

AGENDA

WORCESTER COUNTY COMMISSIONERS

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

October 4, 2016

Item

- 9:00 AM - Meet in Commissioners' Conference Room - Room 1103 Government Center, One West Market Street, Snow Hill, Maryland - Vote to Meet In Closed Session
- 9:01 - Closed Session: Discussion regarding a personnel matter; 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
- 10:05 - Presentation of Proclamations Recognizing October as Shore Craft Beer Month, 1
Fire Prevention Week in Worcester County and National Fire Prevention Month, and 2
Presentation of Commendations to SkillsUSA National Leadership and Skills Award Winners 3
- 10:10 -
- 10:20 - Public Hearing - Re-Designation of Berlin Enterprise Zone 4
- 10:30 - Chief Administrative Officer: Administrative Matters 5, 7-18
(County FY16 Year End Encumbrances; Replacement of Fire Pump and Jockey Pump at County Jail; Bid Specifications for Zero Turn Mowers for Maintenance; Request for Extension of Contract for Phase 5 of the Ocean Pines Water Line Replacement Project; Pump Replacement at Pump Station Number 1 in West Ocean City; Change Order Number 1 for Ocean Pines Pump Station F; Fence Replacement at Ocean Pines Pump Stations C and G; Award of FY17 Vehicle Bids; Offer for Inventory in Gold Coast Mall Retail Liquor Store; Pending Board Appointments; Hazardous Materials Emergency Preparedness Grant; P25 Radio System Change Order; Memorandum of Understanding to Use Pocomoke Water Tower for County 800 MHz Radio System; and potentially other administrative matters)
- 10:40 -
- 10:50 -
- 11:00 - Questions from the Press
- 11:01 - Work Session - Review Draft of Worcester County Emergency Operations Plan 19
- 11:10 -
- 11:20 -
- 11:30 -
- 11:40 -
- 11:50 -
- 12:00 -

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

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

Please be thoughtful and considerate of others.

Turn off your cell phones & pagers during the meeting!

DRAFT

Minutes of the County Commissioners of Worcester County, Maryland

September 20, 2016

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

Following a motion by Commissioner Bertino, seconded by Commissioner Church, the Commissioners unanimously voted to meet in closed session at 9:30 a.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1), (3), 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: making an offer of employment to Ja 'Tyra Heath and Angela Morris as Correctional Officer Trainees at the Jail, and Dave Sharp and James Pilchard as Investigators for the State's Attorney's Office; considering acquisition of real property for public purposes; receiving legal advice from counsel; and performing administrative functions.

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

The Commissioners reviewed and approved the minutes of their September 6, 2016 open and closed session meeting as presented.

The Commissioners met with Maryland Department of Transportation (MDOT) officials, including Deputy Secretary Jim Ports, Jr., State Highway Administration (SHA) Director Greg Johnson, Office of Planning and Preliminary Engineering Director Greg Slater and District Engineer Donnie Drewer who will be retiring this year, Maryland Transit Administration (MTA) Administrator Paul Comfort, MTA Local Transit Planning and Program Development Director Dennis Simpson and Support Director Beth Kreider, Maryland Aviation Administration Regional Aviation Assistant Director Ashish Solanki, A.A.E.; and Motor Vehicle Administration (MVA) Branch Operations and Compliance Director Richard Norman to discuss the draft FY17 - FY22 Maryland Consolidated Transportation Program (CTP), as part of the MDOT/SHA Annual Capital Program Tour Meeting.

Deputy Secretary Ports thanked the Commissioners for meeting with them and provided an update on the \$14.4 billion transportation budget over the next six years for transit, highways,

DRAFT

MVA facilities, the Helen Delich Bentley Port of Baltimore, and the Baltimore/Washington International (BWI) Thurgood Marshall Airport. He stated that Governor Larry Hogan allocated \$1.99 billion in the Maryland Transportation Authority budget for additional investments in Maryland's toll roads and bridges. He stated that the Port of Baltimore is number one in the nation for autos and roll on/roll off machinery and will host the first big container ship from Evergreen to come through the newly expanded Panama Canal. At BWI Airport, he highlighted steadily growing passenger traffic, with new airlines and service to new domestic and international markets. In 2015, BWI set a new all-time annual record for passenger traffic, with nearly 24 million passengers, and has seen strong growth continue in 2016 with 12 straight monthly passenger records from June 2015 to June 2016. Deputy Secretary Ports stated that MDOT has made great progress on Governor Larry Hogan's commitment to fix the 69 structurally-deficient State bridges, with 15 having already been completed and open to traffic, another 15 currently under construction, and another 25 are now funded for construction. He outlined key updates on the transportation investments, noting that there are more construction projects underway now than in Maryland's history, with 1,073 projects totaling \$7.9 billion across MDOT from investments in MVA, transit, highways and toll facilities to key projects at the Helen Delich Bentley Port of Baltimore and BWI Airport. In addition to these projects, he announced inclusion of several projects to be completed in Worcester County within the next six years, including \$61.4 million for Phase 4 of the U.S. Rt. 113 dualization project from north of MD Rt. 365 to Five Mile Branch Road. MDOT further proposes \$8.4 million in support of Ocean City Transit. Other major projects planned in Worcester County include the U.S. Rt. 13 Bridge in Pocomoke, a study of the U.S. Rt. 50 Bridge into Ocean City, and MD Rt. 589 dualization near Ocean Pines. He advised that the State has invested \$9.4 million to construct the new Shore Transit facility in Salisbury to date, and will invest another \$1.5 million in Phase III of the project in FY18, in addition to another \$3.4 million for other vehicles and equipment. Deputy Secretary Ports also told the county that it is eligible for \$153,000 in FY17 Regional Aviation grant funding for improvements at the Ocean City Municipal Airport, among other grant programs for transportation-related projects.

Deputy Secretary Ports pointed out that there are currently \$75 billion in transportation needs and \$14.4 billion to fund them, and urged the Commissioners to be sure their projects are ranked in priority to include a mix of short-term and long-term plans. In closing, he thanked the Commissioners for their support to oppose Chapter 36 - House Bill 1013 - Maryland Open Transportation Investment Decision Act of 2016, which would require transportation projects to be approved on a project-based scoring system to evaluate, score, and rank certain major capital projects for inclusion in the Consolidated Transportation Program, a process that would be extremely cost-prohibitive and based in part on area populations, thus negatively impacting rural counties in Maryland. He stated that Chapter 36 is scheduled to be implemented next fall, unless corrective legislation is enacted. Therefore, he urged the Commissioners to continue to oppose Chapter 36 at the State level.

Commissioner Bertino publicly thanked Mr. Drewer for his assistance to develop a walking path across MD Rt. 589, as well as his help on numerous other occasions in recent years.

Commissioner Mitrecic expressed concern that Worcester County projects do not reflect the Town of Ocean City's priority project to dualize MD Rt. 90 before renovating the U.S. Rt. 50 Bridge. He stated that it is vital that this project be completed in a timely fashion to provide safe

ingress and egress to and from the island.

Commissioner Bunting recognized Ocean City Mayor Rick Meehan.

Mayor Meehan stated that on Sunday, July 31, a sink hole opened up on MD Rt. 90, at the same time an accident occurred on the U.S. Rt. 50 Bridge, which created a dangerous situation because it prohibited emergency vehicles from leaving or returning to the island to address medical emergencies. He pointed out that the last three storms, Hurricanes Irene and Sandy, and Winter Storm Jonas, flooded the foot of the U.S. Rt. 50 Bridge, making that bridge impassible and created a dangerous situation. He stated that the Town of Ocean City's priority project is to repair and dualize MD Rt. 90. He thanked MDOT and SHA for all their efforts to improve safety on Coastal Highway and expressed his hope that they could all continue to work together to address this additional need, inquiring as to the next step to get the project on track. Deputy Secretary Ports stated that the next step would be to add MD Rt. 90 to the County's priority letter to ensure that MDOT understood the project is a major priority.

Delegate Mary Beth Carozza recognized Governor Hogan for his commitment to continue funding the U.S. Rt. 113 dualization project, which has been the County's number one priority for many years. She also recognized Mr. Slater and Mr. Drewer for their assistance in resolving private property owners' concerns regarding the acquisition of right-of-way (ROW) for the project. She confirmed her commitment to continue working with State lawmakers to opposed Chapter 36.

Delegate Charles Otto thanked SHA officials, and Mr. Drewer in particular, for repairing the U.S. Rt. 13 Bridge in Pocomoke and cleaning and beautifying the medians on U.S. Rt. 50 from Wicomico County to the bay. He suggested that at least another lane leaving Ocean City on MD Rt. 90 should be considered. He thanked MDOT officials for the grant opportunity that is available to help fund projects at the Ocean City Municipal Airport, and he requested MDOT officials make it a priority to provide grant funds to help fund the Wicomico Regional Airport expansion project to enable jet traffic. Mr. Solanki advised that they are working with the Federal Aviation Administration (FAA) to meet the requirements for this project, to secure substantial federal funding.

Senator Jim Mathias recognized the outstanding teamwork between local and state agencies to continue dualizing U.S. Rt. 113 and to complete renovations on the U.S. Rt. 13 bridge in Pocomoke. In response to a question from Senator Mathias, Mr. Slater confirmed that lights will be installed on the bridge in the near future. Senator Mathias also expressed support for a new Chesapeake Bay Bridge crossing, the MD Rt. 589 project, the MD Rt. 90 project, and bike lanes in West Ocean City. He concluded that he is very pleased with the work Governor Hogan is doing throughout the State and the local area.

Commissioner Lockfaw thanked all who were involved in rebuilding the Pocomoke bridge, and he wished Mr. Drewer well in his retirement. In response to a question by Commissioner Lockfaw, Mr. Slater said the lights should be installed on the bridge by next summer at the latest.

Commissioner Church praised Mr. Drewer as one of the best public servants he's ever had the privilege of working with, noting that Mr. Drewer could be counted on to answer questions at all hours, and he consistently addressed local government concerns in an expedient manner. Following much discussion, the Commissioners thanked MDOT officials for meeting with them.

DRAFT

Pursuant to the recommendation of Environmental Programs Director Bob Mitchell and upon a motion by Commissioner Bertino, the Commissioners unanimously authorized Commission President Bunting to sign Addendum No. 1 to the terms of the Memorandum of Agreement Between the Maryland Department of the Environment (MDE) and the County Commissioners of Worcester County for a no-cost extension to the Coastal Bays Watershed Plan Memorandum of Agreement from December 31, 2016 to March 31, 2017. Mr. Mitchell explained that the Coastal Bays Watershed Plan was originally approved by the Commissioners at their October 6, 2015 meeting, and this plan utilizes the prior Watershed Restoration Area Strategies (WRAS) and other local restoration efforts and achievements as the basis for planning future restoration projects to meet the necessary nutrient reductions in the established Total Maximum Daily Load (TMDL) limit for the Coastal Bays and its sub-watersheds. Mr. Mitchell stated that, once it is complete, the plan will be used to garner Environmental Protection Area (EPA) approval and allow the County and its local partners the chance to seek future Section 319 grants for implementation projects aimed at reducing nutrient loadings to the Coastal Bays. He concluded that the County has received a draft of the plan, staff has provided suggestions and additions, and will be receiving a second draft that will be discussed with the County's local partners prior to seeking public feedback on the plan and ultimately approval by the County Commissioners.

Pursuant to the request of Mr. Mitchell and the written request of both the Maryland Coastal Bays Program (MCBP) and the Lower Shore Land Trust (LSLT) and upon a motion by Commissioner Purnell, the Commissioners unanimously authorized the Department of Environmental Programs to provide a letter of support to the MCBP and the LSLT for in-kind services to be provided by County staff in support of a grant application under the Chesapeake Bay Trust Watershed Assistance grant program for a Conservation, Restoration and Communication Plan in support of the Coastal Bays Watershed Plan currently under preparation. Mr. Mitchell stated that the hourly commitment provided by County staff would be for work activities they are already performing, as part of the soon-to-be-completed Coastal Bays Watershed Plan and would not require any cash outlay from the County. He concluded that this outreach and coordination will assist the local effort by identifying and prioritizing potential restoration and conservation opportunities within the watersheds of the Coastal Bays.

Pursuant to the recommendation of Budget Accountant Kim Watts and upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized the filing of a State Aid for Police Protection Fund application for FY18 from the Governor's Office of Crime Control and Prevention, with funds to be used exclusively to provide adequate police protection. Ms. Watts advised that the application states that Worcester County would like to be considered for FY18 grant funding, but that does not guarantee the amount of funding that will be allocated to the County.

Pursuant to the request of Budget Officer Kathy Whited and upon a motion by Commissioner Church, the Commissioners unanimously approved FY16 Year-End Budget Transfers totaling \$365,205, which include \$174,419 to be included in the encumbrance request. Ms. Whited explained that the Year End Budget Transfers are a housekeeping measure included in the annual audit process, whereby budgeted funds are redirected to cover unanticipated

expenses in other line items.

Pursuant to the request of Public Works Deputy Director John Ross and upon a motion by Commissioner Elder, the Commissioners unanimously approved the Request for Proposals (RFP) for design of the Newark Spray Irrigation project, to be funded using a combination of Maryland Department of the Environment (MDE) grant and low interest loan funds.

Pursuant to the request of Mr. Ross and upon a motion by Commissioner Purnell, the Commissioners unanimously approved bid specifications for the purchase of treatment plant chemicals for use within the Water and Wastewater Division of Public Works. Mr. Ross explained that individual bids will be accepted for each chemical to secure the best pricing, as opposed to a combined bid.

Pursuant to the request of Mr. Ross and upon a motion by Commissioner Elder, the Commissioners unanimously waived the standard bid process and accepted the proposal from Kershner Environmental Technologies, LLC of Owings Mills, Maryland for the purchase of three, new submersible mixers with hoists for installation at the Ocean Pines Wastewater Treatment Plant (WWTP) at a total cost of \$43,050. Mr. Ross explained that the same mixer was installed in treatment unit four 10 years ago and has performed well. He, therefore, plans to replace three or four mixers each year until all 13 mixers are replaced.

Pursuant to the recommendation of County Engineer Bill Bradshaw and upon a motion by Commissioner Lockfaw, the Commissioners unanimously awarded the low bid for demolition and disposal of structures at 110 North Washington Street in Snow Hill to Miller's Land Services, Inc. of Princess Anne, Maryland at a total cost of \$18,525. Mr. Bradshaw advised that Miller's Land Service did not acknowledge Addendum 1 or provide references with their original bid, but that they subsequently provided assurance that Addendum 1 is included in the base bid, and they have provided commendable service to Worcester County previously. The Commissioners agreed to waive that technicality. In response to a question by Commissioner Bertino, Assistant Chief Administrative Officer Kelly Shannahan stated that the Commissioners have the right to waive such technicalities, which in his opinion would not damage the integrity of the bidding process.

Commissioner Church recused himself from discussions on the Longview Solar Projects and left the meeting due to a potential conflict of interests.

Pursuant to the recommendation of Development Review and Permitting Director Ed Tudor and upon a motion by Commissioner Mitrecic, the Commissioners unanimously adopted the Findings of Fact and Resolution No. 16-23 approving the Step 1 Concept Plan for Longview Solar Utility Scale Solar Project - Heron Project - on Libertytown Road.

Pursuant to the recommendation of Mr. Tudor and upon a motion by Commissioner Bertino, the Commissioners unanimously adopted the Findings of Fact and Resolution No. 16-24 approving the Step 1 Concept Plan for Longview Solar Utility Scale Solar Project - Seabeach Project - on Public Landing Road.

Commissioner Church returned to the meeting.

Pursuant to the request of Mr. Tudor and upon a motion by Commissioner Mitrecic, the Commissioners unanimously agreed to schedule a public hearing on Rezoning Case No. 404 for October 18, 2016. This application was submitted by Attorney Hugh Cropper, IV on behalf of Sun TRS Fort Whaley, LLC, for an amendment to the Official Zoning Maps to rezone approximately 28 acres of land located on the southerly side of U.S. Rt. 50 at the easterly side of Dale Road, at the junction of U.S. Rt. 50 and MD Rt. 610 from C-2 General Commercial District to A-2 Agricultural District. Mr. Tudor advised that the application received a favorable recommendation from the County Planning Commission.

The Commissioners reviewed various pending board appointments.

Upon a nomination by Commissioner Mitrecic, the Commissioners unanimously agreed to appoint Michael Donnelly to the Local Development Council for the Ocean Downs Casino for a four-year term expiring December 31, 2019 to replace Todd Ferrante whose term expired.

The Commissioners met with Assistant Chief Administrative Officer Kelly Shannahan to discuss an offer from Mohamad “Mike” Ramadan, owner of Gold Coast Beer and Wine, located in the Gold Coast Mall at 112th Street in Ocean City, to purchase the inventory in the Shore Spirits Retail Liquor Store at the Gold Coast Mall, subject to approval by the License Commissioners for a Class “A” beer/wine/liquor license with the application to be acknowledged by the County Commissioners. Mr. Shannahan stated that the County originally intended to package the store at the Gold Coast Mall with the store at 16th Street in Ocean City in the recent Request for Proposals (RFP). However, the landlord was not inclined to extend the County’s lease at the Gold Coast site beyond the December 31, 2016 lease expiration and had instead agreed to enter into a long-term lease for that site with Mr. Ramadan who plans to submit an application for a new Class “A” beer/wine/liquor license by the September 19, 2016 deadline for the Board of License Commissioners’ next meeting on October 19, 2016 to sell liquor at this location in addition to beer and wine. Mr. Shannahan pointed out that State law prohibits such licenses within 10 blocks of an existing County-owned liquor store; however, Liquor License Administrator April Payne has agreed to accept the application contingent upon a letter of acknowledgment from the County. Furthermore, staff have spoken with Mark Cropper, Mr. Ramadan’s attorney, who advised that his client has offered to purchase the remaining inventory (except non-alcoholic beverages) at the Gold Coast Mall store at the County’s actual cost, plus a 10% mark-up, plus additional inventory up to a total cost of \$300,000, including the 10% mark-up. He concluded that staff has reviewed the offer and recommends accepting it contingent upon a formal approved contract of sale between Mr. Ramadan and the County prior to the October 19, 2016 Board of License Commissioners’ meeting.

Commissioner Mitrecic expressed concern that the County’s proposed letter of acknowledgement appears to support one Class “A” beer/wine/liquor license applicant over others that may be planning to apply for a Class “A” beer/wine/liquor license to open a store within that general area after the County-owned store closes in December. He pointed out that if Mr. Ramadan succeeds in opening a liquor store at the Gold Coast Mall with the Commissioners’ support it may prohibit others from being able to secure a license nearby.

In response to a question by Commissioner Bunting, County Attorney Maureen Howarth advised that the County has no say in who the landlord chooses to award a lease at the Gold Coast Mall, and County staff solicited an offer from Mr. Ramadan solely because he is the lessor the landlord has chosen to occupy the site once the County's lease ends in December. Commissioner Bunting stated that if the County does not accept the offer, they will be left with no deal. In response to a question by Commissioner Elder, Ms. Howarth advised that the Request for Proposals (RFP) for the store at 16th Street went out to a list of interested bidders and was advertised in area newspapers, thus making known the County's intentions to sublease the liquor stores and sell the assets. In response to a question by Commissioner Bertino, Ms. Howarth advised that she would need to check with the Comptroller's Office to see if the County can bulk transfer liquor to anyone else. In response to a question by Commissioner Church, Ms. Howarth confirmed that the County had received a letter from a realtor who indicated that he had a client who was interested in purchasing all of the County stores, warehouse and select inventory, and they had been added to the bidders list for the 16th Street sublease RFP.

Following much discussion, a motion by Commissioner Bertino to accept the proposal as presented failed, with Commissioners Bertino, Bunting, and Purnell voting in favor of the motion and Commissioners Church, Elder, Lockfaw and Mitrecic voting in opposition. Following further discussion and upon a motion by Commissioner Mitrecic, the Commissioners voted 6-1, with Commissioner Bunting voting in opposition, to postpone further discussion on the matter until their next meeting on October 4, 2016.

The Commissioners adjourned for lunch.

The Commissioners met in legislative session.

The Commissioners conducted a public hearing on Bill 16-5 (Public Health - Skin Penetrating Body Adornment), which was introduced by Commissioner Mitrecic on August 16, 2016. Development Review and Permitting Director Ed Tudor reviewed the bill, which would add two new subsections to Section PH 1-107, 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 prohibit the payment of referral fees to any individual or establishment for the referral of potential clients. Furthermore, it would modify the requirements for certain documentation before the piercing of a minor, by relaxing the standards for proof of parental status by requiring written proof of parental status by affidavit, as opposed to the current requirement to provide written proof under oath, including photo identification of the parent proving parental status. Mr. Tudor pointed to written comments from Health Officer Debbie Goeller that express concern that these regulations on soliciting business and referral fees are more of a zoning regulation than a health regulation, as well as strong concern with regard to eliminating the requirement for notarized proof of parentage and the parent's photo identification.

Commissioner Bunting opened the floor to receive public comment.

Brian Peter Cosby, attorney for Dan Troriano, owner of Dimensions in Ocean City, read from Section PH 1-107 of the Zoning Code that pertains to Skin Penetrating Body Adornment and advised that the proposed amendment would add two needed protections. First, it would prohibit off-premises advertising or solicitation for any body piercing establishment, something

DRAFT

that is rampant in Ocean City at this time. It would also make it easier for patrons under age 18 to have piercings done while they are on vacation in Ocean City by eliminating the notary requirement, without relaxing the requirement to provide some form of proof of parental approval. Mr. Cosby advised that currently there are unlicensed establishments on the boardwalk that have signs in their shops advertising body piercing. However, when customers go into these establishments and pay for the procedures they are then directed to another location off the boardwalk to have the procedure completed. He stated that these boardwalk businesses are acting as fronts for body piercing establishments that may or may not be licensed, signing them up, taking their money and then directing them to other establishments, and in some cases these clients are minors who could be taken advantage of or violated because there is no tracking system in place to account for the customers they serve. He stated that the proposed amendment clearly prohibits fee referral, fee splitting and signs, and he requested that the Health Department step up enforcement of the new Code requirement if it is passed. With regard to the notary requirement, Mr. Cosby stated that the proposed amendment eliminates a burdensome step that is not needed to establish parental approval, as a notary does nothing more than act as a witness to documents that body piercing stores still must require of underage clients.

Mr. Troriano of Ocean City stated that at least 20 shops on the boardwalk advertise body piercing for other businesses, and 50 to 60 individuals per day come into his shop with maps in the summer and advise him that they paid for body piercing on the boardwalk and were given the maps to locate the stores where they are to have the piercing done. He stated that it robs him of potential clients and jeopardizes the safety of unsuspecting customers who may be headed to an unlicensed establishment to get pierced, establishments that often photograph the girls during the procedure. With regard to the notary requirement, he stated that Worcester County is the only county on the shore with this requirement, and he frequently redirects parents and their children to his shops in Salisbury and Delaware to get pierced because there's nowhere around for them to find a notary on weekends. He stated that eliminating the notary requirement was not required to boost his revenue, but would just make it easier for his clients to get what they want. He confirmed that, even without the notary, underage clients must come in with a parent or show proof of parental consent.

In response to a question by Commissioner Bunting, Mr. Troriano stated that his store policy is not to pierce inebriated clients. Instead, they are encouraged to return the next day when they are sober. In response to a question by Commissioner Bertino, Mr. Tudor stated that the County Code prohibits off-premises advertising in unincorporated areas of the County, and if off-premises advertising occurred in West Ocean City his staff could enforce said Code, but that, since these establishments are in Ocean City, they fall under the Ocean City Zoning Ordinance. Commissioner Mitrecic confirmed that there is a longstanding issue with unlicensed shops in Ocean City performing body piercings, with boardwalk stores taking clients' cash and sending them to off premises locations. He stated that this is not a zoning issue, but an enforcement issue, as Ocean City does not permit off premises advertising of any kind.

In response to a question by Commissioner Elder, Mr. Cosby stated that he is unaware of any enforcement of off-premises advertising being taken by the Health Department, and he confirmed that his client has been unable to convince the Town of Ocean City to enforce its own law prohibiting off premises advertising.

Health Officer Debbie Goeller confirmed that Health Department staff investigate all

DRAFT

complaints they receive regarding unlicensed establishments performing body piercing, and this is the first she's heard of establishments photographing underage girls, and any such reports should be reported to and investigated by law enforcement. With regard to the notary requirement, she stated that former County Attorney Ed Hammond wrote the existing law and had advised at the time that the notary requirement was necessary; however, she would not object to removing the notary requirement. County Attorney Maureen Howarth requested time to study Mr. Hammond's opinion on the matter prior to the Commissioners taking any action to relax the notary requirement.

Commissioner Elder left the meeting.

Ruben Martinez of Berlin also urged the Commissioners to eliminate the notary requirement, stating that he operates a licensed body piercing shop, and his clients are often frustrated to learn that they must leave his shop to go have their proof of parental permission notarized. He stated that eliminating the notary step would in no way relax the parental proof of permission that exists now.

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

Following much discussion, the Commissioners took no action on Bill 16-5.

Commissioner Bunting closed the legislative session.

The Commissioners recessed for five minutes.

The Commissioners met with Board of Education (BOE) President Jonathan Cook, Superintendent of Schools Dr. Jerry Wilson and Architect Brad Hastings, AIA, LEED AP and Vice President of Becker Morgan, to review the Showell Elementary School (SES) Replacement School Conceptual Plans and Cost Estimate and to request \$1.6 million to complete the Schematic Design, Design Development, and Construction Documents required by the State of Maryland Public School Construction Program (PSCP). Dr. Wilson reviewed the BOE process for replacing this school, including public meetings with Community stakeholders and Commissioners Bertino, Bunting and Elder who served on a committee that helped them through the conceptual design process. He advised that the plans before the Commissioners reduced the originally-proposed school size by 10,000 square feet, from 105,333 square feet to 94,866 square feet, which reduced estimated construction costs by \$6.3 million.

Mr. Hastings reviewed a PowerPoint presentation that included the history, design process, committees, conceptual design schedule, design opportunities, area summary, conceptual site and floor plans, independent cost estimates, and design/construction schedule moving forward. These plans include constructing a 94,866-square-foot SES at an estimated cost of \$45,967,959, with a State and County cost share for construction of \$7,539,000 and \$38,428,959, respectively.

Commissioner Bunting thanked BOE officials for allowing the Commissioners to be part of the planning process. He pointed out that these costs exceed the total allocated budget to construct a new, 90,000-square-foot SES at a total project cost of \$37,181,000 that was approved by the Commissioners on October 6, 2015, and if the plans are approved as presented the Commissioners will be responsible for identifying an additional \$8,786,959 to fund the project. Commissioner Bunting also expressed concern that the non-construction costs had escalated from \$7 million to nearly \$10 million under the current estimate. Mr. Hastings confirmed that

DRAFT

there are opportunities to reduce the non-construction costs, including construction management fees and commissioning costs. In response to a question by Commissioner Bunting, Dr. Wilson stated that BOE officials were able to shave 14% off construction costs by reducing the proposed square footage of the facility. He further stated that, since the Commissioners' established budget allows for construction costs of \$37.2 million, with State funding of \$7 million, the County would only be required to fund \$39 million for the project.

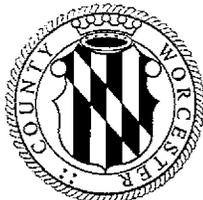
In response to a question by Commissioner Mitrecic, Dr. Wilson confirmed that the proposed school design does not include the space needed for all day pre-kindergarten if the State begins requiring that in the future. BOE Facilities Planner Joe Price stated that if the project comes in under budget they could use the additional funds to construct the additional classrooms needed to meet that possible mandate. In response to a question by Commissioner Bertino, Dr. Wilson confirmed that all public elementary schools in the County and throughout the State would be required to provide space for all-day pre-kindergarten classes if mandated by the State Department of Education to provide this service.

A motion by Commissioner Mitrecic to approve the Conceptual Plans and Cost Estimate to replace the SES as presented and move forward with architectural planning failed, with Commissioners Church, Lockfaw, and Mitrecic voting in favor of the motion and Commissioners Bertino, Bunting and Purnell voting in opposition.

Commissioner Bertino stated that he is excited about this project, but felt that the Commissioners should postpone taking action on the request until their next meeting on October 4, 2016, so Commissioner Elder could take part in the discussion. A motion by Commissioner Bertino to revisit this issue at their October 4 meeting failed, with Commissioners Bertino, Bunting, and Purnell voting in favor of the motion and Commissioners Church, Lockfaw and Mitrecic voting in opposition.

The Commissioners answered questions from the press, after which they adjourned to meet again on October 4, 2016.

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



1

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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

PROCLAMATION

WHEREAS, Worcester County is home to a growing number of breweries and other businesses dedicated to the production, sales and promotion of locally sourced craft beers. This local craft beer business presence enhances tourism, particularly in the shoulder and off-seasons. We applaud Worcester County Craft businesses: Fin City Brewing Company, Backshore Brewing Company, Assawoman Bay Brewing Company, Ocean City Brewing Company, Burley Oak Brewing Company, Shore Craft Beer, and the many restaurants in our county who helped birth a new tourism market.

WHEREAS, Worcester County will host many local craft beer centered events throughout October including the Ocean City Hotel, Motel, Restaurant Association's Restaurant Week October 9-23, Snow Hill's and Berlin's Oktoberfest celebrations on October 15th and the Shore Craft Beer Fest in Sunset Park on October 29.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby proclaim October as **Shore Craft Beer Month** and encourage residents and visitors to support local craft brewers.

Executed under the Seal of the County of Worcester, State of Maryland, this 4th day of October, 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

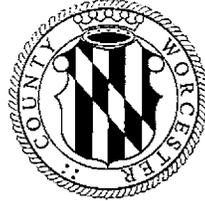
Theodore J. Elder

Joseph M. Mitrecic

Diana Purnell



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



2

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

PROCLAMATION

WHEREAS, the Worcester County Commissioners join with the Worcester County Fire Marshal's Office and area fire agencies in recognizing National Fire Prevention Week, October 9-15, 2016, and support the initiatives of the National Fire Prevention Month theme *Don't Wait - Check the Date! Replace Smoke Alarms Every 10 Years*; and

WHEREAS, according to the National Fire Protection Association, the public has many misconceptions about smoke alarms, which may put them at increased risk in the event of a home fire; therefore, homeowners are encouraged to replace smoke alarms every 10 years.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, proclaim October 9-15, 2016 as **Worcester County Fire Prevention Week** and recognize October as **National Fire Prevention Month**. To learn more about fire safety, visit www.nfpa.org.

Executed under the Seal of the County of Worcester, State of Maryland, this 4th day of October, 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

Citizens and Government Working Together



3

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, we commend Worcester Technical High School students for earning national recognition at the 52nd annual SkillsUSA National Leadership and Skills Conference in Louisville, Kentucky, which took place June 20-25, 2016, and for WTHS receiving the 2016 SkillsUSA Chapter of Excellence Award; and

WHEREAS, Keondra Snell took 2nd place in Building Maintenance; Lindsay Kremer took 2nd place in Principals of Engineering Technology; Zac Cioccio took 4th place in Medical Math; Kyle Fields took 4th place in Major Appliance and Refrigeration Technology; Victoria Moreau and Adam Taylor took 7th place in Community Action Project; Randy Odenwald, Alex Reznikov, Zachary Davis, Logan Romberger, and Deep Patel took 8th place in Quiz Bowl; Eve Watsky took 8th place in T-Shirt Design; and Emily Mast, Hannah Semsker, and John Paul Chamberlain took 10th place in Career Pathways Showcase STEM. Their accomplishments rank them among the top performing career and educational students in the nation.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend these **Worcester Technical High School students** for achieving excellence in their academic and vocational pursuits.

Executed under the Seal of the County of Worcester, State of Maryland, this 4th day of October, 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.

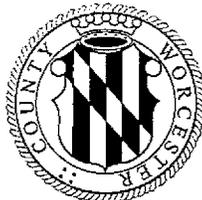
James C. Church

Theodore J. Elder

Joseph M. Mitrecic

Diana Purnell

Citizens and Government Working Together



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, Lindsay Kremer, a senior at Worcester Technical High School, won the silver medal in the Principles of Engineering Technology category for the second consecutive year at the 52nd annual SkillsUSA National Leadership and Skills Conference in Louisville, Kentucky June 20-25, 2016; and

WHEREAS, Miss Kremer's achievement ranks her among the top performing career and educational students in all 50 states, Puerto Rico, Guam and the Virgin Islands for her ability to understand basic technical concepts and principles of the applied sciences and demonstrate and explain the concepts and principles through application.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Lindsay Kremer** for excellence in her academic and vocational pursuits.

Executed under the Seal of the County of Worcester, State of Maryland, this 4th day of October, in the Year of Our Lord Two Thousand and Sixteen.

Madison J. Bunting, Jr., President

Merrill W. Lockfaw, Jr., Vice President

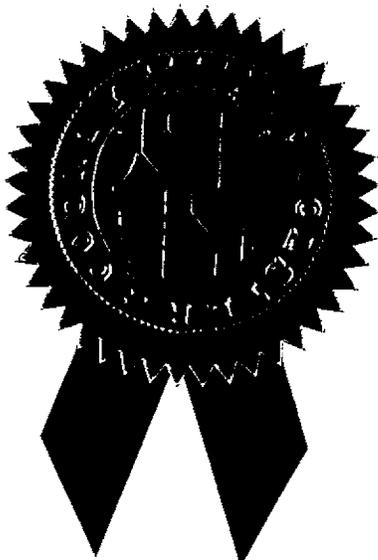
Anthony W. Bertino, Jr.

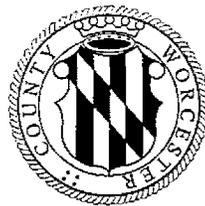
James C. Church

Theodore J. Elder

Joseph M. Mitrecic

Diana Purnell





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, Keondra Snell, a graduate of Worcester Technical High School, won the silver medal in the Building Maintenance category at the 52nd annual SkillsUSA National Leadership and Skills Conference in Louisville, Kentucky June 20-25, 2016; and

WHEREAS, Miss Snell's achievement ranks her among the top performing career and educational students in all 50 states, Puerto Rico, Guam and the Virgin Islands for her ability to demonstrate competencies related to the building maintenance trade and demonstrate a higher level of mastery in areas that include carpet care, office and restroom cleaning, floor care and liquid measurement.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Keondra Snell** for excellence in her academic and vocational pursuits.

Executed under the Seal of the County of Worcester, State of Maryland, this 4th day of October, 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



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



4

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

FAXED
9/22/16 @ 4:05pm

September 22, 2016

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

Please print the attached notice in *The Daily Times/Worcester County Times/Ocean Pines Independent* and *Ocean City Digest/Ocean City Today* on September 29, 2016.

NOTICE OF PUBLIC HEARING
PROPOSED RE-DESIGNATION OF BERLIN ENTERPRISE ZONE
WORCESTER COUNTY, MARYLAND

The County Commissioners of Worcester County, Maryland will conduct a Public Hearing to accept comments regarding a proposed application to the Maryland Department of Commerce to designate certain areas of Berlin, Maryland as an Enterprise Zone. The objective of the Enterprise Zones Program is to focus local and State resources on the encouragement of economic growth in economically distressed areas and employment of the chronically unemployed in the State. Primary benefits to businesses locating or expanding their operations in an Enterprise Zone include real property tax credits for 10-years after the improvements and income tax credits for up to 3-years for wages paid to new employees. The public hearing will be held on:

TUESDAY, OCTOBER 4, 2016
AT 10:20 A.M.

IN THE COMMISSIONERS' MEETING ROOM
ROOM 1101 - GOVERNMENT CENTER
ONE WEST MARKET STREET
SNOW HILL, MARYLAND 21863

Copies of information regarding the proposed Enterprise Zone and Zone maps are available at the County Office of Economic Development, 100 Pearl Street, Suite B, Snow Hill, Maryland (Phone: 410-632-3112) during regular business hours. All interested citizens are encouraged to attend the hearing and express their views on the proposed application. Both written and oral testimony will be accepted.

WORCESTER COUNTY COMMISSIONERS

MEREDITH M. MEARS
Director
mmears@co.worcester.md.us

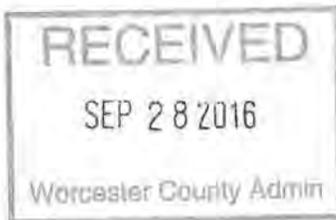
100 Pearl Street Suite B
Snow Hill, Maryland 21863
Phone: 410-632-3112
Fax: 410-632-5631

JOHN AZZOLINI
Deputy Director
jazzolini@co.worcester.md.us



DEPARTMENT OF
ECONOMIC DEVELOPMENT

Worcester County



To: Harold Higgins, Chief Administrative Officer
From: Merry Mears, Director of Economic Development
Date: September 29, 2016
Re. Berlin Enterprise Zone Recertification

The Town of Berlin is seeking re-designation of their status as an Enterprise Zone within Worcester County. Berlin is one of three currently designated Enterprise Zones in our County, the other two being Pocomoke City and the Town of Snow Hill. This designation is utilized by our office as a business attraction tool since businesses located within the boundaries of these zones can access income and real property tax credits from the State of Maryland.

A map of Berlin's current Enterprise Zone is attached, and you will also find a summary of specific tax credit information for your perusal. As referenced in the summary, the tax credits can be substantial for new businesses starting up in the area.

The Town of Berlin wishes to apply for a 10 year re-designation of their Enterprise Zone, and to do so, a resolution of support from the County Commissioners is required. I respectfully request your approval of the attached County Resolution consenting to the re-designation of an enterprise zone in Berlin.

Enterprise Zone Tax Credit Summary

Income tax credits

There are two types of income tax credits for businesses in an Enterprise Zone:

1. The General Income Tax Credit – The one-time \$1,000 tax credit for each qualified new employee filing a newly created position in an enterprise zone, or one-time \$1,500 credit for each qualified new employee in an enterprise zone focus area.
2. The Income Tax Credit for Economically Disadvantaged Employees – A three-year period tax credit for each qualified new economically disadvantaged employee, earned at the following amounts:

	Enterprise Zone	Focus Area
First Year	\$3,000	\$4,500
Second Year	\$2,000	\$3,000
Third Year	\$1,000	\$1,500

Property Tax Credits

The property tax credits benefits differ by whether a business is located in an enterprise zone or an enterprise zone focus area:

Enterprise Zone

- o Real Property Tax Credit – A ten-year tax credit against local real property taxes on a portion of real property expansion, renovation or capital improvement. The amount of credit is 80% of the "eligible assessment" in each of the first 5 years, and the credit decreases 10% annually (70%, 60%, 50%, 40%, 30%) for the subsequent 5 years.

Enterprise Zone Focus Area

- o Real Property Tax Credit for Focus Area– A ten-year tax credit against local real property taxes on a portion of real property expansion, renovation or capital improvement within a focus area. The amount of credit is 80% of the "eligible assessment" in each of the entire ten-year period.
- o Personal Property Tax Credit – A ten-year tax credit against local personal property taxes on new investment in personal property within a focus area. The amount of credit is 80% of the "eligible assessment" in each of the entire ten-year period.

