if necessary.

If you have any questions or require any additional information, please feel free to contact me at 410-213-0144. Thank you for your assistance in this matter.

Sincerely,



Melanie A. Pursel
Executive Director

Eunice Q. Sorin Visitor & Conference Center

12320 Ocean Gateway, Ocean City, Maryland 21842 • 410-213-0144 • Fax 410-213-7521
www.oceancity.org • info@oceancity.org

DETACH AND KEEP THIS PORTION

Worcester County
Office of the Treasurer

Principal Residence or Commercial

(410) 632-0686 Ext. 3
www.co.worcester.md.us

PROPERTY ID	BILL YEAR	BILL PERIOD	INTERCOM	CHARGE	ASSESSMENT	RATE	AMOUNT
10011108	2016	07/01/16 - 06/30/17	6234 / 329	State Real Property	324,100	.112000	362.99
				County Real Property	324,100	.835000	2,706.24
MAP OR ID	PART #	BILL #	BILL DATE	IF CHECKED CALL (410) 632-0686 EXT 3			
0026	0006	0392	27357	07/01/16	PRIOR YEAR TAXES DUE		
COUNTY RATE - CONSTANT YIELD = DIFFERENCE				TAX SALE			
\$0.835 - \$0.8245 = \$.0105							



13003*****AUTO**5-DIGIT 21842 T39 P1
OCEAN CITY MARYLAND CHAMBER OF COM
12320 OCEAN GTWY
OCEAN CITY, MD 21842-9688

ROYAL TAXES	PROVIDE LOCATION
	LOTS 1 37 38 39 40 S SIDE R-50 PL C LEWIS FARM

MAKE CHECK PAYABLE TO WORCESTER COUNTY
P.O. BOX 64390
BALTIMORE, MD 21264-4390

ENCLOSE THIS PORTION WITH ANNUAL PAYMENT

(410) 632-0686 Ext. 3
www.co.worcester.md.us

PROPERTY ID	BILL YEAR	BILL #	BILL DATE	PERIOD	DISCOUNT	PAY THE AMOUNT
10011108	2016	27357	07/01/2016	Jul 2016	-13.54	3,055.69
LOTS 1 37 38 39 40 S SIDE R-50 PL C LEWIS FARM				Aug 2016	0.00	3,069.23
				Sep 2016	0.00	3,069.23
				Oct 2016	15.35	3,084.58
				Nov 2016	30.69	3,099.92
				Dec 2016	46.04	3,115.27
				Jan 2017	76.72	3,145.95
				Feb 2017	107.43	3,176.66

Payment Enclosed

OCEAN CITY MARYLAND CHAMBER OF COM

12320 OCEAN GATEWAY
OCEAN CITY, MD 21842

02402082016400027357300003055696

MAKE CHECK PAYABLE TO WORCESTER COUNTY
P.O. BOX 64390
BALTIMORE, MD 21264-4390

ENCLOSE THIS PORTION WITH SECOND SEMI-ANNUAL PAYMENT

(410) 632-0686 Ext. 3
www.co.worcester.md.us

PROPERTY ID	BILL YEAR	BILL #	BILL DATE	PERIOD	DISCOUNT	PAY THE AMOUNT
10011108	2016	27357	07/01/2016	Jul 2016	-6.77	1,527.84
LOTS 1 37 38 39 40 S SIDE R-50 PL C LEWIS FARM				Aug 2016	0.00	1,534.61
				Sep 2016	0.00	1,534.61
				Oct 2016	0.00	1,534.61
				Nov 2016	0.00	1,534.61
				Dec 2016	0.00	1,534.61

Payment Enclosed

OCEAN CITY MARYLAND CHAMBER OF COM

12320 OCEAN GATEWAY
OCEAN CITY, MD 21842

02402082016400027357300001527845

MAKE CHECK PAYABLE TO WORCESTER COUNTY
P.O. BOX 64390
BALTIMORE, MD 21264-4390

ENCLOSE THIS PORTION WITH FIRST SEMI-ANNUAL PAYMENT

(410) 632-0686 Ext. 3
www.co.worcester.md.us

PROPERTY ID	BILL YEAR	BILL #	BILL DATE	PERIOD	DISCOUNT	PAY THE AMOUNT
10011108	2016	27357	07/01/2016	Jul 2016	-6.77	1,527.85
LOTS 1 37 38 39 40 S SIDE R-50 PL C LEWIS FARM				Aug 2016	0.00	1,534.62
				Sep 2016	0.00	1,534.62
				Oct 2016	15.35	1,549.97
				Nov 2016	30.69	1,565.31
				Dec 2016	46.04	1,580.66

Payment Enclosed

OCEAN CITY MARYLAND CHAMBER OF COM

12320 OCEAN GATEWAY
OCEAN CITY, MD 21842

DETACH AND KEEP THIS PORTION

Worcester County
Office of the Treasurer

Principal Residence or Commercial

(410) 632-0686 Ext. 3
www.co.worcester.md.us

PROPERTY ID	BILL YEAR	LEVY PERIOD	SUBJECT ID	CHARGES	ASSESSMENT	TAX	AMOUNT
10012139	2016	07/01/16 - 06/30/17	3471 / 564	State Real Property	1,204,767	.112000	1,349.34
				County Real Property	1,204,767	.835000	10,059.80
0026	0006	0392	27439	07/01/16			
COUNTY RATE - CONSTANT YIELD = DIFFERENCE \$0.835 - \$0.8245 = \$.0105				PRIOR YEAR TAXES DUE			
CONSTANT YIELD INFORMATION				TAX SALE			

13028*****AUTO**5-DIGIT 21842 T39 P1
OCEAN CITY MARYLAND CHAMBER OF
COMMERCE INC
12320 OCEAN GTWY
OCEAN CITY, MD 21842-9888

TOTAL TAX	PROPERTY IDENTIFICATION
	PARCEL A 15965 SQ FT LANDS OF OCEAN CITY CHAM OF COMMERCE PR SUR

MAKE CHECK PAYABLE TO WORCESTER COUNTY
P.O. BOX 64390
BALTIMORE, MD 21264-4390

**ENCLOSE THIS PORTION WITH
ANNUAL PAYMENT**

(410) 632-0686 Ext. 3
www.co.worcester.md.us

PROPERTY ID	BILL YEAR	BILL #	BILL DATE	PERIOD	DISCOUNT	TAX	AMOUNT
10012139	2016	27439	07/01/2016	Jul 2016	-50.30		11,358.84
PARCEL A 15965 SQ FT LANDS OF OCEAN CITY CHAM OF COMMERCE PR SUR				Aug 2016	0.00		11,409.14
				Sep 2016	0.00		11,409.14
				Oct 2016	57.05		11,466.19
				Nov 2016	114.09		11,523.23
				Dec 2016	171.14		11,580.28
				Jan 2017	285.24		11,694.38
				Feb 2017	399.32		11,808.46

Payment Enclosed

OCEAN CITY MARYLAND CHAMBER OF
COMMERCE INC
12320 OCEAN GATEWAY
OCEAN CITY, MD 21842

02402082016400027439900011358843

MAKE CHECK PAYABLE TO WORCESTER COUNTY
P.O. BOX 64390
BALTIMORE, MD 21264-4390

**ENCLOSE THIS PORTION WITH SECOND
SEMI-ANNUAL PAYMENT**

(410) 632-0686 Ext. 3
www.co.worcester.md.us

PROPERTY ID	BILL YEAR	BILL #	BILL DATE	PERIOD	DISCOUNT	TAX	AMOUNT
10012139	2016	27439	07/01/2016	Jul 2016	-25.15		5,679.42
PARCEL A 15965 SQ FT LANDS OF OCEAN CITY CHAM OF COMMERCE PR SUR				Aug 2016	0.00		5,704.57
				Sep 2016	0.00		5,704.57
				Oct 2016	0.00		5,704.57
				Nov 2016	0.00		5,704.57
				Dec 2016	0.00		5,704.57

Payment Enclosed

OCEAN CITY MARYLAND CHAMBER OF
COMMERCE INC
12320 OCEAN GATEWAY
OCEAN CITY, MD 21842

02402082016400027439900005679428

MAKE CHECK PAYABLE TO WORCESTER COUNTY
P.O. BOX 64390
BALTIMORE, MD 21264-4390

**ENCLOSE THIS PORTION WITH FIRST
SEMI-ANNUAL PAYMENT**

(410) 632-0686 Ext. 3
www.co.worcester.md.us

PROPERTY ID	BILL YEAR	BILL #	BILL DATE	PERIOD	DISCOUNT	TAX	AMOUNT
10012139	2016	27439	07/01/2016	Jul 2016	-25.15		5,679.42
PARCEL A 15965 SQ FT LANDS OF OCEAN CITY CHAM OF COMMERCE PR SUR				Aug 2016	0.00		5,704.57
				Sep 2016	0.00		5,704.57
				Oct 2016	57.05		5,761.62
				Nov 2016	114.09		5,818.66
				Dec 2016	171.14		5,875.71

Payment Enclosed

OCEAN CITY MARYLAND CHAMBER OF
COMMERCE INC
12320 OCEAN GATEWAY
OCEAN CITY, MD 21842

DETACH AND KEEP THIS PORTION

Worcester County
Office of the Treasurer

Principal Residence or Commercial

(410) 632-0686 Ext. 3
www.co.worcester.md.us

PROPERTY ID	BILL YEAR	LEVY PERIOD	LIBER/FOLIO	CHARGE	ASSESSMENT	RATE	AMOUNT
10012147	2016	07/01/16 - 06/30/17	546 / 40	State Real Property	14,300	.112000	16.02
				County Real Property	14,300	.835000	119.41
0026	0006	0392	27440	07/01/16			
COUNTY RATE - CONSTANT YIELD = DIFFERENCE \$0.835 - \$0.8245 = \$.0105				PRIOR YEAR TAXES DUE			
				TAX SALE			



13029*****AUTO**5-DIGIT 21842 T39 P1
OCEAN CITY MD CHAMBER OF
COMMERCE INC THE
12320 OCEAN GTWAY
OCEAN CITY, MD 21842-9688

TOTAL TAXES	PROPERTY INFORMATION
	PARCEL B 833 SQ FT LANDS OF OCEAN CITY CHAM OF COMMERCE PR SUR

MAKE CHECK PAYABLE TO WORCESTER COUNTY
P.O. BOX 64390
BALTIMORE, MD 21264-4390

**ENCLOSE THIS PORTION WITH
ANNUAL PAYMENT**

(410) 632-0686 Ext. 3
www.co.worcester.md.us

PROPERTY ID	BILL YEAR	BILL #	BILL DATE	PERIOD	PERCENT	PAYMENT AMOUNT
10012147	2016	27440	07/01/2016	Jul 2016	-0.60	134.83
PARCEL B 833 SQ FT LANDS OF OCEAN CITY CHAM OF COMMERCE PR SUR				Aug 2016	0.00	135.43
				Sep 2016	0.00	135.43
				Oct 2016	0.68	136.11
				Nov 2016	1.35	136.78
				Dec 2016	2.03	137.46
				Jan 2017	3.39	138.82
				Feb 2017	4.74	140.17
				MAIL WITH FULL ANNUAL PAYMENT		

Payment Enclosed

OCEAN CITY MD CHAMBER OF
COMMERCE INC THE
12320 OCEAN GATEWAY
OCEAN CITY, MD 21842

02402082016400027440700000134833

MAKE CHECK PAYABLE TO WORCESTER COUNTY
P.O. BOX 64390
BALTIMORE, MD 21264-4390

**ENCLOSE THIS PORTION WITH SECOND
SEMI-ANNUAL PAYMENT**

(410) 632-0686 Ext. 3
www.co.worcester.md.us

PROPERTY ID	BILL YEAR	BILL #	BILL DATE	PERIOD	PERCENT	PAYMENT AMOUNT
10012147	2016	27440	07/01/2016	Jul 2016	-0.30	67.41
PARCEL B 833 SQ FT LANDS OF OCEAN CITY CHAM OF COMMERCE PR SUR				Aug 2016	0.00	67.71
				Sep 2016	0.00	67.71
				Oct 2016	0.00	67.71
				Nov 2016	0.00	67.71
				Dec 2016	0.00	67.71
				MAIL WITH SECOND SEMI-ANNUAL PAYMENT		

Payment Enclosed

OCEAN CITY MD CHAMBER OF
COMMERCE INC THE
12320 OCEAN GATEWAY
OCEAN CITY, MD 21842

02402082016400027440700000067413

MAKE CHECK PAYABLE TO WORCESTER COUNTY
P.O. BOX 64390
BALTIMORE, MD 21264-4390

**ENCLOSE THIS PORTION WITH FIRST
SEMI-ANNUAL PAYMENT**

(410) 632-0686 Ext. 3
www.co.worcester.md.us

PROPERTY ID	BILL YEAR	BILL #	BILL DATE	PERIOD	PERCENT	PAYMENT AMOUNT
10012147	2016	27440	07/01/2016	Jul 2016	-0.30	67.42
PARCEL B 833 SQ FT LANDS OF OCEAN CITY CHAM OF COMMERCE PR SUR				Aug 2016	0.00	67.72
				Sep 2016	0.00	67.72
				Oct 2016	0.68	68.40
				Nov 2016	1.35	69.07
				Dec 2016	2.03	69.75
				MAIL WITH FIRST SEMI-ANNUAL PAYMENT		

Payment Enclosed

OCEAN CITY MD CHAMBER OF
COMMERCE INC THE
12320 OCEAN GATEWAY
OCEAN CITY, MD 21842

DEPARTMENT OF HUMAN RESOURCES

Worcester County
Department of Social Services

3



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

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

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

August 10, 2016

The Honorable Madison J. Bunting, Jr.
President of the Worcester County Commissioners
1 West Market Street
Snow Hill, Maryland 21863

Reviewed by Budget Accountant
Date: 8/10/16 By: Kim Hatter

Dear Mr. Bunting:

The Worcester County Department of Social Services has attached the Annual Rental Allowance Program Services Fund Grant Agreement. This program assists residents of Worcester County with Rental Assistance and Security Deposits.

Please sign the enclosed Grant Agreement in the amount of \$40,000.00 between the Maryland Department of Housing and Community Development. This Grant will be administered by the Worcester County Department of Social Services.

Please forward the Grant Agreement back to my office and I will mail to the Maryland Department of Housing and Community Development.

Sincerely,

Mary Beth Quillen

Mary Beth Quillen
Assistant Director Administration
Worcester County Department of Social Services

Enc. Grant Agreement



**RENTAL ALLOWANCE PROGRAM
LOCAL PROGRAM APPLICATION**

(State Fiscal Year 2017)

Return to: Department of Housing & Community Development Division of Neighborhood Revitalization 7800 Harkins Road Lanham, MD 20706 Attention: Karen E. Ashby (301) 429-7251	This Space for NR Use Application No. _____ Date Received _____
--	--

I. APPLICANT

Name of Jurisdiction Worcester County Government

Address of Jurisdiction One West Market Street, Rm. 1103

(Street)

Snow Hill Maryland 21863
(City) (Maryland) (Zip Code)

Jurisdiction's Federal Identification Number 52-6001064
(Do not use the FID of the administering agency)

Name of Contact Person for the Jurisdiction Jody Hurley, Special Projects Coordinator

Telephone Number: 410-677-6895 Email Address: jody.hurley@maryland.gov

Name of Agency Administering for the Jurisdiction Worcester County Department of Social Services

Address of Administering Agency 299 Commerce Street

Snow Hill Maryland 21863
(City) (Maryland) (Zip Code)

II. RENTAL ALLOWANCE PRIORITIES

List priorities, if any, among types of eligible recipients: Families w/children living in shelters, single individuals also in shelters, emergency shelter needs for crisis, fires, flooding, and condemning property for intact families; Critical housing needs for families in crisis.

- Homeless
 Emergency or Critical Homeless Need

III. LEVEL OF RAP PARTICIPATION

A. Detail Level of activity with State Fiscal Year 2016 funding:

Total amount of State Fiscal Year 2016 Grant:	\$40,000
Total amount expended to date:	\$40,000
Total number of recipients served to date:	20
Total number of applicants on RAP waiting list:	50
Number of recipients that have been served the full 12 month term:	-0-
Number that received an extension during the subsidy period:	-0-

B. Briefly describe the responsibilities of each stakeholder that will be participating in the Rental Allowance Program. (Include outreach, intake, certification, inspection, support services, payments, and requests for extension of payment terms.

Activity/Responsibility
Same as Social Service Agency

Agency/Department

Social Service Agency: Will complete the intake, case management, perform inspections, disburse all RAP payments and take requests for extensions of the subsidy. The Department of Social Services will also maintain records and reports for the RAP funding.

Organization: Public/Private

C. Grantees may use up to 10% of the total RAP allocation for administrative costs associated with the Program.

Do you wish to claim administrative funding for State Fiscal Year 2017?

Yes X No

 10%

(Note, the total amount allowed for administrative costs cannot exceed 10% of award.)

IV. NOTICES

The Applicant agrees to provide the following notices, either on a standardized application form or on a separate statement, to all applicants for Rental Allowance Payments through the Rental Allowance Program:

(1) "In accordance with Executive Order 01.01.1983.18, the Department of Housing and Community Development (the "Department") advises you as follows regarding the collection of personal information:

Certain personal information requested by the Department is necessary in determining recipient eligibility for a Rental Allowance Payment. Failure to disclose this information may result in the denial of these benefits or services. Availability of this information for public inspection is governed by the provisions of the Maryland Public Information Act, State Government Article, and Sections 10-611 et. seq of the Annotated Code of Maryland. This information will be disclosed to appropriate staff of the Department or to public officials, for purposes for which its use is intended. Such

information is routinely shared with state, federal or local government agencies. You have the right to inspect, amend or correct personal records in accordance with the Maryland Public Information Act."

- (2) A person applying for Rental Allowance Payments through the Rental Allowance Program may not knowingly make or cause any false statement or report to be made for the purpose of influencing the action of the Program on an application for Rental Allowance Payments or the purpose of influencing any action of the Program affecting any Rental Allowance Payments already made. A person who knowingly makes or causes to be made such a false statement or report shall, at the option of the Program, be subject to the termination of any benefits under the Program."

V. **ASSURANCE OF COMPLIANCE (Attachment A)**

Applicant agrees to comply with all applicable federal and State laws regarding discrimination and equal opportunity in employment, housing and credit practice, including without limitation Title VI and VII of the Civil Rights Act of 1964 and VIII of the Civil Rights Act of 1968, as amended, the Federal Fair Housing Amendments Act of 1988 as amended, and the State of Maryland Executive Order 01.01.1989.18 relating to drug and alcohol free workplaces. Please execute the attached Assurance of Compliance.

IN WITNESS WHEREOF, the applicant has caused this document to be duly executed in its name on the _____ day of _____, 2017.

Signature _____
(Chief Elected Official or Designee)

Madison J. Bunting, Jr.
Typed/Printed Name

President
Typed/Printed Title

Date

Grantee/Applicant: Worcester County Government/

Worcester County Department of Social Services

RENTAL ALLOWANCE PROGRAM
ASSURANCE OF COMPLIANCE
WITH EEO, CIVIL RIGHTS, DRUG AND ALCOHOL FREE
WORKPLACE AND OTHER REQUIREMENTS

THE APPLICANT/GRANTEE IDENTIFIED ABOVE HEREBY AFFIRMS THAT IT IS IN COMPLIANCE WITH AND WILL CONTINUE TO COMPLY WITH:

A. Title VI of the Civil Rights Act of 1964 (the "Act"), as amended, to the end that, in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant/Grantee receives financial or technical assistance from the Department of Housing and Community Development of the State of Maryland.

B. Title VII of the Civil Rights Act of 1964, as amended, to the end that, in accordance with Title VII of that Act, it shall be an unlawful employment practice for an employer:

1. to fail or refuse to hire or to discharge any individual, or otherwise discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex or national origin;

2. to limit, segregate, or classify his employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee because of such individual's race, color, religion, sex, or national origin.

C. Title VIII of the Civil Rights Act of 1968, as amended, to the end that, it is the policy of the United States to provide, within constitutional limitations, for fair housing throughout the United States.

D. The Federal Fair Housing Amendments Act of 1988, 42 U.S.C. §3601 *et. seq.*, as amended (the "Fair Housing Amendments Act"), to the end that it shall be unlawful to discriminate based on race, color, religion, sex, handicap, familial status, or national origin, in connection with rental, sales or financing of residential real property (as those terms are defined in the Fair Housing Amendments Act).

E. Title 20 of the State Government Article of the Annotated Code of Maryland, as amended, which establishes the Commission on Human Relations and prohibits discrimination in employment and residential housing practices.

F. State of Maryland Executive Order 01.01.1989.18 relating to drug and alcohol free workplaces for non-State entities, promulgated November 28, 1989.

G. The Secretary of the Department of Housing and Community Development of the State of Maryland's (the "Secretary") Policy Statement on Equal Opportunity, to the end that, the Department of Housing and Community Development of the State of Maryland shall not knowingly approve grants of financial or technical assistance to recipients who are engaged in discriminatory employment practices.

H. The Department of Housing and Community Development's Relocation Policy where applicable.

I. All other related applicable Federal and State laws, regulations and rules.

THE APPLICANT/GRANTEE HEREBY GIVES ASSURANCE THAT it will immediately take any measures to effectuate this agreement.

THIS ASSURANCE is given on the date below, in consideration of and for the purpose of obtaining and shall continue for the period of any State financial or technical assistance extended after the date hereof to or on behalf of the Applicant/Grantee by the Department of Housing and Community Development of the State of Maryland. The Applicant/Grantee recognizes and agrees that such State financial or technical assistance will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Applicant/Grantee, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Applicant/Grantee.

WITNESS/ATTEST:

APPLICANT/GRANTEE:

_____ By: _____
(Chief Elected Official or Designee)

Name: Madison J. Bunting, Jr.

Title: President

Date: _____

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
August 8, 2016

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

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

To: Worcester County Commissioners
Harold Higgins, Chief Administrative Officer

From: Kim Watts, Budget Accountant *Kim Watts*

Subject: Transportation Grant Certificate of Participation

Attached is the Maryland Department of Transportation Certificate of Participation Form. In Fiscal Year 2017, Senate Bill 190 has allocated the Maryland Department of Transportation a Special Fund appropriation to county governments which totals \$4,000,000 in grants.

The transportation funds being released by Governor Hogan are an effort to support counties with repairs and an investment in local roads. By signing this application, it is stating that Worcester County would like to be considered for FY17 grant funding but is not a guarantee of funding to Worcester County.

The County must apply by August 30th and agree to use the funds for repairs and investments in local roads.



Transportation Grant Application Form

Effective July 2016 for Fiscal Year 2017

Chapter 143 of the 2016 Laws of Maryland (SB190 -- Budget Bill for Fiscal Year 2017) allocated a Special Fund appropriation of \$25,000,000 to the Maryland Department of Transportation for the purpose of providing transportation grants in the amount of \$2,000,000 to Baltimore City, \$4,000,000 to county governments, and \$19,000,000 to municipal governments. It further provided that these grants are to be allocated as provided in Section 8-405 of the Transportation Article (Computation of Highway User Revenues for Counties and Municipalities).

To be eligible to participate, the local government must agree to only expend these grant funds in accordance with Section 8-408 of the Transportation Article (Permitted uses of Highway User Revenues) and to report the use of these funds in accordance with Section 8-412 of the Article.

To participate in this program, please email, fax, or mail this form back by August 30, 2016 to:

Mr. Okey Odinamadu
Office of Finance
State Highway Administration
707 North Calvert Street, Mail Stop C-505
Baltimore, Maryland 21202
Fax Number: 410-209-5016
Email Address: OOdinamadu@sha.state.md.us

Certification of Participation or Non-Participation in the Transportation Grant

By signing below, we certify that we will participate in the grant and that the funds will be used in accordance with Section 8-408 of the Transportation Article, will be reported in accordance with Section 8-412 of the Article, and in compliance with all applicable laws.

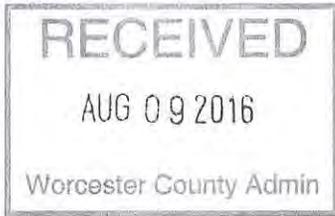
Date

Authorized Signature (Seal)

County/Municipality

Print Name

THIS FORM MUST BE RETURNED NO LATER THAN AUGUST 30, 2016



5

Worcester County
Department of Environmental Programs

Memorandum

To: Harold L. Higgins, Chief Administrative Officer

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

Subject: Ilia Fehrer Nature Preserve – Forest Stewardship Plan

Date: August 9, 2016

The Ilia Fehrer Nature Preserve was established after the County, along with our State and Federal partners, worked with The Trust for Public Land toward the purchase of the 430 acre Adkins property on Ayres Creek for passive public access, education, and habitat management. Worcester County entered into a Memorandum of Understanding (MOU) with the Maryland Coastal Bays Program (MCBP) in 2011, which detailed future goals and responsibilities for the property. This followed a March 16, 2010 decision by the County Commissioners to hold title to the property provided that the County not provide any funding toward the purchase or incur any expenses in the management of the property.

Environmental Programs staff, along with staff from Recreation & Parks and the MCBP have been conducting the committee meetings for planning and management activities occurring at the park. One of these activities will be to engage a professional forester to prepare a Forest Stewardship Plan (FSP) for the property. This is needed for planning and inventory purposes and will also allow us to apply for various funding programs to implement restoration activities on the property.

In our outreach to several foresters within the area to acquire a FSP proposal for this work, we were able to obtain two (2) proposals for comparison. We did reach out to the Maryland Forestry Service as well, but they were backlogged and would not be able to take on this project at this time. In reviewing the two proposals, it was the recommendation of the committee that the proposal from Vision Forestry be utilized to perform this work.

In keeping with the County Commissioners' original condition that there be no County financial interest whatsoever in the management of the property, we have revenue generated from a recent timber harvest on this property that will be able to cover the proposed work. This revenue was

Citizens and Government Working Together

deposited in a County account (Acct.# 100.5615) and is available for this work, as stipulated in Section 2.D of the MOU.

We have attached the proposal and respectfully request the Commissioners authorize President Bunting to sign the Visions proposal, where indicated.

As always, if you have any questions or require additional information, please do not hesitate to contact me. Mr. Bradford, Ms. Munson, and I will be available to discuss the matter with you and the County Commissioners at your convenience.

Attachments

cc: David Bradford/Dep. Director, Env. Programs
Katherine Munson/Planner V, Env. Programs
Paige Hurley/Director, Recreation & Parks
Bill Rodriguez/Parks Superintendent, Recreation & Parks
Maureen Howarth/County Attorney



DEPARTMENT OF
ENVIRONMENTAL PROGRAMS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1306
SNOW HILL, MARYLAND 21863
TEL: 410.632.1220 / FAX: 410.632.2012

LAND PRESERVATION PROGRAMS
STORMWATER MANAGEMENT
SEDIMENT AND EROSION CONTROL
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AGRICULTURAL PRESERVATION
ADVISORY BOARD

WELL & SEPTIC
WATER & SEWER PLANNING
PLUMBING & GAS
CRITICAL AREAS
FOREST CONSERVATION
COMMUNITY HYGIENE

MEMORANDUM

DATE: 8/5/16
TO: Robert J. Mitchell, Director
FROM: David M. Bradford Jr., Deputy Director *DMB*
SUBJECT: Illia Fehrer Nature Preserve – Forest Stewardship Plan

As you are aware, Katherine Munson and I have been attending committee meetings with regards to planning and management activities occurring at this County owned property. Members of the committee consist of staff from the Department of Environmental Programs, Recreation & Parks, Md. Coastal Bays Foundation (MCBF), and several other interested parties. If you recall, the Commissioners entered into a MOU with the MCBP back in February 2011 which outlined mutual goals, responsibilities, and overall management details for the property. A copy of this MOU has been provided.

As a result of discussions by the committee over the past several months, it has been determined that the property is in dire need of having a comprehensive Forest Stewardship Plan (FSP) generated by a professional forester. This plan will not only provide us with a beneficial inventory of all of the existing resources located on the tract but also allow for road map to be established for incorporating the specific goals and management activities prescribed by the committee and as directed within the MOU. The acquisition of this plan will also open the door for the potential of gaining financial assistance through various Federal and/or State cost-share programs which will assist in implementing restoration activities on the property. Such activities may include items such as reforestation, wetland restoration, passive recreation, low impact trail networks, and educational outreach programs.

The committee has reached out to several of the foresters within the area in order to acquire several FSP proposals for comparison. As a result, we were able to obtain a proposal from both Parker Forestry and also Vision Forestry which are attached to this memo. We did also reach out to Md. DNR Forest Service who are wrapping up the FSP for the County owned Grey's Creek property but unfortunately they are extremely backlogged due to staff and resource reductions and they did not feel comfortable with taking on this sizable project.

The results of the proposals are as follows:

Parker Forestry - \$3,500 - \$5,000 (based upon actual time spent on plan).

Vision Forestry - \$2,800.

Based upon the results of the received proposals, the committee recommends the utilization of Vision Forestry, Mr. Larry Walton, to draft the FSP for the Illia Fehrer Nature Preserve. Besides being the lower proposal, Vision Forestry has already been very much involved at this property by handling the recent timber harvest and associated replanting efforts that have been conducted thus far at this site. Based upon this past involvement at the site, Vision Forestry was able to lower their standard FSP generation rate of \$4,800 for this particular tract down to the current amount. Vision Forestry has indicated a completion date of November 18, 2016.

Revenue generated by the timber harvest of the tract will be able to cover the cost of this plan generation. As specified on page 2 of the MOU, all revenue generated from the timber harvest is required to only be utilized for management activities on the property.

If accepted by the Commissioners, please have Commissioner President Bunting sign the attached proposal from Vision Forestry to authorize the work to begin.

As always, I will make myself available for any potential questions or concerns raised during the Commissioners meeting.

Please let me know if you have any questions.

Attachments: (1) Vision Forestry Proposal (6 pages).
(2) Parker Forestry Proposal (2 pages).
(3) Aerial image drafted by the Dept. of Environmental Programs (1 page)
(4) Copy of MOU between MCBF & Wor. County Commissioners dated Feb. 2011 (4 pages).
(5) Property Survey (2 pages).

Cc: Katherine Munson, Natural Resources Planner (email)
Paige Hurley, Rec & Parks Director (email)
Bill Rodriguez, Rec & Parks Superintendent (email)

Forestry Consulting Services Agreement

This agreement ("Agreement") is entered into as of August _____, 2016 by and between COUNTY COMMISSIONERS OF WORCESTER COUNTY ("Landowner") 1 West Market Street, Snow Hill, Maryland 21863 and VISION FORESTRY, LLC, a Virginia Limited Liability Company (the "Contractor"), having an address of P.O. Box 2677, 310 Tilghman Road, Salisbury Maryland, 21802.

1. **Engagement:** Landowner hereby engages Contractor and Contractor hereby agrees to stand ready to render and to render at the request of Landowner, consulting services for the landowner, to the best of Contractor's ability, upon the terms and conditions hereinafter set forth.
2. **Term:** The term of this Agreement shall begin as of the date of this agreement and shall terminate upon satisfactory completion of the proposed Forest Stewardship Plan.
3. **Compensation:** As compensation for all services rendered under this Agreement Landowner shall pay Contractor the following sum:
 - a. \$2800 due upon satisfactory completion of plan as described under "Duties and Time Lines" itemized below.
 - b. **Duties and Time Lines:** Prepare a Forest Stewardship Plan on the Ilia Fehrer Preserve which includes the following tax parcels all located Tax Map 33: 162, 172, 158, 169, and 296 all lying in Worcester County, Maryland, located between Assateague and Sinepuxent Roads west of Trappe Creek. There is approximately 440 acres of forestland on this site. The plan will be completed by November 18th, 2016.
 - Using the Maryland DNR "*Forest Stewardship Plan*" template and the CELCP Easement, and the Management Committee's 2013 Management plan as guides, work closely with Landowner and/or MCBP to review the template for input in regards to restoration work, trails, etc. Taking this input into consideration, Vision Forestry will prepare a Forest Stewardship Plan that will comply with the criteria of DNR planning guidelines.
 - Through both fieldwork and a variety of aerial imagery both new and high tech and old yet accurate, create forest type maps. This fieldwork would include low intensity forest inventory work to determine stocking, age class of the various timber types and/or habitat types to be used in making stand descriptions as well as reasonable summaries timber volumes.
 - Upon completion of field work Vision Forestry will prepare and present to the Landowner for approval before preparing final copies (3) of the plan. Contractor shall render such services conscientiously and shall devote

Contractor's best efforts and abilities thereto, at such times during the term thereof, and in such manner as Landowner and Contractor shall mutually agree. Contractor shall observe all polices directives promulgated from time to time by the Landowner.

4. **Expenses:** The compensation shall be considered full compensation for all ordinary expenses in the performance of the inventory and timber sale management services provided by the Contractor.
5. **Independent Contractor:** It is expressly agreed that Contractor is acting as an independent contractor performing services hereunder. Landowner shall carry no Workers Compensation insurance or any health or accident insurance to cover Contractor. Landowner shall not pay any contributions to Social Security, unemployment insurance, federal or state withholding taxes, nor provide any other contributions or benefits which might be expected in an employer-employee relationship.
6. **Insurance And Indemnification:** The Contractor shall defend, indemnify and hold harmless the Landowner from and against all liability, loss, damage, cost and expense, including reasonable attorney's fees and all claims, suits and demands therefore, arising out of or resulting from: a) a breach of this Agreement by the Contractor; or b) the Contractor's willful or grossly negligent acts or omissions under the Agreement; or c) and condition of the Property which arises during the term of this Agreement which is due to the negligence or willful act of the Contractor, its employees and agents, contractors and subcontractors, including but not limited to any conditions which is in violation of any environmental rule, regulation, state law or ordinance. The Contractor shall maintain General Comprehensive Liability Insurance to protect the Landowner from any liability whatsoever, resulting from the performance with the scope of work by the Contractor.
7. **Modification of Agreement:** This Agreement may be modified by the parties hereto only by a written supplemental agreement executed by both parties.
8. **Waiver of Breach:** The waiver by either party of any breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach.
9. **Titles:** The titles of the Sections herein are for convenience of reference only and are not to be considered in construing this agreement.
10. **Governing Law:** This Agreement has been executed and delivered in the State of Maryland, and its interpretation, validity and performance shall be construed and enforced in accordance with the laws of such State.

11. **Termination:** The Landowner may terminate the Agreement for any reason after providing Contractor 30 days written notice.
12. **Entire Agreement:** This Agreement contains the entire contract of the parties with respect to the subject matter hereof and supersedes all agreements and understandings between the parties concerning the subject matter thereof.

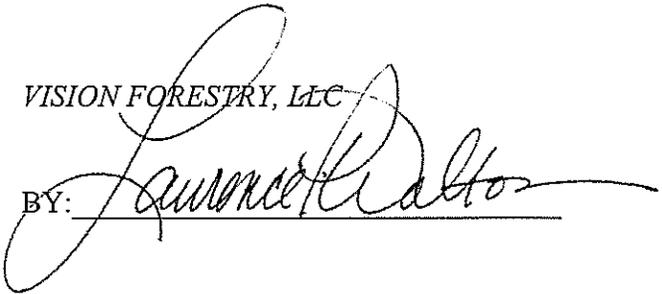
Executed as of the date first above written

*COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND*

BY: _____

DATE: _____

VISION FORESTRY, LLC

BY:  _____

DATE: AUGUST 12, 2016

FOREST STEWARDSHIP PLAN FORMAT

Stewardship Plan Format

The format for all stewardship plans prepared by Vision Forestry will be as follows. This format is consistent with requirements of Maryland DNR, NRCS, and the American Tree Farm System:

A. **Title Page** – the title page shall include the following:

1. Landowner Name, address and phone number unless it is unlisted
2. Location of the property
3. County
4. Tax Map# and Parcel#
5. Acres (Break out woodland, agricultural fields, idle fields and marsh)
6. Author
7. Date: original and revised date if applicable
8. Foresters Stamp – lower right corner with signature

B. **Maps**

All maps shall conform to each of the following:

1. Appropriate scale: 330', 660' or 1320' per inch
2. Standard orientation of North Arrow
3. Acres match what is on the title page
4. GIS generated stand management map and/or aerial photo showing property location, maps may be combined
5. Soils, wetlands, topographic maps as appropriate. These should be presented as separate maps unless they can be combined into an easily interpreted format.

C. **Landowner Objective/Property Overview**

This section shall include each of the following:

1. Clearly state that the overarching goal is to provide the landowner with a plan ensuring the long-term health and sustainability of the forest. Additionally articulate the landowner's primary and secondary objectives conforming with the four established objectives that are:
 - a) Fish & Wildlife
 - b) Natural Heritage and Recreation
 - c) Soil and Water, and
 - d) Forest Products
2. A brief overview of the physiographic and vegetative nature of the property

D. **Stand Descriptions and Recommendations**

Each stand shall be individually described using clear terminology suitable for a layperson's understanding. Recommendations should be in a narrative form and as specific as possible.

1. Stand Number
2. Acres
3. Dominant Overstory Species
4. Dominant Understory Species

5. Developmental Stage
6. Age (If even aged, give age)
7. Stocking/Basal Area
8. Site Growth Potential
9. Soil Types, slope, topography, aspect and suitability for forestry activities
10. Documentation of existing practices
11. Past harvest history, from documentation or field evidence
12. Notation of resource concerns, i.e Income Potential, Needed stand improvements, Wildlife Habitat, T&E Species, Riparian Areas, Recreational opportunities, Other needs.
13. Natural and cultural features
14. Risks to health and productivity
15. Presence of noxious or invasive species
16. Water features and recommendations for protection
17. Recommendations.

E. Additional Information

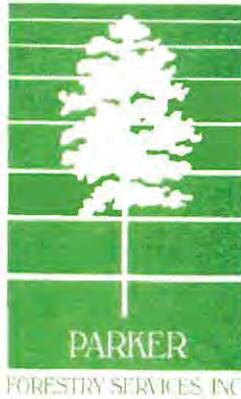
This section shall be used to supply additional information not included elsewhere in the plan.

1. Plan should address regulatory issues related to forestry that include:
 - a) Chesapeake Bay Critical Area (MD)
 - b) Forest Conservation Act (MD)
 - c) State BMP's for Forest Harvest Operations
 - d) Wetlands
 - e) Sensitive Species Protected Resource Areas (MD)
 - f) Cultural and Historic Resources
2. Practices or activities that involve the entire property. These include:
 - a) Monitoring for insects and diseases
 - b) Boundary line establishment and maintenance
 - c) Fire Protection
 - d) Recommendations for aesthetic protections or enhancements
 - e) Maintenance of roads/trails to reduce erosion and to maintain emergency access
 - f) Protection of riparian forest buffers
3. The Plan shall demonstrate to the landowner how the property relates to the landscape level issues. In particular, the following two issues shall be addressed as appropriate:
 - a) High Conservation Value Forests (HCFV), which are defined as forests of outstanding and critical importance due to their environmental, social, biodiversity, or landscape values.
 - b) Carbon Management. For landowners interested in carbon sequestration.
4. Mention shall be made, as applicable, of the potential for developing the following management opportunities:
 - a) Potential for Agro-Forestry
 - b) Pollinator establishment or protection

F. Practice Schedule

This section shall give the suggested schedule for practice implementation

1. A schedule for monitoring practice implementation shall be specified, and any needed corrective actions taken shall be noted by the landowner and/or forester. This can be efficiently and concisely accomplished in a table format
2. The schedule should not include administrative activities



July 5, 2016

David M. Bradford Jr.
Deputy Director
Dept. of Environmental Programs
1 West Market Street - Room 1306
Snow Hill, Md. 21863

Dear David:

I have had a chance to review the Management Plan on the former Adkins Co. property located on Assateague Road. It provides a broad overview of the site but more importantly goes into some detail as to the goals and objectives in the ownership of the tract, as well as the various stakeholders involved. These goals help shape the direction of management on any property. A Forest Management Plan should also include details and maps as well as relevant data obtained about the woodlands on a property. In examining the documents you provided I realize the primary objectives to be considered in this Management Plan would be passive recreation as well as habitat protection. This will likely mean a more "hands off" approach with respect to recommending forestry activities, however, silvicultural activities will be described and recommended when necessary. If you need any further explanation or have any questions, comments, etc. about the proposal please don't hesitate to call.

Sincerely,

Stacey Esham

Licensed Professional Forester #616

W. ALLEN "SKIP" JONES, JR. • STACEY C. ESHAM
LICENSED PROFESSIONAL FORESTERS
P. O. BOX 2171 • SALISBURY, MD 21802 • 410-546-9696 / FAX 410-546-1015

PROPOSAL FOR PREPARING A FOREST MANAGEMENT PLAN

ON THE LANDS WORCESTER COUNTY

APPROXIMATELY 440 ACRES, SHOWN ON TAX MAP 53

IDENTIFIED AS PARCELS 158, 162, 169, 172 & 296

NEAR SINEPUXENT, WORCESTER CO., MARYLAND

Forest Management Plan Development

1. Prepare a Forest Management Plan on the "Ilia Fehrer Nature Reserve" located near Sinepuxent. Approximately 440 acres of woodland also identified on a Plat prepared by Frank G. Lynch, Jr. & Associates, Inc. for the Adkins Company, LLC., found in the Worcester County plat records at SVH 235/33.
2. This Management Plan will be developed with the landowner's goals and objectives as set forth in the provided Plan document as well as through prior discussion. Site information such as tree age, species composition, successional stage, stocking levels, soils data, wetland data and historical sites will all be included in the plan. Stand recommendations and a timeline of proposed activities will also be presented.
3. Plan preparation will include the development of a GIS project of the property using digital ortho-quadrangle imagery.

The fee for completing the Forest Management Plan will likely range between \$3,500.00 and \$5,000.00, depending on the time we have accrued in completing the Plan at a rate of \$85.00 per hour. The bill will be due when the Forest Management Plan has been completed.

I, _____, agree to have PARKER FORESTRY SERVICES, INC. handle services as stated above.

Date: _____ Signed: _____

David M. Bradford Jr.
Deputy Director
Dept. of Environmental Programs

**Memorandum of Understanding
Ayers Creek/Holly Grove Swamp Phase II
Coastal & Estuarine Land Conservation Program (CELCP)
FY 2010 Award**

This Memorandum Of Understanding ("MOU") executed in duplicate, effective this 1st day of February, 2011, by and between the County Commissioners of Worcester County, Maryland (the "County") and the Maryland Coastal Bays Foundation (the "MCBF"), or their designee. This MOU applies to the obligations of each party relative to the ownership and management of property shown on the plat dated February 24, 2011 recorded in Plat Book SVH 235, Pages 33-34, titled "Lands of The Adkins Company, LLC, Tax Map 33, Parcels 158, 162, 169, 172, 296, Third Tax District, Worcester County, Maryland, pursuant to National Oceanic and Atmospheric Administration ("NOAA") grant award No. NA10NOS4190132, the Ayers Creek/Holly Grove Swamp Project property (the "Property").

WITNESSETH:

WHEREAS, The County and MCBF have worked cooperatively to identify the Ayers Creek/Holly Grove Swamp area as worthy of conservation due to its wildlife habitat and water quality benefits; and

WHEREAS, the State of Maryland received a federal grant to acquire land within this area to transfer to the ownership of the County; and

WHEREAS, The MCBF has agreed to be the sole manager of the property and bear, or otherwise acquire funds for, all expenses associated with management and maintenance; and

WHEREAS, The Property is to be protected in perpetuity as a nature reserve in accordance with the conditions and restrictions contained in the deed to the County for the property, the Coastal and Estuarine Land Conservation Program (CELCP) Final Guidelines, June 2003, as updated from time to time, and the federal CELCP grant award; and

WHEREAS, the County and MCBF are entering into this MOU to set forth their mutual understanding of what roles each organization shall fulfill in managing and maintaining the property.

NOW, THEREFORE, for and in consideration of the mutual promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto, hereby agree as follows:

Section 1. Project Description. The County will be designated by the State of Maryland as the Grantee in the deed of conveyance of the fee simple interest of the Property. The MCBF shall assume management responsibilities of the property, effective on the date the County acquires the Property to ensure its use as a passive park managed for wildlife and water quality. MCBF agrees to pay for all management and maintenance costs in full. No portions of the CELCP budget are dedicated to these activities. The County will not be responsible for any costs associated with management or maintenance of the property. The County, or its designated Staff, shall review and approve in writing any and all proposed management actions and improvements proposed by the MCBF, prior to their initiation.

Section 2. Property Management. Management and maintenance of the property must accomplish and address the following management goals and objectives outlined in the federal CELCP grant award and according to conditions and restrictions contained in the deed to the County for the property, the Coastal and Estuarine Land Conservation Program (CELCP) Final Guidelines, June 2003, as updated from time to time, and the federal CELCP grant award:

- A. To maintain the Property in a state as suitable only for passive recreation and the publicly accessible portion of a multi-phase conservation effort to protect the Holly Grove Swamp – a 4,000 acre contiguous coastal plain forest block.
- B. To manage the Property to protect principal habitats of concern in Maryland's Coastal Bays as each of the key habitats on the Property plays a valuable role toward maintaining the ecological integrity of the area's intricate hydrological system. These habitats include the sensitive shoreline, palustrine and estuarine wetlands and adjacent coastal upland forest areas.
- C. To maintain the ecological integrity of the Property and the region. The acquisition of the subject Property will protect one of the largest, most ecologically valuable, unprotected forest parcels in the Ayers Creek area. Management of this Property shall be conducted in a manner to maintain these characteristics.
- D. To restore the palustrine forested wetland that was previously planted as loblolly pine monoculture for silvicultural purposes. As stated in the final CELCP grant application upon which final funding of the Property was contingent, the MCBF has agreed to restore this area to a native forest after the Property is acquired, within two (2) years of closing. Revenue generated from the removal and sale of the loblolly pines must be used only for management of the Property. This could include allocating the funds to develop a low-impact trail system. Such activities should be consistent with conservation-oriented projects.
- E. To ensure that any non-motorized boat (e.g. kayak, canoe) access project on the Property consider and be consistent with existing and developing water trails that could include the Maryland Coastal Bays Kayak Trail and the developing Ayers Creek Water Trail. This will require working in coordination with the County and/or Maryland Department of Natural Resources.

- F. To complete additional restoration work to block ditches and restore natural hydrology and habitat on the Property. This work must be completed within 3 years of the conveyance of the Property to the County. The MCBF, in concert with Maryland Department of Natural Resources, will coordinate this restoration effort.
- G. To prepare a management plan for the Property within 12 months of the date of closing on the Property.

Section 3. Project Deliverables.

- A. Within 60 days of the date of closing on the Property, Maryland Department of Natural Resources, the County, and MCBF will establish a committee responsible for creating a management plan for the Property.
- B. Within 12 months of the date of closing on the Property, MCBF will have completed a management plan for the Property.
- C. Following execution of this MOU, MCBF shall provide summaries of the project's status to the County and Maryland Department of Natural Resources annually. Such summaries shall include a brief description indicating the work completed to date and the anticipated project completion date.

Section 4. Acknowledgement of Funding.

- A. Both parties will work cooperatively to erect and maintain a permanent plaque or sign on the Property, the design of which has been approved by NOAA, which identifies the project and credits NOAA's CELCP funding assistance as more fully described below in section 4 (b). This will be done at no cost to the County.
- B. Any publication or sign produced or distributed or any publicity conducted in association with this project must provide credit to NOAA's CELCP as follows: "Funding provided by the national Coastal and Estuarine Land Conservation Program administered by National Oceanic and Atmospheric Administration's Office of Ocean and Coastal Resource Management in cooperation with the Maryland Department of Natural Resources' Coastal Management Program."

In witness whereof, the parties hereto have caused this MOU to be executed, on the date noted above, by their respective duly authorized officers:

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

By: James C. Church (SEAL)

James C. Church, President

MARYLAND COASTAL BAYS FOUNDATION

David Wilson

By: (SEAL)

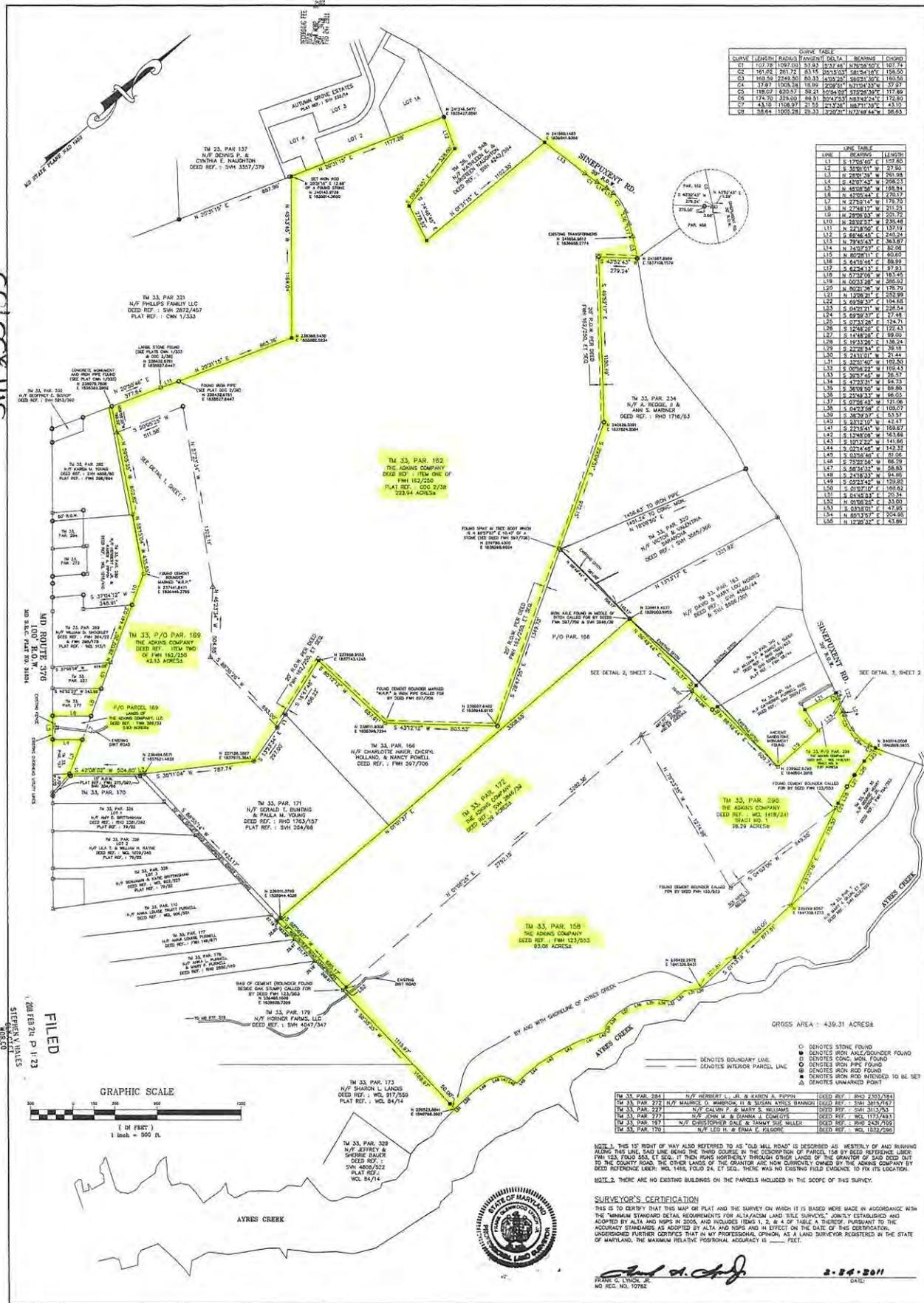
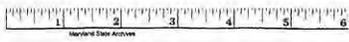
David Wilson, Executive Director

Approved As To Form

And Legal Sufficiency:

John S. Brown

Attorney at Law



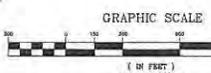
CURVE	LENGTH	RADIUS	CHORD	BEARING	CHORD
C1	107.78	1107.03	5.83	S 43° 44' 44" W	107.74
C2	191.22	201.72	31.15	S 88° 54' 54" W	191.20
C3	165.50	2248.50	80.33	S 89° 24' 24" W	165.50
C4	17.87	1100.58	10.99	S 72° 00' 00" W	17.87
C5	118.07	1252.57	28.41	S 70° 00' 00" W	117.89
C6	174.70	235.50	69.81	N 74° 24' 24" W	174.80
C7	43.10	1100.57	27.54	S 72° 00' 00" W	43.10
C8	58.64	1005.28	25.33	S 72° 00' 00" W	58.63

LINE	TABLE	LENGTH
1	S 17° 00' 00" W	1107.80
2	S 33° 00' 00" W	27.50
3	S 15° 00' 00" W	200.58
4	S 42° 24' 24" W	208.53
5	S 89° 24' 24" W	168.84
6	S 42° 24' 24" W	276.17
7	S 22° 00' 00" W	175.20
8	S 74° 24' 24" W	174.80
9	S 72° 00' 00" W	137.19
10	S 88° 54' 54" W	191.20
11	S 22° 00' 00" W	137.19
12	S 88° 54' 54" W	245.84
13	S 74° 24' 24" W	165.87
14	S 17° 00' 00" W	82.00
15	S 89° 24' 24" W	60.00
16	S 42° 24' 24" W	88.00
17	S 33° 00' 00" W	183.45
18	S 15° 00' 00" W	208.53
19	S 42° 24' 24" W	176.79
20	S 89° 24' 24" W	104.88
21	S 42° 24' 24" W	228.54
22	S 22° 00' 00" W	24.44
23	S 74° 24' 24" W	109.43
24	S 72° 00' 00" W	27.47
25	S 88° 54' 54" W	191.20
26	S 22° 00' 00" W	143.86
27	S 88° 54' 54" W	191.20
28	S 42° 24' 24" W	85.00
29	S 33° 00' 00" W	105.07
30	S 15° 00' 00" W	109.43
31	S 42° 24' 24" W	143.86
32	S 89° 24' 24" W	104.88
33	S 42° 24' 24" W	109.43
34	S 22° 00' 00" W	33.00
35	S 74° 24' 24" W	47.50
36	S 72° 00' 00" W	143.86
37	S 88° 54' 54" W	191.20
38	S 22° 00' 00" W	33.00
39	S 74° 24' 24" W	47.50
40	S 72° 00' 00" W	143.86
41	S 88° 54' 54" W	191.20
42	S 22° 00' 00" W	33.00

SVH 235/33

1-292929-0151 8246-7
P. 12/20/22

FILED
2024 FEB 20 P 1:23
STEPHEN YEAKES
REC'D



TM 33, PAR. 284	N/T HUBBERT, L. JR. & KAREN A. HUBBERT	DEED REF.: SW 235/284
TM 33, PAR. 272	N/T MARSHALL C. WARDEN, II & SUEAN AVYER WARDEN	DEED REF.: SW 235/272
TM 33, PAR. 277	N/T CALVIN P. & MARY S. WILLIAMS	DEED REF.: SW 235/277
TM 33, PAR. 275	N/T JOHN W. & JOANNE L. COMPTON	DEED REF.: SW 235/275
TM 33, PAR. 187	N/T CHRISTOPHER DALE & TAMMY SUE WALKER	DEED REF.: SW 243/187
TM 33, PAR. 170	N/T LEO H. & EMMA K. JOHNSON	DEED REF.: SW 183/170

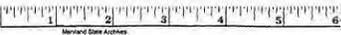
NOTE 1. THIS 15' RIGHT OF WAY ALSO REFERRED TO AS "OLD MILL ROAD" IS DESCRIBED AS WESTERLY BY AND RUNNING ALONG THIS LINE, SAID LINE BEING THE THIRD COURSE IN THE DISPOSITION OF PARCEL 158 BY DEED REFERENCE LINES: FM 123, FOLD 553, ET SEQ.; IT THEN RUNS NORTHERLY THROUGH OTHER LANDS OF THE GRANTOR OF SAID DEED OUT TO THE COUNTY ROAD. THE OTHER LANDS OF THE GRANTOR ARE NOW CURRENTLY OWNED BY THE ADKINS COMPANY BY DEED REFERENCE LINES: WCL 1418, FOLD 24, ET SEQ.; THERE WAS NO EXISTING FIELD EVIDENCE TO FIX ITS LOCATION.

NOTE 2. THERE ARE NO EXISTING BUILDINGS ON THE PARCELS INCLUDED IN THE SCOPE OF THIS SURVEY.

SURVEYOR'S CERTIFICATION
THIS IS TO CERTIFY THAT THIS MAP OR PLAN AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE "MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/SUBDIVISION LAND TITLE SURVEYS," JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS IN 2008, AND INCLUDES ITEMS 1, 2, 3, & 4 OF TABLE 1 THEREOF, PERTINENT TO THE ACCURACY STANDARDS AS ADOPTED BY ALTA AND NSPS AND IN EFFECT ON THE DATE OF THIS CERTIFICATION. UNDESIGNED FURTHER CERTIFICATES THAT IN MY PROFESSIONAL OPINION, AS A LAND SURVEYOR REGISTERED IN THE STATE OF MARYLAND, THE MAXIMUM RELATIVE POSITIONAL ACCURACY IS _____ FEET.

Frank G. Lynch, Jr.
FRANK G. LYNCH, JR.
NO REC. NO. 10782
2-24-2011
DATE

LANDS OF THE ADKINS COMPANY, LLC TAX MAP 33, PARCELS 158, 162, 169, 172, 296 THIRD TAX DISTRICT WORCESTER COUNTY, MARYLAND	ALTA SURVEY	Frank G. Lynch, Jr. DEED: DEED/895 & Associates, Inc.	
		SURVEYING - LAND PLANNING 1088 BARKERS ROAD - BELLEVILLE, MARYLAND 21811 (410) 841-0588 / 841-9772	
DESIGNED BY: N/A DRAWN BY: B. OWEN-DOLT CHECKED BY: FRANK G. LYNCH	SURVEYED BY: FGLS/RJ/SO DATE: 10-14-10 SCALE: 1"=300'	FILE NO.: 10734-10 SHEET 1 OF 2	



DETAIL 1



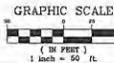
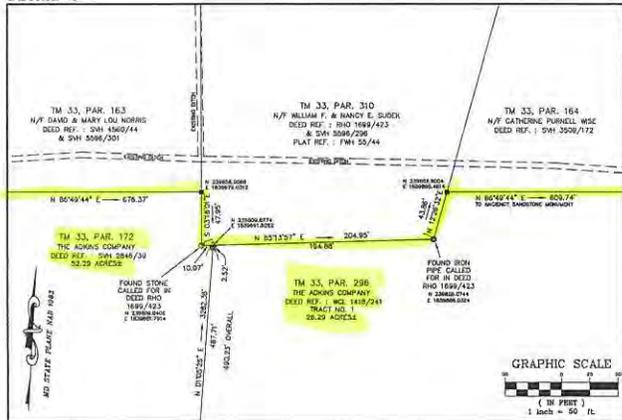
SVA 235/34



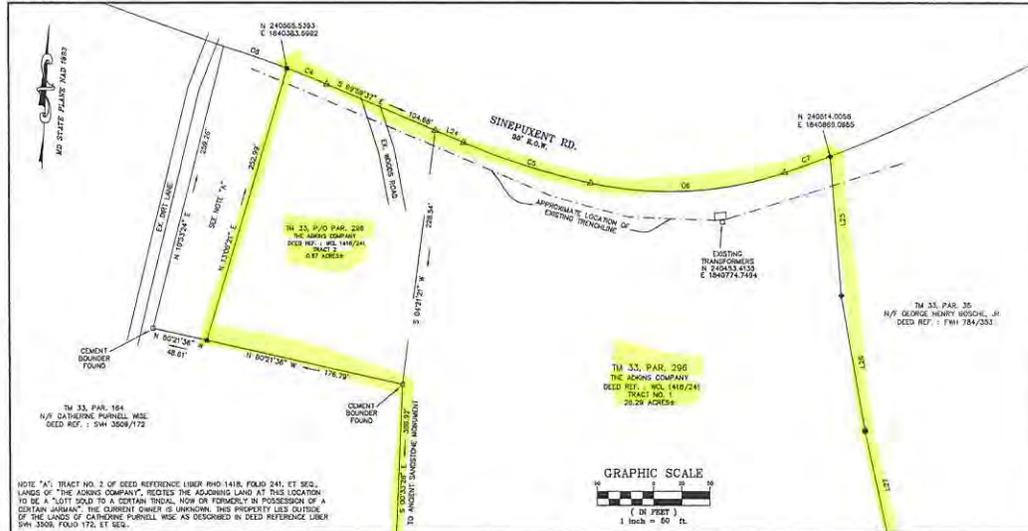
- Commitment No. 09-03093 - Schedule B - Section 11 - Exceptions
- Parcel 172
- Right of Way to The Eastern Shore Public Service Company of Maryland dated January 26, 1955 and recorded in Liber CWN 38 at folio 240.
Comment: Not located in a first subject property, this document affects land recited to abut U.S. Route 112.
- Parcel 208
- Right of Way cited in Deed and Right of Way dated July 15, 1959 and recorded in Liber 123 at folio 553.
Comment: A portion of this right of way is depicted on this plat and a note is provided herein which states that it's position can not be fixed due to lack of field evidence.
- Right of Way Easement to Chesapeake Electric Cooperative, Inc. dated May 3, 2005 and recorded in Liber 4563 at folio 380.
Comment: No above ground improvements were encountered at the time of inspection.
- Parcel 158
- Right of Way cited in Deed and Right of Way dated July 15, 1959 and recorded in Liber 123 at folio 553.
Comment: This document creates a Right of Way known as Old Mill Road over the lands of an adjacent lot used by Parcel 158 and the adjacent.
- Parcel 162
- Right of Way cited in Deed dated September 28, 1962 and recorded in Liber 162 at folio 256.
Comment: This recites that a 20' wide right of way along the easterly lines of Parcel 162 - Tax Map 33, which runs over Parcel 162 beginning at the County Road now known as Sinepuxent Road and terminating at the parcel of land now owned by The Adkins Company by deed reference Liber CWN 162, folio 256, as known as Parcel 169 on Tax Map 33. This right of way is depicted on this plat.
- Right of Way Easement to Chesapeake Electric Cooperative, Inc. dated May 3, 2005 and recorded in Liber 4563 at folio 376.
Comment: No overhead utility lines were observed on or adjacent to the subject property. A transformer was found and is depicted on the plat.
- Right of Way Easement to Chesapeake Electric Cooperative, Inc. dated June 5, 1953 and recorded in Liber EWR 49 at folio 279.
Comment: Not locatable. The description of the location states "lying on the County Road leading from Ocean City Road to South Point." This description does not appear to describe Sinepuxent Road.
- Right of Way Easement to Chesapeake Electric Cooperative, Inc. dated November 5, 1948 and recorded in Liber CWN 24 at folio 534.
Comment: Not locatable. No above ground improvements other than one transformer were encountered.
- Parcel 169
- Right of Way cited in Deed dated September 28, 1962 and recorded in Liber 162 at folio 256.
Comment: This right of way which is over Parcel 162 - Tax Map 33 serves Parcel 169. It is depicted on the plat.
- Right of Way Easement to Chesapeake Electric Cooperative, Inc. dated May 3, 2005 and recorded in Liber 4563 at folio 376.
Comment: Existing overhead utility lines over Parcel 169 exist along Maryland Route 376; however, this document appears to affect Parcel 162 - Tax Map 33.
- Right of Way Easement to Chesapeake Electric Cooperative, Inc. dated June 5, 1953 and recorded in Liber EWR 49 at folio 329.
Comment: Does not appear that this document pertains to Parcel 169.
- Right of Way Easement to Chesapeake Electric Cooperative, Inc. dated November 5, 1948 and recorded in Liber CWN 24 at folio 534.
Comment: This document affects 22 acres abutting Sinepuxent Road, which does not match the description of Parcel 169.

NSA CWA 0167 B640-3
P1606023

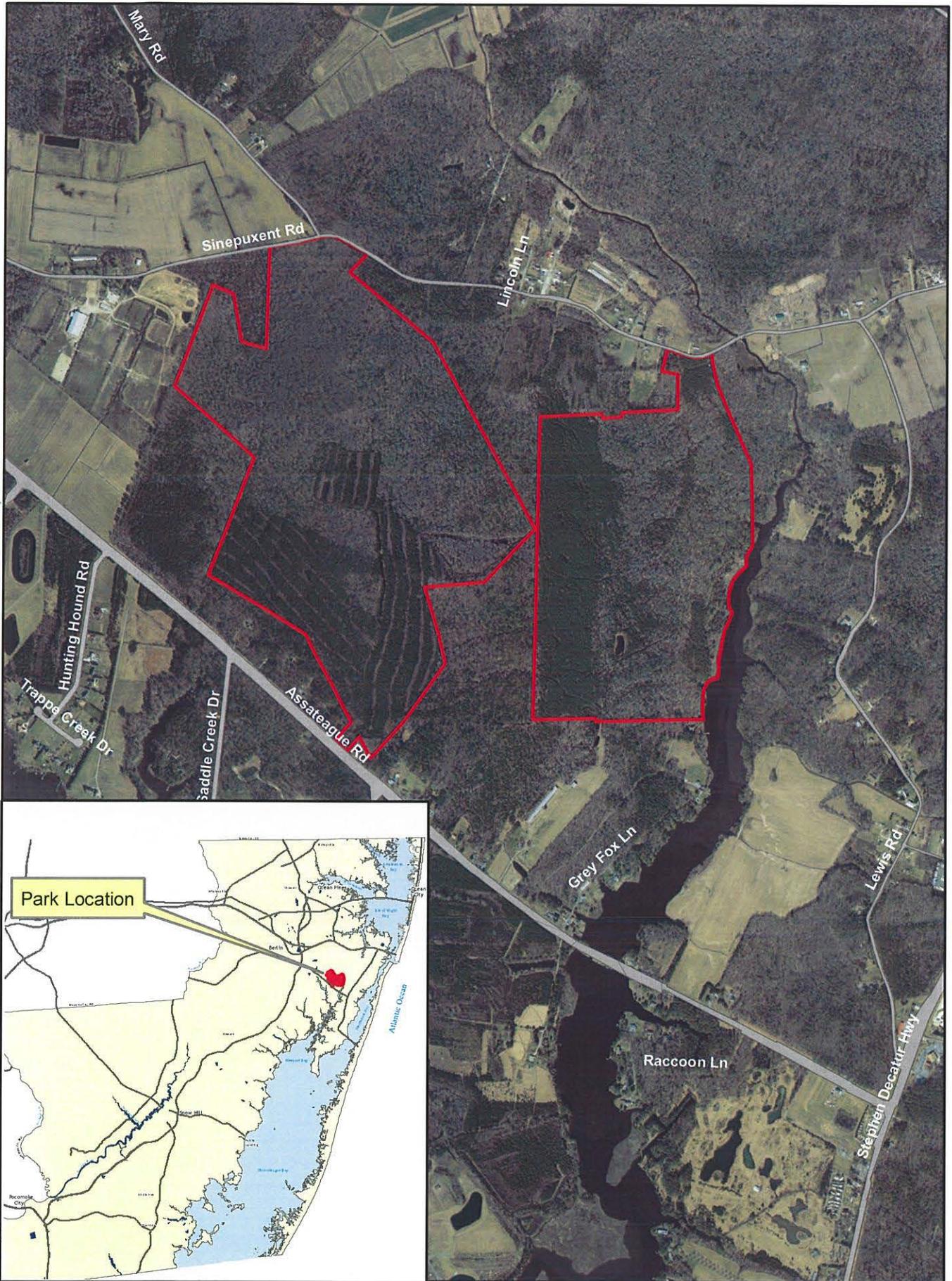
DETAIL 2



DETAIL 3



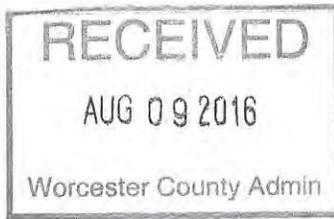
Ilija Fehrer Nature Park Boundary



0 0.15 0.3 0.6 Miles



Image made 2013
Map created by Dept. of Environmental Programs
August 8, 2016
KM



6

Proposed Public Hearing
on September 6, 2016

Worcester County
Department of Environmental Programs

Memorandum

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

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

Subject: Public Hearing for Proposed FY 17/18 MALPF Easement Applications

Date: August 9, 2014

Attached you will find a memorandum from Katherine Munson, of my staff with regard to the next round of easement applications. We are requesting a public hearing be scheduled for the review of FY 17/18 Maryland Agricultural Land Preservation Foundation (MALPF) applications. The County received a total of ten (10) applications for the sale of easements for the next fiscal year.

As you can see from Katherine's memorandum, the required reviews from the County's Agricultural Land Preservation Advisory Board and the Planning Commission have been completed. The Agricultural Land Preservation Advisory Board has made recommendations for submission. The Planning Commission found that all applications are consistent with the 2006 Comprehensive Plan and that a MALPF easement, if approved, would be appropriate. Since FY 17 funding is limited, and FY 18 funding is expected to be limited as well, the MALPF Board has combined FY 17/18 into one funding cycle.

A draft notice for public hearing is attached for use by Mr. Shannahan for submission for publication.

If you have any questions or need additional information please let me know.

Enclosures

- 1. Memo from Katherine Munson dated 8-5-16

cc: Katherine Munson
David Bradford

Citizens and Government Working Together



DEPARTMENT OF
ENVIRONMENTAL PROGRAMS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1306
SNOW HILL, MARYLAND 21863
TEL:410.632.1220 / FAX: 410.632.2012

AGRICULTURAL PRESERVATION
CONSERVATION PROGRAM
WATER & SEWER PLANNING
SHORELINE CONSTRUCTION

WELL & SEPTIC
NATURAL RESOURCES
PLUMBING & GAS
COMMUNITY HYGIENE

Memorandum

To: Robert Mitchell, Director

From: Katherine Munson, Planner IV *KM*

Subject: Public Hearing for Proposed FY 17/18 MALPF Easement Applications

Date: August 5, 2016

Please schedule a public hearing for the review of the following ten (10) applications to sell an easement to the Maryland Agricultural Land Preservation Foundation (MALPF) in FY17/18.

1. Adams; TM 52, P 32; 79.5 acres
2. Aydelotte; TM 92, P 28; 54 acres
3. Corbin; TM 69, P22, 66; 178 acres
4. Fair; TM 93, P 41; 102 acres
5. Jones; TM 99, 91; P 1, 3/ 26, 100; 338.7 acres
6. Porter Mill Properties, LLC; TM 94, P 174; 178.2 acres
7. Powell; TM 56, P 25; 281.2 acres
8. Red Eye, LLC; TM 33, P 185; 123.7 acres
9. Shockley; TM 38, P 26; 80 acres
10. Sterling; TM 92, P 71; 276.7 acres

In order for the applicants to be eligible to sell an easement to MALPF, their applications must be recommended for approval by the Worcester County Planning Commission and the Worcester County Agricultural Land Preservation Advisory Board, and approved by the Worcester County Commissioners after a public hearing. The Public Hearing requirement is mandated by Maryland Annotated Code Title 2, Subtitle 5, Section 2-509(b)(3).

All applications meet the minimum requirements of the MALPF program and all have been recommended for approval by the Worcester County Planning Commission (August 4, 2016) and the Worcester County Agricultural Land Preservation Advisory Board (June 8, 2016).

Attached is a draft notice of public hearing. There is no State-mandated minimum time period between the date of advertisement and the date of public hearing. Please provide us with a copy of the public hearing notice so that we may distribute it to the applicants and adjacent landowners.

Maps and detailed information about each application will be provided prior to the public hearing. Please do not hesitate to contact me with any questions you may have.

Attachment

DRAFT

NOTICE OF PUBLIC HEARING
FOR AGRICULTURAL EASEMENT ACQUISITION
Worcester County, Maryland

Notice is hereby given that the Worcester County Commissioners will hold a

Public Hearing

on

Tuesday, September 6, 2016 at 10:10 AM

in the

COUNTY COMMISSIONERS MEETING ROOM

Room 1101- Government Center

One West Market Street

Snow Hill, MD 21863

The purpose of this public hearing is to hear comments on petitions to sell an agricultural easement to the Maryland Agricultural Land Preservation Foundation (MALPF) on the following properties in Worcester County:

1. Adams; Tax Map (TM) 52, Parcel (P) 32; 5793 Worcester Highway, Snow Hill; 79.5 acres
2. Aydelotte; TM 92, P 28; Brantley Road, Pocomoke City; 54 acres
3. Corbin; TM 69, P 22, 66; 2247 Dividing Creek Road, Pocomoke City; 178 acres
4. Fair; TM 93, P 41; west side Steel Pond Road, Stockton; 102 acres
5. Jones; TM 91, 99, P 1, 3, 26; Cedar Hall and Hickory Point Rd, Pocomoke City; 338.7 acres
6. Porter Mill Properties, LLC; TM 94, P 174; 809 Snow Hill Road, Stockton; 178.2 acres
7. Powell; TM 56, P25; Timmons Road, Snow Hill; 281.2 acres
8. Red Eye, LLC; TM 33, P 185; 8416 Burbage Road, Berlin; 123.7 acres
9. Shockley, TM 38, P 26; Davis Branch Road, Snow Hill; 80 acres
10. Sterling, TM 92, P 71; US Route 13, east and west side; Pocomoke City; 276.7 acres

Additional information is available for review at the Department of Environmental Programs, Worcester County Government Center, Suite 1306 (3rd floor), One West Market Street, Snow Hill, Maryland, 21863 during regular business hours of 8:00 am to 4:30 pm . Questions may be directed to Katherine Munson, Planner V, by calling (410) 632-1200, extension 1302 or email at kmunson@co.worcester.md.us.

County Commissioners of Worcester County, Maryland

§ 2-509. Foundation regulations and procedures for sale of easements.

(a) Compliance with section; adoption of regulations and procedures. —

(1) The Foundation shall follow the provisions under this section for the easement application process.

(2) The Foundation shall adopt regulations and procedures for:

(i) Evaluation of land for which application is made to sell an easement; and

(ii) Purchase of easements, including the purchase of easements under an installment purchase agreement.

(b) Regulations and procedures for purchase of easements. — Regulations and procedures adopted by the Foundation for the purchase of easements shall provide that:

(1) One or more owners of land actively devoted to agricultural use may file an application with the county governing body requesting the purchase of an easement by the Foundation on the land owned by the applicants. The application shall include maps and descriptions of the current use of land for the proposed easement, and any other information required by the Foundation to evaluate the land for purchase of an easement.

(2) Upon receipt of an application to purchase an easement the local governing body shall refer the application and accompanying materials both to the agricultural preservation advisory board and to the county planning and zoning body.

(i) After the referral of an application, the agricultural preservation advisory board shall advise the county governing body as to whether or not the land for the proposed easement meets the qualifications established by the Foundation under subsection (d) of this section, and whether or not the advisory board recommends the purchase of the easement.

(ii) In making its recommendation, the county agricultural preservation advisory board shall:

1. Take into consideration criteria and standards established by the Foundation under this subtitle, current local regulations, local patterns of land development, the kinds of development pressures currently existing on the land for the proposed easement, State smart growth goals, and any locally established priorities for the preservation of agricultural land; and

2. Recommend for ranking any application that qualifies and meets the priorities established by the county governing body for the preservation of agricultural land.

(iii) After the referral of an application, the county planning and zoning body shall advise the local governing body as to whether or not the purchase of the easement is compatible with existing and approved county plans and overall county policy, and whether or not the planning and zoning body recommends the purchase of the easement.

(3) If either the agricultural preservation advisory board or the planning and zoning body recommends approval, the county governing body shall hold a public hearing on the application for the proposed easement. Adequate notice



of the hearing shall be given to all owners whose land would be encumbered by the proposed easement and all owners whose land is contiguous to the land for the proposed easement.

(4) In deciding whether to approve the application, the county governing body shall receive the recommendation of the county agricultural preservation advisory board established under § 2-504.1 of this subtitle.

(5) (i) After the receipt of the application and the recommendations of the agricultural preservation advisory board and the county planning and zoning body, the county governing body shall render a decision as to whether or not the application shall be recommended to the Foundation for approval.

(ii) If the county governing body decides to recommend approval of the application, it shall notify the Foundation and forward to the Foundation:

1. The application and all accompanying materials, including the recommendations of the advisory board and county planning and zoning body;

2. A ranking of all applications based on:

A. The county governing body's locally established priorities as approved by the Foundation, which for purposes of enhancing competitive bidding may include a system that ranks properties in ascending order with respect to the proportion obtained by dividing the asking price by the value of the easement; and

B. Guidelines adopted by the Foundation under subsection (d) of this section; and

3. A statement of the total current development rights on the land for the proposed easement, which shall include the total number of development rights that have been subdivided or transferred.

(iii) If the county governing body recommends denial of the application, it shall inform the Foundation and the applicants.

(c) *Regulations and procedures for purchase of easements — Special requirements for certain counties.* — Regulations and procedures adopted by the Foundation for the purchase and monitoring of easements may not require, in Garrett County or Allegany County, a natural gas rights owner or lessee to subordinate its interest to the Foundation's interest if the Foundation determines that exercise of the natural gas rights will not interfere with an agricultural operation conducted on land subject to an easement.

(d) *Land which may be considered for purchase of easement.* — Regulations and criteria developed by the Foundation relating to land which may be considered for purchase of an easement shall provide that:

(1) Subject to item (2) of this subsection, land shall meet productivity, acreage, and locational criteria determined by the Foundation to be necessary for the continuation of farming;

(2) As long as all other criteria are met, land that is at least 50 acres in size or is contiguous to other permanently preserved land shall qualify for purchase of an easement;

(3) The Foundation shall attempt to preserve the minimum number of acres which may reasonably be expected to promote the continued availability of agricultural suppliers and markets for agricultural goods;

(4) Land within the boundaries of a 10-year water and sewer service

district may be considered for purchase of an easement only if that land is outstanding in productivity and is of significant size;

(5) Land may be considered for purchase of an easement only if the county regulations governing the land permit the activities listed under § 2-513(a) of this subtitle; and

(6) Land be evaluated for:

(i) Location in a priority preservation area of the county;

(ii) Soil and other land characteristics associated with agricultural and silvicultural productivity;

(iii) Agricultural and silvicultural production and contribution to the agricultural and silvicultural economy; and

(iv) Any other unique county considerations that support the goals of the program. (1977, ch. 883; 1986, ch. 5, § 1; 1994, ch. 3, § 1; 1995, ch. 3, § 1; 1996, ch. 10, § 1; 1999, ch. 653; 2000, ch. 61, § 1; 2001, ch. 642; 2003, ch. 117; 2004, ch. 189; 2005, ch. 25, § 1; 2006, ch. 192; 2007, ch. 650; 2012, ch. 180; 2014, ch. 287.)

Effect of amendments.

Chapter 180, Acts 2012, effective June 30, 2012, rewrote the section.

Chapter 287, Acts 2014, effective July 1, 2014, reenacted the section without change.

Conveyance of a lot subject to preservation easement was void. — Conveyance of a lot in a parcel subject to a preservation easement was void as: (1) although (b)(7)(v) of this section provided that an owner was not precluded from selling the property, § 2-504(4) [now § 2-504(5)] of this subtitle delegated to the Maryland Agricultural Land Preservation Foundation the power to adopt necessary reg-

ulations; (2) Md. Code Regs. 15.15.01.17H(1) prohibited the owners from subdividing land subject to an agricultural land preservation district or easement without written approval from the Foundation; (3) "subdivision" was defined as the division of land into two or more parts or parcels; and (4) the statutory definition in art. 66B, § 1.00(1) of the Code did not prevail over the definition contained in Reg. 15.15.01.01-2B(7). *Stitzel v. State*, 195 Md. App. 443, 6 A.3d 935 (2010). *Stitzel v. State*, 195 Md. App. 443, 6 A.3d 935 (2010).

Cited in *Long Green Valley Ass'n v. Bellevue Farms, Inc.*, 432 Md. 292, 68 A.3d 843 (2013).

§ 2-510. Sale of easement in agricultural land.

(a) *Owner may offer to sell easement.* — An owner of agricultural land whose application to sell an easement has been approved by the county under this subtitle may sell an easement to the Foundation on the contiguous acreage of the agricultural land, subject to the requirements of this subtitle and regulations of the Foundation.

(b) *Requirements for application to sell.* — In order to be considered by the Foundation, an application to sell shall:

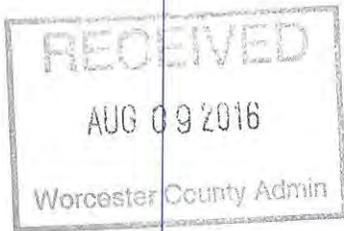
(1) Be received by the board at a time the board determines for the fiscal year in which the application is to be considered;

(2) Include an asking price at which the owner is willing to sell an easement; and

(3) Include a complete description of the land for the proposed easement.

(c) *Number of applications.* — The board shall determine the maximum number of applications that it will accept from each county in each offer cycle.

(d) *Notice to landowner of receipt and sufficiency of application.* — Within 30 days after the receipt of an application from the county governing body, the Foundation shall notify the landowner and the county governing body of the receipt and sufficiency of the application. If the original application is insuffi-



7

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

JOHN H. TUSTIN, P.E.
DIRECTOR

JOHN S. ROSS, P.E.
DEPUTY DIRECTOR

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

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: John H. Tustin, P.E., Director of Public Works *JHT*
DATE: August 9, 2016
SUBJECT: Taylor Landing Fishing & Crabbing Pier

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

On Monday, August 8, 2016, bids were received and opened for the construction of the subject pier. Two bids were received as outlined below:

<u>Company Name</u>	<u>Base Bid Price</u>	<u>Alternate Price</u>	<u>Page</u>
Hi-Tide Marine Construction, LLC Ocean City, MD	\$35,975.00	\$29,300.00	3
Murtech Marine Division Salisbury, MD	\$36,000.00	\$30,800.00	4
		<i>Bid Specifications</i>	5

Hi-Tide Marine's Base Bid Price is below the budget as detailed below and as such it is recommended and requested that the Commissioners award the base bid work to Hi-Tide Marine Construction, LLC for a total of \$35,975.00. We are in possession of all permits with the exception of the U.S. Army Corps of Engineers which was applied for in early December and we continue to await their authorization to construct.

Funding for this project is derived from a combination of the FY16 monies from the General Fund in the amount of \$27,250.00 and a balance in the assigned fund of \$9,557.00 for a total of \$36,807.00.

Should you have any questions in the meantime, please do not hesitate to contact me.

Attachment

Cc: Kenneth J. Whited, Maintenance Superintendent
Jessica Wilson, CPA, Enterprise Fund Controller

Competitive Bid Worksheet

Item: Taylor Landing Fishing & Crabbing Pier Construction

Bid Deadline/Opening Date: 1:00 P.M., Monday, August 8, 2016

Bids Received by deadline = 2

Vendor's Submitting Bids

Base Bid Price

Alternate Bid Price

Hi-Tide Marine Construction, LLC
9748 Stephen Decatur Highway, #200
Ocean City, MD 21842

\$ 35,975⁰⁰

\$ 29,300⁰⁰

Murtech Marine Division
424 Mill Street
Salisbury, MD 21801

\$ 36,000⁰⁰

\$ 30,800⁰⁰

BID FORM

**County Commissioners of Worcester County Maryland
"Taylor Landing Fishing & Crabbing Pier Construction Project"**

We the undersigned have received all of the GEY Drawings, Bid Documents, Addenda and RFI responses and reviewed the referenced work site as related to this project and fully understand the documents and requirements in their entirety.

RECEIPT OF ADDENDA (Initial) NS / N/A

BASE BID PRICE-10' x 20' Pier with 60'+/- ADA compliant ramp:

\$ 35,975.00

ALTERNATE BID PRICE-10' x 20' Pier with 30'+/- ADA compliant ramp:

Note: Ramp section & landing shown in parking lot will be constructed by others

\$ 29,300.00

The Owner may request additional work or the Contractor may identify work that is required to complete the project but was not included in the Scope of Supply in the Bid Documents. All Bidders shall list their rates for additional work below.

INFORMATIONAL PRICING

Supervision...Additional Labor...per man hour.....ADD	\$ <u>65.00</u>
Journeyman/Tech/Mechanic...Additional Labor...per man hour...ADD	\$ <u>50.00</u>
Apprentice/Laborer...Additional Labor...per man hour.....ADD	\$ <u>32.50</u>
Material Mark Up.....% ADD	<u>20%</u>

BID MUST BE SIGNED TO BE CONSIDERED

Date: Aug 3, 2016

Signature: 

Name: MELISSA STRAWBRIDGE

Company: Hi-Tide Marine Const.

Address: 9748 Stephen Decatur Hwy #20

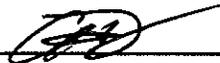
Ocean City, MD 21842

Telephone: 410-632-1426

BID FORM

**County Commissioners of Worcester County Maryland
"Taylor Landing Fishing & Crabbing Pier Construction Project"**

We the undersigned have received all of the GEY Drawings, Bid Documents, Addenda and RFI responses and reviewed the referenced work site as related to this project and fully understand the documents and requirements in their entirety.

RECEIPT OF ADDENDA (Initial) 

BASE BID PRICE-10' x 20' Pier with 60'+/- ADA compliant ramp:

\$ 36,000.00

ALTERNATE BID PRICE-10' x 20' Pier with 30'+/- ADA compliant ramp:

Note: Ramp section & landing shown in parking lot will be constructed by others

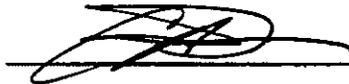
\$ 30,800.00

The Owner may request additional work or the Contractor may identify work that is required to complete the project but was not included in the Scope of Supply in the Bid Documents. All Bidders shall list their rates for additional work below.

INFORMATIONAL PRICING

Supervision...Additional Labor...per man hour.....ADD	\$ <u>60.00</u>
Journeyman/Tech/Mechanic...Additional Labor...per man hour...ADD	\$ <u>45.00</u>
Apprentice/Laborer...Additional Labor...per man hour.....ADD	\$ <u>36.00</u>
Material Mark Up.....% ADD	<u>30%</u>

BID MUST BE SIGNED TO BE CONSIDERED

Date: 8-8-2016 Signature: 
Name: CHARLES H. DOBNEY
Company: MURTECH, INC.
Address: 424 MILL STREET
SALISBURY, MD 21801
Telephone: 410.766.5335 x 3001


4

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

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

FAXED
7/12/16 @ 9:22 am

July 11, 2016

TO: *The Daily Times* Group and *Ocean City Today* Group
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KL*

Please print the attached Notice to Bidders in *The Daily Times/Worcester County Times/Ocean Pines Independent* and *Ocean City Digest/Ocean City Today* on July 21, 2016. Thanks.

NOTICE TO BIDDERS

Taylor Landing Fishing & Crabbing Pier Construction Worcester County, Maryland

The Worcester County Commissioners are currently accepting sealed bids for the construction of a fishing and crabbing pier at the Taylor Landing Boat Ramp located at the end of Taylor Landing Road in Girdletree, Maryland, for the Worcester County Department of Public Works – Maintenance Division. 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, or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. **Sealed bids will be accepted until 1:00 PM, Monday, August 8, 2016** in the Office of the County Commissioners at Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, at which time they will be opened and publicly read aloud. Envelopes shall be marked "**Bid for Taylor Landing Fishing & Crabbing Pier Construction Project**" in the lower left-hand corner. After opening, bids will be forwarded to the Public Works Department 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 Ken Whited, Maintenance Superintendent, by email to kenwhited@co.worcester.md.us or by phone to 410-632-3766. All Requests for Information (RFI's) must be received by Ken Whited on or before 2:00 PM EST on Wednesday, August 3, 2016. RFI responses will be provided in writing and only those written responses will be binding.

INSTRUCTIONS TO BIDDERS

1. **BIDS**

Bids should be submitted in sealed envelopes clearly marked in the lower left-hand corner "Taylor Landing Fishing & Crabbing Pier Construction Project"

2. **LATE BIDS**

Bids should be mailed or hand carried to be received in the Office of the County Commissioners by or before **1:00 p.m., Monday August 8, 2016**. Bids received after the appointed time will not be considered.

3. **TAXES**

- A. The County is **NOT** exempt from federal and state taxes on this project. Your prices should reflect included taxes.
- B. To clarify the County's tax status, the County is exempt from all Federal and States taxes for direct purchase of supplies and materials. However, the County's tax exemption does not extend to the bidder for supplies and materials, which the bidder must purchase to complete the job. Therefore, bidders' prices should reflect the inclusion of Federal and State taxes on purchased supplies and materials for this project.

4. **PRE-BID INSPECTION**

WILL NOT BE HELD

5. **SCOPE OF SUPPLY**

Construct one 10'x20' wooden fishing and crabbing pier plus a connecting 60'+/- ADA compliant wooden walkway to access the pier from the adjacent parking lot.

- Work Included:

- .1 Contractor shall provide all supervision, labor, materials, tools and equipment to construct one 10' x 20' fishing & crabbing pier plus ADA compliant walkway as shown in the County revised/marked up GEY/George E. Young III, P.C. drawings 1-3 as date stamped March 08, 2016. The revised/marked up GEY drawings can be obtained from the Worcester County Administration Office located at One West Market Street, Room 1103, Snow Hill, MD. All work shall conform to the Bid Documents to the satisfaction of the County, governing inspection agencies and manufacturers. Bidder/Contractor acknowledges (by submission of a Bid Form) receipt of the Drawing Clarification page(s) as included herein.

- .2 Contractor shall provide all control measures and devices, including sediment & erosion, to protect the waterway(s) from any contamination associated with the work. All control measures shall meet all governing agencies and inspections provided by Worcester County representatives.
- .3 Contractor shall provide daily clean-up and removal, plus disposal off-site (in an approved licensed waste disposal site) of all trash and debris generated by the work.
- .4 Contractor shall be required to locate stored materials in an area(s) designated by the County. Contractor further acknowledges the need to store some of the product off site. This may be at the Contractor's facilities or at the manufacturer's factory warehouse and if the Contractor is invoicing for stored materials then the Contractor shall provide insurance for the stored materials.
- .5 Contractor shall provide any vertical hoisting and horizontal transportation required by this scope.
- .6 Contractor to provide protective barriers, barricades and traffic control as required protecting patrons or visitors from any harm arising from performance of the work.
- .7 Contractor shall repair at its own expense any and all damage associated with the performance of this work.
- .8 Contractor shall provide all traffic control for parking area in the performance of the work.
- .9 Contractor shall provide coordination of inspections with all agencies having jurisdiction over the work and Contractor shall provide ample advance notice of required inspections to required agencies so as to maintain the work schedule without interruption.
- .10 Contractor shall provide As Built Drawings/Plans detailing all final elevations of erected structures and grades plus all field changes that were incorporated as part of the construction.

6. **SPECIFICATIONS**

- A. All products shall be new and Bidder shall provide (2) sets of full product submittals to the Owner for approval prior to the materials being ordered or installed.
- B. The Contractor and Manufacturer shall certify that all materials intended to be used in the work are acceptable and compatible for their intended end use.
- C. The supplied products shall be installed only by a qualified contraction firm, which has been installing the specified product for not less than 5 years and is approved (licensed where applicable) by the material/equipment manufacturer and the State of Maryland for marine construction.
- D. All material/equipment selections, installation methods and fastening systems shall meet all applicable codes by the agency having jurisdiction for the work.

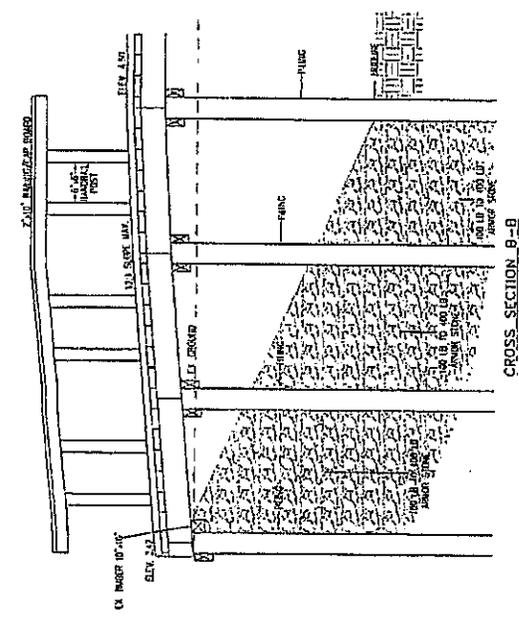
- E. Bidders shall include all fees, taxes, permits, electrical power for the work, compressed air for pneumatic tools, sanitary facilities, lighting, debris removal, clean up and inspections.
- F. Bidders/Contractors shall furnish all manufacturers warranties and include manufacturer's statements as applicable.
- G. Project Schedule: The successful contractor will receive a "Notice to Proceed" from Worcester County and will then proceed to execute the project. The timeline for completion of the project shall be no more than 90 days beyond "Notice to Proceed". Notice to proceed shall be based on Worcester County Commissioner approval and finalization of all contract, bond and insurance documentation. The Contractor shall provide a project schedule that includes work tasks with duration and milestones for delivery and substantial completion. The project schedule shall be approved by the County prior to performance of the work. All work shall be performed in an expeditious manner through completion and acceptance by the Owner. This project may require multiple mobilizations with some evening, weekend or holiday work. All pricing shall reflect anticipation of delays caused by adverse weather conditions or delays for material delivery or other conditions that are considered as normally occurring in marine construction projects.
- H. The Bidder shall provide copies of their current business license. All licenses shall accompany the Bid Form.
- I. The successful contractor will be required to execute a contract with Worcester County with reference to the specifications, drawings, attachments and addenda.
- J. Change orders – Change orders shall be submitted to the owner and submissions shall include 3 copies for departmental processing. Change orders must include a full itemization of material and labor necessary to complete the work and include a written description of the change. It is preferable to execute change orders by lump sum price. General Contractor markup for overhead and profit shall be 5% on subcontractor change orders. All change orders must be approved by the Worcester County Commissioners. Adequate time must be allowed for change order submission, review and approval by the County Commissioners at scheduled bi-weekly meetings.
- K. A work initiating meeting shall be held with the contractor and owner after award to review the contract documents, schedule, work plan and any other issues pertinent to the completion of the project. At the initial meeting, the contractor shall present the work plan and sequence of work to the owner. Prior to beginning work on the project, the selected contractor shall be provided a "Notice to Proceed" letter from the Owner.

GEY/George E. Young III, P.C.

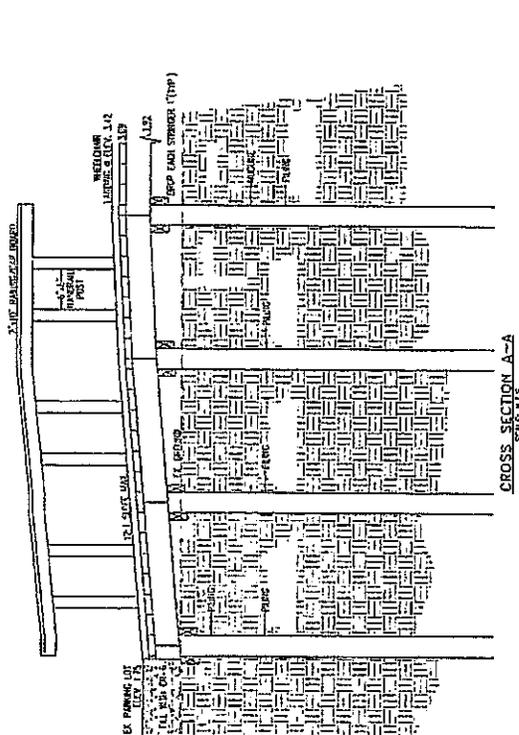
Drawing Clarifications by Worcester County

ITEM	PLAN SHEET	CLARIFICATION
1	1,2,3	Timber piles/poles shall be driven per industry standards for this work using gravity, vibratory steam, vibratory hammer on excavator, or diesel hammer as approved by the Owner or the Owner's Representative. Any hammer that does not perform satisfactorily on piles being driven, regardless of prior approval, shall be replaced by a hammer acceptable to the Owner. Driving shall be continuous without intermission until pile has been driven to the required penetration and proper bearing of 10 tons is met. Field decisions shall be coordinated with the Owner present and a test pile shall be driven and witnessed by the Owner or the Owner's Representative. One test pile shall be driven prior to material orders being placed.
2	2	All bored holes or cuts in timber shall be sealed with Bitumastic No. 300-M Black sealant per the manufacturer's application specifications.
3	2	Upper & Bottom Rail shall be constructed using Type UC5B as listed for the Cap Board as shown on Plan Sheet 2 of 3 and the 7' Wide Pier Section
4	2	Stringer hangers shall be stainless steel and product submittal shall be approved by Owner prior to the installation of hangers.
5	3	Existing 10"x10" timber was not constructed/placed to be used as a load-bearing beam. The existing beam shall be replaced with a new 3"x10" treated beam and the stone revetment is to be restored following inspection of the work.
6	3	All framing shall be approved by the Owner's representative..

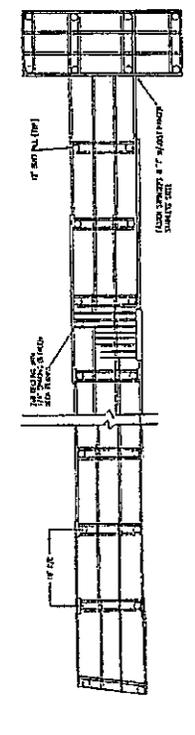
End of Clarifications...kjh 7/11/2016



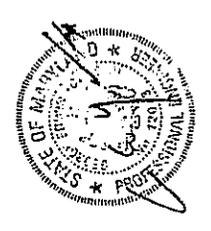
CROSS SECTION A-A
SIDE VIEW



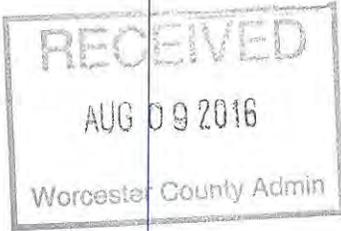
CROSS SECTION B-B
SIDE VIEW



FISHING PIER FRAMING PLAN
SIDE VIEW



PROJECT NAME	M15124
DATE	3 3
SCALE	AS SHOWN
DESIGNED BY	GEORGE E. YOUNG, III, P.E.
CHECKED BY	GEORGE E. YOUNG, III, P.E.
DATE	3 3
PROJECT NO.	
CLIENT	
LOCATION	
DESCRIPTION	



8

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: August 9, 2016
SUBJECT: Bid Recommendation – DPW Roads Division
Five Mile Branch Road Bridge Replacement

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

Attached for your review are bids received and opened on Monday, July 25, 2016, for the Five Mile Branch Road Bridge replacement. Below is a summary of the three bids received.

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

<u>Vendor</u>	<u>Total Bid Price</u>	<u>Page</u>
Murtech Marine Division, Salisbury, MD	\$329,264.00	4
Hopkins Construction, Inc, Bridgeville, DE	\$415,285.00	11
Dissen & Juhn Company, Stevensville, MD	\$444,488.00	18

Bids were originally solicited and opened on June 13, 2016 with only one (1) bid received from Murtech Marine Division at a project cost of \$374,714.00. At their meeting on June 21, 2016, the County Commissioners rejected the bid from Murtech Marine Division in hopes of receiving competitive bids closer to the established budget and advised the Department of Public Works to rebid the project. As shown above Murtech Marine Division has submitted a new bid at a lower cost which has created a savings of \$45,450.00 from their initial bid.

Upon review by the Department of Public Works, Roads Division, it was determined that all three bids received did meet the required specifications. The estimated total cost of the project was \$274,012.00 with State Aid obligating 80% (\$219,210.00) and the County funding 20% (\$54,802.00), a copy of which is attached.

Funding in the amount of \$274,212.00 was approved in the FY16 operating budget in account 100.1202.6600.030. The low bid of \$329,264.00 reflects an increased structure cost of \$81,464.00 which is over the amount authorized with State Aid covering 80% (\$65,171.00) and the County 20% (\$16,293.00). It is

requested that the Commissioners approve an authorized over-expenditure of \$81,464.00 to cover the increase of the structure costs and award the contract to Murtech Marine Division contingent upon approval from State Aid for additional funding.

Should you have any questions, please don't hesitate to call me.

Attachments

cc: Frank J. Adkins

Competitive Bid Worksheet

Item: Five Mile Branch Road Bridge Replacement

Bid Deadline/Opening Date: 1:00 P.M., July 25, 2016

Bids Received by deadline = 3

Vendor's Submitting Bids

Total Lump Sum Bid

Dissen & Juhn Company
101 Log Canoe Circle, Suite J
Stevensville, MD 21666

\$ 444,448⁰⁰

Murtech Marine Division
424 Mill Street
Salisbury, MD 21801

\$ 329,264⁰⁰

Hopkins Construction, Inc.
18904 Maranatha Way, Unit #1
Bridgeville, DE 19933

\$ 415,285⁰⁰

PROPOSAL FORM
FIVE MILE BRANCH ROAD BRIDGE REPLACEMENT
NO. WO-0401
PROJECT NO. 0085B028.A01

Proposal of MURTECH, INC.
(NAME)

424 MILL STREET
SALISBURY, MD 21801 (ADDRESS)

410. 766. 5335 x 3001
(TEL.NO.)

Proposals to be received until July 25th 2016 ~~June 13, 2016~~, at 1:00 P.M. local time.

For Five Mile Branch Road Bridge, No. WO-0401

Worcester County Department of Public Works, Roads Division
Snow Hill, Maryland

Ladies and Gentlemen:

In accordance with the advertisement of Worcester County inviting proposals for the improvements hereinbefore named, and in conformity with the plans and specifications now on file in the office of the Worcester County Roads Division. I hereby certify that an examination has been made of the Specifications and Contract Form contained herein, also of the plans, and the site of the work, and proposed to furnish all necessary machinery, equipment, tools, labor and other means of construction and furnish all materials specified, in the manner and the time prescribed, and understand that the quantities of work as shown herein are approximate only and are subject to increase or decrease, and further understand that all quantities of work, whether increased or decreased are to be performed at the following schedule of prices.

*See The Attached Bid Form

Respectfully submitted,


Signature

VICE PRESIDENT
Title

BID FORM
 FIVE MILE BRANCH ROAD BRIDGE REPLACEMENT
 NO. WO-0401
 PROJECT NO. 0085B028.A01

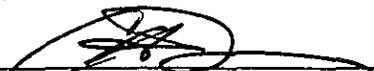
BIDDER agrees to perform all the work described in the CONTRACT DOCUMENTS for the lump sum of THREE HUNDRED TWENTY NINE THOUSAND TWO HUNDRED SIXTY FOUR (\$ 329,264.00) Amount shall be as shown in both words DOLLARS - and figures. In case of discrepancy, the amount shown in words will govern.

START DATE AFTER NOV. 1ST 2016

The following unit prices are to be used for determining addition to or deduction from lump sum amount, for amounts actually installed.

<u>ITEM</u>	<u>UNIT</u>	<u>AMOUNT</u>	<u>UNIT PRICE</u>
1. Creosote Treated Timber Pile	L.F.	1180	\$ <u>19.50</u>
2. Silt Fence	L.F.	400	\$ <u>3.00</u>
3. New Approach Railing	L.F.	300	\$ <u>70.00</u>
4. MD SHA Class II Stone Rip Rap	C.Y.	120	\$ <u>75.00</u>
5. Stream Diversion Structure	L.S.	L.S.	\$ <u>11,250.00</u>

Respectfully submitted,



 Signature

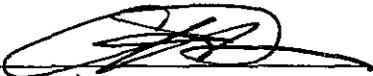
MURTECH, INC.
VICE PRESIDENT 724 MILL STREET SAUSBURY, MD 21801
 Title Firm Name & Address

MCLB (242)E
 License Number (if applicable) Date

(SEAL - if bid is by a corporation)

Maryland, may terminate any contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with Section 16D of Article 78A of the Annotated Code of Maryland, which provides that certain persons who have been convicted of or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.



(Signature)

7-25-2016
(Date)

NON-COLLUSION AFFIDAVIT

DATE: 7-25-2016

Worcester County Department of Public Works
5764 Worcester Highway
Snow Hill, Maryland 21863

Ladies and Gentlemen:

This is to certify that the undersigned bidder MURTECH, INC has not, either directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted to the Worcester County Roads Division for Worcester County Contract No. WO-0401.

Name of Bidder

Signature & Title of Authorized Representative

Sworn to and subscribed before me this 25 day of July, 20 16.

My commission expires November 20, 20 18

Notary Public Katharine Reed
Katharine Reed

Notary Seal

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we **Murtech, Inc.**
(Here insert full name and address or legal title of Contractor)

820 Cromwell Park Drive, Ste J, Glen Burnie, MD 21061

as Principal, hereinafter called the Principal, and **Developers Surety and Indemnity Company**
(Here insert full name and address or legal title of Surety)

17771 Cowan, Ste 100, Irvine, CA 92614

a corporation duly organized under the laws of the State of Iowa
as Surety, hereinafter called the Surety, are held and firmly bound unto
(Here insert full name and address or legal title of Owner)

County Commissioners of Worchester County, One West Market Street, Rm 1103, Snow Hill, MD 21863

as Obligee, hereinafter called the Obligee, in the sum of
Five Percent of amount bid Dollars(\$ 5% of bid),

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for
(Here insert full name, address and description of project)

Five Mile Branch Road Bridge Replacement Project

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 13th day of June 2016

Katherine Reed
Katherine Reed (Witness)

Cynthia A. Reed
Cynthia A. Reed (Witness)

Murtech, Inc.
[Signature]
Charles R. Reed (Principal) (Seal)
Vice President (Title)

Developers Surety and Indemnity Company
[Signature]
Lee R. Stevens, Attorney-In-Fact (Surety) (Seal)
(Title)

**POWER OF ATTORNEY FOR
DEVELOPERS SURETY AND INDEMNITY COMPANY**

PO BOX 19725, IRVINE, CA 92623 (949) 263-3300
www.InscoDico.com

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that except as expressly limited, DEVELOPERS SURETY AND INDEMNITY COMPANY does hereby make, constitute and appoint:

Lee R. Stevens, Mark A. Congdon, jointly or severally

as its true and lawful Attorney(s)-in-Fact, to make, execute, deliver and acknowledge, for and on behalf of said corporation as surety, bonds, undertakings and contracts of suretyship giving and granting unto said Attorney(s)-in-Fact full power and authority to do and to perform every act necessary, requisite or proper to be done in connection therewith as the corporation could do, but reserving to the corporation full power of substitution and revocation, and all of the acts of said Attorney(s)-in-Fact, pursuant to these presents, are hereby ratified and confirmed.

This Power of Attorney is granted and is signed by facsimile under and by authority of the following resolution adopted by the Board of Directors of DEVELOPERS SURETY AND INDEMNITY COMPANY effective as of November 1, 2000:

RESOLVED, that the Chairman of the Board, the President and any Vice President of the corporation be, and that each of them hereby is, authorized to execute Powers of Attorney, qualifying the Attorney(s)-in-Fact named in the Powers of Attorney to execute, on behalf of the corporation, bonds, undertakings and contracts of suretyship; and that the Secretary or any Assistant Secretary of the corporation be, and each of them hereby is, authorized to attest the execution of any such Power of Attorney;

RESOLVED, FURTHER, that the signatures of such officers may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures shall be valid and binding upon the corporation when so affixed and in the future with respect to any bond, undertaking or contract of suretyship to which it is attached.

IN WITNESS WHEREOF, DEVELOPERS SURETY AND INDEMNITY COMPANY has caused these presents to be signed by its respective Executive Vice President and attested by its Secretary this 1st day of December, 2005.

By: [Signature]
David H. Rhodes, Executive Vice-President

By: [Signature]
Walter A. Crowell, Secretary



STATE OF CALIFORNIA]
COUNTY OF ORANGE]

On December 1, 2005 before me, Gina L. Garner, (here insert name and title of the officer), personally appeared David H. Rhodes and Walter A. Crowell, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Signature [Signature]

(SEAL)

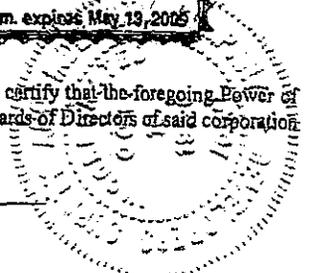


CERTIFICATE

The undersigned, as Assistant Secretary, of DEVELOPERS SURETY AND INDEMNITY COMPANY, does hereby certify that the foregoing Power of Attorney remains in full force and has not been revoked, and furthermore, that the provisions of the resolution of the respective Boards of Directors of said corporation set forth in the Power of Attorney, is in force as of the date of this Certificate.

This Certificate is executed in the City of Irvine, California, the 13th day of June, 2016

By: [Signature]
Albert Hillebrand, Assistant Secretary



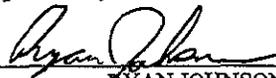
BID FORM
 FIVE MILE BRANCH ROAD BRIDGE REPLACEMENT
 NO. WO-0401
 PROJECT NO. 0085B028.A01

BIDDER agrees to perform all the work described in the CONTRACT DOCUMENTS for the lump sum of Four Hundred Fifteen Thousand Two Hundred Eighty-Five Dollars
 (\$ 415,285.00) Amount shall be as shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

The following unit prices are to be used for determining addition to or deduction from lump sum amount, for amounts actually installed.

<u>ITEM</u>	<u>UNIT</u>	<u>AMOUNT</u>	<u>UNIT PRICE</u>
1. Creosote Treated Timber Pile	L.F.	1180	\$ <u>45.00</u>
2. Silt Fence	L.F.	400	\$ <u>1.50</u>
3. New Approach Railing	L.F.	300	\$ <u>29.50</u>
4. MD SHA Class II Stone Rip Rap	C.Y.	120	\$ <u>60.00</u>
5. Stream Diversion Structure	L.S.	L.S.	\$ <u>6000.00</u>

Respectfully submitted,


 Signature RYAN JOHNSON

PROJECT MANAGER HOPKINS CONSTRUCTION, INC.
18904 MARANATHA WAY, UNIT 1, BRIDGEVILLE, DE 19933

Title Firm Name & Address

MD - 14961468 7/25/16
 License Number (if applicable) Date

(SEAL - if bid is by a corporation)

The contractor may begin work within ten (10) days from the date of the Notice to Proceed but work should be continuous once started, with no work stoppages exceeding fourteen (14) calendar days. Work shall be completed within ninety (90) calendar days after bridge materials are delivered to site and improvements shall be completed within one hundred twenty (120) calendar days from the date of the Notice to Proceed.

Enclosed herewith find a certified check or corporate bid bond in the amount of Dollars. (\$ 20,764.25), made payable to Worcester County. This certified check or corporate bid bond is a Proposal Guarantee (which it is understood will be forfeited in the event the Form of Contract is not executed if awarded to the undersigned).