RESOLUTION NO. 16 - ____
RESOLUTION CONSENTING TO THE RE-DESIGNATION OF
AN ENTERPRISE ZONE IN BERLIN

WHEREAS, the State of Maryland has passed legislation codified under the Economic Development Article of the Annotated Code of Maryland, Title 5, Subtitle 7 (Enterprise Zones), providing for the designation of Enterprise Zones in political subdivisions of the State; and

WHEREAS, the purpose of such a zone is to focus local and state resources on the encouragement of economic growth in economically distressed areas of the State; and

WHEREAS, an "Enterprise Zone" was established in the Town of Berlin as referenced in County Commissioners' Resolution No. 96-25 adopted on June 4, 1996 and amended as referenced in County Commissioners' Resolutions No. 99-14 adopted on April 6, 1999 and No. 06-25 adopted on October 3, 2006; and

WHEREAS, the Town of Berlin will make application to the Maryland Department of Commerce to re-designate the existing "Enterprise Zone" which totals approximately 1,184 acres (as designated on the map attached hereto) in the Town of Berlin, Maryland; and

WHEREAS, the County Commissioners of Worcester County desire to consent to the re-establishment and expansion of said "Enterprise Zone" and to consent to the application filed by the Town of Berlin to the Maryland Department of Commerce to designate said areas as an "Enterprise Zone".

SECTION ONE

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County that the County hereby consents to the application of the Town of Berlin to the Maryland Department of Commerce to re-designate approximately 1,184 acres in Berlin, Worcester County, Maryland as an "Enterprise Zone".

SECTION TWO

AND, BE IT FURTHER RESOLVED by the County Commissioners of Worcester County that this resolution shall take effect upon its passage.

PASSED AND ADOPTED 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

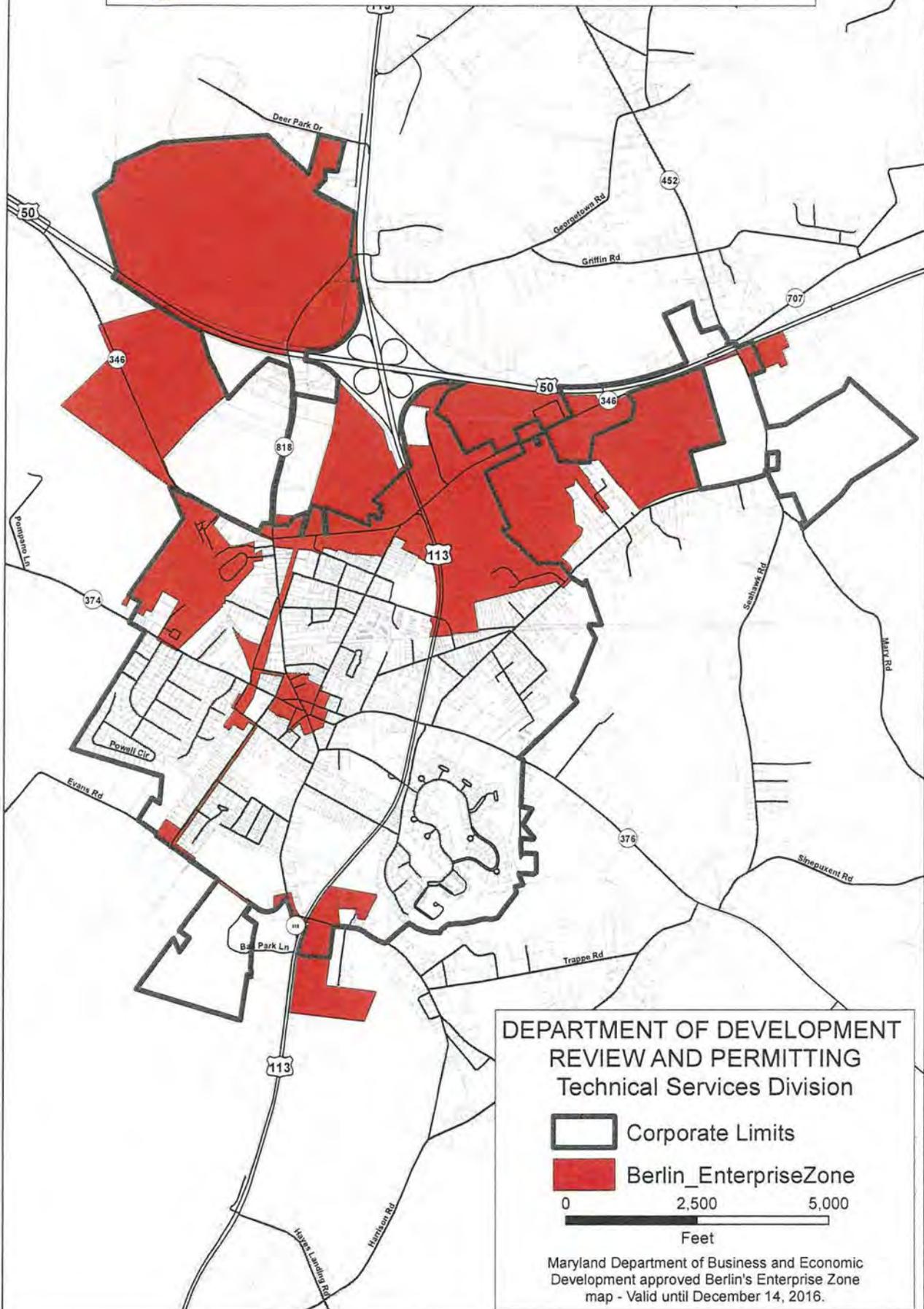
Theodore J. Elder

Joseph M. Mitrecic

Diana Purnell



ENTERPRISE ZONE Berlin Area



DEPARTMENT OF DEVELOPMENT
REVIEW AND PERMITTING
Technical Services Division

Corporate Limits

Berlin_EnterpriseZone

0 2,500 5,000
Feet

Maryland Department of Business and Economic
Development approved Berlin's Enterprise Zone
map - Valid until December 14, 2016.

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



5

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

September 27, 2016

TO: Harold Higgins, Chief Administrative Officer
FROM: Kathy Whited, Budget Officer *Kathy*
SUBJECT: Fiscal Year End Reserve for Assigned Encumbrances

The Reserve for Encumbrances is required as part of the General Fund annual audit, which would set aside or commit funds for contracts and purchase orders that will be fulfilled in a subsequent fiscal period. I have reviewed the requests from each of the Department and Agency heads for assigned encumbrances and made adjustments where needed.

Attached for your review and the County Commissioners approval is the FY2016 encumbrance request detail. Should you have any questions, do not hesitate to contact me.

The total encumbrance requested is \$1,756,905.

KJW:
Attachments

H:\16 Audit\Encumbrances\fy16 yrendrequest encum to commissioners.doc

FY2016 BUDGET ENCUMBRANCE REQUEST

As of September 27, 2016

Part A: ENCUMBRANCE REQUEST-CURRENTLY APPROVED PROJECTS (UNCOMPLETED AT 6/30/16):

	Department	General Ledger Account No.	Project Description	Remaining funds to Encumber as of 6/30/16	Meeting Date Approved by Commissioners
1	Treasurer	100.1005.010.9010.170	MUNIS tax software conversion	50,000	7/21/2015
2	Fire Training Center	100.1090.070.7180	Replacement of panels on outside of Fire Training Center being handled by Maintenance Division of Public Works.	1,887	9/30/2015
3	Roads	100.1202.6600.030	Bridge Replacement - Five Mile Branch Road, State to reimburse 80%	447,892	6/2/2015
14	DPW - Roads Division	100.1202.6600.020	Colona Road culvert replacement	154,623	9/6/16
4	Boat Landings	100.1204.270.9010.050	Taylor Landing Fishing & Crabbing Pier	27,250	8/16/2016
5	Boat Landings	100.1204.270.6900.005	Taylor Landing Fishing & Crabbing Pier Advertising	409	8/16/2016
6	Recreation	100.1601.400.6160.222	Recreation Center gymnasium finish floor repairs & line repainting, State to reimburse 90%	3,364	FY2016 budget
7	Recreation	100.1601.400.7180	Replacement of panels on outside of the gymnasium part of the Recreation Center being handled by Maintenance Division of Public Works.	4,500	9/30/2015
8	Library	100.1603.310.6550.090	Pocomoke library sidewalk ramp	2,781	6/1/2016
9	Environmental Programs	100.1702.7130.040	Certified County required FY16 Matching Appropriation to MD Agricultural Land Preservation Fund when requested by the State.	8,665	FY2016 budget
10	Environmental Programs	100.1702.7180	Certified County required FY11 & FY13 MD Agricultural Land Preservation Fund required match due to the State when requested.	13,317	4/21/2015
SUB-TOTAL Part A:				714,688	

19

FY2016 BUDGET ENCUMBRANCE REQUEST

As of September 27, 2016

PART B: ENCUMBRANCE REQUEST- GRANT FUNDS APPROPRIATED BUT UNOBLIGATED:

	Department	General Ledger Account No.	Project Description	Encumbrance \$ Request as of 6/30/16	Agency
1	Roads	100.1202.6160.145	SHA remaining FY16 Transportation Grant	37,400	State Highway Administration
2	Boat Landings	100.1204.250.6160.181	LG-2325C-14A Cedar Hall Boat Ramp parking lot paving	15,415	Department of Natural Resources - Waterway Improvement Grant
3	Boat Landings	100.1204.240.6160.180	LG-2338B-16 Worcester County Boating Facilities	23,971	Department of Natural Resources - Waterway Improvement Grant
4	Recreation	100.1601.400.6160.255	POS Grant funds to purchase removable Sport Court Floor for Recreation Center	57,000	The Sport Court Flooring will allow the department to offer more court space for tournament play. This will allow larger tournaments the ability to use the department's facilities, which in turn will bring in more revenue.
5	Parks	100.1602.510.6160.220	POS field lighting project on the multipurpose fields at John Walter Smith Park, State will reimburse 90%	239,379	Department of Natural Resources - POS grant funds
6	Parks	100.1602.517.6200.020	Grey's Creek trail development	11,324	FY16 CREP deferred revenue to be used toward trail development at Greys Creek Park
7	Environmental Programs	100.1702.7180	Rural Legacy Program Committed Match FY07	109,631	prior years County match
8	Environmental Programs	100.1702.7180	Rural Legacy Program Committed Match FY08	200,000	prior years County match
9	Environmental Programs	100.1702.7180	Rural Legacy Program Committed Match FY09	200,000	prior years County match
SUB-TOTAL PART B:				894,120	

FY2016 BUDGET ENCUMBRANCE REQUEST

As of September 27, 2016

PART C: ENCUMBRANCE REQUEST- OTHER (REQUEST FOR ENCUMBRANCE DOES NOT FIT CATEGORY I OR II ABOVE)

	Department	General Ledger Account No.	Project Description	Encumbrance \$ Request as of 6/30/16	Detailed Description
1	Circuit Court	100.1002.6110.280	Two Chairs for new visiting Judge's chambers	1,718	Two studio chairs to finish the new visiting/retired judges' office project started in FY16. Product will match existing decor/furniture of room.
2	State's Attorney	100.1004.7000.080	Fortis Document Imaging Workstation Hardware	8,000	As a result of storage issues and the availability of digital storage, it is necessary for the Office of The State's Attorney to scan and digitally store closed cases. The County MIS department has determined the equipment required is 1 flat bed and 2 desktop scanners and a SQL license, budget savings in the extradition expense account will cover the hardware cost to start the project in FY17.
3	Treasurer's Office	100.1005.010.6100.055	Finance Officer Public Official Insurance Bond	500	Funds need to cover expense in FY17 (August invoice)
4	Treasurer's Office	100.1005.010.7000.060	Travel, Training & Expense Educational Training	3,000	MUNIS training for customization reports for County & State and FORTIS conversion Training not included in FY17 budget
5	Treasurer's MIS	100.1090.025.6130.060	Equip. Maint. Software Licensing	5,000	Treasurer's MIS request for additional New World, Munis and Fortis licenses
6	Treasurer's MIS	100.1090.025.6130.075	Equip. Maint. Software Upgrades	5,000	MIS request for MUNIS & NWS upgrades
7	Environmental Programs	100.1010.7000.060	Corps. Wetland Delineation training Course	5,021	A course provider on the Shore will provide specialized Corps. Wetland delineation training that is not available through colleges and private providers for Natural Resources employees.
8	Emergency Services	100.1102.044.6110.320	Supplemental to radio project	24,764	Cover additional ongoing expenses for new radio system and tower sites not included in Harris Contract.
9	Emergency Services	100.1102.044.6130.070	Scheduling Software for dispatchers	2,000	Computer based software to facilitate dispatcher scheduling, which will become an ongoing expense
10	Emergency Services	100.1102.044.6540.060	Vehicle equipment	3,993	FY16 vehicle operating expense savings to cover shelving and lettering for van for new employee

FY2016 BUDGET ENCUMBRANCE REQUEST

As of September 27, 2016

PART C Continued: ENCUMBRANCE REQUEST- OTHER (REQUEST FOR ENCUMBRANCE DOES NOT FIT CATEGORY I OR II ABOVE)

11	DPW - Roads Division	100.1202.6110.400	Road striping paint and supplies	9,913	Continue to restripe roads in County where needed
12	DPW - Roads Division	100.1202.6540.045	outside vehicle repairs and maintenance	6,900	remaining funds to cover increased expense in outside repair costs
13	DPW - Roads Division	100.1202.6550.090	general building maintenance and repairs	1,700	Berlin Shop roof repairs in equipment building for minor leaks
14	DPW - Roads Division	100.1202.6600.015	road maintenance paving and re-paying	5,000	Unionville Road paving various areas
15	Health Department	100.1301.310.6550.010	Pocomoke Health Center Floor Plan Updates	60,000	FY16 remaining County budget funds needed for Pocomoke building remodel and repairs. The Health Department has additional funding to assist with the estimated cost of the re-model.
16	DPW -Mosquito Control Division	100.1302.6550.090	Mosquito Control general maintenance repairs	3,918	Mosquito Control - replace failing HVAC Unit in the building & Sliding Doors on Storage Bldg.
17	Extension Office	100.1701.6100.010	Copier lease/copy costs	1,000	Funds needed to cover copier lease/copy costs for programming materials based on FY16 actual and planned programs for FY17
18	Extension Office	100.1701.6550.120	Storage Facility lease increase	670	Funds needed to cover increased cost for climate controlled storage facility to store program equipment
			SUB- TOTAL PART C:	148,097	
				TOTAL All Parts A-C	1,756,905



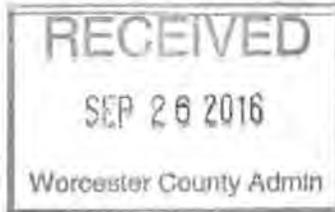
7

GARRY L. MUMFORD
WARDEN

Worcester County
Jail

DONNA J. BOUNDS
SECURITY

FULTON W. HOLLAND JR.
CLASSIFICATION



P.O. BOX 189
SNOW HILL, MARYLAND
21863
TEL: 410-632-1300
FAX: 410-632-3002

September 20, 2016

Mr. Harold Higgins
Chief Administrative Officer
One West Market Street, Suite 1105
Snow Hill, MD 21863

RE: Replacement of Fire pump and Jockey pump, Waiver of Bid request

Mr. Higgins,

In our approved budget for fiscal year 2017, the County Commissioners approved a Capital Equipment Building Improvement for \$23,185 to replace the worn out and risky fire pump and jockey pump associated with the whole jail sprinkler system. I am requesting that the County Commissioners waive the normal bid process and utilize our previous inspection team, SureFire Protection Inc, to complete the overdo replacement to expedite same.

Bayside Fire Protection Company is currently the vendor conducting the quarterly inspection of our system and I believe that they do a wonderful job of a thorough inspection and notifying this agency of any issues within our system. However recognizing the importance and immediate nature of this replacement job, I asked my maintenance supervisor to obtain quotes for this work from (3) reputable sources. I received quotes from Bayside Fire Protection (\$21,795) and SureFire Protection Inc. (\$15,671), but requested and did not receive from Columbia Fire. After reviewing the quotations, I determined that the scope of work appears to be the same; however Bayside Fire Protection Company came in over \$6000 higher than SureFire Protection Inc.

page 8

page 11

Finally, the above replacement job should be completed as soon as possible to avoid any liability to the Worcester County Jail and Worcester County if something were to go wrong within the system, now that we are aware of the problem. Therefore, I am asking you to submit my request, to the County Commissioners, to waive the bid process regarding the above mentioned job and allow SureFire Protection Inc. to complete the required work.

Sincerely,



Garry L. Mumford
Warden

Attachment: March 2016 report
SureFire Protection quote
Bayside Fire Protection quote



BAYSIDE FIRE PROTECTION CO., INC.

707 Eastern Shore Drive
Salisbury, Maryland 21804
410-860-8283 Fax 410-860-8407

March 18, 2016

Worcester County Jail
P.O. Box 189
Snow Hill, MD 21863

Attention: Warden Garry Mumford

Re: 1st Quarter 2016 Report of Inspection
Worcester County Jail - Snow Hill, MD
Our Contract #MI11-30

Gentlemen,

Enclosed is one (1) copy of our Report of Inspection that was performed on 3-11-16 at the above referenced location. Also attached is our Invoice for this Service. Please forward copies of our Report of Inspection to your Insurance Agent, who in turn should forward a copy to the Insurance Carrier or Rating Organization responsible for establishing and maintaining your "Sprinklered Rate".

Please note, that this Inspection may or may not be all inclusive since this Inspection was based upon a walk-through situation where only the deficiencies that are readily noticeable are brought to our attention. We are not responsible for conditions that may exist in areas not available to us, such as: behind walls, above ceilings, blind spaces, locked rooms, etc.

Please note the deficiencies outlined on page 4 of 4 of the Report. It is of utmost importance that the deficiencies be corrected as promptly as possible. Bayside Fire Protection Company, Inc does not accept any responsibility or liability in the event of a fire loss due to any of the noted deficiencies not being corrected.

We would like to bring to your attention the following pertaining to the Sprinkler System at your location. All Wet Systems, all Components of such (Piping, Fittings, and Sprinklers, etc.) must be insulated and kept in warm, +40° conditions to prevent freezing. This note/notice is given for your information and for your forces to ensure that this is adhered to. We are not responsible for any insulation or heating that will ensure that your System is protected from freezing.

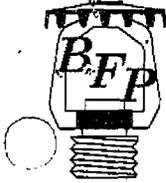
Your cooperation in forwarding the prompt payment of the amount indicated on the attached invoice will be most appreciated.

Very truly yours,

BAYSIDE FIRE PROTECTION CO. INC

John F. Ripa
John F. Ripa

JFR:kdw
Enclosures



BAYSIDE FIRE PROTECTION CO., INC.

707 Eastern Shore Drive
Salisbury, Maryland 21804
410-860-8283 Fax 410-860-8407

Report of Inspection

REPORT TO:	<u>Worcester County Jail</u>	DATE:	<u>3-11-16</u>
	<u>P.O. Box 189</u>	INSPECTOR:	<u>J. RIPA</u>
	<u>Snow Hill, MD 21863</u>	INSPECTION #:	<u>1st Quarter 2016</u>
ATTN:	<u>Warden Garry Mumford</u>	CONTRACT #:	<u>MI11-30</u>

PROPERTY: Worcester County Jail
5022 Joyner Road – Snow Hill, MD

OWNER'S REPRESENTATIVE: _____

1. GENERAL

	<u>Yes</u>	<u>N/A</u>	<u>No</u>
a. Is the building occupied according to information furnished by Owners representative?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is occupancy / hazard same as previous inspection according to Owners representative?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Are all systems in service?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Is building completely sprinklered?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Are all new additions and/or building changes properly protected?.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. Is all stock or storage properly below sprinkler piping?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Was property free of fires since last inspection according to owners representative?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Do areas appear to be properly heated where needed?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. WET SYSTEMS

	<u>Yes</u>	<u>N/A</u>	<u>No</u>
a. Are alarm valves in good condition?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Number of wet systems?..... <u>Two</u>			
c. Make and model of riser/alarm valves?..... <u>Various</u>			
d. Are retard chambers in satisfactory condition?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Are water flow and/or pressure switches in satisfactory condition?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. ANTI-FREEZE SYSTEM

	<u>Yes</u>	<u>N/A</u>	<u>No</u>
a. Are all anti-freeze systems in service?.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Anti-Freeze tested at <u>N/A</u> deg Date tested <u>N/A</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Report of Inspection

4. DRY SYSTEMS

	Yes	N/A	No
a. Is dry pipe valve in good condition and in service?.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Is air compressor in good condition?.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Was oil level in compressor satisfactory?.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Are quick opening devices in service?.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Are dry pipe valves properly protected from freezing?.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. Number of dry pipe valves?.....	<u>N/A</u>		
g. Make and model of dry pipe valves?.....	<u>N/A</u>		
h. Date dry pipe valve was last Trip Tested?.....	<u>N/A</u>		
i. Does air compressor power supply have a lock-out to prevent accidental shut off?.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
j. Have dry pendent heads been tested in the last ten (10) years	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Date Last Tested <u>N/A</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. FIRE PUMPS AND TANK

	Yes	N/A	No
a. Are all fire pumps in service?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Does fire pump have power failure, phase reversal, and pump running alarms?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Was fire pump pressure cut-in and cut-out checked and/or tested?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Is fire pump in good condition?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e. Are all valves in proper position?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Was main relief valve and/or casing relief valve tested or checked for proper setting?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Are jockey pump control valves, relief valve, and check valve installed in the proper location?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Was jockey pump pressure cut-in and cut-out checked and/or tested?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. Is fire pump protected from freezing?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Is storage tank in service and is water at the proper level?.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
k. Does storage tank have manual fill?.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
l. Does tank have liquid level gauge and in good working order?.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
m. Is exterior of the tank free of corrosion and in satisfactory condition?.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
n. Has interior of tank been inspected within the last five (5) years?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
o. Are fire pump/jockey pump sensing lines in accordance with NFPA #20?.....	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
p. Date fire pump last tested?.....	<u>9-11-15</u>		

6. ALARMS

	Yes	N/A	No
a. Are Audible Alarms in satisfactory condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. If Alarms are monitored, were signals received by monitoring company?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. FIRE DEPARTMENT CONNECTIONS

	Yes	N/A	No
a. Are fire dept. connections in satisfactory condition?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are fire dept. connections properly labeled?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Are all breakable caps and/or plugs in place?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Number of fire dept. connections?.....	<u>Two</u>		

Report of Inspection

8. SPRINKLERS AND COMPONENTS

	Yes	N/A	No
a. Are all sprinklers in good condition, not obstructed, and free of corrosion or loading?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are all sprinklers less than 50 years old?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Are all visible sprinkler components UL Listed?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Is there a spare sprinkler cabinet with sprinklers on the premises?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Is condition of piping, drain valves, check valves, hangers, and gauges satisfactory? 2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Have sprinkler heads been checked for proper temperature rating?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Has Sprinkler piping been Internally Inspected within the last five (5) years ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Date Last Tested 2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. HOSE STATIONS AND STANDPIPE RISERS

	Yes	N/A	No
a. Are all fire hose stations in satisfactory condition?.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Are hose stations clear, not obstructed by storage and visible?.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Are all fire hose cabinets in satisfactory condition?.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Is condition of standpipe (piping, risers, and hose valves) in satisfactory condition?.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Are all 2 1/2" hose valve screw caps installed?.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. Do standpipes or hose stations have pressure reducing valves?.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g. Do standpipe risers have pressure gauge on top?.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h. Are all riser clamps/supports in proper position on standpipe risers?.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
i. Have Dry Standpipes/Hoses been Hydrostatically tested in the last five (5) years?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Date Last Tested N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

10. CONTROL VALVES

	Yes	N/A	No
a. Are all sprinkler systems main control valves open?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are all valves in proper position and operate properly?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Are all control valves sealed with lock and chain or supervised with tamper switch?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Number	Type	Open		Secured		Signs		Condition
			Yes	No	Yes	No	Yes	No	
CONTROL VALVES									
a. Tank control valve	0								
b. Pump suction control valve	2	OS&Y	/		/		/		Good
c. Pump discharge control valve	2	VARIOUS	/		/		/		
d. Jockey pump control valve	4	VARIOUS	/		/		/		
e. System control valve	2	VARIOUS	/		/		/		
f. Sectional control valve	1	Butter	/		/		/		
g. Bypass control valve	4	VARIOUS	/		/		/		
h. Backflow preventer	1	OS&Y	/		/		/		
i. Elevator Equip. Room valve	0								

Report of Inspection

11. WATER PRESSURE AND TEST RESULTS

	Static (PSI)	Residual (PSI)
a. Main Drain Test	105/156	90/140
b. Inspectors Test		
c. Tank	-	N/A
d. Fire Pump	105/150 Churn	N/A

12. INSPECTORS TEST LOCATIONS

- a. Number of Inspectors Test Connections? Three
- b. Does Inspectors Test have Restricting Orifice? Yes: No: Size: 1/2

13. RECENT CHANGES TO THE PROPERTY'S FIRE PROTECTION

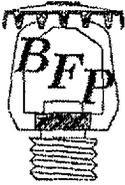
- a. NONE
- b. _____
- c. _____

NOTE: DURING COLD WEATHER HEAT MUST BE PROVIDED TO ALL SPRINKLERED AREAS THAT ARE SUBJECT TO FREEZING, ESPECIALLY SPRINKLER EQUIPMENT ROOMS.

14. EXPLANATION OF ANY "NO" ANSWERS

5-D OLD FIRE PUMP DOES NOT MEET PERFORMANCE SPECS @ 100% OF CAPACITY. IT NEEDS TO BE REPLACED

5-A Jockey Pump NEEDS TO BE REPLACED



BAYSIDE FIRE PROTECTION CO., INC.

707 Eastern Shore Drive
Salisbury, Maryland 21804
410-860-8283 Fax 410-860-8407
Email: baysidefp@cs.com

July 28, 2016

Worcester County Jail
P.O. Box 189
Snow Hill, MD 21863

Attention: Mr. David Smith

Re: "Old" Fire Pump
Revision #1

Gentlemen:

We are pleased to offer this **revised** Proposal to remove and replace your existing Electric Fire Pump and Jockey Pump form the older area of the Jail.

1. We propose to demolish the exiting 250 gpm at 40 psi, 15 hp, 208 volt, 3 phase Fire Pump and ½" hp, 208 volt, 3 phase Jockey Pump.
2. A new 250 gpm at 45 psi Fire Pump and 4 gpm at 65 psi Jockey Pump will be installed. The electrical specifications for both Pumps will be identical to the existing equipment.
3. Included is a Start-up and Pump Test with the Worcester County Fire Marshal's Office and our Fire Pump Manufacturer's Representative.
4. Note, there is a chance that the Suction Shut-off Valve will not hold and water will have to be shut to the Building at the Street.
5. There is also a chance that the Fire Pump may have to be left 'out of service' overnight. The required "Fire Watch" would be your responsibility.
6. You will have to provide the following additional work:
 - A. Your electrician will have to disconnect the power from the Fire Pump and Jockey Pump. Once the new pumps are installed, he will have to re-wire such.
7. **We do not include:**
 - A. Wage Scale Labor Rates.
 - B. Repair/replacement of any "other" equipment.
 - C. Electrical work of any nature.
 - D. Painting or pipe identification of any nature.
 - E. Payment or Performance bonds.
 - F. Overtime work – all to be performed Monday thru Friday, 7:30 a.m. to 4:00 p.m.
 - G. Provision for meeting any "special" Owner's Fire Underwriters requirements, which differ from the standard NFPA/Fire Marshal requirements.
 - H. Work in excess of what is outlined above.

8. The total cost for this work will be:

- A. Base Bid (as outlined above, i.e., Replace Fire Pump and Jockey Pump) = \$14,385.00
- B. Add #1 – Replace existing Limited Service Fire Pump Controller and Jockey Pump Controller with new similar Controllers = \$ 3,990.00
- C. Add #2 – Replace corroded 4" OS&Y Valves at Pump Suction, Discharge and Test Header with new Valves (will require your Fire Alarm Company to re-wire = \$ 3,420.00

9. One (1) invoice will be submitted upon completion of work. Full payment will be due within thirty (30) days from the invoice date.

10. Late payment penalty is 1½% per month. If we must resort to legal means for the collection of any monies due, "Buyer" agrees to pay all court costs, attorney fees, interest, etc.

11. A one (1) year warranty on materials and workmanship is included. This warranty begins from the date the work is completed.

12. All work will be in accordance with the NFPA 20 Criteria and will be acceptable to the Worcester County Fire Marshal's Office.

13. Acceptance of this proposal can be by placing your authorized signature in the space provided below, and returning it to us, the original by mail, or by fax, or the issuance of your formal purchase order; in which case this proposal must be a part of in its entirety.

14. This proposal will remain firm until September 15, 2016, after which time it will be void in its entirety. We trust that you will find this proposal acceptable, and look forward to working with you.

Very truly yours,

BAYSIDE FIRE PROTECTION CO. INC.

Philip S. Benvenuto
Philip S. Benvenuto *Radw*

PSB:kdw

A. Base Bid – (\$14,385.00):

ACCEPTED BY: (Signature) _____

PRINT NAME & PHONE NO: _____

EMAIL ADDRESS: _____

DATE: _____

B. Add #1 - (\$3,990.00):

ACCEPTED BY: (Signature) _____

PRINT NAME & PHONE NO: _____

EMAIL ADDRESS: _____

DATE: _____

C. Add #2 - (\$3,420.00):

ACCEPTED BY: (Signature) _____

PRINT NAME & PHONE NO: _____

EMAIL ADDRESS: _____

DATE: _____

*SureFire Protection, Inc.
924 Eastern Shore Drive
Salisbury, Maryland 21804
P-(410)546-6969 F-(410)546-9341*

EMAIL QUOTATION

To:	Date:
Worcester County Jail	August 16, 2016
5022 Joyner Road	
Snow Hill, MD 21863	Ref: Fire Pump Replacement
Attn: David Smith	dsmith@co.worcester.md.us

SureFire Protection, Inc. is pleased to offer this quotation for the work described below.

Description of Work:

We will remove and replace the existing electric fire pump, jockey pump, pump controllers, and (6) 4" wafer check valves.

Price: Fifteen thousand six hundred seventy-one dollars.....\$15,671.00

Exclusions and Special Considerations:

- 1. Based on normal working hours.*
- 2. Price good for 30 days.*
- 3. All wiring by others.*
- 4. No painting.*

Thank you for this opportunity to quote your requirements. We look forward to being of service.

*Sincerely,
Stephen W Reddish, jh
SureFire Protection, Inc.
Stephen W Reddish, jh
President*

The above quotation has been accepted by:

Representative or Entity

Date of Acceptance

Contact Phone Number



Customer Quote

Hydro Tec Inc
9319 Cool Spring Road

Mechanicsville, VA 23116
Phone: 804-798-4162
Fax: 804-798-6305
Email: kthomas@hydrotecinc.com



Bid To: SUREFIRE Ship To: SUREFIRE

ATTENTION: STEVE REDDISH

ATTENTION: STEVE REDDISH

Quote #	Request Date	PO #	Project
FBVA013F003439	7/27/2016		Worcester County Jail

We are pleased to offer the following equipment for your consideration on this project. This proposal is based on Patterson Pump Company's Standard Terms and Conditions of Sale and Patterson Pump Company's Standard Warranty. All orders are subject to final review and acceptance of the Contracts Administration Department of Patterson Pump Company.

Line #	Qty	Description	Price
1		PATTERSON MOTOR DRIVEN PUMP	
1	1	4x3 VIP VERTICAL INLINE UL-FM APPROVED CLOCKWISE ROTATION DESIGN: 250 GPM 60 PSI 139 TDH 3525 RPM	
1	1	SUCTION-125# FLG DISCHARGE-125# FLG	
		PUMP BASE/COUPLING	
1	1	BASE PLATE, VOLUTE COVER	
		MOTOR/CONTROLLER	
1	1	Fac. Choice, 15.0 H/P, 3525 RPM, 3 PHASE, 60 CYCLE, 208 VOLT, OPEN DRIPPROOF MOTOR, FRAME-215JPV UL LABELED 1.15SF	
1	1	FIRETROL MODEL-FTA1000-AM15H COMBINED MANUAL AND AUTOMATIC FIRE PUMP CONTROLLER	
1	1	ACROSS THE LINE, FLOOR MOUNTED CONTROLLER	
1	1	RATED FOR 3 PHASE, 60 CYCLE, 100000 AIC 208 VOLT, 15.0 H/P OPERATION,	
		PUMP ACCESSORIES	
1	1	STANDARD PRESSURE GAUGES - 300 LBS W/ GAUGE COCKS	
1	1	0.75 IN Standard CASING RELIEF VALVE SET FOR 175#	
1	1	1 SET OF 2 1/2 IN HOSE VALVES-ANGLE HOSE VALVE NST THREAD, WITH CAPS AND CHAINS	
		JOCKEY PUMP	
1	1	PATTERSON. T41DF5362036 JOCKEY PUMP RATED FOR 5 GPM 60 PSI, 3450 RPM, WITH 0.50 HP, 3 PHASE, 60 CYCLE, 208 VOLT ODP ENCLOSURE	



UL APPROVED JOCKEY PUMP CONTROLLER
 FIRETROL FTA550F-AG012H
 FOR 3 PHASE, 60 CYCLE, 208 VOLT
 0.5 HP OPERATION
 WITHOUT PRESSURE RECORDER
 JP CONTROLLER MODIFICATIONS

1 0 - Casing Relief Valve
 LIST PRICE

TOTAL WEIGHT 397 LBS

LINE ITEM UNIT PRICE NOT INCLUDING TAX

Technical Clarifications/Exceptions

FULL FREIGHT ALLOWED ONE FACTORY STARTUP INCLUDED

Shipping Notes

Trucker to Call Hours before Delivery

Commercial Terms/Conditions

Pricing is firm for 30 days. No Sales Tax has been included in the above pricing.

Any order resulting from this quotation must be made out to Patterson Pump Company c/o Hydro Tec Inc.

Patterson Pump Company proposes hereby to furnish material and labor of manufacturing - complete in accordance with the above quotation.

F.O.B. Factory

 KAREN THOMAS
 Patterson Pump Company Authorized Signature

Quote Modify Date 7/27/2016	Last Saved By kthomas
---------------------------------------	---------------------------------



8

RECEIVED
SEP 28 2016
Worcester County Admin

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: September 28, 2016
SUBJECT: Maintenance Division Zero Turn Mowers – Bid Documents

DIVISIONS

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

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

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

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

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

Attached for your review and approval are bid documents for the purchase of two zero-turn mowers for the Maintenance Division. Included is the Notice to Bidders, Specifications, Bid Form and Bidders List. You will find the bid documents specify supplying Toro equipment only to match the current equipment used by the Maintenance Division. The Maintenance Division has purchased and warehoused spare parts to support their current Toro equipment. Spare parts and equipment familiarity are the two key reasons for requesting Toro equipment.

Funding, \$17,000.00 (\$8500 per mower), was approved for this purchase in the FY17 Approved Budget account #100.1201.6110.200.

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

Attachments

cc: Ken Whited, Maintenance Superintendent

DRAFT

NOTICE TO BIDDERS

Worcester County Department of Public Works Maintenance Division Zero Turn Mowers

The County Commissioners of Worcester County Maryland are currently accepting bids for providing two (2) new zero-turn mowers to the Department of Public Works – Maintenance Division so located at 6113 Timmons Road, Snow Hill, MD 21863. Bid specification packages and bid forms are available from the County Commissioners Office, One West Market Street, Government Center – Room 1103, Snow Hill, Maryland 21863-1072. Sealed bids will be accepted until **1:00 p.m., Monday October 24, 2016** in the Office of the County Commissioners, at the above address, at which time they will be opened and publicly read aloud. Envelopes will be marked **“DPW Maintenance Division Zero Turn Mowers”**

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 herein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with county contracts, or any other factors they deem appropriate. All inquiries will be directed to Kenneth J. Whited - Maintenance Superintendent at (410) 632-3766 or by email kenwhited@co.worcester.md.us. Email correspondence is encouraged and will be binding.

Citizens and Government Working Together

BID SPECIFICATIONS

Department of Public Works – Maintenance Division Zero Turn Mowers

1. Bids

Bids should be submitted in sealed envelopes clearly marked in lower left-hand corner.

“DPW Maintenance Division Zero Turn Mowers”

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 October 24, 2016**. Bids received after the appointed time will not be considered.

3. Taxes

The County is exempt from federal and state taxes for this purchase. Your prices should reflect the exclusion of sales tax.

4. Scope of Supply

Provide quantity of two (2) new Toro Professional 5000 Series 60” zero-turn mowers per the bid specifications to the Worcester County Department of Public Works – Maintenance Division located at 6113 Timmons Road, Snow Hill, MD 21863. Provide one-time equipment training for Worcester County personnel at the point of delivery as listed above. All freight to Owner’s property shall be included in the total Bid Price.

5. Specifications

ALL SPECIFICATIONS AND PRODUCT DETAILS WERE OBTAINED FROM TORO'S INTERNET WEB SITE.

ALL EQUIPMENT PROVIDED AS PART OF THIS BID SHALL BE NEW (Current Year Model) AND INCLUDE ALL APPLICABLE MANUFACTURER'S WARRANTIES.

Manufacturer: TORO(Only) - Alternate manufactured products are not allowed

Product Details

- **Model:** #74915
- **Model Year:** 2016
- **Serial No.:** #TBD
- **Product Name:** Z Master Professional 5000 Series Riding Mower, with 60in TURBO FORCE Side Discharge Mower
- **Product Type:** Riding Products
- **Product Series:** Zero Radius Turn, Professional 5000 Series
- **Chassis Type:** ZRT - LCE
- **Swath:** 60 inch
- **Discharge:** Side
- **Engine/Motor Manufacturer:** Kohler Command Pro 747cc
- **Engine/Motor Size:** 25 hp
- **Engine/Motor Type:** 4 Cycle
- **Engine Starter:** Electric
- **Transmission Manufacturer:** Parker
- **Transmission Model:** #Parker UHT 12cc w/Shock Valves
- **Transmission Speed:** Infinitely Variable
- **Transmission Type:** Rear WD
- **Commercial Domestic Warranty**
UNIT COVERAGE: 5 yr/1200 hrs; 3 yr Engine; 1 yr Battery- 90 days parts & labor; 91-365 days parts only; 1 yr Attachment; 90 Day Belts & Tires; ENGINE COVERAGE thru Engine Mfg

SPECIFICATIONS...continued

Product Details

Fuel Capacity:	Gasoline - 12 gal (45.4 L) single-point fill
Adjustable Discharge Baffle	Standard
Air Filter	Heavy-Duty Canister Air Cleaner
Blade Tip Speed	18,500+ ft/min (5638.8 m/min)
Blade Type	.25 in (.6 cm) thick heat-treated steel
Carrier Frame	3 in x 1.5 in (7.6 cm x 3.8 cm) tubular steel
Caster Tires	13 in x 6.5 in - 6 in (33 cm x 16.5 cm - 15.2 cm) flat-free semi-pneumatic
Deck Design	7-gauge 60 in (1.5 m) TURBO FORCE® w/ bull-nose bumper
Discharge Chute	Rubber
Drive System	Hydraulic unitized pumps and wheel motors
Drive Tires	24 in x 12 in - 12 in (58.4 cm x 24.1 cm - 30.5 cm)
Ground Speed	10 mph (16.1 kph) forward
Height of Cut	1 in - 5.5 in (2.5 cm x 14 cm) by .25 in (.6 cm) increments
Hour Meter	Standard
Hydraulic Fluid	Premium Synthetic
ROPS	Folding; standard
Seat	Deluxe suspension
Spindle Bearings	Greasable ball bearings
Spindle Housing	Cast iron
Steering Controls	1.625 (4.1 cm) dia. levers; adjustable

BID FORM

**Worcester County Department of Public Works
Maintenance Division Storage Building**

I/We have reviewed the specifications to supply two (2) new Toro zero-turn mowers to the Worcester County Department of Public Works – Maintenance Division so located at 6113 Timmons Road, Snow Hill, MD 21863. I/We hereby propose to provide the equipment as specified for:

Total Bid Price \$ _____,

BID MUST BE SIGNED TO BE VALID.