Signed: 
RYAN JOHNSON, PROJECT MANAGER

7/25/16
(Date)

(Title)

Bidder acknowledges receipt of the following addenda:

ADDENDUM NO. 1 - DATED 7/20/16

AFFIDAVIT OF QUALIFICATION TO BID

I hereby affirm that

1. I am the PROJECT MANAGER and the duly
(Title)

authorized representative of the firm of HOPKINS CONSTRUCTION, INC.

18904 MARANATHA WAY, UNIT 1

whose address is BRIDGEVILLE, DE 19933 and that I possess the legal authority to make this

affidavit on behalf of myself and the firm for which I am acting.

2. Except as described in paragraph 3 below, neither I nor the above firm, nor to the best of my knowledge, any of its officers, directors, or partners, or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo contendere to a charge of, or have during the course of an official investigation or other proceeding admitted in writing or under oath acts or omissions which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any state or the federal government (conduct prior to July 1, 1977 is not required to be reported).

3. (State "none" or, as appropriate, list any conviction, plea, or admission described in paragraph 2 above, with the date; court, official, or administrative body; the individuals involved and their position with the firm, and the sentence of disposition, if any). NONE

I acknowledge that this affidavit is to be furnished to Worcester County and relevant agencies or entities and, where appropriate, to the Board of Public Works and to the Attorney General under Section 16D of Article 78A of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, Worcester County,

NON-COLLUSION AFFIDAVIT

DATE: 7/25/16

Worcester County Department of Public Works
5764 Worcester Highway
Snow Hill, Maryland 21863

Ladies and Gentlemen:

This is to certify that the undersigned bidder HOPKINS CONSTRUCTION, INC. has not, either directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted to the Worcester County Roads Division for Worcester County Contract No. WO-0401.

HOPKINS CONSTRUCTION, INC.

Name of Bidder

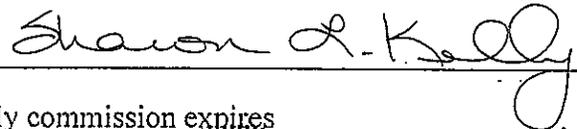


RYAN JOHNSON, PROJECT MANAGER

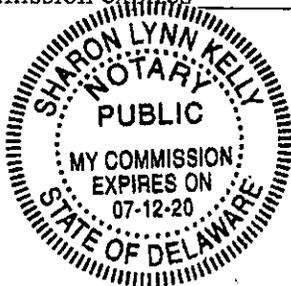
Signature & Title of Authorized Representative

STATE OF: DELAWARE COUNTY OF: SUSSEX

Sworn to and subscribed before me this 25TH day of JULY, 2016.



My commission expires _____, 20



Notary Public

Notary Seal

AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Hopkins Construction, Inc.
18904 Maranatha Way, Unit 1
Bridgeville, DE 19933

SURETY:

(Name, legal status and principal place of business)

Aegis Security Insurance Company
P.O. Box 3153
Harrisburg, PA 17105

OWNER:

(Name, legal status and address)

Worcester County Department of Public Works

BOND AMOUNT: \$ 5% of amount bid

PROJECT:

(Name, location or address, and Project number, if any)

Project No. WO-0401
Five Mile Branch Road Bridge Replacement

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

init.

Signed and sealed this 25th day of July, 2016

Anthony L. Marino
(Witness)

Mary Stordick
(Witness)

Ryan Johnson
Hopkins Construction, Inc.
(Contractor as Principal) RYAN JOHNSON (Seal)
PROJECT MANAGER
(Title)

Aegis Security Insurance Company
(Surety) Joshua B. Hauserman (Seal)
(Title) Joshua B. Hauserman, Attorney-in-Fact

Init.

PROPOSAL FORM
FIVE MILE BRANCH ROAD BRIDGE REPLACEMENT
NO. WO-0401
PROJECT NO. 0085B028.A01

Proposal of Dissen & Juhn LLC
(NAME)

101 Log Canoe Circle, Suite J - Stevensville, MD 21666
(ADDRESS)

410-604-1802
(TEL.NO.)

Proposals to be received until July 25, 2016. at 1:00 P.M. local time.

For Five Mile Branch Road Bridge. No. WO-0401

Worcester County Department of Public Works, Roads Division
Snow Hill, Maryland

Ladies and Gentlemen:

In accordance with the advertisement of Worcester County inviting proposals for the improvements hereinbefore named, and in conformity with the plans and specifications now on file in the office of the Worcester County Roads Division. I hereby certify that an examination has been made of the Specifications and Contract Form contained herein, also of the plans, and the site of the work, and proposed to furnish all necessary machinery, equipment, tools, labor and other means of construction and furnish all materials specified, in the manner and the time prescribed, and understand that the quantities of work as shown herein are approximate only and are subject to increase or decrease, and further understand that all quantities of work, whether increased or decreased are to be performed at the following schedule of prices.

*See The Attached Bid Form

Respectfully submitted,



Signature

Gilbert W. Dissen - Owner/Member
Title

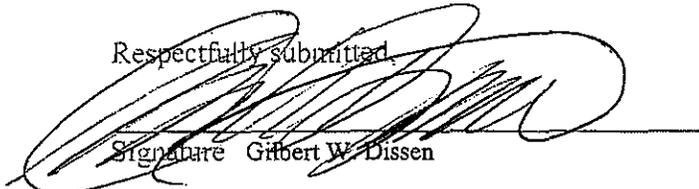
BID FORM
 FIVE MILE BRANCH ROAD BRIDGE REPLACEMENT
 NO. WO-0401
 PROJECT NO. 0085B028.A01

BIDDER agrees to perform all the work described in the CONTRACT DOCUMENTS for the lump sum of Four Hundred Forty Four Thousand Four Hundred Eighty Eight (\$ 444,488. -) Amount shall be as shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

The following unit prices are to be used for determining addition to or deduction from lump sum amount, for amounts actually installed.

<u>ITEM</u>	<u>UNIT</u>	<u>AMOUNT</u>	<u>UNIT PRICE</u>
1. Creosote Treated Timber Pile	L.F.	1180	\$ <u>18.00</u>
2. Silt Fence	L.F.	400	\$ <u>2.50</u>
3. New Approach Railing	L.F.	300	\$ <u>63.50</u>
4. MD SHA Class II Stone Rip Rap	C.Y.	120	\$ <u>117.00</u>
5. Stream Diversion Structure	L.S.	L.S.	\$ <u>19,000.00</u>

Respectfully submitted,



Signature Gilbert W. Dissen

Owner/Member 101 Log Canoe Circle, Suite J - Stevensville, MD 21666

Title Firm Name & Address

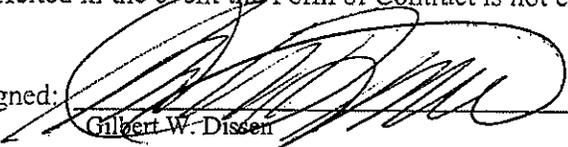
17042523 4/5/2016
 License Number (if applicable) Date

(SEAL - if bid is by a corporation)

The contractor may begin work within ten (10) days from the date of the Notice to Proceed but work should be continuous once started, with no work stoppages exceeding fourteen (14) calendar days. Work shall be completed within ninety (90) calendar days after bridge materials are delivered to site and improvements shall be completed within one hundred twenty (120) calendar days from the date of the Notice to Proceed.

Enclosed herewith find a certified check or corporate bid bond in the amount of Dollars. (\$ 500), made payable to Worcester County. This certified check or corporate bid bond is a Proposal Guarantee (which it is understood will be forfeited in the event the Form of Contract is not executed if awarded to the undersigned).

Signed:


Gilbert W. Dissen

7/25/2016

(Date)

Owner/Member

(Title)

Bidder acknowledges receipt of the following addenda:

Addendum #1- Dated 7/20/16

AFFIDAVIT OF QUALIFICATION TO BID

I hereby affirm that

1. I am the Owner/Member and the duly
(Title)
authorized representative of the firm of Dissen & Juhn LLC
101 Log Canoe Circle, Suite J
whose address is Stevensville, MD 21666 and that I possess the legal authority to make this
affidavit on behalf of myself and the firm for which I am acting.

2. Except as described in paragraph 3 below, neither I nor the above firm, nor to the best of my knowledge, any of its officers, directors, or partners, or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo contendere to a charge of, or have during the course of an official investigation or other proceeding admitted in writing or under oath acts or omissions which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any state or the federal government (conduct prior to July 1, 1977 is not required to be reported).

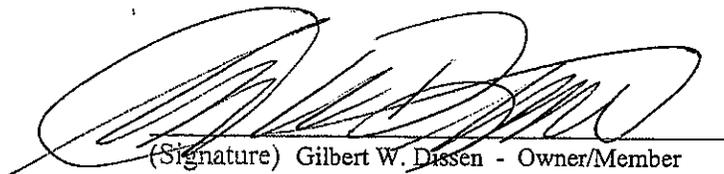
3. (State "none" or, as appropriate, list any conviction, plea, or admission described in paragraph 2 above, with the date; court, official, or administrative body; the individuals involved and their position with the firm, and the sentence of disposition, if any).

None

I acknowledge that this affidavit is to be furnished to Worcester County and relevant agencies or entities and, where appropriate, to the Board of Public Works and to the Attorney General under Section 16D of Article 78A of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, Worcester County,

Maryland, may terminate any contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with Section 16D of Article 78A of the Annotated Code of Maryland, which provides that certain persons who have been convicted of or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.


(Signature) Gilbert W. Dissen - Owner/Member

7/25/2016
(Date)

NON-COLLUSION AFFIDAVIT

DATE: 7/25/2016

Worcester County Department of Public Works
5764 Worcester Highway
Snow Hill, Maryland 21863

Ladies and Gentlemen:

This is to certify that the undersigned bidder Gilbert W. Dissen has not, either directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted to the Worcester County Roads Division for Worcester County Contract No. 0085B028.A01.



Name of Bidder: Dissen & Juhn LLC

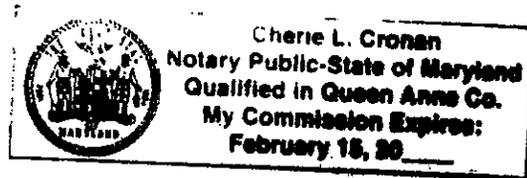
Gilbert W. Dissen - Owner/Member
Signature & Title of Authorized Representative

Sworn to and subscribed before me this 25th day of July, 2016.

My commission expires 2/15, 2018

Cherie L. Cronan
Notary Public

Notary Seal



THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, DISSEN & JUHN, LLC, 101 Log Canoe Circle, Suite J-Stevensville, MD 21666, as Principal, hereinafter called the Principal, and LIBERTY MUTUAL INSURANCE COMPANY, organized under the laws of the State of Massachusetts, licensed to do business in the State of Maryland, as Surety, hereinafter called the Surety, are held and firmly bound unto WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS, Road Division, Snow Hill MD, as Obligee, hereinafter called the Obligee, in the sum of Five Per Cent (5%) of the Amount Bid (\$ -----), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

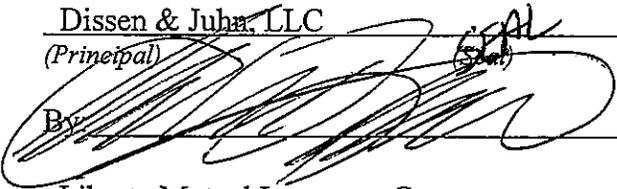
WHEREAS, the Principal has submitted a bid for: Five Mile Branch Road Bridge Replacement NO>WO-0401 Contract #0085B028.A01

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of failure of the Principal to enter into such Contract and give such bond or bonds, if the Principal shall pay the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise remain in full force and effect.

Signed and sealed this 21st day of July, A.D. 2016.

Dissen & Juhn, LLC

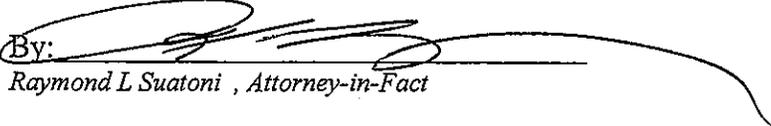
(Principal)

By: 

Liberty Mutual Insurance Company

(Surety)

(Seal)

By: 

Raymond L Suatoni, Attorney-in-Fact

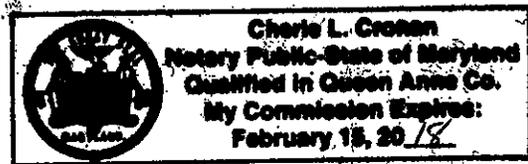
LLC ACKNOWLEDGMENT

State of Maryland
County of Queen Anne's

On the 25th day of July, 2016, before me personally came Gilbert W. Dissen to me known who being by me duly sworn, did depose and say; that he is Owner/member of the Dissen & Juhn, LLC the Corporation described in and which executed the above instrument; that he knows the seal of such said corporation; that the seal affixed to the instrument is such corporate seal that it was so affixed by order of the Board of Directors of the said corporation, and he signed his name thereto by like order.

Cherie L. Cronan

Notary Public



SURETY ACKNOWLEDGMENT

State of New York
County of Onondaga

On the 21st day of July, 2016, before me a Notary Public in and for the said County and State, residing therein, duly commissioned and sworn, personally appeared Raymond L Suatoni known to me to be the Attorney-in-Fact of the Liberty Mutual Insurance Company, the corporation described in and that executed the within and foregoing instrument and known to me to be the person who executed the said instrument in behalf of the said corporation, and he duly acknowledged to me that such corporation executed the same.

IN WITNESS THEREOF, I have hereunto set my hand and affixed my official seal, the day and year stated in this certificate above.

Deborah Suatoni

Notary Public

DEBORAH SUATONI
Lic. #01SU4934873
Notary Public-State of New York
Qualified in Onondaga County
My Commission Expires JUNE 20, 2018

THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Certificate No. 7374927

American Fire and Casualty Company
The Ohio Casualty Insurance Company

Liberty Mutual Insurance Company
West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That American Fire & Casualty Company and The Ohio Casualty Insurance Company are corporations duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Bernadette M. Richer; Deborah A. Suatoni; Joseph R. Riggie; Raymond L. Suatoni; Robert D. Gallager; Tucker H. Lounsbury

all of the city of Syracuse, state of NY, each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 23rd day of May, 2016

American Fire and Casualty Company
The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

By: David M. Carey
David M. Carey, Assistant Secretary



STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 23rd day of May, 2016, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of American Fire and Casualty Company, Liberty Mutual Insurance Company, The Ohio Casualty Insurance Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Plymouth Twp., Montgomery County
My Commission Expires March 28, 2017
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS - Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts - SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Gregory W. Davenport, the undersigned, Assistant Secretary, of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 21 day of July, 20 16



By: Gregory W. Davenport
Gregory W. Davenport, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.



LIBERTY MUTUAL INSURANCE COMPANY
FINANCIAL STATEMENT — DECEMBER 31, 2015

Assets		Liabilities	
Cash and Bank Deposits	\$753,038,641	Unearned Premiums	\$6,580,520,311
*Bonds — U.S Government	1,547,613,446	Reserve for Claims and Claims Expense.....	16,917,138,677
*Other Bonds.....	11,088,162,545	Funds Held Under Reinsurance Treaties.....	210,794,503
*Stocks	9,919,835,033	Reserve for Dividends to Policyholders.....	358,033
Real Estate.....	295,926,247	Additional Statutory Reserve	29,659,093
Agents' Balances or Uncollected Premiums.....	4,487,501,643	Reserve for Commissions, Taxes and	
Accrued Interest and Rents.....	120,872,424	Other Liabilities	<u>2,789,478,276</u>
Other Admitted Assets.....	<u>14,130,266,527</u>	Total	\$26,527,948,893
		Special Surplus Funds.....	\$67,890,944
		Capital Stock.....	10,000,000
		Paid in Surplus.....	8,829,183,823
		Unassigned Surplus.....	6,908,192,846
		Surplus to Policyholders	<u>15,815,267,613</u>
Total Admitted Assets.....	<u>\$42,343,216,506</u>	Total Liabilities and Surplus	<u>\$42,343,216,506</u>



* Bonds are stated at amortized or investment value; Stocks at Association Market Values.
The foregoing financial information is taken from Liberty Mutual Insurance Company's financial statement filed with the state of Massachusetts Department of Insurance.

I, TIM MIKOLAJEWSKI, Assistant Secretary of Liberty Mutual Insurance Company, do hereby certify that the foregoing is a true, and correct statement of the Assets and Liabilities of said Corporation, as of December 31, 2015, to the best of my knowledge and belief.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Corporation at Seattle, Washington, this 15th day of March, 2016.

T. Mikolajewski

Assistant Secretary

(1) SHA CONTRACT No. W10

STATE-AID PROGRAM DATA SHEET

(2) STATE AID No. 047-0120(1)

(3) ROAD NAME Five Mile Branch Road Bridge	(a) PROJECT LOCATION Five Mile Branch Road over Coonfoot Branch 0.76 miles N. of US Route 113	(5) Length 35'-4"	(6) Traffic Present 128 ADT	(6A) Future 157 ADT	(6B) 2035	(7) Route F.A.S.	(8) County Name Worcester	(9) County Code 047	(10) Elec. District 01	(11) Item No. <u>1309</u> County State <u>74</u>
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(12) EXISTING SURFACING AND ROADWAY

(13) CHECK ONE

(A) STRUCTURES	(B) PAVEMENT TYPE	(C) Width	(D) Condition	(E) Alignmnt	(F) Grade	(H) R.R. Crossing	Type of Project	
Five Mile Branch Road Bridge WO-401 Three - Span	unpaved	22'	fair	STD	STD	N/A	Force Account	County [X]
(14) CHARACTER OF ROADWAY	TYPE OF WORK	TOTAL EST'D COST	STATE AID FUNDS	COUNTY FUNDS			Contract Advertisement S.H.A.	County [X]
SEE ATTACHMENT	(15) GRADING	\$1,500.00	\$1,200.00	\$300.00			Construction Inspection S.H.A.	County [X]
Graded Width	(16) DRAINAGE						Materials Inspection & Control S.H.A.	County [X]
Base	(17) BASE						(25) CONSTRUCTION SCHEDULE	
Pavement Section	(18) SURFACE	\$5,000.00	\$4,000.00	\$1,000.00			Program Date	FY2015-2016
Shoulders	(19) STRUCTURES	\$247,800.00	\$198,240.00	\$49,560.00			Proposed	Actual
Right-of Way	SUB-TOTALS (20) RIGHT-OF-WAY	\$254,300.00	\$203,440.00	\$50,860.00			Construction Date	June 2016
Maximum Grade	(21) PRELIMINARY ENGINEERING	\$9,800.00	\$7,840.00	\$1,960.00			Proposed	Actual
Maximum Curve	(22) CONSTRUCTION INSPECTION	\$4,956.00	\$3,965.00	\$991.00			Completion Date (Construction)	September 2016
Design Speed	(23) MATERIALS INSPECTION & CONTROL	\$4,956.00	\$3,965.00	\$991.00			Proposed	Actual
Remarks	(24) UTILITIES							
	GRAND TOTALS	\$274,012.00	\$219,210.00	\$54,802.00				

(26) Certificate of Available Funds to Match State Aid Funds

ATTEST :

Harold F. Figgis
Authorized Signature & County Title

(27) Program Approval :

(28) Availability of State Aid Funds :

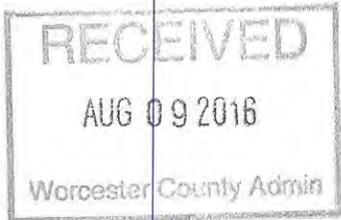
Ann Talavero
Federal Aid Programming Section
7/20/16
Date

Ann Talavero
Manager, Capital Program Division
7/21/16
Date

RANGE / \$A\$1 : \$P\$50

PROGRAM : SAPDATA

The Commissioners met with Mr. Ross to discuss bid recommendations to replace the Five Mile Branch Road Bridge. Mr. Ross stated that one bid from Murtech Marine Division of Salisbury, Maryland at a total project cost of \$374,714, was received by the deadline on Monday, June 13, 2016, at 1:00 p.m. Mr. Ross explained that this bid exceeded the estimated project cost of \$274,012, with State aid of 80% or \$219,209.60 and County funding of 20% or \$54,802.40. He advised that a second bid was received at 1:06 p.m. prior to the opening of the timely bid and recommended opening the late bid to ensure the County receives the best competitive pricing. Upon a motion by Commissioner Elder, the Commissioners voted unanimously not to accept the late bid, to reject the bid from Murtech Marine Division, and to rebid the project.



9

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
DATE: August 9, 2016
SUBJECT: Vacuum Trailer Bid Recommendation

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

.....

On August 8, 2016, bids were opened for a new Vacuum Trailer for the Water and Wastewater Division of the Department of Public Works. Copies of those bids are attached and the following table summarizes the bid amounts:

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

<u>Bidder</u>	<u>Bid Amount</u>	<u>Page</u>
Vermeer Mid-Atlantic, Inc. Annapolis Junction, MD	\$53,898.00	2
Ditch Witch of Virginia Glen Allen, VA	\$60,672.00	6
Atlantic Machinery, Inc. Silver Spring, MD	\$64,229.00	14
		Bid specifications 26

Vermeer Mid-Atlantic proposed to provide a Vermeer Vactron Model LP873SGT which is the updated version of the Vermeer Vactron that has been used by the Water and Wastewater Division since 2003. This model meets the specifications written for this equipment. Capital Equipment Account 511.9010 included \$60,000 for this purchase in the 2016/17 budget.

Based on the information given above, we are recommending the County Commissioners award the purchase of the Vacuum Trailer to Vermeer Mid-Atlantic, Inc. in the amount of \$53,898.

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

Attachment

cc: John S. Ross, P.E. Deputy Director
Jessica Wilson, CPA, Enterprise Fund Controller

BID FORM

One (1) VACUUM TRAILER for:
Department of Public Works, Water and Wastewater Division

I/we have received the specifications and provisions for one (1) VACUUM TRAILER and understand said requirements. I/we hereby propose to furnish one (1) VACUUM TRAILER as specified:

Year: 2016 Make: VERMEER VACTRON Model: LP873SCT

Total bid price for one (1) VACUUM TRAILER: \$ 53,898.00

FIFTY THREE THOUSAND EIGHT HUNDRED AND NINETY EIGHT DOLLARS

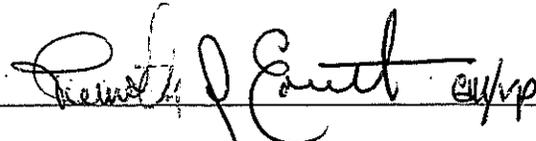
(Price written out)

Above described unit will be delivered within 90 calendar days from receipt of written order to Worcester County Department of Public Works, Water and Wastewater Division, at 1000 Shore Lane, Ocean Pines, Maryland 21811.

Specifications must be attached or bid may be rejected. Any exceptions or deviations from the requested specifications must be clearly noted on bid form.

BID MUST BE SIGNED TO BE VALID

Date: AUGUST 4, 2016

Signature: 

Typed name: TIMOTHY J EVERETT

Title: GENERAL MANAGER / VP

Company: VERMEER MIDATLANTIC

Address: 8832 CORRIDOR RD

ANNAPOLIS JUNCTION MARYLAND 20701

Phone: 301 498-5200

Vermeer LP873SGT Heavy Model meets or exceeds specifications provided except:

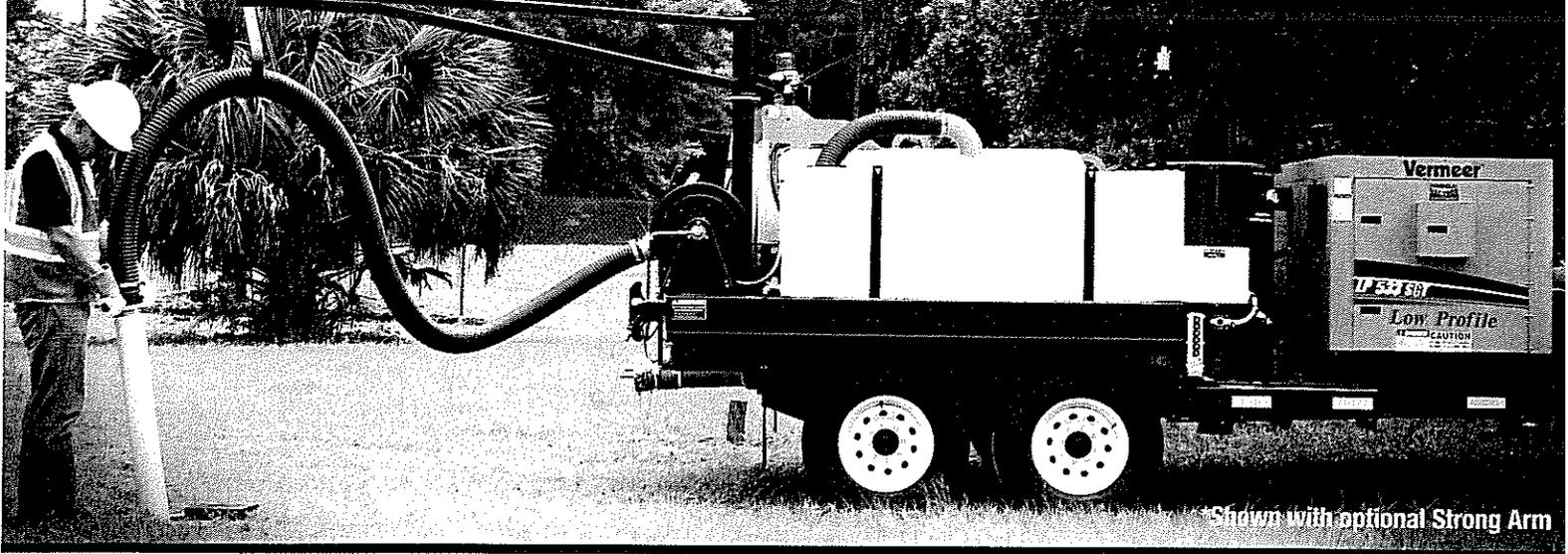
1. Twin cylinder lift for door operation: Vermeer LP873SGT Heavy has a single cylinder for the door with a safety lock. We do have a twin cylinder on the tank dump.
2. Nominal 8-foot width: Vermeer LP873SGT Heavy IS 93" wide
3. Dry weight nominal 6200lbs: Vermeer LP873SGT Heavy is 8030lbs

VAC-TRON LP533/833 SGT

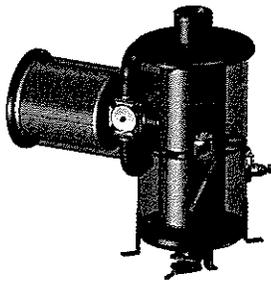
LOW PROFILE SERIES

VAC-TRON

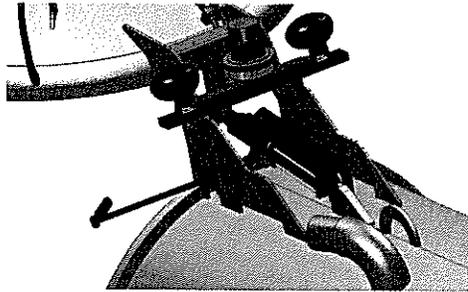
EQUIPMENT



Shown with optional Strong Arm



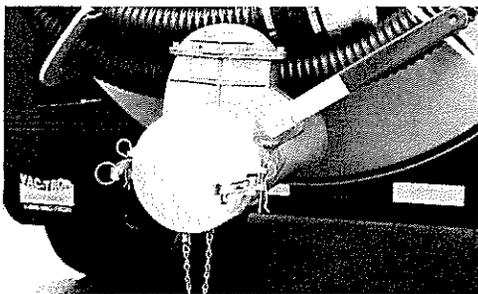
CVS FILTRATION HOUSING. The LP ground level filtration housing also incorporates a 28" (71.1 cm) diameter cyclone, four-way valve for reverse pressure, and the largest silencer in the industry for quiet performance. Patent pending.



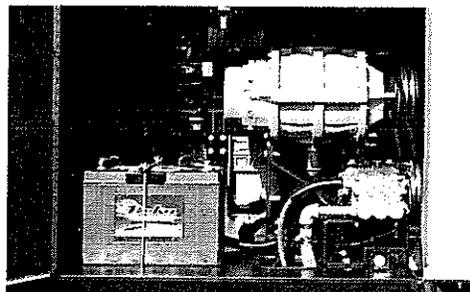
SERIES 33 REAR DOOR. The hydraulic screw rear door offers a high torque motor with a self-adjusting threaded shaft designed for low maintenance and easy operation. It opens to a 90° angle and is equipped with a safety lock that engages automatically.



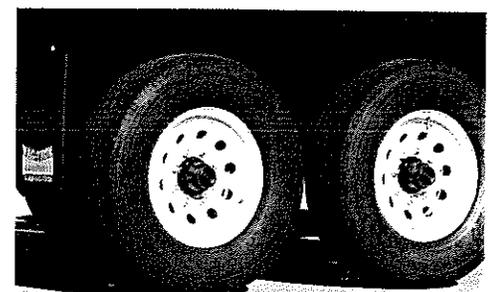
OPTIONAL BOOM. Optional 6-way hydraulic boom maximizes job performance by supporting the weight of the vacuum hose.



6" (15.2 CM) DEBRIS DISCHARGE VALVE. For quickly off-loading liquid materials by gravity or under pressure to another container.



ACCESSIBILITY. Easy access engine compartment for service and regular maintenance of all components.



BUILT TO LAST. Dexter torsion axles and Goodyear tires help to enhance the heavy-duty trailer under the Vac-Tron LP series vacuums.

VAC-TRON LP533/833 SGT LOW PROFILE SERIES

GENERAL DIMENSIONS AND WEIGHTS - SKID

Length: 14.75' (4.5 m) (533 model)
Length: 16.4' (5 m) (833 model)
Height: 82" (208.3 cm)
Empty weight: 5440 lb (2467.5 kg) (533 model)
Empty weight: 6160 lb (2794.1 kg) (833 model)
Width: 93" (236.2 cm)

GENERAL DIMENSIONS AND WEIGHTS - TRAILER

Empty weight: 6220 lb (2821.3 kg) (533 model)
Empty weight: 7040 lb (3193.3 kg) (833 model)
Length: 19.25' (5.9 m) (533 model)
Length: 22.4' (6.8 m) (833 model)
Width: 93" (236.2 cm)
Height: 90" (228.6 cm)
Brake type: Electric
Hitch type: Pintle
GVWR: 12,000 lb (5443.1 kg) (533 model)
GVWR: 14,000 lb (6350.3 kg) (833 model)
Trailer axles: 7 K (x2)

ENGINE 533/833 SGT

Horsepower: 37 hp (27.58 kW) Kohler gas engine air cooled
Vacuum: 1000 cfm
Enclosure: Yes
Fuel tank capacity: 30 gal (113.6 L)

WATER TANK

Water tank capacity: 200 gal (757 L)
Water tank capacity: Optional 300 gal (1135.6 L) Heavy models
Number of tanks: Two
High pressure pump flow rate: 4 gpm (15.1 L/min)
High pressure pump pressure: 3000 psi (206.8 bar)
High pressure hose length: 50' (15.3 m)
Low water shutoff: Yes

SPOIL TANK

Spoil tank capacity: 500 gal (1892.7 L) (533 model)
Spoil tank capacity: 800 gal (3028.3 L) (833 model)
Door type: Hydraulic
Number of tanks: One
Tank lift type: Twin cylinder

VACUUM

Type of filters: Cartridge filter 0.5 microns
Hose length: 30' (9.1 m)
Hose width: 3" (7.6 cm)
Vacuum: 1000 cfm
Water trap capacity: 60 gal (227.1 L)
Suction hose storage: 30' (9.1 m)

CONTROL PANEL

Controls: Curbside
Gauges: Analog
Warning lights

OPTIONAL STRONG ARM

Reach: 15' (4.6 m)

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Vac-Tron Equipment, LLC, reserves the right to make changes in engineering, design and specifications, add improvements or discontinue manufacturing at any time without notice or obligation. Equipment shown is for illustrative purposes only and may display optional accessories or components. Please contact your local Vermeer dealer for more information on machine specifications. Vac-Tron and the Vac-Tron logo are trademarks of Vac-Tron Equipment. Vermeer, the Vermeer logo and Equipped to Do More are trademarks of Vermeer Manufacturing Company in the U.S. and/or other countries.
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Vermeer

EQUIPPED TO DO MORE.

BID FORM

One (1) VACUUM TRAILER for:
Department of Public Works, Water and Wastewater Division

I/we have received the specifications and provisions for one (1) VACUUM TRAILER and understand said requirements. I/we hereby propose to furnish one (1) VACUUM TRAILER as specified:

Year: 2016 Make: Ditch Witch Model: FX50

Total bid price for one (1) VACUUM TRAILER: 60,672.00

Sixty thousand six hundred seventy-two dollars
(Price written out)

Above described unit will be delivered within 30 calendar days from receipt of written order to Worcester County Department of Public Works, Water and Wastewater Division, at 1000 Shore Lane, Ocean Pines, Maryland 21811.

Specifications must be attached or bid may be rejected. Any exceptions or deviations from the requested specifications must be clearly noted on bid form.

BID MUST BE SIGNED TO BE VALID

Date: August 4, 2016 Signature: Robert E. Royster
Typed name: Robert E. Royster
Title: Regional Manager
Company: Ditch Witch of Virginia
Address: 968 Providence Rd
Chesapeake, VA 23325
Phone: 757-424-5960
800-966-5960
757-506-8833

Recommended Bid Specifications

Ditch Witch® FX50 T4

DESIGN		Comply	Non-Comply
Class	Must be a portable, self-contained fluid excavation unit. Equipped with a fully enclosed and insulated power pack, choice of 1200-gal (4542-L) or 800-gal (3028-L) vacuum tank, and 1020 cfm (28.9 m ³ /min) vacuum pump capable of 16" of mercury (405 mm Hg).	_____	_____
Controls & indicators	<ul style="list-style-type: none"> • Operator's station must be located in a lighted, lockable, compartment on the curb side (right side), with left-side mounting optional for custom or international applications. • Operator's station must provide an hourmeter, water pressure gauge, water pressure regulator, blower temperature indicator, hydraulic fluid temperature indicator, engine oil pressure indicator, engine temperature indicator, and auxiliary power connection. • Must be equipped with a water pressure control variable from 0 to 3000 psi (207 bar). • Must be equipped with an amber strobe light that flashes when ignition is on. This light must be mounted on top of the vacuum tank. 	_____	_____
Construction	<ul style="list-style-type: none"> • Blower, water pump, and hydraulic system must be powered by the same engine and contained within a fully enclosed and insulated lockable compartment. • Power pack must have enclosed and sealed drain pan to catch excess fluids. • Standard equipment must include two 250-gal (946-L) freshwater tanks, with equalizing hose for 1200-gal (4542-L) model or 200-gal (757-L) or 300-gal (1136-L) freshwater tank for 800-gal (3029-L) model; should be plumbed to the pump and equipped with a drain. • Vacuum tank must have a full-diameter, fully opening rear door. • Must include an onboard hydraulic system to tilt tank and provide power to operate hydraulic functions as required. • Entire system must come loose-configured or trailer-mounted with curbside controls and drains. 	_____	_____

Operation

- Must have a 3000 psi (207 bar), 5.1 gpm (19.3 L/min) water pump with electric clutch and auto-declutch capability. Auto clutch must disengage the pump when water is not in use, allowing full power to the blower.
- Blower must provide 1020 cfm (28.9 m³/min).
- Power pack must not produce more than 82 dBA sound pressure per ISO 6394 without reverse flow option. With reverse flow, power pack must not produce more than 83 dBA sound pressure per ISO 6394.
- Must offer as an option a reverse flow mode that allows the transfer of vacuumed material to another tank or disposal site.

Vacuum boom

- Must offer a vacuum boom with 131-179" (3.3-4.5 m) reach.
- Boom must offer wireless control that provides extend, retract, up and down control of boom as well as control of tank and door functions.

Water system

- Standard equipment must include 50' (15.2 m) of high-pressure hose rated at 3000 psi (207 bar) on a lockable hose reel.
- Must be equipped with a 3-gallon (11.4-L) antifreeze system as standard equipment.

Hydraulic system

- Must have a gear-type hydraulic pump that produces 2500 psi (172 bar).
- Tank must be equipped with hydraulic tilt cylinders and an electric tethered controller to tilt tank to 45°.
- Hydraulic system must provide auxiliary power and an adjustable flow rate of 0-7.5 gpm (0-28 L/min).
- Tethered controller must be long enough for operator to have full view of rear of machine and must not be permanently affixed to unit or a wireless controller option must be available.
- Must be capable of providing power to hydraulic door lift.
- All hydraulic cylinders must be serviceable with tank down.

Potholing equipment

- Two potholing tools must be available for exposing buried utilities:
 - a 4" (102-mm) diameter basic potholing tool with suction only (standard); and
 - a 4" (102-mm) diameter 2-in-1 potholing tool with water pressure and suction (optional).
- Potholing tools must be equipped with quick couplers.
- Potholing equipment must include at least 25' (7.6 m) of industrial-rated 4" (102-mm) suction hose with quick couplers.
- Unit must have lockable tool storage compartment.

Vacuum tank

- The 1200-gal (4542-L) capacity model must have a full tank diameter, hydraulically-assisted, rear-opening door. Rear door must have a single-point, hydraulically-powered rear door latch to release and secure tank door, and two fluid level indicators (half and full).
- The 800-gal (3028-L) capacity models must be capable of mounting on a skid, and must have a full tank diameter, hydraulically-operated, rear-opening door with a single dual latching door mechanism and two fluid level indicators (half and full).
- Vacuum tank must have a 4" (102 mm) inlet valve and 6" (152 mm) drain valve. Both valves must be equipped with quick couplers.
- Must have vacuum relief valve set to 16" (405 mm) of Hg.
- Trailer-mounted suction hose storage must come standard on 800-gal (1136-L) capacity model.

Filtration

- Must have a wet/dry, polyester, single-element vacuum filter with 100 ft² (9.3 m²) of filtration media and a 2-micron rating.
- Filter must be washable and reusable.
- Unit must be equipped with a filter on the vacuum relief valve that operates when vacuum exceeds the relief setting.
- Must be equipped with a prefiltration system consisting of either a steel canister with drain valve and fully-opening door or a cyclonic separator.

Trailer

Manufactured in compliance with National Association of Trailer Manufacturers (NATM) guidelines and Federal Motor Vehicle Safety Standards (FMVSS) regulations.

DITCH WITCH OF VIRGINIA

968 PROVIDENCE ROAD
CHESAPEAKE, VA 23325-4203
Phone 757-424-5960
Fax 757-424-0109

Worcester County

1 West Market St.
Snow Hill, MD 21863
410-632-1194

Quote: 50137302

Ext. Ref.:

Description:

Date: 08/04/2016

Salesperson: Robbie Royster

Mobile Phone: 757-576-8833

Email: rroyster@ditchwitchva.com

Price Quote

Quote valid for: 30 days, until 09/03/2016

FX50 Vac System

The FX50 Vacuum Excavation System is both a portable vacuum unit for a variety of utility clean up applications and a powerful "soft" excavating machine for digging precisely controlled excavations to expose buried utilities. The basic unit includes the following: Deutz D2011L03I diesel (49 hp gross) Tier 4i compliant OR Deutz D2.9 L4, water-cooled diesel engine (48.8 hp gross @ 2,600 rpm) EPA Tier 4, and EU Stage IIIA compliant, Insulated engine enclosure, Cylinder assist dumping system, Hydraulic door, Suction tool, Water lance, and Antifreeze kit.

<u>Qty</u>	<u>Part Number</u>	<u>Description</u>
1	FX50B	FX50 Vac System
1	FX50B-BASIC-1	FX50B: T4F, Reverse Flow Power Pack
1	350-3706	3" & 4" HOSE AND TOOL RACK
1	350-4070	800 GAL PARTS ASM
1	350-5008	TANK (800 GAL)
1	601-787	SHUTOFF ASSEMBLY
1	350-4068	GEAR PUMP HYDRAULICS 800 GAL (TIER 4)
1	270-6009	800 GALLON PRODUCTION KIT
1	350-2460	WATER TANK SUB, 300 GALLON
1	601-132	WATER HOSE REEL SUB ASSY
34	150-3675	BULK HOSE, HIGH TEMP (4", SOLD PER INCH)
1	350-3880	EXPANSION CANISTER ASSEMBLY
1	350-3915	FILTER STAND (300 GAL WATER)
1	350-4031	FILTER ASSEMBLY
1	025-1029	T22 TRAILER
3	256-630	TRACTOR HYD FLUID (THF)
1	319-539	4" SUCTION TOOL (EXTENDABLE)
1	150-3187	TURBO NOZZLE, 5.5
1	320-800	4" HOSE (25')

<u>Qty</u>	<u>Part Number</u>	<u>Description</u>
1	320-800	4" HOSE (25')

DITCH WITCH OF VIRGINIA

968 PROVIDENCE ROAD
CHESAPEAKE, VA 23325-4203
Phone 757-424-5960
Fax 757-424-0109

Worcester County

1 West Market St.
Snow Hill, MD 21863
410-632-1194

Quote: 50137302
Ext. Ref.:
Description:
Date: 08/04/2016
Salesperson: Robbie Royster
Mobile Phone: 757-576-8833
Email: rroyster@ditchwitchva.com

Price Quote

Quote valid for: 30 days, until 09/03/2016

Equipment Subtotal \$ 60,672.00

Subtotal Before Tax \$ 60,672.00

Total Tax \$ 0.00

Total Amount \$ 60,672.00
U.S. Dollars

WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS
WATER and WASTEWATER DIVISION

SPECIFICATIONS FOR VACUUM TRAILER

The following are the performance specifications for the Vacuum Trailer to be provided. Minor deviations from these specification are permitted so long as the overall utility of the unit is not compromised.

Engine:

- Nominal 37 HP Kohler Gas Engine or equal
- Minimum 30 Gallon Fuel Tank

Water Tank:

- 400 Gallon Tank minimum
- High Pressure Pump - Flow Rate 4 GPM Minimum
- High Pressure Pump Pressure - 3000 PSI Minimum
- High Pressure Hose – Length 50 FT Minimum
- Low Water Shut-Off switch to be provided

Spoil Tank:

- 800 Gallon minimum
- Hydraulic Rear Door
- Twin Cylinder Lift for door operation

Vacuum requirements:

- 0.5 Micron Filter to be provided for the vacuum pump
- Minimum 1000 CFM vacuum pump capable of drawing 15 inches of mercury vacuum
- Minimum 30 FT vacuum Hose
- Vacuum Hose to be 4 inch Diameter

Control Panel:

- Provide trailer mounted control panel for system operation
- Analog Gauges with Warning Lights

Trailer:

- Nominal 16 FT Length
- Nominal 8-foot Width
- Dry weight nominal 6200 LBS

Vacuum Trailer to be Vermeer Vactron Model LP873SGT or equivalent.

 **Ditch Witch®**

FX50 VACUUM EXCAVATOR



VACUUM EXCAVATION

BID FORM

One (1) VACUUM TRAILER for:
Department of Public Works, Water and Wastewater Division

I/we have received the specifications and provisions for one (1) VACUUM TRAILER and understand said requirements. I/we hereby propose to furnish one (1) VACUUM TRAILER as specified:

Year: 2016 Make: Pipehunter Model: Vachunter 800

Total bid price for one (1) VACUUM TRAILER:
Sixty four thousand two hundred and twenty nine dollars and ⁰⁰/₁₀₀
\$64,229.00

(Price written out)

Above described unit will be delivered within 60-90 calendar days from receipt of written order to Worcester County Department of Public Works, Water and Wastewater Division, at 1000 Shore Lane, Ocean Pines, Maryland 21811.

Specifications must be attached or bid may be rejected. Any exceptions or deviations from the requested specifications must be clearly noted on bid form.

BID MUST BE SIGNED TO BE VALID

Date: 8/4/16

Signature: Trevor Gardner

Typed name: Trevor Gardner, III

Title: Vice President

Company: Atlantic Machinery, Inc.

Address: 2628 Garfield Ave.
Silver Spring, MD 20910

Phone: 301-585-0800

PIPEHUNTER BUILD SPECIFICATIONS
2016 VACHUNTER 800 GALLON VACUUM TRAILER

INTENT:

This specification describes Vachunter 800-gallon Vacuum system mounted on a 16,000 lb. tandem axle trailer. The machine is equipped with a self contained, non-corrosive, aluminum water tanks as the water source for the high-pressure pump. The machine is capable of being operated by one man, with all operating controls for high-pressure water system and vacuum system mounted on a control panel, at operator's station.

GENERAL TERMS:

All equipment furnished under this contract shall be new and current production. Unit shall conform to the best practice known to the body trade in design, quality of material and workmanship. The equipment furnished shall be manufactured in the USA.

PARTS MANUAL:

PipeHunter shall furnish complete digital parts, maintenance, and operator's manual.

WARRANTY:

2016 PipeHunter & VacHunter Warranty Items:

- Diesel Engines – 2 YR
- Water & Debris Tanks – 5 YR
- Water Pumps – 2 YR
- All other Components- 1 YR

Manufacture Defects

STATE DELIVERY TIME: 60-90

- DEBRIS TANK:** 800-gallon capacity. 15 psig working pressure, full vacuum straight cylinder.
- Single cylinder hydraulic dumping system.
- Debris tank to be lowered and raised hydraulically and controls to be located curbside of unit.
- 4" Inlet pipe to debris tank.
- 10' x3" Drain hose located on the rear of debris tank for decanting water from main debris tank when required.
- Debris body high water pressure debris flush out system shall be installed in debris tank.
- Float ball in debris tank to shut vacuum at full vacuum tank capacity.
- Tank construction F & D A-36 carbon steel.
- The rear full opening door shall be external hydraulically full opening and locking with one control lever at curb side of unit. Locks shall be adjustable externally.
- Removable port on top of debris tank to allow removal of material without removing the vacuum hose.
- PD BLOWER:** Roots Positive Displacement vacuum Pump (BLOWER). Rated for 1000 CFM minimum airflow. Belt drive with industrial twin disc clutch.
- Dual cyclone separators to be supplied to prevent overflow of material into blower system.
- An adjustable relief valve shall be provided to limit vacuum.
- Final filter for wet/dry vacuum to be supplied for blower the filter shall be single design removable. The vacuum system shall have a final silencer for the PD blower with rain cap.
- WATER SYSTEM:** Giant industries water pump capable of producing a flow of 5 GPM@ 3000 PSI. Electric Clutch Belt Drive
- Two (2) Water tanks shall be installed on unit and have a capacity of 200 gallons each for a total capacity of 400 gallons. The water tanks shall be constructed of aluminum cylinder style design and be mounted over the axles for proper weight distribution.

2" ball valve drain valve shall be supplied for draining the fresh water tanks.

25 FT Hydrant fill hose with storage rack.

Low water shutdown with bypass switch.

HAND GUN SYSTEM

50 ft 3/8" capacity retractable hand gun hose reel (Hannay)

50 ft 3/8" 4000 PSI hand gun hose with quick connects.

(1) 4ft barrel

(1) Spinner digger nozzle

(1) 0 Degree spray tips

(1) High pressure hand gun

ENGINE: 50 H.P. CAT Diesel 4 Cyl Engine water cooled.

Tier 3

Digital Gauge Package Low water high temp shutdown.

Electric Throttle.

Keyed Ignition.

15-Gallon fuel tank with sight gauge.

15-Gallon Hydraulic Tank.

Engine cover to be constructed of diamond tread plate aluminum.

CONTROL PANEL: Unit shall be equipped with a single control panel curb side of unit.

- Following. Gauges for Auxiliary engine.
- Digital –Tachometer-Temp -Oil Pressure Hour Meter
- Water Pressure Gauge
- Controls for Dumping Debris Tank, Door lock and unlock Control.

VACUUM HOSE: 30 FT. Vacuum industrial vacuum hose 3 10ft sections

TRAILER: Frame, 6" X 3/16" custom rolled industrial channel for safety of operator.

Adjustable jack stand 10000 lb with spring loaded drop leg.

The top decking shall be all diamond tread plate steel.

Two (2) 8000 lb. torsion style axles. 16000 GVW

Four (4) 75,RX17.5 LT 18-Ply tires W/Industrial Rims.

Electric brakes.

Pintle hitch with height adjustment for 3 positions

D.O.T. lighting package.

TOOL BOX:

A storage toolbox 52"x 26" x 15.5" shall be located on the front of the trailer. The box shall be constructed of diamond tread plate aluminum. The toolbox shall be locking and water tight.

FENDERS:

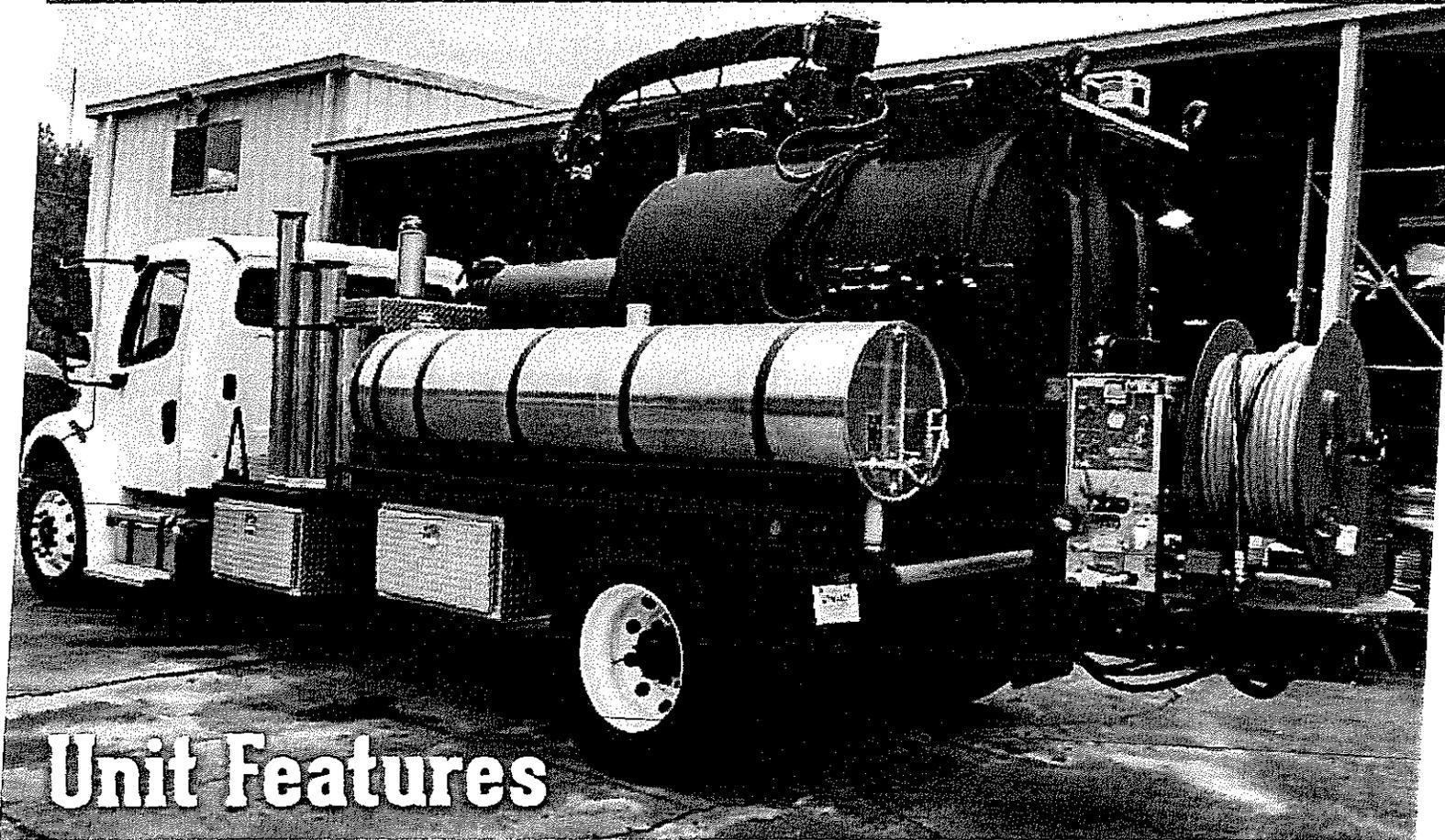
The fenders shall be constructed of aluminum diamond tread plate.

PAINTING:

Before painting, all metal shall be cleaned and etched with phosphoric material to insure permanent bond of Liner. The entire frame and hose reel shall be sprayed with speed liner coat the liner coat shall be (Choice of Std) in color the liner shall be rough texture to prevent chipping and rust.

PIPEHUNTER

VacHunter Truck/Trailer



Unit Features

- Rolled Aluminum Water Tanks
- Structural Steel Frame with Liner Coating
- Application Specific Hydraulic Hose Reel Design
- Shrouded Diesel or Gas Power Auxiliary Engine
- Giant Triplex Water Pump
- "Tank" 90 Deg. Swivel Union
- Torsion Axle
- Configurable Toolbox Storage
- Optional Hydro-Excavation Package

ATLANTIC

MACHINERY, INC.

Sewer and Street Equipment Specialists

2628 Garfield Ave. • Silver Spring MD 20910

Ph: 301-585-0800 Fax: 301-585-7681

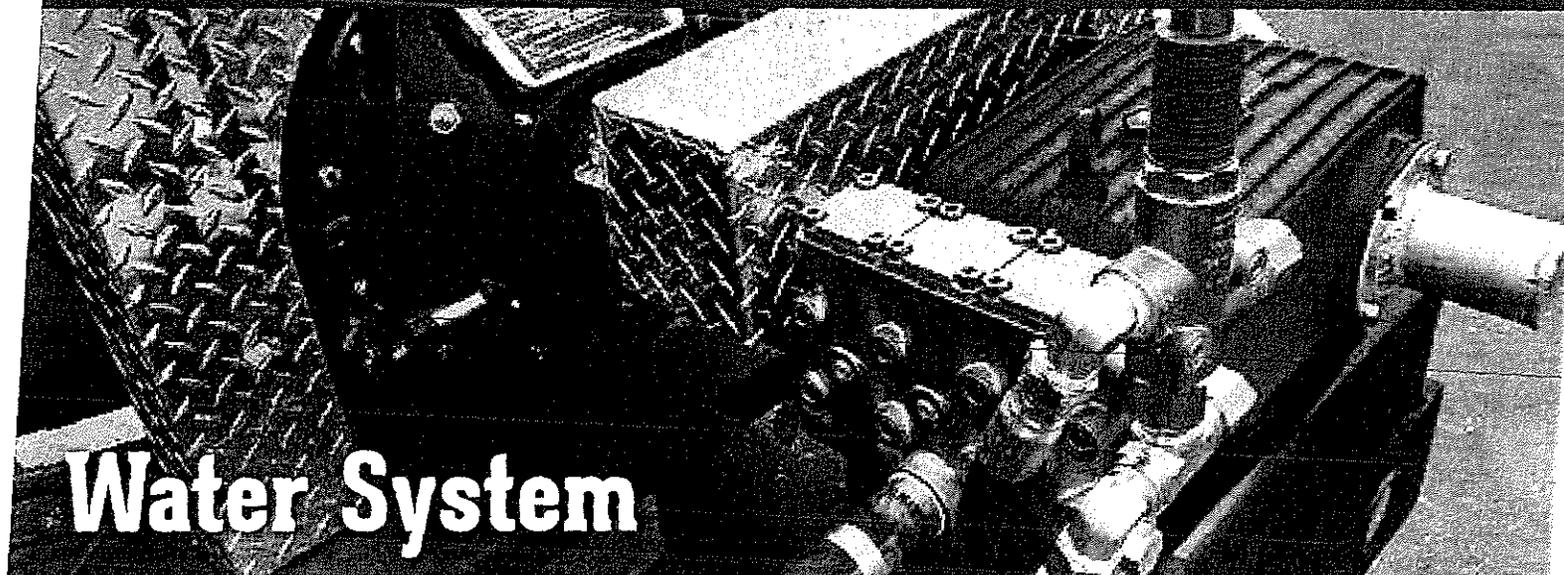
www.atlanticmachineryinc.com



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Municipality and Contractor-Duty Rated Equipment

1.800.373.1318



Water System

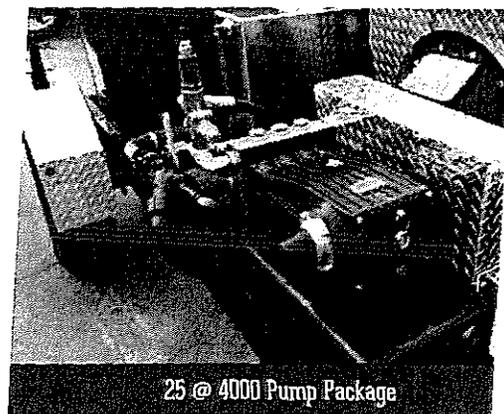
Deliver smooth and reliable pressure with this triplex water pump. The highest quality components are used in building up these industry-standard powerhouse pumps. Systems available in these hose sizes: 3/8" - 1/2" - 3/4" - 1"

Features

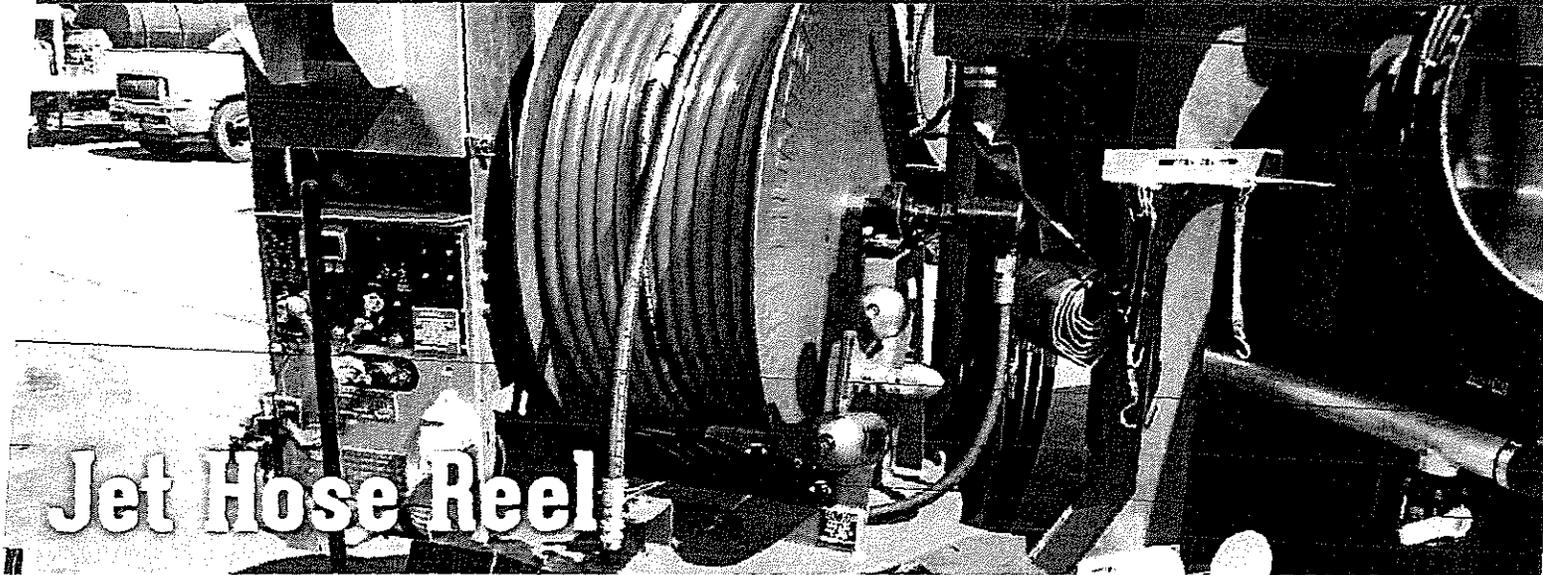
- Triplex water pump with ceramic plungers [optional stainless steel]
- Strained Suction Line
- Rolled Aluminum Water Tanks
- V-Belt Drive Design
- Rebuildable Relief Valve
- Optional PTO Clutch
- Optional Air Purge Adapter

Available Water Systems

- 14 GPM @ 4000 PSI
- 18 GPM @ 4000 PSI
- 25 GPM @ 4000 PSI
- 35 GPM @ 2000 PSI
- 40 GPM @ 2000 PSI
- 40 GPM @ 3000 PSI



25 @ 4000 Pump Package



We don't use off-the-shelf components, we design every part. Our reels are made for our equipment specifically, to make your job easier. Features like auto-levelwind reel design, or our 10" ID slewing bearing help make this the toughest reel in the industry.

Features

Integrated Hose Storage and Tiger Tail Tie Down Points

Optional 10" articulating worm-gear drive bearing

PipeHunter Liner Coated

Hydraulic Drive

Capacities available up to 1200'

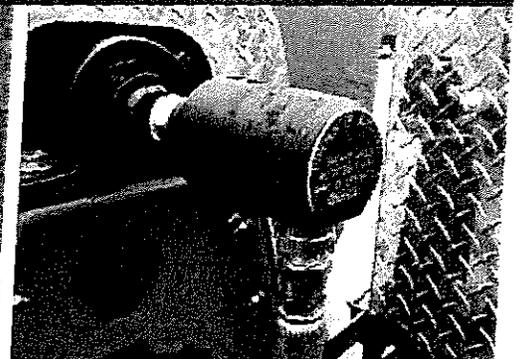
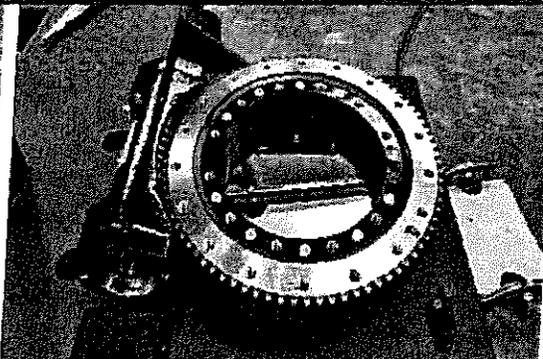
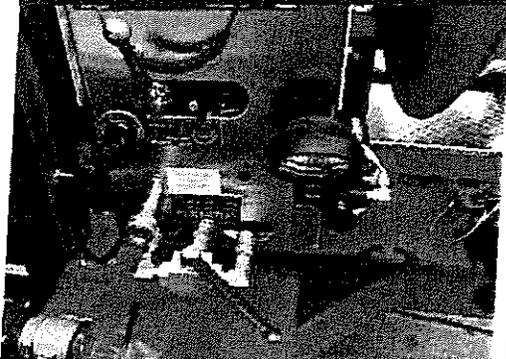
"Tank" 90 deg. Swivel Union w- Optional Auto Lube

21

Easy Swap Main Ball Valve

10" ID Hydraulic Slewing Bearing

PipeHunter Tank Swivel





Vacuum System

Our Work-rated boom with hydraulic lift and extension cylinders paired with our worm gear driven boom rotation lets your operators park this boom where it is needed most. Easily accessible cleanouts keep downtime to a minimum as well.

Features

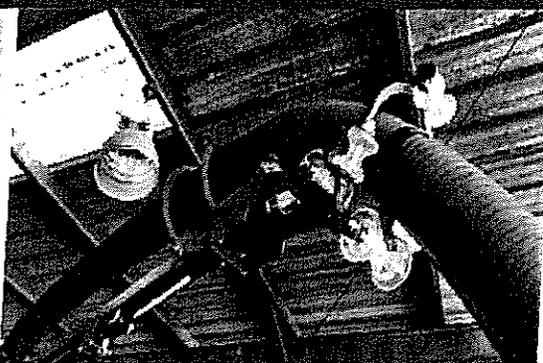
- Belt Drive PD Blower
- 180 Deg. Worm Gear Drive Articulation Bearing
- Optional 4' Extension
- Optional Downhole Lighting Package
- Optional Hydraulic Extension & Lift

22

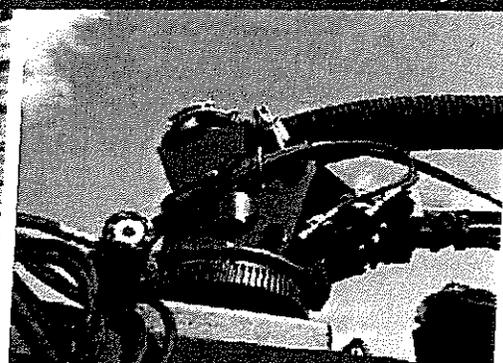
Sectional Hydraulic Valve

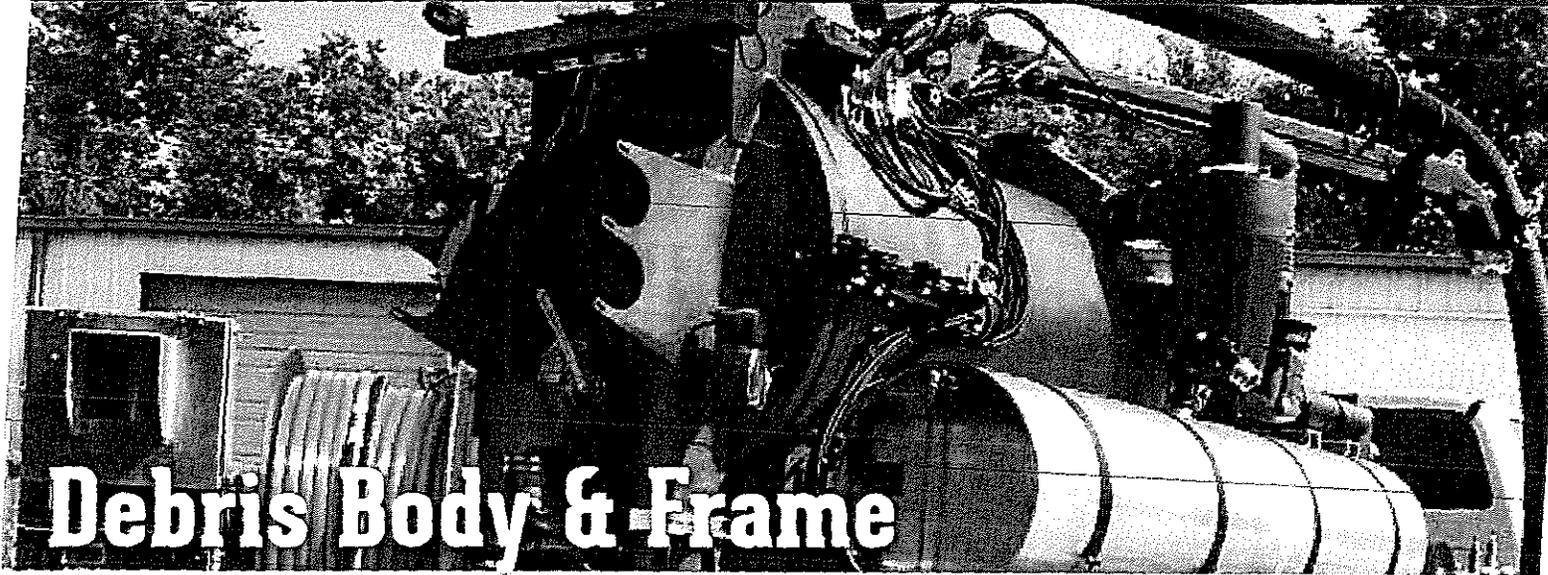


Boom End Roller Assembly



Hydraulic Worm-Gear Drive Bearing



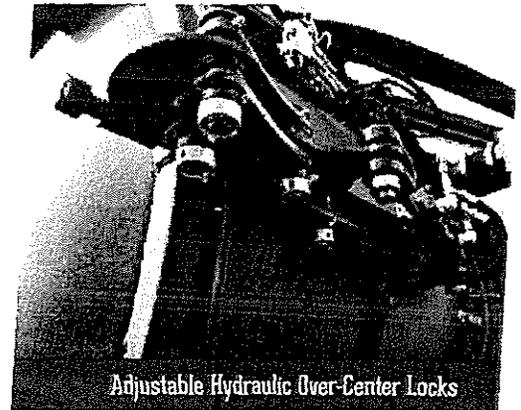


Debris Body & Frame

Our tough-built debris body has features that make it tough enough for municipalities or contractors alike. Hydraulic door locks and rear door cylinders make this a feature packaged design. The Custom-deisgned frames are fitted for your application All of our frames are 100% coated in our PipeHunter Lining before assembly begins.

Features

- Hydraulic Opening Rear Door
- Adjustable Hydraulic Over-Center Locks
- 48" Diameter Full-Face Rear Door
- Cyclone Separated Inlet
- Float Ball Check Valve tank outlet



Adjustable Hydraulic Over-Center Locks

Liner Color Options

- | | | | |
|---|---|--|--|
|  Camo Brown |  Black |  Red |  Medium Green |
|  Desert Tan |  Dove Gray |  Orange |  Medium Blue |
|  Emerald Green |  Charcoal Gray |  Yellow |  Camo Green |



Hydro-Excavation System

Our optional Hydro-Excavation system features many contractor-rated items that make this a production minded machine. Add this functionality to your Mini-Combo to add yet another use for your fleet assets.

Features

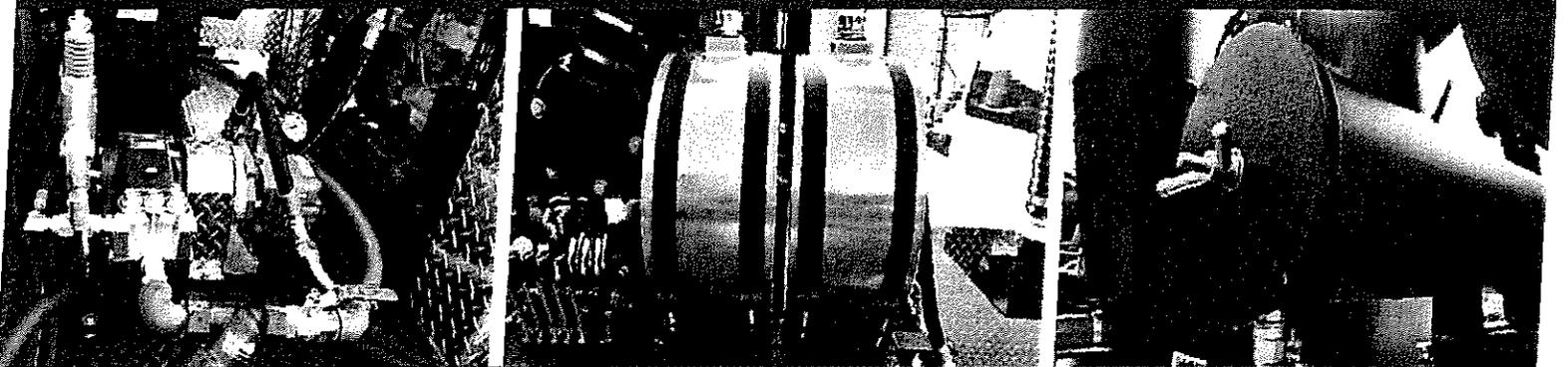
- 5 GPM up to 20 GPM Systems
- Unloading Circuit Design
- Cyclone Separation Inlet
- 500+ Gallon Debris Body

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Easy Swap Main Ball Valve

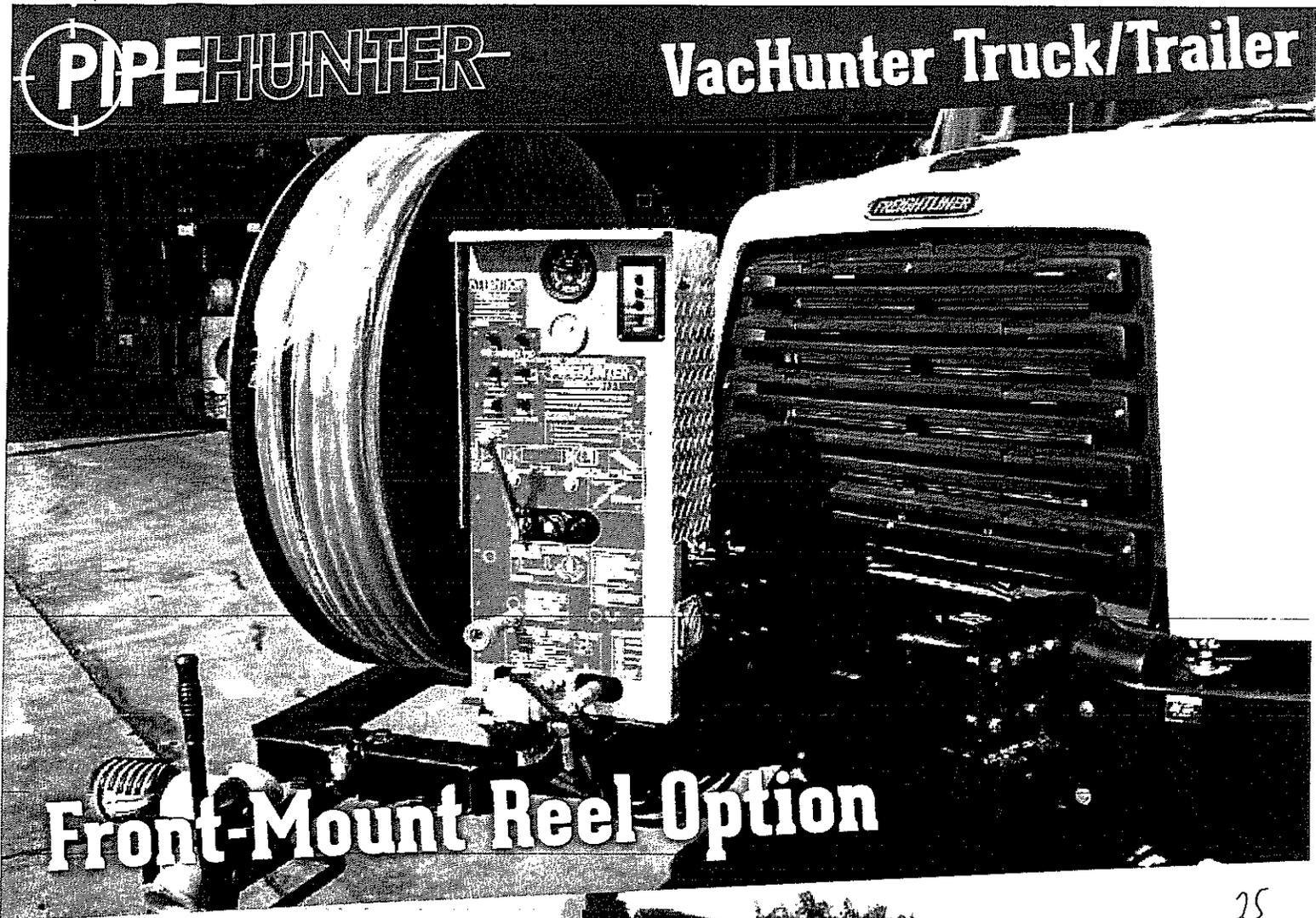
Boom End Roller Assembly

PipeHunter Tank Swivel

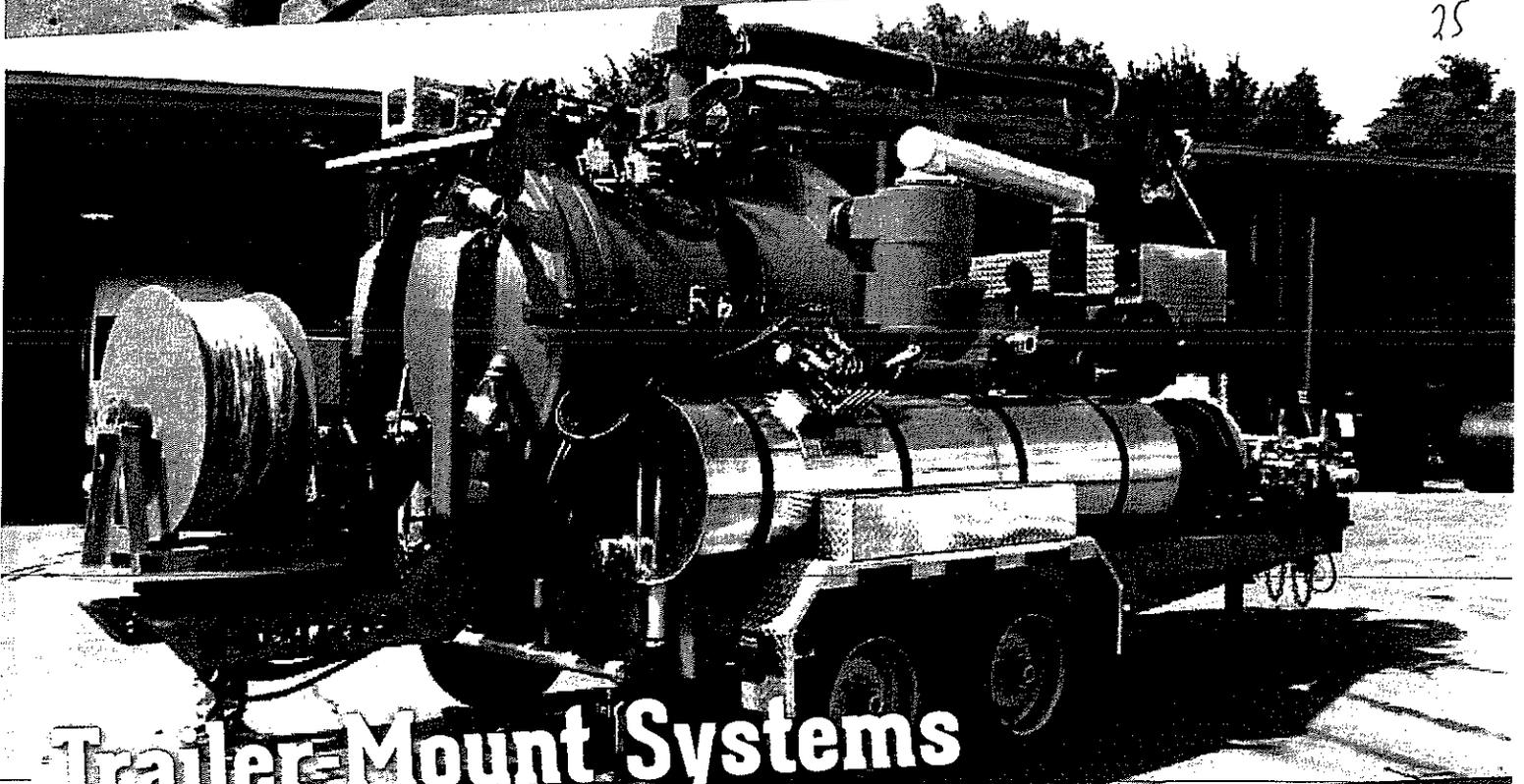


PIPEHUNTER

VacHunter Truck/Trailer



Front-Mount Reel Option



25

Trailer Mount Systems

Contact your local dealer today 1.800.373.1318

**PipeHunter, Inc.
1617 Garden Road
Pearland, TX 77581**

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



COMMISSIONERS
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COUNTY COMMISSIONERS

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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 6, 2016

FAXED
7/6/16 @ 3:34pm

TO: *The Daily Times* Group and *Ocean City Today* Group
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KS*

Please print the attached Notice to Bidders in *The Daily Times/Worcester County Times/Ocean Pines Independent* and *Ocean City Digest/Ocean City Today* on July 14, 2016. Thank you.

NOTICE TO BIDDERS

Purchase of one (1) Sewer Vacuum Trailer for Water and Wastewater Division of Public Works Worcester County, Maryland

The Worcester County Commissioners are currently accepting bids for the purchase of one (1) Sewer Vacuum Trailer for the Water and Wastewater 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, or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. **Sealed bids will be accepted until 1:00 PM, Monday, August 8, 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 Sewer Vacuum Trailer**" 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 Jeff Tingle or John Ross of the Water and Wastewater Division at 410-641-5251.

WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS
WATER and WASTEWATER DIVISION

SPECIFICATIONS FOR VACUUM TRAILER

The following are the performance specifications for the Vacuum Trailer to be provided. Minor deviations from these specification are permitted so long as the overall utility of the unit is not compromised.

Engine:

- Nominal 37 HP Kohler Gas Engine or equal
- Minimum 30 Gallon Fuel Tank

Water Tank:

- 400 Gallon Tank minimum
- High Pressure Pump - Flow Rate 4 GPM Minimum
- High Pressure Pump Pressure - 3000 PSI Minimum
- High Pressure Hose – Length 50 FT Minimum
- Low Water Shut-Off switch to be provided

Spoil Tank:

- 800 Gallon minimum
- Hydraulic Rear Door
- Twin Cylinder Lift for door operation

Vacuum requirements:

- 0.5 Micron Filter to be provided for the vacuum pump
- Minimum 1000 CFM vacuum pump capable of drawing 15 inches of mercury vacuum
- Minimum 30 FT vacuum Hose
- Vacuum Hose to be 4 inch Diameter

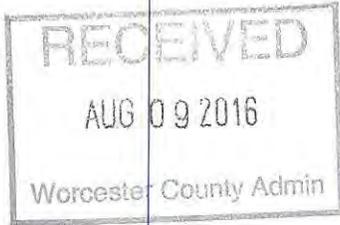
Control Panel:

- Provide trailer mounted control panel for system operation
- Analog Gauges with Warning Lights

Trailer:

- Nominal 16 FT Length
- Nominal 8-foot Width
- Dry weight nominal 6200 LBS

Vacuum Trailer to be Vermeer Vactron Model LP873SGT or equivalent.



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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

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: John H. Tustin, P.E., Director *JHT*
DATE: August 8, 2016
SUBJECT: Vehicle Bid Package

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 is a bid packet for the purchase of vehicles for use by various County Departments. Included in this packet is the Notice to Bidders, Specifications, Vendor's List and Bid Form. Funding for the purchase of the following vehicles was approved in the FY 17 operating Budget:

- | | |
|--------------------|---|
| Commissioners | 1 - Full Size 4x4 SUV |
| DPW/Solid Waste | 1 - 1 Ton 4x2 Stake Body Truck |
| | 1 - 1 Ton 4x4 Utility Body Truck |
| DPW W/WW | 1 - 1/2 Ton 4x2 Pickup Truck |
| | 1 - 3/4 Ton 4x2 Truck |
| | 1 - 1 Ton 4x2 Utility Body Truck |
| | 1 - 1 1/2 Ton 4x2 Crew Cab Utility Body Truck |
| Emergency Services | 1 - Compact 4x2 Cargo Van |
| Jail | 1 - 1 Ton 4x2 Cargo Van |
| Sheriff | 1 - Full Size 4x4 SUV (Transport) |
| | 1 - Full Size 4x4 SUV (Patrol) |
| | 6 - Full Size 4x2 Police Pursuit SUVs |

Once bids are received, we will do a comparison for a future recommendation to purchase.

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

Attachments

- cc: Doug Dods
John Ross
Fred Webster
Warden Garry Mumford
Mike Mitchell
William Powell/Fleet File

DRAFT

NOTICE TO BIDDERS

**Worcester County Commissioners
Worcester County, Maryland**

Purchase of New Vehicles

The Worcester County Commissioners are currently accepting bids for the purchase of new vehicles for use by various County Departments. Bid specification packages and bid forms are available at the Office of the County Commissioners, Worcester County Government Center – Room 1103, One West Market Street, Snow Hill, Maryland 21863-1072. Sealed bids will be accepted until 1:00 p.m., Monday, September 12, 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 “**Vehicle Bid**” in the lower left-hand corner. After opening, the bids will be forwarded to the Public Works Department 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 Mr. William Powell, Fleet Management Superintendent, at 410-632-9300 ext 2320 or 410-632-5675.

Citizens and Government Working Together

INSTRUCTIONS TO BIDDERS

1. BIDS

Bids should be submitted in sealed envelopes clearly marked in the lower left-hand corner "Vehicle Bid".

2. LATE BIDS

Bids should be mailed or hand carried to be received in the Office of the County Commissioners by or before Monday, September 12, 2016 by 1:00 p.m. Bids received after the appointed time will not be considered.

3. TAXES

The County is exempt from all Federal and State taxes. Your prices should reflect same.

4. SPECIFICATIONS

Specifications for the following vehicles are attached:

1. 1 - Full Size 4x4 SUV (Commissioners)
2. 1 - 1 Ton 4x2 Stake Body Truck (DPW/Solid Waste)
3. 1 - 1 Ton 4x4 Utility Body Truck (DPW/Solid Waste)
4. 1 - ½ Ton 4x2 Pickup Truck (DPW W/WW)
5. 1 - ¾ Ton 4x2 Pickup Truck (DPW W/WW)
6. 1 - 1 Ton 4x2 Utility Body Truck (DPW W/WW)
7. 1 - 1 ½ Ton 4x2 Crew Cab Utility Body Truck (DPW W/WW)
8. 1 - Compact 4x2 Cargo Van (Emergency Services)
9. 1 - 1 Ton 4x2 Cargo Van (Jail)
10. 1 - Full Size 4x4 SUV (Transport) (Sheriff)
11. 1 - Full Size 4x4 SUV (Patrol) (Sheriff)
12. 6 - Full Size 4x2 Police Pursuit SUVs

5. OTHER SPECIFICATIONS

The Worcester County Commissioners will accept bids for new prior year models that meet all specifications in addition to current production year models.

Vendors are responsible for delivery of awarded vehicle to the DPW, Maintenance Building located at 6113 Timmons Road, Snow Hill, Maryland. All paperwork will accompany vehicles, as the County will be responsible for acquiring their tags and titles. Payment will be made within 15 days of delivery.

6. AWARD OF CONTRACT

Bids will be opened in the County Commissioners office at 1:00 p. m. on Monday, September 12, 2016 to be awarded at a future date. 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.

WORCESTER COUNTY

#1 - **VEHICLE SPECIFICATIONS – SUV FULL SIZE 4x4 (Commissioners)**

One (1) New SUV Full Size Regular Length 4x4 to be equipped as follows:

Payload:	1,122 lbs. minimum
GVWR:	6,800 lbs. minimum
Wheelbase:	112" minimum
Engine:	3.5 L minimum displacement, Gasoline
Transmission:	Six speed Automatic
Battery:	650 cold cranking amps minimum
Alternator:	150 amp minimum
Shock absorbers:	Front and rear
Tires:	Manufacturer's standard radial to meet, Payload with conventional spare wheel and tire
Brakes:	Power with 4 wheel ABS
Steering:	Power with tilt wheel
Fuel tank:	28 gallon minimum
Mirrors-Dual:	Factory installed remote control and electric-heated.
Bumpers:	Front and rear
Body:	4 door, 5' minimum, full steel top
Cloth bucket seats in front, cloth 2 nd and 3 rd row seats	
Six way power driver's seat	
Factory air conditioning	
Tinted glass	
Driver side air bag supplemental restraint system and front seat passenger position	
Heater/defroster-fresh air type	
Windshield wipers-multi-speed electric with intermittent action feature	
Center Console with Transmission shifter	
Daytime running lights	
Rear A/C and heat	
Rear window defroster	
AM/FM /CD stereo radio	
Power operated window and door locks	
Child safety locks	
Exterior Color:	White
Interior Color:	Dune
Front license plate bracket	
Front tow hooks	
Factory undercoating	
Cruise control	
Floor covering:	Carpet with floor mats
Easy Fuel (Capless Refueling)	
Running Boards	

Two (2) keys to be supplied with this vehicle.

Acceptable Models: Ford Expedition or comparable model

WORCESTER COUNTY

#2 - VEHICLE SPECIFICATIONS – ONE TON 4x2 TRUCK CHASSIS WITH STAKE BODY
(Solid Waste)

One (1) New One Ton 4x2 truck with stake body to be equipped as follows:

One ton truck chassis cab

Single rear wheels

Payload: 3,800 lbs. minimum

GVWR: 10,000 lbs. minimum

Wheelbase: 137" minimum

Cab to axle 60"

Engine: Eight cylinder 6.0L EFI V-8 minimum

Limited slip axle

Transmission: Automatic with oil cooler

Battery: Heavy duty 600 CCA minimum

Alternator: 95 AMP minimum

Axle and springs: To meet payload

Shock absorbers: Front and rear

Tires: Manufacturer's standard to meet

Payload with conventional spare wheel and tire - black wall

Brakes: Power with four (4) wheel ABS

Steering: Power

Fuel tank: 30 gallon minimum

Mirrors: Manual telescoping or camper style retractable mirror

Bumpers: Front only

Interior: Vinyl

Factory air conditioning

Tinted glass

Fresh air type heater and defroster

Directional signals

Windshield washer/wipers with intermittent action feature

Power point or power outlets

AM/FM radio

White exterior color

Daytime running lights

ADDITIONAL STAKE BODY AND LIFT GATE SPECIFICATIONS

Ten foot stake body, preferred; nine foot acceptable: Specify length on bid form

80 inch width

1/8" tread plate floor

40 inch tall steel stake racks with quick latches

40 inch minimum steel headboard with window

Cross members are to be 11 gauge high strength (50,000 psi yield)

Cross sill spacing 18"

Long sills spacing 34"

Long sills to be structural channel

LED Light kit to meet all federal and state specifications

Recessed LED lights with rubber grommets and loom protected wires
Mud flaps
Racks and body to be painted black
Stake pocket dimensions to fit stake racks
Conventional rail gate or lift gate to be mounted on welded supports on rear of body
1,300 lb. capacity lift gate with tread plate
Platform loadable area 68" x 42"
Platform taper 6"
Circuit breaker to be installed close to power source
Lift gate to serve as rear door in lieu of stake racks
Rear ICC bumper
Electric Tarp Arm System-Mesh tarp

Acceptable Models: Chevrolet C3500, Ford F-350, Dodge 3500, or comparable model.

WORCESTER COUNTY

#3 - VEHICLE SPECIFICATIONS – 1 TON 4x4 TRUCK CHASSIS WITH UTILITY BODY
(Solid Waste)

One (1) New 1 Ton 4x4 Truck with Utility Body to be equipped as follows:

One ton 4x4 truck chassis cab
Single rear wheels
Payload: 3,800 lbs. minimum
GVWR: 9,700 lbs. minimum
Wheelbase: 133" minimum
Engine: Eight cylinders 6.0L EFI V-8 minimum
Transmission: Automatic with oil cooler
Battery: Heavy duty 600 CCA minimum
Alternator: 150 AMP minimum
Axle and springs: To meet payload
Shock absorbers: Front and rear
Tires: Manufacturer's standard to meet payload with conventional spare wheel and tire - black wall
Brakes: Power with four (4) wheel ABS
Steering: Power
Fuel tank: 30 gallon minimum
Mirrors: Manual telescoping or camper style retractable mirror
Bumpers: Front only
Interior: Vinyl
Towing Package: Receiver hitch, class IV with seven pin plug connector
Factory air conditioning
Tinted glass
Fresh air type heater and defroster
Integrated trailer brake controller
Directional signals
Windshield washer/wipers with intermittent action feature
Power point or power outlets
AM/FM radio
White exterior color
Daytime running lights
Fleet Free Maintenance Credit (If applicable)

ADDITIONAL UTILITY BODY SPECIFICATIONS

Eight feet long with a 56" minimum cab to axle ratio
Standard AB compartment with standard service body (models reading 98 AB-SW, knapheide 796J or equal)
Standard deck plate bumper
Master locking system for locking an entire compartment side
Door chains and rubber bumper door guards on all horizontal compartments
Recessed gas filler nozzle
Recess LED lights in rear panels
Mount a seven (7) pole flap lock socket at rear with harness wired to code
Backup alarm, Presco model 1030, self-adjusting or equal

Receiver hitch, class IV
Combination hitch with 2" ball
Paint to match factory exterior color of vehicle
Primer – 12 stage automotive electro-cathodic immersion
Spray in Bed liner to cover floor, sides and top of Utility Body

Acceptable Models: Chevrolet C3500, Ford F-350, Dodge 3500, or comparable model.

WORCESTER COUNTY

#4 - VEHICLE SPECIFICATIONS – 1/2 TON 4x2 PICKUP TRUCK – (W/WW)

One (1) New 1/2 Ton 4x2 Pickup Truck to be equipped as follows:

Standard regular cab

Bed size:	8' with wheel well inside body
Drive type:	2 wheel rear drive
Payload:	1,900 lb. minimum
GVWR:	6,000 lb. minimum
Wheelbase:	128" minimum
Engine:	Six cylinder, 3.7L minimum, gasoline, Fuel injected OR ethanol (E85)
Transmission:	Automatic with overdrive
Battery:	600 CCA minimum
Alternator:	95 amp minimum
Suspension:	To meet payload
Air bags:	Driver and passenger
Shock absorbers:	Front and rear
Wheels:	16" steel minimum
Tires:	All season radial to meet payload with conventional spare wheel and tire
Brakes:	Power with anti-lock system
Steering:	Power
Fuel tank:	Standard
Mirrors:	Dual 6"x9" side view mirrors
Bumpers:	Matching painted front and rear
Interior:	Vinyl split bench seat
Air conditioning:	Factory installed
Windshield wipers:	Washer with intermittent action
Tinted glass with dual sun visors	
Fresh air type heater and defroster	
Directional signals	
Power point or power outlet	
AM-FM radio	
White exterior color	
Daytime running lights	
Front license plate bracket	
Spray on Bed liner	
Towing Package	Receiver hitch, class IV with seven pin plug connector
Integrated Trailer Brake Controller	
Back Rack for strobe light - Tool box mounts	
LED strobe light installed or back rack	
Fleet Free Maintenance Credit (If applicable)	

Acceptable Models: Chevrolet C1500, Ford F150, Dodge 1500 or comparable model.

WORCESTER COUNTY

#5 - VEHICLE SPECIFICATIONS – ¾ TON 4x2 PICKUP TRUCK – (W/WW)

One (1) New ¾ Ton 4x2 Pickup Truck to be equipped as follows:

Standard regular cab
Bed size: 8' with wheel well inside body
Drive type: 2 wheel rear drive
Payload: 2500 lb. minimum
GVWR: 8,000 lb. minimum
Wheelbase: 128" minimum
Engine: Eight cylinder, 6.0L minimum, gasoline,
Fuel injected OR ethanol (E85)
Transmission: Automatic with overdrive
Battery: 600 CCA minimum
Alternator: 95 amp minimum
Suspension: To meet payload
Air bags: Driver and passenger
Shock absorbers: Front and rear
Wheels: 16" steel minimum
Tires: All season radial to meet payload with
conventional spare wheel and tire
Brakes: Power with anti-lock system
Steering: Power
Fuel tank: Standard
Mirrors: Dual 6"x9" side view mirrors
Bumpers: Matching painted front and rear
Interior: Vinyl split bench seat
Air conditioning: Factory installed
Windshield wipers: Washer with intermittent action
Tinted glass with dual sun visors
Fresh air type heater and defroster
Directional signals
Power point or power outlet
AM-FM radio
White exterior color
Daytime running lights
Front license plate bracket
Spray on Bed-liner
Back rack for strobe light - Tool box mounts
LED strobe light installed on back rack
Towing Package: Receiver hitch, class IV with seven pin plug connector
Integrated Trailer Brake Controller
Fleet Free Maintenance Credit (If applicable)

Acceptable Models: Chevrolet C2500, Ford F250, Dodge 2500 or comparable model.

WORCESTER COUNTY

**#6 - VEHICLE SPECIFICATIONS – 1 TON 4x2 TRUCK CHASSIS WITH UTILITY BODY
(W/WW)**

One (1) New 1 Ton 4x2 Truck with Utility Body to be equipped as follows:

One ton truck chassis cab

Single rear wheels

Payload: 3,800 lbs. minimum

GVWR: 9,700 lbs. minimum

Wheelbase: 133" minimum

Engine: Eight cylinders 6.0L EFI V-8 minimum displacement

Transmission: Automatic with oil cooler

Battery: Heavy duty 600 CCA minimum

Alternator: 150 AMP minimum

Axle and springs: To meet payload

Shock absorbers: Front and rear

Tires: Manufacturer's standard to meet payload with conventional spare wheel and tire - black wall

Brakes: Power with four (4) wheel ABS

Steering: Power

Fuel tank: 30 gallon minimum

Mirrors: Manual telescoping or camper style retractable mirror

Bumpers: Front only

Interior: Vinyl

Towing Package: Receiver hitch, class IV with seven pin plug connector

Factory air conditioning

Tinted glass

Fresh air type heater and defroster

Integrated trailer brake controller

Directional signals

Windshield washer/wipers with intermittent action feature

Power point or power outlets

AM/FM radio

White exterior color

Daytime running lights

Front tag bracket

Fleet Free Maintenance Credit (If applicable)

ADDITIONAL UTILITY BODY SPECIFICATIONS

Eight feet long with a 56" minimum cab to axle ratio

Standard AB compartment with standard service body (models reading 98 AB-SW, knapheide 796J or equal)

Standard deck plate bumper

Master locking system for locking an entire compartment side

Door chains and rubber bumper door guards on all horizontal compartments

Recessed gas filler nozzle

Recess brake and backup lights in rear panels

Mount a seven (7) pole flap lock socket at rear with harness wired to code
Backup alarm, Presco model 1030, self-adjusting or equal
Receiver hitch, class IV
Combination hitch with 2" ball
Paint to match factory exterior color of vehicle
Primer – 12 stage automotive electro-cathodic immersion
Spray In Bed liner

Acceptable Models: Chevrolet C3500, Ford F-350, Dodge 3500, or comparable model.

WORCESTER COUNTY

#7 - VEHICLE SPECIFICATIONS – 1 1/2 TON 4 X 2 CREW CAB TRUCK CHASSIS WITH UTILITY BODY – (W/WW)

One (1) New 1 1/2 Ton 4x2 Crew Cab Truck with Utility Body to be equipped as follows:

One and one half ton crew cab truck chassis
Dual rear wheels
Payload: 6,000 lbs. minimum
GVWR: 16,000 lbs. minimum
Wheelbase: 176" minimum
Engine: Eight cylinders diesel 6.7L minimum
Transmission: Automatic with oil cooler
Batteries: Dual heavy duty 750 CCA minimum
Alternator: 157 AMP minimum
Axle and springs: To meet payload
Air Bags: Driver and passenger
Shock absorbers: Front and rear
Tires: Manufacturer's standard to meet
Payload with conventional spare wheel and tire – black wall
Brakes: Power with four (4) wheel ABS
Steering: Power
Fuel tank: 30 gallon minimum
Mirrors: Manual telescoping or camper style retractable mirror
Bumpers: Front only
Interior: Vinyl
Towing Package: Class IV trailer hitch receiver with 7 spade and four pin Plug
Factory air conditioning
Integrated trailer brake controller
Tinted glass
Fresh air type heater and defroster
Directional signals
Windshield washer/wipers with intermittent action feature
Power point or power outlets
AM/FM radio
Front tow hooks
White exterior color
Daytime running lights
Front tag bracket
Rubber flooring
Running boards
Fleet Free Maintenance Credit (If applicable)

ADDITIONAL UTILITY BODY SPECIFICATIONS

Nine feet long
Standard AB compartment with standard service body (models reading 108 AB-DW, Knapheide 7108D54J or equal)
Standard deck plate step bumper with recess
Master lock system for locking an entire compartment side

Door chains and rubber bumper door guards on all horizontal compartments
Recessed fuel filler nozzle
Install DEF fill cup assembly in body on same side as fuel filler
Recess brake and backup lights in rear panels
Mount a seven (7) pole flap lock socket at rear with harness wired to code
Backup alarm, Presco model 1030, self-adjusting or equal
Paint to match factory exterior color of vehicle
Receiver hitch, class IV
Combination hitch with 2" ball
Primer – 12 stage automotive electro-cathodic immersion
Spray in Bed liner

Acceptable Models: Ford F-450 or comparable model.

WORCESTER COUNTY

#8 - VEHICLE SPECIFICATIONS –Compact 4x2 Cargo Van (Emergency Services)

One (1) New Compact 4x2 Low Roof Cargo Van to be equipped as follows:

Engine:	2.5 Liter 4 cylinder minimum, Fuel Injected Ecoboost
Transmission:	Automatic
Power Brakes:	ABS
Electric Power assisted steering	
Radial Tires:	All Weather Tread
Spare Wheel and Tire with Jack	
Air bag Supplemental Restraint System for Driver and Front Seat Passenger	
Alternator :	150 amps
Battery:	600 cold cranking amps
Wheelbase:	120"
Factory Air Conditioning	
Power Windows and Door locks	
Dual sliding side doors	
Tire Pressure Monitoring System	
Windshield Wiper/Washer:	Multi-Speed Electric with Intermittent Action
AM/FM Radio	
Exterior:	White
Interior:	Vinyl Upholstery in Charcoal black
Floor Covering:	Black Rubberized Vinyl
Tinted glass	
Large Mirrors:	Dual Factory Outside Manual Fold - Black
Daytime Running Lights	
Power Outlets	
Rear 180degree swing out cargo doors	
Front tag bracket	
Trailer tow package	
Rear cargo light	
Rear view camera	
Upfitter wiring package	
Keyless entry keypad	
Six (6) keys and Six (6) key fobs to be supplied with this vehicle	
Fleet Free Maintenance Credit (If applicable)	

Acceptable Models: Ford Transit Connect XLT or comparable model.

WORCESTER COUNTY

#9 - VEHICLE SPECIFICATIONS – One Ton 4x2 Full Size Cargo Van – (Jail)

One (1) New One Ton 4x2 Full Size Cargo Van to be equipped as follows:

Engine:	4.8 Liter V8 minimum, Fuel Injected
Transmission:	Automatic
Power Brakes:	ABS
Power Steering	
Radial Tires:	All Weather Tread
Spare Wheel and Tire with Jack	
Air bag Supplemental Restraint System for Driver and Front Seat Passenger	
Alternator:	145 amps
Battery:	600 cold cranking amps
Cruise Control	
Factory Air Conditioning	
Rear Air Conditioning	
Rear Heater	
Power Windows and Door locks	
Swing-out 60/40 passenger side doors	
Tire Pressure Monitoring System	
Windshield Wiper/Washer:	Multi-Speed Electric with Intermittent Action
AM/FM Radio	
Exterior:	White
Interior:	Vinyl Upholstery in Medium Pewter
Floor Covering:	Black Rubberized Vinyl
Tinted glass	
Bumpers :	Front and Rear Painted Black
Mirrors:	Dual Factory Outside Manual Black
Daytime Running Lights	
Full Insulation Package	
Molded Assist Steps	
Power Outlets	
Tilt Steering wheel	
Rear vision camera display	
Fleet Free Maintenance Credit (If applicable)	

Acceptable Models: Chevrolet Express 3500 or comparable model.

WORCESTER COUNTY

#10 - VEHICLE SPECIFICATIONS – FULL SIZE 4x4 SUV (Transport)-(Sheriff)

ONE (1) New SUV full size 4x4 to be equipped as follows:

Payload:	1,122 lbs. minimum
GVWR:	6,600 lbs. minimum
Wheelbase:	112" minimum
Engine:	3.5L minimum displacement, gasoline
Transmission:	6 Speed Automatic
Battery:	650 cold cranking amps minimum
Alternator:	150 amp minimum
Axles and springs:	To meet payload
Shock absorbers:	Front and rear
Tires:	Manufacturer's standard radial to meet payload with conventional spare wheel and tire
Brakes:	Power with 4 wheel ABS
Steering:	Power with tilt wheel
Fuel tank:	28 gallon minimum
Mirrors:	Dual factory installed remote control and electric-heated.
Bumpers:	Front and rear
Body:	4 door, 5' minimum, full steel top
Cloth bucket seats in front, 2 nd and 3 rd row vinyl bench seats	
Six way power driver's seat	
Factory air conditioning	
Tinted glass	
Driver side air bag supplemental restraint system and front seat passenger position	
Heater/defroster – fresh air type	
Directional signals	
Windshield wipers – multi-speed electric with intermittent action feature	
No floor console	
Column Shifter	
Rear A/C and heat	
Rear window defroster	
Power point	
AM/FM/CD stereo radio	
Power operated window and door locks	
Child safety locks	
Exterior Color:	Silver Metallic
Interior Color:	Ebony
Front license plate bracket	
Front tow hooks	
Factory undercoating	
Cruise control	
Floor covering:	Full heavy duty vinyl
Running boards	
Integrated Trailer Brake controller	

WORCESTER COUNTY

#11 - VEHICLE SPECIFICATIONS – SUV FULL SIZE 4x4 Tahoe (Patrol)-(Sheriff)

ONE (1) New SUV full size 4x4 to be equipped as follows:

Payload:	1,122 lbs. minimum
GVWR:	6,600 lbs. minimum
Wheelbase:	112" minimum
Engine:	5.3L minimum displacement,
Transmission:	6 Speed Automatic with Overdrive
Battery:	660 CCA with rundown protection
Auxiliary Battery:	730 CCA with computer controlled isolator
Alternator:	160 amp minimum
Axles and springs:	To meet payload
Shock absorbers:	Front and rear
Tires:	Off road with conventional spare wheel & tire
Brakes:	Power with 4 wheel ABS
Steering:	Power with tilt wheel and column mounted Gear Shift Lever
Fuel tank:	26 gallon minimum
Mirrors:	Dual – factory installed – low mount 5" x 7" minimum, remote control electric-heated.
Bumpers:	Front and rear
Body:	4 door, 5' minimum, full steel top
Rear Lift Gate:	With Flip-up Glass
Rear intermittent Wiper/Wash	
Cloth 40/20/40 seats in front, 2 nd row vinyl 60/40 split folding bench seats	
Delete center front seat (9U3)	
Ten way power driver's seat	
Factory air conditioning	
Tinted glass	
Driver side air bag supplemental restraint system and front seat passenger position	
Heater/defroster – fresh air type	
Directional signals	
Windshield wipers – multi-speed electric with intermittent action feature	
No floor console	
Rear A/C and heat	
Rear window defroster	
Power point	
AM/FM stereo radio with C/D	
Power operated window and door locks	
Child safety locks	
Exterior Color:	Sable Metallic
Interior Color:	Black
Front license plate bracket	
Front recovery hooks (V76)	
Factory undercoating	
Cruise control	
Oil Coolers:	Engine, Transmission

Floor covering: Full heavy duty vinyl
Heavy duty trailer Class IV hitch with 4 and 7 pin plug
Tow package
Speedometer: 140 MPH Certified- 1 MPH Increments with
Digital Trip Odometer
Dash Cluster: Oil Pressure, Volt Meter, Tachometer, Engine
Temperature Gauge, Hour Meter and Driver
Information Center

Delete daytime running lights(9G8)

Running Boards

Differential locking rear

Pre wiring grille lamps & speakers (6J3)

Pre wiring horn & siren circuit (6J4)

Headlamp & tail lamp flashing system (6J7)

Fleet free maintenance credit (R9Y)

On Star

Six (6) keys and six key FOBs to be supplied with this vehicle

Acceptable Models: Chevrolet Tahoe, or Comparable model.

WORCESTER COUNTY

**#12 - VEHICLE SPECIFICATIONS – SUV FULL SIZE 4x2 with Police Package
(Sheriff)**

Six (6) New SUVs full size 4x2 Police Package rated to be equipped as follows:

Payload:	1,122 lbs. minimum
GVWR:	6,600 lbs. minimum
Wheelbase:	112" minimum
Engine:	5.3L minimum displacement,
Transmission:	6 Speed Automatic with Overdrive
Battery:	660 CCA with rundown protection
Auxiliary battery:	730 CCA with computer controlled isolator
Alternator:	160 amp minimum
Axles and springs:	To meet payload
Shock absorbers:	Front and rear
Tires:	V Rated Manufacturer's radial to meet
Payload with conventional spare Wheel and tire	
Brakes:	Power with 4 wheel ABS
Steering:	Power with tilt wheel and Column mounted Gear Shift Lever
Fuel tank:	26 gallon minimum
Mirrors:	Dual – factory installed – low mount 5" x 7" Minimum, remote control electric-heated
Bumpers:	Front and rear
Body:	4 door, 5' minimum, full steel top
Rear Lift Gate:	With Flip-up Glass
Rear intermittent Wiper/ Wash	
Cloth 40/20/40 seats in front, 2 nd row vinyl 60/40 split folding bench seats	
Delete Center Front Seat (9U3)	
Six way power driver's seat	
Factory air conditioning	
Tinted glass	
Driver side air bag supplemental restraint system and front seat passenger position	
Heater/defroster – fresh air type	
Directional signals	
Windshield wipers – multi-speed electric with intermittent action feature	
No floor console	
Rear A/C and heat	
Rear window defroster	
Power point	
AM/FM stereo radio w/ C/D	
Power operated window and door locks	
Child safety locks	
Exterior Color:	Dark Blue Metallic
Interior Color:	Black or Ebony
Front license plate bracket	
Front recovery hooks (V76)	

Factory undercoating
Cruise control
Oil Coolers: Engine, Transmission,
Floor covering: Full heavy duty vinyl
Speedometer: 150 MPH Certified- 1MPH Increments with
Digital Trip Odometer\
Dash Cluster: Oil Pressure, Volt Meter, Tachometer, Engine
Temperature Gauge, Hour Meter and Driver
Information Center
Delete daytime running lights (9G8)
Spot lamp-Left hand, separately fused (7X6)
Differential Locking Rear
Pre wiring grille lamps & speakers (6J3)
Pre wiring horn & siren circuit (6J4)
Flasher System Headlamps and Tail lamps (6J7)
Fleet Free Maintenance Credit (R9Y)
On Star

Six (6) keys and six key FOBs to be supplied with this vehicle

Acceptable Models: Chevrolet Tahoe PPV or comparable vehicle

**WORCESTER COUNTY COMMISSIONERS
VEHICLE BID FORM**

We submit bids on the following vehicles (specifications attached for each quoted vehicle):

1. One (1) – Full Size 4x4 SUV – (Commissioners)

Year _____ Make _____ Model _____

Bid (per unit) \$ _____

Total Bid \$ _____

Delivery Time _____

2. One (1) 1 Ton 4x2 Stake Body Truck (DPW/Solid Waste)

Year _____ Make _____ Model _____

Bid (per unit) \$ _____

Total Bid \$ _____

Delivery Time _____

3. One (1) 1 Ton 4x4 Utility Body Truck (Solid Waste)

Year _____ Make _____ Model _____

Bid (per unit) \$ _____

Total Bid \$ _____

Delivery Time _____

4. One (1) ½ Ton 4x2 Pickup Truck (Water/Waste Water)

Year _____ Make _____ Model _____

Bid (per unit) \$ _____

Total Bid \$ _____

Delivery Time _____

5. One (1) 3/4 Ton 4x2 Pickup Truck (Water/Waste Water)

Year _____ Make _____ Model _____

Bid (per unit) \$ _____

Total Bid \$ _____

Delivery Time _____

6. One (1) 1 Ton 4x2 Utility Body Truck - (Water/Waste Water)

Year _____ Make _____ Model _____

Bid (per unit) \$ _____

Total Bid \$ _____

Delivery Time _____

7. One (1) 1 1/2 Ton 4x2 Crew Cab Utility Body Truck - (Water/Waste Water)

Year _____ Make _____ Model _____

Bid (per unit) \$ _____

Total Bid \$ _____

Delivery Time _____

8. One (1) Compact 4x2 Cargo Van - (Emergency Services)

Year _____ Make _____ Model _____

Bid (per unit) \$ _____

Total Bid \$ _____

Delivery Time _____

9. One (1) Ton 4x2 Cargo Van (Jail)

Year _____ Make _____ Model _____

Bid (per unit) \$ _____

Total Bid \$ _____

Delivery Time _____

10. One (1) Full Size 4x4 SUV-(Transport) (Sheriff)

Year _____ Make _____ Model _____

Bid (per unit) \$ _____

Total Bid \$ _____

Delivery Time _____

11. One (1) Full Size 4x4 SUV (Patrol) (Sheriff)

Year _____ Make _____ Model _____

Bid (per unit) \$ _____

Total Bid \$ _____

Delivery Time _____

12. Six (6) Full Size 4x2 SUV - (Police Pursuit) (Sheriff)

Year _____ Make _____ Model _____

Bid (per unit) \$ _____

Total Bid \$ _____

Delivery Time _____

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

Please note any specification differences when submitting your bid.