Date: _____

Signature: _____

Typed Name: _____

Title: _____

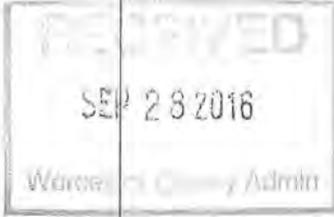
Firm: _____

Address: _____

Phone: _____

BIDDERS LIST

<p>RIO DEL MAR ENTERPRISES 8338 Elliott Road Easton, MD 21601 (P) 410-822-8866 (F) 410-822-9263 Contact: Dan Palmer Email: sales@riodelmarent.com</p>	<p>EASTERN SHORE TRACTOR COMPANY 22529 Lankford Highway Accomac, VA 23301 (P) 757-787-4141 (F) 757-787-9293 Contact: Carter Magette Email: carter.magette@easternshoretractor.com</p>
<p>ATLANTIC TRACTOR 7321 OCEAN HWY POCOMOKE CITY, MD 21851 (P) 410-957-2727 (F) 410-957-4284 Contact: Mike Stevenson Email: mstevenson@atdj.net</p>	<p>ATLANTIC TRACTOR 31415 JOHN DEERE DRIVE SALISBURY, MD 21804 (P) 410-860-0676 (F) 410-860-1704 Contact: Brian Little Email: blittle@atjd.net</p>
<p>DAVID A BANKS INC 25268 GOVERNOR STOCKLEY ROAD GEORGETOWN, DE 19947 (P) 302-856-3579 (F) 302-856-9879 Contact: Mark Banks Email: info@davidabanks.com</p>	<p>BURKE EQUIPMENT 11196 E SNAKE ROAD DELMAR, DE 19940 (P) 302-248-7070 (F) 302-248-7075 Contact: Phil Timmons Email: ptimmons@burkeequipment.com</p>
<p>BURKE EQUIPMENT CO 54 ANDREWS LAKE ROAD FELTON, DE 19943 (P) 302-284-0123 (F) 302-284-0225 Contact: Bob Cooke Email: bcooke@burkeequipment.com</p>	<p>ATLANTIC TRACTOR 5449 CHATEAU ROAD EAST NEW MARKET, MD 21631 (P) 410-228-0922 (F) 410-228-3692 Contact: John Moore Email: jmoore@atjd.net</p>
<p>ATLANTIC TRACTOR 13716 MAIN STREET QUEEN ANNE, MD 21657 (P) 410-364-5723 (F) 410-364-5706 Contact: Hunter Allen Email: hallen@atjd.net</p>	



9

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: September 27, 2016
SUBJECT: Water Service Line Replacement – Phase 5

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 we discussed earlier this year, since we are now past the summer season, we are ready to move into Phase 5; the final phase of water service line replacements in the Ocean Pines Service Area along Ocean Parkway. WM Water and Sewer, LLC has agreed to maintain their original proposal in the amount of \$900 for service lines crossing Ocean Parkway and \$550 for short side service lines.

The next phase of the work involves replacement of service lines from Manklin Creek Road to the southern end of Ocean Parkway. Attached for approval is a proposal for WM to replace the 5 short side service lines for \$2,750 and 53 long side services for \$47,700 for a total of \$50,450. WM continues to perform satisfactorily and we recommend approval of this proposal.

Funding for the work comes from the 2013 bond issue which included a construction budget of \$300,000 for service line replacement. After completing the balance of the service lines, we expect the total cost to be just under \$225,000.

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

Attachment

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

WM Water & Sewer LLC
 35964 Estella St
 Ocean View, DE 19970
 302-539-7169
 wmwaterandsewer@verizon.net

ESTIMATE

Date 9/17/2016
 Estimate # 4075

Name / Address
Worcester County Department of Public Works Water and Wastewater Division 1000 Shore Lane Berlin, MD 21811

Work Site
Ocean Parkway Ocean Pines



Description	Qty	Rate	Total
REPLACE WATER LINES SHORT WATER LINES	5	550.00	2,750.00
Subtotal			\$2,750.00
Total			\$2,750.00

WM Water & Sewer LLC
 35964 Estella St
 Ocean View, DE 19970
 302-539-7169
 wmwatrandsewer@verizon.net

ESTIMATE

Date 9/17/2016
 Estimate # 4076

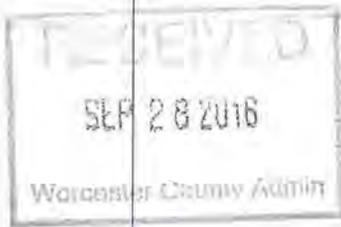
Name / Address
Worcester County Department of Public Works Water and Wastewater Division 1000 Shore Lane Berlin, MD 21811

Work Site
Ocean Parkway Ocean Pines



Description	Qty	Rate	Total
REPLACE WATER LINES LONG WATER LINES	53	900.00	47,700.00
Subtotal			\$47,700.00
Total			\$47,700.00

Pursuant to the request of Public Works Director John Tustin and upon a motion by Commissioner Purnell, the Commissioners unanimously accepted the proposal for Phase 4 of the Water Service Line Replacement Project in Ocean Pines to WM Water & Sewer, LLC of Ocean View, Delaware, which includes the replacement of 26 short, side-service lines at a cost of \$550 each for a total cost of \$14,300 and 23 long, side-service lines at a total cost of \$900 each at a total cost of \$20,700 for a combined total cost of \$35,000. In response to a question by Commissioner Bertino, Mr. Tustin confirmed that WM Water & Sewer completed Phases 1, 2 and 3, which included installing lines along Ocean Parkway, with little disruption to residents. He advised that residents could expect that same level of service with this portion of the project as well.



10

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: September 27, 2016
**SUBJECT: West Ocean City Pump Station Number 1
Pump Repair/Replacement**

DIVISIONS

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

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

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

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

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

The second of the three pumps in West Ocean City, Pump Station Number 1, has failed. You will recall we had a similar failure in May of this year which has now been corrected. In this case, the pump was taken to Delmarva Electric Motor, Inc. (DEMCO) for repair and DEMCO provided the attached proposal to repair the pump at a cost of \$23,500.

After obtaining this proposal, we contacted Sherwood Logan Inc., the authorized pump supplier for Flygt Pumps in this region, and asked for the price of a new pump. Sherwood Logan said that the price provided in May would remain valid for the purchase of another new pump (\$31,486 plus an estimated \$800 shipping).

Since we replaced one pump in May, the station is capable of maintaining capacity while the third pump is being replaced so delivery times will not need to be considered in this decision.

The damaged pump is 10 years old and has pumped nearly 700 million gallons of wastewater in its lifetime. It is recommended that for the additional \$8,800, we purchase a new pump with a new pump warranty and the most recent upgrades. Funds for the purchase are available within system reserves.

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

Attachments

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

Gary Serman

From: Diane Graham [graham.d@sherwoodlogan.com]
Sent: Monday, September 19, 2016 2:42 PM
To: Gary Serman
Subject: RE: Emailing: woc ps 1 flyght info

I will honor the quote Gary.

Thanks,

Diane Graham
Sherwood-Logan & Associates, Inc.
2140 Renard Court
Annapolis, MD 21401
PH: 410-841-6810
FAX: 410-841-9860
Graham.d@sherwoodlogan.com

-----Original Message-----

From: Gary Serman [<mailto:gserman@co.worcester.md.us>]
Sent: Monday, September 19, 2016 2:39 PM
To: Diane Graham <graham.d@sherwoodlogan.com>
Subject: RE: Emailing: woc ps 1 flyght info

Diane, I have another Flyght pump that has broken (repair cost \$23,000)at WOC PS #1. Is your quote price from May still valid, if not could you update this quote please.
Thanks, Gary

-----Original Message-----

From: Diane Graham [<mailto:graham.d@sherwoodlogan.com>]
Sent: Tuesday, May 03, 2016 3:06 PM
To: Gary Serman
Cc: Bob Fairweather
Subject: RE: Emailing: woc ps 1 flyght info

Gary,

Please see the attached revised quote including the 100 feet of power cable. Just let me know if you need anything else.

Thanks,

Diane Graham
Sherwood-Logan & Associates, Inc.
2140 Renard Court
Annapolis, MD 21401
PH: 410-841-6810
FAX: 410-841-9860
Graham.d@sherwoodlogan.com

-----Original Message-----

From: Gary Serman [<mailto:gserman@co.worcester.md.us>]
Sent: Tuesday, May 03, 2016 10:12 AM



Delmarva Electric Motors
& Machine Division

Delmarva Electric Motor, Inc.

111 East Gordy Road
Salisbury, MD 21804
Phone: (410)-749-1400 / Fax: (410)-548-9813

Job Estimate

Job No.:	090122
Recv'd Date:	08/12/16
Page:	1

Sold To:	Customer Number: WORCWW WORCESTER CO. DEPT OF WATER AND WASTEWATER 1000 SHORE LANE BERLIN, MD 21811 Contact: GARY SERMAN Telephone: 410-641-5251 Fax: 410-641-5185	Ship To:	Ship To Number: 000099 WORCESTER CO. DEPT OF WATER AND WASTEWATER 1000 SHORE LANE BERLIN, MD 21811 Fax: 410-641-5185
-----------------	---	-----------------	--

Job Number	Recv'd Date	Sales Code	Location	Ship Via	Terms
090122	08/12/16	97			NET 30

Customer PO	PO Release	Misc Number
	WEST OC STATION#1	

Item #	Description	Extension
	Nameplate Data: HP:30, MAKE:FLYGT, RPM:1175, VOLTS:460, AMPS:37, MODEL:3202.180-S0830026, SERIAL #:3202.180-5325, PARTS< X >:CORD Special Instructions: QUOTE - RUSH NEW AND REPAIR REPLACE IMPELLAR ATTN. GARY DISASSEMBLE & INSPECT ADDITIONAL WORK REQUIRED COMPLETE STATOR REWIND DIP AND BAKE WINDINGS ADDITIONAL PARTS REQUIRED BEARINGS SEALS O-RINGS ADAPTOR BEARING HOLDER IMPELLER COOLING JACKET DIFFUSER	

Repair estimate valid for 30 calendar days
from the above date.
Total is plus sales tax if applicable.
Based Upon Our Standard Terms And Conditions.

Total	Continued ...
--------------	---------------

Received By: _____ **Date:** _____

Customer



Delmarva Electric Motors
& Machine Division

Delmarva Electric Motor, Inc.

111 East Gordy Road
Salisbury, MD 21804
Phone: (410)-749-1400 / Fax: (410)-548-9813

Job Estimate

Job No.:	090122
Recv'd Date:	08/12/16
Page:	2

Sold To:	Customer Number: WORCWW	Ship To:	Ship To Number: 000099
	WORCESTER CO. DEPT OF WATER AND WASTEWATER 1000 SHORE LANE BERLIN, MD 21811		WORCESTER CO. DEPT OF WATER AND WASTEWATER 1000 SHORE LANE BERLIN, MD 21811 Fax: 410-641-5185
Contact: GARY SERMAN			
Telephone: 410-641-5251		Fax: 410-641-5185	

Job Number	Recv'd Date	Sales Code	Location	Ship Via	Terms
090122	08/12/16	97			NET 30

Customer PO	PO Release	Misc Number
	WEST OC STATION#1	

Item #	Description	Extension
	<p>ASSEMBLE AND TEST</p> <p>TOTAL REPAIR \$ 23,500.00</p> <p>NEW PUMP \$ 32,085 10 WEEK DELIVERY</p> <p>PLEASE NOT THE ORIGINAL PUMP IS NOW OBSOLETE NEW MODEL # N3202 35 HP 460 VO WITH 50 FOOT POWER CORD IF MORE CORD REQUIRED PLEASE ADD \$ 1,500.00 PER 50 FT MORE.</p> <p>THANKS RUSS EXT. 300</p>	

Repair estimate valid for 30 calendar days from the above date.
Total is plus sales tax if applicable.
Based Upon Our Standard Terms And Conditions.

Total	.00
--------------	-----

Received By: _____ **Date:** _____

Customer



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: September 27, 2016
SUBJECT: Ocean Pines Pump Station F - Change Order Number 1

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

While completing the construction at Pump Station F in Ocean Pines, a 3-inch vacuum line was exposed and found to be leaking. This line is approximately 15-foot deep and enters the pump station in the area of the discharge pumps.

Attached is Change Order Number 1 in the amount of \$9,300 to cover the effort of the contractor to make the needed repair. In addition, the contractor is requesting a time extension of 3-days.

The depth of this line makes the repair impossible to be safely completed by staff at the Water and Wastewater Division. Therefore, if the line is not repaired by the contractor currently on site, another outside contractor would need to be brought in.

This proposal was reviewed by EA Engineering and County staff and deemed to be a reasonable cost for the work needed. Therefore, we recommend approval of the proposed change order.

Funding for the work is available from contingency funds in the 2013 bond issue.

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

Enclosures

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

Change Order

No. 1

Date of Issuance: _____ Effective Date: _____

Project: Ocean Pines Pump Station F	Owner: Worcester County	Owner's Contract No.: S020-15-02
Contract: Ocean Pines Vacuum Lift Station "F" Upgrades		Date of Contract: 8/2/2016
Contractor: Hopkins Construction, Inc.		Engineer's Project No.: 6282601, 0009

The Contract Documents are modified as follows upon execution of this Change Order:

Description: A leaking 3 inch vacuum line will be exposed and repaired by welding a new 3 inch cap.

Attachments (list documents supporting change): Scope of work.

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price:

\$ 420,200

[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____:

\$ N/A

Contract Price prior to this Change Order:

\$ 420,200

[Increase] [~~Decrease~~] of this Change Order:

\$ 9,300

Contract Price incorporating this Change Order:

\$ 429,500

Original Contract Times: Working days Calendar days

Substantial completion (days or date): 11/20/2016

Ready for final payment (days or date): _____

[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____:

Substantial completion (days): _____

Ready for final payment (days): _____

Contract Times prior to this Change Order:

Substantial completion (days or date): 11/20/2016

Ready for final payment (days or date): _____

[Increase] [~~Decrease~~] of this Change Order:

Substantial completion (days or date): 11/23/2016

Ready for final payment (days or date): _____

Contract Times with all approved Change Orders:

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

RECOMMENDED:

By: B. L. Brooks
Engineer (Authorized Signature)

Date: 9-23-16

Approved by Funding Agency (if applicable): _____

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: [Signature]
Contractor (Authorized Signature)

Date: 9-21-2016

Date: _____

Change Order #1

Date: 9/20/2016

Contractor:

Hopkins Construction, Inc.

Contract Name:

Ocean Pines Vacuum Lift Station "F" Upgrades

EA Contract Number: 6282601, 0009

Owner:

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

Hopkins Contract Number: 16-100.67

RE: Ocean Pines Vacuum Lift Station "F" Upgrades: Repair 3" Vacuum Pipe

This Change Order #1 request is for Hopkins Construction, Inc. to repair the existing 3" vacuum line that run from the vacuum tank to the pump building. This vacuum line is estimated at 15 feet deep. Hopkins will excavate and expose the pipe, which will require using steel plates to shore up the hole. Dewatering will also be required. The old pipe will be removed and a cap will be welded on to complete the repair. Due to this unforeseen repair, an additional (3) days will be requested. The substantial completion date will then be changed from 11/20/2016 to 11/23/2016.

Pricing Breakdown:

Labor: (Composite Crew Rate \$40.5/Hour)

1 Man – 6 Hours:	Field Management	Total - \$243.00
2 Men – 2 Hours:	Mobilize to work site	Total = \$162.00
4 Men – 6 Hours:	Excavate work area	Total = \$972.00
4 Men – 2 Hours:	Cut and demo pipe	Total = \$324.00
2 Men – 1 Hour:	Weld on new pipe cap	Total = \$81.00
4 Men – 8 Hours:	Backfill and tamp fill dirt	Total = \$1,296.00
4 Men – 4 Hours:	Regrade topsoil at work area	Total = \$648.00
4 Men – 2 Hours:	Sump dewatering	Total = \$324.00

Total: (94 Hours) \$4,050.00

Material: (Until pipe is excavated, material cost is best estimate only)

Blind flange	(1) Ea.	\$27
Fill dirt	(1) TN	\$50
3" Stl Pipe – 1 jnt	(20) LF	\$50
Wall hole plug	(1) Ea.	\$40
Bedding dewatering stone	(1) TN	\$30

Total: \$197.00

Equipment:

315 Excavator	(3) Days	Day Rate \$810	\$2,430
Tamper	(1) Days	Day Rate \$135	\$135
Welding Equipment	(3) Days	Day Rate \$390	\$1,170
Steel Plates (Shoring)	(3) Days	Day Rate \$45	\$135

Total: **\$3,870.00**

Subtotals: Labor + Material + Equipment
\$4,050.00 + \$197.00 + \$3,870.00 = **\$8,117.00**

15% Contractor Markup = \$1,217.55

Change Order Total = \$9,334.55.60

The current contract price is **\$420,200.00**. The additional cost associated with the repairs are **\$9,300.00**.
The new total contract price will be **\$429,500.00**

By signing this change order, I hereby authorize the additional **\$9,300.00** to be added to the original contract value.

Contractors Acceptance:



Ryan Johnson (Project Manager)

9-21-2016

Date:

Owner Acceptance:

Date:



12

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

JOHN H. TUSTIN, P.E.
DIRECTOR

JOHN S. ROSS, P.E.
DEPUTY DIRECTOR

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

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: John H. Tustin, P.E., Director of Public Works *JHT*
DATE: September 27, 2016
SUBJECT: Ocean Pines Fence Replacement

DIVISIONS

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

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

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

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

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

The 2016/17 Water and Wastewater budget included funding to replace fences at Pump Stations C and G in Ocean Pines. As requested by the County Commissioners, we requested proposals from five (5) fence companies and received the two (2) attached fence quotations in response. Cost proposals were provided for both wood and vinyl fences and are summarized below:

<u>Company Name</u>	<u>Station C</u>		<u>Station G</u>	
	<u>Wood Fence</u>	<u>Vinyl Fence</u>	<u>Wood Fence</u>	<u>Vinyl Fence</u>
Grasso Fence Co.	\$12,176.00	\$17,340.00	\$11,139.00	\$15,912.00
Long Fence	\$13,475.00	\$15,465.00	\$12,495.00	\$14,545.00

The cost for replacing the fences in-kind will be \$23,315.00 using Grasso Fence. Changing the fence material to vinyl will cost \$30,010 using Long Fence. The budget included \$30,000 in funding for the work as we were unsure of what fence material would be selected.

Attached is a photograph of a recently completed wooden fence in Ocean Pines and a photograph of a vinyl fence in the Riddle Farm Sanitary Service Area for comparison.

The Water and Wastewater Division continues to recommend the use of wooden fences for these stations for a number of reasons:

- Lower initial cost
- Lower ongoing maintenance cost
- Ease of repair
- Consistency throughout the service area

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

Attachments

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

Commercial Proposal
(301) 350-2400
MHIC # 8615 • D.C. # 2118

LONG FENCE

Job No. _____
Order No. _____
Customer No. _____
Date September 16, 2016

8545 Edgeworth Drive • Capitol Heights, Maryland 20743-3790
1-800-486-GATE (Outside Metro Area) • Fax (301) 336-0743
www.longfence.com

BUYER: WORCESTER CO. DPW	ATTENTION: JEFF TINGLE		
STREET: _____	CITY: _____	STATE: _____	ZIP: _____
JOB NAME: OCEAN PINES PUMP STATION G	TEL: (443) 526-6731	FAX: _____	
ADDRESS: _____	COUNTY: WORCESTER		

Long Fence Company, Inc., herein referred to as Seller, proposes to furnish and install:

- ~ REMOVE AND HAUL AWAY APPROX. 200' OF EXISTING 8' HIGH WOOD FENCE.
- ~ INSTALL APPROX. 200' OF NEW (1X4) 8' HIGH "VERTICAL BOARD STYLE FENCE TO NEW 4"X4"X11' POSTS SET IN CONCRETE FOOTINGS.
- ~ INSTALL NEW 1"X4" VERTICAL BOARD TO EXISTING GATE LEAFS.

TOTAL = \$12,495.00

~ 8' HIGH VINYL PRIVACY OPTION = \$14,545.00

Exclusions: Engineering, Survey/Stakeout, Clearing, Grading, Permits, Soils removal, Electrical and Seeding, Bonds, As-Built Drawings and Traffic Control.

Seller proposes to furnish labor, equipment and materials — complete in accordance with the above specifications for the net cash sum of:

(\$ _____)
(\$ _____) deposit with order, net cash balance of (\$ _____) due on date of substantial completion.

Buyer to provide engineering, control points for elevation, horizontal and vertical alignment, determination of property lines, access to work area, clearing, restoration of finished grade, re-seeding, on-site disposal area for spoils, core drilling, setting of inserts. Location of underground utilities or obstructions that are not identified through the local one-call service are to be marked by Buyer. Seller is held harmless and indemnified against claims resulting from damages to unidentified utilities. The work will be performed in compliance with industry standards and guaranteed against defects in materials and workmanship for one year. This contract embodies the entire understanding between the parties. There are no verbal agreements or representations in connection therewith. Estimate good for 30 days. Any alterations from the above specifications or estimated quantities involving additional costs is extra to the contract. All materials shall remain property of Seller until the contract is paid in full. If balance is not paid in accordance with this agreement, purchaser agrees to all costs of collection including court costs and reasonable attorney's fees. Cost of permit is not included in the price.

LONG FENCE COMPANY, INC. by GARY WILLIAMS License No. 9615

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____ Date: _____
Print Name and Title: _____ Purchase Order No.: _____

Commercial Proposal
(301) 350-2400
MHIC # 9615 • D.C. # 2118

LONG FENCE

Job No. _____
Order No. _____
Customer No. _____
Date September 16, 2016

8545 Edgeworth Drive • Capitol Heights, Maryland 20743-3790
1-800-486-GATE (Outside Metro Area) • Fax (301) 336-0743
www.longfence.com

BUYER: <u>WORCESTER CO. DPW</u>	ATTENTION: <u>JEFF TINGLE</u>		
STREET: _____	CITY: _____	STATE: _____	ZIP: _____
JOB NAME: <u>OCEAN PINES PUMP STATION C</u>	TEL: <u>(443) 526-6731</u>	FAX: _____	
ADDRESS: _____	COUNTY: <u>WORCESTER</u>		

Long Fence Company, Inc., herein referred to as Seller, proposes to furnish and install:

- ~ REMOVE AND HAUL AWAY APPROX. 250' OF EXISTING 8' HIGH WOOD FENCE.
- ~ INSTALL APPROX. 250' OF NEW (1X4) 8' HIGH "VERTICAL BOARD STYLE FENCE TO NEW 4"X4"X11' POSTS SET IN CONCRETE FOOTINGS.
- ~ INSTALL NEW 1"X4" VERTICAL BOARD TO EXISTING GATE LEAFS.

TOTAL = \$13,475.00

~ 8' HIGH VINYL PRIVACY OPTION = \$15,465.00

Exclusions: Engineering, Survey/Stakeout, Clearing, Grading, Permits, Spoils removal, Electrical and Seeding, Bonds, As-Built Drawings and Traffic Control.

Seller proposes to furnish labor, equipment and materials — complete in accordance with the above specifications for the net cash sum of:

(\$ _____)
(\$ _____) deposit with order, net cash balance of (\$ _____) due on date of substantial completion.

Buyer to provide engineering, control points for elevation, horizontal and vertical alignment, determination of property lines, access to work area, clearing, restoration of finished grade, re-seeding, on-site disposal area for spoils, core drilling, setting of inserts. Location of underground utilities or obstructions that are not identified through the local one-call service are to be marked by Buyer. Seller is held harmless and indemnified against claims resulting from damages to unidentified utilities. The work will be performed in compliance with industry standards and guaranteed against defects in materials and workmanship for one year. This contract embodies the entire understanding between the parties. There are no verbal agreements or representations in connection therewith. Estimate good for 30 days. Any alterations from the above specifications or estimated quantities involving additional costs is extra to the contract. All materials shall remain property of Seller until the contract is paid in full. If balance is not paid in accordance with this agreement, purchaser agrees to all costs of collection including court costs and reasonable attorney's fees. Cost of permit is not included in the price.

LONG FENCE COMPANY, INC. by GARY WILLIAMS License No. 9615

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____ Date: _____
Print Name and Title: _____ Purchase Order No.: _____

Jeff Tingle

From: Gary Williams [gwilliams@longfence.com]
Sent: Friday, September 16, 2016 10:28 AM
To: Jeff Tingle
Subject: PUMP STATION G AND C
Attachments: DOC091616-001.pdf

Good morning Jeff! Here you go. Please let us know how we look! Thanks, GW

Gary Williams
Project Manager/Sales

LONG FENCE

P 301-350-2400 x 1448 | F 301-336-0743

8545 EDGEWORTH DRIVE | CAPITOL HEIGHTS, MD 20743

gwilliams@longfence.com | www.longfence.com

Excellence Since 1945!

Please consider the environment before printing this email.

Grasso Fence Co.

Over 35 years experience

(410) 860-2146 / Fax# (410) 860-0479

P.O. Box 116

Fruitland, MD 21826-9998

MDOT MBE #11-507

DELDOT MBE #1076

MHIC #75654

June 14, 2016

Name: WORCHESTER CO WASTEWATER DEPT
Billing Address: 1000 SHORE LANS, BERLIN, MD 21811
Job Location: OCEAN PINES PUMP STATIONS
Phone #: 443-523-6731
Fax#:

Description

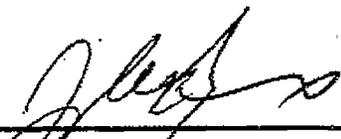
STATION G - INSTALL 234LF OF 8' HIGH 1X4 PRIVACY PRESSURE TREATED WOOD FENCE WITH 1-12' DBL SWING GATE. FENCE TO HAVE 4-2X4 BACKERS, 4X4 POSTS IN CONCRETE FOOTINGS, 1X6 TOP CAP, 2" SQ GALV GATE FRAMES. REUSING EXIST 4" GALV POSTS. REMOVE AND HAUL AWAY OLD FENCE. TOTAL - \$11,139.00. NET30

ALT STATION G - INSTALL 8' HIGH LAKELAND PVC PRIVACY T&G FENCE IN WHITE WITH 5X5 HEAVY WALL POSTS, 1-12' DBL SWING GATE WITH 2" SQUARE STEEL FRAMES AND 4" SCH 40 GALV POSTS. ALL POSTS IN CONCRETE FOOTINGS. INCLUDES REMOVAL OF OLD FENCE. TOTAL - \$15,912.00. NET30

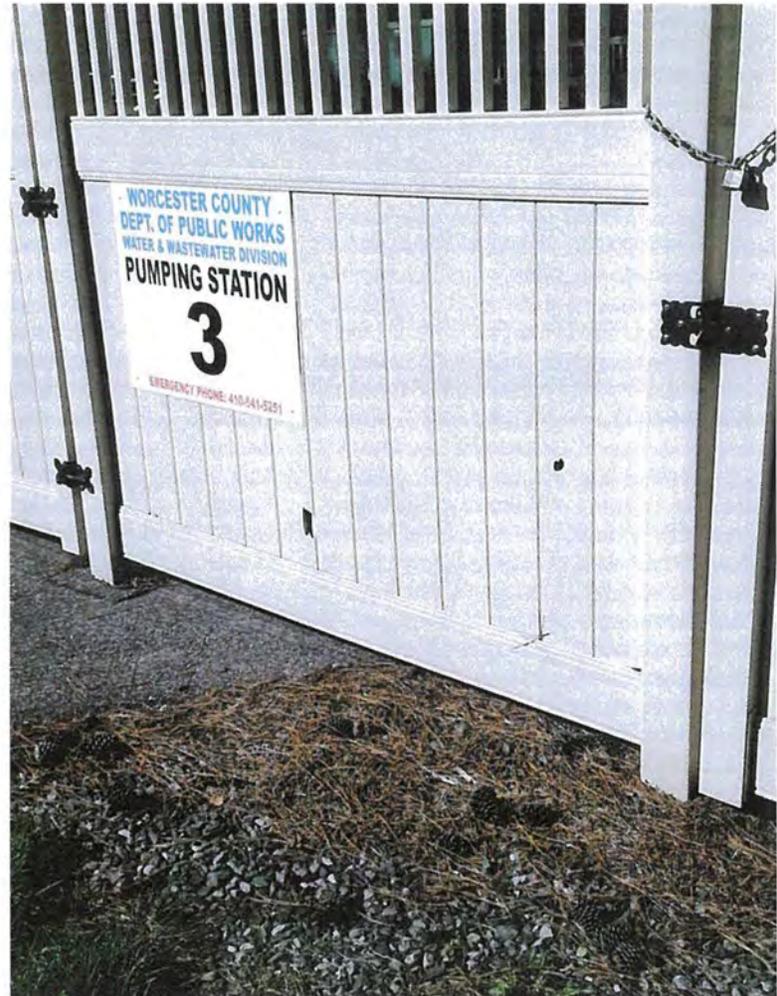
STATION C - INSTALL 255LF OF 8' HIGH 1X4 PRIVACY PRESSURE TREATED WOOD FENCE WITH 1-4' GATE, 1-12' DBL SWING GATE. FENCE TO HAVE SAME SPECS AS STATION G. TOTAL - \$12,176.00. NET30

ALT STATION C - INSTALL 8' HIGH LAKELAND PVC PRIVACY T&G FENCE IN WHITE WITH 5X5 HEAVY WALL POSTS, 1-4' GATE AND 1-12' DBL SWING GATE WITH 2" SQUARE STEEL FRAMES AND 4" GATE POSTS. ALL POSTS IN CONCRETE FOOTINGS. TOTAL - \$17,340.00

Interest at 2% per month (annual percentage rate 24%) will be charged to any account past 30 days. All quotes are subject to conditions beyond GFC, LLC control. Customer is responsible for establishing property lines and marking private underground wires, utility lines, and sprinkler systems. GFC, LLC will have Utility Companies mark out public utility-owned lines. (Miss Utility). Customer is responsible for clearing brush, trees, and obstructions, roots, etc. from fence line. Customer is responsible for obtaining building permits. If GFC, LLC refers collection of balances due under this contract to an attorney, then attorney fees & court costs will be paid by the buyer. Any changes to this contract will incur additional charges. No refunds on SPECIAL ORDERS.

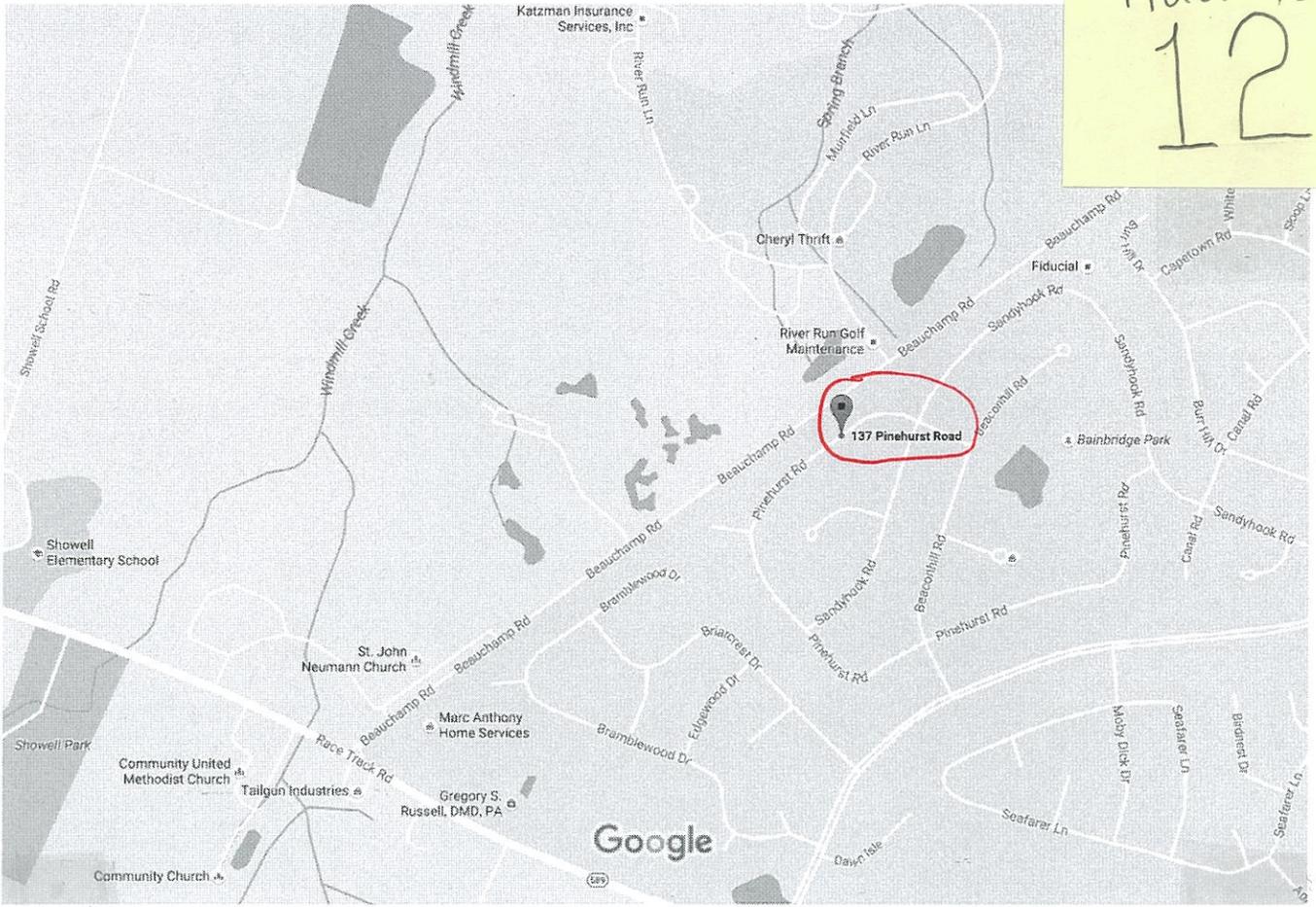
X 
John Grasso
President

X
Buyer

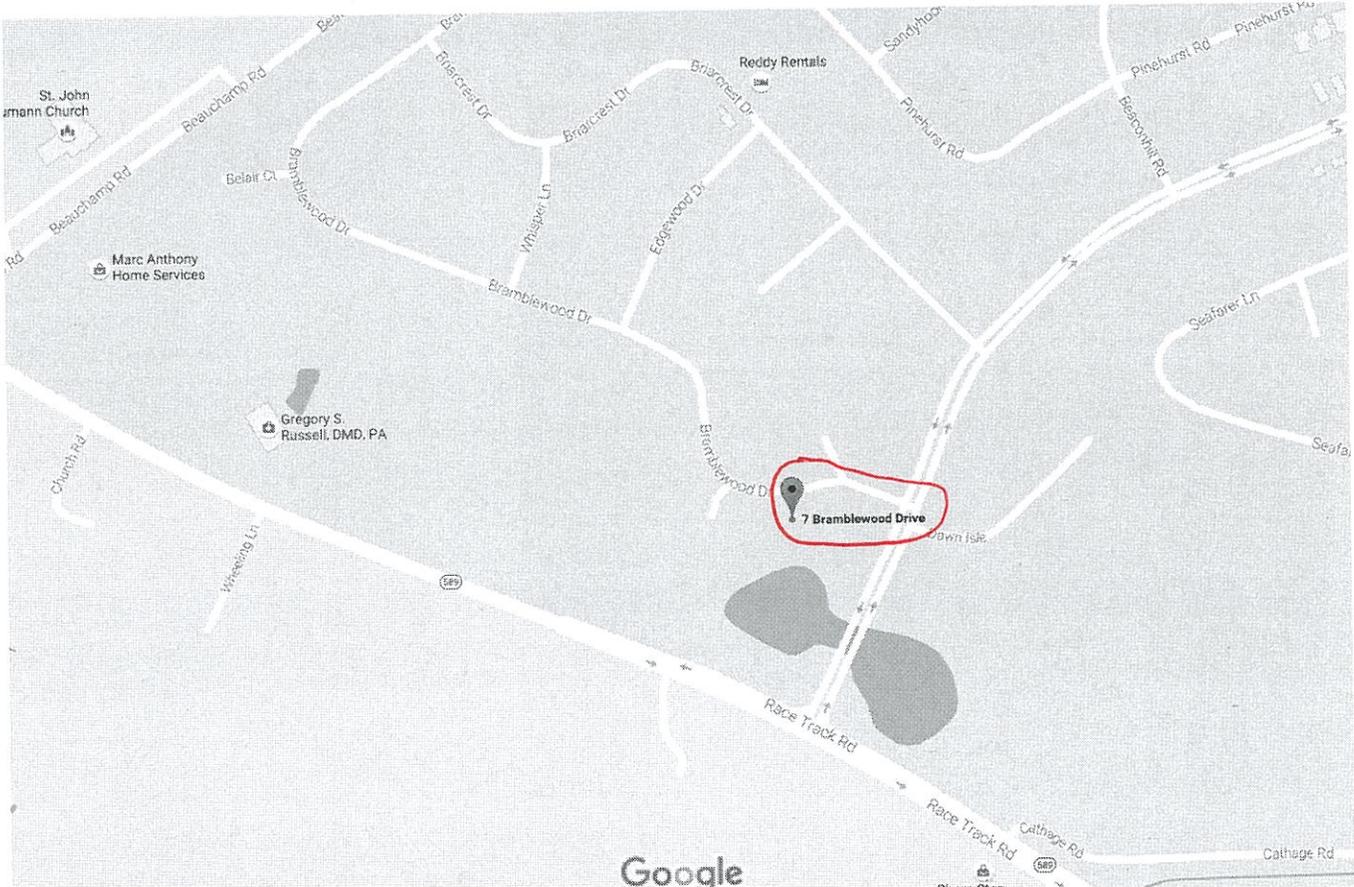


Google Maps 137 Pinehurst Rd - Pump Station C

Add to
12



Google Maps 7 Bramblewood Dr - Pump Station G



RECEIVED
 SEP 28 2016
 Worcester County Admin



13

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

= Recommended
 Bid. (see pages 3-4)

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: September 26, 2016
SUBJECT: 2017 Vehicle Bid Recommendation

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

Monday, September 12, 2016, bids were received and opened for new 2017 vehicles requested by several departments within Worcester County. Attached for your review are copies of the bids received and Specification Sheets. Listed below is a summary of the bids submitted along with their pricing per unit:

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

Vehicle Type	<u>Page 6</u> Sherwood Ford Salisbury, MD	<u>Page 27</u> Hertrich Fleet Milford, DE	<u>Page 56</u> I.G. Burton Milford, DE	<u>Page 139</u> Bayshore Ford New Castle, DE
1. Full Size 4x4 SUV (1)	\$37,539.44 2017 Ford Expedition 4x4 UIG	\$37,258.00 2017 Ford Expedition 4x4 UIG	NO BID	\$39,108.00 2017 Ford Expedition 4x4 XLT
2. 1 Ton 4x2 Stake Body Truck (1)	\$34,608.88 2017 Ford F350 4x2	\$35,293.00 2017 Ford F350 4x2	NO BID	\$35,374.00 2017 Ford F350 4x2
3. 1 Ton 4x4 Utility Body Truck (1)	\$35,144.88 2017 Ford F350 4x4	\$32,988.00 2017 Ford F350 4x4	NO BID	\$32,881.00 2017 Ford F350 4x4
4. 1/2 Ton 4x2 Pickup Truck (1)	\$22,288.14 2017 Ford F150 4x2	\$18,998.00 2017 Dodge Ram 1500 4x2	\$20,381.00 2017 Dodge Ram 1500 Tradesman	\$21,545.00 2017 Ford F150 4x2

	<u>Sherwood</u>	<u>Hertrich</u>	<u>I. G. Burton</u>	<u>Bayshore</u>
5. 3/4 Ton 4x2 Truck (1)	\$23,652.16 2017 Ford F250 4x2	\$23,777.00 2017 Ford F250 4x2	\$23,898.00 2017 Dodge Ram 2500 Tradesman	\$23,885.00 2017 Ford F250 4x2
6. 1 Ton 4x2 Utility Body Truck (1)	\$31,582.88 2017 Ford F350 4x2	\$30,391.00 2017 Ford F350 4x2	NO BID	\$30,189.00 2017 Ford F350 4x2
7. 1 1/2 Ton 4x2 Crew Cab Utility Body Truck (1)	\$50,189.40 2017 Ford F450 4x2 Crew Cab	\$50,644.00 2017 Ford F450 4x2 Crew Cab	NO BID	\$48,817.00 2017 Ford F450 4x2 Crew Cab
8. Compact 4x2 Cargo Van (1)	\$22,346.72 2017 Ford Transit Connect XL	\$22,788.00 2017 Ford Transit Connect XL	\$23,707.00 2017 Dodge Ram Promaster City	\$22,101.00 2017 Ford Transit Connect XL
9. 1 Ton 4x2 Cargo Van (1)	NO BID	\$26,658.00 2017 Chevy 3500 Express Cargo	\$26,774.00 2017 Chevy 3500 Express Cargo	\$24,329.00 2017 Ford Transit T150 Midroof
10. Full Size 4x4 SUV (Transport) (1)	\$36,384.44 2017 Ford Expedition XL	\$36,634.00 2017 Ford Expedition XL	NO BID	\$34,988.00 2017 Ford Expedition XL
11. Full Size 4x4 SUV (Patrol) (1)	NO BID	\$35,997.00 2017 Chevy Tahoe 4x4	\$35,887.00 2017 Chevy Tahoe 4x4	NO BID
12. Full Size 4x2 Police Pursuit SUVs (6)	NO BID	\$33,766.00 (each) 2017 Chevy Tahoe 4x2	\$33,611.00 (each) 2017 Chevy Tahoe 4x2	NO BID

Some bids did not meet the vehicle specifications listed in the bid packet. The lowest bid for Vehicle #2 from Sherwood Ford didn't meet the specifications for a 10,000 lbs gross vehicle weight rating (GVWR). Sherwood Ford submitted specifications for 9800 lb. GVWR and a 26.5 gallon fuel tank. No bid submitted met the specification for a 30 gallon fuel tank. The next lowest bid for Vehicle #2 was Hertrich Fleet Services which meets the specifications for 10,000 lb GVWR

See Bid Specifications. page 236

with a 28 gallon fuel tank. It is recommended to accept the bid from Hertrich Fleet Services. Vehicle #4 specifications called for a 3.7 liter V6 engine; however, no bids were received to meet this specification. Hertrich Fleet Services bid was submitted with a 3.6 liter V6 which would be acceptable. Vehicle #8 specifications called for a 2.5 liter 4 cylinder fuel injected Ecoboost. The lowest bidder Bayshore Ford noted the 2.5 liter is Non-Ecoboost. The 2.5 liter would be acceptable. Vehicle #9 specifications call for rear cargo compartment heat and A/C. Bayshore Ford's low bid did not have the rear heat and A/C in the cargo area and noted the engine was a V6/3.5 twin turbo with a payload of 3450 lbs. and a GVWR of 8600 lbs. The specifications called for a 4.8 liter V8 engine and a one ton van. This van is going to be outfitted with a prisoner transport cage, therefore the rear heat and A/C is essential for the rear cargo area. It is recommended to accept the next lowest bid from Hertrich Fleet Services as their bid met the specifications. Vehicle #10 Bayshore Ford noted the third row seat would be cloth and not vinyl. This exception would be acceptable. Vehicle #11 specifications call for the exterior color to be sable metallic; however, this color has been discontinued for 2017 as noted in the exception letter from Hertrich Fleet Services. The Sheriff's Office has chosen Silver Ice Metallic as an acceptable color. I.G. Burton didn't note the exception; however, it is recommended to accept the low bid from them.

Criswell Fleet Sales has the Maryland State contract for 2017 Chevrolet Tahoe's 4x4 and 4x2 Police Pursuit SUV's. Attached are price quotes with the options listed for your review. The State Contract prices for the Tahoe 4x4 is \$38,283.00 and the Tahoe 4x2 is \$35,593.00 which are higher than the bids we received from Hertrich Fleet and I.G. Burton. After reviewing all specifications, options and price quotes from the bids received, it is recommended the following vehicles be purchased.

See Page 234

Approved Vehicle	Lowest Bidder Meeting Specifications	Budget Approval	Bid
1. Full Size 4x4 SUV (1)	Hertrich Fleet	\$38,000.00	\$37,258.00
2. 1 Ton 4x2 Stake Body Truck (1)	Hertrich Fleet	\$40,000.00	\$35,293.00
3. 1 Ton 4x4 Utility Body Truck (1)	Bayshore Ford	\$35,000.00	32,881.00
4. 1/2 Ton 4x2 Pickup Truck (1)	Hertrich Fleet	\$23,000.00	\$18,998.00
5. 3/4 Ton 4x2 Truck (1)	Sherwood Ford	\$26,000.00	\$23,652.16

6.	1 Ton 4x2 Utility Body Truck (1)	Bayshore Ford	\$32,000.00	\$30,189.00
7.	1 1/2 Ton 4x2 Crew Cab Utility Body Truck (1)	Bayshore Ford	\$50,000.00	\$48,817.00
8.	Compact 4x2 Cargo Van (1)	Bayshore Ford	\$24,000.00	\$22,101.00
9.	1 Ton 4x2 Cargo Van (1)	Hertrich Fleet	\$30,000.00	\$26,658.00
10.	Full Size 4x4 SUV (Transport) (1)	Bayshore Ford	\$40,643.00	\$34,988.00
11.	Full Size 4x4 SUV (Patrol) (1)	I.G. Burton	\$44,850.00	\$35,887.00
12.	Full Size 4x2 Police Pursuit SUVs (6)	I.G. Burton	\$244,902.00 (\$40,817.00 each)	\$201,666.00 (\$33,611.00 each)

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

Attachments

cc: William Powell

Competitive Bid Worksheet

Item: Purchase of Vehicles

Bid Deadline/Opening Date: 1:00 P.M., September 12, 2016

Bids Received by deadline = 4

Vendor's Submitting Bids

Vehicles Bid

Bayshore Ford 4003 N. Dupont Hwy New Castle, DE 19720	I.G. Burton & Co. 793 Bay Road Milford, DE 19963	Sherwood Ford, Inc. 1902 N. Salisbury Bv Salisbury, MD 21801	Hertrich Fleet Srv 1427 Bay Road Milford, DE 19963
---	--	--	--

(1) Full Size 4x4 SUV - Commissioners	\$ 39,108 ⁰⁰ <u>NO BID</u>	\$ 37,539 ⁴⁴ <u>NO BID</u>	\$ 37,258 ⁰⁰ <u>NO BID</u>
(1) 4x2 Stake Body Truck - DPW Solid Waste	\$ 35,374 ⁰⁰ <u>NO BID</u>	\$ 34,608 ⁸⁸ <u>NO BID</u>	\$ 35,293 ⁰⁰ <u>NO BID</u>
(1) 4x4 Utility Body Truck - DPW - Solid Waste	\$ 32,881 ⁰⁰ <u>NO BID</u>	\$ 35,144 ⁸⁸ <u>NO BID</u>	\$ 32,988 ⁰⁰ <u>NO BID</u>
(1) 1/2 Ton 4x2 Pickup Truck - DPW - Water & Wastewater	\$ 21,545 ⁰⁰ <u>NO BID</u>	\$ 20,381 ⁰⁰ <u>NO BID</u>	\$ 22,288 ¹⁴ <u>NO BID</u>
(1) 3/4 Ton 4x2 Pickup Truck - DPW - Water & Wastewater	\$ 23,885 ⁰⁰ <u>NO BID</u>	\$ 23,898 ⁰⁰ <u>NO BID</u>	\$ 23,652 ¹⁶ <u>NO BID</u>
(1) 1 Ton 4x2 Utility Body Truck - DPW - Water & Wastewater	\$ 30,189 ⁰⁰ <u>NO BID</u>	\$ 31,582 ⁸⁸ <u>NO BID</u>	\$ 30,391 ⁰⁰ <u>NO BID</u>
(1) 1 1/2 Ton 4x2 Crew Cab Utility Body Truck - DPW - Water & Wastewater	\$ 48,817 ⁰⁰ <u>NO BID</u>	\$ 50,189 ⁴⁰ <u>NO BID</u>	\$ 50,644 ⁰⁰ <u>NO BID</u>
(1) Compact 4x2 Cargo Van - Emergency Services	\$ 22,101 ⁰⁰ <u>NO BID</u>	\$ 23,707 ²⁰ <u>NO BID</u>	\$ 22,346 ⁷² <u>NO BID</u>
(1) 1 Ton 4x2 Cargo Van - Jail	\$ 24,329 ⁰⁰ <u>NO BID</u>	\$ 26,774 ⁰⁰ <u>NO BID</u>	\$ 26,658 ⁰⁰ <u>NO BID</u>
(1) Full Size 4x4 SUV (Transport) - Sheriff	\$ 34,988 ⁰⁰ <u>NO BID</u>	\$ 36,384 ⁴⁴ <u>NO BID</u>	\$ 36,634 ⁰⁰ <u>NO BID</u>
(1) Full Size 4x4 SUV (Patrol) - Sheriff	<u>NO BID</u>	\$ 35,887 ⁰⁰ <u>NO BID</u>	\$ 35,997 ⁰⁰ <u>NO BID</u>
(6) Full Size 4x2 SUV's (Police Pursuit) - Sheriff	<u>NO BID</u>	\$ 33,611 ⁰⁰ <u>NO BID</u>	\$ 33,766 ⁰⁰ <u>NO BID</u>



14

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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

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

September 14, 2016

Tabled on September 20
for further discussion on
October 4, 2016

TO: Worcester County Commissioners
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KL*
SUBJECT: Offer for Inventory in Gold Coast Mall Retail Liquor Store

As we referenced at your last meeting, staff had originally planned to include the sublease of the Gold Coast Mall retail liquor store in the Request for Proposals (RFP) that was approved for our 16th Street retail liquor store location. However, the landlord was not inclined to extend our lease beyond the current expiration date of December 31, 2016. The landlord instead prefers to enter into a long term lease with the adjacent tenant who operates a beer and wine store to expand into the space currently occupied by the County liquor store. The tenant, GCBW, Inc. (Mohamad "Mike" Ramadan, principal), is planning to apply for a new Class "A" beer/wine/liquor license in order to sell liquor at this location in addition to beer and wine. However, under current state law, such licenses are prohibited within 10 blocks of an existing County liquor store in the Town of Ocean City. We understand from Attorney Mark Cropper that Mr. Ramadan would like to apply for a license by the September 19, 2016 deadline. License Administrator April Payne has agreed to accept the application contingent upon a letter of acknowledgment and support from the County.

In discussions with Mr. Cropper, we explained our original intent to sublease the Gold Coast Mall liquor store and to sell the remaining inventory to the sublessee. As a result of our discussions, we developed an Offer Form modeled after the RFP (see attached) which Mr. Cropper presented to his client for purchase of the inventory (current cost - \$152,457) and assets (current book value - \$47,102). As you will see, Mr. Ramadan has offered to purchase the remaining inventory (except the non-alcoholic beverages) at the County's actual cost plus a 10% mark-up. Since Mr. Ramadan was uninterested in purchasing any of the County's assets in the store which he plans to renovate, he agreed to purchase additional inventory up to a total cost of \$300,000 including the 10% mark-up.

Staff has reviewed the offer and recommends acceptance contingent upon a formally approved contract of sale between Mr. Ramadan and the County prior to the October 19, 2016 Board of License Commissioners' meeting. Thank you for your consideration. We look forward to discussing this matter with you at your next meeting.

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



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

September 14, 2016

Mark Cropper, Esq.
6200 Coastal Highway, Suite 200
Ocean City, Maryland 21842

RE: Gold Coast Mall Inventory Offer

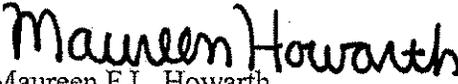
Dear Mark:

The County received the offer to purchase inventory at our Gold Coast liquor store location submitted by your client GCBW, Inc. This offer will be considered by the County Commissioners at their September 20, 2016 meeting. You will hear from me shortly thereafter.

Additionally, I would like to discuss with you the memorialization of the transfer of the inventory through a contract of sale. If the Commissioners decide to accept the offer on September 20th, the Commissioners could consider the proposed contract for sale on October 4th. Call me when you have time. We will still need to do the Bulk Transfer Application and Permit, but that can be addressed after your client attends the October 19th Board of License Commissioners meeting and we know whether he will be issued the appropriate liquor license.

Thank you for the timely offer.

Very Truly Yours,


Maureen F.L. Howarth
County Attorney

Law Offices
AYRES, JENKINS, GORDY & ALMAND, P.A.
6200 COASTAL HIGHWAY, SUITE 200
OCEAN CITY, MARYLAND 21842

GUY R. AYRES III
M. DEAN JENKINS
JAMES W. ALMAND
WILLIAM E. ESHAM, III
MARK SPENCER CROPPER
BRUCE F. BRIGHT
HEATHER E. STANSBURY
JON P. BULKELEY

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

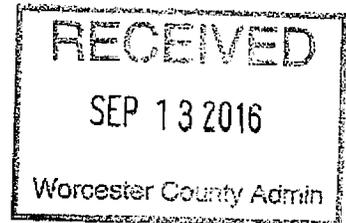
OCEAN PINES OFFICE
11047 RACETRACK ROAD
BERLIN, MARYLAND 21811
(410) 641-5033
FAX (410) 641-6926

Reply to Ocean City Office

OF COUNSEL
HAROLD B. GORDY, JR.

September 13, 2016

Worcester County Board of License Commissioners
Attn: Jim Bunting, President
One West Market Street- Room 1201
Snow Hill, MD 21863



Re: Gold Coast Mall Location

Dear President Bunting:

I represent GCBW, Inc. ("GCBW"), a Maryland corporation, whose principal is Mohamad "Mike" Ramadan. GCBW holds a Class "A" B/W license on that property generally referred to and known as Store No. 34, with an address of 11401 Coastal Highway in Ocean City, Maryland. That store is adjacent to Store No. 52, with an address of 11453 Coastal Highway, which is leased by Worcester County. Both stores are part of the Gold Coast Mall complex.

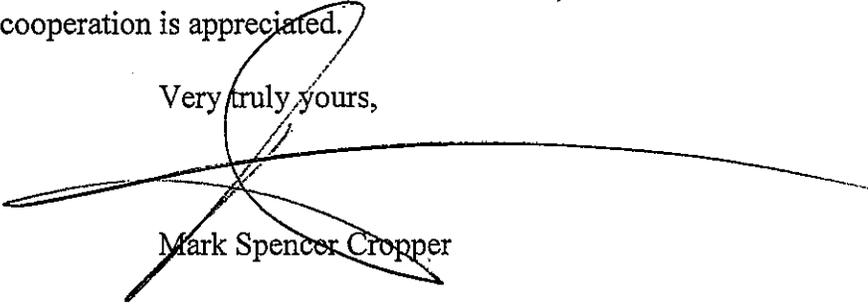
Over the past year, my client has written several letters to the County Commissioners (the "Commissioners") expressing an interest in acquiring Store No. 52. As a result, my client recently received an RFP for that location. Please find enclosed my client's Offer Form in that regard. As you can see, my client is agreeing to purchase up to \$300,000.00 worth of the liquor inventory of the County to supply that location, with a 10% markup. This is inclusive of the existing inventory attached to the RFP. Obviously, this offer is contingent upon the Worcester County Board of License Commissioners (the "Board") issuing to my client a new Class "A" B/W/L license for this location.

My client intends to file the necessary application for the new license on or before September 19, 2016, which is the existing deadline for a hearing that would take place in October. As a condition of the Board accepting any such application, the consent of the Commissioners will be required. Therefore, please provide me with a letter confirming your receipt of the enclosed offer which will be considered by the Commissioners at their next

meeting on September 20, 2016. A decision by the Commissioners regarding the offer will be made at that time and communicated to me and the Board.

Should you have any questions about this letter or the enclosed offer, do not hesitate to give me a call. As always, your cooperation is appreciated.

Very truly yours,



Mark Spencer Cropper

MSC:lbs

Enclosure

Offer Form

I have reviewed the County inventory (see Attachment A) and assets (see Attachment B) at the Shore Spirits Retail Liquor Store, located at Gold Coast Mall (114th Street) in Ocean City, Maryland (Store #52 of Gold Coast Mall - ±1,500 square feet). I hereby agree to purchase the inventory in the store as of December 31, 2016 at the County's actual cost plus the percentage mark-up identified below. I further agree to purchase the County assets as listed on Attachment B at the price stated below.

Gold Coast Mall Shore Spirits - Inventory -

I agree to purchase all of the County inventory remaining in the store on December 31, 2016, at the County's actual cost, plus the following mark-up:

Gold Coast - Additional Inventory Mark-Up = 10 %

Gold Coast Mall Shore Spirits - Assets - Furniture, Fixtures and Leasehold Improvements -

I agree to purchase the County assets in the Gold Coast Mall Shore Spirits Location, including: furniture, fixtures and leasehold improvements (original cost = \$119,345, current book value = \$47,102), at the following price:

Gold Coast - Payment for Assets = \$ 0

Exceptions/Deviations: Due to remodel, I can not purchase any Fixtures; ect.

- Also No Non-Alcoholic Beverages

- I agree to purchase up to \$300,000.00 worth of the Counties liquor inventories to stock this location when open.

OFFER MUST BE SIGNED TO BE VALID.

Date: 9/13/16

Signature: 

Typed Name: Mohamed Ramadan

Title: President

Firm: GC BW inc.

Address: 11401 a' Coastal Hwy

Phone: 410-430-7511

Attachment A
Inventory in Gold Coast Mall Retail Liquor Store

Index of Inventory Report*

<u>Category</u>	<u>Page</u>
01 - Wine	N/A
02 - Bourbon	1
03 - Brandy	2
04 - Whiskey	3
05 - Cocktails	6
06 - Cognac	6
07 - Cordials	6
08 - Gin	9
09 - Grain	10
10 - Rum	10
11 - Schnapps	14
12 - Scotch	14
13 - Tequila	15
14 - Vermouth	17
15 - Vodka	17
16-27 - Miscellaneous and Mixers	24
Totals	25

* Please note that final store inventory will be substantially similar to the list provided herein, but will be updated as of December 31, 2016 to reflect actual inventory in the store at the time of transfer.

Attachment A

Worcester County Liquor Control
 Merchandise Analysis by Item number
 (Custom)

Analyze by: Item
 Print: All
 Ranked by: Qty on hand (shaded)
 Group by: Category/Sub-category
 Print: All in each group
 Order by: Group description
 Report period: 9/2/2016 to 9/2/2016 (1 days)
 Location: GCOAST

** by Item number indicates the group includes miscellaneous items, values may not 'add across' the report

Category/Sub-category	Rank	Item number	Description	Qty on hand	Cost on hand
02/2003	758	15000	ANCIENT AGE BOURBON 1.75L	5.00	61.58
	759	15002	ANCIENT AGE BOURBON 750ML	5.00	29.82
	516	5252	BANKERS CLUB BOURBON 1.75L	8.00	89.54
	920	1444	BOURBON SUPR BLENDED BBN 1.75	4.00	55.96
	229	15082	BULLEIT BOURBON 90 750ML	15.00	287.93
	351	15090	CABIN STILL 1.75L	11.00	142.93
	664	7898	CODY ROAD BOURBON 750ML	6.00	142.54
	861	7723	COLVILLE BOURBON 750ML	4.00	66.66
	275	2122	EAGLE RARE S/B BOU 10 YR 375ML	13.00	126.56
	301	1203	EAGLE RARE S/B BOU 10 YR 750ML	12.00	199.32
	762	101	EVAN WILLIAMS BLACK BOU 1.75L	5.00	84.98
	646	60	EVAN WILLIAMS BLACK BOU 200ML	7.00	19.50
	330	15113	EVAN WILLIAMS BLACK BOU 375ML	12.00	57.54
	145	15112	EVAN WILLIAMS BLACK BOU 750ML	21.00	189.25
	1,042	3081	EVAN WILLIAMS S/B BOU 90 750ML	2.00	46.01
	647	5815	EZRA BROOKS BBN 80 750ML**	7.00	55.97
	723	15120	EZRA BROOKS KS BOU 90 1.75L	6.00	100.63
	757	15122	EZRA BROOKS KS BOU 90 750ML	5.00	43.95
	142	7694	FEW SPIRITS BOURBON 750ML	22.00	836.20
	841	6519	JESSE JAMES OUTLAW SPICE 750ML	4.00	47.98
	5	7864	JIM BEAM APPLE 50ML	126.00	83.69
	81	7865	JIM BEAM APPLE 750ML	37.00	442.91
	726	1768	JIM BEAM BLACK BOURBON 86 750ML	6.00	95.80
	263	15140	JIM BEAM BOURBON 1.75L	14.00	285.25
	6	15141	JIM BEAM BOURBON 1L	120.00	1,528.70
	228	15144	JIM BEAM BOURBON 200ML	15.00	52.62
	919	15143	JIM BEAM BOURBON 375ML	4.00	26.38
	26	15145	JIM BEAM BOURBON 50ML	75.00	49.81
	134	15142	JIM BEAM BOURBON 750ML	23.00	228.28
	531	5038	JIM BEAM DEVILS CUT 750ML	7.00	109.03
	512	7472	JIM BEAM FIRE 750ML	8.00	89.57
	10	6270	JIM BEAM HONEY 50ML	119.00	79.05
	199	6288	JIM BEAM HONEY 750ML	17.00	201.85
	1,000	6985	JIM BEAM MAPLE 750ML	3.00	33.53
	277	15170	KENTUCKY GENTLEMAN BOUR 1.75L	13.00	110.34
	27	15174	KENTUCKY GENTLEMAN BOUR 200ML	75.00	110.38
	154	15173	KENTUCKY GENTLEMAN BOUR 375ML	20.00	43.91
	462	15171	KENTUCKY GENTLEMAN BOURBON 1L	9.00	44.11
	1,071	15180	KENTUCKY TAVERN KSBW BOU 1.75L	1.00	10.00
	1,072	15181	KENTUCKY TAVERN KSBW BOUR 1L	1.00	4.91
	105	6545	KNOB CREEK 9 YR 50ML	28.00	37.13

Worcester County Liquor Control
Merchandise Analysis by Item number

Category/Sub-category				
Rank	Item number	Description	Qty on hand	Cost on hand
1.102	980	KNOB CREEK BOURBO 9Y 100 1.75L	1.00	42.63
717	14	KNOB CREEK BOURBO 9Y 100 750ML	6.00	143.91
1.088	4792	KNOB CREEK SINGLE BARREL 750ML	1.00	32.00
482	421	MAKERS MARK BOURBON 90 1.75L	9.00	378.14
974	422	MAKERS MARK BOURBON 90 375ML	3.00	34.09
314	4142	MAKERS MARK BOURBON 90 50ML	12.00	19.98
329	15202	MAKERS MARK BOURBON 90 750ML	12.00	256.78
944	15220	OLD CROW BOURBON 3YR 1.75L	3.00	37.16
544	15272	OLD GRAND DAD BOURBO 100 750ML	8.00	159.96
1.108	6603	OLD GRAND DAD BOURBON 80 750ML	1.00	12.24
818	5081	RED STAG BOURBON 375ML	5.00	28.33
1.028	4088	RED STAG BOURBON 750ML	2.00	24.05
982	5365	RED STAG HON TEA BOUR 750ML**	3.00	38.03
486	5363	RED STAG SPICED W/CIN 750ML**	9.00	93.37
460	1691	RIDGEMONT RES 1792 SGL 750ML	9.00	140.68
545	15350	SETTER BOURBON 1.75L	8.00	96.00
1.022	4862	VERY OLD BARTON BOUR 100 750ML	2.00	18.17
461	15370	VIRGINIA GENTLEMAN PET 1.75L	9.00	118.19
1.047	15383	WILD TURKEY BOURBON 101 375ML	2.00	15.91
1.070	15382	WILD TURKEY BOURBON 101 750ML	1.00	15.59
994	778	WILD TURKEY BOURBON 81 750ML	3.00	45.59
293	4408	WILD TURKEY WITH HONEY 1.75L	13.00	311.92
408	4143	WILD TURKEY WITH HONEY 375ML	10.00	93.45
294	4202	WILD TURKEY WITH HONEY 71 50ML	13.00	14.76
968	390	WILD TURKEY WITH HONEY 750ML	3.00	47.99
490	487	WOODFORD RES BOURBON 90 750ML	9.00	248.44
02/2003 totals			1.052.00	8,822.56
03/3001				
548	17131	8.00	49.24
575	17081	BOSTON APRICOT BRANDY 1L	7.00	43.04
220	17083	BOSTON APRICOT BRANDY 375ML**	16.00	45.04
432	17094	BOSTON BLACKBERRY BRANDY 200ML	10.00	16.00
549	17093	BOSTON BLACKBERRY BRDY 375ML**	8.00	22.58
755	17111	BOSTON FIVE STAR BRANDY 1L	5.00	30.12
576	17121	BOSTON GINGER BRANDY 1L**	7.00	43.03
756	17123	BOSTON GINGER BRANDY 375ML	5.00	21.95
577	17134	BOSTON PEACH BRANDY 200ML	7.00	10.62
458	17133	BOSTON PEACH BRANDY 375ML**	9.00	25.35
924	17152	CHRISTIAN BROTH BRAN VS 750ML	4.00	31.97
578	17150	CHRISTIAN BROTH BRAND VS 1.75L	7.00	105.36
457	17154	CHRISTIAN BROTH BRAND VS 200ML	9.00	21.55
226	17153	CHRISTIAN BROTH BRAND VS 375ML	15.00	61.88
915	1215	CHRISTIAN BROTHER FR WHT 750ML	4.00	31.83
536	27051	DEK APRICOT BRANDY 1L	8.00	67.16
765	1328	DEK CHERRY BRANDY 1L	5.00	42.33
15	7877	E & J APPLE BRANDY 50ML	107.00	73.83
637	7876	E & J APPLE BRANDY 750ML	7.00	56.30
552	17184	E & J BRANDY 200ML	8.00	19.96

Worcester County Liquor Control
Merchandise Analysis by Item number

Category/Sub-category				
Rank	Item number	Description	Qty on hand	Cost on hand
433	17183	E & J BRANDY 375ML	10.00	39 25
923	17182	E & J BRANDY 750ML	4.00	32 18
1,081	237	E & J BRANDY VSOP 750ML	1.00	8 67
574	17180	E & J BRANDY VSOP 1.75L	7.00	123 33
184	17194	E & J BRANDY VSOP 200ML	17.00	47 21
348	17193	E & J BRANDY VSOP 375ML	11.00	47 61
661	7812	E & J PEACH BRANDY 750ML	6.00	48 27
739	1857	E & J XO BRANDY 375ML	6.00	27 99
1,064	1856	E & J XO BRANDY 750ML	1.00	8 89
309	743	HIRAM WALKER PEACH BRAND 750ML	12.00	87 54
453	17242	LAIRDS APPLEJACK BRANDY 750ML	9.00	89 27
942	17270	PAUL MASSON BRANDY VS 1.75L	3.00	43 19
456	17274	PAUL MASSON BRANDY VS 200ML	9.00	21 16
465	17273	PAUL MASSON BRANDY VS 375ML	9.00	33 44
928	17272	PAUL MASSON BRANDY VS 750ML	4.00	32 01
585	3038	PAUL MASSON BRANDY VSOP 1.75L	7.00	123 13
1,043	112	PAUL MASSON BRANDY VSOP 750ML	2.00	17 99
494	7433	PAUL MASSON GR AM PEACH 375ML	9.00	36 41
652	7179	PAUL MASSON GR AMB PEACH 750ML	4.00	32 86
659	7881	PAUL MASSON RED BERRY 750ML	9.00	50 25
802	4248	STOCK 84 BRANDY 1.75L	5.00	74 95
03/3001 totals			398 00	1,844 92
03/3002				
725	17282	METAXA 5 STAR 76 750ML	6 00	102 82
1,033	21952	METAXA OUZO 750ML	2.00	25 51
1,045	1377	ST REMY NAPO BRAND VSOP 1.75L	2.00	39 99
03/3002 totals			10 00	168 32
04/4001				
193	7711	ALASKA OUTLAW WHISKEY 750ML	17.00	452 31
864	7664	BIRD DOG APPLE WHISK 750ML	4.00	44 08
971	4728	BIRD DOG BLKBERRY WHISK 750ML	3.00	33 44
837	6201	BIRD DOG HOT CINNAMON WH 750ML	5 00	62 13
1,004	6203	BIRD DOG PEACH WHISKEY 750ML	3.00	33 08
636	7712	BLACK DRAFT MOONSHINE 750ML	7.00	94 08
245	7713	DCD BUTTERSCOTCH SHINE 750ML	15.00	285 16
509	7717	DCD CAROLINA PEACH SHINE 750ML	8.00	152 08
463	15102	EARLY TIMES KY WHISKE 750ML***	9.00	75 56
722	15100	EARLY TIMES KY WHISKEY 1.75	6.00	71 97
380	7075	FULL THROTTLE APPLE 750ML**	11.00	203 45
645	7076	FULL THROTTLE BLAKBERY 750ML**	7.00	129 47
499	7077	FULL THROTTLE PECH SLO 750ML**	9.00	166 46
642	7080	FULL THROTTLE PLATINUM 750ML	7 00	155 36
249	7078	FULL THROTTLE STRAWBER 750ML**	14.00	258 93
303	7079	FULL THROTTLE VANILLA 750ML**	12 00	221 93
443	18232	GENTLEMAN JACK RARE 80 750ML	10 00	240 05
1,012	6120	GEORGE DICKEL NO 8 750ML	2 00	30 87
268	18290	JACK DANIELS BLACK LABEL 1.75L	13.00	442 07
157	18294	JACK DANIELS BLACK LABEL 200ML	20.00	113 30
158	18293	JACK DANIELS BLACK LABEL 375ML	20.00	154 07

Worcester County Liquor Control
Merchandise Analysis by Item number

Category/Sub-category				
Rank	Item number	Description	Qty on hand	Cost on hand
81	18292	JACK DANIELS BLACK LABEL 750ML	31.00	545.82
1,060	18312	JACK DANIELS SINGLE BAR 750ML	2.00	78.15
308	7561	JACK DANIELS TENN FIRE 750ML	12.00	211.26
995	6590	JACK DANIELS W/ HONEY 1.75L	3.00	103.43
148	4885	JACK DANIELS W/HONEY 750ML	20.00	352.10
111	7688	KOPPER KETTLE VA WHISKEY 750ML	27.00	564.55
375	7691	VIRGINIA LIGHT APPLE PIE 750ML	11.00	186.32
635	7692	VIRGINIA LIGHTNING CHERRY 750M	7.00	119.03
205	7690	VIRGINIA LIGHTNING WHISK 750ML	16.00	213.09
04/4001 totals			331.00	5,795.39
04/4002				
649	6335	FIREFLY CHERRY MOONSH 750ML	7.00	111.97
388	6598	FIREFLY STRAW MOONSHINE 750ML	10.00	159.95
1,110	6108	MIDNIGHT MOON STRAWBERRY 750ML	1.00	15.24
629	5127	MIDNIGHT MOONS ORIG CORN 750ML	7.00	107.66
1,098	5128	MIDNIGHT MOONSHNE CHERY 750ML	1.00	15.40
1,112	6136	OLE SMOKY MNSHN BLACKBRY 750ML	1.00	16.90
817	5433	OLE SMOKY MNSHN ORIGINAL 750ML	5.00	84.48
862	7612	OLE SMOKY MOON CHARRED HD 750	4.00	55.98
04/4002 totals			36.00	587.58
04/4003				
517	5430	BUSHMILL IRISH HONY WHIS 750ML	8.00	147.09
929	18032	BUSHMILL IRISH WHISKY 80 750ML	4.00	67.18
153	272	JOHN JAMESON IRISH WHISK 1.75L	20.00	733.30
336	18323	JOHN JAMESON IRISH WHISK 375ML	12.00	80.46
146	2204	JOHN JAMESON IRISH WHISK 50ML	21.00	28.02
69	18322	JOHN JAMESON IRISH WHISK 750ML	42.00	743.19
643	7120	PADDY DEVILS APPLE WHSKY 750ML	7.00	102.19
480	4589	THE KNOT IRISH WHISKEY 750ML	9.00	170.88
04/4003 totals			123.00	2,072.31
04/4005				
169	7697	CODY ROAD RYE WHISKEY 750ML	18.00	427.67
1,103	7807	CROWN ROYAL HARVEST RYE 750ML	1.00	19.99
147	7695	FEW SPIRITS RYE WHISKEY 750ML	21.00	997.69
966	352	PIKESVILLE RYE 750ML	3.00	33.59
834	6977	WISERS RYE WHISKEY 50ML**	5.00	3.33
04/4005 totals			48.00	1,482.57
04/4009				
884	354	CALVERT EXT BLEND WHISKY 1.75L	4.00	48.78
267	18150	CLUB 400 BLEND 1.75L	13.00	118.30
266	18151	CLUB 400 BLEND 1L	14.00	64.28
559	18280	IMPERIAL BLEND 1.75L	8.00	67.21
340	18283	IMPERIAL BLEND 375ML	11.00	28.73
339	18282	IMPERIAL BLEND 750ML	11.00	45.91
888	4786	SEAGRAMS 7 CRN DARK HONY 750ML	4.00	41.58
744	18470	SEAGRAMS 7 CROWN 1.75L	6.00	79.95
442	18473	SEAGRAMS 7 CROWN 375ML	10.00	59.95
562	18475	SEAGRAMS 7 CROWN 50ML	8.00	7.95
441	18472	SEAGRAMS 7 CROWN 750ML	10.00	104.00

Worcester County Liquor Control
Merchandise Analysis by Item number

Category/Sub-category				
Rank	Item number	Description	Qty on hand	Cost on hand
1,059	18474	SEAGRAMS 7 CROWN PET 200ML	2.00	6.67
04/4009 totals			101.00	673.30
04/4011				
452	18000	BLACK VELVET 1.75L	9.00	80.96
32	18001	BLACK VELVET 1L**	70.00	575.89
434	18004	BLACK VELVET 200ML	10.00	24.90
553	18003	BLACK VELVET 375ML	8.00	37.56
64	18005	BLACK VELVET 50ML	33.00	16.60
346	18002	BLACK VELVET 750ML	11.00	59.16
572	18061	CANADIAN CLUB 6 YR 1L***	7.00	100.84
334	18064	CANADIAN CLUB 6 YR 200ML**	12.00	43.97
227	18063	CANADIAN CLUB 6 YR 375ML	15.00	81.98
219	18065	CANADIAN CLUB 6 YR 50ML**	16.00	10.28
804	4258	CANADIAN HUNTER WHISKEY 750ML	5.00	24.38
410	4260	CANADIAN HUNTER WHISKY 375ML**	10.00	27.30
610	404	CANADIAN LEAF 3YR 1.75L	7.00	66.22
253	437	CANADIAN LEAF 3YR 200ML	14.00	18.40
615	436	CANADIAN LEAF 3YR 375ML	7.00	16.15
554	18090	CANADIAN LTD 1.75L	8.00	74.05
741	18093	CANADIAN LTD 375ML	6.00	15.67
338	18092	CANADIAN LTD 750ML	11.00	50.99
550	18100	CANADIAN MIST 1.75L	8.00	87.98
742	18103	CANADIAN MIST 375ML	6.00	22.77
1,061	18102	CANADIAN MIST 750ML	1.00	7.79
337	18160	CROWN ROYAL 1.75L	12.00	443.93
558	18163	CROWN ROYAL 375ML	6.00	85.32
98	18165	CROWN ROYAL 50ML	29.00	49.52
117	18162	CROWN ROYAL 750ML	26.00	520.91
873	4425	CROWN ROYAL BLACK 90 750ML	3.00	59.99
1,053	2042	CROWN ROYAL EXTRA RARE 750ML	2.00	127.99
396	7655	CROWN ROYAL REGAL APPLE 1.75L	10.00	369.99
96	7732	CROWN ROYAL REGAL APPLE 50ML	30.00	32.09
162	7539	CROWN ROYAL REGAL APPLE 750ML	19.00	379.91
269	16365	LORD CALVERT CANADIAN 50ML	13.00	7.73
745	16362	LORD CALVERT CANADIAN 750ML	5.00	33.62
803	4263	RICH AND RARE WHISKEY 1.75L	5.00	49.21
877	4268	RICH AND RARE WHISKEY 200ML***	6.00	10.68
409	4267	RICH AND RARE WHISKEY 375ML	10.00	32.74
521	4265	RICH AND RARE WHISKEY 750ML	8.00	42.60
448	16490	SEAGRAMS VO 1.75L	9.00	149.94
563	18493	SEAGRAMS VO 375ML	8.00	52.44
222	18495	SEAGRAMS VO 50ML	15.00	17.63
743	18492	SEAGRAMS VO 750ML	6.00	59.98
721	1081	SEAGRAMS VO GOLD 1.75L	6.00	143.96
738	18530	WINDSOR CANADIAN 1.75L	6.00	65.01
830	7781	WINDSOR CANADIAN WHISKEY 50ML	5.00	2.48
302	8978	WISERS SPICED VANILLA WH 750ML	12.00	126.29
04/4011 totals			527.00	4,307.78
05/5001				