Date: _____

Signature: _____

Typed Name: _____

Firm: _____

Address: _____

Telephone: _____

Fax: _____

E-Mail Address: _____

NEW VEHICLE DEALERSHIP VENDORS

Midway Chevrolet, Inc.
Billy Taylor
1337 Ocean Highway
Pocomoke, Maryland 21851
410-957-2222
Fax: 410-957-4589
jtaylor@midwaygm.com

Sherwood Ford, Lincoln, Mercury
1902 N. Salisbury Blvd.
Salisbury, Maryland 21801
410-548-4600 ext: 1513
Fax: 410-548-4610
Lhofe@sherwoodofsalisbury.com

Hertrich Fleet Services Inc.
1618 Ocean Highway
Post Office Box 119
Pocomoke, Maryland 21851
410-957-3333
Fax: 410-957-4362
dsmith@hertrich.com

Courtesy Chevrolet
2531 N. Salisbury Blvd.
Salisbury, Maryland 21801
410-713-4640
Fax: 410-341-0500
gmalone@courtesychevrolet.biz

Apple Ford Lincoln
Tom Leasure
8800 Stanford Blvd.
Columbia, Maryland 21045
443-539-1292
410-290-1100 ext: 1292
Fax: 410-290-1540
tleaseure@appleford.com

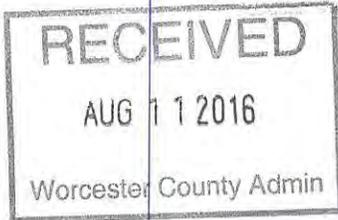
Criswell Chevrolet, Inc
Scott Silverman
503 Quince Orchard Road
Gaithersburg, Maryland 20878
301-948-5460
Fax: 301-948-1381
fleet-man@msn.com

Price Automotive Group
2016 N. Salisbury Blvd.
Salisbury, Maryland 21804
410-742-1106
Fax: 410-742-4722
aowens@priceautomotivegroup.com

Hertrich Fleet Services Inc.
Chris Wilder
1427 Bay Road
Milford, DE 19963
800-698-9825
Fax: 302-839-0555
cwilder@hertrichfleet.com

Norris Ford Inc.
Stu Curtin
901 Merritt Boulevard
Dundalk, Maryland 21222
855-872-7979
Fax: 410-285-0872
Scurtin@NorrisAutoGroup.com

Berlin Chevrolet
Walt McNulty
10419 Old Ocean City Blvd.
Berlin, MD 21811
410-641-0444
Fax: 410-641-9837
wmcnulty@berlinautogroup.com



11

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: August 11, 2016
SUBJECT: Contract Administration & Inspection Services – Berlin Rubblefill Cap & Closure Project

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

.....
At their meeting of June 21, 2016 the County Commissioners awarded to A-Del Construction Company the contract to cap and close the old Berlin Rubble Fill in accordance with COMAR and EPA regulations and the executed Consent Order as imposed by the Maryland Department of the Environment (MDE). Additionally, the official Notice to Proceed was issued on August 9, 2016 (attached). I have requested from EA Engineering, your Solid Waste Consultant, the attached proposal dated August 9, 2016 for Construction Management and Inspection Services and to also include the preparation of the MDE Required Engineering Certification Final Report.

The scope of work that EA proposes will include construction management, shop drawing review, construction inspection and engineering services during the construction of the closure cap of the Berlin Rubble Fill. In addition, Maryland Department of the Environment requires a final construction report compiling relevant testing and field documentation for final submittal to MDE. The report will include a summary of work performed with major items of construction, EA's inspection records (daily work performed, work hours, equipment, quantities, weather and construction issues) select photographs, inspection reports and lavatory testing results, testing reports of geosynthetics, aggregates, concrete and soils, meeting minutes, and the Engineers Certificate of Substantial Completion. Each copy will be provided in a three-ring binder. The as-built drawings (survey and mark-ups provided by the Contractor) will be included within the Final Construction Report.

As this contract is a 270 day contract, EA has estimated their work effort to complete these tasks for an estimated amount of \$152,949.92. This represents approximately 5.6 % of the construction contract amount which is quite reasonable in my professional opinion and would therefore recommend that EA Engineering provide these required services.

It is therefore my recommendation that your Solid Waste Consultant, EA Engineering, continues with their efforts and be awarded the contract as outlined in their proposal for this important project.

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

Attachment

cc: Mike Mitchell, Solid Waste Superintendent
Jessica Wilson, CPA, Enterprise Fund Controller
Darl Kolar, E. A. Engineering



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

JOHN H. TUSTIN, P.E.
DIRECTOR

August 09, 2016

JOHN S. ROSS, P.E.
DEPUTY DIRECTOR

Mr. Barry Baker
President
A-Del Construction Company, Inc.
10 Adel Drive
Newark, DE 19702

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

DIVISIONS

Re: Berlin Rubble Closure Project

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

Dear Mr. Baker:

Please accept this letter as an official Notice to Proceed for the Berlin Rubble Fill Closure Project. By establishing August 9, 2016 as your official start date, the completion date of the project is within 270 Calendar days or May 05, 2017, in accordance with the Contract Documents and executed Agreement.

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

Congratulations on the award. I look forward to working with you on this project.

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

Sincerely,

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

John H. Tustin, P.E., Director

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

Cc: Mike Mitchell
Darl Kolar



EA Engineering, Science,
and Technology, Inc., PBC

11202 Racetrack Road Unit 103
Ocean Pines, MD 21811
Telephone: 410-641-5341
Fax: 410-641-5349
www.eaest.com

August 9, 2016

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

**Subject: Proposal For Construction Management Services and Preparation of the
MDE Required Engineering Certification Report**

Dear Mr. Tustin:

EA Engineering, Science, and Technology, Inc., PBC (EA) is pleased to submit this letter proposal to the Worcester County Department of Public Works (County) to provide construction management and engineering consulting services for the closure of the Berlin Rubble Fill. As you are aware, the County is under Consent Order to complete the construction of the closure of the Berlin Rubble Fill by October 2017. Further, for acceptance of the closure of the Berlin Rubble Fill, the Maryland Department of the Environment (MDE) requires an Engineering Certification Report. The Certification Report must be prepared, signed and sealed by a Maryland Professional Engineer certifying the construction of the closure cap was completed in accordance with the MDE's approved contract documents. As the Engineer of Record, EA thoroughly understands the contract and the MDE's requirements. This proposal includes effort required to provide sufficient construction management and inspection during the closure of the Berlin Rubble Fill to allow the preparation of the Engineering Certification Report.

Scope of Work—EA will provide construction management, construction inspection and engineering services during the construction of the closure of the Berlin Rubble Fill. A detailed scope of work is presented in Attachment A.

Project Schedule—EA understands that the contract stipulates a construction schedule of 270 calendar days. EA will provide part time construction inspection (with full time during geosynthetic liner installation) for 36 weeks. Within 30 days following approval of the construction of the closure, EA will submit the Engineering Certification Report to the MDE.

Fee—EA proposes to complete the work detailed herein under a time and materials basis. The cost breakdown per task is included in Attachment A. A summary of the labor hours and cost for the work is presented in Attachment B. The work described under this proposal will be performed in accordance with EA's Terms and Conditions.



We appreciate the opportunity to continue our long history of partnership with Worcester County in this endeavor and intend, throughout the course of this project, to act as a valuable and reliable extension of your staff. Feel free to contact me at (410) 641-5341 should you have any questions concerning this proposal.

Respectfully yours,

A handwritten signature in cursive script that reads "Darl Kolar".

Darl Kolar, P.E., BCEE
Project Manager

cc: Mark Gutberlet, P.E. – EA
Sam Davis, P.E. - EA



**SCOPE OF WORK FOR
WORCESTER COUNTY
CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES
BERLIN RUBBLE FILL CLOSURE**

This Scope of Work (SOW) describes the tasks necessary to provide construction inspection and engineering support services for the construction of the Berlin Rubble Fill Closure. The project to be constructed is as described in the plans and specifications (Contract Documents) prepared by EA Engineering, Science, and Technology Inc., PBC (EA) in August of 2015. As the County is aware, the Maryland Department of the Environment (MDE) has issued a Consent Order to the Worcester County Commissioners to complete the construction of the closure of the Berlin Rubble Fill by October 2017.

The oversight is required to ensure that the work performed by the Contractor is in conformance with the approved Contract Documents and proper documentation and records are kept for required project certification. Further, The MDE requires a Closure Certification Report signed and sealed by a Maryland Professional Engineer to certify the construction was completed in accordance with the approved contract documents.

EA understands the construction schedule is based on a 270 calendar day construction period. Should the Contractor expect to exceed this timeframe or hours assumed to be required will be exceeded, EA will communicate with the County and prepare a revised proposal for the additional effort required to provide construction inspection.

Background

EA prepared engineering plans, specifications and permit documents to allow the County to procure a contractor to construct the Berlin Rubble Fill Closure in Berlin, Maryland. The project includes a rubble waste relocation, membrane liner, vegetative soil cap, perimeter drain, and membrane liner welding, and other features as described in the Contract Documents. The specifications require the Contractor to perform QC activities such as lab and field testing of soils and geosynthetics.

This project has approvals from the MDE Solid Waste Division, Worcester Soil Conservation District (SCD) as well as a General Permit for Stormwater Associated with Construction Activity.

The scope of work is divided into the following tasks:

Task 1. Pre-Construction Services

EA will assist County during the pre-construction phase of the project by providing the following services:

- Conduct pre-construction meeting
- Coordinate County SCD site meeting
- Notify and obtain inspection requirements from MDE
- Provide meeting minutes

Task 1 Assumptions:

- EA's Project Manager and Construction Manager will attend the pre-bid meeting
- The pre-construction meeting includes requirements for the rubble fill capping, grading permit, and MDE requirements and includes waste relocation requirements included in the Contract.



Task 2. Construction Inspection and Management

The primary goal of the construction inspection task is to monitor Contractor's activities to ensure that the work is being performed in accordance with the Contract Documents and to provide necessary project documentation. EA will provide a qualified Construction Manager during construction of the Berlin Rubble Fill Closure project. The duration of the project is assumed to be nine months (36 weeks). If weather impacts or other activities do not require inspection staff, EA will consult with the County to determine if on-site time is necessary.

In addition to site Construction Inspection, this task includes responding to Contractor questions during construction, direction of field changes, managing requests/ comments from MDE, RFI's, managing staff/documents, and providing Contract clarifications.

Construction Inspection

EA's Construction Manager will provide the following services:

- Attend project meetings including the pre-construction meeting, bi-weekly progress meetings, and final walk-through.
- Assist the County in the tracking and monitoring construction costs and quantities, and validation of Contractors' payment requests and bid items
- Maintain a log of materials delivered to the site and the progress of daily work activities for use in the review of progress payment applications submitted to the County by the Contractor
- Prepare daily reports of Contractor activities on the job site, including weather conditions, data relative to questions of extras or deductions: material and equipment deliveries and subsequent installation, men and equipment working at the site, visitors to the site and all testing procedures and results if available.
- Conduct continuous inspections of on-going work for quality control and maintain a photographic record. Photographs will be digital and dated. The photo album will be maintained, and provided to the County at the conclusion of the work in digital format.
- Provide inspection and record keeping for any extra work that is to be paid on a time-and-materials basis
- Review contractor compliance with the erosion and sediment control permit
- Conduct weekly and following each rainfall event inspections of the erosion and sediment controls in accordance with the General Permit for Stormwater Associated with Construction Activity.
- Maintain a copy of the shop drawings on-site.
- Verify QC activities are being carried out per the Contract Documents (materials sampling, testing, survey)

EA's Construction Manager will chair and distribute meeting minutes from bi-weekly progress meetings, attend site inspections when MDE inspects work, and assist in field issue direction.

EA will oversee that field conformance tests will be conducted in accordance with the specifications and achieving the required values. Should discrepancies exist, EA will recommend to the County that the Contractor correct these discrepancies. Further, EA will advise the County as to the readiness of the project for substantial completion and final inspection. Following the completion of construction, EA's Construction Manager will assist the County with the coordination of a walk-through inspection to compile a final "punch list" of items remaining to be completed for the County for review and assist with the preparation of a Certificate of Substantial Completion.

The Construction Manager will become familiar with all team members and establish contract, communication, schedule, County Standards, and record keeping procedures. The Construction Manager will coordinate MDE's required inspection oversight (subgrade, membrane liner approval etc).



Construction Progress Meetings

The EA team will coordinate and manage a Pre-Construction, bi-monthly (2-week intervals) progress meetings and final inspection meetings. EA will be responsible for preparing the meeting minutes, and presiding at these meetings. The progress meetings will include the distribution of minutes to all attendees and appropriate parties. The minutes will track unresolved items and new issues until their final resolution. EA will provide updates on project status, foreseeable delays or difficulties, and the anticipated completion date. EA will also attend a Final Construction Meeting with the County and a representative of the Contractor, upon substantial completion of the work, to conduct a final site inspection of the construction.

Task 2 Assumptions:

- EA assumed an average of 24 hrs/week for 36 weeks will be required for construction inspection of the closure cap activities. Part-time inspection will be utilized on waste relocation and earth moving activities. EA will be onsite full-time during geosynthetic liner installation and backfilling material over the geosynthetic liner materials. Should the average construction inspection time exceed 24 hrs/week, EA will communicate with the County submit a modification proposal to provide additional oversight to allow EA's Engineer sufficient understanding to prepare and certify the engineering report required by the MDE.
- The Construction Manager will issue meeting minutes and attend 6 progress meetings on site.
- The Construction Manager will accompany MDE on 3 site inspections.
- Change Order (CO) requests, Requests for Information (RFI) will be reviewed by EA and recommendations will be provided to the County. An RFI and Change Order log will be maintained by EA.
- Payment applications will be reviewed by EA for quantity accuracy in the field with the Contractor with processing by the County
- EA is not responsible for managing or directing the Contractor and/or the Contractor's schedule and for the Contractor's means of methods and safety for completing the work.
- The Contractor will prepare and maintain an up-to-date construction schedule and record drawings.
- EA's Project Manager will attend 9 site meetings during construction
- Construction Inspection may be supplemented by a qualified engineer should the named construction manager require temporary time away from the site.
- EA assumes that the Contractor will provide a trailer/office space for the Construction Inspection Staff with WiFi for production of meeting minutes and correspondence.
- Payment Applications will be provided to and managed by the County. EA will review quantities or schedule of values percentages submitted for payment if requested.
- Conformance testing is not included in the Scope of Work.

Task 3. Shop Drawing Review

EA will review material submittals, test results, and shop drawings provided by the Contractor. EA will review submittals for conformance to the Contract Documents, maintain a submittal log, and provide an Engineering stamp on submittals with status of the review. It is assumed that electronic copies will be provided by the Contractor. EA will copy the County on "approved" or "approved as noted" submittals. EA assumes the Contractor will follow submittal procedures outlined the specifications, not require excessive instructions, and no more than 2 re-submittals will be required for any of the shop drawings.



Task 4 - Construction Report and Engineering Certification

EA will provide three copies of a Final Construction Report, compiling relevant testing and field documentation for final submittal to MDE. The report will include a summary of the work performed with major items of construction described, EA's inspection records (daily work performed, work hours, equipment, quantities, weather, and construction issues), select photographs, inspection reports and laboratory testing results, testing reports for geosynthetics, aggregates, concrete and soils, meeting minutes, and Engineers Certificate of Substantial Completion. Each copy will be provided in a three-ring binder. The as-built drawings (survey and mark-ups provided by the Contractor) will be included within the Final Construction Report.

Task 4 Assumptions:

- Contractor will provide as-builts and documentation as required in the Contract Documents
- Report will include the relevant documentation to the project as required by MDE. The Construction Report and associated documentation including Record- Drawings will be provided to MDE in 3- ring binders as they require with a Maryland PE Certification. Electronic files of the Report will be provided to the County.

SCHEDULE

This proposal assumes that pre-award services will begin in the Summer of 2016 and construction will require 9 months of field oversight. The construction report will be completed in draft within 4 weeks from receipt of contractor required data.

COSTS

Costs are shown on the attached tables to be performed on a time and materials basis and summarized below. Rates for the inspection staff are on an hourly basis. The staff proposed does not receive a premium for more than 40 hrs of work per week, EA will charge straight time at the rates proposed in the attached spreadsheets.

Should work extend beyond the 9 month construction period, only the Construction Manager, and Project Manager will charge additional time (since shop drawing review should be completed). Should unforeseen conditions or design changes be requested that are in excess of the available budget, EA will notify the County and request additional funds.

Task 1. Pre-Construction Services	\$1,344.17
Task 2. Construction Services	\$128,338.62
Task 4. Shop Drawing Review	\$10,653.28
Task 3 Construction Report and Engineering Certification	\$12,613.85
TOTAL	\$152,949.92

**Attachment B-1
Cost Estimate
Berlin Rubble Fill Closure
Construction Inspection Services
August 2016**

Total Task 1 Through 4

EA Labor *(Refer to details in Attachment B-2)	Hours		Rate		Effort	Anticipated Staff	
Senior Project Technical Reviewer	18		\$ 74.09	\$	1,333.62	Sam Davis	
Project Manager	107		\$ 62.17	\$	6,652.19	Darl Kolar	
Construction Inspector/Manager	903		\$ 43.09	\$	38,910.27	Barry Brooks	
Designer	162		\$ 29.21	\$	4,732.02	Neil Hallowell	
Senior Technical Writer	8		\$ 43.76	\$	350.08	Janet Earickson	
						Markup and Profit	
<i>Total Personnel Effort</i>						\$51,978.18	\$151,516.39
						1198	
Other Direct Costs							
Office Equipment (Fax, telephone, etc.)	0	ls	\$ 200.00	\$	-		
Mobile Phone	0	minute	\$ 0.12	\$	-		
Digital Camera	0	ls	\$ 200.00	\$	-		
Drawing Reproduction	162	sheets	\$ 4.00	\$	648.00		
Copies	1386	pgs	\$ 0.06	\$	83.16		
Color Copies	0	sheets	\$ 0.13	\$	-		
3-inch Binder Report	6	ea	\$ 62.34	\$	374.04		
Postage	0	ls	\$ 300.00	\$	-		
Truck	0	days	\$ 59.00	\$	-		
Truck mileage	0	miles	\$ 0.28	\$	-		
Mileage	608	miles	\$ 0.54	\$	328.32		
Misc. Supplies	0	ls	\$ 150.00	\$	-		
<i>Total Other Direct Costs</i>						\$1,433.52	

TOTAL TASK 1 Thru 4	\$152,949.91
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**Attachment B-1
Cost Estimate
Berlin Rubble Fill Closure
Construction Inspection Services
August 2016**

Total Task 1: Pre-Construction Services

EA Labor *(Refer to details in Attachment B-2)	Hours		Rate	Effort	Anticipated Staff		
Senior Project Technical Reviewer	0		\$ 74.09	\$ -	Sam Davis		
Project Manager	3		\$ 62.17	\$ 186.51	Darl Kolar		
Construction Inspector/Manager	5		\$ 43.09	\$ 215.45	Barry Brooks		
Designer	2		\$ 29.21	\$ 58.42	Neil Hallowell		
Senior Technical Writer	0		\$ 43.76	\$ -	Janet Earickson		
						Markup and Profit	
<i>Total Personnel Effort</i>						\$460.38	\$1,342.01
Other Direct Costs							
Office Equipment (Fax, telephone, etc.)	0	ls	\$ 200.00	\$ -			
Mobile Phone	0	months	\$ 0.12	\$ -			
Digital Camera	0	months	\$ 200.00	\$ -			
Drawing Reproduction	0	sheets	\$ 4.00	\$ -			
Copies	36	pgs	\$ 0.06	\$ 2.16			
Color Copies	0	sheets	\$ 0.13	\$ -			
3-inch Binder Report	0	ls	\$ 62.34	\$ -			
Postage	0	ls	\$ 300.00	\$ -			
Truck	0	days	\$ 59.00	\$ -			
Truck mileage	0	miles	\$ 0.28	\$ -			
Mileage	0	miles	\$ 0.54	\$ -			
Misc. Supplies	0	ls	\$ 150.00	\$ -			
<i>Total Other Direct Costs</i>						\$	2.16

TOTAL TASK	\$1,344.17
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**Attachment B-1
Cost Estimate
Berlin Rubble Fill Closure
Construction Inspection Services
August 2016**

Total Task 2: Construction Inspection and Management

EA Labor *(Refer to details in Attachment B-2)	Hours		Rate		Effort	Anticipated Staff	
Senior Project Technical Reviewer	8		\$ 74.09	\$	592.72	Sam Davis	
Project Manager	60		\$ 62.17	\$	3,730.20	Darl Kolar	
Construction Inspector/Manager	870		\$ 43.09	\$	37,488.30	Barry Brooks	
Designer	72		\$ 29.21	\$	2,103.12	Neil Hollowell	
Senior Technical Writer	0		\$ 43.76	\$	-	Janet Earickson	
<hr/>						Markup and Profit	
<i>Total Personnel Effort</i>						\$43,914.34	\$128,010.30
Other Direct Costs							
Office Equipment (Fax, telephone, etc.)	0	ls	\$ 100.00	\$	-		
Mobile Phone	0	months	\$ 0.12	\$	-		
Digital Camera	0	months	\$ 200.00	\$	-		
Drawing Reproduction	0	sheets	\$ 4.00	\$	-		
Copies	0	pgs	\$ 0.06	\$	-		
Color Copies	0	sheets	\$ 0.13	\$	-		
3-inch Binder Report	0	ls	\$ 62.34	\$	-		
Postage	0	ls	\$ 300.00	\$	-		
Truck	0	days	\$ 59.00	\$	-		
Truck mileage	0	miles	\$ 0.28	\$	-		
Mileage	608	miles	\$ 0.54	\$	328.32		
Misc. Supplies	0	ls	\$ 150.00	\$	-		
<hr/>						\$ 328.32	
<i>Total Other Direct Costs</i>						\$ 328.32	
TOTAL TASK						\$128,338.62	

**Attachment B-1
Cost Estimate
Berlin Rubble Fill Closure
Construction Inspection Services
August 2016**

Total Task 3: Shop Drawing Review

EA Labor *(Refer to details in Attachment B-2)	Hours	Rate	Effort	Anticipated Staff	
Senior Project Technical Reviewer	2	\$ 74.09	\$ 148.18	Sam Davis	
Project Manager	28	\$ 62.17	\$ 1,740.76	Dari Kolar	
Construction Inspector/Manager	16	\$ 43.09	\$ 689.44	Barry Brooks	
Designer	36	\$ 29.21	\$ 1,051.56	Neil Hallowell	
Senior Technical Writer	0	\$ 43.76	\$ -	Janet Earickson	
				Markup and Profit	
<i>Total Personnel Effort</i>					\$3,629.94 \$10,581.28

Other Direct Costs

Office Equipment (Fax, telephone, etc.)	0	ls	\$ 100.00	\$ -	
Mobile Phone	0	months	\$ 0.12	\$ -	
Digital Camera	0	months	\$ 200.00	\$ -	
Drawing Reproduction	18	sheets	\$ 4.00	\$ 72.00	
Copies	0	pgs	\$ 0.06	\$ -	
Color Copies	0	sheets	\$ 0.13	\$ -	
3-inch Binder Report	0	ls	\$ 62.34	\$ -	
Postage	0	ls	\$ 300.00	\$ -	
Truck	0	days	\$ 59.00	\$ -	
Truck mileage	0	miles	\$ 0.28	\$ -	
Mileage	0	miles	\$ 0.54	\$ -	
Misc. Supplies	0	ls	\$ 150.00	\$ -	
<i>Total Other Direct Costs</i>					\$ 72.00

TOTAL TASK	\$10,653.28
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**Attachment B-1
 Cost Estimate
 Berlin Rubble Fill Closure
 Construction Inspection Services
 August 2016**

Total Task 4: Construction Report and Engineering Certification

EA Labor *(Refer to details in Attachment B-2)	Hours	Rate	Effort	Anticipated Staff	
Senior Project Technical Reviewer	8	\$ 74.09	\$ 592.72	Sam Davis	
Project Manager	16	\$ 62.17	\$ 994.72	Darl Kolar	
Construction Inspector/Manager	12	\$ 43.09	\$ 517.08	Barry Brooks	
Designer	52	\$ 29.21	\$ 1,518.92	Neil Hallowell	
Senior Technical Writer	8	\$ 43.76	\$ 350.08	Janet Earickson	
Total Personnel Effort					\$3,973.52
				Markup and Profit	\$11,582.81

Other Direct Costs

Office Equipment (Fax, telephone, etc.)	0	ls	\$ 100.00	\$ -
Mobile Phone	0	months	\$ 0.12	\$ -
Digital Camera	0	months	\$ 200.00	\$ -
Drawing Reproduction	144	sheets	\$ 4.00	\$ 576.00
Copies	1350	pgs	\$ 0.06	\$ 81.00
Color Copies	0	sheets	\$ 0.13	\$ -
3-inch Binder Report	6	ls	\$ 62.34	\$ 374.04
Postage	0	ls	\$ 300.00	\$ -
Truck	0	days	\$ 59.00	\$ -
Truck mileage	0	miles	\$ 0.28	\$ -
Mileage	0	miles	\$ 0.54	\$ -
Misc. Supplies	0	ls	\$ 150.00	\$ -

Total Other Direct Costs \$ 1,031.04

TOTAL TASK **\$12,613.85**

**Attachment B-2
Labor/Hour Estimate
Berlin Rubble Fill Closure
Construction Inspection Services
August 2016**

Total Task 1: Pre-Construction Services

	Senior Project Technical Reviewer	Project Manager	Construction Inspector/Manager	Designer	Senior Technical Writer
PreConstruction Meeting with MDE		2	2	2	
PreConstruction Meeting with County SCD Meeting Minutes		1	1		
			2		
<i>Total - Task 1</i>	0	3	5	2	0

Total Task 2: Construction Inspection and Management

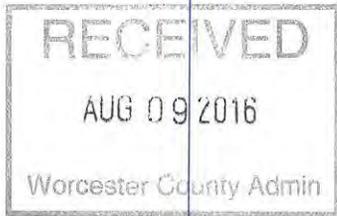
	Senior Project Technical Reviewer	Project Manager	Construction Inspector/Manager	Designer	Senior Technical Writer
Construction Inspection			864		
Site Visits	8	36		72	
Monthly Progress Meetings		9			
Preparation of Meeting Minutes		9			
Substantial Completion Walk-thru		4	4		
Final Construction Walk-Thru		2	2		
<i>Total - Task 2</i>	8	60	870	72	0

Total Task 3: Shop Drawing Review

	Senior Project Technical Reviewer	Project Manager	Construction Inspector/Manager	Designer	Senior Technical Writer
Project Management and Project Coordination		16	8		
Process Submittals/RFI's/Pay Applications	2	12	8	36	
<i>Total - Task 3</i>	2	28	16	36	0

Total Task 4: Construction Report and Engineering Certification

	Senior Project Technical Reviewer	Project Manager	Construction Inspector/Manager	Designer	Senior Technical Writer
Construction Report - Draft	6	8	8	36	6
Construction Report - Final	2	8	4	16	2
<i>Total - Task 4</i>	8	16	12	52	8



12

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: August 9, 2016
SUBJECT: Ocean City Water Connection

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

.....
Recently, the Town of Ocean City completed the water connection to the Ocean City Airport from the Mystic Harbour Water System. It was necessary to locate the water meter pit on Airport property owned by the Town of Ocean City. To allow access by our operations staff for routine maintenance and meter reading, the Town has agreed to and prepared and executed the attached Utility Easement and corresponding Easement Plat showing the meter pit location.

We are requesting the County Commissioners accept the easement and authorize the County Attorney to record the document.

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

Attachment

cc: John S. Ross, P.E. Deputy Director
Jessica Wilson, CPA, Enterprise Fund Controller

WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS

UTILITY EASEMENT

THIS UTILITY EASEMENT, made this _____ day of _____, in the year 2016, between MAYOR AND CITY COUNCIL OF OCEAN CITY, hereinafter called "Grantor" and the COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, hereinafter called "Grantee".

WHEREAS, Grantor is the owner of land located in Worcester County, Maryland, described as "Ocean City Municipal Airport", located at 12724 Airport Road, Berlin, Maryland 21811. Tax Map 33, Parcel 14, Deed Reference FWH 122/151 (Exhibit A), as shown on Plat recorded February 19, 2013, SVH Liber 238, Folio 51 (Exhibit B); and

WHEREAS, Grantee is the governing body of the Mystic Harbour Service Area pursuant to the Public Works Article of the Code of Public Local Laws of Worcester County, Maryland; and

WHEREAS, the parties have agreed upon a Utility Easement benefiting Grantee crossing the lands of the Grantor, therein before referred to; and

NOW, THEREFORE, this Utility Easement WITNESSETH:

In consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Grantor hereby grants unto Grantee a perpetual easement over, across, through and within the portion of Airport Road located on the Ocean City Airport Property to the Water Meter Vault and Backflow Preventer Vault location(s), exclusive of any water mains or laterals that reside west of the water main valve located on County Airport Road property, as shown on a drawing entitled "Ocean City Airport Water Meter Easement", dated August 1, 2016, (Exhibit C) and recorded together herewith for the following purposes:

1. To install, operate, and maintain the Water Meter Vault and Backflow Preventer Vault located under Airport Road including all necessary accessories and appurtenances, together with the right to enter upon the land for the purpose of performing such installations, operations, maintenance, and/or removal. The Grantee shall have the right to dig, grade, plow, or otherwise disturb the road and the soil upon the property over which the referenced easement is being provided for the purposes hereof and shall have all necessary rights of ingress, egress, and regress over the land of the Grantor as required for the enjoyment of the rights granted herein.
2. Grantor agrees not to place any improvements, including trees or other foliage within ten feet (10') of either side of the center line of this Utility Easement and shall not erect any structures or improvements which would in any way interfere with Grantee's enjoyment of its rights hereunder.

3. Grantor covenants that it is seized of and has the right to convey the foregoing Utility Easement and its rights and privileges and agrees that Grantee shall have quiet and peaceful possession, use and enjoyment of the aforesaid Utility Easement, rights and privileges and agrees that this Utility Easement shall be binding upon and inure to the benefit of the Grantor and Grantee and their respective heirs, personal representatives, administrators, successors, and assigns.
4. The Parties agree that the easement granted in this document shall be described as follows: Utility Easement for Water Meter Vault and Backflow Preventer Vault and shall be located on the lands referred to above.

WITNESS:

Diana Chavis
 Diana Chavis
 City Clerk

GRANTOR:

Mayor and City Council of Ocean City
Douglas R. Miller (SEAL)
 Douglas R. Miller
 City Manager

WITNESS:

Harold L. Higgins
 Harold L. Higgins
 Chief Administrative Officer

GRANTEE:

County Commissioners of Worcester
 County, Maryland

Madison J. Bunting, Jr. (SEAL)
 Madison J. Bunting, Jr.
 President

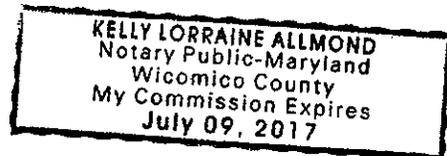
STATE OF MARYLAND, WORCESTER COUNTY, TO WIT:

I HEREBY CERTIFY that on this 3 day of August, 2016, before me, the undersigned officer, a Notary Public in and for the State and County aforesaid, personally appeared Douglas R. Miller, known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal:

Kelly L. Allmond
 Notary Public

Commission Expires: July 9, 2017



STATE OF MARYLAND, WORCESTER COUNTY, TO WIT:

I HEREBY CERTIFY that on this _____ day of _____, 2016, before me, the undersigned officer, a Notary Public in and for the State and County aforesaid, personally appeared Madison J. Bunting, Jr., known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal:

Notary Public

Commission Expires: _____

AFFIDAVIT

I HEREBY CERTIFY that the foregoing document was prepared by the "Grantee" or its attorney, licensed to practice in the State of Maryland.

Maureen F.L. Howarth,
County Attorney

122 151

THIS DEED, made this 5th day of November, in the year nineteen hundred and fifty-eight, by Whiting Anthony and Ruth G. Anthony, his wife, both of Worcester County, State of Maryland, witnesseseth:

THAT in consideration for the sum of Ten Dollars (\$10.00) and other valuable considerations, the receipt and sufficiency of which is hereby acknowledged, the said Whiting Anthony and Ruth G. Anthony, his wife, do hereby grant and convey unto Mayor and City Council of Ocean City, Maryland, a municipal corporation of the State of Maryland, its successors and assigns, forever in fee simple, all that tract, part of a tract or parcel of land situate, lying and being in what is now the Tenth, but what was formerly the Third, Election District of Worcester County, Maryland, the same being a part of a tract of land called "Neighborhood" and also known as the "Eagles Nest Farm", or by whatsoever other name or names the same may be known or called and which is more particularly described as follows, to wit: BEGINNING at a stone on the northeast edge or bank of a ditch which separates this farm from the land now or formerly belonging to Washington Funnell, it being the west corner of the herein described property and a corner of the land now or formerly known as John W. Smith land and from thence by and with said Smith land and marked trees North 55° 00' East, 37.25 chains to a stone on the southwest line of Steam Mill Hill Farm now or formerly owned by Leiderman; thence by and with the same South 40° 09' East, 20.75 chains to a stake in a gutt or slough; thence by and with the southwest shore of the same the 18 following courses: South 39° 15' East, 2.59 chains; South 54° 15' East, 1.40 chains; South 20° 30' East, 1.25 chains; South 14° 30' West, 1.0 chain; South 56° 30' East, 2.50 chains; South 85° 30' East, 1.0 chain; North 78° 30' East, 1.0 chain; South 33° 30' East, 0.75 of a chain; South 11° 00' West, 1.0 chain; South 76° 00' East, 2.25 chains; South 1° 30' West, 1.0 chain; South 59° 30' East, 3.31 chains; North 29° 00' East, 1.75 chains; North 83° 00' East, 3.37 chains passing through a cement monument at a distance of 0.77 chains;

5-19-59 By and for the Mayor and City Council of Ocean City, Maryland
Worcester County Circuit Court (Land Records) FWH 122, p. 0151, MSA_CE31_276. Date available 08/09/2005. Printed 08/08/2016. Proof-Read





South 17° 00' West, 0.55 of a chain; South 81° 30', 1.45 chains; North 17° 30' East, 0.72 of a chain; South 56° 45' East, 0.90 of a chain to the shore of Sinsaprent Bay; thence by and with the same the 40 following courses: South 22° 45' West, 1.0 chain; South 2° 00' East, 1.0 chain; South 21° 45' West, 1.0 chain; South 44° 30' West, 1.25 chains; North 83° 30' West, 0.75 of a chain; North 12° 00' West, 1.45 chains; North 41° 45' West, 1.50 chains; South 48° 30' West, 1.50 chains; North 56° 30' West, 0.60 of a chain; South 48° 00' West, 1.0 chain; South 35° 15' East, 1.0 chain; South 8° 30' East, 1.87 chains; North 75° 45' East, 0.64 of a chain; South 30° 00' East, 0.50 of a chain; South 48° 00' West, 1.30 chains; South 55° 00' East, 1.0 chain; South 6° 15' East, 2.0 chains; South 42° 15' East, 1.25 chains; South 22° 15' East, 3.0 chains; South 5° 45' East, 1.55 chains; South 8° 15' West, 1.64 chains; North 35° 00' West, 1.55 chains; North 88° 30' West, 3.54 chains; South 34° 00' West, 3.00 chains; South 5° 30' East, 2.00 chains; South 51° 15' East, 2.37 chains; South 74° 45' East, 2.15 chains; South 24° 00' West, 1.0 chains; South 65° 30' West, 0.85 of a chain; South 36° 30' West, 1.0 chain; South 60° 30' West, 0.91 of a chain; North 4° 30' East, 1.65 chains; North 60° 45' West, 1.0 chain; South 53° 45' West, 1.68 chains; North 8° 45' West, 1.55 chains; South 77° 30' West, 3.75 chains; South 24° 30' West, 5.59 chains; South 53° 00' East, 4.11 chains; South 24° 30' West, 1.60 chains; South 34° 45' West, 0.95 of a chain to the middle of a small slough or gutt dividing this land from the land now or formerly belonging to Osborne; thence by and with the middle of said slough and with said Osborne land the 13 following courses: North 48° 00' West, 0.96 of a chain; South 68° 30' West, 1.25 chains; North 63° 00' West, 0.63 of a chain; South 35° 30' West, 0.60 of a chain; South 80° 00' West, 0.55 of a chain; North 63° 45' West, 0.57 of a chain; South 48° 30' West, 2.0 chains; South 55° 30' West, 1.0 chain; South 66° 30' West, 2.35 chains; South 45° 00' West, 0.37 of a chain; South 73° 45' West, 0.66 of a chain; South 79° 15' West, 0.92 of a chain; North 71° 30' West, 1.00 chain; thence continuing with the center line of said gutt now a ditch and with the land now or formerly of said Washington Purnell the 48 following courses: North



62° 30' West, 2.0 chains; North 59° 00' West, 2.0 chains; North 46° 30' West, 4.76 chains; North 65° 15' West, 2.15 chains; North 29° 00' West, 1.64 chains; North 32° 15' West, 1.39 chains; North 40° 30' West, 1.11 chains; North 11° 00' West, 1.0 chain; North 12° 15' West, 1.50 chains; North 30° 30' West, 1.0 chain; North 30° 00' West, 1.22 chains; North 7° 30' West, 0.60 of a chain; North 16° 45' West, 1.31 chains; North 1° 30' East, 0.62 of a chain; North 31° 30' West, 1.23 chains; North 46° 30' West, 0.42 of a chain; North 27° 00' West, 0.94 of a chain; North 70° 00' West, 1.17 chains; North 47° 30' West, 0.94 of a chain; North 25° 30' West, 1.46 chains; North 8° 45' West, 0.80 of a chain; North 31° 00' West, 1.10 chains; North 9° 30' West, 0.92 of a chain; North 31° 00' West, 1.54 chains; North 47° 15' West, 0.90 of a chain; North 18° 15' West, 1.31 chains; North 32° 30' West, 0.60 of a chain; North 75° 00' West, 0.72 of a chain; South 77° 00' West, 1.65 chains; North 88° 00' West, 1.0 chain; South 89° 30' West, 2.0 chains; South 85° 00' West, 1.40 chains; North 81° 00' West, 1.41 chains; North 70° 45' West, 1.02 chains; North 24° 30' West, 0.66 of a chain; North 75° 00' West, 1.08 chains; North 53° 30' West, 2.62 chains; North 31° 30' West, 1.0 chain; North 6° 45' East, 0.71 of a chain; North 21° 00' West, 0.63 of a chain; North 14° 00' East, 0.92 of a chain; North 53° 30' West, 1.35 chains; North 63° 00' West, 1.00 chain; North 40° 45' West, 1.48 chains; North 52° 00' West, 0.77 of a chain; North 30° 00' West, 1.26 chains; North 32° 30' West, 0.75 of a chain; North 46° 30' West, 1.05 chains diagonally across said ditch to the stone at the place of beginning; containing and now laid out for one hundred and eighty-two acres (182.0 Ac) of land, be the same more or less; the above courses and distances being the same as given in a survey made of said property on the 14th day of October, 1940, with the magnetic bearing of that date by William D. Pitts, Esq., Registered Surveyor; it being all and the same property which was granted and conveyed unto the said Whiting Anthony and Ruth G. Anthony, his wife, as tenants by the entirety, by deed from Edward Raymond Bounds and Nannie S. Bounds, his wife, dated November 28, 1940 and recorded among the Land Records of Worcester County, Maryland, in Liber J.E.B. No. 8, folios 219 et seq.,

to which said deed, and plat recorded simultaneously therewith, and references in said deed contained, reference is hereby made for a further and more particular description of the property hereby conveyed; SUBJECT, HOWEVER, to the right of way from the grantors herein to Chop-tank Co-operative, Inc., dated June 2, 1941, and recorded among the Land Records aforesaid in Liber J.E.B. No. 13, folio 260.

TOGETHER with all the buildings and improvements thereon and the rights, roads, ways, waters, privileges, appurtenances and advantages thereto belonging or in anywise appertaining.

TO HAVE AND TO HOLD the above described property unto the said Mayor and City Council of Ocean City, Maryland, its successors and assigns, forever in fee simple.

AND the grantors herein do hereby covenant that they will warrant specially the property hereby conveyed and that they will execute such other and further assurances of the same as may be requisite.

AS WITNESS the hands and seals of the grantors.

WITNESS (as to both):

C. Vincent Holland
C. VINCENT HOLLAND



Transferred by County Com...

Whiting Anthony (SEAL)
Whiting Anthony

Ruth G. Anthony (SEAL)
Ruth G. Anthony

STATE OF MARYLAND, WORCESTER COUNTY, TO WIT:

I HEREBY CERTIFY that on this 5th day of November, 1958, before me, the subscriber, a Notary Public of the State of Maryland, in and for Worcester County aforesaid, personally appeared Whiting Anthony and Ruth G. Anthony, his wife, and did each acknowledge the foregoing deed to be their respective act and deed.

AS WITNESS my hand and official seal.



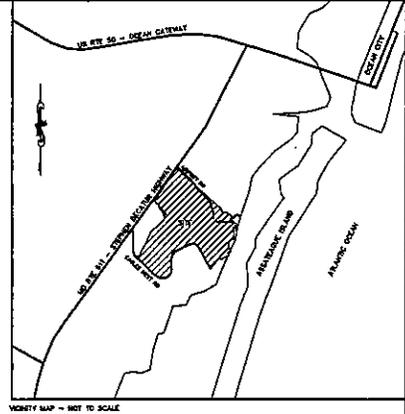
C. Vincent Holland
C. VINCENT HOLLAND
Notary Public.

1959, May 4th The foregoing deed filed for record and is accordingly recorded among the land records of Worcester County, Md., in Liber F.W.H. No. 13 folios 153 & 154 Frank W. Staler Clerk

Exhibit B

SHEET INDEX	
1	SIGNATURES / EASEMENT DETAILS
2	BOUNDARY LINE ADJUSTMENT AND BOUNDARY SURVEY PLAT
3	AIRPORT ROAD PLAT
4	EAGLE'S NEST ROAD PLAT
5	BOUNDARY SURVEY (SOUTH SIDE EAGLE'S NEST RD.)
6	AVIGATION EASEMENT PLAN

TAX MAP	PARCEL	LOT	OWNER	TAX ACCT#	DEED REFERENCE	ZONING	CURRENT USE
26	227	A	JACK H. SCHROEDER	212286	SVL 4892/207	A-2	RESIDENTIAL
26	228	B	MICHAEL J. DEW	212287	SVL 4892/208	A-2	RESIDENTIAL
26	229	C	MICHAEL J. DEW	212288	SVL 4892/209	A-2	RESIDENTIAL
26	230	D	MICHAEL J. DEW	212289	SVL 4892/210	A-2	RESIDENTIAL
26	231	E	MICHAEL J. DEW	212290	SVL 4892/211	A-2	RESIDENTIAL
26	232	F	MICHAEL J. DEW	212291	SVL 4892/212	A-2	RESIDENTIAL
26	233	G	MICHAEL J. DEW	212292	SVL 4892/213	A-2	RESIDENTIAL
26	234	H	MICHAEL J. DEW	212293	SVL 4892/214	A-2	RESIDENTIAL
26	235	I	MICHAEL J. DEW	212294	SVL 4892/215	A-2	RESIDENTIAL
26	236	J	MICHAEL J. DEW	212295	SVL 4892/216	A-2	RESIDENTIAL



WORCESTER COUNTY PLANNING COMMISSION
 A. THE COMMISSIONER OF A REPORT OR APPROVAL OF THE SUBMISSION SHALL NOT CONSTITUTE A REPRESENTATION, GUARANTEE OR WARRANTY OF ANY KIND BY WORCESTER COUNTY OR BY ANY OFFICIAL OR EMPLOYEE OF THE COUNTY, ITS OFFICIALS OR EMPLOYEES.
 B. THE APPROVAL BY THE COMMISSIONER OF THE SUBMISSION IS NOT A GUARANTEE OF THE ACCURACY OF THE INFORMATION CONTAINED THEREIN, NOR IS IT A GUARANTEE OF THE COMPLETION OF THE PROJECT OR OF THE FUTURE DEVELOPMENT OF THE PROPERTY. THE COMMISSIONER'S APPROVAL IS NOT A GUARANTEE OF THE ACCURACY OF THE INFORMATION CONTAINED THEREIN, NOR IS IT A GUARANTEE OF THE COMPLETION OF THE PROJECT OR OF THE FUTURE DEVELOPMENT OF THE PROPERTY. THE COMMISSIONER'S APPROVAL IS NOT A GUARANTEE OF THE ACCURACY OF THE INFORMATION CONTAINED THEREIN, NOR IS IT A GUARANTEE OF THE COMPLETION OF THE PROJECT OR OF THE FUTURE DEVELOPMENT OF THE PROPERTY.

Marlene G. Ott 2/14/13
 ATTORNEY AT LAW
 WORCESTER COUNTY PLANNING COMMISSION

FOREST CONSERVATION LAW STATEMENT
 IN ACCORDANCE WITH ARTICLE 26, SECTION 1-201 (B)(1) OF THE NATURAL RESOURCES ARTICLE OF THE MARYLAND CONSTITUTION, THE SUBMISSION IS A BOUNDARY LINE ADJUSTMENT AND BOUNDARY SURVEY PLAT FOR PARCELS 254, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

ENVIRONMENTAL PROGRAMS
 THE SUBMISSION OF LAND IS OFFERED TO PLACE THE EAGLE'S NEST ROAD ON A SEPARATE PLAT FROM THE AIRPORT. THE SUBMISSION IS APPROVED FOR THE AIRPORT WITH THE SUPPLY AND SERVICE AGREEMENT PROGRAMS WITH THE COUNTY COMPREHENSIVE WATER AND SEWER PLAN. THE BOUNDARY LINE ADJUSTMENT CREATED A NEW SERVICE AREA ON THE AIRPORT PROPERTY LOCATED ON PARCELS 254, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

R.K. Mitchell, P.S. 2/13/13
 DATE

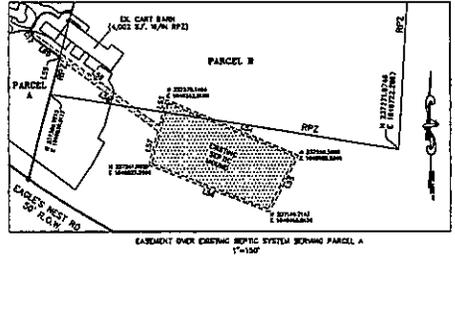
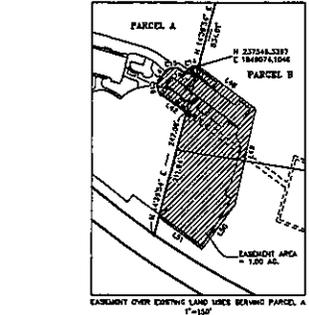
OWNER'S CERTIFICATION
 THE SUBMISSION OF LAND AS SHOWN ON THIS PLAT IS WITH FREE CONSENT AND IN ACCORDANCE WITH THE TERMS OF THE CONVEYANCE INSTRUMENTS AND TRUSTS, IF ANY, WHEREOF THE REQUIREMENTS OF SECTION 5-109 OF THE REAL PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND (1988) AS FAR AS THEY RELATE TO THE MAPPING OF THIS PLAT AND SETTING OF MARKERS HAVE BEEN COMPLIED WITH.

THE FOLLOWING STREETS, ROADS, WALKWAYS, UTILITIES AND IMPROVEMENTS, ALL ARE HEREBY OFFERED FOR DEDICATION TO THE COUNTY COMMISSIONERS FOR WORCESTER COUNTY. ACCEPTANCE OF SUCH OFFER MAY TAKE PLACE AT ANY TIME BY APPROPRIATE ACT OF THE COUNTY COMMISSIONERS. THE COUNTY COMMISSIONERS ARE IN NO WAY REQUIRED TO ACCEPT SUCH OFFER. THE OFFER MAY NOT BE WITHDRAWN WITHOUT THE CONSENT OF THE COUNTY COMMISSIONERS.

[Signature] 2/1/13
 DATE
 DONALD MAYOR AND CITY COUNCIL OF OCEAN CITY
 P.O. BOX 158
 OCEAN CITY, MD 21842

SURVEYOR'S CERTIFICATION
 I HEREBY CERTIFY, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT THE REQUIREMENTS OF SECTION 5-109 OF THE REAL PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND (1988) CONCERNING THE MAPPING OF THIS PLAT AND THE SETTING OF MARKERS AS FAR AS ALL REQUIREMENTS OF SECTION 5-109 OF THE ANNOTATED CODE OF MARYLAND (1988) AS FAR AS THEY RELATE TO THE MAPPING OF THIS PLAT AND SETTING OF MARKERS HAVE BEEN COMPLIED WITH.

[Signature] 2-13-2013
 DATE
 FRANK G. LYNCH, JR.
 REG # 10752



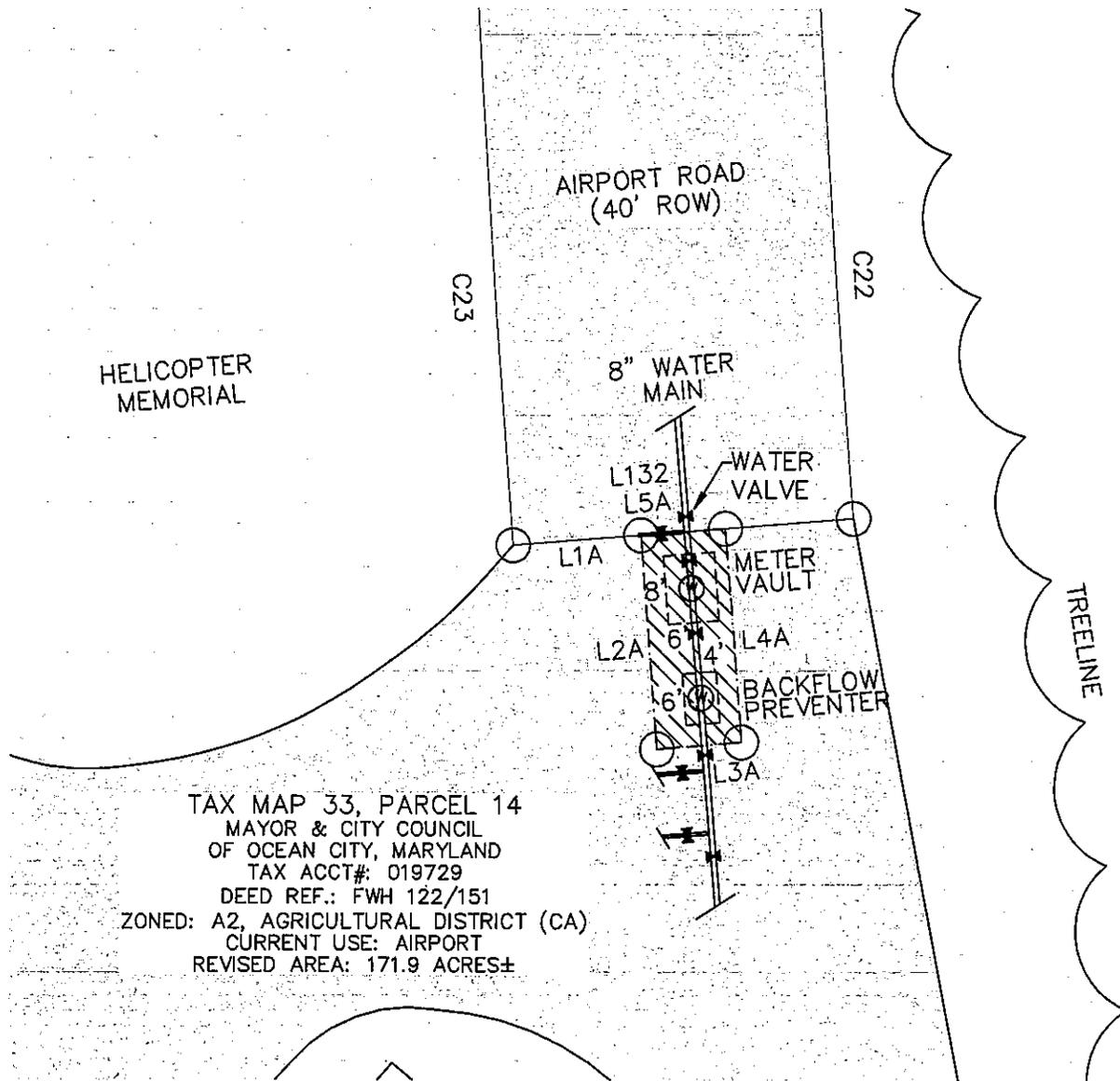
BOUNDARY LINE ADJUSTMENT AND BOUNDARY SURVEY PLAT
LANDS OF MAYOR AND CITY COUNCIL OF OCEAN CITY, MARYLAND
 TAX MAP 26, PARCELS 254 & 331
 TAX MAP 33, PARCELS 14, 32, 113, & 313
 TENTH TAX DISTRICT, WORCESTER COUNTY, MARYLAND

Frank G. Lynch, Jr. DSC 6010077
 & Associates, Inc.
 SURVEYING - LAND PLANNING
 10886 ROCKHILL ROAD - BELLEVILLE, MARYLAND 21111
 (410) 841-8888 • 841-8778

FORMED BY: N/A	ISSUED BY: FGL	FILE NO.: 10381-12
DRAWN BY: S. CHEMELT	DATE: 7-28-12	REV: 12-20-12
CHECKED BY: FRANK G. LYNCH	SCALE: 1" = 300'	SHEET 1 OF 6

MSA - SVL 1457 B713-1

8271972013
 8271972013
 8271972013



TAX MAP 33, PARCEL 14
 MAYOR & CITY COUNCIL
 OF OCEAN CITY, MARYLAND
 TAX ACCT#: 019729
 DEED REF.: FWH 122/151
 ZONED: A2, AGRICULTURAL DISTRICT (CA)
 CURRENT USE: AIRPORT
 REVISED AREA: 171.9 ACRES±

EASEMENT PLAT
 1" = 20'

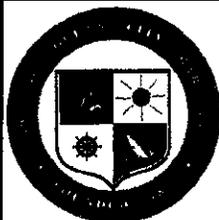
0' 10' 20'
 1" = 20'

EASEMENT

NOTE:
 1. L132, C22, AND C23 OF THIS PLAT ARE SOURCED FROM DEED FWH 122/151 AS SHOWN ON PLAT RECORDED FEBRUARY 19, 2013, SVH LIBER 238, FOLIO 51.