Worcester County Liquor Control
Merchandise Analysis by Item number

Category/Sub-category				
Rank	Item number	Description	Qty on hand	Cost on hand
1,026	4131	BACARDI PD HURRICANE CKT 750ML	2.00	15.79
376	921	BACARDI RUM ISL ICE TEA 750ML	11.00	70.35
1,069	1066	BACARDI RUM ISL ITEA 1.75L**	1.00	11.94
935	19000	BARTENDERS HOT SEX 1.75L***	3.00	38.00
941	1789	CHI CHIS APPLTINI 1.75L***	3.00	20.25
880	3997	CPT MORG LONG ISLAND ICE 1.75	4.00	57.54
799	4016	CPT MORG LONG ISLAND ICE 750ML	5.00	49.98
444	19131	DESERT ISLAND LONG ISLAND 1L	10.00	54.90
264	1762	JOSE CUERVO GOLDEN MARG 1.75L	14.00	209.93
454	1763	JOSE CUERVO GOLDEN MARG 750ML	9.00	88.16
992	74	JOSE CUERVO LIME MARG 20 1.75L	3.00	35.99
926	1761	JOSE CUERVO LIME MARG 20 750ML	4.00	32.19
333	1774	JOSE CUERVO STRAW MA CKT 1.75L	12.00	143.92
178	19404	KAHLUA DTG KAH /MLK CK 200ML**	18.00	30.14
99	19444	KAHLUA DTG MUDSLIDE CKT 200ML	29.00	48.57
40	19454	KAHLUA DTG WHT RUSS CKT 200ML	62.00	103.79
387	6568	MALIBU CRANBERRY RTD CAN 800ML	10.00	39.75
504	7192	MALIBU FUZZY PIN RTD CAN 800ML	8.00	31.68
202	6587	MALIBU PINEAPPLE RTD CAN 800ML	16.00	63.60
1,117	688	MONTEBELLO LG IS ICE TEA 1.75L	-1.00	-10.49
478	4547	SKINNY GIRL MARGARITA 750ML***	9.00	68.92
206	6660	SKINNY GIRL WH PEA MAR 750ML***	16.00	117.36
211	5190	SKINNY GIRL WHT CRANB 750ML***	16.00	110.79
798	3998	SMIRNOFF TUSC LEM CKT 750ML***	5.00	53.75
05/5001 totals			269.00	1,495.00
06/6002				
520	4733	CAMUS COGNAC VS 750ML	8.00	177.68
1,109	61	COURVOISIER COGNAC VS 375ML	1.00	11.10
936	20052	COURVOISIER COGNAC VSOP 750ML	3.00	101.97
130	20100	HENNESSY COGNAC VS 1.75L	24.00	1,556.29
221	20104	HENNESSY COGNAC VS 200ML	16.00	175.84
1,057	20105	HENNESSY COGNAC VS 50ML	2.00	7.96
181	20102	HENNESSY COGNAC VS 750ML	17.00	458.92
88	20103	HENNESSY COGNAC VS FLASK 375ML	32.00	511.68
1,054	20112	HENNESSY VSOP PRIV COGNA 750ML	2.00	99.91
767	1381	REMY MARTIN 1738 ACCORD 750ML	5.00	203.83
1,021	498	REMY MARTIN VS GRND CRU375ML**	2.00	39.21
345	20153	REMY MARTIN VSOP COGNAC 375ML	11.00	171.22
180	1863	REMY MARTIN VSOP COGNAC 50ML	18.00	53.91
435	20152	REMY MARTIN VSOP COGNAC 750ML	10.00	343.85
06/6002 totals			151.00	3,903.37
07/7001				
850	6984	99 WHIPPED SCHNAPPS 750ML***	4.00	55.96
570	21261	BOSTON AMARETTO 1L	7.00	25.24
224	21291	BOSTON ANISETTE 1L	15.00	54.11
343	21311	BOSTON BLACK RASPBERRY 1L	11.00	39.74
274	21321	BOSTON BLUE CURACO 1L	13.00	46.92
451	21331	BOSTON CREME DE BANANA 1L	9.00	32.54
225	21341	BOSTON CREME DE CACAO BROWN 1L	15.00	54.08

Worcester County Liquor Control
Merchandise Analysis by Item number

Category/Sub-category				
Rank	Item number	Description	Qty on hand	Cost on hand
747	21351	BOSTON CREME DE CACAO WHITE 1L	5.00	18 03
449	21361	BOSTON CREME DE CAFE 1L**	9.00	32 58
438	21371	BOSTON CREME DE MEN GREEN 1L	10.00	36 07
439	21381	BOSTON CREME DE MEN WHITE 1L	10.00	36 08
734	21391	BOSTON MELON LIQUEUR 1L	6.00	23 37
931	21412	BOSTON ROCK & RYE/ FRUIT 750ML	4.00	20 80
59	21431	BOSTON TRIPLE SEC 1L	48.00	173.04
501	5824	EARLY TIMES FIRE EATER 750M***	9.00	89 95
188	4358	FIREFLY SOUTH LEMONAD 1.75L**	17 00	282 25
959	2544	HIRAM WALKER PUMP SP 750ML***	3.00	23 99
571	2061	JACQUINS ROCK & RYE 750ML	7.00	56 03
299	6824	KINKY BLUE LIQUEUR 750ML	13.00	138 02
395	7628	KINKY GOLD LIQUEUR 750ML	10 00	106 05
311	5586	KINKY LIQUEUR 750ML	12 00	127 50
1,015	7204	KRINGLE CREAM LIQUEUR 750ML***	2 00	31 99
813	5264	LAZZARONI AMARETTO WTIN 750ML	5 00	57 30
30	21981	MONTEZUMA TRIPLE SEC 30 1L	72.00	205 61
885	22132	SOUTHERN COMFORT 100 750ML	4 00	55 93
886	22140	SOUTHERN COMFORT 70 1.75L	4 00	86 90
528	22141	SOUTHERN COMFORT 70 1L	6.00	135 96
414	22143	SOUTHERN COMFORT 70 375ML	10.00	58.96
108	22145	SOUTHERN COMFORT 70 50ML	27.00	15 75
696	22142	SOUTHERN COMFORT 70 750ML	6.00	62 37
316	4460	SOUTHERN COMFORT LIME 1L**	12.00	179.92
678	4689	SOUTHERN COMFORT LIME 750ML	6.00	66 33
838	6229	ST ELDER ELDERFLOWER LIQ 750ML	5.00	64 93
477	4351	VEEV ACAI LIQUEUR 750ML	9.00	188 91
397	7689	XILLI LIQUEUR 750ML	10.00	142 60
077001 totals			417.00	2,829.81
<hr/>				
077002				
729	21002	AFTER SHOCK LIQUEUR 80 750ML	6.00	105 61
965	2237	AGWA DE BOLIVIA LIQUEU 750ML	3.00	80 97
1,063	1881	ALIZE BLEU 750ML	1.00	10 06
564	20002	ALIZE GOLD PASSION 750ML	7.00	100 91
737	20012	ALIZE RED PASSION 750ML	6.00	83 33
918	1520	AMARULA FRUIT CREAM LIQU 750ML	4 00	58 66
1,009	6349	ANTICA MASTI SAMBUCA 1L**	3.00	26 19
1,086	4140	ARVANTIS PLOMARI OUZO 750ML	1.00	12 13
748	21042	B & B LIQUEUR 750ML	5.00	129.93
778	274	BAILEYS IRISH CREAM 1.75L	5 00	175 53
85	21055	BAILEYS IRISH CREAM 50ML	33 00	74 42
1,019	7588	BAILEYS SALTED CARAMEL 750ML	2.00	31.99
498	6937	BAILEYS VANILLA CINNAMON 750ML	8.00	145 47
1,016	98	BARENJAGER HONEY LIQ 70 750ML	2.00	42 91
930	21072	BAUCHANT LIQUEUR 750ML	4.00	61.32
1,051	21113	BLACK HAUS 80 375ML**	2.00	17 74
1,057	21112	BLACK HAUS 80 750ML	1.00	17 36
342	21440	CAFFE LOLITA COFFE LICOR 1.75L	11.00	160 72

Worcester County Liquor Control
Merchandise Analysis by Item number

Category/Sub-category				
Rank	Item number	Description	Qty on hand	Cost on hand
271	21442	CAFFE LOLITA COFFE LICOR 750ML	13.00	98.09
437	21441	CAFFE LOLITA COFFEE LICOR 1L	10.00	86.65
556	21451	CAMPARI APERITIVO 1L	8.00	237.46
917	103	CARAVELLA LIMONCELLO 750ML	4.00	43.54
394	930	CARAVELLA ORANGECELLO 750ML	10.00	109.02
1,050	21472	CHAMBORD LIQUEUR ROYALE 750ML	2.00	47.60
626	5341	CHOCO-LAT LIQUEUR 750ML	7.00	62.88
938	21482	COINTREAU LIQUEUR 750ML	3.00	88.76
970	3917	COINTREAU NOIR LIQUEUR 750ML	3.00	93.58
390	688	DIAMORE RASPBERR LIQ 42 750ML	10.00	68.83
247	86	DIAMORE SAMBUCA LIQ 42 750ML	14.00	101.43
749	21023	DI SARONNO AMARETTO 375ML	5.00	50.02
1,052	21025	DI SARONNO AMARETTO 50ML	2.00	4.67
116	21022	DI SARONNO AMARETTO 750ML	26.00	479.91
1,068	21573	DRAMBUIE 80 375ML	1.00	13.67
932	21572	DRAMBUIE 80 750ML	4.00	108.86
16	5170	FIREBALL CINNAMON WHIS 1.75L	86.00	1,616.16
11	5144	FIREBALL CINNAMON WHIS 375ML	117.00	530.26
50	4997	FIREBALL CINNAMON WHISKEY 1L	56.00	763.56
1	4851	FIREBALL CINNAMON WHISKEY 50ML	810.00	306.10
1,049	21613	FRANGELICO LIQUEUR 375ML	2.00	24.21
733	21612	FRANGELICO LIQUEUR 750ML	6.00	98.04
156	21755	GRAND MARNIER CORDON R 50ML	20.00	61.20
273	21750	GRAND MARNIER CORDON R 1 75L	13.00	779.92
332	1561	GRAND MARNIER CORDON R 200ML	12.00	85.84
197	99	GRAND MARNIER CORDON R 375ML	17.00	238.82
135	21752	GRAND MARNIER CORDON R 750ML	23.00	660.64
1,005	620	HPNOTIQ LIQUEUR 34 750ML	3.00	41.53
416	2308	IRISH MANOR CREAM LIQ 1 75L	10.00	183.35
190	4139	IRISH MANOR CREAM LIQ 750ML	17.00	149.51
735	1958	IRISH MANOR CREAM LIQUEUR 1L	6.00	62.96
420	2546	IRISH MANOR CREAM LIQUR 50ML**	10.00	13.90
732	21812	IRISH MIST LIQUEUR 750ML	6.00	125.79
400	487	JAGERMEISTER 1.75L	10.00	316.85
62	21833	JAGERMEISTER 375ML	45.00	352.79
568	21835	JAGERMEISTER 50ML	7.00	7.51
160	21832	JAGERMEISTER 750ML	19.00	303.91
1,014	6987	JAGERMEISTER SPIC LIQ 750ML***	2.00	24.01
933	21840	KAHLUA COFFEE LIQUEUR 1.75L	4.00	129.10
440	21844	KAHLUA COFFEE LIQUEUR 200ML	10.00	59.95
341	21843	KAHLUA COFFEE LIQUEUR 375ML	11.00	95.32
132	21845	KAHLUA COFFEE LIQUEUR 50ML	24.00	38.05
182	21842	KAHLUA COFFEE LIQUEUR 750ML	17.00	204.09
858	6585	KAHLUA MIDNIGHT 750ML	4.00	42.65
718	110	KAMORA COFFEE LIQUEUR 1.75L	6.00	120.05
618	478	KAMORA COFFEE LIQUEUR 1L	7.00	66.47
864	675	KAPALI LICOR DE CAFE 40 1.75L	4.00	60.83
272	21852	KAPALI LICOR DE CAFE 40 750ML	13.00	74.82

Worcester County Liquor Control
Merchandise Analysis by Item number

Category/Sub-category				
Rank	Item number	Description	Qty on hand	Cost on hand
1,048	21881	LICOR 43 1L	2.00	54.18
529	21882	LICOR 43 750ML	8.00	111.97
187	21942	MCCORMICK IRISH CREAM 750ML	17.00	169.91
1,029	3568	NUVO SPARKLING LIQUEUR 375ML**	2.00	29.28
347	179	PATRON CITRONG ORNGE LIQ 750ML	11.00	142.65
547	1595	PATRON XO CAFÉ 70 750ML	8.00	90.76
978	5370	PATRON XO DARK COCOA 70 750ML	3.00	39.00
382	22072	ROMANA BLACK SAMBUCA 80 750ML	11.00	236.24
599	22082	ROMANA SAMBUCA 84 750ML	7.00	133.74
415	22182	SABROSO COFFEE LIQUEUR 750ML	10.00	50.05
527	22150	ST BRENDANS IRISH CREAM 1.75L	8.00	145.60
288	22152	ST BRENDANS IRISH CREAM 750ML	13.00	114.57
676	4241	STOCK GRAN GALA LIQUEUR 1.75L	6.00	136.83
158	21742	STOCK GRAN GALA LIQUEUR 750ML	19.00	217.38
1,030	22192	TIA MARIA 750ML	2.00	34.21
633	738	TUACA LIQUEUR 1L	7.00	147.05
417	22213	TUACA LIQUEUR 375ML	10.00	89.95
506	709	TUACA LIQUEUR 50ML**	8.00	13.28
684	22212	TUACA LIQUEUR 750ML	6.00	95.95
877	4579	TY KU CITRUS LIQ 750ML	4.00	59.99
399	7253	VINIQ LIQUEUR 750ML	10.00	142.84
497	7740	VINIQ RUBY LIQUEUR 750ML	9.00	112.50
276	143	YUKON JACK 100 200ML***	13.00	48.61
602	22223	YUKON JACK 100 375ML	7.00	48.58
601	22222	YUKON JACK 100 750ML	7.00	122.07
0777002 totals			1,842.00	13,266.80
0878001				
472	25060	BOWMANS GIN 1.75L	8.00	59.50
212	25061	BOWMANS GIN 1L	16.00	62.39
700	25072	BURNETTS WHITE SAT GI 750ML**	6.00	42.01
418	25070	BURNETTS WHITE SATIN GIN 1.75L	10.00	103.95
143	7715	COMMONWEALTH GIN 750ML	22.00	543.62
470	25100	CRYSTAL PALACE GIN 1.75L	9.00	65.08
849	6923	DELAWARE GIN 750ML	4.00	88.00
243	7693	FEW SPIRITS AMERICAN GIN 750ML	15.00	299.24
361	25110	FLEISCHMANN'S GIN 1.75L	11.00	90.37
286	25113	FLEISCHMANN'S GIN 375ML	13.00	37.57
246	87	FLEISCHMANN'S GIN 50ML	15.00	7.35
697	25112	FLEISCHMANN'S GIN 750ML	6.00	26.55
598	25120	GILBEYS GIN 1.75L	7.00	75.85
191	393	GILBEYS GIN 375ML	17.00	73.68
238	25122	GILBEYS GIN 750ML	15.00	107.92
698	25130	GORDONS GIN 1.75L	6.00	50.01
256	25134	GORDONS GIN 200ML**	14.00	37.24
889	25133	GORDONS GIN 375ML**	4.00	18.76
786	25190	MCCORMICK GIN 1.75L***	5.00	49.97
692	3331	NEW AMSTERDAM GIN 375ML	6.00	23.67
673	5333	NIKOLAI GIN 1.75L**	6.00	55.80

Worcester County Liquor Control
Merchandise Analysis by Item number

Category/Sub-category				
Rank	Item number	Description	Qty on hand	Cost on hand
373	7259	SEAGRETS GIN 750ML**	11.00	186.95
934	19522	SEAGRAMS & JUICE 750ML	4.00	27.98
708	25270	SEAGRAMS EXTRA DRY GIN 1.75L	6.00	73.23
129	25274	SEAGRAMS EXTRA DRY GIN 200ML	24.00	49.64
283	25273	SEAGRAMS EXTRA DRY GIN 375ML	13.00	47.55
237	25272	SEAGRAMS EXTRA DRY GIN 750ML	15.00	118.72
468	25290	SKOL GIN 1.75L	9.00	75.92
423	25291	SKOL GIN 1L***	10.00	44.65
422	25294	SKOL GIN 200ML	10.00	11.72
533	25293	SKOL GIN 375ML	8.00	16.29
471	261	WHITE MARLIN GIN 1.75L	9.00	71.55
179	190	WHITE MARLIN GIN 1L	18.00	82.16
08/8001 totals			353.00	2,734.90
08/8002				
964	25010	BEEFEATER GIN 1.75L	3.00	66.95
790	25012	BEEFEATER GIN 750ML	5.00	71.65
699	25020	BOMBAY DRY GIN 86 1.75L	6.00	120.89
774	287	BOMBAY DRY GIN 86 375ML**	5.00	36.68
445	19	BOMBAY DRY GIN 86 750ML	10.00	136.02
473	25030	BOMBAY SAPPHIRE GIN 94 1.75L	9.00	269.65
606	360	BOMBAY SAPPHIRE GIN 94 375ML	7.00	67.68
287	25035	BOMBAY SAPPHIRE GIN 94 50ML	13.00	23.34
474	25032	BOMBAY SAPPHIRE GIN 94 750ML	9.00	149.43
962	25050	BOOTH'S GIN 90 1.75L	3.00	50.39
284	2523	BULLDOG GIN 750ML	13.00	226.66
857	6630	COPELEY GIN 750ML***	4.00	27.98
916	1086	MAGELLAN GIN 88 750 ML	4.00	78.66
1.101	7251	PLYMOUTH GIN 750ML	1.00	23.16
421	25304	TANQUERAY GIN 94 6 200ML***	10.00	42.15
151	25305	TANQUERAY GIN 94.8 50ML	20.00	29.99
136	25302	TANQUERAY GIN 94.5 750ML	23.00	354.08
236	25303	TANQUERAY GIN FLASK 94 6 375ML	15.00	97.96
784	1260	TANQUERAY NO. TEN GIN 750ML	5.00	118.43
1.097	5047	TANQUERAY RANGPUR GIN 750ML	1.00	16.08
08/8002 totals			166.00	2,008.10
09/9001				
1.099	7609	EVERCLEAR GRAIN 189 1.75L	1.00	22.00
665	7610	EVERCLEAR GRAIN 189 750ML	6.00	86.18
09/9001 totals			7.00	88.18
10/10001				
364	3968	BANKERS CLUB GOLD RUM 1L	11.00	62.14
872	5256	BANKERS CLUB SILVER RUM 1.75L	4.00	33.50
306	7702	BAYOU RUM 1L**	12.00	228.00
192	7704	BAYOU RUM SELECT 750ML	17.00	452.19
102	7683	BAYOU RUM WHITE 750ML	26.00	439.02
208	5453	OCEAN CITY RUM 1.75L	16.00	132.00
28	5454	OCEAN CITY RUM 1L	73.00	337.99
638	953	PORT ROYAL DARK RUM 1L	7.00	32.86
195	849	PORT ROYAL WHITE RUM 1L	17.00	79.58

Worcester County Liquor Control
Merchandise Analysis by Item number

Category/Sub-category				
Rank	Item number	Description	Qty on hand	Cost on hand
827	7257	SEACRETS RUM WHITE 1L***	5.00	80.68
526	3538	TRADER VICS SPICED RUM 1.75L	8.00	103.96
957	282	WHITE MARLIN RUM 1.75L	3.00	26.36
740	191	WHITE MARLIN RUM 1L	8.00	30.16
10/10001 totals			207.00	2,028.43
10/10002				
531	26121	APPLETON SPEC GOLD RUM 80 1L**	8.00	101.58
780	26120	APPLETON SPECI GLD 80 1.75L**	5.00	91.98
1083	26142	BACARDI 8 DARK RUM 750ML	1.00	18.98
600	2213	BACARDI ANEJO RUM 750ML	7.00	95.03
753	1593	BACARDI BIG APPLE RUM 1L***	5.00	73.58
551	1752	BACARDI BIG APPLE RUM 750ML	8.00	93.38
377	7825	BACARDI BLACK RUM 750ML	11.00	109.95
428	299	BACARDI COCO RUM 750ML	10.00	82.95
608	4055	BACARDI DRGNBERRY STRAW 750ML	7.00	64.14
358	26150	BACARDI GOLD RUM 1.75L	11.00	186.95
259	26154	BACARDI GOLD RUM 200ML	14.00	42.18
891	26153	BACARDI GOLD RUM 375ML	4.00	18.02
788	2421	BACARDI GRAND MELON RUM 375ML	5.00	30.09
561	2000	BACARDI GRAND MELON RUM 750ML	8.00	68.50
128	26170	BACARDI LIGHT RUM 1.75L	24.00	407.66
257	26171	BACARDI LIGHT RUM 1L	14.00	174.09
233	26174	BACARDI LIGHT RUM 200ML	15.00	44.93
118	26173	BACARDI LIGHT RUM 375ML	25.00	116.43
60	26172	BACARDI LIGHT RUM 750ML	48.00	383.76
213	26191	BACARDI LIMON RUM 70 1L	16.00	202.71
532	26193	BACARDI LIMON RUM 70 375ML	8.00	35.96
958	26201	BACARDI O RUM 1L	3.00	44.57
985	5072	BACARDI OAKHEART SPIC 70 750ML	3.00	30.04
787	2409	BACARDI PEACH RED RUM 750ML	5.00	57.18
296	4951	BACARDI ROCK COCONUT 750ML	13.00	150.29
234	26260	BARTON GOLD RUM 1.75L	15.00	113.94
779	26270	BARTON LIGHT RUM 1.75L	5.00	37.98
534	26280	BOWMANS RUM 1.75L	8.00	58.95
320	26281	BOWMANS RUM 1L	12.00	53.58
596	26422	CASTILLO GOLD RUM 80 750ML	7.00	19.92
77	1604	CONCH REPUBLIC LIGHT RUM 1L**	40.00	247.71
318	228	CPT MORG SILVER RUM 70 750ML	12.00	173.10
1,106	7114	CPT MORGAN WHITE RUM 1L**	1.00	11.00
1,105	7142	CPT MORGAN WHITE RUM 375ML**	1.00	4.50
89	2341	CRUZAN BLACK CHERRY RUM 1L**	32.00	337.12
1,046	1629	CRUZAN CITRUS RUM 1L**	2.00	21.93
68	26481	CRUZAN COCONUT RUM 1L**	42.00	440.93
782	26542	CRUZAN LIGHT RUM 750ML	5.00	41.68
879	3876	DON Q CRISTAL RUM 1.75L	4.00	60.78
476	3877	DON Q CRISTAL RUM 1L**	9.00	103.46
511	3879	DON Q CRISTAL RUM 375ML	7.00	38.02
728	2021	DON Q GOLD RUM 1.75L	6.00	91.92

Worcester County Liquor Control
Merchandise Analysis by Item number

Category/Sub-category				
Rank	Item number	Description	Qty on hand	Cost on hand
350	1190	DON Q GOLD RUM 1L**	11.00	90.50
292	3881	DON Q GOLD RUM 375ML**	13.00	43.17
882	3314	DON Q GOLD RUM 750ML	4.00	33.90
893	77	GOSLING BLACK SEAL RM 80 750ML	4.00	53.66
706	28660	MOUNT GAY ECLIPSE RUM 1.75L	6.00	197.32
783	26681	MOUNT GAY ECLIPSE RUM 1L	5.00	103.93
71	6640	MOUNT GAY ECLIPSE RUM 50ML***	41.00	81.59
702	26662	MOUNT GAY ECLIPSE RUM 750ML	6.00	95.97
258	26691	MYERS'S ORIG DARK RUM 1L	14.00	349.71
704	26693	MYERS'S ORIG DARK RUM 375ML	6.00	61.69
679	4697	MYERS'S ORIG DARK RUM 50ML**	6.00	11.13
824	4954	PORT ROYAL DARK RUM 1.75L	5.00	39.68
887	2489	RHUM BARBANCORT 3S 4Y 375ML**	4.00	29.32
705	26770	RON PABLO WHITE RUM 1.75L	6.00	56.25
784	26810	RONRICO SILVER RUM 1.75L	5.00	54.18
1.082	26812	RONRICO SILVER RUM 750ML	1.00	5.60
49	4274	RUM CHATA 750ML	57.00	752.85
10/10002 totals			681.00	6,834.30
10/10004				
95	7705	BAYOU RUM SATSUMA 750ML	30.00	470.40
495	7703	BAYOU RUM SPICED 1L**	9.00	171.00
103	7684	BAYOU RUM SPICED 750ML	28.00	439.04
10/10004 totals			67.00	1,080.44
10/10005				
796	3409	ADMIRAL NELSON COCONU 42 1.75L	5.00	45.08
525	3410	ADMIRAL NELSON COCONUT 750ML**	8.00	49.48
514	7282	BACARDI MANGO FUSION RUM 750ML	8.00	82.76
1.007	6445	BACARDI PINEAPPLE FUSION 750ML	3.00	29.20
14	7597	BLACKHEART SPICED RUM 50ML	107.00	52.97
80	2254	CALICO JACK COCONUT RUM 1L**	38.00	342.19
648	6125	CHILA ORCHATA CINN RUM 750ML	7.00	84.07
860	7721	CLUB CARIBE MANGO RUM 750ML	4.00	29.34
1.024	4316	CPT MORG LIME BITE 1L***	2.00	29.85
816	5456	CPT MORG BLACK SPICE RUM 375ML	5.00	39.93
927	1741	CPT MORG PARROT BAY MANG 1.75L	4.00	74.46
481	4173	CPT MORG PARROT BAY ORAN 1L**	9.00	89.96
940	1785	CPT MORG PARROT BAY PASS 1L**	3.00	44.99
948	302	CPT MORG PARROT BAY PINE 1.75L	3.00	54.57
595	26390	CPT MORG PARROT BAY RUM 1.75L	7.00	109.28
707	26391	CPT MORG PARROT BAY RUM 1L**	6.00	85.11
781	26393	CPT MORG PARROT BAY RUM 375ML	5.00	33.19
960	26392	CPT MORG PARROT BAY RUM 750ML	3.00	23.84
681	4418	CPT MORG PARROTBAY COCO 90 750	6.00	80.37
536	26402	CPT MORG PRIVATE STOCK R 750ML	8.00	141.55
47	26410	CPT MORG SPICED RUM 1.75	58.00	1,206.11
682	3888	CPT MORG SPICED RUM 100 750ML	6.00	95.72
25	26411	CPT MORG SPICED RUM 1L	75.00	1,274.63
265	167	CPT MORG SPICED RUM 200ML	14.00	55.93
137	26413	CPT MORG SPICED RUM 375ML	23.00	153.30

Worcester County Liquor Control
Merchandise Analysis by Item number

Category/Sub-category	Rank	Item number	Description	Qty on hand	Cost on hand
	31	26415	CPT MORG SPICED RUM 50ML	71.00	46 75
	17	26412	CPT MORG SPICED RUM 750ML	88 00	1,080 81
	557	1829	CPT MORG TATTOO RUM 750ML	8 00	114 36
	349	1641	CRUZAN MANGO RUM 1.75L**	11.00	179 80
	1,104	939	CRUZAN MANGO RUM 1L**	1.00	10 50
	310	7246	CRUZAN PEACH RUM 1L**	12.00	131 94
	658	940	CRUZAN VANILLA RUM 1L**	8.00	63 48
	805	4180	DON Q COCONUT RUM 750ML	5.00	35 26
	683	3884	DON Q LIMON RUM 1.75L	6 00	90 78
	684	3887	DON Q LIMON RUM 750ML	6.00	42 63
	845	6151	DON Q PASSI FRUIT RUM 1.75L**	4.00	62 43
	623	5435	DON Q PASSION FRUIT RUM 750ML	7 00	59 61
	411	4320	KRAKEN SPICED RUM 750ML	10.00	143 95
	127	4901	MALIBU BLACK RUM 1L**	24.00	387 28
	655	7217	MALIBU COCO RUM SPARKLER 750ML	6.00	59 97
	61	26610	MALIBU COCONUT RUM 42 1.75L	46.00	769 35
	214	26615	MALIBU COCONUT RUM 42 50ML	16.00	16 07
	18	26612	MALIBU COCONUT RUM 42 750ML	86.00	790 75
	371	4906	MALIBU CRANCHERRY RUM 750ML	11 00	110 78
	890	263	MALIBU MANGO RUM 1 75L	4.00	63 53
	579	1504	MALIBU MANGO RUM 750ML	7.00	56 04
	493	7218	MALIBU ORANGE FLOAT RUM 750ML	9 00	91 11
	144	1748	MALIBU PASSION FRUIT RUM 1L**	22.00	241 88
	634	7603	MALIBU PCH AND CRM RUM 1L**	7.00	108 00
	851	7218	MALIBU PEACH RUM SPARKLE 750ML	4 00	39 98
	285	259	MALIBU PINEAPPLE RUM 1.75L**	13.00	207 14
	603	226	MALIBU PINEAPPLE RUM 750ML	7.00	69 83
	621	5486	MALIBU RED RUM 1L**	7 00	120 95
	483	5593	MALIBU RED RUM 50ML	9 00	13 95
	978	5527	MALIBU RED RUM 750ML	3 00	24 78
	842	6508	MALIBU SPICED RUM 1.75L**	4 00	74 50
	122	8182	MALIBU SPICED RUM 1L**	24.00	265 60
	384	8183	MALIBU SPICED RUM 750ML***	11.00	105 93
	986	6582	MALIBU SWMRL STRAWBE RUM 750ML	3 00	24 41
	123	6828	MALIBU SWMRL STRAWBRY RUM 1L**	24 00	263 86
	688	2394	MALIBU TROP BANANA RUM 1.75L**	4 00	57 85
	530	2395	MALIBU TROP BANANA RUM 750ML	8 00	57 64
	507	6557	RON DIAZ COCONUT RUM 750ML	8 00	48 56
	248	6559	RON DIAZ SPICED RUM 60 750ML	14.00	76 74
	656	6562	RON DIAZ SPICED RUM 93 750ML	6 00	41 80
	372	4874	RON ROBERTO COCONUT RUM 1L**	11 00	59 95
	79	5661	RUM CHATA 1.75L	39 00	1,040 04
	9	6156	RUM CHATA 1L**	120 00	1,900 32
	22	5663	RUM CHATA 50ML	77.00	66 69
	189	4208	RUM JUMBIE COCONUT 1.75L**	17 00	204 43
	240	4216	RUM JUMBIE COCONUT 750ML***	15 00	106 27
	500	6155	RUM JUMBIE PASSION FT 750ML***	9 00	69 34
	114	4210	RUM JUMBIE PINEAPPLE 1 75L**	27 00	363 28

Worcester County Liquor Control
Merchandise Analysis by Item number

Category/Sub-category				
Rank	Item number	Description	Qty on hand	Cost on hand
172	4218	RUM JUMBIE PINEAPPLE 750ML***	18.00	127.33
125	4211	RUM JUMBIE VANILLA 1.75L**	24.00	297.43
251	4219	RUM JUMBIE VANILLA 750ML***	14.00	102.51
555	2092	SAILOR JERRY SPICED RUM 200ML	8.00	37.27
730	2091	SAILOR JERRY SPICED RUM 375ML	6.00	45.75
183	2090	SAILOR JERRY SPICED RUM 92 1L	17.00	229.42
1,007	4433	SEVEN TIKI SPICED RUM 750ML	1.00	14.40
999	7118	SUGAR ISLAND COCONUT RUM 750ML	3.00	44.09
379	7119	SUGAR ISLAND SPICED RUM 750ML	11.00	161.98
10/1000S totals			1,454.00	15,400.94
11/11001				
761	104	99 APPLES SCHNAPPS 750ML	5.00	47.03
567	1956	99 BLACK CHERRI SCHNAPPS 750ML	7.00	67.34
597	26912	99 BLACKBERRIES SCHNAPPS 750ML	7.00	65.80
713	312	99 ORANGES SCHNAPPS 750ML	6.00	56.40
475	2340	99 PEACHES SCHNAPPS 750ML	9.00	84.64
232	27011	BOSTON PEACH SCHNAPPS 1L	15.00	58.15
785	27023	BOSTON PEPPERMINT SCHNAP 375ML	5.00	13.30
424	27021	BOSTON PEPPERMINT SCHNAPPS 1L	10.00	37.75
176	311	BOSTON SOUR APPLE SCHNAPPS 1L	18.00	65.48
1,031	2285	BOSTON WATERMELON SCHNAPPS 1L	2.00	7.29
899	28	DEK CACTIS JWC MARG SCH 1L***	4.00	35.98
324	27111	DEK HOT DAMN SCHNAPPS 48 1L	12.00	107.83
914	1262	DEK HOT DAMN SCHNP 48 375ML**	4.00	19.22
215	27141	DEK PEACHTREE SCHNAPPS 1L	16.00	143.92
893	27143	DEK PEACHTREE SCHNAPPS 375ML	4.00	18.85
1,077	27043	DEK SOUR APPLE PUCKER 375ML**	1.00	4.67
466	27042	DEK SOUR APPLE PUCKER 750ML***	9.00	53.96
654	6124	DR MCGILLICUDDYS APL PIE 750ML	6.00	65.28
467	27271	ICE 101 PEPPERMINT SCHNAPPS 1L	9.00	170.86
1,078	27301	MAUI RED TROPICAL SCHNAPPS 1L	1.00	10.39
11/11001 totals			150.00	1,134.15
11/11002				
894	27222	GOLDSCHLAGER SCHNAPPS 750ML	4.00	77.65
1,032	2286	GOLDSCHLAGER SCHNAPPS 200ML	2.00	10.87
325	27311	RUMPLE MINZE PEPPERMINT 1L	12.00	323.94
892	27313	RUMPLE MINZE PEPPERMINT 375ML	4.00	38.66
186	27315	RUMPLE MINZE PEPPERMINT 50ML	17.00	15.62
11/11002 totals			39.00	456.75
12/12001				
466	28123	CHIVAS REGAL SC 12YR RND 375ML	9.00	138.02
355	28122	CHIVAS REGAL SCOTCH 12YR 750ML	11.00	237.15
1,080	28132	CHIVAS REGAL SCOTCH 18YR 750ML	1.00	44.44
900	28140	CLAN MACGREGOR SCOTCH 1 75L	4.00	51.98
537	28142	CLAN MACGREGOR SCOTCH 750ML	8.00	70.32
898	28150	CUTTY SARK SCOTCH 1.75L	4.00	93.30
776	28152	CUTTY SARK SCOTCH 750ML	5.00	74.83
1,076	28182	DEWARS SCOTCH 12 YEAR 80 750ML	1.00	24.79
710	28170	DEWARS WHITE LABEL SCO 1.75L	6.00	167.95

Worcester County Liquor Control
Merchandise Analysis by Item number

Category/Sub-category				
Rank	Item number	Description	Qty on hand	Cost on hand
897	28173	DEWARS WHITE LABEL SCO 375ML	4.00	39.98
775	28175	DEWARS WHITE LABEL SCO 50ML	5.00	9.98
896	28172	DEWARS WHITE LABEL SCO 750ML	4.00	69.60
356	28192	DIMPLE PINCH SCOTCH 86 750ML	11.00	326.97
651	6180	DOUGLAS XO BLNDE SCTCH 750ML**	6.00	118.08
278	28200	DUGGANS DEW SCOTCH 1 75L	13.00	202.39
808	562	FAMOUS GROUSE SCOTCH 1 75L	5.00	139.95
853	672	FAMOUS GROUSE SCOTCH 1L	4.00	82.78
709	28292	GLENLIVET SCOTCH 12YR 750ML	6.00	208.17
1.034	28302	GLENMORANGIE SCO 10Y 86 750ML	2.00	51.73
777	28320	GRANTS BLENDED SCOTCH 1 75L	5.00	96.34
895	28322	GRANTS BLENDED SCOTCH 750ML	4.00	57.98
594	28352	HIGHLAND PARK SCOTCH 12Y 750ML	7.00	286.20
1.084	3644	HIGHLAND PARK SCOTCH 15Y 750ML	1.00	58.39
956	28370	INVER HOUSE SCOTCH 1.75L	3.00	33.78
592	28374	INVER HOUSE SCOTCH 200ML**	7.00	17.43
905	28373	INVER HOUSE SCOTCH 375ML	4.00	12.84
429	28372	INVER HOUSE SCOTCH 750ML	10.00	59.15
904	28380	J & B RARE SCOTCH 1.75L	4.00	117.88
539	28383	J & B RARE SCOTCH 375ML	8.00	78.76
591	28382	J & B RARE SCOTCH 750ML	7.00	131.85
922	1711	JOHN BARR BLACK RES SCOT 1 75L	4.00	71.98
550	1708	JOHN BARR BLACK RES SCOT 750ML	8.00	87.96
952	3245	JOHN BARR RED SCOTCH 1.75L	3.00	50.69
590	3246	JOHN BARR RED SCOTCH 750ML	7.00	58.35
1.010	5832	JOHNNIE WALK DBL BLK SCO 750ML	2.00	56.79
446	1963	JOHNNIE WALKER BLACK SCO 1.75L	9.00	494.79
540	28402	JOHNNIE WALKER BLACK SCO 750ML	8.00	201.70
1.114	616	JOHNNIE WALKER BLUE SCOT 750ML	1.00	169.99
711	28413	JOHNNIE WALKER RED FL 375ML	8.00	57.98
902	28410	JOHNNIE WALKER RED SCOTC 1.75L	4.00	118.82
354	28412	JOHNNIE WALKER RED SCOTC 750ML	11.00	198.05
903	28415	JOHNNIE WALKER RED SCOTCH 50ML	4.00	7.44
763	100	MACALLAN MALT SCOTCH 12Y 750ML	5.00	243.98
582	1213	MCCLELLANDS HIGHLAND SCO 1.75L	7.00	204.75
955	28442	MCCLELLANDS HIGHLAND SCO 750ML	3.00	52.78
979	5436	MCCLELLANDS ISLAY SCOTC 750ML	3.00	52.78
988	444	OBAN MALT SCOTCH 14YR 750ML	3.00	152.53
1.035	28472	OLD PULTENEY SCOTCH 12YR 750ML	2.00	67.95
1.036	28480	OLD SMUGGLER SCOTCH 1.75L	2.00	30.19
901	28502	SPEYBURN MALT SCOTCH 10Y 750ML	4.00	99.98
1.037	28520	WHITE HORSE SCOTCH 1.75L	2.00	51.38
12/12001 totals			267.00	5,661.97
13/13001				
1.001	6173	AGAVE LOCO PEPPER TEQ 750ML	3.00	65.99
871	5018	AVION REPOSADO TEQUILA 750ML	4.00	139.90
489	5019	AVION SILVER TEQUILA 750ML	9.00	265.28
1.113	6177	CAMPO AZUL REPOSADO TEQ 750ML	1.00	20.06

Worcester County Liquor Control
Merchandise Analysis by Item number

Category/Sub-category				
Rank	Item number	Description	Qty on hand	Cost on hand
835	6153	CASAMIGOS BLANCO TEQUILA 750ML	5.00	146.69
653	6154	CASAMIGOS REPOSADO TEQ 750ML	8.00	185.38
1,066	2065	CAZADORES ANEJO TEQUILA 750ML	1.00	30.33
951	3170	CAZADORES BLANCO TEQUILA 750ML	3.00	62.16
1,079	276	CAZADORES REPOSADO TEQ 750ML	1.00	22.05
947	1085	DON JULIO 1942 TEQUILA 750ML	3.00	253.79
754	185	DON JULIO BLANCO TEQUILA 750ML	5.00	153.78
997	68	DON JULIO REPOSAD TEQ 80 750ML	3.00	112.28
846	8162	EL CHARRO SILVER TEQUILA 1.75L	4.00	63.98
405	5020	EL JIMADOR REPOSADO TEQ 750ML	10.00	138.45
515	4648	ESPOLON BLANCO TEQUILA 750ML	8.00	140.76
1,089	4697	ESPOLON REPOSADO TEQUILA 750ML	1.00	17.60
1,096	4520	FAMILIA CAMARENA SILVER 750ML	1.00	15.20
1,075	29222	HERRADURA ANEJO TEQUILA 750ML	1.00	33.52
1,038	29232	HERRADURA REPOSADO TEQ 750ML	2.00	59.14
650	6509	ILEGAL MEZCAL JOVEN 750ML	8.00	201.89
1,018	7278	JOSE CUERVO CINGE 375ML	2.00	13.32
250	6981	JOSE CUERVO CINGE TEQUIL 1L***	14.00	195.92
106	29283	JOSE CUERVO GOLD TEQ FL 375ML	26.00	199.71
262	29284	JOSE CUERVO GOLD TEQUILA 200ML	14.00	57.27
119	29285	JOSE CUERVO GOLD TEQUILA 50ML	26.00	30.23
1,008	6351	LA FOGATA MEZCAL 750ML	3.00	40.97
1,115	6350	LA FOGATA TEQUILA 750ML***	1.00	14.02
1,062	1825	MARGARITAVILLE CALY COCO 750ML	1.00	10.08
21	7602	MARGARITAVILLE GOLD TEQU! 50ML	80.00	39.55
223	1832	MARGARITAVILLE LIME TEQ 750ML	15.00	142.43
1,085	426	MILAGRO SILVER TEQUILA 750ML	1.00	19.42
326	29352	MONTE ALBAN MEZCAL W/ WM 750ML	12.00	180.46
100	29355	MONTE ALBAN MEZCAL W/ WM50ML**	29.00	42.83
622	5545	MONTE ALBAN REPOSADO TEQ 750ML	7.00	74.97
139	5544	MONTE ALBAN REPSADO TO 1.75L**	23.00	472.12
126	5546	MONTE ALBAN SILVER TEQ 1.75L**	24.00	492.66
298	5547	MONTE ALBAN SILVER TEQ 750ML	13.00	139.29
502	6029	MONTEZUMA BLUE TEQUILA 1.75L	8.00	83.16
593	29571	MONTEZUMA BLUE TEQUILA 1L	7.00	36.09
465	29360	MONTEZUMA GOLD TEQUILA 1.75L	9.00	123.29
216	29361	MONTEZUMA GOLD TEQUILA 1L	16.00	129.84
1,039	29370	MONTEZUMA WHITE TEQUILA 1.75L	2.00	27.37
1,074	29371	MONTEZUMA WHITE TEQUILA 1L	1.00	7.64
1,013	6996	OLMECA ALTOS REPOSAD TEQ 750ML	2.00	29.97
751	1673	PATRON ANEJO TEQUILA 375ML	5.00	107.49
327	29392	PATRON ANEJO TEQUILA 750ML	12.00	450.89
431	1677	PATRON REPOSADO TEQUILA 375ML	10.00	187.83
794	353	PATRON REPOSADO TEQUILA 750ML	5.00	187.18
695	2321	PATRON SILVER TEQUILA 1 75L	6.00	424.12
459	1678	PATRON SILVER TEQUILA 375ML	8.00	170.96
131	2026	PATRON SILVER TEQUILA 50ML	24.00	104.00
290	223	PATRON SILVER TEQUILA 750ML	13.00	486.74

Worcester County Liquor Control
Merchandise Analysis by Item number

Category/Sub-category				
Rank	Item number	Description	Qty on hand	Cost on hand
954	29282	RESERVA 1800 ANEJO TEQ 750ML	3.00	95.97
538	29252	RESERVA 1800 REPOSAD TEQ 750ML	8.00	159.58
1,003	6271	SAUZA HORN LIME SHT TEQ 750ML	3.00	49.73
907	31	SAUZA TRES GENERACIONEJ 750ML	4.00	150.81
667	4808	TANTEO JALEPENO TEQUILA 750ML	6.00	179.96
353	29531	TORADA GOLD TEQUILA 1L	11.00	66.50
244	7707	TROMBA BLANCO TEQUILA 750ML	15.00	313.49
204	7714	TROMBA REPOSADO TEQUILA 750ML	16.00	425.76
83	1690	WHITE MARLIN GOLD TEQUILA 1L**	33.00	197.87
485	5280	ZAPATA GOLD TEQUILA 1.75L	9.00	111.29
207	5262	ZAPATA GOLD TEQUILA 750ML	16.00	96.70
13/13001 totals			623.00	8,700.71
14/14001				
760	1524	M & R DRY VERMOUTH 1.5L	5.00	52.03
953	29833	M & R DRY VERMOUTH 375ML	3.00	11.99
328	29632	M & R DRY VERMOUTH 750ML	12.00	76.06
769	29643	M & R SWEET VERMOUTH 375ML	5.00	19.98
906	29642	M & R SWEET VERMOUTH 750ML	4.00	25.86
975	4251	STOCK DRY VERMOUTH 1.5L	3.00	22.35
282	29692	STOCK SWEET VERMOUTH 750ML	13.00	51.81
584	29672	STOCK DRY VERMOUTH 750ML	7.00	36.68
921	145	TRIBUNO DRY VERMOUTH 375ML	4.00	8.40
949	29702	TRIBUNO DRY VERMOUTH 750ML	3.00	10.07
590	144	TRIBUNO SWEET VERMOUTH 375ML	7.00	16.46
910	29692	TRIBUNO SWEET VERMOUTH 750ML	4.00	13.42
14/14001 totals			70.00	346.12
15/15001				
968	3482	360 VODKA 1.75L**	3.00	43.53
1,055	1964	BARTON VODKA 1L***	2.00	9.49
687	4061	BLUE ICE ORG WHEAT VODKA 750ML	6.00	101.94
363	3803	BLUE ICE POTATOE VODKA 1.75L	11.00	258.79
52	30120	BOWMANS VODKA 1.75L	54.00	356.98
34	30121	BOWMANS VODKA 1L	65.00	253.21
508	7706	BRECKENRIDGE VODKA 1.75L**	8.00	178.88
511	7687	BRECKENRIDGE VODKA 750ML	8.00	114.08
235	2534	BURNETTS VODKA 1.75L	15.00	164.93
321	30132	BURNETTS VODKA 750ML	12.00	76.74
1,093	5350	DEATHS DOOR VODKA 750ML***	1.00	24.99
806	5744	DEEP EDDY VODKA 750ML	5.00	64.93
1,002	6140	DEVOTION BLOOD ORANG VK 750ML	3.00	42.86
174	30260	FLEISCHMANN'S ROYAL VODKA 1.75L	18.00	156.31
6	89	FLEISCHMANN'S ROYAL VODKA 50ML	125.00	47.42
1,073	30262	FLEISCHMANN'S ROYAL VODKA 750ML	1.00	4.05
715	30282	GILBEYS VODKA 80 750ML	6.00	34.01
541	30320	GORDON'S VODKA 80 1.75L	8.00	82.71
909	30323	GORDON'S VODKA 80 375ML	4.00	15.68
260	30322	GORDON'S VODKA 80 750ML***	14.00	100.66
912	1399	HANGAR ONE STRAIGHT VOD 750ML	4.00	92.92
101	7689	KOPPER KETTLE VODKA 750ML	29.00	386.28

Worcester County Liquor Control
Merchandise Analysis by Item number

Category/Sub-category				
Rank	Item number	Description	Qty on hand	Cost on hand
810	5664	MAKO VODKA 750ML	5.00	57.65
640	6547	MARK ONE VODKA 750ML	7.00	43.44
819	5171	NEW AMSTERDAM VODKA 80 1.75L	5.00	73.30
56	5173	NEW AMSTERDAM VODKA 80 50ML	50.00	33.35
67	5172	NEW AMSTERDAM VODKA 80 750ML	32.00	256.22
196	7853	OC DIST CO VODKA 750ML	17.00	204.00
43	5451	OCEAN CITY VODKA 1.75L	60.00	476.07
625	5452	OCEAN CITY VODKA 1L	7.00	30.67
279	30600	POPOV VODKA 1.75L	13.00	148.13
218	30604	POPOV VODKA 200ML	16.00	26.54
281	30603	POPOV VODKA 375ML	13.00	38.94
185	30602	POPOV VODKA 750ML	17.00	118.76
305	7716	PURGATORY HEMP VODKA 750ML	12.00	273.60
812	5297	RUBINOF VODKA 1.75L	5.00	39.93
672	5298	RUBINOF VODKA 750ML	6.00	24.61
492	7262	SEACRETS VODKA 750ML**	9.00	140.36
589	3179	SEAGRAMS EXTRA SMOOT VOD 1.75L	7.00	90.13
908	3193	SEAGRAMS EXTRA SMOOT VOD 750ML	4.00	29.66
773	30640	SKOL VODKA 1.75L	5.00	39.33
230	30641	SKOL VODKA 1L**	15.00	66.38
323	30644	SKOL VODKA 200ML	12.00	17.94
78	30643	SKOL VODKA 375ML	39.00	78.20
281	30642	SKOL VODKA 750ML	14.00	51.73
426	30650	SKYY VODKA 1.75L	10.00	176.95
177	30652	SKYY VODKA 750ML	18.00	180.40
946	1039	SMIRNOFF VODKA 100 1.75L	3.00	72.47
403	494	SMIRNOFF VODKA 100 1L***	10.00	146.11
464	30682	SMIRNOFF VODKA 100 750ML	8.00	115.07
72	1247	SMIRNOFF VODKA 80 PET 1.75L	41.00	686.91
23	30673	SMIRNOFF VODKA 80 375ML	77.00	320.61
24	30675	SMIRNOFF VODKA 80 50ML	77.00	45.75
322	30872	TAAKA PLATINUM 7X VODKA 750ML	12.00	73.04
12	3448	TITOS HANDMADE VODKA 1.75L	112.00	2,892.31
447	1816	TITOS HANDMADE VODKA 1L	9.00	170.96
167	7144	TITOS HANDMADE VODKA 50ML	18.00	24.03
3	657	TITOS HANDMADE VODKA 750ML	146.00	2,236.92
159	260	WHITE MARLIN VODKA 1.75L	19.00	150.77
15/15001 totals			1,335.00	12,244.73
15/15002				
317	3655	ABSOLUT VODKA 100 BLACK 750ML	12.00	202.98
82	30030	ABSOLUT VODKA 80 1.75L	35.00	874.48
152	30033	ABSOLUT VODKA 80 375ML	20.00	172.90
703	269	BELVEDERE VODKA 1.75L	6.00	224.97
427	30062	BELVEDERE VODKA 750ML	10.00	219.95
484	5595	CHOPIN RYE VODKA 750ML	9.00	207.20
1,065	202	CHOPIN VODKA 750ML	1.00	22.00
620	5596	CHOPIN WHEAT VODKA 750ML	7.00	160.97
883	3385	CIROC VODKA 1.75L	4.00	173.54

Worcester County Liquor Control
Merchandise Analysis by Item number

Category/Sub-category				
Rank	Item number	Description	Qty on hand	Cost on hand
38	1105	CIROC VODKA 1L**	63.00	1,921.19
217	291	GREY GOOSE VODKA 1.75L	16.00	671.82
104	820	GREY GOOSE VODKA 1L	28.00	877.66
352	1837	GREY GOOSE VODKA 375ML	11.00	110.49
198	673	GREY GOOSE VODKA 50ML	17.00	56.70
73	30342	GREY GOOSE VODKA 750ML	41.00	942.80
429	30440	KETEL ONE VODKA 1.75L	10.00	319.35
367	419	KETEL ONE VODKA 375ML	11.00	131.61
136	30442	KETEL ONE VODKA 750ML***	23.00	461.96
586	30500	LUKSUSOWA VODKA 1.75L	7.00	104.97
714	30530	MCCORMICK VODKA 1.75L	6.00	56.97
141	5459	PINNACLE VODKA 50ML	22.00	14.63
1,023	5504	RUSSKAYA RUSSIAN VODKA 1.75L	2.00	26.72
811	5505	RUSSKAYA RUSSIAN VODKA 750ML	5.00	35.78
523	3819	SOBIESKI VODKA 1.75L	8.00	122.64
491	4883	SOBIESKI VODKA 1L	9.00	77.28
689	3513	SOBIESKI VODKA 750ML	6.00	52.17
987	5054	STATUS VODKA 750ML	3.00	18.00
1,041	30751	STOLICHNAYA VODKA 100 750ML	2.00	37.98
587	30740	STOLICHNAYA VODKA 80 1.75L	7.00	162.54
4	30745	STOLICHNAYA VODKA 80 50ML	135.00	182.61
55	1069	SVEDKA VODKA 1.75L	51.00	774.62
150	2467	SVEDKA VODKA 375ML	20.00	79.76
35	647	SVEDKA VODKA 750ML	64.00	510.40
171	4031	SVEDKA VODKA TRAVELLER 750ML	18.00	142.63
588	30960	WOLFSCHMIDT VODKA 1.75L	7.00	55.98
963	2506	ZYR VODKA 750ML	3.00	69.59
15/15002 totals			689.00	10,277.82
15/15004				
252	4330	BAKON VODKA 750ML	14.00	335.91
344	2050	BURNETTS CHERRY VODKA 750ML	11.00	71.45
720	1253	BURNETTS COCONUT VODKA 750ML	6.00	39.57
1,116	6187	BURNETTS FRT PUNCH VODKA 1.75	1.00	11.14
820	5046	BURNETTS FRT PUNCH VODKA 750ML	5.00	32.02
669	4880	BURNETTS GRAPE VODKA 1.75L	6.00	66.68
685	3989	BURNETTS GRAPE VODKA 750ML	6.00	38.43
436	2054	BURNETTS MANGO VODKA 750ML	10.00	64.33
632	4952	BURNETTS ORANG CRM VO 750ML***	7.00	44.77
727	2055	BURNETTS ORANGE VODKA 750ML	6.00	38.32
750	2056	BURNETTS PEACH VODKA 750ML	5.00	32.36
1,080	5579	BURNETTS PINEAPPLE VODKA 1.75L	1.00	11.00
479	4563	BURNETTS PINK LEMONA VOD 750ML	9.00	57.54
983	5209	BURNETTS PINK LEMONA VOD1.75L	3.00	33.32
724	1681	BURNETTS SOUR APPLE VODK 750ML	6.00	41.94
608	4106	BURNETTS STRAWBER VOD 750ML	7.00	44.77
673	5207	BURNETTS WHIPPED VODKA 1.75L	4.00	43.98
986	5051	BURNETTS WHIPPED VODKA 750ML	3.00	18.16
513	7252	DEEP EDDY CRANBERRY VDK 750ML	6.00	102.36

Worcester County Liquor Control
Merchandise Analysis by Item number

Category/Sub-category				
Rank	Item number	Description	Qty on hand	Cost on hand
644	7184	DEEP EDDY CRANBERRY VODK 1.75L	7.00	136.92
510	7668	DEEP EDDY LEMON VODKA 1.75L	8.00	180.12
194	7571	DEEP EDDY LEMON VODKA 750ML	17.00	198.27
393	7923	DEEP EDDY PEACH VODKA 750ML	10.00	112.62
385	6321	DEEP EDDY RUBY RED VODKA 1.75L	10.00	199.95
382	6322	DEEP EDDY RUBY RED VODKA 750ML	11.00	123.15
140	3726	FIREFLY SWEET TEA VODKA 750ML	23.00	287.43
617	4230	FIREFLY SWEET TEA VODPET 1.75L	7.00	142.91
378	952	FLEISCHMANN'S APPLE 750ML**	11.00	47.63
639	950	FLEISCHMANN'S APPLE VODKA 1.75L	7.00	55.66
175	30232	FLEISCHMANN'S CITRUS 750ML**	18.00	72.58
770	30230	FLEISCHMANN'S CITRUS VOD 1.75L	5.00	39.93
716	30242	FLEISCHMANN'S ORANGE 750ML**	6.00	24.21
67	30240	FLEISCHMANN'S ORANGE VOD 1.75L	43.00	342.00
911	30252	FLEISCHMANN'S RASPBERRY 750ML**	4.00	16.28
768	30250	FLEISCHMANN'S RASPBERRY VOD 1.75L	5.00	41.27
301	644	FLEISCHMANN'S VANILLA 750ML***	12.00	48.45
386	642	FLEISCHMANN'S VANILLA VODK 1.75L	10.00	79.46
870	5003	GEORGI BUBBLEGUM VODK 1.75L**	4.00	37.54
643	6238	GEORGI BUBBLEGUM VODK 750ML***	4.00	17.86
670	5005	GEORGI COCONUT VODKA 1.75L***	6.00	56.14
488	5011	GEORGI VANILLA VODKA 1.75L***	9.00	84.42
848	5858	GEORGI WAFFLE VODKA 1L**	4.00	22.28
383	6250	GEORGI WHIPPED CREAM VODK 750ML**	11.00	49.12
404	5012	GEORGI WHIPPED CREAM VOD 1.75L**	10.00	93.56
1,111	5859	GEORGI POPCORN VODKA 1L**	1.00	5.97
814	5275	HANGAR ONE WILD BLUEBERRY 750ML	5.00	115.97
797	4045	MCCORMICK CHERRY VODKA 1.75L	5.00	49.95
618	4051	MCCORMICK GRAPE VODKA 1.75L	7.00	66.64
524	4055	MCCORMICK RASPBERRY 1.75L***	8.00	77.53
858	6541	NEW AMSTERDAM CITRUS V 750ML	4.00	26.46
855	6652	NEW AMSTERDAM CITRUS VODK 1.75L	4.00	60.47
856	6653	NEW AMSTERDAM CITRUS VODK 50ML	4.00	2.45
389	6642	NEW AMSTERDAM COCONUT V 750ML	10.00	84.90
86	6654	NEW AMSTERDAM COCONUT VODK 50ML	33.00	22.00
662	7814	NEW AMSTERDAM MANGO 1.75L	6.00	91.16
663	7815	NEW AMSTERDAM MANGO 750ML	6.00	51.57
829	7818	NEW AMSTERDAM MANGO VODK 375ML	5.00	32.63
374	7364	NEW AMSTERDAM ORANGE 375ML	11.00	48.64
1,017	7317	NEW AMSTERDAM ORANGE VOD 1.75L	2.00	30.18
398	7280	NEW AMSTERDAM ORANGE VOD 750ML	10.00	84.90
391	7052	NEW AMSTERDAM PEACH VODK 1.75L	10.00	151.65
370	5712	NEW AMSTERDAM PEACH VOD 200ML	11.00	27.78
518	5711	NEW AMSTERDAM PEACH VOD 375ML	8.00	36.20
115	5713	NEW AMSTERDAM PEACH VOD 50ML	26.00	17.32
151	5710	NEW AMSTERDAM PEACH VOD 750ML	19.00	161.32
666	7316	NEW AMSTERDAM PINEAPPLE 1.75L	6.00	91.17
993	7367	NEW AMSTERDAM PINEAPPLE 375ML	3.00	13.58

Worcester County Liquor Control
Merchandise Analysis by Item number

Category/Sub-category	Rank	Item number	Description	Qty on hand	Cost on hand
	94	7369	NEWAMSTERDAM PINEAPPLE 50ML	31.00	20 65
	158	7279	NEWAMSTERDAM PINEAPPLE 750ML	18.00	152 82
	392	7065	NEWAMSTERDAM RED BERRY 1.75L	10.00	152 22
	675	5715	NEWAMSTERDAM RED BERRY 375ML	6.00	27 13
	406	5714	NEWAMSTERDAM RED BERRY 750ML	10.00	85 75
	203	7854	OC DIST CO LEMONADE VOD 750ML	16.00	192 00
	183	7855	OC DIST CO ORANGE VODKA 750ML	19.00	228 00
	124	7856	OC DIST STRAWLEMON VDK 750ML	24.00	288 00
	693	3666	PARAMOUNT CHERRY VODKA 1.75L	6.00	54 70
	566	1953	PARAMOUNT CHERRY VODKA 1L**	7.00	37 49
	688	4803	PARAMOUNT DRAGONFRUIT VO 1L**	6.00	59 99
	967	3665	PARAMOUNT GRAPE VODKA 1.75L	3.00	26 99
	736	1954	PARAMOUNT GRAPE VODKA 1L	6.00	24 79
	605	3667	PARAMOUNT ORANGE VODKA 1L	7.00	41 47
	793	3668	PARAMOUNT VANILLA VODKA 1L**	5.00	49 95
	1,094	4802	PARAMOUNT WHIPT CRÉME VODKA 1L	1.00	9 99
	369	5621	SKINNY GIRL BANANA VO 750ML***	11.00	158 46
	690	3450	SKYY CITRUS INFUSION VOD 750ML	6.00	64 51
	867	4893	SKYY DRAGONFRUIT INF VOD 750ML	4.00	40 82
	1,020	7507	SKYY GRAPEFRUIT INFU VDK 750ML	2.00	21 57
	691	3453	SKYY PASSION FRT INF VOD 750ML	6.00	74 91
	39	1811	SMIRNOFF CHERRY TW VODKA 1L**	63.00	642 76
	746	1812	SMIRNOFF CHERRY TWIS 750ML***	5.00	44 98
	833	6951	SMIRNOFF CINNA SUGAR 750ML***	5.00	44 98
	19	30691	SMIRNOFF CITRUS TW VODKA 1L**	85.00	880 16
	772	30690	SMIRNOFF CITRUS TWIS VOD 1.75L	5.00	63 33
	823	5067	SMIRNOFF COCONUT TWI VOD 1.75L	5.00	102 53
	821	5031	SMIRNOFF COCONUT TWIST V 1L**	5.00	50 68
	937	1969	SMIRNOFF CRANB TWIST VOD 1.75L	3.00	49 99
	312	5272	SMIRNOFF FLU MARSHMA VOD 1L**	12.00	157 92
	795	3352	SMIRNOFF GRAPE TWIST VO 1L**	5.00	51 79
	20	3384	SMIRNOFF GRAPE TWIST VOD 50ML	83.00	55 20
	1,011	5800	SMIRNOFF ICED CAKE VO 750ML***	2.00	16 53
	844	6280	SMIRNOFF LEMON SORBET 750ML***	4.00	29 98
	165	6158	SMIRNOFF LEMON SORBET VD 1L**	19.00	208 91
	1,058	1901	SMIRNOFF LIME TWIST VODK 1L**	2.00	20 15
	652	6281	SMIRNOFF MANGO SORBET 750ML***	6.00	49 83
	300	6159	SMIRNOFF MANGO SORBET VD 1L**	13.00	142 94
	878	4631	SMIRNOFF MANGO TWIST VOD 1L**	4.00	41 36
	1,095	4880	SMIRNOFF MELON VODKA 750ML***	1.00	9 28
	1,040	30702	SMIRNOFF ORNG TWIST 750ML	2.00	17 99
	90	30700	SMIRNOFF ORNG TWIST VOD 1.75L	31.00	522 89
	357	266	SMIRNOFF ORNG TWIST VOD 375ML	11.00	54 93
	7	215	SMIRNOFF ORNG TWIST VOD 50ML	124.00	65 36
	607	3386	SMIRNOFF PASS FRT TWIST 1L**	7.00	72 00
	295	4138	SMIRNOFF PEAR VODKA 1L**	13.00	143 32
	505	7115	SMIRNOFF PINEA COCC SORB 1L**	8.00	87 96
	701	270	SMIRNOFF RASPB TWIST VOD 1.75L	6.00	100 14

Worcester County Liquor Control
Merchandise Analysis by Item number

Category/Sub-category				
Rank	Item number	Description	Qty on hand	Cost on hand
166	6202	SMIRNOFF RASPBE SOR 750ML***	18.00	136.84
200	6160	SMIRNOFF RASPBER SOR VDK 1L**	16.00	176.88
430	1143	SMIRNOFF RASPB TWIST VOD 50ML	10.00	6.65
712	285	SMIRNOFF VANILL TWIS VOD 1.75L	8.00	102.98
503	6033	SMIRNOFF WHIPPED CR VDKA 1.75L	8.00	121.29
407	5613	U V CAKE VODKA 750ML***	10.00	74.90
807	5615	U V WHIPPED VODKA 750ML***	5.00	37.45
15/15004 Totals			1,390.00	11,174.33
15/15005				
546	1693	ABSOLUT APEACH VODKA 1L**	8.00	143.72
752	1694	ABSOLUT APEACH VODKA 750ML***	5.00	67.38
874	5375	ABSOLUT BERRY ACAI 1.75L**	4.00	105.70
630	4895	ABSOLUT BERRY ACAI 750ML***	7.00	56.60
231	30000	ABSOLUT CITRON VODKA 1.75L**	15.00	371.44
981	5360	ABSOLUT GRAPEVINE VO 750ML***	3.00	43.61
1,092	5345	ABSOLUT GRAPEVINE VODKA 1L**	1.00	17.15
29	6134	ABSOLUT HIBISCUS VODKA 750ML	73.00	948.59
573	1784	ABSOLUT MANDRIN VODKA 1.75L	7.00	176.38
542	30011	ABSOLUT MANDRIN VODKA 1L**	8.00	127.40
76	150	ABSOLUT MANDRIN VODKA 50ML	40.00	40.70
612	3862	ABSOLUT MANGO VODKA 1L**	7.00	111.90
989	4897	ABSOLUT ORIENT APPLE VOKA 1L**	3.00	56.78
543	30021	ABSOLUT PEPPAR VODKA 1L**	8.00	131.56
36	864	ABSOLUT RASPBERRI VODKA 1L**	84.00	1,279.36
63	1136	ABSOLUT RASPBERRI VODKA 50ML	45.00	44.75
450	2009	ABSOLUT RUBY RED 1.75L**	9.00	214.53
109	2012	ABSOLUT RUBY RED 50ML	27.00	25.52
41	2011	ABSOLUT RUBY RED 750ML	60.00	560.83
304	924	ABSOLUT VANILLA VODKA 1L**	12.00	203.46
581	1006	ABSOLUT VANILLA VODKA 750ML	7.00	107.66
401	4896	ABSOLUT WILD TEA VODKA 50ML***	10.00	13.30
869	4799	ABSOLUT WILD TEA VODKA 750ML	4.00	61.52
173	4426	BELVEDERE PINK GRPEFRV VOD 1L	18.00	522.01
832	6688	CIROC AMARETTO VODKA 1.75L	5.00	214.97
164	6673	CIROC AMARETTO VODKA 1L**	19.00	594.61
557	6651	CIROC AMARETTO VODKA 750ML***	6.00	144.69
998	6689	CIROC COCONUT VODKA 1.75L	3.00	139.82
64	4413	CIROC COCONUT VODKA 1L**	45.00	1,380.13
801	4313	CIROC COCONUT VODKA 750ML	5.00	126.05
618	5634	CIROC PEACH VODKA 1.75L	7.00	296.50
112	5214	CIROC PEACH VODKA 1L**	27.00	844.70
571	5215	CIROC PEACH VODKA 750ML	6.00	179.37
828	7458	CIROC PINEAPPLE 1.75L	5.00	210.47
876	5635	CIROC RED BERRY VODKA 1.75L	4.00	184.06
45	4414	CIROC RED BERRY VODKA 1L**	58.00	1,760.02
613	4319	CIROC RED BERRY VODKA 750ML	7.00	182.13
1,100	7277	FINLANDIA COCONUT VODKA 80 1L	1.00	15.00
881	4129	FINLANDIA GRAPEFRUIT VOD 750ML	4.00	46.18

Worcester County Liquor Control
Merchandise Analysis by Item number

Category/Sub-category				
Rank	Item number	Description	Qty on hnd	Cost on hand
686	4128	FINLANDIA TANGERINE VOD 750ML	6.00	69.93
660	7738	FRIS ORANGE VADKA 1L	9.00	47.98
831	7739	FRIS WHIPPED VODKA 1L	5.00	39.97
674	5500	GREY GOOSE CHERRY NOIR 750ML	6.00	150.79
565	20	GREY GOOSE L'ORANGE VOD 750ML	7.00	160.97
792	2189	GREY GOOSE LA POIRE VOD 750ML	5.00	110.28
925	170	GREY GOOSE LE CITRON VOD 750ML	4.00	92.53
950	300	GREY GOOSE LORANGE 1.75L	3.00	129.30
569	217	KETEL ONE CITROEN VOD 750ML***	7.00	153.05
731	207	KETEL ONE CITROEN VODKA 1.75L	6.00	200.01
335	218	KETEL ONE CITROEN VODKA 1L**	12.00	272.97
366	4427	KETEL ONE ORANJE VODKA 1L**	11.00	256.53
875	5439	PINNACLE ATOMIC HDTS 750ML***	4.00	32.30
210	4868	PINNACLE CAKE VODKA 1L**	16.00	152.37
826	4563	PINNACLE CAKE VODKA 750ML***	5.00	39.53
614	4316	PINNACLE CHERRY VODKA 1.75L***	7.00	87.47
254	3520	PINNACLE CHERRY VODKA 1L**	14.00	130.69
825	4935	PINNACLE CHERRY WHIPP 750ML***	5.00	40.98
402	4839	PINNACLE CHERRY WHIPPED 1L**	10.00	110.76
980	5296	PINNACLE COCONUT VODKA 1L**	3.00	28.00
627	5202	PINNACLE COOKIE DOUGH 750ML**	7.00	57.51
315	4404	PINNACLE COTTON CANDY VO 1L**	12.00	123.92
522	4317	PINNACLE GRAPE VODKA 1.75L***	8.00	98.44
239	3521	PINNACLE GRAPE VODKA 1L**	15.00	139.75
624	5440	PINNACLE KEYLIME WHIP 750ML***	7.00	56.53
487	5028	PINNACLE KIWI STRAWBERRY 1L**	9.00	84.11
313	5274	PINNACLE MARSHMALLOW VOD 1L**	12.00	117.39
381	6576	PINNACLE ORANGE VODKA 1.75L	11.00	137.46
33	4824	PINNACLE ORANGE WHIPPED 1L**	66.00	742.69
641	6595	PINNACLE RAINBOW SHER 750ML***	7.00	55.97
110	8306	PINNACLE RAINBOW SHERB 1L**	27.00	292.01
1,107	8593	PINNACLE STRAW SHORT 750ML***	1.00	8.03
44	4637	PINNACLE WHIPPED CREA 750ML***	58.00	418.50
365	4820	PINNACLE WHIPPED CREAM 1.75L**	11.00	134.40
680	4618	SOBIESKI CYTRON VODKA 750ML	6.00	49.64
42	4829	SOBIESKI ORANGE VODKA 1L**	60.00	536.60
972	4619	SOBIESKI ORANGE VODKA 750ML	3.00	27.58
822	5057	SOBIESKI RASBERRY VODKA 750ML	5.00	46.45
866	4948	SOBIESKI RASPBERRY VODKA 1L**	4.00	35.98
865	4947	SOBIESKI VANILLA VODKA 1L**	4.00	38.55
1,056	2001	STOLICHNAYA BLUEBER 1.75L***	2.00	54.27
945	1034	STOLICHNAYA CITROS VODKA 750ML	3.00	48.19
388	5556	STOLICHNAYA HOT JALAP VODKA 1L	11.00	220.29
280	30810	STOLICHNAYA ORANJ VOD 1.75L	13.00	301.30
107	30811	STOLICHNAYA ORANJ VODKA 1L	27.00	539.87
766	1343	STOLICHNAYA VANIL VODKA 1.75L	5.00	132.68
771	30862	STOLICHNAYA VANIL VODKA 750ML	5.00	79.09
519	4309	SVEDKA CHERRY VODKA 1.75L	8.00	111.96

Worcester County Liquor Control
Merchandise Analysis by Item number

Category/Sub-category		Description	Qty on hand	Cost on hand
Rank	Item number			
120	4310	SVEDKA CHERRY VODKA 1L**	25.00	224.11
241	4311	SVEDKA CHERRY VODKA 750ML	15.00	119.49
270	1952	SVEDKA CITRON VODKA 1.75L	13.00	187.61
133	1777	SVEDKA CITRON VODKA 1L**	24.00	219.04
97	1778	SVEDKA CITRON VODKA 750ML	30.00	210.22
1.025	3782	SVEDKA CLEMINTINE VODKA 1.75L	2.00	28.43
977	5405	SVEDKA COLADA 1L**	3.00	28.01
297	5407	SVEDKA COLADA 375ML	13.00	50.83
815	5408	SVEDKA COLADA 750ML	5.00	37.83
847	6117	SVEDKA COLADA VODKA 1.75L	4.00	87.22
984	5089	SVEDKA GRAPE VODKA 1.75L**	3.00	45.31
92	5082	SVEDKA GRAPE VODKA 1L**	31.00	278.65
628	5090	SVEDKA GRAPE VODKA 750ML	7.00	55.69
639	6307	SVEDKA ORANGE CREA POP 1.75L**	5.00	74.98
840	6308	SVEDKA ORANGE CREA POP 375ML**	5.00	15.68
600	3783	SVEDKA RASPBERRY VODKA 1.75L	5.00	71.70
74	1432	SVEDKA RASPBERRY VODKA 1L**	40.00	358.22
836	6197	SVEDKA STRAWB COLADA VOD 750ML	5.00	30.08
1.008	6310	SVEDKA STRAWBERRY COLADA 1.75L	3.00	44.95
913	1437	SVEDKA VANILLA VODKA 750ML	4.00	32.26
1.027	4117	THREE OLIVES BUBBLES VKA 1L**	2.00	31.88
291	3353	THREE OLIVES CHERY VODKA 1L***	13.00	203.00
413	3354	THREE OLIVES GRAPE VODKA 1L**	10.00	156.82
412	4331	THREE OLIVES RANGTAG VKA 1L**	10.00	157.25
809	5650	THREE OLIVES SMORES VDKA 1L**	5.00	79.12
113	4134	THREE OLIVES VANILLA VKA 1L**	27.00	361.83
961	2522	VINCENT VAN GOGH DBLESP 1.75L	3.00	74.99
54	3283	VINCENT VANGOGH DBL ESPR 1L**	53.00	984.23
938	2185	YAZI GINGER VODKA 750ML	3.00	75.00
15/15005 totals			1,585.00	23,029.83
16/16001				
201	665	JOSE CUERVO MARGARITA SALT 6OZ	16.00	37.20
2	379	RED BULL ENERGY DRINK 8OZ	183.00	274.50
16/16001 totals			199.00	311.70
16/16003				
943	1451	TRAVEL FLASK 16OZ 16OZ	3.00	5.97
16/16003 totals			3.00	5.97
17/SOFT DRINK				
13	7624	COKE 1.25L	111.00	99.90
51	7625	DIET COKE 1.25L	54.00	48.60
50	5794	NANTUCKET CRANBERRY JCE 16 OZ	45.00	43.44
57	5795	NANTUCKET ORANGE JUICE 16 OZ	49.00	44.35
45	7626	SPRITE 1.25L	58.00	52.20
17/SOFT DRINK totals			320.00	288.49
23/23001				
242	7696	MARIE DUFFAU ARMAGNAC NAP 750M	15.00	413.38
23/23001 totals			15.00	413.38
26/26001				
991	7718	FAT & JUICY BLDY MARY MIX 32OZ	3.00	13.95
496	7719	FAT & JUICY MARG MIX 32OZ	9.00	41.85

Worcester County Liquor Control
Merchandise Analysis by Item number

Category/Sub-category				
Rank	Item number	Description	Qty on hand	Cost on hand
93	7028	GEORGES BLDY MRY MIX MLD32OZ	31.00	134.68
121	5837	GEORGES BLOODY MARY MIX 32OZ	25.00	109.81
1,091	5679	MAJOR PETERS GRENADINE 1L	1.00	4.20
255	356	ROSES GRENADINE MIX 12OZ	14.00	37.29
307	7596	ROSES GRENADINE MIX 1L	12.00	53.00
26/26001 totals			95.00	394.78
27/27001				
289	22244	ANGOSTURA BITTERS 4OZ	13.00	67.20
48	317	CANADA DRY TONIC 1L	57.00	49.88
65	320	CANADA DRY BITTER LEMON 1L	44.00	38.58
66	316	CANADA DRY CLUB SODA 1L	44.00	38.50
53	318	CANADA DRY DIET TONIC 1L	53.00	46.38
37	682	CANADA DRY GINGER ALE 1L	63.00	55.13
75	1177	CANADA DRY SELTZER 1L	40.00	35.00
170	3946	COCKTAIL ESSENTIALS LME J 375M	18.00	41.31
791	2493	COCO RL CRM OF COCON MIX 21OZ	5.00	14.98
688	35072	DAILYS STRAWBERRY DAIQ MIX 1L	8.00	18.89
604	35171	JOSE CUERVO N/A MARG MIX 1L	7.00	26.01
990	495	JOSE CUERVO N/A MARG MIX 1.75L	3.00	17.60
360	2466	MASTER MIX BLOODMA 5 PEP 1.75L	11.00	45.38
319	2455	MASTER MIX BLOODMARY 5 PEP 1L	12.00	28.22
719	123	MASTER MIX MARGARITA MIX 1.75L	6.00	24.03
789	2458	MASTER MIX MARGARITA MIX 1L	5.00	10.43
359	2462	MASTER MIX MOJITO MIX 1L	11.00	23.14
583	124	MASTER MIX PINA COLA MIX 1.75L	7.00	28.25
1,044	125	MASTER MIX STRAW DAQ 1.75L	2.00	7.99
419	2460	MASTER MIX STRAW DAQ 1L	10.00	21.04
149	2457	MASTER MIX SWEET/SOUR MIX 1L	20.00	42.22
70	4956	REGATTA GINGER BEER 8 OZ	42.00	43.73
209	5369	ZING ZANG BLOODY MARY MIX 32OZ	16.00	58.64
27/27001 totals			495.00	600.63
Report totals			15,505.00	152,457.36

-- End of report --

Attachment B

Gold Coast Mail Retail Store

Furniture & Fixtures

- 1 Countertop
- 2 Refrigerators for product display
- 4 Tall Free Standing Shelving Systems behind the counter
- 3 Lighting fixtures to display the 4 free standing shelves behind the counter
- Built-In Shelving with wood signs - wrapped around the perimeter of the store
- 3 Free Standing Shelving Systems in middle of the store (2 long & 1 short)
- 2 Display shelves on end of free standing shelving systems
- 3 Adjustable Shelves in storage room
- 1 Refrigerator for staff use
- 1 Microwave
- 1 Desk
- 1 Chair
- 1 Printer
- 1 Fax
- 1 Safe

Leasehold Improvements

- Alarm System with cameras and monitoring screen (Alarm Engineering)
- Tile Flooring
- Exterior Signs

Note: The cost of the above furniture, fixtures and leasehold improvements to be conveyed with the property totals \$119,345 and has a current book value of \$47,102.