LINE TABLE		
LINE	BEARING	LENGTH
L132	S 85°23'11" W	40.00
L1A	N 85°23'11" E	15.00
L2A	S 04°36'49" E	25.00
L3A	N 85°23'11" E	10.00
L4A	N 04°36'49" W	25.00
L5A	S 85°23'11" W	10.00

CURVE TABLE						
CURVE	LENGTH	RADIUS	TANGENT	DELTA	BEARING	CHORD
C22	81.05	2797.20	40.53	'1°39'37"	'S03°47'00"E	81.05
C23	82.21	2837.20	41.11	'1°39'37"	'N03°47'00"W	82.21



TOWN OF OCEAN CITY
 ENGINEERING DEPT.
 301 BALTIMORE AVE.
 OCEAN CITY, MD 21842
 (410) 289 - 8845

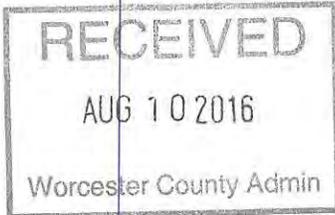
**OCEAN CITY AIRPORT
 WATER METER EASEMENT**

12724 AIRPORT ROAD
 BERLIN, MD 21811

DATE: AUG. 1, 2016
 SCALE: 1" = 20'
 DRAWN BY: PBM

TITLE:
EXHIBIT C

SHEET #:
1 OF 1



13

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 of Public Works *JHT*
DATE: August 10, 2016
SUBJECT: Newark Spray Irrigation - Funding Offer

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 you are aware, when the annual intended use plan for funding from the Maryland Department of the Environment (MDE) was published in May of this year, the Newark Spray Irrigation project did not score high enough for funding to be awarded. Following that, the Commissioners authorized staff to submit a letter to Secretary Ben Grumbles addressing concerns that a lack of funding will cause delays with meeting deadlines identified in the Consent Order and Agreement for removal of the Newark outfall from Marshall Creek.

Attached is a letter from MDE offering funding through a different program specifically directed at communities like Newark. Under this offer, the project would be funded by a combination of 50% low interest loan (currently offered at 1.2% per year fixed rate including fees for a term of up to 30-years) and 50% loan forgiveness (grant).

This proposal was reviewed by the county sewer committee and although this offer still requires significant debt retirement, the final user rate would be affordable for the residents and in line with debt retirement costs of other service areas.

Additionally, we contacted the US Department of Agriculture (USDA) Rural Utilities, the other potential funding source, and they indicated that accepting the offer from MDE would not preclude them from providing additional financial assistance at a later time. They do not currently have funds available but their new annual budget begins in October with decisions on allocation of funds expected in January 2017.

Based on the information provided above, we recommend moving forward to accept the offer for financial assistance from MDE.

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

Attachment

cc: John S. Ross, P. E., Deputy Director
Jessica Ramsay, CPA, Enterprise Fund Controller



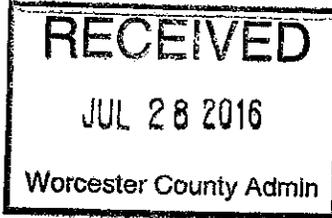
Maryland
Department of
the Environment

Info ✓

Larry Hogan
Governor

Boyd Rutherford
Lieutenant Governor

Ben Grumbles
Secretary



July 25, 2016

Copy: Sewer Committee ✓

The Honorable Madison J. Bunting, Jr.
President, Worcester County Commissioners
One West Market Street, Room 1103
Snow Hill, MD 21863-1195

Dear Commissioner Bunting:

Thank you for your letter regarding the funding application for the Newark Wastewater Treatment Plant (WWTP) upgrade. Based on the Maryland Department of the Environment's (MDE) review of the application, the project is eligible for funding under the Water Quality Revolving Loan Fund (WQRLF) Program. The project meets the disadvantaged community criteria, and is eligible for up to 50% of the project cost, or approximately \$1 million, as loan principal forgiveness, with the balance, or approximately \$1 million, through a low interest rate loan. Loans are currently offered at 1.2% per year fixed rate including fees, for a term of up to 30 years.

The proposed project cannot receive Bay Restoration Fund (BRF) grant funding as the WWTP is not being upgraded to Enhanced Nutrient Removal standards (less than 3 mg/l nitrogen), which is a statutory requirement for BRF grant funding.

Thank you again for your letter. If the County is interested in pursuing the WQRLF financing option, please have a member of your staff contact Ms. Terri Wilson, Director, Office of Budget and Infrastructure Financing at 410-537-4155 or by email at terria.wilson@maryland.gov.

Sincerely,

Ben Grumbles
Secretary

cc: Terri Wilson, Director, Office of Budget and Infrastructure Financing



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

June 21, 2016

Ben Grumbles, Secretary
Maryland Department of the Environment
1800 Washington Boulevard
Baltimore, MD 21230

RE: Newark Sanitary Service Area - Application for Financing

Dear Secretary Grumbles:

We are writing to request reconsideration of the application for funding submitted on behalf of the Newark Sanitary Service Area in Worcester County.

In 2015, the County Commissioners, acting as the governing body of the Newark Sanitary Service Area, entered into a Consent Order and Agreement with the Maryland Department of the Environment (MDE). The final goal of the agreement was to remove the discharge from the Newark Wastewater Treatment Plant from the unnamed tributary to Marshal Creek and ultimately Newport Bay, a water body impaired by excessive nutrients. The schedule included a milestone of May 31, 2016, to have a funding commitment from MDE through the Maryland Water Quality Financing Administration to assist in moving the project into the design phase. Unfortunately, that funding was not awarded.

In an effort to determine what could be done to enhance our application, we inquired about the scoring system for our application and found the following:

- No points were awarded because this service area is not within the Chesapeake Bay Watershed. While we applaud the efforts to restore the Chesapeake Watershed, the Atlantic Coastal Bays and specifically Newport Bay is distressed by nutrients and some credit should be given for that.
- Points were lost because the cost of the project per equivalent dwelling unit (EDU) served is relatively high. Please understand that with only 90 customers, it is difficult to keep the unit cost for these improvements low. The relatively small customer base and associated small nutrient impact also provided no relief during the negotiation of the Consent Order.

Secretary Ben Grumbles

June 21, 2016

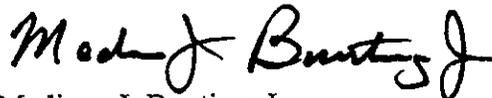
Page 2

- We received no credit for Public Health Benefits. Removal of this surface water discharge from an impacted receiving water body clearly has positive health benefits. Reduction of nitrates and ammonia contamination should qualify for some credit under this item.
- Points were lost because we did not show full cost funding. However, the application included an adopted budget showing service area revenues equivalent to expenses. All County sanitary service areas are operated as enterprise funds and are self-supporting through adopted user rates.
- We lost points because the project did not have multiple funding sources. A Preliminary Engineering Report was submitted to the United States Department of Agriculture (USDA) for joint funding of this project in February 2016. USDA has not made a financing offer yet. This was discussed with your staff during the application review process.

The County Commissioners of Worcester County are committed to removing the discharge from the Newark Wastewater Treatment Plant from the Coastal Bays. For evidence of that commitment, MDE needs to look no further than the expenditure of over \$700,000 to pre-purchase the proposed spray site when it became available several years ago. We have been moving forward with the project as described in the compliance schedule but now the lack of funding could slow progress. Certainly, without funding, the compliance schedule will need to be revised.

We would appreciate any help you might provide in reevaluating the application submitted for this project.

Sincerely,



Madison J. Bunting, Jr.
President

cc: Senator James N. Mathias, Jr.
Delegate Mary Beth Carozza
Delegate Charles J. Otto
Jag Khuman, MDE
Worcester County Sewer Committee

EXHIBIT 2 - COMPLIANCE SCHEDULE

Newark Sanitary Service Area - Transition to Spray Irrigation Proposed Project Schedule				
Task Description	Start Date	Duration	Finish Date	Notes/Comments
<u>Consent Order</u>				
Final Version - Consent Order Approved	5/14/2015		5/14/2015	Finish date is the beginning of compliance Schedule
<u>Water and Sewer Plan</u>				
Plan and Schedule Development	7/13/2015	60	9/11/2015	Begins once Consent Order Schedule Approved
Planning Commission Review	10/26/2015	30	11/25/2015	
Commissioners Public Hearing	12/25/2015	60	2/23/2016	
Submission and MDE Approval	3/24/2016	90	6/22/2016	
<u>Spray Field</u>				
Monitoring Plan - Spray Field	8/12/2015	60	10/11/2015	Prepare monitoring plan for Permit App.
Install Wells/Initiate Sampling	10/11/2015	60	12/10/2015	
Monitoring Program I Spray Field	12/10/2015	365	12/9/2016	
<u>Discharge Permit</u>				
Permit Application/Approval	7/22/2016	90	10/20/2016	Start 30 Days after W/S Plan Approval
<u>Funding</u>				
Preliminary Engineering Report	7/27/2015	60	9/25/2015	Starts 30 days after plan and schedule are approved
Environmental Report	7/27/2015	120	11/24/2015	
USDA Funding Application/Award	11/24/2015	90	2/22/2016	Approved for 2015/2016 fiscal year
MDE Funding Application/Award	1/31/2016	120	5/30/2016	Included in 2016/17 Funding Program
<u>Design/Construction</u>				
Preliminary Design	5/30/2016	90	8/28/2016	On Receipt of Funding
Final Design	9/27/2016	60	11/26/2016	
Construction Permits	12/10/2016	90	3/10/2017	Permits in place, ready to build
Bidding Phase	5/2/2017	60	7/1/2017	Bidding set to start to meet 7/1 construction
Construction Phase	7/1/2017	300	4/27/2018	Default to July 1. 2017
Start-up/Compliance	4/27/2018	365	4/27/2019	Through a Summer/Winter season



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 of Public Works *JHT*
DATE: June 16, 2016
SUBJECT: Newark Spray Irrigation Project
 Funding Application

DIVISIONS

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

TELEPHONE
 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

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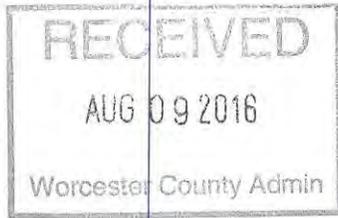
On January 30, 2016, application was made for funding through the Maryland Water Quality Financing Administration to remove the surface water discharge from the Newark Wastewater Treatment Plant and construct a new spray irrigation field for effluent disposal. This application was a milestone identified within the consent order and agreement between the County Commissioners and the Maryland Department of the Environment (MDE).

At the end of May 2016, MDE published their Intended Use Plan (IUP) which identifies the projects that they intend to finance in the 2016/17 fiscal year. The Newark project was not included in the IUP and therefore at this time is not eligible for funding/financing through MDE. This causes obvious financial concerns for the Newark project and our ability to meet the conditions of the consent order.

We have attached a draft of a letter to MDE Secretary Ben Grumbles that outlined the concerns of County Staff and requests that the project be reconsidered for funding. We are recommending the letter be submitted as a first step in getting the project reconsidered.

We are available to discuss this as needed and if you have any questions, please do not hesitate to contact me.

Cc: John S. Ross, P.E. Deputy Director
 Jessica Ramsay, CPA Enterprise Fund Controller



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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: August 9, 2016
SUBJECT: Mystic Harbour 2015 Bond Issue Project

DIVISIONS

MAINTENANCE
TEL: 410-632-3766
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ROADS
TEL: 410-632-2244
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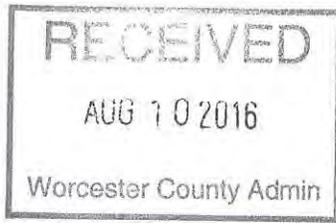
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The construction of the waterline interconnections between the Mystic Harbour, Landings and Assateague Point Service Areas is now essentially complete. Except for the additional waterline extension along Airport Road, there have been no significant cost changes from the original project and we expect the total project cost to be less than \$900,000 leaving a surplus of over \$300,000 in available funds.

Anticipating this surplus, the Mystic Harbour Advisory Board was consulted on the best use of these funds and they identified rehabilitation of the Mystic Harbour Water Tower as a project that is badly needed and difficult to fit into the annual operating budget. In addition to painting the tower, there are a number of structural repairs and safety improvements needed for this facility and it appears that the work can be completed with the funds available.

We are therefore requesting the County Commissioners approve reallocating the available funds from the 2015 Bond Issue to rehabilitation of the Mystic Harbour Water Tower.

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

cc: John S. Ross, P. E., Deputy Director
Jessica Wilson, CPA, Enterprise Fund Controller



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DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863
TEL: 410-632-1200 / FAX: 410-632-3008
www.co.worcester.md.us/drp/drpindex.htm

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: William Bradshaw, County Engineer 
DATE: August 9, 2016
SUBJECT: Government Center Evidence Storage Room Ventilation Status

This memo is in response to your request for status and information regarding the system improvements to the Government Center Evidence Storage Room ventilation. Detailed design has progressed for the subject improvements with Gipe Engineering as previously approved and the current design is 90 % complete. The segregation of the evidence room has developed into a complex project that requires significant demolition and construction both in the current evidence room and adjacent basement spaces. The complexity is largely driven by the equipment sizing needed to handle ambient (high humidity) conditions and the resultant requirement to replace ductwork and devices within the evidence room. The preliminary construction estimate for the system improvements is approximately \$120,000. There are items identified as alternates and provisions for County personnel to complete part of the work which will provide some cost reduction, however the construction cost remains more than we originally anticipated.

In addition, there have been discussions regarding the Sheriff's office space in the basement and associated ventilation issues. The evidence room segregation does not address the adjacent space ventilation in the basement. While it remains important to segregate the evidence room ventilation flows and systems due to the contents of the evidence room, it is also important that there is consideration and planning for the adjacent spaces throughout the Sheriff's Office. Therefore, it is proposed to develop an expanded solution to address the entire Sheriff's Office space. To accomplish this, an assessment is needed of the existing system and potential options. From the assessment, recommendations and additional scope items may be identified. The investigation is proposed as a feasibility study by Gipe Engineering in the amount of \$5,600 (copy attached). This study will allow for future budgeting of ventilation system improvements for both the evidence room segregation and office areas combined.

SUBJECT: Government Center Evidence Storage Room Ventilation Status

Page 2

Since the project started in late spring of 2016, there have been changes in the Sheriff's department staffing. These changes have allowed the officers assigned to manage the evidence room to work from locations outside of the evidence storage room. This change has reduced the officer's proximity to the stored evidence material. In addition, we have identified equipment which may be used to filter the evidence room particulates and vapors without modification to the existing systems. This filtration equipment is manufactured by Biological Controls and is specifically designed for installation in evidence lockers/rooms to remove particulates and vapors. The cost of the equipment is \$3,200 and it is readily available. I have checked and received comment from another jurisdiction that the filtration equipment helps to reduce odors in a similar application.

Therefore, considering the complexity of the evidence room heating, ventilation and air-conditioning (HVAC) segregation, the recommendation to consider the other office area ventilation, officers work location change, and the ability to install filtration equipment designed for the application, it is recommended to proceed with two courses of action as follows:

1. Authorize the feasibility study for the entire Sheriff's Office space to provide a combined solution for the basement area including the segregation of the evidence room for long term space utilization. This feasibility study cost is \$5,600 and will allow for a future budgeted solution.
2. Purchase the Biological Controls filtration unit for the evidence room to reduce vapors and particulate contaminants while also maintaining officer work area separation. This filtration equipment cost is \$3,200 and the proposal is attached.

These combined recommendations will allow for a budgeted long term solution for the Sheriff's offices and provide interim controls for the officers working in the area.

If there are questions, please contact me. Thank you.

cc: Sheriff Reggie Mason
Colonel Doug Dods, Sheriff's Office
John Tustin, Director of Public Works

Attachments



Gipe Associates, Inc.
CONSULTING ENGINEERS

P.B. #: 16364
Easton Office

July 25, 2016

Mr. Bill Bradshaw
Worcester County Government
1 W. Market Street, Room 1201
Snow Hill, Maryland 21863

Project: Worcester County Government Building Basement -Ventilation System/Humidity
Evaluation – ERV #2
Reference: Fee Proposal for Engineering Study/ Feasibility Analysis

Dear Bill:

We are pleased to submit our fee proposal for the performance of mechanical and supporting electrical engineering services on the referenced project.

The scope of our work would include an analysis of the existing HVAC (Heating, Ventilating, and Air Conditioning) systems and supporting electrical systems serving the Worcester County Government Building (basement area served by ERV#2) located in Snow Hill, Maryland. Our study shall include a review of existing drawings, field investigations, and non-destructive observations of the existing HVAC and supporting electrical systems. Interviews with staff and/or maintenance personnel shall be conducted and documented to determine any non-visible deficiencies in the existing HVAC and electrical systems.

The primary focus of our study will be to evaluate Energy Recovery Unit #2 relative to outside air delivery, dehumidification, demand controlled ventilation, and de-coupling. Our scope will include HVAC load calculations and ASHRAE 62.1 ventilation calculations sufficient to determine options for providing de-coupled and dehumidified ventilation air. The existing Energy Recovery Unit #2 shall be evaluated for potential retrofits to provide active mechanical cooling and dehumidification.

Our scope will also evaluate the impacts on existing heat pump return air duct size, registers, and arrangements if de-coupling of the ventilation air is recommended. All options will be evaluated based on energy modeling and HVAC life cycle cost analysis.

The following outlines the mechanical tasks we propose to perform in completing the study:

1. Perform field survey and observations.
2. Review existing ATC diagrams/sequences of operation.
3. Determine age, condition, and code compliance of existing mechanical systems.
4. Perform existing mechanical systems evaluation relative to correcting humidity issues.
5. Provide recommendations for new mechanical systems.
6. Perform cost estimates for all recommendations/options.
7. Evaluate de-coupling of outside air from heat pumps.
8. Evaluate return air impacts related to de-coupling outside air from heat pumps.
9. Evaluate demand controlled ventilation.
10. Perform preliminary heating/cooling load calculations.
11. Perform preliminary ventilation calculations.

849 Fairmount Avenue
Dulaney Center I, Suite 102
Baltimore, Maryland 21286
TEL 410.832.2420
FAX 410.832.2418

8719 Brooks Drive
Post Office Box 1147
Easton, Maryland 21601
TEL 410.822.8688
FAX 410.822.6306

12. If available, review existing submittal for ERV-2 and all heat pumps.
13. Perform life cycle cost analysis.
14. If available, review existing Test and Balance Reports for existing ERV Unit #2/Heat Pumps

The following outlines the supporting electrical tasks we propose to perform in completing the study:

1. Perform field survey and observations.
2. Evaluate electrical power requirement for adding mechanical cooling to the ERV unit.
3. Provide preliminary electrical load calculation for adding mechanical cooling to the ERV unit.
4. Verify existing electrical service primary and secondary voltages.
5. Determine adequacy of existing electrical switchgear and branch circuit wiring systems to service recommended equipment.
6. Determine adequacy of existing standby emergency generator and distribution system to service recommended equipment.
7. Evaluate existing electrical service size adequacy for proposed HVAC recommendations. (Will need 12 -24 months of utility data including kW and kWh for our analysis from Worcester County.)

Based on our findings a cost estimate shall be prepared for your use in making an informed decision regarding the scope, budget, and extent of mechanical/electrical renovations. The focus of our study will concentrate on solutions with the least disruption and greatest long term feasibility. All of our findings with recommendations shall be documented in a short letter report. Our fee includes up to three (3) copies of the report.

Our fee for the work as outlined above would be for the following lump sum amounts.

Field Investigations	\$840.00
Engineering Analysis & Life Cycle Cost Analysis	\$1,400.00
Ventilation/HVAC Load/Electrical Calculations	\$2,380.00
Cost Estimating	\$448.00
Presentation of Findings	\$280.00
Final Report	\$252.00
Total Lump Sum Fee	\$5,600.00

In addition to our fee, we would be reimbursed for direct out-of-pocket expenses such as travel, outside reproductions, overnight/messenger deliveries, and long distance telephone calls at cost plus 10%. Other costs plus 10% would include automobile travel at \$0.56 per mile, in-house printing per drawing at \$0.60 each for 18 x 24, \$1.20 each for 24 x 36, \$1.75 each for 30 x 42, plotting at \$5.00 per Plot, 8-1/2 x 11 copywork at \$0.10 per copy, and 11 x 17 copywork at \$0.15 per copy.

In addition, we are assuming that any existing drawings, specifications, submittal data, Test and Balance Reports, O & M information, Existing ATC Data, etc., that you have will be made available for our use in preparing the study.

Fees would be due and payable monthly based on our invoices showing the percentage of work completed. Payments not received within 45 days of invoice date would be subject to an additional

charge of 1-1/2 percent per month (18% per annum. Gipe Associates, Inc. reserves the right to stop work on this project if payment is not received within 45 days of billing.

The following services are not included in the above fees:

- Calculations/Investigations associated with ERV #1.
- Calculations associated with Evidence Storage Room.
- Calculations associated with Emergency Operations/911 Center
- Camera/video inspection of existing piping, HVAC or electrical systems.
- Demolition of existing piping, HVAC, or electrical systems for inspection.
- Design of replacement systems.
- Evaluation of the existing adjacent Court House.
- Inspection of subsurface or non-visible conditions.
- Preparation of record drawings.
- Testing of existing HVAC or electrical systems.
- Tax/Utility Rebate Assistance: Gipe Associates basic fee does not include providing assistance in obtaining tax credits or utility rebates. Should assistance in filing for such tax credits and utility rebates be required, then Gipe Associates shall perform the same as additional services per the hourly rates indicated in this agreement.

If the above services are required they would be considered an extra service and would be billed on a flat hourly basis at the following billing rates which include personnel salaries, overhead and profit. In addition we would be reimbursed for direct out-of-pocket expenses.

Principals	\$160.00 per hour
Project Engineers	\$125.00 per hour
Design Engineers	\$ 95.00 per hour
Draftsmen/CADD	\$ 75.00 per hour
Clerical	\$ 60.00 per hour

This agreement may be terminated by either party after giving thirty days written notice of the intent to terminate to the other party and by payment of the balance due to Gipe Associates, Inc. This balance will be arrived at by an estimate by Gipe Associates, Inc. of the percentage completion of the project at the time of termination plus any reimbursable expense due to termination.

If you are not a corporation and subsequent to the making of this agreement you incorporate your business with or without the knowledge of Gipe Associates, Inc., you agree to be jointly and severally liable to Gipe Associates, Inc. for any indebtedness incurred by or transferred to such corporation. If you are a corporation or partnership and you are not a general partner, your signing this letter warrants that you are duly authorized to do so and you agree to be jointly and severally liable with the corporation or partnership for any indebtedness owing by them to Gipe Associates, Inc.

In accordance with the National Electric Code (NEC) 220.87 (Determining Existing Loads) on any addition to an existing facility, we are required to obtain twelve (12) months electrical usage to verify that the existing electrical service is capable of handling any new loads. Our fee assumes that where the existing building is currently individually metered by a utility company that the Owner will request (from the utility company) a minimum of twelve (12) months electrical usage and forward to the Engineer. This must be done at the beginning of a project. Should the existing building not currently be individually metered by the electrical utility company then our fee assumes that the Owner will provide metering equipment, labor to install metering equipment, electrician, etc., as required to obtain at least 30 days of power usage. Any costs associated with obtaining the required data should be borne

by the Owner and is not included in Gipe Associates basic services. Should the Owner desire Gipe Associates to obtain the thirty (30) day meter reading then Gipe Associates shall consider such work as additional services including labor, material, metering equipment, etc.

In the event that your account with Gipe Associates, Inc. becomes delinquent and past due, and Gipe Associates, Inc. engages the services of an attorney to collect the account, then, subject to the applicable law, you and any person jointly and severally liable with you, agree to reimburse to Gipe Associates, Inc. attorneys' fees in an amount equal to 20% of the amount due, whether or not litigation is commenced and court costs.)

Ownership of plans, maps, drawings and all other documents, including original drawings, field notes and data are to remain the property of Gipe Associates, Inc. as instruments of service. Upon payment of all services billed, the Owner may at his expense obtain a set of reproducible record prints and drawings and copies of other documents in consideration of which the Owner will use them solely in connection with this project and no other project.

Neither this contract nor any rights or duties hereunder may be assigned or delegated to any other person or entity without the express written consent of Gipe Associates, Inc.

We appreciate the opportunity of submitting this proposal. If these terms are agreeable, please sign and return one copy of this proposal for our records. Upon receipt of a signed proposal, we will arrange a meeting to discuss the project schedule.

Very truly yours,

GIPE ASSOCIATES, INC.

WORCESTER COUNTY GOVERNMENT



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

Accepted: _____

DRH/mmc

Date: _____

Cc: Ken Whited, Worcester County Government

QUOTATION

To: Worcester PD MD 21863	Quotation No. : Q16-4938	Date: January 27, 20 7/25/2016
Attn: William Bradshaw	Terms: net 30	Price quoted are F.O.B. Factory
Tel: 410-632-1200 x1150	Delivery: 3-5 days	Quotation Valid for 60 Days
Email: bbradshaw@co.worcester.md.us		

CONDITIONS: The prices and terms on this quotation are not subject to verbal changes or other agreements unless approved in writing by the Home Office of the Seller. All quotations and agreements are contingent upon strikes, accidents, fires, availability of materials and all other causes beyond our control. Prices are based on costs and conditions existing on date of quotation and are subject to change by the Seller before final acceptance.

Typographical and stenographic errors subject to correction. Purchaser assumes liability for patent and copyright infringement when goods are made to Purchaser's specifications. When quotation specifies material to be furnished by the purchaser, ample allowance must be made for reasonable spoilage and material must be of suitable quality to facilitate efficient production.

Conditions not specifically stated herein shall be governed by established trade customs. Terms inconsistent with those stated herein which may appear on Purchaser's formal order will not be binding on the Seller.

WE THANK YOU FOR THE OPPORTUNITY TO QUOTE ON THE FOLLOWING:

Quantity	Item No.	Description	Unit Cost	Portable unit
1	MCDH-002	MICROCON CD-H Ceiling Mounted Air Filtration Unit with HEPA Filter	\$2037.00 ea	\$2188.00 ea

Consists of:

- * Blower - 1690 rpm
- * Variable speed - 550 cfm to 1000 cfm
- * 115V, 2.6Amps, 240 Watts
- * 20 ga. Zinc coated Steel Cabinet with 18 ga. Baked white enamel grille & dual exhaust louvers
- * Sound absorbcency foam sheet

Filters:

- * One (Prefilter) 35% Synthetic Polyester Pad
- * Certified 99.99% Efficient HEPA Filter
- * Two (Gas Phase Cells)

1	MCDHUV-003	MICROCON CDHUV (Ceiling Mounted Air Filtration Unit) with UV Germicidal Lamps and HEPA Filter	\$2493.00 ea	\$2943.00 ea
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****Engineer recommends this unit for Narcotics & Blood**

23.65" (H) x 47.625" (W) x 18.5" (D)
Same as MCD unit with the inclusion of:

Filters:

- * Certified 99.99% Efficient HEPA Filter
- * One (Prefilter) 35% Synthetic Polyester Pad
- * Two (Gas Phase Cells)

Lamps:

- * Two 18" UV Germicidal Lamps

1	SKS-002	<u>OPTION:</u> Safety Key Switch	\$38.00ea	N/A
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Room Size 10' x 20' x 10' -unit will provide approx. 15 Air Changes per hour (ACH) on low speed

Room Size 25' x 25' x 10' -unit will provide approx. 10 Air Changes per hour (ACH) on low speed

* Engineer recommends 2 units if ▶ Room Size 30' x 30' -unit will provide approx. 8 Air Changes per hour (ACH)

Estimated shipping cost for 1 units to zip 21863

Note: This freight quotation is based upon the prevailing freight rates on the day of inquiry. Freight rates are volatile and change frequently.

\$208.86 → \$240.74

PROUDLY MADE IN THE USA!

For more information on our products
visit our web-site: www.biologicalcontrols.com

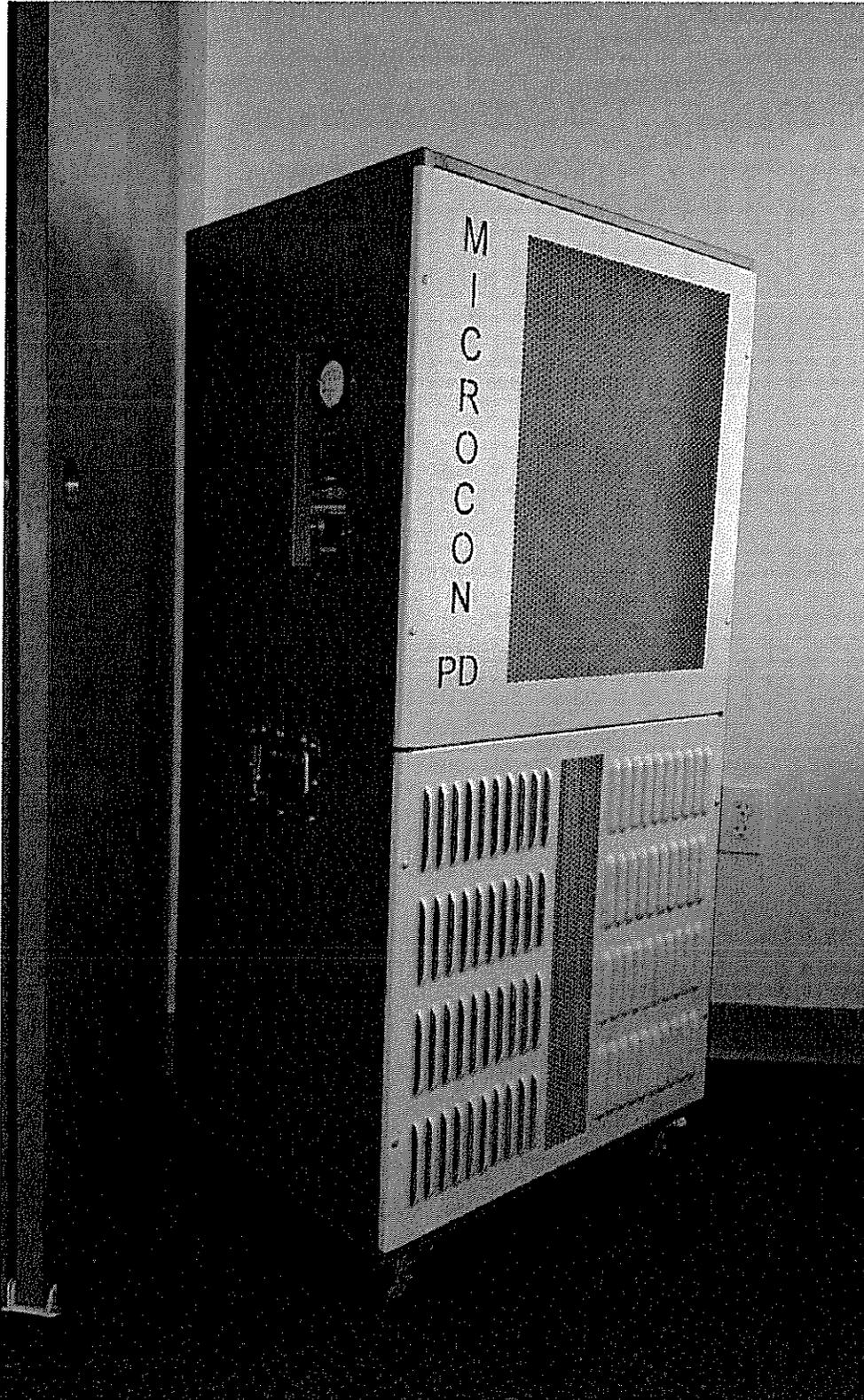
WARRANTY: One Year Parts and Labor
DELIVERY: Prepaid and Added

Brenda Caswell
Brenda Caswell, Customer Service



Handwritten: \$3,183.74

MICROCON®-PD



1. MICROCON PD® DESIGN AND TECHNICAL DESCRIPTIONS

The MICROCON PD is a self-contained portable air-filtration unit that is specifically designed for the removal of both airborne pollutants and gaseous contaminants from indoor environments. Particulates, fumes, and odors are drawn through the upper center grille, filtered and the clean-air is dispersed back into the room thru the exhaust diffuser to providing a healthier environment. ←

Exhaust louvers are positioned to channel filtered air in different directions to provide good air dispersion and mixing within a room. Air quality improvements result by maximizing the air circulation throughout the room. The MICROCON® PD variable speed control delivers 370 to 800 cfm of filtered air. For example, in a room that measures twenty-by-twenty feet (20'X 20'), with an eight-foot (8') ceiling, over fifteen (15) room air-changes per hour (one air-change every 4 minutes) can be achieved.

The combined component quality and features provided in the MICROCON PD® system establishes this industrial air-filtration design as a dependable and advanced method of providing air purification solutions to a wide variety of environments. Typical applications include: Evidence Rooms, Bingo Halls, Bowling Alleys, Bars, Computer Rooms, Copier Rooms, Dental Labs, Waiting Rooms, Class Rooms, Kennels, Locker Rooms, Nursing Homes, Smoking Rooms, Photo Labs, Printing Areas, Restaurant/Cafeteria, Sick Rooms, Veterinary and Pathology Labs. The MICROCON PD® can be integrated with industrial gas detectors to continuously monitor the environment for the presence of dangerous gases, provide a means to help remedy the condition, while alerting facility-personnel about a possible harmful situation. *

1.1. MICROCON PD® Filtration and Germicidal UV

The standard MICROCON® PD is a three-stage progressive filtration system and optional enhanced germicidal stage.

The first stage is a 1" thick synthetic pre-filter designed to capture larger-size airborne particles thereby extending the life of the final filter.

The secondary or final-filter provision provides a hospital grade 99.97% HEPA, high-efficiency pleated filter-cell, capable of removing virtually all of airborne particles in the sub-micron range.

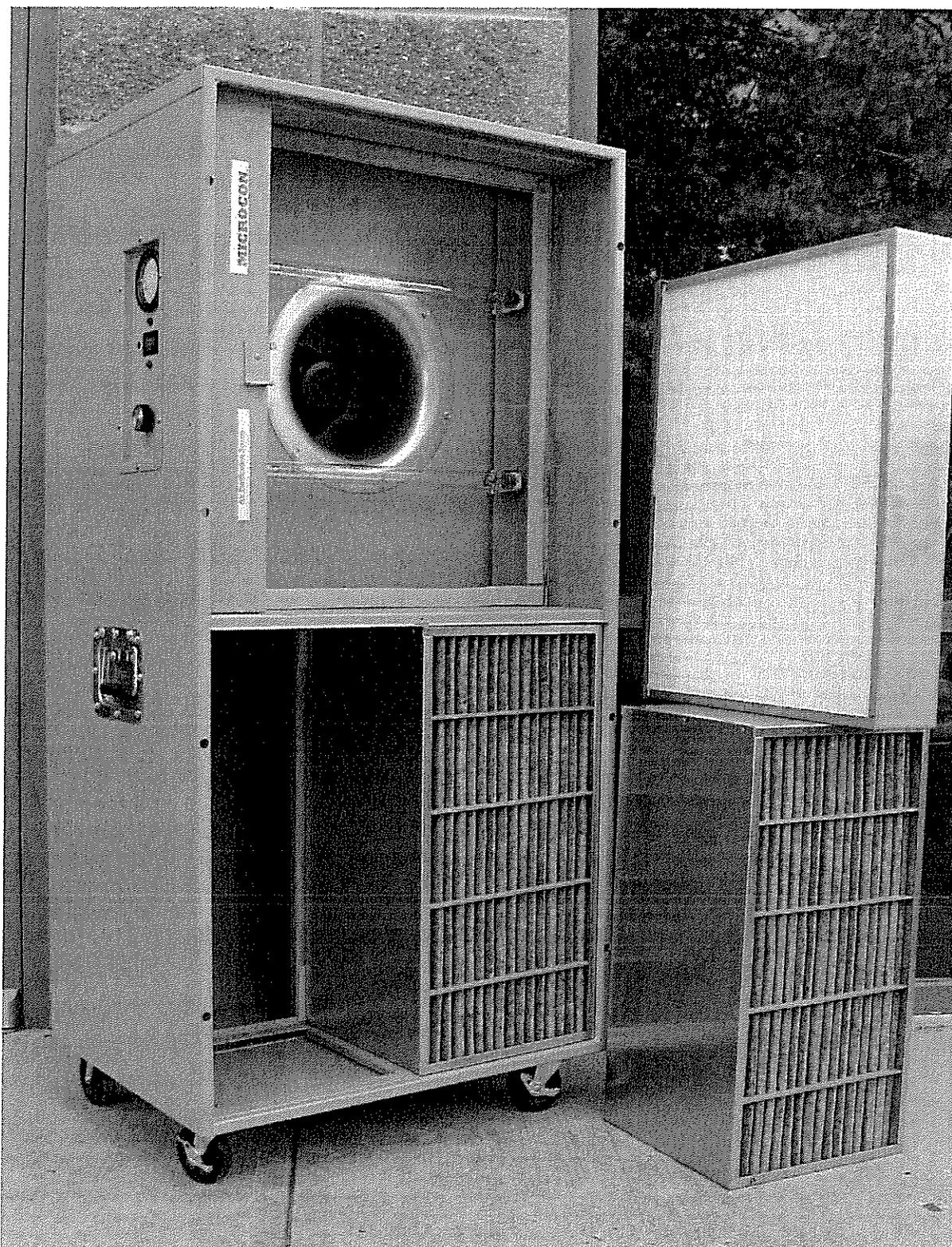
Since removal of odors and gas-phase pollutants requires a different capture mechanism – the third stage utilizes, two (2) unique carbon composite-cells that provide higher adsorbent loading at a lower pressure drop than comparable carbon cells.

The UV Germicidal Option is an additional layer of air purification providing the means to kill most types of airborne bacteria, viruses and mold spores.

Shown with Filter Covers Removed

Top Compartment – PreFilter, HEPA Filter & UV Lamps

Bottom Compartment – Two Large Carbon Filters Side by Side



Equipped with Heavy-Duty Casters (front eq/w wheel locks).

1.2. Features

Progressive filtration system
HEPA Final Filter Option 99.97% efficiency on .3 micron particle size
UV Germicidal Lamp Option
UV/Filter Safety Interlock Switch
Filters both airborne particulate and gas-phase pollutants – odor control
Hour Meter – Track cumulative operation hours for maintenance purposes
Filter Alarm LED Indicator and Mini-Helic pressure gauge
Multidirectional exhaust
Baked on Hammer-Tone Epoxy paint finish
Low Voltage (24VDC) Remote Control Options
On/Off and Variable-Speed Control Switch
Low Voltage Power Relay (for optional Low Voltage control options)

1.3. MICROCON PD® Filters

The MICROCON PD® houses three types of filters. The first being the pre-filter, followed by a High Efficiency Particulate-filter (HEPA), and third, carbon cell (gas phase) filters. The frequency of filter renewal will be directly proportional to the “run-time” of the unit and the density and size of particulate and gas in the environment.

1.3.1. Pre-filter

The MICROCON PD® unit is equipped with a synthetic pre-filter (24”x24”x1”) to capture the larger size particles in the 1-5 micron range. The timely renewal of the pre-filter will extend the life of the other filters. Due to the nature of the collection process it cannot be cleaned or washed.

1.3.2. High Efficiency Filters

High Efficiency HEPA Filter (18.5”x 23.5”x 4”)

The Hospital-Grade HEPA has capture efficiencies of 99.97% on .3 micron-size particles. The MICROCON PD® chassis is designed to easily slide and lock the HEPA filter into a designated filter compartment.

1.3.3. Gas-Phase Filter

Two (2) gas-phase, carbon-cell filters (11.5” x 11.5” x 22.5”) each with 8000 square inches of carbon-filled fabric are designed in an efficient V-bank configuration. The filter contains carbon granulates that adsorb a wide variety of gas-phase pollutants. These follow the first filters since it is important to keep the carbon-cells free of particulate for optimal performance.

The Carbon filters slide easily into dedicated filter compartments inside the MICROCON PD® chassis. They are usually changed when the High Efficiency particulate filter or when the HEPA is replaced.

1.4. UV Germicidal Lamps

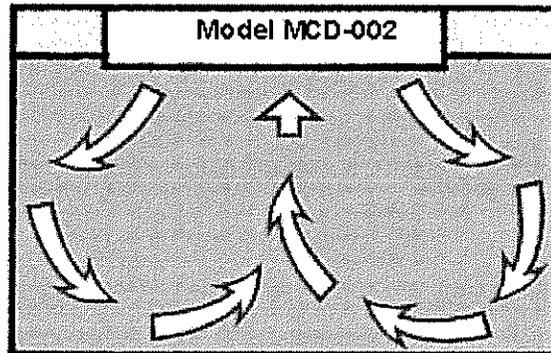
Coupled with the High Efficiency filter-cell, the germicidal effectiveness of the unit is greatly enhanced with the addition of the two (2) optional Ultraviolet (UV) lamps. UV radiation in the 254-nanometer wavelength has proven effective in killing most types of airborne bacteria,

viruses and mold spores. The UV lamps provide a "total air quality solution" for most indoor environments.

The Germicidal UV lamps are rated for 9000 hours (approximately 12 months) of continuous use.

A UV view-port is provided to observe that the UV lamps are functioning without having to open the unit.

Circumflow® Air Pattern



1.5. Chassis Design

1.5.1. Dimensions

- 51" H x 24"W x 19" D

1.5.2. Construction

- 20-ga. zinc-plated steel. Finished with baked-on hammer tone paint on chassis external surfaces.
- Removable 18-ga steel Intake and multi-directional exhaust panels. Finish with baked-on hammer tone paint.
- Heavy duty hardware provision for suspending or securing the unit from the chassis top. The eyebolt hole-pattern used to support the unit from the top surface is 20" X 16" (508mm x 406mm).
- 4 heavy duty, swivel ball bearing casters.

1.5.3. Sound Absorbency:

- Chassis lined with ½" acoustical absorbing foam sheets.

1.5.4. Interior Component Access:

- Motor and internal plenum access thru the split (2 parts) rear panel design or thru the Control Panel Access.

1.5.5. **Control Panel:**

- Recessed and side mounted On/Off and Variable-Speed Control Switch
- Filter Interlock LED (green). Activated by filter Interlock switch.
- Filter Differential Pressure Switch eq/w Red LED Filter Alarm
- Minihelic Filter Pressure Gauge
- Hour Meter (monitors HEPA Filter & UV Lamp use)
- Optional Low Voltage Power- Low Voltage remote-control options
- Maintenance Access portal to electrical components and internal wiring

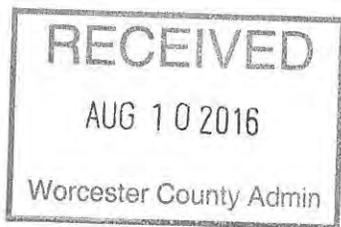
CONTROL PANEL



⚠ DANGER

EXPLOSION HAZARDS CAN CAUSE SEVERE INJURY OR DEATH

- **DO NOT INSTALL EQUIPMENT IN ENVIRONMENTS WHERE THE DANGER OF GAS VAPORS OR DUST-EXPLOSION EXISTS.**
- **DO NOT INSTALL IN AREAS WHERE EXPLOSION-PROOF ELECTRICAL APPLIANCES ARE REQUIRED OR SPECIFIED.**



16

DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863
TEL: 410-632-1200 / FAX: 410-632-3008
www.co.worcester.md.us/drp/drpindex.htm

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: William Bradshaw, County Engineer *WB*
DATE: August 9, 2016
SUBJECT: 110 North Washington Street Structure Demolition

Please find attached a request for proposals (RFP) and recommended bidders list for demolition services at the subject location. This property was acquired by Worcester County with the intent to expand the existing Washington Street parking lot to provide additional parking for the Government Center, Courthouse and State's Attorney Buildings. As a first step to accomplish the parking lot addition, the house, outbuildings, fence and associated items need to be demolished. While the actual parking lot construction has not been designed, funding is available to accomplish the demolition. The Town of Snow Hill Historical Commission has approved the house demolition and parking lot expansion.

Therefore, with your approval, it is requested to release the attached RFP for bidding. If approved for release, the bids are expected to be submitted on September 12, 2016. These bids will be summarized and submitted with a selection recommendation thereafter.

If there are question, please contact me. Thank you.

Attachments

County Commissioners of Worcester County, Maryland

Worcester County Government Center – Room 1103

One West Market Street

Snow Hill, MD 21863 -1195

SOLICITATION

TO

**Provide Demolition Services for 110 North Washington Street , Snow Hill,
Maryland**

DATE OF ISSUE: August 16, 2016

DEADLINE FOR RETURN OF PROPOSALS: September 12, 2016 1:00 PM EST

All times/dates are subject to change by written notice

TABLE OF CONTENTS

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Notice to Bidders	3
Request for Proposal and Scope of Work.....	4

Attachments:

1. Bid Form -- To be provided by bidder on due date
2. Reference Photograph -- 110 N Washington Street
3. Site Survey Prepared by GEY
4. Pre-Demolition Asbestos Survey Report -- 110 N Washington Street Prepared by Environmental Testing, Inc.

NOTICE TO BIDDERS

Demolition – 110 N Washington Street

Snow Hill, Maryland 21863

Worcester County, Maryland

The County Commissioners of Worcester County Maryland are currently accepting bids for the demolition of structures and associated structures located 110 North Washington Street in Snow Hill, MD 21863. Bid specification packages and bid forms are available from the Office of the County Commissioners, Worcester County Government Center, One West Market Street - Room 1103, Snow Hill, Maryland 21863, obtained online at www.co.worcester.md.us or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. A **Pre-Bid Meeting** and work site inspection will be held **on September 1, 2016** at 1:00 p.m., at the site. It is highly recommended that all interested bidders attend this meeting to obtain clarifications. During the Pre-Bid Meeting the house will be open for inspection and questions will be taken that Bidders may have. Any questions must be submitted in writing to William Bradshaw, County Engineer, bbradshaw@co.worcester.md.us by 2:00 PM EST on September 6, 2016. Sealed bids will be accepted until **1:00 p.m. EST, September 12, 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 Demolition 110 N Washington Street**" in the lower left-hand corner. After opening, bids will be reviewed and a recommendation prepared for 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 William Bradshaw, County Engineer, 410-632-1200 or bbradshaw@co.worcester.md.us. Email correspondence is encouraged.

Worcester County Maryland
Request For Proposal
Building/Structure Demolition

Location of Work: 110 North Washington Street Snow Hill, MD - See photo attached

Worcester County Contact: William Bradshaw, County Engineer ; 410-632-1200 ; bbradshaw@co.worcester.md.us

Proposal Due: September 12, 2016 per notice to bidders

1. Description of Work

- a. The structures, fences, driveway, foundations, poles, bushes/brush and concrete slabs at the above location will be demolished and completely removed from the property. The structure is not occupied. The demolition includes the removal of all structures, fences and associated items, proper disposal of all material and debris, the cutting and disposal of all vegetation to allow access, and the restoration of the site.
- b. Demolition is to include house, garages, sheds, poles, fences (both sides and rear), foundation footers, concrete pads/slabs, driveway asphalt, pole shed at rear of property, bushes between the driveway and house, bushes between front porch to sidewalk, bush/undergrowth/grub the rear yard. Demolition will start at the front sidewalk (street sidewalk to remain) and continue to the rear of the property.

2. Scope of Work

- a. Hazardous Materials Survey
 - i. A hazardous material survey has been completed and is attached. Removal of asbestos is required prior to building demolition. The contractor must be named on the bid form for this project.

- ii. Removal of any asbestos or other hazardous substances identified in the survey shall be completed by a licensed contractor in accordance with State and Federal Regulations.
 - iii. Prior to Demolition of the buildings, the structure must be certified asbestos free by a licensed inspector. Notification must be provided to the State of Maryland and State approval must be attained. See Attached form.
 - iv. The cost of any identified hazardous material (other than asbestos identified by the attached report) may be considered a change order to the original cost of the contract. Prior approval of the change order must be completed, in writing, with Worcester County. Any hazardous material removal in excess of \$10,000 requires at least three proposals from licensed contractors.
- b. Rodents, Pests and Animals
- i. Inspect the structure and contents to the extent possible for rodents, pests and animals prior to any site demolition.
 - ii. Extract any Rodent, Pests or Animals by appropriate means prior to demolition activities.
- c. Work areas, Adjacent Properties and Access
- i. Establish safe work areas for demolition operations.
 - ii. Secure agreements with adjacent property owners if necessary to carry out the demolition.
 - iii. Establish loading and hauling routes with State and County and Town of Snow Hill and conduct traffic control if required.
 - iv. Post and barricade work area to assure safety. The contractor shall provide, erect and maintain at all times suitable barricades, fences, signs or other adequate protection (including danger lights, area lights, signals, watchmen) as may be necessary to ensure site safety.
 - v. The Contractor shall supply sanitary facilities for site use by workers. All facilities shall be maintained and comply with local State health standards.

d. Permits

- i. Secure all necessary permits or certificates required to complete the demolition in accordance with Federal, State and Local jurisdictions.
- ii. Permits include – but not limited to:
 1. Town of Snow Hill Demolition Permit in cooperation with the County.
 2. Sediment and Erosion Control plan for issuance of the permit prepared by a licensed surveyor. A site Erosion and Sediment control plan is required to be prepared by a Licensed Maryland Surveyor and submitted to Worcester County and the Town of Snow Hill. This plan will be used for the Town permit application. The name of the surveyor must be included on the bid form at the time bids are due.
 3. Maryland Department of Environment Notification of Intent to Demolish (800-633-6101).

e. Utility Services

- i. Coordinate the safe removal of all utilities that serve the structure including but not limited to electric, phone, cable television, sewer and water by the appropriate utility company.
- ii. Secure and maintain an updated Miss Utility ticket.
- iii. All utilities including but not limited to water, sewer, gas and electric and piping/cable to be removed and capped before entering the building to be completed prior to demolition. Town of Snow Hill public works must be notified and will inspect isolation supplied and installed by the demolition contractor of water and sewer prior to issuing building demolition permit. Town of Snow Hill public works must be contacted - Randy Barfield, Public Works Director 410-632-2080 for information and inspection. The County will provide disconnect notices for utilities as needed.

f. Demolition

- i. Demolish designated structure/s including all foundations, footings, slab, piling, below and above grade components and related appurtenances. Crush and fill any septic tanks identified onsite.
 - ii. Execute all demolition work in a safe, orderly manner. Barricade site and cover as necessary to protect all pedestrians, workmen and adjacent properties. Control dusting associated with the demolition. Any damage to adjacent property or structures shall be the sole responsibility of the contractor to expediently repair to the adjacent property owners satisfaction.
 - iii. Avoid encroachment on adjacent properties. Contact all adjacent property owners prior to demolition. If encroachment is required to safely execute work, complete agreement in writing with adjacent owners and provide to County prior to site demolition work. The demolition contractor shall repair and damage to adjoining properties, buildings, vehicles, buildings, landscaping, soils, etc. as a result of demolition or demolition operations.
 - iv. Provide all erosion and sediment control plan and measures.
 - v. In the case of wells present, County /Town will identify for closure to be provided by a licensed well installation contractor (not to be included with building demolition). The building demolition contractor will be required to protect well casings from damage that may result from building demolition).
- g. Restoration of Site
- i. Backfill any excavated and below exterior grade area as a result of the demolition.
 - ii. Provide and place clean AASHTO A-2-4 backfill material as required to level site.
 - iii. Areas damaged and disturbed by the demolition shall be re-seeded with appropriate ground cover and covered with straw. Backfill shall be stabilized.
- h. Disposal

- i. All demolition material, concrete, vegetation, trash and debris shall become the property of the Contractor and be promptly removed from site. Contractors shall not be permitted to bury, store, stage or allow debris to accumulate at site. Any salvage operation is not permitted to continue at site beyond building demolition. Burning is not acceptable.
- ii. Transport demolition waste materials from the site and dispose of at a legal offsite disposal area. Provide documentation of disposal in a legal landfill or recycler. Documentation of proper disposal will be required to release final payment of funds.
- iii. On completion of the demolition, the property and adjacent areas shall be neat and clean to the satisfaction of the Project Manager, County, Town and State inspectors.

3. Schedule of Work

- a. Work will proceed when released by Worcester County. Proposals shall include contractors first available date for work at site.
- b. All work shall be scheduled between the hours of 7:00 am and 8:00 pm on weekdays.

4. Requirements

- a. Pricing shall be proposed as lump sum for the entire project. Hazardous material removal shall be included with the lump sum proposal.
- b. A separate contract with Worcester County will be required prior to the start of work.
- c. Insurance:
 - i. Commercial General Liability: \$1,000,000 (One million dollars) per occurrence.
 - ii. Commercial Automobile: \$1,000,000 (One million dollars) combined single limit per accident for bodily injury and property damage. Including hired, non-ownership coverage and owned vehicle coverage if company owns a vehicle.

- iii. As required by the Code of the State of Maryland and Employer's Liability the CONTRACTOR will be required to provide Worker's Compensation Insurance.
 - iv. The CONTRACTOR will provide the COUNTY with certificates of insurance evidencing the coverage required above. Such certificates will provide that the COUNTY be given at least thirty (30) days prior written notice of cancellation of, intention to not renew, or material change in such coverage. CONTRACTOR will provide certificates of insurance before commencing work in conjunction with the Contract.
 - v. The Commercial General Liability must name COUNTY as additional insured and the insurance certificate furnished to the county before contract approval shall indicate such coverage.
- d. The proposals will be evaluated and award based on best overall value. Worcester County reserves the option to reject any and all proposals.
 - e. By submitting a proposal, the Contractor acknowledges that they have investigated the work and all conditions affecting the work including but not limited to physical conditions of the site, access to water, electric and other utilities, the character and quantity of all surface and subsurface materials or obstacles to be encountered. Failure to adequately investigate the work will not relieve the responsibility to successfully perform the work.
 - f. Discrepancies and incomplete information requests shall be submitted to Worcester County by the contractor prior to the proposal due date.
 - g. Contractors must be licensed in the State of Maryland to perform the services requested. Contractors may be required to provide proof of experience and references at the request of Worcester County.
 - h. Payment shall be governed by the award amount. Worcester County will not pay for incomplete work. 5% retention will be held until final disposal documentation and final release of liens is provided to Worcester County.
 - i. Contractors will be required to include, with proposal, qualification statements including experience and list of work similar to the current request. Contractors shall also include references with contact information with proposal. In addition, Worcester County may request any pertinent information to evaluate the capabilities of contractors to complete the requested work including (but not

limited to) financial information, insurance information, additional references, and proof of prior work experience. Contractors shall have no more than 3 days to provide additional information in writing if requested.