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



Add to
14

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

October 2, 2016

TO: Worcester County Commissioners
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KS*
On Behalf of Worcester County Liquor Control Management Committee
SUBJECT: Additional Information on Offer for Gold Coast Mall Liquor Store Inventory

As directed at your meeting on September 20, 2016, the memo regarding the Offer to Purchase \$300,000 in Inventory from the Gold Coast Mall Retail Liquor Store will be discussed again in open session at your meeting on October 4, 2016. In the meantime, County Attorney Maureen Howarth has researched answers to the questions which were posed at your last meeting and we also wish to offer additional information as follows:

- **Bulk Transfers** - The Comptroller's Office has confirmed that they will allow us to bulk transfer our remaining liquor inventory to other interested parties between now and June 30, 2017 when we cease Liquor Control operations.
- **Board of License Commissioners' Acceptance of Applications** - License Commissioners' Attorney Tom Coates has advised that in accordance with the State Law (see attached), they can only accept an application for a Class "A" Beer/Wine/Liquor license to be issued at our Gold Coast Mall location upon the County Commissioners' acknowledgment between now and July 1, 2017. The distance restriction prohibits such an application for a license within 10-blocks of our Gold Coast Mall retail store (whether or not we continue to operate at that location) until the earlier of July 1, 2017 or after the License Commissioners issue a license at the Gold Coast Mall location. Therefore, unless the Commissioners acknowledge the application of the tenant (Mike Ramadan) chosen by the Gold Coast Mall landlord to occupy the County liquor store after our lease expires on December 31, 2016, there can be no license issued between 104th Street and 124th Street in Ocean City until July 1, 2017 at the earliest.

In light of the information above, staff continues to unanimously support acceptance of Mike Ramadan's offer to purchase roughly \$273,000 of Liquor Control Inventory at a 10% mark-up for a total purchase price of \$300,000 to the County subject to the Commissioners' acknowledgment of Mr. Ramadan's application to the License Commissioners for a Class "A" Beer/Wine/Liquor License and contingent upon ratification of a formally approved contract of sale prior to the License Commissioners' hearing on Mr. Ramadan's license application.

Citizens and Government Working Together

Chapter 113

(Senate Bill 967)

AN ACT concerning

Worcester County – Alcoholic Beverages – Class A Beer, Wine, and Liquor License

FOR the purpose of establishing a Class A beer, wine, and liquor license in Worcester County; authorizing the Board of License Commissioners to issue the license to an individual for use at a certain store or certain establishments under certain conditions; providing that a certain distance restriction expires on the earlier of certain dates; providing that the license authorizes the sale of beer, wine, and liquor at the place described in the license for off-premises consumption under certain conditions; providing for an annual license fee and hours and days of sale; and generally relating to alcoholic beverages licenses in Worcester County.

BY repealing and reenacting, without amendments,

Article – Alcoholic Beverages

Section 33-102

Annotated Code of Maryland

(As enacted by Chapter ____ (S.B. 724) of the Acts of the General Assembly of 2016)

BY repealing and reenacting, with amendments,

Article – Alcoholic Beverages

Section 33-901

Annotated Code of Maryland

(As enacted by Chapter ____ (S.B. 724) of the Acts of the General Assembly of 2016)

BY adding to

Article – Alcoholic Beverages

Section 33-2005(a)

Annotated Code of Maryland

(As enacted by Chapter ____ (S.B. 724) of the Acts of the General Assembly of 2016)

SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND,
That the Laws of Maryland read as follows:

Article – Alcoholic Beverages

33-102.

This title applies only in Worcester County.

33-901.

(A) [A] THERE IS A Class A beer, wine, and liquor license [may not be issued in the County].

(B) (1) THE BOARD MAY ISSUE THE LICENSE TO AN INDIVIDUAL FOR USE AT:

(I) A STORE PREVIOUSLY OPERATED BY THE DEPARTMENT OF LIQUOR CONTROL;

(II) SUBJECT TO PARAGRAPH (2) OF THIS SUBSECTION, AN ESTABLISHMENT OUTSIDE A 10-BLOCK RADIUS OF A STORE PREVIOUSLY OPERATED BY THE DEPARTMENT OF LIQUOR CONTROL THAT IS IN OCEAN CITY; OR

(III) SUBJECT TO PARAGRAPH (2) OF THIS SUBSECTION, AN ESTABLISHMENT OUTSIDE A 1-MILE RADIUS OF A STORE PREVIOUSLY OPERATED BY THE DEPARTMENT OF LIQUOR CONTROL THAT IS NOT IN OCEAN CITY.

(2) A DISTANCE RESTRICTION DESCRIBED IN PARAGRAPH (1)(II) OR (III) OF THIS SUBSECTION ON ISSUING LICENSES TO ESTABLISHMENTS EXPIRES ON THE EARLIER OF:

(I) JULY 1, 2017; OR

*

(II) THE DATE A LICENSE IS ISSUED FOR USE BY A STORE PREVIOUSLY OPERATED BY THE DEPARTMENT OF LIQUOR CONTROL TO WHICH THE DISTANCE RESTRICTION APPLIES.

~~(B)~~ (C) (1) THE LICENSE AUTHORIZES THE LICENSE HOLDER TO SELL BEER, WINE, AND LIQUOR, AT RETAIL, AT THE PLACE DESCRIBED IN THE LICENSE.

(2) THE LICENSE HOLDER SHALL SELL THE BEER, WINE, AND LIQUOR IN A SEALED PACKAGE OR CONTAINER.

(3) THE PACKAGE OR CONTAINER MAY NOT BE OPENED AND ITS CONTENTS MAY NOT BE CONSUMED ON THE PREMISES WHERE THE BEER, WINE, OR LIQUOR IS SOLD.

~~(C)~~ (D) THE ANNUAL LICENSE FEE IS \$4,500.

33-2005.

(A) A HOLDER OF A CLASS A BEER, WINE, AND LIQUOR LICENSE MAY SELL BEER, WINE, AND LIQUOR ON MONDAY THROUGH SUNDAY, FROM 6 A.M. TO 2 A.M. THE FOLLOWING DAY.

SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect July 1, 2016.

Approved by the Governor, April 12, 2016.

TEL: 410-632-1184
FAX: 410-632-3131
E-MAIL: admin@co.worcester.md.us
WEB: www.co.worcester.md.us



15

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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

September 28, 2016

TO: Worcester County Commissioners
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *Kl.*
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 (6 total). They are as follows: Adult Public Guardianship Board (1), Local Development Council for Ocean Downs Video Lottery Facility (1), Lower Shore Workforce Investment Board (1), Social Services Board (1), 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. 15 - 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. 14 - 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. 14 - Water and Sewer Advisory Council - Ocean Pines (Gail Blazer)

District 7 - Mitreic All District Appointments received. Thank You!
Please consider nominations for At-Large positions listed below - "All Commissioners"

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. 14 - (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)

* = Appointed to fill an unexpired term

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](tel:(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