Attachment 1 – Bid Form – Page 1 of 2

Provide Demolition Services for 110 North Washington Street , Snow Hill, Maryland 21863

(NAME OF COMPANY) submits this proposal for the following project:

Building/Structure/Site Demolition and restoration for:

Location: 110 North Washington Street, Snow Hill, MD 21863

A. Proposal Pricing

Lump Sum Scope of Work – Demolition (including asbestos), Disposal, Restoration

\$ _____

List any Exceptions to the Scope of Work _____
(reference and attach sheet if necessary)

B. Addendum Acknowledgement

Addendum # _____ - Signature _____

Addendum # _____ - Signature _____

Addendum # _____ - Signature _____

Attachment 1 – Bid Form – Page 2 of 2

C. Maryland Licensed Material Inspection/Removal Contractor

Company Name: _____

Company Contact: _____

MD License : _____

Phone Number/email: _____

D. Maryland Licensed Surveyor for Erosion and Sediment Control Plans

Company Name: _____

Company Contact: _____

MD License No. : _____

Phone Number/email: _____

D. Bid must be signed to be considered

Date _____

Signature: _____

Name: _____

Company: _____

Address: _____

Telephone/email: _____

MD License : _____

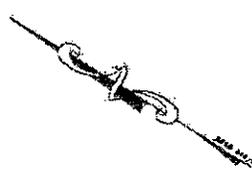
Attachment 2

Reference Photograph: 110 North Washington Street



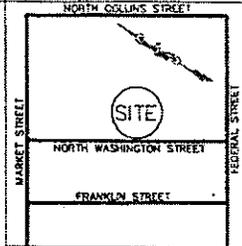
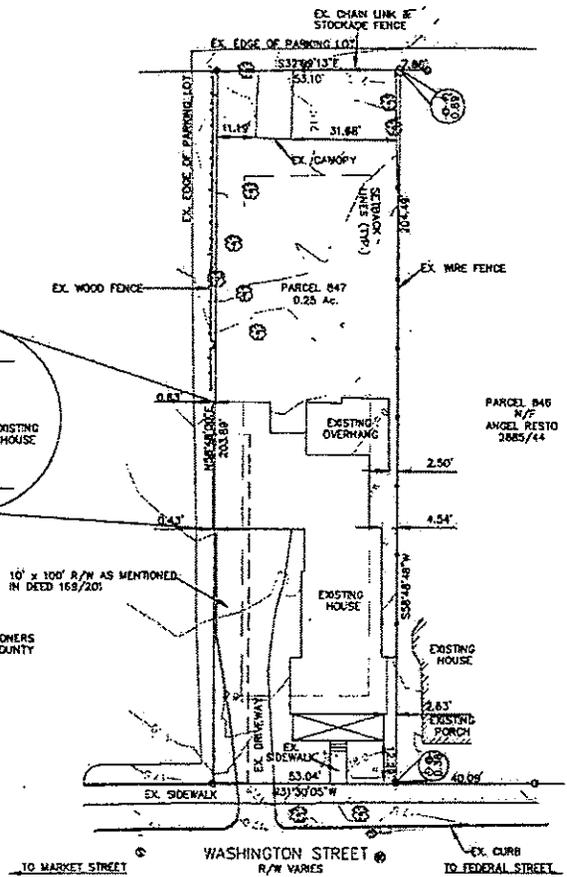
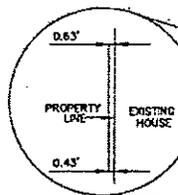
Attachment 3 – Site Survey

SURVEY
OF THE LANDS OF
THOMAS E. DICKERSON, et ux.
TAX MAP 200, GRID 9, PARCEL 847 DEED 169/201
SECOND TAX DISTRICT
WORCESTER COUNTY, MARYLAND
PARCEL 848
N/F
COUNTY COMMISSIONERS
OF WORCESTER COUNTY
240/316



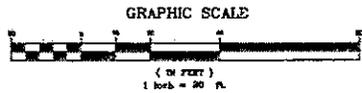
IMPERVIOUS AREA CHART	AREA	SQUARE FEET
HOUSE		2,784
OVERHANG		404
CAHOOPY		200
DRIVEWAY		1,116
SIDEWALK		45
TOTALS		4,549

- LEGEND**
- - IRON ROD FOUND
 - - IRON PIPE FOUND
 - ◊ - PROPERTY CORNER
 - ⊙ - SEWER MANHOLE
 - ⊕ - FIRE HYDRANT
 - ⊖ - STORMDRAIN
 - ⊗ - TREE
 - ⊠ - EXISTING PORCH



VICINITY MAP
1"=2000'

- NOTES:**
- 1) NO ABSTRACT TITLE WAS PROVIDED PRIOR TO THIS SURVEY.
 - 2) THIS SURVEY WAS BASED ON PHYSICAL EVIDENCE AND THE CURRENT PLAT OF RECORD RECORDED IN LIBER 240 PAGE 319 ENTITLED PLAT OF PART OF 104 F. DICKERSON LOTS PREPARED BY WILLIAM PITTS DATED JUNE 20, 1948 AND THE CURRENT PLAT OF RECORD RECORDED IN LIBER 359 PAGE 283 ENTITLED PLAT OF PROPERTY SURVEYED FOR ESTATE OF MARY L. TRUETT PREPARED BY C. OLIVER MORRELL DATED JULY 25, 1972
 - 3) ALL UTILITIES ARE UNDERGROUND OR AS SHOWN ON THIS SURVEY.
 - 4) BASED UPON THE FEDERAL EMERGENCY MANAGEMENT AGENCY MAP 240064 0001 C, DATED 9/3/80, THE LOT SHOWN IS LOCATED IN ZONE C.
 - 5) WATER AND SEWER IS PROVIDED BY THE TOWN OF SNOW HILL.
 - 6) ALL OFFSETS ARE TO THE ACTUAL FOUNDATION AND DO NOT INCLUDE OVERHANGS.
 - 7) SETBACKS: ZONE: R-2 (AS PER TOWN) FRONT YARD - 25' SIDE YARD - 8' REAR YARD - 30'



SURVEYOR'S CERTIFICATE
I, GEORGE E. YOUNG, III, A REGISTERED LAND SURVEYOR OF THE STATE OF MARYLAND, DO CERTIFY THE LAND SHOWN HEREON HAS BEEN LAYED OUT AND PLAT THEREOF PREPARED IN ACCORDANCE WITH THE PROVISIONS OF REAL PROPERTY ARTICLE 3-108 OF THE ANNOTATED CODE OF MARYLAND.

George E. Young, III
Professional Land Surveyor MD.No. 10854
License Expires 4/7/18

GEY
GEORGE E. YOUNG, III, P.C.
ENGINEER & SURVEYOR
1800 MARKET STREET
PO BOX 661140 BALTIMORE MD 21266
PHONE: (410) 807-2148
FAX: (410) 807-2929
EMAIL: gey@gey.com

DATE	PROJECT
BY	NO. OF SHEETS
CHECKED BY	SHEET 1 OF 1
DATE	

Attachment 4 – Pre-Demolition Asbestos Report



**PRE-DEMOLITION ASBESTOS SURVEY REPORT
FOR**

**WORCESTER COUNTY GOVERNMENT
RESIDENTIAL BUILDING
LOCATED AT
110 NORTH WASHINGTON STREET
SNOW HILL, MARYLAND**

prepared for

**WORCESTER COUNTY GOVERNMENT CENTER
1 WEST MARKET STREET
SNOW HILL, MARYLAND**

by

**Environmental Testing, Inc.
100 South Cass Street
Middletown, Delaware 19709**

ETI Project Number 16-112

June 22, 2016

16-112.Pre-Demolition Asbestos Survey at 110 North Washington Street, Snow Hill, MD

EXECUTIVE SUMMARY

Environmental Testing, Inc. (ETI) was contracted by Worcester County Government, Snow Hill, Maryland to conduct a pre-demolition asbestos inspection of the residential building, located at 110 North Washington Street, Snow Hill, Maryland. This report presents the results of the onsite inspection and analysis of bulk samples of suspected asbestos-containing building materials collected from the building structure.

Sampling was conducted by an EPA accredited Building Inspector. A copy of the accreditation certificate is attached in Appendix 1. The Environmental Testing, Inc. (ETI) asbestos laboratory is accredited by the National Institute of Standards and Technology (NIST). A copy of the ETI laboratory accreditation certificate is attached in Appendix 1.

Results of sample analysis (Appendix 2) indicate that the following asbestos-containing building materials were detected in the samples collected in/on the building structure. A field drawing indicating the approximate location of samples collected and asbestos materials identified is attached.

Table 1
Asbestos-containing Building Materials

Asbestos Material	Location	Approximate Quantity
Vinyl sheet flooring	First floor kitchen	190 SF
Vinyl sheet flooring	First floor RR	20 SF
Roof flashing of original roof	On Original Roof and around chimney	25 LF

All regulated asbestos materials shall be abated by a State of Maryland accredited abatement contractor. The State of Maryland has developed regulations (COMAR) 26.11.21 governing the control of asbestos projects and certification and licensing of asbestos abatement contractors who provide asbestos abatement services in the State of Maryland.

Following abatement of all regulated asbestos-containing building materials and prior to demolition, the demolition contractor, general contractor or building owner shall submit a Notification of Intent to Demolish Product information form to:

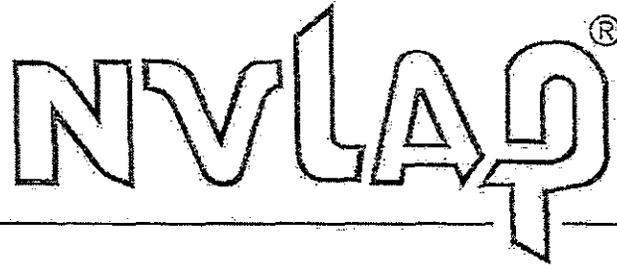
Maryland Department of the Environment
Air & Radiation Management Administration
Attention: Division of Asbestos Licensing & Enforcement
1800 Washington Blvd., Suite 725
Baltimore, MD 21230-1720

The form can be downloaded at www.mde.state.md.us/asbestos and the filled-out form can be faxed (410)537-3924 or e-mailed (demo.mde@maryland.gov).

16-112 Pre-Demolition Asbestos Survey at 110 North Washington Street, Snow Hill, MD

APPENDIX 1
Accreditations

United States Department of Commerce
National Institute of Standards and Technology



Certificate of Accreditation to ISO/IEC 17025:2005

NVLAP LAB CODE: 101848-0

Environmental Testing, Inc.
Middletown, DE

*is accredited by the National Voluntary Laboratory Accreditation Program for specific services,
listed on the Scope of Accreditation, for*

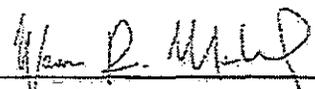
Asbestos Fiber Analysis

*This laboratory is accredited in accordance with the recognized International Standard ISO/IEC 17025:2005.
This accreditation demonstrates technical competence for a defined scope and the operation of a laboratory quality
management system (refer to joint ISO-ILAC-IAF Communiqué dated January 2009).*

2015-10-01 through 2016-09-30

Effective Dates




For the National Voluntary Laboratory Accreditation Program



SCOPE OF ACCREDITATION TO ISO/IEC 17025:2005

Environmental Testing, Inc.
100 South Cass Street
P.O. Box 138
Middletown, DE 19709-0138
Mr. Gary Hayes
Phone: 302-378-5341 Fax: 302-378-9882
Email: ghayes@eti-del.com
<http://www.eti-del.com>

ASBESTOS FIBER ANALYSIS

NVLAP LAB CODE 101848-0

Bulk Asbestos Analysis:

<u>Code</u>	<u>Description</u>
18/A04	EPA 600/M-82-020; Interim Method for the Determination of Asbestos in Bulk Insulation Samples

A handwritten signature in black ink, appearing to read "William P. M. M. M.", positioned above a horizontal line.

For the National Voluntary Laboratory Accreditation Program

AEROSOL MONITORING & ANALYSIS, INC.

This is to certify that

CHARLES CHAN

has met the attendance requirements and successfully completed
the course entitled

1-DAY EPA AHERA INSP/MGMT PLANNER REFRESHER

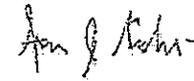
For Accreditation Under TSCA Title II

09/09/2015
Course Date

09/09/2015
Exam Date

9/9/2016
Expiration Date

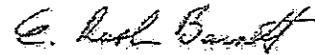
STEVE SIERACKI
Principal Instructor



AIMPR09092015-1
Certification No.

VAAIMPR09092015-1
Virginia Certification No.

E. Rush Barnett
Course Director



Asbestos License

1331 Ashton Road

P.O. Box 646

Hanover, MD. 21076

P: 410-684-3327

www.amatraining.com

MDE

Charles Chan
Name

Signature

Inspector/Management Planner Review
Course Title

15019981

Course Date: 09/09/2015
Exp Date: 09/09/2016
Exam Date: 09/16/2015

STATE OF MARYLAND



16-112 Pre-Demolition Asbestos Survey at 110 North Washington Street, Snow Hill, MD

APPENDIX 2
Sample Results

BULK SAMPLE ANALYSIS REPORT POLARIZED LIGHT MICROSCOPY



CUSTOMER:	Worcester County Government	DATE COLLECTED:	06/08/2016
ADDRESS:	One Market Street Room 1308	DATE RECEIVED:	06/08/2016
CITY / STATE / ZIP:	Snow Hill MD	ANALYSIS DATE:	06/19/2016
CONTACT:	William Bradshaw, Jr.	REPORT DATE:	06/19/2016
PROJECT:	PLM Analysis		
PROJECT #:	16-112		
LOCATION:	110 North Washington Street.		
COLLECTED BY:	CMC		
METHOD #:	Polarized Light Microscopy (PLM) using Environmental Protection Agency (EPA) Interim test method 600 / M4-82-020.		
ACCREDITATION:	National Institute of Standards and Technology (NIST) under the National Voluntary Laboratory Accreditation Program (NVLAP). NVLAP Lab Code: 101848-0		

Environmental Testing, Inc.
100 South Cass Street
Middletown, DE 19709
Tel: (302) 378-9881
Fax: (302) 378-9862

REPORT OF ANALYSIS

Laboratory ID Sample No.	Sample Location Description	Layer No. Layer %	Asbestos Type	(%)	Non-Asbestos Components	(%)
1604588-001 060816-112-01B	Original Roof - South Corner Roof Shingle, Black, Homogeneous, Granular, fibrous, Non-Friable, 23°C Note: Stone Particulate on surface	LAYER 1 100%	None Detected		Fibrous Glass Calcite Quartz Other Non-Fibrous	5% 40% 2% 53%
Asbestos Present: No		Total % Asbestos: No Asbestos Detected		Total % Non-Asbestos:		100.0%
1604588-002 060816-112-02B	Original Roof - South Corner Tarpaper, Black, Homogeneous, Fibrous, resinous, Non-Friable, 24°C	LAYER 1 100%	None Detected		Cellulose Fiber Synthetic Fiber Tar	50% 10% 40%
Asbestos Present: No		Total % Asbestos: No Asbestos Detected		Total % Non-Asbestos:		100.0%
1604588-003 060816-112-03B	Original Roof - South Corner Roof Shingle, Black, Homogeneous, Granular, fibrous, Non-Friable, 23°C Note: Stone Particulate on surface	LAYER 1 100%	None Detected		Fibrous Glass Calcite Quartz Other Non-Fibrous	5% 40% 2% 53%
Asbestos Present: No		Total % Asbestos: No Asbestos Detected		Total % Non-Asbestos:		100.0%
1604588-004 060816-112-04B	Original Roof - East Corner Roof Flashing, Silver/Black, Non- homogeneous, Resinous, fibrous, Non- Friable, 24°C	LAYER 1 100%	Chrysotile	10%	Fibrous Glass Calcite Other Non-Fibrous	3% 10% 77%
Asbestos Present: Yes		Total % Asbestos:		10.0%	Total % Non-Asbestos: 90.0%	
1604588-005 060816-112-05B	Roof Over Addition - South Corner Roof Shingle, White/Black, Homogeneous, Granular, fibrous, Non- Friable Note: Stone Particulate on surface	LAYER 1 100%	None Detected		Fibrous Glass Calcite Tar	5% 10% 85%
Asbestos Present: No		Total % Asbestos: No Asbestos Detected		Total % Non-Asbestos:		100.0%
1604588-006 060816-112-06B	Roof Over Garage - East Corner Roof Shingle, Black, Homogeneous, Granular, fibrous, Non-Friable, 23°C Note: Stone Particulate on surface	LAYER 1 100%	None Detected		Fibrous Glass Calcite Quartz Other Non-Fibrous	5% 40% 2% 53%
Asbestos Present: No		Total % Asbestos: No Asbestos Detected		Total % Non-Asbestos:		100.0%

BULK SAMPLE ANALYSIS REPORT POLARIZED LIGHT MICROSCOPY



Environmental Testing, Inc.
100 South Cass Street
Middletown, DE 19709
Tel: (302) 378-9881
Fax: (302) 378-9882

CUSTOMER:	Worcester County Government	DATE COLLECTED:	06/08/2016
ADDRESS:	One Market Street, Room 1308	DATE RECEIVED:	06/08/2016
CITY / STATE / ZIP:	Snow Hill MD	ANALYSIS DATE:	06/19/2016
CONTACT:	William Bradshaw, Jr.	REPORT DATE:	06/19/2016
PROJECT:	PLM Analysis		
PROJECT #:	16-112		
LOCATION:	110 North Washington Street		
COLLECTED BY:	CMC		
METHOD #:	Polarized Light Microscopy (PLM) using Environmental Protection Agency (EPA) Interim test method 600 / M4-82-020.		
ACCREDITATION:	National Institute of Standards and Technology (NIST) under the National Voluntary Laboratory Accreditation Program (NVLAP). NVLAP Lab Code: 101848-Q		

REPORT OF ANALYSIS

Laboratory ID Sample No.	Sample Location Description	Layer No. Layer %	Asbestos Type (%)	Non-Asbestos Components (%)
1604588-007 060816-112-07B	Roof Over Garage - East Corner Tarpaper, Black, Homogeneous, Fibrous, resinous, Non-Friable, 24°C	LAYER 1 100%	None Detected	Cellulose Fiber 50% Synthetic Fiber 10% Tar 40%
Asbestos Present: No		Total % Asbestos: No Asbestos Detected		Total % Non-Asbestos: 100.0%
1604588-008 060816-112-08B	Roof Over Garage - Along Edge Roof Flashing, Black, Homogeneous, Resinous, Non-Friable, 24°C	LAYER 1 100%	None Detected	Cellulose Fiber 3% Calcite Trace
Asbestos Present: No		Total % Asbestos: No Asbestos Detected		Total % Non-Asbestos: 100.0%
1604588-009 060816-112-09B	Under Siding on Original Building - By Entrance Door Under Addition Barrier Paper, Silver, brown, Non- homogeneous, Fibrous, metal foil, Non- Friable, 24°C	LAYER 1 100%	None Detected	Cellulose Fiber 70% Metal Foil 30%
Asbestos Present: No		Total % Asbestos: No Asbestos Detected		Total % Non-Asbestos: 100.0%
1604588-010 060816-112-10B	Under Siding on Additional Room - On Addition Exterior Tarpaper, Black, Homogeneous, Fibrous, resinous, Non-Friable, 24°C	LAYER 1 100%	None Detected	Cellulose Fiber 70% Tar 30%
Asbestos Present: No		Total % Asbestos: No Asbestos Detected		Total % Non-Asbestos: 100.0%
1604588-011 060816-112-11B	1st Floor - Middle Window Under Addition Window Glazing, White/tan, Non- homogeneous, Fine Grained, Non- Friable, 24°C	LAYER 1 100%	None Detected	Paint 2% Calcite 60% Quartz 2% Other Non-Fibrous 36%
Asbestos Present: No		Total % Asbestos: No Asbestos Detected		Total % Non-Asbestos: 100.0%

BULK SAMPLE ANALYSIS REPORT POLARIZED LIGHT MICROSCOPY



CUSTOMER:	Worcester County Government	DATE COLLECTED:	06/08/2016
ADDRESS:	One Market Street Room 1308	DATE RECEIVED:	06/08/2016
CITY / STATE / ZIP:	Snow Hill MD	ANALYSIS DATE:	08/19/2016
CONTACT:	William Bradshaw, Jr.	REPORT DATE:	06/19/2016
PROJECT:	PLM Analysis		
PROJECT #:	16-112		
LOCATION:	110 North Washington Street		
COLLECTED BY:	CMC		
METHOD #:	Polarized Light Microscopy (PLM) using Environmental Protection Agency (EPA) Interim test method 600/7 M4-82-020.		
ACCREDITATION:	National Institute of Standards and Technology (NIST) under the National Voluntary Laboratory Accreditation Program (NVLAP). NVLAP Lab Code: 101848-0		

Environmental Testing, Inc.
100 South Cass Street
Middletown, DE 19709
Tel: (302) 378-9881
Fax: (302) 378-9882

REPORT OF ANALYSIS

Laboratory ID Sample No.	Sample Location Description	Layer No. Layer %	Asbestos Type (%)	Non-Asbestos Components (%)
1604588-012 060816-112-12B	Kitchen 1st Floor - North Corner			
	LAYER 1 Sheet Flooring - surface layer, Tan/brown pattern, Non-homogeneous, Resinous, Non-Friable, 24°C	LAYER 1 100%	None Detected	Vinyl Resin 100%
	LAYER 2 Sheet Flooring - backing layer, Tan, Homogeneous, Fibrous, Friable, 24°C	LAYER 2 100%	Chrysotile 40%	Cellulose Fiber 30% Binder/Filler 30%
Asbestos Present: Yes		Total % Asbestos:	40.0%	Total % Non-Asbestos: 60.0%
1604588-013 060816-112-13B	RR 1st Floor - North Corner			
	LAYER 1 Sheet Flooring - surface layer, Yellow, orange, brown pattern, Non-homogeneous, Resinous, Non-Friable, 24°C	LAYER 1 100%	None Detected	Vinyl Resin 100%
	LAYER 2 Sheet Flooring - backing layer, Tan, Homogeneous, Fibrous, Friable, 24°C	LAYER 2 100%	Chrysotile 40%	Cellulose Fiber 30% Binder/Filler 30%
Asbestos Present: Yes		Total % Asbestos:	40.0%	Total % Non-Asbestos: 60.0%
1604588-014 060816-112-14B	Kitchen 1st Floor - South Corner			
	Ceiling Tile, White, brown, Non-homogeneous, Fibrous, Friable, 24°C	LAYER 1 100%	None Detected	Cellulose Fiber 68% Paint 2%
Asbestos Present: No		Total % Asbestos: No Asbestos Detected		Total % Non-Asbestos: 100.0%

BULK SAMPLE ANALYSIS REPORT POLARIZED LIGHT MICROSCOPY



CUSTOMER: Worcester County Government **DATE COLLECTED:** 06/08/2016
ADDRESS: One Market Street Room 1308 **DATE RECEIVED:** 06/08/2016
CITY / STATE / ZIP: Snow Hill MD **ANALYSIS DATE:** 06/19/2016
CONTACT: William Bradshaw, Jr. **REPORT DATE:** 06/19/2016
PROJECT: PLM Analysis
PROJECT #: 16-112
LOCATION: 110 North Washington Street
COLLECTED BY: CMC
METHOD #: Polarized Light Microscopy (PLM) using Environmental Protection Agency (EPA) Interim test method 800 / M4-82-020.
ACCREDITATION: National Institute of Standards and Technology (NIST) under the National Voluntary Laboratory Accreditation Program (NVLAP).
 NVLAP Lab Code: 101848-0

Environmental Testing, Inc.
 100 South Cass Street
 Middletown, DE 19709
 Tel: (302) 378-9881
 Fax: (302) 378-9882

REPORT OF ANALYSIS

Laboratory ID Sample No.	Sample Location Description	Layer No. Layer %	Asbestos Type	(%)	Non-Asbestos Components	(%)
1604588-015 060816-112-15B	RR 1st Floor - West Corner LAYER 1 Drywall, White, Homogeneous, Granular, Friable, 24°C	LAYER 1 100%	None Detected		Cellulose Fiber Calcite Quartz	3% 10% 2%
	LAYER 2 Drywall paper, Brown, Homogeneous, Fibrous, Friable, 24°C	LAYER 2 100%	None Detected		Cellulose Fiber	100%
	LAYER 3 Joint Compound, White, Homogeneous, Fine Grained, Friable, 24°C	LAYER 3 100%	None Detected		Calcite Quartz Binder/Filler	60% 2% 38%
	Asbestos Present: No	Total % Asbestos: No Asbestos Detected		Total % Non-Asbestos: 100.0%		
1604588-016 060816-112-16B	Bedroom 3 2nd Floor - Ceiling Above Door Ceiling Tile, White, brown, Non- homogeneous, Fibrous, Friable, 24°C	LAYER 1 100%	None Detected		Cellulose Fiber Paint	98% 2%
	Asbestos Present: No	Total % Asbestos: No Asbestos Detected		Total % Non-Asbestos: 100.0%		
1604588-017 060816-112-17B	Bedroom 3 2nd Floor - Ceiling Above Door Ceiling Tile Mastic, Brown, Homogeneous, Resinous, Non-Friable, 24°C	LAYER 1 100%	None Detected		Cellulose Fiber Quartz Binder/Filler	Trace 30% 70%
	Asbestos Present: No	Total % Asbestos: No Asbestos Detected		Total % Non-Asbestos: 100.0%		
1604588-018 060816-112-18B	1st Floor RR - Under DW, North Corner Wall Plaster, White, grey, Non- homogeneous, Granular, Non-Friable, 24°C	LAYER 1 100%	None Detected		Horse Hair Paint Quartz Other Non-Fibrous	2% 2% 40% 56%
	Asbestos Present: No	Total % Asbestos: No Asbestos Detected		Total % Non-Asbestos: 100.0%		
1604588-019 060816-112-19B	2nd Floor Bedroom #3 - Ceiling Above Door Wall Plaster, White, grey, Non- homogeneous, Granular, Non-Friable Note: Wall paper covering plaster	LAYER 1 100%	None Detected		Horse Hair Paint Quartz Other Non-Fibrous	2% 2% 40% 56%
	Asbestos Present: No	Total % Asbestos: No Asbestos Detected		Total % Non-Asbestos: 100.0%		

BULK SAMPLE ANALYSIS REPORT POLARIZED LIGHT MICROSCOPY



Environmental Testing, Inc.
100 South Cass Street
Middletown, DE 19709
Tel: (302) 378-9881
Fax: (302) 378-9882

CUSTOMER: Worcester County Government DATE COLLECTED: 06/08/2016
 ADDRESS: One Market Street Room 1308 DATE RECEIVED: 06/08/2016
 CITY / STATE / ZIP: Snow Hill MD ANALYSIS DATE: 06/19/2016
 CONTACT: William Bradshaw, Jr. REPORT DATE: 06/19/2016
 PROJECT: PLM Analysis
 PROJECT #: 16-112
 LOCATION: 110 North Washington Street
 COLLECTED BY: CMC
 METHOD #: Polarized Light Microscopy (PLM) using Environmental Protection Agency (EPA) Interim test method 600 / M4-82-020.
 ACCREDITATION: National Institute of Standards and Technology (NIST) under the National Voluntary Laboratory Accreditation Program (NVLAP).
 NVLAP Lab Code: 101848-0

REPORT OF ANALYSIS

Laboratory ID Sample No.	Sample Location Description	Layer No. Layer %	Asbestos Type (%)	Non-Asbestos Components (%)
1604588-020 060816-112-20B	2nd Floor Bedroom #2 - South Corner Wall Plaster, White, grey, Non-homogeneous, Granular, Non-Friable. Note: Wall paper covering plaster	LAYER 1 100%	None Detected	Horse Hair 2% Paint 2% Quartz 40% Other Non-Fibrous 56%
Asbestos Present: No		Total % Asbestos: No Asbestos Detected		Total % Non-Asbestos: 100.0%
1604588-021 060816-112-21B	1st Floor Living Room - West Corner Under DW Wall Plaster, White, grey, Non-homogeneous, Granular, Non-Friable. Note: Wall paper covering plaster.	LAYER 1 100%	None Detected	Horse Hair 2% Paint 2% Quartz 40% Other Non-Fibrous 56%
Asbestos Present: No		Total % Asbestos: No Asbestos Detected		Total % Non-Asbestos: 100.0%
1604588-022 060816-112-22B	1st Floor Dining Room - West Corner	LAYER 1 100%	None Detected	Cellulose Fiber 2% Quartz 3% Gypsum 95%
	LAYER 2 Drywall paper, Brown, Homogeneous, Fibrous, Friable, 24°C	LAYER 2 100%	None Detected	Cellulose Fiber 100%
Asbestos Present: No		Total % Asbestos: No Asbestos Detected		Total % Non-Asbestos: 100.0%

Analyst - Gary Hayes - Director of IH

Approved Signatory - Gary A. Hayes - Director of IH

Method Detection Limit: <1%

- * Fiber concentrations were determined by visually estimating the area percentage for each type.
- * Asbestos fibers may not be detected by PLM in certain samples because of their size (<5um) or being bound with non-friable organic matrix. In such cases an alternative method of analysis is recommended.
- * Test report relates only to the items tested.
- * This report shall not be reproduced, except in full, without the written approval of this laboratory.
- * The intra-laboratory est. RSD is 0.109 and the inter-laboratory est. RSD is 0.332
- * This use of this report for purposes of product endorsement, certification, or approval by NIST, NVLAP, or any agency of the Federal Government is prohibited.
- * This analysis may contain modifications to the test method which were recommended in EPA / 600 / R-93 / 116
- * Optical Properties were utilized in distinguishing asbestos fibers from non-asbestos fibers



NVLAP Lab Code: 101848-0

ENVIRONMENTAL TESTING, INC.
 100 SOUTH CASS STREET
 MIDDLETOWN, DELAWARE 19709
 (302) 378-5341 FAX (302) 378 9882

CUSTOMER: Worcester Co. Government

PROJECT NAME: 110 N. WASHINGTON STREET

PROJECT #: 16-112

SIGNATURE: AMC

DATE: 6/8/16

BULK ASBESTOS SAMPLE LOG

SAMPLE #	ETI #	F/N*	MATERIAL DESCRIPTION	AREA	LOCATION	% ASBESTOS
<u>060616-112-01B</u>	<u>1604588-001</u>	<u>N</u>	<u>ROOF SHINGLES</u>	<u>ORIGINAL ROOF</u>	<u>S CORNER</u>	<u>ND</u>
<u>02B</u>	<u>-002</u>	<u>N</u>	<u>TAR PAPER 1</u>	<u>"</u>	<u>"</u>	<u>ND</u>
<u>03B</u>	<u>-003</u>	<u>N</u>	<u>ROOF SHINGLES 2</u>	<u>"</u>	<u>"</u>	<u>ND</u>
<u>04B</u>	<u>-004</u>	<u>N</u>	<u>FLASHING 1</u>	<u>ORIGINAL ROOF</u>	<u>E CORNER</u>	<u>10% Chrysotile</u>
<u>05B</u>	<u>-005</u>	<u>N</u>	<u>ROOF SHINGLES 3</u>	<u>ROOF OVER ADDITION</u>	<u>S CORNER</u>	<u>ND</u>
<u>06B</u>	<u>-006</u>	<u>N</u>	<u>ROOF SHINGLES 4</u>	<u>ROOF OVER GARAGE</u>	<u>E CORNER</u>	<u>ND</u>
<u>07B</u>	<u>-007</u>	<u>N</u>	<u>TAR PAPER 2</u>	<u>"</u>	<u>"</u>	<u>ND</u>
<u>08B</u>	<u>-008</u>	<u>N</u>	<u>FLASHING 2</u>	<u>"</u>	<u>ALONG EDGE</u>	<u>ND</u>
<u>09B</u>	<u>-009</u>	<u>N</u>	<u>BARRIER PAPER</u>	<u>UNDER SIDING ON ORIGINAL BUILDING</u>	<u>BY ENTRY DOOR UNDER ADDITION</u>	<u>ND</u>
<u>10B</u>	<u>-010</u>	<u>N</u>	<u>TAR PAPER 3</u>	<u>UNDER SIDING ON ADDITIONAL ROOM</u>	<u>ON ADDITION EXTERIOR</u>	<u>ND</u>
<u>11B</u>	<u>-011</u>	<u>N</u>	<u>WINDOW GLAZING</u>	<u>1ST FLOOR</u>	<u>MIDDLE WINDOW UNDER ADDITION</u>	<u>ND</u>

BI - Boiler Insulation
 CT - Ceiling Tile
 CP - Ceiling Plaster

DW - Dry Wall
 DI - Duct Insulation
 FT - Floor Tile

ND - None Detected
 PC - Pipe Cover
 PE - Pipe Elbow

PI - Pipe Insulation
 PT - Pipe Tee
 SB - Spray Beam

SC - Spray Ceiling
 SW - Spray Wall
 TB - Truss Board

TI - Tunk Insulation
 WB - Wall Board
 WP - Wall Plaster

F - Friable
 N - Nonfriable

RELINQ. AMC RECD. [Signature] DATE 6/8/16 TIME _____
 RELINQ. _____ RECD. [Signature] DATE 6/8/16 TIME _____

RELINQ. _____ RECD. _____ DATE _____ TIME _____
 CONTACT: _____ NOTES: _____

ND = Non-Detectal

30

ENVIRONMENTAL TESTING, INC.
 100 SOUTH CASS STREET
 MIDDLETOWN, DELAWARE 19709
 (302) 378-5341 FAX (302) 378 9802

CUSTOMER: *Worcester Co Government*

PROJECT NAME: *110 N. Washington St*

PROJECT #: *16-112*

SIGNATURE: *AMC*

DATE: *6/18/16*

BULK ASBESTOS SAMPLE LOG

SAMPLE #	ETI #	F/N*	MATERIAL DESCRIPTION	AREA	LOCATION	% ASBESTOS*
<i>060016-112-12B</i>	<i>-012</i>	<i>N</i>	<i>SHEET FLOOR 1</i>	<i>KITCHEN 1ST FL</i>	<i>N CORNER</i>	<i>40% chrysotile</i>
<i>13B</i>	<i>-013</i>	<i>N</i>	<i>SHEET FLOOR 2</i>	<i>RR 1ST FL</i>	<i>N CORNER</i>	<i>40% chrysotile</i>
<i>14B</i>	<i>-014</i>	<i>N</i>	<i>CT 1x1</i>	<i>KITCHEN 1ST FL</i>	<i>S CORNER</i>	<i>ND</i>
<i>15B</i>	<i>-015</i>	<i>N</i>	<i>DW/JC</i>	<i>RR 1ST FL</i>	<i>N CORNER</i>	<i>ND</i>
<i>16B</i>	<i>-016</i>	<i>N</i>	<i>CT 2 1x1</i>	<i>BEDROOM 3 2ND FL</i>	<i>CEILING ABOVE DOOR</i>	<i>ND</i>
<i>17B</i>	<i>-017</i>	<i>N</i>	<i>TAN MASTIC</i>	<i> </i>	<i> </i>	<i>ND</i>
<i>18B</i>	<i>-018</i>	<i>N</i>	<i>WID</i>	<i>1ST FL RR</i>	<i>UNDER DW N CORNER</i>	<i>ND</i>
<i>19B</i>	<i>-019</i>	<i>N</i>	<i>WP CP</i>	<i>2ND FL RR #3</i>	<i>CEILING ABOVE DOOR</i>	<i>ND</i>
<i>20B</i>	<i>-020</i>	<i>N</i>	<i>WP</i>	<i>2ND FL BR #2</i>	<i>S CORNER</i>	<i>ND</i>
<i>21B</i>	<i>-021</i>	<i>N</i>	<i>WP</i>	<i>1ST FL LIV</i>	<i>W CORNER UNDER DW</i>	<i>ND</i>
<i>22B</i>	<i>-022</i>	<i>N</i>	<i>WP Dripwell</i>	<i>1ST FL DIN</i>	<i>W CORNER</i>	<i>ND</i>

BI - Better Insulation
 CT - Ceiling Tile
 CP - Ceiling Plaster

DW - Dry Wall
 DI - Duct Insulation
 FT - Floor Tile

ND - None Detected
 PC - Pipe Cover
 PE - Pipe Elbow

PI - Pipe Insulation
 PT - Pipe Tee
 SB - Spray Beam

SC - Spray Ceiling
 SW - Spray Wall
 TB - Transite Board

TI - Tank Insulation
 WB - Wall Board
 WP - Wall Plaster

F - Friable
 N - Nonfriable

RELINQ. *AMC* RECD. *[Signature]* DATE *6/18/16* TIME _____

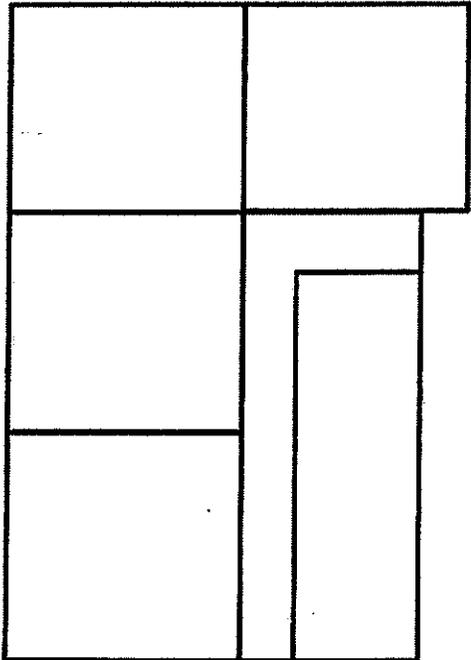
RELINQ. _____ RECD. *[Signature]* DATE *6/18/16* TIME _____

RELINQ. _____ RECD. _____ DATE _____ TIME _____

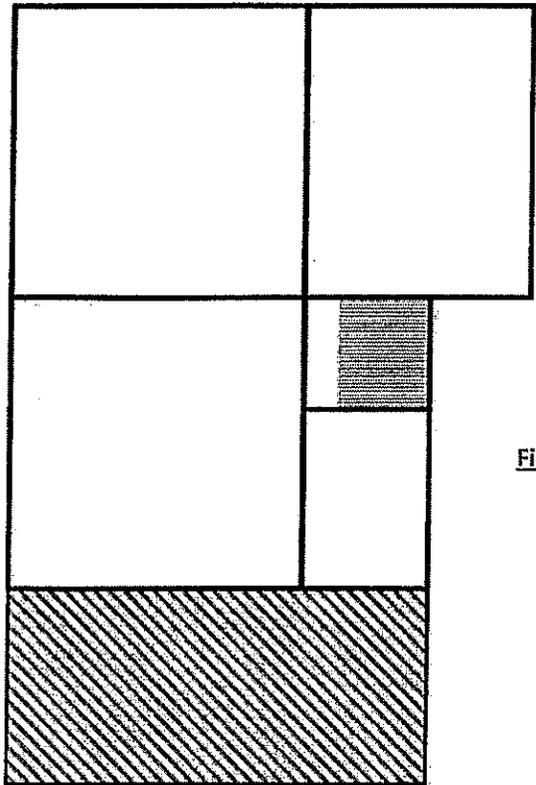
CONTACT: _____ NOTES: _____

16-112 Pre-Demolition Asbestos Survey at 110 North Washington Street, Snow Hill, MD

APPENDIX 3
Field Drawing



Second Floor



First Floor

Asbestos Containing Building Materials (ACBM)

-  Sheet Vinyl Flooring (Type 1)
-  Sheet Vinyl Flooring (Type 2)
-  Flashing (Original Roof Only)

 ENVIRONMENTAL TESTING, INC. 100 SOUTH CASS STREET P.O. BOX 138 MIDDLETOWN, DE 19709 302-378-5341	
PROJECT NUMBER	DATE
16-112	6/2016

ASBESTOS CONTAINING BUILDING MATERIALS (ACBM) 110 NORTH WASHINGTON STREET SNOW HILL, MARYLAND 21853

FIGURE 1

NOTE: DIMENSIONS, DIRECTIONS, AND LOCATIONS ARE APPROXIMATE.



Flashing located above screened in porch and around chimney on original roof

Asbestos Containing Building Materials (ACBM)



Sheet Vinyl Flooring (Type 1)



Sheet Vinyl Flooring (Type 2)



Flashing (Original Roof Only)

ENVIRONMENTAL TESTING, INC. 100 SOUTH CASS STREET P.O. BOX 138 MIDDLETOWN, DE 19709 302-378-5341	
PROJECT NUMBER	DATE
16-112	6/2016

ASBESTOS CONTAINING BUILDING MATERIALS (ACBM)

110 NORTH WASHINGTON STREET
 SNOW HILL, MARYLAND
 21863

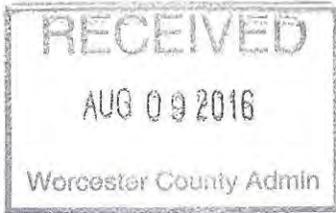
FIGURE
 2

NOTE: DIMENSIONS, DIRECTIONS, AND LOCATIONS ARE APPROXIMATE.

Worcester County RFP

Provide Demolition Services for 110 North Washington Street, Snow Hill, MD
21683

<p>Absolute Demolition PO Box 662 Ocean City, MD 21843</p> <p>Bryant Bunting P: 410-289-9900 absolutedemolition@comcast.net</p>	<p>Miller's Land Service, Inc. 11076 Stewart Neck Road Princess Anne, Maryland 21853</p> <p>Ryan Miller P: 443-783-2018 f: 410-651-0831 rsmiller.mls@gmail.com</p>
<p>Bennett Construction 518 S. Camden Avenue Fruitland, MD 21826</p> <p>Bruce Giordano 410-749-3116 bruce@bennettcompanies.com</p>	<p>Scrimgeor's Farm All, LLC 5728 George Island Landing Road Stockton, MD 21864</p> <p>Harold Scrimgeour P:410-3-632-0553 f: 410-632-2170 hscrimg@comcast.net</p>
<p>Beauchamp Construction PO Box 389 – 900 Clarke Avenue Pocomoke, MD 21851</p> <p>Tom Beauchamp 410-957-1100 tom@bbcs.net</p>	



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DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863
TEL: 410-632-1200 / FAX: 410-632-3008
www.co.worcester.md.us/drp/drpindex.htm

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: Edward A. Tudor, Director *EAT*
DATE: August 8, 2016
RE: Rezoning Case No. 403 - Nichols-Neff Properties, LLC

Attached please find the County Commissioners' Findings of Fact and Resolution the staff drafted relative to the above referenced rezoning case. As you are aware, the public hearing was held by the County Commissioners on July 19, 2016. Once the County Commissioners adopt and execute these Findings of Fact and Resolution please forward signed copies to me so that I may notify the appropriate parties.

If you have any questions or need any further information, please do not hesitate to contact me.

phw
Attachment

IN THE MATTER OF *
THE REZONING APPLICATION OF * REZONING CASE NO. 403
NICHOLS-NEFF PROPERTIES, LLC *

FINDINGS OF FACT

Subsequent to a public hearing held on July 19, 2016 and after a review of the entire record, all pertinent plans and all testimony, the Worcester County Commissioners hereby adopt the findings of the Worcester County Planning Commission and also make the following additional findings of fact as the County Commissioners' complete findings of fact pursuant to the provisions of Section ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland.

Regarding the specifics of Rezoning Case No. 403: This case seeks to rezone approximately 95.08 acres of land (hereinafter referred to as the petitioned area) located on the northwesterly side of Beauchamp Road to the northeast of the junction with MD Route 589 from E-1 Estate District to R-1 Rural Residential District. The petitioned area is shown as Parcels 127 and 259 on Tax Map 15.

Applicant's testimony before the County Commissioners: Mark Spencer Cropper, attorney representing the applicant, began his presentation by stating that both the Development Review and Permitting staff and the Planning Commission had recommended a R-1 Rural Residential District zoning classification for the petitioned area during the comprehensive rezoning process in 2007. Furthermore, he asserted that the existing E-1 Estate District zoning classification on the petitioned area is inconsistent with the Comprehensive Plan. Mr. Cropper introduced those persons he would be calling as witnesses relative to the rezoning application, including Christopher P. McCabe, environmental consultant and owner of Coastal Compliance Solutions, LLC; Betty H. Tustin, P. E., PTOE, traffic engineer with the Traffic Group; Ronnie B. Carpenter, P. E., civil engineer and principal with Carpenter Engineering, LLC; and Charles Nichols, managing member and general partner in ownership of Nichols-Neff Properties LLC. Mr. McCabe's resume was submitted as Applicant's Exhibit No. 1 and he explained his education, work background and current employment. Upon questioning by Mr. Cropper, Mr. McCabe stated that he had been qualified in court as an expert witness in his field. Mrs. Tustin also explained her education, employment and qualifications as an expert witness and her resume was submitted as Applicant's Exhibit No. 2. Mr. Carpenter stated that he was qualified as an expert witness in engineering and land planning and his resume was presented as Applicant's Exhibit No. 3. Mr. Nichols presented a letter into the record, which was submitted as Applicant's Exhibit No. 4, which sought the County Commissioners' support of the proposed rezoning. He explained that his family has owned several properties adjacent to and near to the petitioned area for many years and purchased the petitioned area in 2014. He stated that his family lives on the parcel known as the Mapleton farm which has been in the family since 1888. The family is in the process of placing the Mapleton farm and other adjacent properties in a donated Maryland Environmental Trust Easement, thus abandoning a previously proposed 123 lot subdivision on those lands. Mr. Nichols stated that the family's intention to take the petitioned area, in

a distressed state, and make a positive change by developing it in a reasonable and responsible manner that is an enhancement to the community.

Mr. Cropper called Mr. McCabe to testify and submitted Applicant's Exhibit No. 5, an aerial photograph of the petitioned area and surrounding vicinity. Mr. McCabe pointed out the petitioned area, outlined in blue on the photograph, noting that it consists of two properties used jointly for many years as the Pine Shores Golf Course. Applicant's Exhibit No. 6, a general rendering of the petitioned area's potential development as a subdivision under its current E-1 Estate District zoning, was submitted. Mr. McCabe explained that the proposed subdivision showed a total of 31 lots of approximately 80,500 square feet each and that the total number of lots actually feasible could possibly be more or less than 31. Applicant's Exhibit No. 7, a zoning map showing the petitioned area (outlined in blue) and the surrounding area, was then submitted by Mr. Cropper. Mr. McCabe stated that as shown on this exhibit the petitioned area is zoned E-1 Estate District while almost all of the other properties along the same side of Beauchamp Road are zoned R-1 Rural Residential District while those on the opposite side of the roadway, within Ocean Pines, are zoned R-2 Suburban Residential District. He pointed out the Mapleton Farm, Holland Farm, and the ETC property that are owned by the Nichols family and being placed within a conservation easement. Mr. Cropper then introduced Applicant's Exhibit No. 8, the Comprehensive Plan's Land Use Map. Upon questioning by Mr. Cropper, Mr. McCabe explained that the petitioned area, comprised of two separate parcels, is within two different land use categories according to this map. Parcel 127, the more easterly of the two parcels, is within the Existing Developed Area Land Use Category while Parcel 259, the more westerly, is within the Agricultural Land Use Category. In fact, Parcel 259 is the only parcel along Beauchamp Road that is not within the Existing Developed Area Land Use Category.

Mr. Cropper stated that he was basing the request for a rezoning of the petitioned area from E-1 Estate District to R-1 Rural Residential District solely on the basis of a mistake in the existing zoning of the petitioned area. Upon questioning by Mr. Cropper, Mr. McCabe explained that he believes there is a mistake in the petitioned area's existing E-1 Estate District zoning because the County's Comprehensive Plan calls for the elimination of that zoning district. He furthermore noted that the petitioned area is within two different land use categories according to the Comprehensive Plan, yet the two parcels have been used jointly as if one parcel for a golf course for many, many years. He noted that virtually all of the properties to the south of Windmill Creek with the exception of the petitioned area are zoned residentially. Mr. Cropper submitted Applicant's Exhibit No. 9, a rendering of how the property could conceivably be developed under the requested R-1 Rural Residential District zoning. Mr. McCabe stated that the maximum number of lots feasible is 85 and that a subdivision on the petitioned area at this type of density is much more consistent with the development of the surrounding properties than would be a large lot development that would be permitted under the existing E-1 Estate District zoning. Applicant's Exhibit No. 10 was introduced by Mr. Cropper. It was a map from the County's Water and Sewerage Plan and Mr. McCabe pointed out that the petitioned area is within the S-6/W-6 categories. Noting that this means there is no water or sewer service planned for the site, Mr. McCabe testified that the applicants will have to apply for a Water and Sewerage Plan amendment and gain approval of same in order to connect to the Ocean Pines water and wastewater facilities.

Mr. Cropper called Mrs. Tustin to testify and entered the Traffic Impact Analysis prepared by her as the Applicant's Exhibit No. 11. Mrs. Tustin discussed the potential traffic impacts of residential development under the proposed R-1 Rural Residential District as compared to the existing E-1 Estate District. She stated that traffic arising from a R-1 Rural Residential District development on the petitioned area can definitely be accommodated on Beauchamp Road and at the intersection with MD Route 589 as currently existing. She said that the anticipated development will not necessitate any need for improvements to either road or to the intersection and that very insignificant additional traffic would result from a residential development under the requested zoning classification as compared to the existing zoning classification. Mrs. Tustin stated that it would amount to approximately 11 more trips per day.

Mr. Cropper once again called Mr. McCabe to testify and introduced as Applicant's Exhibit No. 12 the Planning Commission's Work Session Minutes dated November 13, 2008. Mr. McCabe noted that these minutes pertain to the Planning Commission's discussions during the comprehensive rezoning process and read a highlighted excerpt into the record which pertained to the E-1 Estate District, its utilization on lands already zoned that way, that there would be no additional lands zoned as such, and that much of the (at that time) currently zoned E-1 Estate District land may become residentially zoned. This excerpt stated that the Planning Commission was torn with whether to eliminate the E-1 Estate District altogether as the Comprehensive Plan calls for or to follow the phase-out as recommended by the draft Zoning Code and that the Planning Commission Attorney Sonny Bloxom advised the Planning Commission that the phase-out of the zoning district will start with the comprehensive rezoning. Mr. McCabe testified that these comments indicate that there was strong consideration in 2008 on the part of the Planning Commission regarding the elimination of the E-1 Estate District. The County Commissioners' Minutes from their November 3, 2009 minutes were introduced by Mr. Cropper as Applicant's Exhibit No. 13. Mr. McCabe read highlighted excerpts into the record indicating that (former) Commissioner Busick asked the Commissioners to reconsider retaining the existing E-1 Estate District zoning of properties located along McAllister Road, north of US Route 50 and west of MD Route 589. The excerpt indicated that Ed Tudor, Director of Development Review and Permitting, responded that staff recommended R-1 Rural Residential District zoning in order to eliminate the E-1 Estate District zoning as proposed by the Comprehensive Plan but that the County Commissioners subsequently, upon a motion by Commissioner Busick, voted unanimously not to accept staff's recommendation to zone the property R-1 Rural Residential District and instead retain the existing E-1 Estate District and A-1 Agricultural District zoning on all properties along McAllister Road. Mr. Cropper introduced the County Commissioners' Minutes dated October 20, 2009 as Applicant's Exhibit No. 14. Mr. McCabe again read highlighted excerpts, in this case pertaining to multiple parcels along MD Route 611 and South Point Road which had originally been proposed to be given R-1 Rural Residential District and E-1 Estate District designations by the comprehensive rezoning but were instead proposed to be E-1 Estate District. The minutes indicated that upon questioning by (former) Commissioner Cowger, Mr. Tudor responded that the Comprehensive Plan called for the elimination of the E-1 Estate District and that it would be accomplished during the next planning cycle and that Mr. Tudor explained that the residents were concerned that in the future the golf course could be converted to housing if the property were zoned R-1 Rural Residential District. Mr. Cropper introduced Pages 20 and 26 of the County's Comprehensive Plan as Applicant's Exhibit No. 15. Mr. McCabe read highlighted

excerpts into the record which stated that the Estate Land Use Category and the associated zoning district should be eliminated because it has consumed excessive amounts of land per housing units, taken working farms out of production, and been overtaken by the requirements of the Atlantic Coastal Bays Critical Area program. Additionally, the highlighted excerpts stated that extensive large lot development leads to sprawl and its negative impacts, that the previous Comprehensive Plan's Estate category created an oversupply of such residential lands, that many Estate designated lands were located in environmentally sensitive areas and the Coastal Bays Critical Area, and that some Estate areas were changed to Agriculture or incorporated into a growth area. Mr. Cropper stated that the owners of large neighboring properties had been contacted relative to the proposed rezoning of the petitioned area from E-1 Estate District to R-1 Rural Residential District. A letter from M. Blair Snyder in support of the proposed rezoning was submitted as Applicant's Exhibit No. 16. A letter from Barry Skolnick, also in support of the rezoning, was introduced as Applicant's Exhibit No. 17. A letter from Joe Sinclair, Fire Chief of the Showell Volunteer Fire Department, supporting the requested rezoning was introduced as Applicant's Exhibit No. 18.

Mr. Cropper questioned Mr. McCabe as to whether there has been a change in the population of the area. Mr. McCabe stated that he concurred with the Planning Commission's finding that there has been very little change. As it pertained to the availability of public facilities, Mr. McCabe again concurred with the Planning Commission that the developers of the petitioned area would have to obtain a Water and Sewerage Plan amendment to connect to the Ocean Pines water and wastewater facilities and that other public facilities are adequate. He maintained that the proposed rezoning is compatible with existing development, noting the extensive residential development within the area, and with environmental conditions. Mr. McCabe asserted that the requested R-1 Rural Residential District zoning classification is consistent with the Comprehensive Plan and that it would be inconsistent with the Comprehensive Plan to retain the existing E-1 Estate District zoning classification. Mr. Cropper then closed his presentation.

The County Commissioners' findings regarding the definition of the neighborhood: The County Commissioners find that because Mr. Cropper was basing his argument for rezoning solely upon a claim of mistake in existing zoning, a definition of the neighborhood was not applicable.

The County Commissioners' findings regarding population change in the area: The Planning Commission concluded that there has been very little, if any, change to the population of the neighborhood since the comprehensive rezoning of 2009. The County Commissioners find that this is an accurate assessment.

The County Commissioners' findings regarding availability of public facilities: Based upon the Planning Commission's findings, the County Commissioners find that as it pertains to wastewater disposal and the provision of potable water, Robert J. Mitchell, Director of the Department of Environmental Programs, indicated in his response memo attached to the Planning Commission's findings of fact and recommendation that the petitioned area has a designation of Sewer Service Category S-6 (*no planned service*). The property did carry a designation of S-3 (*six to ten year time frame*) in the original deliberations concerning the Greater Ocean Pines Sanitary Planning Area but it was removed according to the findings of the Planning Commission that the proposed

amendment would be consistent with the Comprehensive Plan if the proposed S-3 areas were deleted from the amendment. This was done according to Worcester County Commissioners' Resolution 05-09, dated April 5, 2005, and approved by the Maryland Department of the Environment on June 29, 2005. He noted that this was done prior to the adoption of the 2006 Comprehensive Plan. Mr. Mitchell stated that his department's well and septic records for the property file indicate a prior capacity of 4,2000 gallons per day from three separate systems for onsite sewage for the former golf course, which has been closed for some time. Mr. Mitchell also stated that the properties are shown in the Source Water Assessment Report for Ocean Pines as falling within the Zone #2 area for Well #4 of the Ocean Pines Sanitary Area Water Supply. One of the planning measures is to have the wellhead protection area properties sewered. This is especially important as the Ocean Pines water supply in this area is sourced from an unconfined aquifer. This property also falls within the St. Martins River/Ocean Pines Water Management Strategy Area. As a property located entirely within this area, it would be in the public interest to convert users of the unconfined water table to the public water system. This would help mitigate stress on the unconfined Pleistocene (Columbia) aquifer serving the area and supplying the public water supply wells in north Ocean Pines. Mr. Mitchell further stated that prior to being able to apply for public sanitary capacity, the owner would need to amend the Master Water and Sewerage Plan to include the subject property in the sewer and water planning areas for the Ocean Pines Sanitary Area. He asserted that there is an inconsistent land use, agriculture, which is incompatible with the provision of public services. In the processing of amendments for the Ocean Downs Racetrack and the Crabs-to-Go commercial properties, his office encountered difficulties in proposing the provision of public services to properties designated agriculture in the Comprehensive Plan. They were only overcome with the retirement of a large amount of septic capacity in the Critical Area and provision of infrastructure to facilitate connections of even more septic capacity from that proposed sanitary area addition that had a singular and peculiar use in our jurisdiction. The other was an existing set of small commercial properties carrying the distinction of being the only properties not carrying over between the prior and existing Comprehensive Plans for the US Route 50 corridor between Berlin and Ocean City. Mr. Mitchell stated that any future amendments including this subject property will force state agencies to recall the unique nature of these two prior amendment applications in their comments. The land use designation in the current Comprehensive Plan has to be addressed in any future amendment to the Master Water and Sewerage Plan through either an amendment to the Comprehensive Plan itself or some other means. That should be considered by the applicants should they be successful in this endeavor. He maintained that to garner state approval of an amendment to bring public sewer to this property to serve compact residential uses, the agricultural land use designation in the Comprehensive Plan will need to be amended. Mr. Mitchell stated that ultimate development capacity for the property would be dependent on securing a rezoning and forging an acceptable nutrient offset for the connection to the Ocean Pines Sanitary Area. The owner could facilitate connection of properties in the *approved* Greater Ocean Pines Amendment for a nutrient offset. He continued that this could be a combination of factors - retiring existing septic capacity (do have on the subject property), facilitating construction of sewer mains past properties in the approved sanitary area or facilitating connection of properties in the approved sanitary area. These steps are a negotiated process but need to be taken to provide a nutrient offset to allow additional connections not anticipated in the Greater Ocean Pines Amendment to be realized. He stated that it was done this way for the Ocean Downs and Crabs-to-Go

amendment approvals. Mr. McCabe testified on behalf of the applicants that they recognize that they can only develop the petitioned area if the property receives public sewer and water utilities from Ocean Pines and that any issues regarding such connections must be resolved. Based upon the Planning Commission's findings, the County Commissioners determined that fire and ambulance service will be available from the Showell Volunteer Fire Department, located approximately five minutes away. Joe Sinclair, Fire Chief, responded by letter dated May 4, 2016 and entered into the record as Applicant's Exhibit No. 18 that the SVFD encourages any growth in its response area and felt strongly that it had adequate coverage for any development. Police protection will be available from the Maryland State Police Barracks in Berlin, approximately fifteen minutes away, and the Worcester County Sheriff's Department in Snow Hill, approximately thirty minutes away. As noted in the Planning Commission's findings, no comments were received from the Maryland State Police Barracks or the Worcester County Sheriff's Office. The petitioned area is within the area served by the following schools: Showell Elementary School, Berlin Intermediate School, Stephen Decatur Middle School, and Stephen Decatur High School. Joe Price, Facilities Planner for the Worcester County Board of Education (WCBOE), by memo included in the staff report attached to the Planning Commission's findings stated that this rezoning may involve an impact (increased enrollment) to the four north county schools. In consideration of their review, the County Commissioners find that there will be no negative impacts to public facilities and services resulting from the proposed rezoning provided that the property owner obtains adequate public water and sewer service from the water and wastewater facilities at Ocean Pines for any proposed use on the petitioned area.

The County Commissioners' findings regarding present and future transportation patterns: Based upon the Planning Commission's findings of fact and recommendation, the County Commissioners find that the petitioned area fronts on Beauchamp Road which is County-owned and -maintained. This roadway terminates in a dead end and provides access to MD Route 589. The Comprehensive Plan identifies Beauchamp Road as a two lane County Road/Minor Collector Highway. It states that this collector provides primary access to uses along its west side and secondary access to the Ocean Pines truck route and that options for correcting drainage problems in the vicinity should be determined and corrective action taken. MD Route 589 is classified in the Comprehensive Plan as a Two Lane Secondary Highway/Major Collector Highway. Relative to this roadway, the Comprehensive Plan states that development in the corridor should be limited until capacity increases, scenic and transportation corridor planning conducted, the roadway should be dualized after the US Route 113 project is completed, and US Route 113 traffic should continue to be deflected to MD Route 90 rather than MD Route 589. As indicated in the Planning Commission's findings, Frank J. Adkins, Worcester County Roads Superintendent, responded that he had no comments relative to this rezoning application. Additionally, these findings indicate that Donnie L. Drewer, District Engineer, for State Highway Administration District 1, stated in his response memo attached to the Planning Commission's findings that rezoning is a land use issue, which is not under the jurisdiction of the State Highway Administration, that if development of the property is proposed in the future SHA may require a Traffic Impact Study to determine potential impacts to the surrounding State roadway network, that future development may also require an access permit to be issued from SHA, and that with the exception of these comments, SHA has no objection to a rezoning determination by Worcester County. The County Commissioners

find that Mrs. Tustin testified that her traffic analysis of the potential traffic arising from development of the site in accordance with the R-1 Rural Residential District classification indicated that such traffic can definitely be accommodated on Beauchamp Road and at the intersection with MD Route 589 as currently existing. She said that the anticipated development will not necessitate any need for improvements to either road or to the intersection and that very insignificant additional traffic would result from a residential development under the requested zoning classification as compared to the existing zoning classification, approximately 11 more trips per day. Based upon their review, the County Commissioners find that there will be no negative impact to the transportation patterns arising from the proposed rezoning of the petitioned area.

The County Commissioners' findings regarding compatibility with existing and proposed development and existing environmental conditions in the area, including having no adverse impact to waters included on the State's impaired waters list or having an established total maximum daily load requirement: Based upon the Planning Commission's findings and the testimony of the applicant's representative, the County Commissioners find that the petitioned area is the site of an abandoned golf course and conclude that the vicinity surrounding the petitioned area is primarily residential in character. The St. John Neumann Catholic Church, the Most Blessed Sacrament School, and the Showell Elementary School are to the southwest and west of the petitioned area while those properties to the north, across Windmill Creek, are agricultural in nature. The properties to the east along the northerly side of Beauchamp Road are residential, including the River Run and St. Martins by the Bay planned unit developments, the Douglyne Farms subdivision, and the White Horse Park campground. The area on the southerly side of Beauchamp Road is within the Ocean Pines subdivision and is developed with single-family houses at a moderate density. The County Commissioners note that Mr. McCabe testified before the Planning Commission that any proposed residential project on the petitioned area will have to comply with stormwater management, sediment/erosion control, and Forest Conservation regulations, thus contributing to a reduction in the TMDL levels. Additionally, any potential development will have to connect to public sewer and water service and the existing on-site septic disposal systems removed, also leading to reduced TMDLs. Based upon their review, the County Commissioners find that the proposed rezoning of the petitioned area from E-1 Estate District to R-1 Rural Residential District is compatible with existing and proposed development and existing environmental conditions in the area.

The County Commissioners' findings regarding compatibility with the County's Comprehensive Plan: Based upon the Planning Commission's findings and the testimony of the applicant's representatives, the County Commissioners find that according to the 2006 Comprehensive Plan and associated land use map, Parcel 259 of the petitioned area lies within the Agricultural Land Use Category while Parcel 127 of the petitioned area is within the Existing Developed Area Land Use Category. With regard to the Agricultural Land Use Category, the Comprehensive Plan states that the importance of agriculture to the county cannot be overstated, its significance is economic, cultural, environmental, and aesthetic, that agriculture is simply the bedrock of the county's way of life, and that the county must do all it can do to preserve farming as a viable industry. The Comprehensive Plan also states that this category is reserved for farming, forestry and related industries with minimal residential and other incompatible uses permitted and that large contiguous

areas of productive farms and forest shall be maintained for agricultural uses and residential and other conflicting land uses, although permitted, are discouraged. The County Commissioners find that with regard to the Existing Developed Area category, the Comprehensive Plan states this category identifies existing residential and other concentrations of development in unincorporated areas and provides for their current development character to be maintained, that recognizing existing development and neighborhood character is the purpose of this designation, and that appropriate zoning providing for densities and uses consistent with this character should be instituted. The Comprehensive Plan also states that surrounding areas have been mapped with one of the other land use designations as appropriate and should not be considered for rezonings by virtue of their proximity to an EDA, that the EDAs are anticipated to remain as mapped at least until the next plan review period, and that this will provide for orderly infill development within EDAs and new community-scale growth in the growth areas. The Plan also states that, not designated as growth areas, these areas should be limited to infill development and that density, height, bulk and site design standards should also be consistent with the EDA's existing character. Furthermore, the County Commissioners find that the Planning Commission noted that certain pertinent objectives were also cited in the Land Use chapter of the Comprehensive Plan and state that the character of the County's existing population centers should be maintained, that new development should be located in or near existing population centers and within planned growth centers, and that existing population centers should be infilled without overwhelming their existing character. As did the Planning Commission and as testified to by the applicant's witness, the County Commissioners find that the Comprehensive Plan calls for the elimination of both the Estate Land Use Category and the E-1 Estate District zoning classification. Additionally, the County Commissioners concur with the Planning Commission's conclusion that the petitioned area should not have been divided between two different land use categories by the Comprehensive Plan, particularly since the two parcels were used jointly for many years as a golf course. The County Commissioners also agree with the Planning Commission's determination that Windmill Creek would have been the more appropriate boundary between the Agricultural and Existing Developed Area Land Use Categories. Based upon their review the County Commissioners find that the proposed rezoning of the petitioned area from E-1 Estate District to R-1 Rural Residential District is compatible with the Comprehensive Plan and in keeping with its goals and objectives.

The County Commissioners' findings regarding the recommendation of the Planning Commission: The County Commissioners find that the Planning Commission gave a favorable recommendation to the rezoning of the petitioned area from E-1 Estate District to R-1 Rural Residential District. Having made the above findings of fact, the County Commissioners concur with the recommendation of the Planning Commission and adopt its findings.

Decision of the County Commissioners: As a result of the testimony and evidence presented before the County Commissioners and the findings as set forth above, the County Commissioners find that there is a mistake in the existing zoning of the petitioned area. As detailed in the Planning Commission's findings and the testimony of the applicant's representatives, the County Commissioners find that the existing Comprehensive Plan calls for the deletion of its Estate Land Use Category and the associated E-1 Estate District zoning classification. The Comprehensive Plan states that,

designed as a transition zone between urban/suburban development and the rural landscape, this category has consumed excessive amounts of land per housing unit, taking 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. The Comprehensive Plan furthermore states that large lot zoning is incompatible with the Plan's approach to new growth. The County Commissioners find that relative to land consumption, the Comprehensive Plan states that extensive large lot development leads to sprawl and its negative impacts and the previous Comprehensive Plan's Estate category created an oversupply of such residential lands. The County Commissioners note that the both the testimony of the applicant's representatives and the Planning Commission's findings indicate that during the redrafting of the Zoning and Subdivision Control Article and the zoning maps in 2008 and 2009, the staff and Planning Commission had recommended the elimination of the E-1 Estate District or, at a minimum, its severe restriction due to its deleterious effects. The County Commissioners note that according to the Planning Commission's findings, the staff and Planning Commission had initially recommended during the comprehensive rezoning that the petitioned area be given a residential zoning classification like the nearby properties along Beauchamp Road. However, because of misinformation and misunderstanding of the reasoning for the elimination of the E-1 Estate District and the resulting public concerns about potential conversion of properties to subdivisions in some other areas, the County Commissioners chose not to abandon the E-1 Estate District zoning and in fact retained it on most properties. The County Commissioners find that the petitioned area, comprised of two parcels, is within the Agricultural Land Use Category (Parcel 259) and the Existing Developed Area Land Use Category (Parcel 127). The County Commissioners find that with regard to the Existing Developed Area category, the Comprehensive Plan states this category identifies existing residential and other concentrations of development in unincorporated areas and provides for their current development character to be maintained and that appropriate zoning providing for densities and uses consistent with this character should be instituted. The Comprehensive Plan also states that, not designated as growth areas, these areas should be limited to infill development and that density, height, bulk and site design standards should also be consistent with the EDA's existing character. The County Commissioners concur with the Planning Commission's conclusion 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. Furthermore, the Planning Commission found that the Existing Developed Area Land Use Category is the more appropriate of the two, given that the remainder of the properties along Beauchamp Road are within that category, and that Windmill Creek represents a natural physical boundary between the petitioned area and should have served as the boundary for the Estate Land Use Category instead of Parcel 259 being included in that category. The County Commissioners concur with these conclusions. The County Commissioners find that the petitioned area should not be within the Estate Land Use Category nor should it be zoned E-1 Estate District. The County Commissioners conclude that the requested R-1 Rural Residential District is consistent with the existing development character along Beauchamp Road and is therefore a more appropriate zoning classification for the petitioned area. Based upon their review and in consideration of their findings, the County Commissioners conclude that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan and hereby approve

Rezoning Case No. 403 and thus rezone the petitioned area, shown on Tax Map 15 as Parcel Nos. 127 and 259, from E-1 Estate District to R-1 Rural Residential District.

Adopted as of July 19, 2016. Reduced to writing and signed August 4, 2016.

ATTEST:

WORCESTER COUNTY COMMISSIONERS

Harold L. Higgins
Chief Administrative Officer

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

ZONING RECLASSIFICATION RESOLUTION NO. 16-05

A RESOLUTION OF THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, PURSUANT TO SECTION ZS 1-113 OF THE ZONING AND SUBDIVISION CONTROL ARTICLE OF THE CODE OF PUBLIC LOCAL LAWS OF WORCESTER COUNTY, MARYLAND, CHANGING THE ZONING CLASSIFICATION OF CERTAIN PARCELS OF LAND SHOWN ON TAX MAP 15 AS PARCELS 127 AND 259 FROM E-1 ESTATE DISTRICT TO R-1 RURAL RESIDENTIAL DISTRICT.

WHEREAS, pursuant to Section ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, Nichols-Neff Properties, LLC, applicant, and Mark S. Cropper, applicant's attorney, filed a petition for the rezoning of approximately 95.08 acres of land shown on Tax Map 15 as Parcels 127 and 259, located on the northwesterly side of Beauchamp Road to the northeast of the junction with MD Route 589, requesting a change in zoning classification thereof from E-1 Estate District to R-1 Rural Residential District; and

WHEREAS, the Worcester County Planning Commission gave the said petition a favorable recommendation during its review on May 5, 2016; and

WHEREAS, subsequent to a public hearing held on July 19, 2016, following due notice and all procedures as required by Sections ZS 1-113 and 1-114 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, the County Commissioners made findings of fact and found that there is a mistake in the existing zoning of the petitioned area and also made findings of fact relative to the other criteria as required by law;

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland, that the land petitioned by Nichols-Neff Properties, LLC, applicant, and Mark S. Cropper, applicant's attorney, and shown on Tax Map 15 as Parcels 127 and 259 is hereby reclassified from E-1 Estate District to R-1 Rural Residential District.

BE IT FURTHER RESOLVED that the effective date of this Resolution shall be nunc pro tunc, July 19, 2016.

EXECUTED this _____ day of _____, 2016.

ATTEST:

Harold L. Higgins
Chief Administrative Officer

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

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

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. Wimbrow 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 Commission'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 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.

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



18

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

August 3, 2016

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

Attached, please find copies of the Board Summary sheets for all County Boards or Commissions (6) which have members who have resigned or whose terms have expired or are about to expire and either need to be reappointed or replaced (8 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 Council - Ocean Pines (1), and Commission for Women (1). I have circled the members whose terms have expired on each of these boards.

The above referenced Boards and Commissions have been functioning with vacancies since December 31, 2015, or earlier, and would 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. 16 - 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"

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. 15 - 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. 15 - Water and Sewer Advisory Council - Ocean Pines (Gail Blazer)

District 7 - Mitrecic 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 - 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>	Non-profit Soc. Service Rep.	*15-17 ← 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

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

----- 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

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.

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**

---

**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

---

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 Yenny (06-13)         |
| Faye Thomes                   | 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)       |                            |

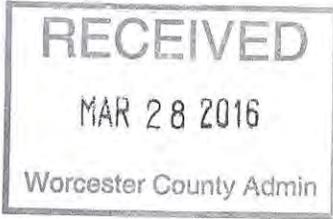
\* = Appointed to fill an unexpired term

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



DEPARTMENT OF HUMAN RESOURCES

Worcester County Department of Social Services



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

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

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

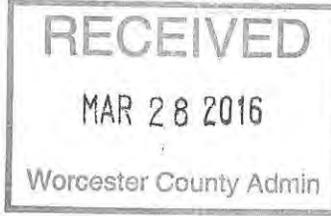
E-Mail:
wordss.wordss@maryland.gov
Website: www.dhr.state.md.us





DEPARTMENT OF HUMAN RESOURCES

Worcester County Department of Social Services



March 22, 2016

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

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

Compensation: None

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

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

Contact: 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

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**From:** Lora Henry-Gordy <henrygordy1954@yahoo.com>  
**Sent:** Monday, April 11, 2016 12:12 PM  
**To:** 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

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  
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

July 27, 2016

TO: County Commissioners  
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *kl*  
SUBJECT: Audio Visual System for Commissioners' Meeting Room

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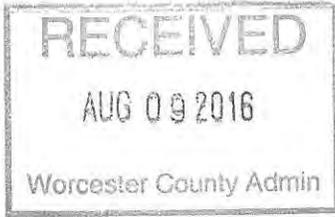
During your closed session meeting on July 5, 2016, you asked me to review my file from 2015 when you last considered installing an audio visual (A/V) system in the County Commissioners' Meeting Room in order to provide video access of your meetings on the County website. You will recall that we initially investigated the A/V system in the Ocean City Council Chambers and determined that to replicate their system would cost in the neighborhood of \$200,000, which was cost-prohibitive. I then had a lengthy and informative conversation with Tom Taylor of PAC 14 in Salisbury (who tapes and produces the Wicomico County Council meetings) which lead to a search of available professional video equipment from B&H Photo, Video and Pro Audio that could potentially be purchased for our use. However, such a system would require manpower at each meeting to operate the camera(s). So I reached out to Information Technology (IT) Manager Brian Jones who solicited a proposal from Cisco for a fully automated system. Brian originally received a quote for similarly configured systems from Forsythe (\$61,229) and ePlus (\$69,450). Brian was working on a third quote direct from Cisco before the Commissioners decided not to pursue this project in May 2015. Given your request on July 5, Brian has reached out to ePlus and received a substantially lower quote based upon release of their new Codec System which no longer requires external media storage. The new proposal from ePlus totals \$22,009, assuming installation by County staff (IT and Public Works - Maintenance), with annual maintenance of roughly \$4,000 on the Codec, cameras, Spark storage and a WebEx account.

One of the missing pieces in our investigation back in 2015 was that neither Forsythe nor ePlus could provide us with any references where such an A/V system had been installed for similar purposes (recording a meeting with multiple participants). However, we understood that Cisco was willing to install the system on a 30- to 60-day trial basis which we were planning to recommend if you were interested in pursuing their proposed solution.

So at this point, if the Commissioners wish to reconsider a fully-automated A/V system, we could ask ePlus to install and demonstrate their equipment before purchasing. Another option would be to assign manpower to film each meeting in which case I would need to look into the cost of purchasing the camera(s) and equipment (tripods, audio cables, software to convert to a format to rebroadcast on our website) and assigning the manpower to film the meetings and prepare the footage for download on the web.

I look forward to the Commissioners discussion and direction with regard to this matter.

*Citizens and Government Working Together*



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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

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer  
FROM: Edward A. Tudor, Director *EAT*  
DATE: August 8, 2016  
RE: Text Amendment Application - Body Piercing

Earlier this summer Maureen Howarth, County Attorney, was contacted concerning a potential text amendment to the Public Health Article to address modification to the Skin Penetrating Body Adornment Regulations , a. k. a., body piercing. In discussing the matter with her I volunteered to process any potential application since my office handles those for the Zoning and Subdivision Control Article. The particular provisions pertaining to body piercing are administered by the Health Department but there were not equipped to nor familiar with processing this text amendment application. Additionally, since there are a State agency it did not seem appropriate for them to do so.

Subsequent to this discussion my office received a text amendment application submitted by Brian Peter Cosby on behalf of his client, Dan Torino, trading as Dimensions. Mr. Cosby's proposed amendment seeks to add two new subsections to Section § PH 1-107(c) which would prohibit any body piercer or employee of a body piercing studio from soliciting business off the premises of any body piercing establishment and also to prohibit the payment of referral fees to any individual or establishment for the referral of potential clients. In addition, it proposes to modify the requirements for certain documentation before the piercing of a minor. Specifically, it would delete the requirement for notarization of the written parental authority and proof of parental status.

Since the particular sections of the Public Health Article are administered by the Health Department I forwarded a copy of the entire text amendment application package and the draft bill in strike and replace format to Deborah Goeller, R. N., Health Officer, for her comments. A copy of her response to the proposal is attached herewith. You will note in her response that there are concerns with the proposed changes with regard to eliminating the requirement for notarized proof of parentage and providing evidence of the proof itself. Ms. Goeller also points out that the

proposed two new subsections deal more with business practices and not those activities regulated by the Health Department to protect the public health.

I have attached herewith the entire text amendment application package as well as copies of the draft amendment in bill form in both strike and replace and "clean" language. For your convenience, electronic copies have also been transmitted to your office should one of the County Commissioners wish to introduce one of the versions of the amendment at the upcoming legislative session.

As always, if you have any questions or need any additional information please let me know. I will be available to discuss the matter with you and the County Commissioners at your convenience.

#### Attachments

cc: Maureen Howarth, County Attorney  
Debbie Goeller, R. N., Health Officer



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

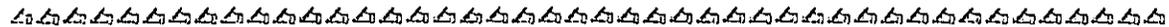
[www.co.worcester.md.us/drp/drpindex.htm](http://www.co.worcester.md.us/drp/drpindex.htm)

## MEMORANDUM

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICE DIVISION

TO: Deborah Goeller, R. N., MSN Health Officer  
FROM: Edward A. Tudor, Director of Development Review and Permitting *EAT*  
DATE: July 12, 2016  
RE: Text Amendment Application - Body Piercing



I am in receipt of a text amendment application submitted by Mr. Brian Peter Cosby on behalf of his client, Mr. Dan Troriano trading as Dimensions, seeking to amend the provisions of the Public Health Article relative to skin penetrating body adornment, a. k. a., body piercing. Specifically, Mr. Cosby is proposing the addition of two new subsections to § PH 1-107(c) to prohibit the off premises solicitation of clients and the payment of referral fees for body piercing procedures and modifications to § PH 1-107(g)(2) to eliminate proof of parental status and the requirement that proof of parentage be done under oath.

Prior to submitting these proposed amendments to the Public Health Article to the County Commissioners for their consideration I think it prudent to forward them to you for your review and comment. I will then include your comments with my memorandum to the County Commissioners. To facilitate your review and comment I am including a copy of the entire text amendment package submitted by Mr. Cosby as well as a copy of the proposed amendments in Bill form. In the draft bill language to be added is shown in SMALL CAPS and language to be eliminated is **struck**.

Since text amendments such as this are legislative actions they may only be introduced at a legislative session of the County Commissioners, which typically is only held during the second meeting of the month. Since the deadline for the next legislative session on July 19, 2016 is tomorrow, I do not anticipate presenting the proposed amendments to the County Commissioners until the legislative session to be held on August 16, 2016. In order to provide sufficient time for preparation of my memorandum I would appreciate any comments you may have by Friday, August 5, 2016.

If you have any questions or if I can be of help in any way, please do not hesitate to ask.

CC: Maureen Howarth, County Attorney

Phyllis Wimbrow, Deputy Director

RESPONSE TO PROPOSED TEXT AMENDMENT  
TO §PH1-107 SKIN PENETRATING BODY ADORNMENT

Although we were asked to comment on the two new subsections (9) and (10), to be inserted in PH 1-107(c), these two subsections deal with advertising, off-premise solicitation and referral fees. It is our interpretation that these subsections deal with business practices not related to public health or the activities regulated by the Health Department in permitted body piercing establishments by licensed piercers; thus, these sections should not be included in the Public Health section of the Worcester County Code. The Health Department does not enforce any aspect of the advertising or compensation received for this activity. While it would appear that this language is more suited to a zoning ordinance, it should be noted that we have previously been advised that the County's zoning laws are not applicable in Ocean City, where all the permitted establishments are now located.

In response to the proposed changes to § PH 1-107(g)(2) regarding eliminating the requirement for a notarized proof of parentage and providing evidence of the proof itself, i.e. birth certificate, legal guardianship papers, our office does have some concern for increasing the number of minors being pierced without bona-fide parental permission. As you will note, the existing ordinance was passed in 2001, with one of the legislative findings noting that persons under 18 "should not be permitted to submit to any skin penetrating body adornment procedure without parental permission;..." It was determined that in order for a parent to authorize a procedure on a minor, proof of the parental status must be submitted to the establishment (and photocopied) as well as the form signed "under oath" before a notary certifying that parental relationship as well as a signed consent form authorizing the specific procedure on the minor.

Substituting an affidavit subject to the penalty of perjury could potentially be as legally binding as being signed in front of the notary; however, it then solely becomes the licensed piercer's responsibility to verify that the person signing the form is an authorized "parent." Additionally, by eliminating the requirement for "proof of parental status," i.e. birth certificate or legal guardianship papers, there would be no way to verify that the person authorizing the piercing, in fact, has parental status. Due to the number of minors that were pierced under the signature of a "guardian" prior to the 2001 adoption of the current section of the Code and the subsequent parental complaints that followed, our office would urge caution in relaxing this section. While it is understandable that many visitors (parents) do not bring birth certificates with them on vacation and that may have contributed to this request, it is our obligation that only bona-fide parents authorize a procedure on a minor that has the potential for pain, bleeding, swelling, infection at the site of the procedure, transmission of blood-borne infections, scarring and nerve damage.

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

BILL 16-

---

BY:

INTRODUCED:

---

A BILL ENTITLED

AN ACT Concerning

**DRAFT**

Public Health - Skin-Penetrating Body Adornment

For the purpose of amending the Public Health Article to prohibit the off premises solicitation of patrons and the payment of referral fees for business solicitation for a body piercing establishment and to modify certain provisions with respect to parental consent for body piercing of minors.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § PH 1-107(c) of the Public Health Article of the Code of Public Local Laws of Worcester County, Maryland be amended by the addition of two new subparagraphs to read as follows:

- (9) No body piercer, employee or body piercing establishment may advertise or solicit for the business of any patron off of the premises of any body piercing establishment.
- (10) No body piercer, employee or body piercing establishment may pay any referral fee or compensation of any kind or description to any person or entity of any kind or description in exchange for the referral of any patron for any skin penetrating body adornment procedure.

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § PH 1-107(g)(2) of the Public Health Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

- (2) In addition to the requirements set forth above, prior to performing any skin penetrating body adornment procedure on a patron under the age of eighteen years, the body piercer shall obtain written permission from a parent of the patron to perform the procedure. In addition, written proof of the parent's status as a parent to the patron shall be obtained by affidavit subject to the penalty of perjury on a form approved by the Health Department, including a photo identification of the parent, a copy of which shall be maintained at the premises and shall be subject to inspection by the Health Department. The parent granting permission must be physically present in the room with the minor patron during the entire

procedure and in the room with a minor patron in the recovery period of fifteen minutes after the procedure. Any person misrepresenting himself as a parent of a patron under the age of eighteen for such purpose shall be in violation hereof.

Section 3. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect forty-five (45) days from the date of its passage.

**DRAFT**

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

ATTEST:

WORCESTER COUNTY COMMISSIONERS

\_\_\_\_\_  
Harold L. Higgins  
Chief Administrative Officer

\_\_\_\_\_  
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

## **Strike and REPLACE Version**

### Public Health - Skin-Penetrating Body Adornment

For the purpose of amending the Public Health Article to prohibit the off premises solicitation of patrons and the payment of referral fees for business solicitation for a body piercing establishment and to modify certain provisions with respect to parental consent for body piercing of minors.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § PH 1-107(c) of the Public Health Article of the Code of Public Local Laws of Worcester County, Maryland be amended by the addition of two new subparagraphs to read as follows:

- (9) NO BODY PIERCER, EMPLOYEE OR BODY PIERCING ESTABLISHMENT MAY ADVERTISE OR SOLICIT FOR THE BUSINESS OF ANY PATRON OFF OF THE PREMISES OF ANY BODY PIERCING ESTABLISHMENT.
- (10) NO BODY PIERCER, EMPLOYEE OR BODY PIERCING ESTABLISHMENT MAY PAY ANY REFERRAL FEE OR COMPENSATION OF ANY KIND OR DESCRIPTION TO ANY PERSON OR ENTITY OF ANY KIND OR DESCRIPTION IN EXCHANGE FOR THE REFERRAL OF ANY PATRON FOR ANY SKIN PENETRATING BODY ADORNMENT PROCEDURE.

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § PH 1-107(g)(2) of the Public Health Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

- (2) In addition to the requirements set forth above, prior to performing any skin penetrating body adornment procedure on a patron under the age of eighteen years, the body piercer shall obtain written permission from a parent of the patron to perform the procedure. In addition, written proof of the parent's status as a parent to the patron shall be obtained ~~under oath~~ BY AFFIDAVIT SUBJECT TO THE PENALTY OF PERJURY on a form approved by the Health Department, including a photo identification of the parent ~~and proof of parental status~~, a copy of which shall be maintained at the premises and shall be subject to inspection by the Health Department. The parent granting permission must be physically present in the room with the minor patron during the entire procedure and in the room with a minor patron in the recovery period of fifteen minutes after the procedure. Any person misrepresenting himself as a parent of a patron under the age of eighteen for such purpose shall be in violation hereof.

Current Code

**§ PH 1-106. Litter. [Added 6-15-1993 by Bill No. 93-8]**

(a) Definitions. As used in this section, unless the context clearly requires otherwise, the following words or phrases shall have the following meanings:

LITTER — All rubbish, waste matter, refuse, garbage, trash, debris, dead animals or other discarded materials of every kind and description.

PUBLIC OR PRIVATE PROPERTY — Includes the right-of-way of any road or highway, any body of water or watercourse or the shores or beaches thereof, any park, parking facility, playground, public service company property or transmission line right-of-way, building, refuge or conservation or recreation area, any residential or farm properties, timberlands or forests.

(b) Littering prohibited. It shall be unlawful for any person or persons to dump, deposit, throw or leave or to cause or permit through neglect or by intent the dumping, depositing, throwing or leaving of litter on any public or private property in Worcester County or in any waters of Worcester County, unless:

(1) Such property is designated by the county or by any other governmental agencies for the disposal of such litter and such person is authorized by the proper public authority to use such property;

(2) Such litter is placed into a designated litter receptacle or container installed on such property; or

(3) Such litter is placed in a container or bag in a specified location for the purpose of subsequent pickup by a licensed solid waste hauler.

(c) Presumption of responsibility for violation. Whenever litter is thrown, deposited, dropped or dumped from any motor vehicle, boat, airplane or other conveyance in violation of Subsection (b) of this section, and if the vehicle, boat, airplane or other conveyance has two or more occupants and it cannot be determined which occupant is the violator, the owner of the vehicle, boat, airplane or other conveyance, if present, shall be presumed to be responsible for the violation; in the absence of the owner of the vehicle, boat, airplane or other conveyance, the operator shall be presumed to be responsible for the violation. Furthermore, any single accumulation or deposit of litter which shall have two or more items bearing a person's name or other indication of identification shall be considered prima facie evidence that said person deposited said litter and shall be presumed to be responsible for the violation.

(d) Penalties. Any person violating the provisions of Subsection (b) of this section is guilty of a civil infraction.

**§ PH 1-107. Skin penetrating body adornment. [Added 2-20-2001 by Bill No. 01-2]**

(a) Legislative findings. The County Commissioners of Worcester County have determined that:

(1) The adornment of the human body by the use of needles or other instruments or implements designed to puncture, scrape, burn, penetrate or otherwise disrupt the

skin or mucus membrane of a human being by improperly trained or unsupervised individuals or in unsanitary facilities is potentially dangerous to the health and general welfare of the population and community and should be strictly regulated;

- (2) The branding, scarification or cutting of the skin for reasons other than bonafide medical reasons performed by duly qualified medical personnel, the long-term impacts of which are not entirely known, is potentially dangerous to the health and general welfare of the population and community and should be prohibited;
- (3) The communication of disease by such processes constitutes a threat to public health, safety and general welfare;
- (4) In order to protect the public health, safety and welfare, it is necessary to regulate body piercing establishments and persons engaged in skin penetrating body adornment procedures;
- (5) Persons under the age of eighteen years should not be permitted to submit to any skin penetrating body adornment procedure without parental permission; and
- (6) As the governing body and Board of Health of Worcester County, Maryland, they should enact these laws, regulations and requirements.

(b) Definitions. For the purposes of this section, the following definitions shall apply:

**BODY PIERCER** — Anyone who performs any skin penetrating body adornment procedure whether for compensation or free of charge.

**BODY PIERCER LICENSE** — A license issued by the County Commissioners of Worcester County, Maryland pursuant hereto.

**BODY PIERCING ESTABLISHMENT** — A premises where skin penetrating body adornment procedures are conducted.

**BRANDING** — The causing of a skin eruption in the form of a scar by the use of a heated instrument or implement or caustic agents or any other method intending to result in a scar.

**CERTIFICATE OF INSPECTION** — The periodic written approval of the Worcester County Health Department, Department of Health and Mental Hygiene of the State of Maryland or their designated representatives that the body piercing establishment has been inspected and meets all of the requirements of this section as well as any other regulatory requirements relating to physical facilities, equipment and layout for the operation of a body piercing establishment.

**CUTTING** — The parting or slicing of the skin with a sharp instrument or by any other method intending to result in a scar.

**EMPLOYEE** — Any person other than a body piercer who renders any service in connection with the operation of a body piercing establishment and receives compensation from the operator of the establishment or its patrons.

**HEALTH DEPARTMENT** — The Worcester County Health Department.

PARENT — A natural or adoptive parent or other adult having legal custody of a minor.

PATRON — Any person who submits to a skin penetrating body adornment procedure.

PERMIT — A permit for the operation of a body piercing establishment issued by the County Commissioners of Worcester County, Maryland pursuant hereto.

SCARIFICATION — The cutting of the skin in such a way with the intent that a scar will remain after the cut has healed.

SKIN PENETRATING BODY ADORNMENT PROCEDURE — Any process that involves piercing or entering the skin or the mucus membrane of an individual for the purpose of inserting jewelry, studs, bars, hooks, rings, or any other form of body decoration or insertion of a foreign object. This definition shall not include puncturing the skin for medical purposes by duly authorized medical personnel and does not include the piercing of an ear lobe using a properly disinfected ear piercing gun and single use sterile studs and clutches.

(c) Prohibitions.

- (1) No person shall engage in any procedure on a human being which constitutes branding, cutting or scarification.
- (2) No person shall engage in any skin penetrating body adornment procedure on any person having a disease communicated by contact with blood.
- (3) No person under the influence of drugs or alcohol shall submit to any skin penetrating body adornment procedure nor shall any person perform any skin penetrating body adornment procedure on any such impaired person.
- (4) No person under the age of eighteen years shall submit to any skin penetrating body adornment procedure nor shall any person perform any skin penetrating body adornment procedure on such person without written parental consent as set forth in this section.
- (5) No skin penetrating body adornment procedure shall be undertaken by any person unless it is in strict compliance with this section as well as all other applicable state, city and federal laws, regulations or orders.
- (6) No person shall be engaged as a body piercer unless such person has a valid license issued by the County Commissioners of Worcester County, Maryland pursuant to the provisions of this section.
- (7) No person shall operate any body piercing establishment unless approved as evidenced by a current certificate of inspection.
- (8) No skin penetrating body adornment procedure shall be undertaken except in a body piercing establishment with a valid permit and certificate of inspection.

(d) Requirements - body piercing establishment permit.

Add new subparagraphs here

- (1) Any person desiring to operate a body piercing establishment shall file a written application with the Health Department on a form prescribed by such Department. The applicant shall file the application in person and tender with it the required permit fee as from time to time established by the County Commissioners. While additional information may be required to be furnished by the applicant as determined by the Health Department, at a minimum, the application shall include the following information:
  - A. The correct legal name of the business and proof of its status as a business entity.
  - B. The style, name and designation under which the business is to be operated.
  - C. The business address and all telephone numbers of the business.
  - D. The following personal information regarding the applicant who will hold the license for the business, if an individual, or if the applicant is a corporation, of each stockholder holding more than ten percent of the ownership or stock, as well as each officer and each director, or if the applicant is a partnership, the same information on all partners, including limited partners. If the business is to be managed by someone other than an owner, such information shall also be provided with respect to the manager.
    1. The name, complete business address, all telephone numbers of the business and residence address and all telephone numbers of the applicant.
    2. Two immediately previous addresses.
    3. Written proof of age.
    4. Height, weight, color of hair and eyes.
    5. A floor plan showing the layout of the establishment.
- (2) The application shall authorize the Health Department and the County Commissioners, their agents, and employees to seek information and conduct an investigation into the truth of the statements set forth in the application and the qualifications of the application for the permit.
- (3) The application shall provide written declaration by the applicant, under penalty of perjury, that the information contained in the application is true and correct. Said declaration shall be signed, dated and notarized within Worcester County.
- (4) The Health Department, upon receipt of the application in proper form and payment of all fees shall inspect the proposed premises for which the permit is requested and, upon finding that the application and premises are in order, issue the permit. No permit shall be issued for any premises not meeting all requirements.
- (5) Permits must be renewed on an annual basis in accordance with the same procedure as required for the issuance of a new permit.

(e) Requirements - body piercer's license.

- (1) Any person desiring to obtain a license to engage in skin penetrating body adornment procedures must be at least twenty-one years of age and shall file a written application with the Health Department on a form prescribed by the Health Department. In addition, the applicant shall pay the license fee as from time to time established by the County Commissioners and shall, in addition to any other information required by the Health Department, furnish the following information:
  - A. Business address and all telephone numbers where the body piercer proposes to perform body piercing.
  - B. Name, complete residence address and residence telephone numbers.
  - C. Two immediately previous addresses.
  - D. Written proof of age.
  - E. Height, weight and color of eyes.
  - F. Proof of required training.
- (2) When the Health Department finds the application to be in order, and that the requirements hereof are complied with, it shall issue the license. Where training is questionable, the Health Department shall give the applicant a written test on matters for which the applicant claims that he has been trained. The license shall not be issued unless the applicant passes the test or unless the applicant's credentials are such that the Health Department determines that it is unnecessary to test the applicant.
- (3) Any applicant who can prove that they have been legally engaged as a professional body piercer in Worcester County prior to September 30, 2000 shall be entitled to a license for a period ending June 30, 2001, without satisfying the educational requirements of Subsection (f) hereof.
- (4) If determined reasonably available by the Health Department, professional liability insurance in such amounts as the Health Department may require (not to exceed \$300,000 must be provided by all licensees.

(f) Educational requirements for body piercer licensee.

- (1) The applicant shall have successfully completed forty hours of apprenticeship training with a legally operating body piercer at a duly licensed body piercing establishment or provide evidence of comparable experience satisfactory to the Health Department.
- (2) The applicant shall have successfully completed a class provided or approved by the Health Department of at least sixteen hours, including instructions on blood borne pathogens, universal precautions, aseptic techniques, and information on existing regulatory requirements.

- (3) The applicant shall have successfully completed and hold current certification in Cardiopulmonary Resuscitation (CPR) Training and First Aid Training, as approved by the Health Department.

(g) Health and safety requirements for body piercing establishments.

- (1) All body piercing establishments must comply with all Worcester County Zoning Ordinance Requirements, Occupational Safety and Health Administration (OSHA) regulations and COMAR Regulations as well as all other state, local and federal regulations. In addition, all body piercing establishments must comply with the following:
  - A. The establishment must have at least three rooms, including a restroom, one room for procedures and one room used as a waiting and recovery room. Each room must have heating and air conditioning and must be in compliance with all applicable building code requirements. The procedure room as well as the waiting and recovery room must each measure at least fifty square feet in area. The procedure room may not have an opening or window fronting on a public way or visible to public or quasi-public view. Procedures shall not be available to public or quasi-public view.
  - B. Each establishment must have a piercing chair or table with appropriate restraints suitable for piercing procedures. The piercing chair or table must be smooth, cleanable and non-absorbent.
  - C. Smoking and eating shall be prohibited in the procedure room.
  - D. The procedure room must have a hand sink with hot and cold running water, disposable towels, soap and appropriate refuse containers. All rooms shall be separated by a wall at least six feet high with doors.
  - E. Only one observer shall be permitted in the piercing area other than the duly licensed personnel or apprentices, the parent of a minor patron, or any inspectors from the Health Department. No minor may be an observer.
  - F. A patron upon whom a procedure has been performed must remain in the recovery room at least fifteen minutes after the procedure, after which they shall be examined by a duly licensed body piercer before being discharged.
  - G. Patrons upon whom procedures have been performed shall receive from the licensee a piercing care sheet approved by the Health Department before being discharged.
  - H. All equipment shall be sterilized and shall have ultrasonic cleaning performed prior to sterilization.
  - I. Each establishment shall be equipped with a sterilizer meeting all applicable requirements. Each sterilizer shall have spore testing performed each month and the results of such test shall be maintained at the establishment and subject to inspection by the Health Department.

- J. Every patron undergoing a procedure shall sign a written consent on a form approved by the Health Department and shall provide a photo identification with proof of age. The original written consent and a copy of the photo identification shall be maintained at the premises and shall be subject to inspection by the Health Department.
- K. The entire premises and equipment must be maintained in a clean and sanitary condition and in good repair. The entire premises and equipment must be easily cleanable. A mop/utility sink must be provided within the establishment.
- L. The establishment must have and display a current satisfactory certificate of inspection.
- M. All body piercers performing skin penetrating body adornment procedures at the establishment must have and display their current license in a conspicuous location at the establishment.
- N. If determined reasonably available by the Health Department, professional liability insurance in such amounts as the Health Department may require (not to exceed three hundred thousand dollars must be provided by the owner of the establishment.

- (2) In addition to the requirements set forth above, prior to performing any skin penetrating body piercing adornment procedure on a patron under the age of eighteen years, the body piercer shall obtain written permission from a parent of the patron to perform the procedure. In addition, written proof of the parent's status as a parent of the patron shall be obtained under oath on a form approved by the Health Department, including a photo identification of the parent and proof of parental status, a copy of which shall be maintained at the premises and shall be subject to inspection by the Health Department. The parent granting permission must be physically present in the room with the minor patron during the entire procedure and in the room with a minor patron in the recovery period of fifteen minutes after the procedure. Any person misrepresenting himself as a parent of a patron under the age of eighteen for such purposes shall be in violation hereof.

See  
Revised

(h) Administration.

- (1) The County Commissioners shall provide funding for the administration of this law. Funding shall be obtained through license and permit fees established by the County Commissioners in such amounts that, based upon budgeted estimates, they will fully support the administration of this section.
- (2) The County Commissioners may set time periods for the filing of applications for permits and licenses under this section.
- (3) All forms, including permission slips, records of piercing activities, rights of entry, and permission documents, shall be subject to the approval of the County Commissioners and the Health Department.
- (4) Permits and licenses shall be issued on an annual basis.

(i) Inspections.

- (1) All permitted establishments shall be subject to such periodic inspections as the Health Department or the County Commissioners deem necessary to ensure compliance with the provisions of this section. Any person accepting a permit or license shall be deemed to have granted an unrestricted right of entry to any duly designated inspector for the County and the Health Department.
- (2) After each inspection, an inspection report shall be issued. If establishment is not in compliance, its permit may be suspended or revoked.
- (3) The license of a body piercer may be revoked or suspended for providing services at an unlicensed premises or at a premises not in compliance herewith.
- (4) If a permit or license is suspended or revoked, the holder shall be entitled to a hearing with the Health Department within ten days from the date of request by the holder. Requests for a hearing with the Health Department must be filed by the holder within thirty days of the permit suspension or revocation. After the hearing with the Health Department, the holder shall be entitled to an appeal of the Health Department's decision to the County Commissioners within thirty days from the date of request by the holder. Requests for an appeal to the County Commissioners must be filed by the holder within ten days of notification of the decision of the Health Department as a result of the hearing.
- (5) Revocations and suspensions are at the discretion of the Health Department.
- (6) All establishments, established after the effective date of this law, are required to undergo a plan review process.

(j) Violations and penalties.

- (1) Any person, firm or corporation violating the provisions of this section shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be fined not less than five hundred dollars or more than one thousand dollars and/or imprisoned for a period of up to one hundred eighty days in jail for each offense. For the purposes of this section, a separate offense shall be deemed to be committed for each violation. Permit holders shall be liable for all violations occurring on the permitted premises. Any person who has been convicted of a violation hereof may be denied a license or permit.
- (2) In addition to the criminal penalties hereunder, any person who violates the provisions hereof shall be subject to civil suit.
- (3) In addition to the criminal and civil penalties hereunder, any person who violates the provisions hereof shall be subject to revocation of their permit or license and shall also be subject to the denial of future licenses or permits.

(k) Application of law.

- (1) Provisions of this law shall be applicable throughout Worcester County including areas within any incorporated municipality; provided, however, that a municipality

may exempt itself from the provisions hereof by acting in accordance with its charter and code.

- (2) This section shall be administered by the Health Department. Law enforcement agencies shall be authorized and empowered to assist in the administration and enforcement of this section.
- (3) This section is a Public Local Law of Worcester County and also a regulation of the Worcester County Board of Health.

**§ PH 1-108. Nightclubs. [Added 9-18-2001 by Bill No. 01-13]**

(a) Legislative findings. The County Commissioners have determined that:

- (1) Nightclubs, while a legitimate form of entertainment and important to the economy of the County pose certain dangers that must be guarded against.
- (2) Nightclubs with alcoholic beverage licenses are to a large degree controlled by the Board of License Commissioners by the licensing procedure and by regulations and limitations placed on their licenses.
- (3) Nightclubs not holding alcoholic beverage licenses are not controlled by the Board of License Commissioners and therefore can be fraught with uncontrolled public health and safety hazards including, without limitation, overcrowding, public drunkenness, motor vehicle dangers from late night activities as well as uncontrolled use of alcoholic beverages and controlled dangerous substances, exhaustion, lewd and lascivious behavior, abuse and harassment, and other health and safety dangers over which the County Government has little control absent the authority of the Board of License Commissioners.
- (4) It is in the best interest of the people of Worcester County and the sojourners therein that dry nightclubs as herein defined be licensed and regulated.

(b) Definitions. For the purposes of this section the following definitions shall apply:

**DEPARTMENT** — The County department charged with the administration and primary enforcement of this section.

**DRY NIGHTCLUBS** — An establishment in which the primary use is as a gathering place for people regardless of age limitations for purposes of entertainment, dancing, social discourse and other social activities in the nature of those generally associated with social clubs, nightclubs, dance halls and after hours clubs as defined in American culture by historical experience and having hours of operation during the period between 5:00 p.m. and 5:00 a.m. but not including the following bonafide uses: catering halls, theaters, schools, service clubs, fraternal lodges, veteran's organizations or churches, clubs or establishments holding alcoholic beverage licenses. For the purposes of this section a "catering hall" shall mean an establishment open and available on a periodic basis for special events, including without limitation weddings, receptions, business meetings, religious ceremonies, celebrations, banquets, seminars, conferences and lectures. For the purposes of this section a "restaurant" shall mean an establishment wherein the primary

LAW OFFICE  
BRIAN P. COSBY, P.A.

BRIAN PETER COSBY

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June 1, 2016

Mr. Barb Carpenter  
Via e-mail: [B.Carpenter@Co.worcester.md.us](mailto:B.Carpenter@Co.worcester.md.us)

Dear Ms. Carpenter:

Attached is a draft Petition for Amendment of the text of the County Code related to body piercing establishments. My question is whether this requires two separate Petitions, one related to PH115 and one related to PH121, or if both can be considered in a single Petition.

I look forward to your thoughts.

Very truly yours,

*Brian P. Cosby*  
Brian Peter Cosby

BPC/tb



C. Proposed revised text, addition or deletion: Addition

See new proposed paragraphs (9) and (10) to PH 1-107(c) on the attached SHEET 1.

See deletions and additions to PH 1-107(g)(2) on the attached SHEET 2

III. Reasons for Requesting Text Change.

A. Please list reasons or other information as to why the proposed text change is necessary and therefore requested:

See attached SHEET 3

IV Signature of Applicants

Signature:

Printed Name of Applicant:

Dan Troriano t/a Dimensions

Mailing Address: 12531 Fleetway Drive, Ocean City MD 21842

Phone Number: 443-944-5277

E-Mail: Dimensionsoc@yahoo.com

Date:

IV. Signature of Attorney

Signature:

\_\_\_\_\_  
Printed Name of Attorney:

Brian Peter Cosby

\_\_\_\_\_  
Mailing Address: P.O. Box 600, Ocean City, MD 21843

Phone Number: 410-213-9801 E-Mail: bpcosbylaw@aol.com

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

V. General Information Relating to the Text Change Process.

- A. Applications for text amendments shall be addressed to and filed with the Office of the County Commissioners. The required \$350 filing fee must accompany the application.
- B. Procedure for Text Amendments - Text amendments shall be passed by the County Commissioners of Worcester County as Public Local Laws according to legally required procedures, with the following additional requirements. Any proposed amendment shall first be referred to the relevant department. The department shall make a recommendation within a reasonable time after receipt of the proposed amendment. After receipt of the recommendation of the department, the County Commissioners shall hold at least one public hearing in relation to the proposed amendment, at which parties and interested citizens shall have an opportunity to be heard. At least fifteen (15) days notice of the time and place of such hearing and the nature of the proposed amendment shall be published in an official paper or a paper of general circulation in Worcester County. In the event no County Commissioner is willing to introduce the proposed amendment as a bill, it will not be considered.

SHEET 1

(c)(9) No Body Piercer, Employee or Body Piercing establishment may advertise or solicit for the business of any patron off of the premises of any Body Piercing Establishment.

(10) No body Piercer, Employee or Body Piercing Establishment may pay any referral fee or compensation of any kind or description to any person or entity of any kind or description in exchange for the referral of any Patron for any Skin Penetrating Body Adornment Procedure.

SHEET 2

In addition to the requirements set forth above, prior to performing any skin penetrating body adornment procedure on a patron under the age of eighteen years, the body piercer shall obtain written permission from a parent of the patron to perform the procedure. In addition, written proof of the parent's status as a parent to the patron shall be obtained [under oath]\* by affidavit subject to the penalty of perjury on a form approved by the Health Department, including a photo identification of the parent [and proof of parental status]\*, a copy of which shall be maintained at the premises and shall be subject to inspection by the Health Department. The parent granting permission must be physically present in the room with the minor patron during the entire procedure and in the room with a minor patron in the recovery period of fifteen minutes after the procedure. Any person misrepresenting himself as a parent of a patron under the age of eighteen for such purpose shall be in violation hereof.

\* Language in brackets above indicates a proposed deletion.

### SHEET 3

The deletion and amendment to PH 1-107(g)(2) is necessary to avoid the severe practical difficulty of securing notarization of the written parental authority required to pierce minors. A notary cannot be maintained on a licensed premise because a notary cannot have a personal interest in any document being notarized. An employee or owner of the piercing establishment is thus not qualified. The form to be supplied by the Health Department should only require an affidavit under the penalty of perjury that the person signing is the parent of the minor patron. This, with the other requirements of the section are sufficient to reasonably identify the parent and to resolve the severe practical difficulty caused by the Health Department's current form requiring notarization.

A practice has developed in Ocean City where unlicensed individuals and business establishments engage in deceit by advertising, "Body Piercing", sometimes associated with "jewelry" in smaller letters to attract body piercing patrons. Once the patron is in the door they are referred to a licensed body piercing business for which the unlicensed establishment receives a referral fee. In practice, the unlicensed facility sometimes undertakes to "screen" the potential patrons, which has resulted in the abuse of minors exposing their bodies to unlicensed people who take advantage of them for prurient purposes. It is inappropriate to permit any unlicensed person or establishment to benefit from, or be involved in, the provision of body piercing services to the general public, especially minors. Thus the proposed subsection (9) and (10) are necessary to prevent unlicensed people and businesses from participating in or profiting from the body piercing business.

LAW OFFICE  
BRIAN P. COSBY, P.A.

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BRIAN PETER COSBY

July 8, 2016

Edward A. Tudor  
Dept. of Development Review & Permitting  
Worcester County Government Center  
One West Market Street, Room 1201  
Snow Hill, MD 21863

RE: Petition for Amendment to Text /  
Body Piercing

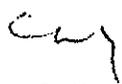
Dear Mr. Tudor:

Per your letter of June 16<sup>th</sup>, please find enclosed our check in the amount of \$350.00.

If you require any additional information, please contact our office.

Very truly yours,

BRIAN P. COSBY, P.A.

  
Cathy G. Farlow  
Assistant

Enclosure





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

June 16, 2016

Brian Peter Cosby  
Herring Creek Professional Center  
12417 Ocean Gateway, # 13  
Post Office Box 600  
Ocean City, Maryland 21842

Dear Mr. Cosby:

Your recent text application which was submitted to Ms. Barbara Carpenter in my office has made its way to me for processing. Please be advised that the fee for such applications is \$350.00 and was not supplied with the application. Please remit the fee at your earliest convenience. The check should be made payable to Worcester County and directed to my attention.

You inquired in your letter if two separate applications were necessary since you are proposing modifications to two separate subsections in the same Article. Please be advised that only your single application is necessary since your proposed text amendment only involves the provisions of a single Article.

If you have questions or need any additional information, please let me know.

Sincerely,

Edward A. Tudor  
Director

EAT:phw

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



21

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

### COMMENDATION

**WHEREAS**, the Berlin Little League Senior All Stars won the Maryland District 8 Tournament Play and went on to win the 2016 Maryland State Championship for their age division; and

**WHEREAS**, Worcester County is extremely proud of the Berlin Little League Senior All Stars team coach Eric Snelsire, manager Cameron McDonough, assistant coach Ned Delaney, team parent Jocelyn Snelsire, and team members #6 Stephen Bontempo, #7 Gavin Bunting, #5 Dawson Delaney, #4 Robert Figs, #2 Shea Griffin, #8 Christian Harrington, #12 Jeffrey McDonough, #42 Tristan McDonough, #9 Zachary Pilarski, #3 Hunter Selzer, #1 Jacob Shockley, #22 Hayden Snelsire, and #19 William Wheatley, Jr.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend the **Berlin Little League Senior All Stars** for their hard work and dedication in attaining the District 8 Title and becoming the 2016 Maryland State Champions.

Executed under the Seal of the County of Worcester, State of Maryland, this 16<sup>th</sup> day of August, in the Year of Our Lord Two Thousand and Sixteen.



\_\_\_\_\_  
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