CONFIDENTIALITY NOTICE: This communication, including attachments, may contain confidential, privileged, copyrighted or other legally protected information. If you are not the intended recipient, you are hereby notified that any use, disclosure, dissemination, distribution or copying of this communication, or any of its contents, is strictly prohibited. If you have received this communication in error, please immediately re-send this communication to the sender and delete the original message and any copy of it, including all attachments, from your computer system.

~~~~~  
ATTENTION: This e-mail (including any attachment) may contain proprietary, legally privileged and/or confidential information. This e-mail is intended solely for the use of the person(s) to which it is addressed. If you are not an intended recipient, or the employee or agent responsible for delivery of this e-mail to the intended recipient(s), you are hereby notified that any dissemination, distribution or copying of this e-mail is strictly prohibited. If you have received this message in error, please immediately notify the sender and permanently delete this e-mail and any copies.



**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.         |
| Donna Weaver           | Berlin                | *08-09-13, 13-17  | Business Rep.         |
| Geoffrey Failla        | Whaleyville           | *15-18            | Business Rep.         |
| Jason Cunha            | Pocomoke              | *16-18            | Business Rep.         |
| Walter Maizel          | Bishopville           | *12, 12-16, 16-20 | Private Business Rep. |

*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)

 Please consider the environment before printing this email  
LEGAL DISCLAIMER: [ELECTRONIC COMMUNICATIONS](#)

---

This email has been scanned by the Symantec Email Security.cloud service.  
For more information please visit <http://www.symanteccloud.com>

---

90

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> |
|-------------------------|---------------------------|-----------------|-------------------------|
| 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                   |
| Maria Campione-Lawrence | D-7, Mitrecic             | Ocean City      | 16-19                   |

*Replace for term 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 Thornes                  | Dr. Nancy Dorman (07-13)   |
| Frederick Fletcher            | Susan Canfora (11-13)      |
| Rev. Thomas Wall              | Judy Boggs (02-14)         |
| Richard Bundick               | Jeff Kelchner (06-15)      |
| Carmen Shrouck                | Laura McDermott (11-15)    |
| Maude Love                    | Emma Klein (08-15)         |
| Reginald T. Hancock           | Wes McCabe (13-16)         |
| Elsie Briddell                | Nancy Howard (09-16)       |
| Juanita Merrill               |                            |
| 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: August 16, 2016  
Printed: August 17, 2016



DEPARTMENT OF HUMAN RESOURCES

Worcester County Department of Social Services



Peter Buesgens Director

March 22, 2016

Dawn Jones Assistant Director Child Support

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

Ellen Payne Assistant Director Family Investment

Mary Beth Quillen Assistant Director Administration

Roberta Baldwin Assistant Director Services

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

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

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)

## COMMISSION FOR WOMEN

Reference: Public Local Law CG 6-101

Appointed by: County Commissioners

Function: Advisory

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

Compensation: None

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

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

Contact: Eloise Henry-Gordy, Chair  
 Worcester County Commission for Women - P.O. Box 1712, Berlin, MD 21811

**Current Members:**

| <u>Member's Name</u>    | <u>Nominated By</u>              | <u>Resides</u>  | <u>Years of Term(s)</u> |
|-------------------------|----------------------------------|-----------------|-------------------------|
| Laura McDermott         | D-1, Lockfaw                     | Pocomoke City   | *11-13, 13-16           |
| Hope Carmean            | D-4, Elder                       | Snow Hill       | *15-16                  |
| Mary E. (Liz) Mumford   | At-Large                         | Ocean City      | *16                     |
| Mary Beth Quillen       | Dept of Social Services          |                 | 13-16                   |
| Julie Phillips          | Board of Education               |                 | 13-16                   |
| Charlotte Cathell       | D-5, Bertino                     | Ocean Pines     | *09-11-14, 14-17        |
| Alice Jean Ennis        | At-Large                         | Pocomoke        | 14-17                   |
| Eloise Henry-Gordy      | At-Large                         | Snow Hill       | 08-11-14, 14-17         |
| Corporal Lisa Maurer    | Public Safety - Sheriff's Office |                 | *13-14, 14-17           |
| Debbie Farlow           | Health Department                |                 | *13-14, 14-17           |
| Teola Brittingham       | D-2, Purnell                     | Berlin          | *16-18                  |
| Michelle Bankert        | D-3, Church                      | West Ocean City | *14-15, 15-18           |
| Bess Cropper            | D-6, Bunting                     | Berlin          | 15-18                   |
| Nancy Fortney           | D-7, Mitrecic                    | Ocean City      | 12-15, 15-18            |
| Lauren Mathias Williams | At-Large                         | Berlin          | *16-18                  |

*Resigned / Replace*

**Prior Members: Since 1995**

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

\* = Appointed to fill an unexpired term  
 c = Charter member

Prior Members: Since 1995 (continued)

Dr. Mary Dale Craig (02-06)  
Dee Shorts (04-07)  
Ellen Payne (01-07)  
Mary Beth Quillen (05-08)  
Marge SeBour (06-08)  
Meg Gerety (04-07)  
Linda Dearing (02-08)  
Angela Hayes (08)  
Susan Schwarten (04-08)  
Marilyn James (06-08)  
Merilee Horvat (06-09)  
Jody Falter (06-09)  
Kathy Muncy (08-09)  
Germaine Smith Garner (03-09)  
Nancy Howard (09-10)  
Barbara Witherow (07-10)  
Doris Moxley (04-10)  
Evelyne Tyndall (07-10)  
Sharone Grant (03-10)  
Lorraine Fasciocco (07-10)  
Kay Cardinale (08-10)  
Rita Lawson (05-11)  
Cindi McQuay (10-11)  
Linda Skidmore (05-11)  
Kutresa Lankford-Purnell (10-11)  
Monna Van Ess (08-11)  
Barbara Passwater (09-12)  
Cassandra Rox (11-12)  
Diane McGraw (08-12)  
Dawn Jones (09-12)  
Cheryl K. Jacobs (11)  
Doris Moxley (10-13)  
Kutresa Lankford-Purnell (10-12)  
Terry Edwards (10-13)  
Dr. Donna Main (10-13)  
Beverly Thomas (10-13)  
Caroline Bloxom (14)  
Tracy Tilghman (11-14)  
Joan Gentile (12-14)  
Carolyn Dorman (13-16)  
Arlene Page (12-15)  
Shirley Dale (12-16)  
Dawn Cordrey Hodge (13-16)  
Carol Rose (14-16)

## Kelly Shannahan

---

**From:** Lora Henry-Gordy <henrygordy1954@yahoo.com>  
**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



16

FRED E. WEBSTER, JR.  
DIRECTOR

EMERGENCY SERVICES

# Worcester County

GOVERNMENT CENTER

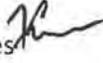
ONE WEST MARKET STREET, ROOM 1002

SNOW HILL, MARYLAND 21863-1193

TEL: 410-632-1311

FAX: 410-632-4686

To: Harold Higgins, Chief Administrative Officer

From: Fred Webster, Director of Emergency Services 

Re: Hazardous Materials Emergency Preparedness Grant (HMEPG) Program

Date: 28 September 2016

---

Attached for Commissioners approval is a Memorandum of Understanding between the County and the Maryland Emergency Management Agency for a HMEPG Planning and Training grant. The grant will allow two people to attend training at the International Association of Fire Chief's yearly Hazmat Conference. The award is in the amount of \$2,000.00 with a \$500.00 soft match for the time expended by those attending the conference. Additional travel expenses are being provided by Fire Marshal Jeff McMahan through budgeted Hazmat Team training funds.

Emergency Planner Tom Kane and I are available at your convenience to answer any questions that may arise.

**MEMORANDUM OF AGREEMENT BETWEEN  
MARYLAND EMERGENCY MANAGEMENT AGENCY  
AND WORCESTER COUNTY REGARDING  
2016-2017 HAZARDOUS MATERIALS EMERGENCY  
PREPAREDNESS GRANT PROGRAM  
CFDA # 20.703  
GRANT # HM-HMP-0546-16-01-00**

This Memorandum of Agreement (the "Agreement") is entered into this 20th day of September 2016, by and between Worcester County (the "Sub-recipient") and the Maryland Emergency Management Agency (the "Agency").

**I. PROGRAM DESCRIPTION**

Hazardous Materials Emergency Preparedness (HMEP) Grant funds are provided to increase State and local effectiveness in safely and efficiently handling hazardous materials accidents and incidents, enhance implementation of Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA), and encourage a comprehensive approach to emergency training and planning.

**II. PERFORMANCE PERIOD**

The project performance period will be 36 months from October 1, 2016 to September 30, 2019. The Federal funding period will be 12 months, from October 1, 2016 to September 30, 2017. The Sub-recipient will not incur costs or obligate funds for any purpose pertaining to the operation of the project, program, or activities beyond the expiration date of the period of performance. Should the Sub-recipient incur costs or obligate funds beyond the expiration of the performance period, the Agency is under no obligation to reimburse the Sub-recipient.

**III. AMOUNT OF AWARD**

With the execution of this Agreement, the Agency awards to the Sub-recipient:

| <b>Category</b>                    | <b>Federal Award</b> | <b>Required Match</b> | <b>Total Project Value</b> |
|------------------------------------|----------------------|-----------------------|----------------------------|
| <b>Planning and Training Total</b> | <b>\$2,000.00</b>    | <b>\$500.00</b>       | <b>\$2,500.00</b>          |

Funds awarded under this Agreement are to be utilized in accordance with the program narrative and budget detail submitted as part of the Sub-recipient's application and made part of this agreement.

#### IV. COST SHARE/MATCH REQUIREMENT

The cost share for this project is 80% federal/20% recipient.

#### V. NON-SUPPLANTING OF FUNDS

Funds awarded as part of this Agreement are to be used to increase the level of effort by the Sub-recipient and will be used to supplement, not supplant, funds that have been appropriated or budgeted for the same purpose.

#### VI. ACCOUNTING FOR FUNDS

The Sub-recipient agrees that adequate accounting systems and practices are in place and will be utilized to ensure fund accountability consistent with federal and State requirements. All expenditure, revenue, asset and liability transactions associated with the Agreement will be accounted for separately from other projects and programs. The Sub-recipient shall retain all records relating to the Agreement for (3) years and (3) months after the end of the performance period.

#### VII. AUDIT REQUIREMENT

Funds received as part of this Agreement are subject to federal and State audit. The Sub-recipient is to retain and provide access to all pertinent financial and programmatic records for a period of three (3) years and (3) months after the end of the performance period.

#### VIII. PAYMENT OF FUNDS

The Agency will distribute payment to the Sub-recipient, not to exceed the amount awarded, for eligible costs incurred for goods and/or services specified by this Agreement. The Agency will process payment upon receipt of a completed SF 425, SF 270, and detailed support documentation (copies of paid invoices and financial system schedules detailing expenditures). The Sub-recipient may also request an advance of funds to the extent funds have been obligated or are to be liquidated within 30 days. Sub-recipients are expected to submit reimbursement requests on a quarterly basis. The final reimbursement request is to be submitted no later than 30 days following the end of the award performance period. Requests for reimbursement or advance are to be submitted to the address specified in Section IX below.

#### IX. REPORTING REQUIREMENTS

The Sub-recipient will submit to the Agency quarterly financial (FFR 425) program progress reports (PPR) in the format specified by the Agency. Reports are due January 15, April 15, July 15, and October 15. Reports are to be emailed or mailed to:

Maryland Emergency Management Agency  
Attn: Janet Moncrieffe-Kee  
Janet.moncrieffe-kee@maryland.gov  
Camp Fretterd Military Reservation  
5401 Rue Saint Lo Drive  
Reisterstown MD 21136

#### X. REQUEST FOR EXTENSION

Requests for extension of the subgrant performance period must be submitted in writing to the Program Manager at the above address no later than 45 days prior to the end of the performance period. Extension requests must include a clear explanation and reasonable justification for delays in completing work funded by this award, the amount of additional time needed and the specific projects to be completed during the extension period.

#### XI. OTHER TERMS AND CONDITIONS

By signing this MOA, the recipient agrees to comply with the following program requirements and regulations.

##### 1. Governing Statutes and Regulations

- Authorizing language of 49 CFR U.S.C. 5101 *et seq.*
- Program Regulations of 49 CFR 110
- Administrative Regulations at 49 CFR 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Tribal Governments
- Cost Principles in 2 CFR 225, Cost Principles for State, Local and Tribal Government
- OMB A-133, Audit of States, Local Governments, and Non-Profit Organizations
- 49 CFR 20, New Restrictions for Lobbying
- Must Comply with Title VI of Civil Rights Act of 1964
- 49 CFR 21, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964
- 49 CFR 32, "Government wide Requirements for Drug-Free Workplace (Financial Assistance)"

#### XII. GENERAL PROVISIONS

Funds are immediately available for agency use contingent upon signature of and compliance with the requirements of this MOA.

XIII. POINTS OF CONTACT

The designated MEMA program manager is responsible for monitoring the performance and completion of this grant. The program manager for this award is:

Ms. Janet Moncrieffe-Kee  
Maryland Emergency Management Agency  
Camp Fretterd Military Reservation  
5401 Rue Saint Lo Drive  
Reisterstown MD 21136  
(410) 517-3622  
Janet.moncrieffe-kee@maryland.gov

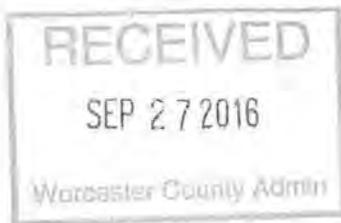
XIV. This Agreement will remain in effect until superseded or terminated upon mutual agreement of the Sub-recipient and Agency.

Signed: \_\_\_\_\_

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

Signed: \_\_\_\_\_  
Russell Strickland, Executive Director  
Maryland Emergency Management Agency

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



EMERGENCY SERVICES  
**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1002  
SNOW HILL, MARYLAND 21863-1193  
TEL: 410-632-1311  
FAX: 410-632-4686

17

FRED E. WEBSTER, JR.  
DIRECTOR

To: Harold Higgins, Chief Administrative Officer

From: Fred Webster, Director of Emergency Services 

Re: Radio System Change Order

Date: 28 September 2016

---

You have before you a copy of the first change order to the Harris P25 radio system signed on 15 September 2015. Changes at all sites are explained on page 1 with a summary on page 2 of the document. At this point in the work we are still within the contingency built into the original contract. We have been able to save \$78,993.08. This includes utilizing county warehouse space and substitution of 7 routers within the system.

Work is underway at the various tower sites. Klej Grange, Central Site, and Nassawango antenna work was completed the weekend of 28 September 2016. We are presently waiting on a signature on our end to begin work at the City of Pocomoke Water Tower which is also before you today.

Assistant Director James Hamilton and I are available at your convenience to answer any questions that may arise.



## FIRST AMENDMENT TO SYSTEM PURCHASE AGREEMENT

**THIS AMENDMENT** (hereinafter "Amendment") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2016 ("Effective Date"), by and between County Commissioners of Worcester County, Maryland (hereinafter referred to as "Buyer") and Harris Corporation, a Delaware corporation, acting through its RF Communications Division (hereinafter referred to as "Seller") together the ("Parties").

### RECITALS

**WHEREAS** the Parties entered into a System Purchase Agreement on September 18, 2015 for Seller to provide an 800 MHz P25 Radio System Migration ("Agreement");

**WHEREAS**, the parties now desire to enter into this Amendment to modify the Agreement;

**NOW, THEREFORE**, for and in consideration of the mutual promises of the parties to this Amendment and other good and valuable consideration, the receipt of which is hereby acknowledged, Buyer and Seller amend the Agreement as follows:

1. **Site Changes** – Exhibit A, Section 3 Implementation Plan and Statement of Work- Site Development- the Parties agree the sites listed herein require the following changes:
  - a. Mystic Alternate Site:
    - i. Add preconstruction engineering activities for new tower site to be located at Water Filtration Plant. Scope of work to include land survey, construction drawings, compound staking, erosion plan, geotechnical investigation, and Phase 1 NEPA/SHPO submittals. Price for this work is \$26,750.00.
  - b. Pocomoke:
    - i. Add access road per NB+C construction drawings. Price for this work is \$25,641.55
  - c. KLEJ:
    - i. Add 12kVA, Eaton, 40min runtime, installation and 6 receptacles. Price for this work is \$26,125.00
  - d. Nassawango:
    - i. Add AC surge protection on utility and generator service Qty 2 Part #11214. Price for this work is \$2,500.00
  - e. Berlin:
    - i. Labor and materials to upgrade tower Per Destek "Structural Analysis Report - Berlin- UPGRADE Rev 1.pdf". Price for this work is \$72,738.00.
    - ii. Add 12kVA, Eaton, 40min runtime, installation and 6 receptacles. Price for this work is \$26,053.00, which shall be shared evenly between Buyer and Seller.



TECHNOLOGY TO CONNECT,  
INFORM AND PROTECT™

2. **Warehouse** – Exhibit A, Section 3 Implementation Plan and Statement of Work Figure 4- the Parties agree the Buyer shall provide a warehouse and by doing this Seller gives Buyer a credit of \$18,300.00 towards this change order. Price for this work is (\$18,300.00).
3. **Nokia 7705 MPLS Routers** – The Parties agree that the Buyer shall provide the MPLS functionality to support the P25 radio system as part of their overall network scope. Demarcation point or interface to the County provided network will be at the Cisco Site Router provided by Seller. Buyer shall be credited \$60,693.08 (Qty 7 x \$8,670.44) from Seller towards this change order. Price for this work is (\$60,693.08).
4. **Amendment Price** – The total price for the amendment is \$0.00 (“Amendment Price”) as detailed below:

| Amendment Changes                    | Price              |
|--------------------------------------|--------------------|
| Mystic Alternate Site                | \$26,750.00        |
| Pocomoke                             | \$25,641.55        |
| KLEJ                                 | \$26,125.00        |
| Nassawango                           | \$2,500.00         |
| Berlin                               | \$72,738.00        |
| Central                              | \$13,062.50        |
| Warehouse Removal                    | (\$18,300.00)      |
| Nokia 7705 MPLS Removal              | (\$60,693.08)      |
| <b>Subtotal of Amendment 1 Price</b> | <b>\$87,823.97</b> |
| Contingency Amount Applied           | (\$87,823.97)      |
| <b>Total Amendment Price</b>         | <b>\$0.00</b>      |

5. **Contingency** – Exhibit A, Section 1 – Price Schedule of the Agreement contained a Contingency of \$122,207.00 of which \$\$87,823.97 shall be applied to this Amendment. The remaining contingency amount is \$34,803.03 as detailed below

| Exhibit A, Section 1-Contingency | Price                |
|----------------------------------|----------------------|
| Contingency                      | (\$122,207.00)       |
| Contingency Amount Used          | \$87,823.97          |
| <b>Remaining Contingency</b>     | <b>(\$34,383.03)</b> |

6. **Total Agreement Price** – Exhibit A, Section 1 – Price Schedule of the Agreement. Total Agreement Price is updated as follows:

| Exhibit A, Section 1-Total Agreement Price | Date     | Value               |
|--------------------------------------------|----------|---------------------|
| Total Agreement Price                      | 09/18/15 | \$5,075,000.00      |
| Amendment 1 Price                          |          | \$0.00              |
| <b>Updated Total Agreement Price</b>       |          | <b>5,075,000.00</b> |



- 7. **Full Force and Effect** – Except as provided herein, the Agreement remains unchanged and in full force and effect.

**IN WITNESS WHEREOF**, Buyer and Seller have executed this First Amendment to System Purchase Agreement.

**BUYER**  
COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

WITNESS:

Name:

By: \_\_\_\_\_  
Madison J. Bunting, Jr.  
President

\_\_\_\_\_ Harold L. Higgins

**SELLER**  
HARRIS CORPORATION, RF COMMUNICATIONS DIVISION

WITNESS:

Name:

By: \_\_\_\_\_  
Christopher W. Chaffee  
Senior Manager, Contracts

\_\_\_\_\_ Drew Wilson  
Contract Manager



EMERGENCY SERVICES

# Worcester County

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1002

SNOW HILL, MARYLAND 21863-1193

TEL: 410-632-1311

FAX: 410-632-4686

18

FRED E. WEBSTER, JR.  
DIRECTOR

To: Harold Higgins, Chief Administrative Officer

From: Fred Webster, Director of Emergency Services 

Re: Pocomoke Water Tower MOU

Date: 28 September 2016

---

Attached for Commissioners review is a Memorandum of Understanding between the County and the City of Pocomoke for use of the water tower at the Pocomoke Beltway and Dun Swamp Rd. This is a part of the new county 800 MHz radio system. This agreement has been reviewed and vetted by both the County Attorney and the Attorney/City Manager of Pocomoke.

The attached agreement has been approved by the City of Pocomoke and we are awaiting the executed copy. We are respectively requesting your approval and the Commission President's signature.

James Hamilton and I are available at your convenience to answer any questions that may arise.

## Memorandum of Understanding

Between

The County Commissioners of Worcester County, Maryland

and

Pocomoke City

This Memorandum of Understanding (MOU) sets for the terms and understanding between the County Commissioners of Worcester County, Maryland (“County”) and Pocomoke City, a body corporate and politic and a municipality organized and existing under the laws of the State of Maryland (“Pocomoke”) to cooperate in the installation, maintenance and use of a public safety communications system.

WHEREAS, the County is upgrading the Worcester County Public Safety Radio System; and

WHEREAS, Pocomoke seeks to use the Worcester County Public Safety Radio System for daily police, fire, emergency medical services, and other governmental communications; and

WHEREAS, the County requires a transmitter site location within Pocomoke City to provide robust in-building communications for County and municipal police and emergency responders in this area; and

WHEREAS, Pocomoke owns and operates a water tank located at 1637 Dunn Swamp Road that fulfills the County’s location requirements for in-building coverage in the Pocomoke area.

NOW THEREFORE, the Parties hereto jointly agree:

1. Pocomoke shall provide the County the use of the Dunn Swamp Road water tank site and allow construction activities as described in the site plan (Attachment 1) without charge. County shall have its architectural and engineering firm confer with Pocomoke to ensure that Pocomoke is satisfied that catwalk and other safety issues are properly addressed.
2. Pocomoke shall allow the County to place a 12 by 20 foot pre-fabricated building and generator at the site to house the relevant radio equipment.
3. The County, its employees and agents shall be afforded unrestricted access to the water tank site twenty-four hours per day as long as this MOU is in effect.

4. The County shall be responsible for establishing its own electrical service to the water tank for the radio system service and all costs associated with the same.
5. The County shall furnish reasonable technical assistance and guidance to Pocomoke on issues of site co-location, wireless technical standards, interference prevention and resolution for Pocomoke owned elevated structures during the duration of this MOU.
6. The County shall construct an access road as shown in Attachment 1 at its sole expense for common use of both Parties. Pocomoke agrees to maintain this access road in the future at its sole expense beginning January 1, 2018. The driveway is to be constructed to accommodate heavy trucks during construction and subsequently for trucks providing propane deliveries.
7. Pocomoke shall be afforded access to the Worcester County radio system without charge during the term of this MOU and beyond so long as County transmitter site is in service at or on the Tower site.
8. County will provide software upgrades to all 16 Pocomoke City Police Department portable radios, replace 5 EMS mobile radios, replace 9 EMS portable radios, replace 1 EMS desktop radio and also provide "Phase 1" upgrades to 22 public works vehicle radios. County will assist Pocomoke in the preparation of, and support for, grants necessary to fund the upgrade or replacement of police vehicle radios and dispatching consoles. Pocomoke shall be responsible for all other costs associated with the radios.
9. Pocomoke users of the Worcester County radio system shall follow the operating standards as produced by the County and amended from time to time.
10. Because Pocomoke is a local government entity, it may not enter into multi-year agreements (agreements that require expenditures beyond the current fiscal year) without either doing so as an issuance of debt, with accompanying legislation, or by including a non-appropriations clause in a contract or agreement. Therefore, anything in this MOU to the contrary notwithstanding, should the governing body of Pocomoke determine not to include funding for this MOU in any budget for an upcoming fiscal year or portion thereof, Pocomoke shall be permitted to terminate its obligation pursuant to this MOU upon thirty days written notice to County.
11. Each party hereto (an "Indemnitor") shall defend, indemnify and hold harmless, to the extent permitted by law, the other party hereto, its employees, agents and officials (the "Indemnitees") from any and all liabilities, claims, suits, or demands including attorney's fees and court costs which may be incurred or made against the Indemnitees, resulting

from any act or omission committed in the performance of the duties imposed by and performed under this MOU by an Indemnitor or its agents, employees, or officials.

12. The recitals appearing at the beginning of this MOU are incorporated by reference.

**Duration**

This MOU shall become effective upon signature by the authorized officials and will remain in effect until modified or terminated by any one of the Parties. Termination requires 60 days advance written notice of the termination to the other Party.

**Notice**

All notices and invoices given under this MOU shall be made in writing and sent to the persons and addresses below.

**FOR POCOMOKE:**

Ernest A. Crofoot  
City Manager/City Attorney  
City Hall, 101 Clarke Avenue  
P.O. Box 29  
Pocomoke City, MD 21851  
[ernie@pocomokemd.gov](mailto:ernie@pocomokemd.gov)

**FOR THE COUNTY:**

Fred Webster  
Director of Emergency Services  
One West Market Street, Room 1002  
Snow Hill, Md 21863  
410-632-3080  
[fwebster@co.worcester.md.us](mailto:fwebster@co.worcester.md.us)

**Waiver**

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

**Amendment**

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

**Attorneys' Fees and Costs**

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

**Severability**

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

validity of any other part of this MOU.

**Entire Agreement**

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

**Pocomoke City, Maryland**

**County Commissioners of  
Worcester County, Maryland**

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

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

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

Name: Madison J. Bunting, Jr.

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

Title: President

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

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

19



FRED E. WEBSTER, JR.  
DIRECTOR

RECEIVED  
AUG 10 2016  
Worcester County Admin

EMERGENCY SERVICES  
**Worcester County**  
GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1002  
SNOW HILL, MARYLAND 21863-1193  
TEL: 410-632-1311  
FAX: 410-632-4686

Scheduled for  
Work Session on  
October 4, 2016

To: Harold Higgins, Chief Administrative Officer  
From: Fred Webster, Director of Emergency Services *[Signature]*  
Re: Emergency Operations Plan  
Date: 9 August 2016

---

Attached with this memo is a copy of the Basic Worcester County Emergency Operations Plan which needs Commissioner's approval and promulgation. As written this plan has passed conceptual approval by both the Maryland Emergency Management Agency and the Federal Emergency Management Agency for content. The Basic Plan and Emergency Support Function (ESF) can and should be considered public documents however the Annexes are safety sensitive since they go into specific tasks and assignments.

Allowing for ample review time I would hope it could be back to Emergency Services for any changes by 6 September and scheduled for adoption on 20 September.

Assistant Director Hamilton and I are available at your convenience to answer any questions that may arise.

# DRAFT

RESOLUTION NO. 16 - \_\_\_\_

## RESOLUTION ADOPTING WORCESTER COUNTY EMERGENCY OPERATIONS PLAN

WHEREAS, the County Commissioners of Worcester County, Maryland adopted, on July 25, 1989, a Resolution Adopting the Emergency Operations Plan for Worcester County, Maryland; and

WHEREAS, the County Commissioners have determined the need to update the Emergency Operations Plan; and

WHEREAS, the Worcester County Department of Emergency Services is responsible for the preparation of emergency plans and the planning, coordination, response and recovery of disaster situations, as well as public notification of planning efforts surrounding emergency conditions and management of emergency operations with the County; and

WHEREAS, the Worcester County Department of Emergency Services has prepared an updated Emergency Operations Plan to address various emergencies and disasters, to provide the overall framework for emergency response, rescue, recovery, life and property protection, and the continuity of County government operations, and to identify the duties of various departments and agencies.

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

1. The Board of County Commissioners of Worcester County, Maryland (Commissioners) hereby endorses and promulgates the document entitled "Worcester County Emergency Operations Plan" dated January 2016, as the single and official Emergency Operations Plan for Worcester County, superseding all previous emergency and disaster plans; and
2. The Commissioners hereby direct all departments, agencies, offices and employees of Worcester County Government affected by the plan to review this document and identify their responsibilities during times of major emergencies or disasters; and
3. The Commissioners further direct the above named entities to carry out their responsibilities during times of major emergencies or disasters and to cooperate with and coordinate their activities with federal, state, municipal, volunteer and private forces who are engaged in emergency assistance in Worcester County.

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

# DRAFT

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

\_\_\_\_\_  
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

EMERGENCY OPERATIONS PLAN

---

WORCESTER COUNTY

EMERGENCY OPERATIONS PLAN



# EMERGENCY OPERATIONS PLAN

---

## TABLE OF CONTENTS

|                                      |        |
|--------------------------------------|--------|
| Promulgation Statement               | TC-i   |
| Foreward                             | TC-ii  |
| Authority                            | TC-iii |
| Department/Organization Distribution | TC-iv  |
| Record of Changes                    | TC-v   |

### **BASIC PLAN**

|       |                                           |     |
|-------|-------------------------------------------|-----|
| I.    | PURPOSE                                   | BP- |
| II.   | SITUATIONS AND ASSUMPTIONS                | BP- |
| III.  | CONCEPT OF OPERATIONS                     | BP- |
| IV.   | ASSIGNMENT OF RESPONSIBILITIES            | BP- |
| V.    | ADMINISTRATION AND LOGISTICS              | BP- |
| VI.   | PLAN DEVELOPMENT AND MAINTENANCE          | BP- |
| VII.  | AUTHORITIES AND REFERENCES                | BP- |
| VIII. | DEFINITIONS AND GLOSSARY OF ABBREVIATIONS | BP- |

### **Emergency Support Functions**

|      |                            |                                |       |
|------|----------------------------|--------------------------------|-------|
| I.   | PURPOSE                    | ESF-                           |       |
| II.  | SITUATIONS AND ASSUMPTIONS | ESF-                           |       |
| III. | CONCEPT OF OPERATIONS      | ESF-                           |       |
|      | ESF – 1                    | Transportation                 | ESF-  |
|      | ESF – 2                    | Communications                 | ESF-  |
|      | ESF – 3                    | Public Works & Engineering     | ESF-  |
|      | ESF – 4                    | Firefighting                   | ESF-  |
|      | ESF – 5                    | Information & Planning         | ESF-  |
|      | ESF – 6                    | Mass Care & Sheltering         | ESF-  |
|      | ESF – 7                    | Resource Support               | ESF-  |
|      | ESF – 8                    | Health & Medical               | ESF-  |
|      | ESF – 9                    | Search & Rescue                | ESF-  |
|      | ESF – 10                   | Hazardous Materials            | ESF-  |
|      | ESF – 11                   | Food                           | ESF - |
|      | ESF – 12                   | Energy & Utilities             | ESF - |
|      | ESF – 13                   | Law Enforcement                | ESF - |
|      | ESF – 14                   | Debris Management              | ESF - |
|      | ESF – 15                   | Donations/Volunteer Management | ESF - |
|      | ESF – 16                   | Animal Protection              | ESF - |

# EMERGENCY OPERATIONS PLAN

---

|         |                                            |       |
|---------|--------------------------------------------|-------|
| Annex A | EOC ACTIVATION                             | EOC-  |
| Annex B | COMMUNICATIONS                             | CM-   |
| Annex C | DIRECTION & CONTROL                        | DC-   |
| Annex D | DAMAGE ASSESSMENT                          | DA-   |
| Annex E | EVACUATION                                 | EVAC- |
| Annex F | FIRE/EMS SERVICE                           | FIRE- |
| Annex G | SPECIAL HAZARDS RESPONSE TEAM              | SHT-  |
| Annex H | HAZARDOUS MATERIALS                        | HM-   |
| Annex I | PUBLIC INFORMATION                         | PI-   |
| Annex J | RE-ENTRY                                   | RE-   |
| Annex K | RECOVERY                                   | RC-   |
| Annex L | LAW ENFORCEMENT                            | LAW-  |
| Annex M | MD. EMERG. MGMT ASSISTANCE COMPACT (MEMAC) | MEM-  |
| Annex N | NIMS                                       | NIMS- |
| Annex O | CIVIL UNREST                               | CIV-  |
| Annex P | PUBLIC HEALTH                              | PH-   |
| Annex Q | HAZARDOUS WEATHER                          | WEA-  |
| Annex R | RADIOLOGICAL                               | RAD-  |
| Annex S | SHELTERING & MASS CARE                     | SHE-  |
| Annex T | TERRIORISM                                 | TER-  |
| Annex U | TRANSPORTATION                             | TRA-  |

# EMERGENCY OPERATIONS PLAN

---

## FOREWORD

The Worcester County Board of Commissioners have a continued responsibility to the public for providing this document and its' implementation to plan, preserve, protect and provide for the protection of life and property within Worcester County.

The Worcester County Emergency Operations Plan is a document providing for the planning of emergency situations occurring in Worcester County. This document also provides the framework for the response, rescue, recovery, life and property protection, and the continuity of county government operations within Worcester County. The EOP may be used in part of in its' entirety at the discretion of the Worcester County Emergency Services Director under the direction and control of the Chief Administrative Officer as approved by the Worcester County Board of Commissioners.

Whereas Worcester County is providing this document as a specific county response guide, it is the direct and individual responsibility of each resident, visitor, property owner and or business to prepare for emergency situations affecting their life and property within Worcester County. This individual responsibility should include but not be limited to an emergency preparedness kit, evacuation route and plan, emergency shelter arrangements and providing for the overall protection of lives and property pending the county, state and or federal response into the area after a situation has occurred. Information regarding the contents of each individual family protection plan can be found at the Worcester County web site [www.worcestercountymd.gov](http://www.worcestercountymd.gov), the State of Maryland web site [www.maryland.gov](http://www.maryland.gov) and/or the Federal Emergency Management Agency web site [www.fema.gov](http://www.fema.gov). Local information may also be obtained through the Worcester County Department of Emergency Services as listed in the local telephone directory under Local Government or the Emergency Preparedness link at the counties web site listed above.

The Worcester County Department of Emergency Services is the county department responsible for the planning, coordination, response and recovery of disaster situations in Worcester County. This department is the lead agency within Worcester County and the Director of the department as appointed by the President of the Board of Commissioners and the Governor of the State of Maryland has the responsibility for providing for the implementation of this plan under emergency conditions. The Department of Emergency Services is also responsible for public notification of planning efforts surrounding emergency conditions and is available for public presentations to the community for emergency preparedness efforts.

The Worcester County Emergency Operations Plan is available for public review at all Worcester County public facilities.

# EMERGENCY OPERATIONS PLAN

---

## PROMULGATION STATEMENT

We, the Board of County Commissioners of Worcester County, endorse and promulgate this document as the single and official Emergency Operations Plan for this county, superseding all previous emergency and disaster plans.

We hereby direct all departments, agencies, offices and employees of the Worcester County government affected by this plan to review this document and identify their responsibilities during times of major emergencies or disasters.

Further, we direct the above named entities to carry out their responsibilities during times of major emergencies and disasters and to cooperate with and coordinate their activities with federal, state, municipal, volunteer and private forces who are engaged in emergency assistance in this county.

This document, known as the Worcester County Emergency Operations Plan, shall become effective on the date it is signed.

By: Worcester County Board of County Commissioners

\_\_\_\_\_  
Madison J. Bunting, President

\_\_\_\_\_  
Theodore J. Elder, Commissioner

\_\_\_\_\_  
Merrill W. Lockfaw Jr., Vice President

\_\_\_\_\_  
Anthony W. Bertino Jr., Commissioner

\_\_\_\_\_  
Diana Purnell, Commissioner

\_\_\_\_\_  
Joseph M. Mitrecic, Commissioner

\_\_\_\_\_  
James C. Church, Commissioner

ATTEST: \_\_\_\_\_  
Harold Higgins, Chief Administrative Officer

DATE: \_\_\_\_\_

# EMERGENCY OPERATIONS PLAN

---

## AUTHORITY

**Federal Government** – Presidential Executive Order #11795 dated, July, 1974, Public Law # 93-288 and # 91-606, Disaster Relief Act of 1976 as amended.

The Director of the Department of Homeland Security (DHS) is the President's advisor concerning Disasters.

**State Government** – Title 14 of the Public Safety Article of the Annotated Code of Maryland and Executive Order 01.01.1991.02,

The Maryland Emergency Management Agency Director is the Governor's Advisor concerning Emergency and Disaster Assistance

**County Government** – By Resolution, the Worcester County Commissioners have adopted an Emergency Operations Plan.

The Worcester County Emergency Services Director is the Worcester County Commissioner Presidents' emergency and disaster advisor and coordinates all emergency planning and disaster assistance efforts.

By Resolution the Worcester County Commissioners adopted the Maryland Emergency Management Assistance Compact (MEMAC) which may include requests for and provisions of personnel, equipment, materials and other forms of assistance, to any participating political subdivision within the State of Maryland, pursuant to the terms and conditions. (Annotated Code of Maryland, Public Safety Article, Section 14-803; Worcester County Resolution No. 03-23).

By Resolution the Worcester County Commissioners adopted the National Incident Management System (No. 05-8) to provide a consistent nationwide approach for Federal, State, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents regardless of cause, size or complexity.

# EMERGENCY OPERATIONS PLAN

---

|                                                    |    |
|----------------------------------------------------|----|
| Board of County Commissioners                      | 7  |
| Chief Administrative Officer                       | 3  |
| County Attorney                                    | 1  |
| States Attorney                                    | 2  |
| Department of Emergency Services                   | 20 |
| Treasurer                                          | 2  |
| Development Review & Permitting                    | 5  |
| Human Resources                                    | 3  |
| Fire Marshal's Office                              | 6  |
| Sheriff's Office                                   | 10 |
| Parks & Recreation                                 | 3  |
| Detention Center                                   | 3  |
| Public Works Administration                        | 2  |
| Maintenance Division                               | 3  |
| Solid Waste Division                               | 3  |
| Roads Division                                     | 3  |
| Water & Wastewater                                 | 3  |
| Fleet Management                                   | 1  |
| Health Department                                  | 5  |
| Social Services                                    | 5  |
| Board of Education                                 | 5  |
| State Highway Administration (Snow Hill)           | 2  |
| Snow Hill Library                                  | 3  |
| Berlin Library                                     | 3  |
| Pocomoke City Library                              | 3  |
| Ocean Pines Library                                | 3  |
| Ocean City Library                                 | 3  |
| Maryland State Police – Berlin                     | 3  |
| Pocomoke City Police Department                    | 2  |
| Town of Pocomoke City                              | 2  |
| Snow Hill Police Department                        | 2  |
| Town of Snow Hill                                  | 2  |
| Ocean City Police Department                       | 3  |
| Town of Ocean City                                 | 5  |
| Ocean Pines Police Department                      | 2  |
| Ocean Pines Association                            | 3  |
| Berlin Police Department                           | 2  |
| Town of Berlin                                     | 3  |
| Natural Resources Police                           | 3  |
| Assateague Federal Park                            | 2  |
| Assateague State Park                              | 2  |
| Pocomoke River State Park (Shad & Milburn Landing) | 2  |
| Worcester County Fire Companies                    | 10 |
| Worcester County Ambulance Companies               | 7  |



# BASIC PLAN

## I. PURPOSE & SCOPE

### A. PURPOSE

This plan has been developed to provide guidance for the successful response to an emergency in Worcester County. This plan provides for the coordination and recovery of county departments and various support agencies and organizations prior to, during and after any major emergency or disaster.

The Plan also identifies the roles and responsibilities of county agencies for emergencies or major disasters, either natural or technological; describes the policies and procedures for the mitigation, preparedness, response and recovery phases of all emergency activities; and assign functional responsibilities.

### B. SCOPE

The Worcester County Emergency Operations Plan (WCEOP) has been designed to address various emergencies or disasters, either natural or man-made. Therefore this plan can be used in whole or in part, in various situations. This plan provides the overall framework for emergency responses and identifies the duties of the various departments and agencies as well as support agencies.

A unique situation exists in Worcester County in that the Town of Ocean City has a fluctuating population; therefore Ocean City has created its' own Emergency Operations Plan. The Worcester County Emergency Operations Plan must interact effectively with the Ocean City plan.

The Department of Emergency Services must be in constant contact with Ocean City officials prior to implementation of either plan throughout the emergency. This plan does not intend to identify all potential hazards. It is meant to be used as a reference guide in dealing with any major emergency or disaster.

This plan is designed to be utilized in conjunction with an up-to-date Worcester County Resources Manual developed through the Department of Emergency Services office.

The Director of the Department of Emergency Services may implement only parts of the Plan, depending on the severity of and other circumstances involved in each emergency or disaster.

## II. SITUATIONS & ASSUMPTIONS

### A. SITUATIONS

Worcester County is exposed to hazards, all of which have the potential for creating casualties, disrupting the community, and causing damage. Possible natural hazards include hurricanes, floods, tornadoes, and winter storms. Other non-natural disaster situations could develop including hazardous materials accidents, major transportation accidents, civil disorder, or terrorism.

### B. ASSUMPTIONS

#### 1. General:

Local response agencies, in cooperation with established mutual aid agencies, are capable of protecting lives and property on a routine basis. However, potential disasters may occur in several key hazard areas requiring additional assistance to effect rapid response and recovery. These additional resources will be sought from the State and Federal Governments.

#### 2. Natural Disaster Potential:

##### (a) Hurricanes

Hurricane season is from June 1<sup>st</sup> to November 30<sup>th</sup>. Severe storms, flooding, storm surge and destructive high winds are likely during this time.

(b) Flooding

With 31 miles of Atlantic Ocean coastline within the county, and the Pocomoke River running throughout the county, flooding is a major concern from heavy rains and tides.

(c) Snow and Ice Storms

Severe winter weather can occur one or more times per year. The county is subject to the effects of severe north-eastern storms resulting in interruption to utilities and transportation.

(d) Thunderstorms

Thunderstorms and severe weather are frequent causes for emergencies. The main hazards are high winds and lightning that have the potential to interrupt utilities and transportation routes.

(e) Tornadoes

There is potential for tornados to occur within Worcester County. Tornadoes are particularly dangerous because they appear suddenly, often with little warning, and cause mass destruction.

(f) Drought/Water Shortage

Worcester County can be affected by periods of drought that may cause acute water shortages. This may impact domestic, agricultural and fire response needs.

(g) Natural Biological Disasters

A naturally occurring epidemic (in humans) or epizootic (in animals) may be of sufficient magnitude or potential to require activation of emergency operations plans.

(h) Wild Fires

Whereas Worcester County has numerous forest areas and farm land, the potential for wild fires exist and are increased during dry periods.

3. Technical Disaster Potential:

(a) Hazardous Materials Incident

There are a number of fixed facilities that create a potential for a hazardous materials incident within or adjacent to Worcester County. The Local Emergency Planning Committee (LEPC) has current listings of all Tier II sites within Worcester County.

(b) Several major transportation routes pass through Worcester County that carry hazardous materials:

- U. S. Route 50
- U. S. Route 13
- U. S. Route 113
- U. S. Route 90

(c) Terrorism

Worcester County lacks specific sites that have nationally significant or symbolic value or the potential for mass casualties. However, the proximity of the Eastern Shore and Worcester County to the Maryland metropolitan area could result in possible host sheltering. The threat of terrorism increases during times of national and international crisis.

(d) Radiological Emergency

Worcester County has a less than 5 acre area that is included in the plume zone of Calvert Cliffs Nuclear Plant. While the risk of a radiation or nuclear disaster is low from this facility, the Nuclear

Regulatory Commission requires planning for potential emergencies.

(e) Transportation Accidents

There are several major transportation modes that pass through Worcester County.

- Major Highways – U. S. Routes 50, 13, 113 & 90.
- 31 miles of Atlantic coastline, bays, canals and river
- Airport - Ocean City Airport
- Rail – Maryland Delaware Railroad operates a freight line from the Maryland/Delaware line to below Snow Hill. Bay Coast Rail runs from MD/VA line to 4<sup>th</sup> St. Pocomoke. Norfolk Southern runs the line from 4<sup>th</sup> St. to Somerset and points north.

### III. HISTORY & PLANNING CONSIDERATIONS

Worcester County's population of 50,000 escalates to over 300,000 during the peak season of Memorial Day to Labor Day. Due to this extreme population shift, the WCEOP must be designed to be flexible depending upon the time of year, or even specific event.

There are four incorporated municipalities within Worcester County: Pocomoke City, Snow Hill, Berlin and the Town of Ocean City. A private community, Ocean Pines is the largest population area of the county's permanent residents.

Land elevations range from sea-level to about 50 feet above sea level with the majority of the population living on property 20 to 50 feet above sea-level. A flood plain is located within the county and this area is subject to flooding from heavy rains and tides. The county contains 483 square miles of land and 106 miles of inland water. It can be assumed that Worcester County is subject to destruction of life and property in the event of a natural or man-made disaster, especially if the disaster threatens the county during the heaviest population time frame.

This plan will address these problems in order to minimize the loss which can be expected in the event of such an emergency or disaster situation.

#### IV. ORGANIZATION & OPERATIONS

- A. Worcester County ordinances and resolutions state the Director of Emergency Services shall serve as the County Emergency Management Director and it shall be that person's responsibility to coordinate the emergency preparedness and action of various county and other support agencies to minimize and repair injury and damage done by natural or man-made disasters. The Director will report to the Board of County Commissioners, or their designee, who shall have the overall responsibility during the time of such emergency.
- B. An organization is hereby established to protect lives and property in times of major emergency operations or disaster. The organization, outlined in this plan, calls for the establishment of a Primary Emergency Operations Center located within the Department of Emergency Services where key personnel shall gather to carry out their designated responsibilities.
- C. The Emergency Operations Center (EOC) shall be established in a secure location containing radio and telephone communications systems whereby decisions can be made and where the information can be disseminated to the various agencies involved as well as to the public. The Emergency Operations Center will be manned with sufficient staffing contingent upon the circumstances.
- D. The staffing of the EOC will consist of the County's Public Safety Group, County Administration and support groups as the situation warrants. The Elected Officials (County Commissioners) may or may not be present in the EOC, however will be available to the County Administrator by request for decisions pertinent to the disaster, services requested and needs of the county government for the response and recovery efforts to restore continuity of government and services to the public.
- E. The County Commissioners, acting as a Board shall have the authority and responsibility to declare an official State of Emergency and/or plan for the evacuation of certain areas of the County.

## V. CONCEPT OF OPERATIONS

### A. Mitigation and Preparedness

1. This document will primarily address the response and recovery phases of a disaster or major emergency. The preparation, use, and maintenance of this document by all relevant parties are key aspects in the preparedness phase for any disaster or major emergency. Worcester County recognizes and values the mitigation phase of emergency management within the community, but this document does not specifically address mitigation issues.

(a) Mitigation is defined as the actions taken to prevent an incident from occurring or to minimize the effect of an incident. Examples of mitigation efforts are inspections, zoning and building codes.

i. Worcester County has a FEMA approved Hazard Mitigation Plan on file with the Department of Emergency Services.

(b) Preparedness refers to all activities necessary to build or sustain the performance of all emergency functions. Examples of preparedness efforts are training, equipping, exercising and evaluating response capabilities.

### B. Response

The response phase of an emergency begins with the onset of the emergency and is primarily concerned with those actions necessary to protect life and property and to meet basic human needs.

1. Emergency functions of the various groups involved in emergency management will generally parallel their normal daily activities. The same personnel, equipment and materials shall be employed to combat major disasters. Augmentation of these resources may be required because of the increased scope and additional demands.

2. If necessary, the Worcester County Board of County Commissioners President may declare a Local State of Emergency implementing the Worcester County Emergency Operations Plan. The Department of Emergency Services Director will coordinate the plan's implementation.
3. The Worcester County Emergency Operations Center (EOC) will be activated and response activities will be directed from that facility.
4. The Public Information Officer, under the direction and review from the Chief Administrative Officer and the Emergency Services Director will prepare news releases and coordinate the release of information to the media and the public.
5. If the emergency is of such magnitude that all needs cannot be met at once, operations shall be directed to protect the largest number of citizens.
6. The coordination of a large number of organizations, public and private, will become of paramount importance.
7. Routine government functions may be suspended during an emergency. The efforts, which would normally be required for these functions, will be re-directed to the accomplishment of emergency tasks by the affected agency.
8. Local governments have the primary responsibility for emergency management activities. When the emergency exceeds the capability of the local government to respond adequately, assistance will be requested from other jurisdictions and also from the State government. The Federal government will provide assistance to the State and the local jurisdictions, when appropriate.

#### C. Recovery

Recovery activities are focused on returning the community back to normal.

1. Recovery involves the restoration of all systems to a normal status. Immediate actions must be taken to assess the damages and determine what assistance is necessary to repair the damage and return vital life-support systems to minimal acceptable standards or better. Long-term recovery efforts may continue for an extended period, sometimes for many years beyond the initiation of the recovery phase.
2. The local government has the primary responsibility for determining the extent of the damage and the impact of that damage within the community and/or jurisdiction. Initial damage assessment will be made by Worcester County's Damage Assessment Teams during the first daylight period following the disaster and reported as soon as practical to the Maryland Emergency Management Agency.

Local resources will be employed initially to return the affected areas to normal. When necessary, requests for further assistance will be forwarded to higher levels of government only when these local resources are depleted or become inadequate.

3. Recovery includes both short-term and long-term activities. Short-term operations seek to restore critical services to the community and provide for the basic needs of its citizens. Long-term recovery focuses on restoring the community to a normal or improved state of affairs. Examples of recovery actions would be temporary housing, restoration of government services, and reconstruction of damaged areas.

#### D. Direction and Control

1. The ultimate responsibility for the emergency management of any disaster rests with the Worcester County Board of County Commissioners. This body is responsible for all policy-level decisions that normally will be implemented through the County Administrator.
2. The Worcester County Department of Emergency Services Director is responsible for coordinating the overall emergency management program. The Director makes all routine decisions and advises the Board of County Commissioners on courses of action available for major decisions. During emergency operations, the Director is

responsible for the proper functioning of the Emergency Operations Center. The Director also acts as a liaison with other local, state and federal agencies as well as private and volunteer organizations.

3. Specific persons and agencies are responsible for fulfilling their obligations as presented in the Basic Plan and individual annexes. Each department shall retain control over employees and equipment assigned to that department. Each agency shall be responsible for having its own standard operating guidelines to be followed during response operations.
4. During some emergency situations, certain agencies may be required to relocate their command and control efforts to the EOC. During large-scale emergencies, the EOC will become the seat of government for the duration of the emergency.

#### E. Continuity of Government

Worcester County is committed to a long-range policy of maintaining, preserving, or restoring the local government's ability to carry out its functions under the actual or threatened occurrence of any emergency condition that could disrupt its processes and services. The county will rely on the Worcester County Continuity of Operations Plan (COOP) to address each department's restoration of operations and possible temporary relocation of resources. Portions of the COOP are outlined below.

##### 1. Succession of Officials

The political leadership and government departments and agencies will establish plans for succession of command with two or three successors for each position.

##### 2. Pre-delegation of Emergency Authorities

Government officials, their deputies, and successors will be apprised ahead of time of the specific powers that can be exercised during emergencies.

### 3. Emergency Action Steps

Each key official will be provided in writing with a list of specific actions that he or she may be required to take during an emergency. Among the actions that the chief executive might be required to take are:

- Declare emergencies and issue proclamations;
- Order evacuations;
- Commandeer property;
- Suspend regulations (parking restrictions, trespassing ordinances, etc.);
- Shut down non-essential businesses and services;
- Declare and enforce curfews

### 4. Emergency Operations Center (EOC)

Worcester County will equip, staff, and maintain a central facility where emergency operations will function during a disaster.

Worcester County Emergency Operations Center (EOC)  
Government Office Building  
One West Market Street, Room 1002  
Snow Hill, Maryland 21863

### 5. Alternate EOC(s)

The Department of Emergency Services (DES) has identified a Worcester County facility to serve as an alternate EOC should the primary site become damaged or unsuitable for use. The DES will determine further alternate locations as needed.

### 6. Safeguarding Essential Records

County departments and agencies will identify for preservation by relocation, dispersal, and duplication those records and documents which the county government would need to continue functioning under emergency conditions and which would protect the rights and interests of citizens.

#### 7. Protection of Government Resources, Facilities, and Personnel

Worcester County will take measures to protect materials, equipment, and workers by dispersing them in a manner to assure the redundancy necessary for continuing or restoring governmental functions under emergency conditions.

### VI. ASSIGNMENT OF RESPONSIBILITIES

#### A. General

Many departments within Worcester County government have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining its own emergency procedures. Specific responsibilities are outlined under Section B, "Task Assignments", as well as in individual functional annexes. Responsibilities for non-County governmental agencies are also presented.

#### B. Task Assignments

##### 1. Department of Emergency Services Director

- (a) Coordinate all phases of emergency management.
- (b) Identify and analyze the effects of hazards that may threaten Worcester County and its citizens.
- (c) Keep the County Administrator completely informed during any emergency situation.

- (d) Establish and maintain an emergency communications system to operate in an emergency.
- (e) Establish and maintain a system to alert key officials, warn the public and provide information to the public in any emergency or disaster.

## 2. Emergency Communications Center

- (a) In most instances, receive the initial report of any emergency either from the National Warning System, a citizen, or agency.
- (b) Alert appropriate response personnel.
- (c) Notify emergency management and County officials as appropriate and required by department policies.
- (d) Maintain communications with responding fire and rescue units throughout the incident and notify the appropriate officials for any significant changes in the status of the incident.

## 3. Fire Service

- (a) Responsible for all fire suppression activities.
- (b) Provide incident scene command as appropriate.
- (c) Assist with search, rescue and evacuation activities as required.
- (d) Assist with traffic control as requested by law enforcement.

## 4. Special Hazards Response Team

- (a) Perform hazard detection and identification.

- (b) Conduct search and rescue operations in hazardous chemical environments.
- (c) Contain hazardous material spills using defensive and offensive means.
- (d) Perform technical decontamination when appropriate.

#### 5. Emergency Medical Services

- (a) Provide emergency medical care for the critically ill and injured as required.
- (b) In conjunction with the Maryland Institute for Emergency Medical Services Systems (MIEMSS), coordinate the transport of critically ill or injured patients to local area hospitals and medical centers or to specialty referral centers operating with the Maryland EMS system.
- (c) Provide incident scene command as appropriate.
- (d) Assist with search, rescue and evacuation as necessary.

#### 6. Worcester County Sheriff's Office

- (a) Provide law enforcement services, coordinating with State and municipal police agencies as required.
- (b) Provide traffic control and security in emergency areas as required.
- (c) Provide for control of restricted areas, protection of vital installations, and security for critical resources and/or facilities as applicable.

- (d) Arrange for law enforcement mutual aid from neighboring jurisdictions as necessary.
- (e) Assist with search, rescue and evacuation as necessary.
- (f) Provide damage assessment support as required.

#### 7. Maryland State Police

- (a) Provide law enforcement services, coordinating with the Worcester County Sheriff's Office and the municipal police agencies as required.
- (b) Provide traffic control and security in emergency areas as applicable.
- (c) Provide air evacuation of casualties in support of EMS services.
- (d) Assist local jurisdictions in search, rescue and evacuation operations as required.
- (e) Provide for control of restricted areas, protection of vital installations and security for critical resources and/or facilities as applicable.

#### 8. Health Department

- (a) The Worcester County Health Director is responsible for health and medical services within the county.
- (b) The Health Officer and staff will supervise certain environmental activities to assure the health and safety of the population as described in the Memorandum of Understanding between the Worcester County Commissioners and the Health Department.

- (c) The Health Officer in conjunction with the Office of the Chief Medical Examiner for the state of Maryland is responsible for supervising any mass fatality situation requiring morgue facilities, identification and interment of the deceased.

#### 9. Social Services

- (a) Establish eligibility criteria for temporary housing and any other required assistance.
- (b) Establish procedures for providing assistance and temporary housing to victims of emergencies or a major disaster.
- (c) Provide orderly and effective social services assistance to State and/or Federal agencies in the event of the Governor's declaration of an emergency or a Presidential declaration of an emergency.
- (d) Establish and maintain a formal understanding with the Board of Education to establish parameters for the use of schools as emergency shelters.
- (e) Provide shelter resources for the operation of emergency and long-term operations of mass-care shelters.

#### 10. Board of Education

- (a) Provide schools and board operated facilities to be used as shelters.
- (b) Provide transportation assistance during emergencies with school buses and drivers for transportation to shelters. **(This may require a Governor's Declaration)**
- (c) Provide custodial and managerial support at the emergency shelters when shelter operations are in effect.

- (d) Provide food and cafeteria staff for meals at County shelters.

#### 11. American Red Cross

- (a) The American Red Cross of the Delmarva Peninsula, under the direction and control of the Department of Social Services, will assist in the staffing and equipping of shelters necessary for the protection of citizens.
- (b) The ARC will provide shelter training to managers/officers to staff such shelters in an emergency.

#### 12. Department of Public Works

- (a) Provide for the removal and disposal of debris from roadways as necessary following a disaster.
- (b) Monitor status of transportation routes and advise Emergency Services of all major road damage and all road closings.
- (c) Provide fleet management personnel to service county owned equipment responding during and following a disaster.
- (d) Provide necessary resources at County Shelters.
- (e) Maintain water & wastewater services as necessary.
- (f) Maintain solid waste and debris management sites throughout the County as necessary.

#### 13. Development, Review and Permitting

- (a) Provide trained damage assessment personnel to assess public property.
- (b) Provide trained damage assessment personnel to provide a "windshield survey" of damage throughout the county.

- (c) Provide Emergency Services with all pertinent information on damage assessment surveys.
- (d) Provide clerical/telephone support to Emergency Services in the Public Information Center located on the 3<sup>rd</sup> Floor of the Government Office Building.
- (e) Provide temporary building permitting where allowable and applicable to disaster victims.
- (f) Provide GIS support to the EOC prior to, during and after disaster events.

#### 14. Utilities

- (a) Electric utilities (Delmarva Power, Choptank Electric Cooperative and the Town of Berlin Power Plant) will, as necessary, provide emergency power in disaster areas, work to restore normal conditions as quickly as possible, and provide representation in the Emergency Operations Center as necessary.
- (b) The piped gas distributor (Eastern Shore Gas), as well as liquid petroleum (LP) gas distributors, will respond to any emergency involving their transmission facilities, assist in the efforts to deal with emergency situations involving their product or equipment, and provide representation in the Emergency Operations Center as necessary.

#### 15. Public Information Officer

- (a) Serve as spokesperson to the media.
- (b) Exchange information with spokespersons from other organizations or jurisdictions.
- (c) Assist with public information announcements.
- (d) Coordinate announcements with State and Federal PIOs as appropriate.

## VII. ADMINISTRATION AND LOGISTICS

## A. Financial Administration

1. Necessary emergency expenditures will be made by the use of funds regularly appropriated to local agencies as the primary funding option. If the Board of County Commissioners President finds these funds are inadequate to cope with a particular emergency, the County Commissioners may make contingency funds available as authorized in the budget.
2. All agencies participating in response and recovery operations shall maintain records of time, supplies, and other resources expended during an emergency. If and/or when requested, the agencies will forward such records to the Worcester County Department of Emergency Services.
3. If any private property is used by the County under an officially-declared State of Emergency, the property owner shall be compensated for its use and for any damage sustained.

## B. Reports and Records

1. All required reports will be submitted to appropriate authorities in accordance with individual annexes.
2. Records of expenditures and obligations in the event of an emergency must be maintained by each participating agency/department.
3. All agencies/departments will make reports to the Emergency Operations Center by the most practical means, normally by telephone followed up with written copies.

Generally, financial records and reports shall be retained for a minimum of three years following audit. Retention times for certain other records and reports, if different, will be identified in individual annexes.

### C. Agreements and Understandings

1. Appropriate mutual aid and memoranda of understandings shall be maintained by individual agencies.

### D. Administrative Policies

1. All available emergency assistance shall be provided without regard to race, religion, sex, color, age, economic status, or national origin.
2. All emergency operations will be conducted using all practical means to protect the environment.

### E. Logistics

1. The Department of Emergency Services shall develop and maintain resource information on supplies, equipment, facilities, and skilled personnel available for emergency response and recovery.
2. The resource information will indicate the procedure for obtaining the commodity and contact information necessary to quickly obtain the resources needed.
3. If necessary, emergency resources will be allocated by priority.

### F. Use of County Employees During Emergencies

1. All County employees may become "Essential" personnel during a major disaster situation.
2. Essential employees may be assigned to perform work at any place in the county and for periods of time other than the usual employment time.

3. Employees assigned to emergency duties shall be reimbursed for reasonable and necessary expenses and shall receive appropriate compensation in accordance with existing regulations and procedures.

#### VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Although the primary responsibility for the development of the Emergency Operations Plan and the overall coordination of the plan's implementation will be carried out at the local level by the Worcester County Department of Emergency Services, many agencies/departments have the responsibility for developing and maintaining their respective segments or portions of the plan as set forth in the "Organization and Assignment of Responsibilities" section of this document.
- B. Revisions and/or changes to the plan will be made as necessary by the Department of Emergency Services Director. Local agencies or organizations affected by this plan will suggest or recommend changes at any time and provide information periodically as to changes of personnel and available resources.
- C. The Department of Emergency Services Director will ensure that an annual review of this plan is conducted by all officials involved and the Director will coordinate all review and revision efforts.
- D. For training and exercise purposes, the Department of Emergency Services Director may activate this plan as necessary to ensure the readiness of all agencies/departments covered by the plan and will update the plan based on any deficiencies identified by the exercises.
- E. This plan shall be effective upon approval and promulgation by the Worcester County Board of County Commissioners.

## IX. GLOSSARY OF ABBREVIATIONS and DEFINITIONS

| Abbreviations | Meaning                                                  |
|---------------|----------------------------------------------------------|
| ARC           | American Red Cross                                       |
| CAO           | Chief Administrative Officer                             |
| DA            | Damage Assessment                                        |
| DAC           | Disaster Assistance Center                               |
| DES           | Department of Emergency Services                         |
| DHMH          | Department of Health and Mental Hygiene                  |
| DHS           | Department of Human Services                             |
| DHS           | Department of Homeland Security                          |
| DSS           | Department of Social Services                            |
| EAS           | Emergency Alert System                                   |
| ECC           | Emergency Communications Center                          |
| EMS           | Emergency Medical Services                               |
| EOC           | Emergency Operations Center                              |
| ESF           | Emergency Support Function                               |
| FEMA          | Federal Emergency Management Agency                      |
| HAZMAT        | Hazardous Materials                                      |
| LEPC          | Local Emergency Planning Committee                       |
| MEMA          | Maryland Emergency Management Agency                     |
| MEMAC         | Maryland Emergency Management Assistance Compact         |
| MIEMSS        | Maryland Institute of Emergency Medical Services Systems |
| MSP           | Maryland State Police                                    |

|      |                                     |
|------|-------------------------------------|
| NIMS | National Incident Management System |
| PSAP | Public Safety Answering Point       |
| SOG  | Standard Operating Guidelines       |
| WCC  | Worcester County Commissioners      |

#### A. Definitions

9-1-1 - A simplified dialing method for obtaining prompt emergency assistance by telephone and sometimes used to describe an emergency communications center.

Access Control - Restriction of the trespass of unauthorized persons in zones of exclusion.

Annex - Element of the Emergency Operations Plan describing the jurisdiction's approach to functioning in that area of activity during emergencies and disasters.

Appendix - Element of the Emergency Operations Plan attached to an annex to provide information on special approaches or requirements for responding to the emergencies anticipated by the jurisdiction.

Basic Plan - The first and major element of the Emergency Operations Plan which provides a general overview of the county's approach to emergency management.

Damage Assessment - An appraisal of the nature and extent of the damage sustained by the county during an emergency or disaster.

Decontamination - The removal or neutralization of hazardous chemicals, radioactive contamination, or biological substances from bodies, clothing and equipment.

Direction and Control - The use of centralized management center, the Emergency Operations Center, to facilitate policymaking, coordination and control of operating forces in a large-scale emergency situation.

Disaster - Any natural or non-natural phenomenon which overwhelms the resources of the community or jurisdiction and that causes or threatens casualties, property damage, and endangers critical infrastructure.

Emergency - Any situation/event which requires emergency governmental assistance to save lives and protect property, public health and safety to avert or lessen the threat of a major disaster.

Emergency Alert System (EAS) – Commercial radio and television stations and interconnecting facilities which have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of public peril or disaster, or other national emergency; used to warn the public and inform the citizens of recommended protective actions.

Emergency Operations Plan (EOP) – A document which identifies the available personnel, equipment, facilities, supplies and other resources in the county and states the method or scheme for coordinated actions to be taken by individuals and government services in the event of a natural, man-made or attack related disaster.

Emergency Operations Center (EOC) – The protected site from which civil government officials exercise direction and control during an emergency.

Emergency Support Functions (ESF's) – The operational concept of teams called emergency support functions will be utilized to provide functional organization for the management of the consequences of emergencies and disasters affecting Worcester County.

Evacuation – A protective action whereby citizens are moved from a place of danger to a place of relative safety.

Hazardous Material – A substance that if released in an uncontrolled manner can be harmful to people, animals, property or the environment.

Mitigation – Any measure taken to prevent or eliminate the probability of an occurrence of a hazard and to avoid or reduce the adverse impacts of an occurrence.

Mutual Aid Agreement – Agreement between two or more organizations or jurisdictions to provide reciprocal assistance to one another in time of emergency.

Presidential Declaration of Disaster – A proclamation by the President of the United States that a locality has sustained destruction and deprivation with which it cannot cope and for which reason the locality has become eligible for certain types of federal aid and assistance.

Promulgation Statement – An executive order issued by a jurisdiction's chief executive officer, which, in the case of an Emergency Operations Plan, awards legal authority to the document.

Protective Actions – Any actions recommended by competent authority to the population at risk to prevent or reduce the possibility of injury resulting from the effects of a hazard.

Reception Center – A site designated by emergency management officials to receive persons displaced by emergency events and where these persons will obtain emergency assistance, advice, or instructions.

Recovery – The phase of emergency management activities during which actions, both short-term and long-term, are taken to return conditions to normal or to an improved level.

Response – The phase of emergency management activities involving the provision of emergency assistance for casualties and actions to reduce further damage or expedite recovery operations.

Search and Rescue – Any actions taken to find, assist, and remove persons injured or placed at risk by emergency events.

Standard Operating Guidelines (SOG's) – A body of instructions having the force of a directive to cover those features of an operation which lend themselves to a definite or standardized guideline without loss of effectiveness.

**EMERGENCY SUPPORT FUNCTIONS**  
**(ESFs)**

**I. EMERGENCY SUPPORT FUNCTIONS (ESFs)**

**Purpose:** *To provide functional organization for the management of the consequences of emergencies and disasters affecting Worcester County.*

**A. Situations**

1. This plan addresses a macro-functional approach to hazard management and response scenarios designating the best agency, department, and/or person(s) responsible for managing a particular area of need.

**B. Assumptions**

An emergency or disaster situation could occur in Worcester County at any time.

1. The use of functional teams will help to expedite response to hazard events.
2. Coordinated and collaborative planning and response within ESF teams may increase the effectiveness of consequence management.

**C. Concept of Operations**

1. Emergency consequence management generally occurs in phases and may necessitate response and resources at levels requiring an escalating amount and use/efforts of support functions.
2. The operational concept of teams called "Emergency Support Functions" (ESFs) will be utilized and tasked as needed during and following the event. The list of the ESFs and their associated agencies, departments, person(s) responsible and their associated duties will follow this section.

3. This plan establishes the ESF mission assignments and those agencies, both primary and support, which will be part of the ESF structure.
4. Resources will be allocated and used in conjunction with the mission structure of the ESFs by the leadership and by members of each ESF.
5. The activated local Emergency Operations Center and each ESF will maintain appropriate records during each event and for each mission.
6. The local Emergency Operations Center will act as the incident command center as practicable. The local Emergency Services Director will assemble ESF members in relation to the need and severity of the incident or hazard.
7. Emergency response and recovery operations will be carried out in a manner protective of the environment and of historical, cultural, architectural and archaeological resources to the fullest extent possible.
8. Upon determination that local resources will be exceeded, the President of the Worcester County Board of County Commissioners or designee may request assistance from the State of Maryland Emergency Operations Center.
9. The Worcester County Emergency Operations Center will keep the State Emergency Operations Center informed of its' ongoing situation and needs.
10. The Emergency Services Director will ensure that procedures are in place for general activation operations response and recovery including damage assessment, debris management and donations management.

**EMERGENCY SUPPORT FUNCTIONS**

1-TRANSPORTATION

Primary Agency: **Worcester County Public Works/Roads Division**

Support Agencies: Maryland State Highway Administration  
Worcester County Sheriff's Office  
Maryland State Police  
Maryland Department of Natural Resources  
Worcester County Public Works/All Divisions  
Maryland Aviation Administration  
Shore Transit  
Town of Ocean City Transportation Department

2-COMMUNICATIONS

Primary Agency: **Worcester County Department of Emergency Services**

Support Agencies: Maryland Emergency Management Agency  
MIEMSS Communications Division  
Teltronics  
Harris Corporation  
Ocean City Emergency Services Communications  
Somerset County Emergency Services Communications

3-PUBLIC WORKS & ENGINEERING

Primary Agency: **Worcester County Department of Public Works**

Support Agencies: Worcester County Public Works/All Divisions  
Municipal Public Works Departments  
Private Contractors  
Worcester County Development Review & Permitting

4-FIREFIGHTING

Primary Agency: **Worcester County Volunteer Fire Companies**

Support Agencies: Worcester County Fire Marshal's Office  
Maryland Department of Natural Resources Police –  
Forestry Division

Maryland State Police - Aviation Division  
Civil Air Patrol  
Worcester County Department of Emergency Services

5-INFORMATION & PLANNING

Primary Agency: **Worcester County Department of Emergency Services**

Support Agencies: Maryland Department of Assessments  
Worcester County Development Review & Permitting  
Maryland Emergency Management Agency  
Worcester County Health Department  
Worcester County Department of Social Services  
All Activated Emergency Support Functions

6-MASS CARE & SHELTERING

Primary Agency: **Worcester County Department of Social Services**

Support Agencies: American Red Cross  
Worcester County Board of Education  
Worcester County Health Department  
Worcester County Public Works/Maintenance Division  
Worcester County Sheriff's Office  
Worcester County Detention Center  
Worcester County Parks & Recreation  
Worcester County Public Information Officer

7-RESOURCE SUPPORT

Primary Agency: **Worcester County Public Works/Maintenance Division**

Support Agencies: Worcester County Board of Education  
Worcester County Parks & Recreation  
Worcester County Public Works/All Divisions

8-HEALTH & MEDICAL

Primary Agency: **Worcester County Health Department**

Support Agencies: American Red Cross  
Maryland State Police  
Worcester County Emergency Services  
Worcester County Fire Marshal's Office & SHRT

Worcester County Sheriff's Office  
Worcester County Board of Education  
Atlantic General Hospital  
MD. Department of Natural Resources -Police  
MD. Emergency Management Agency  
Worcester County Dept. of Environmental Programs  
Ocean City Emergency Operations Center  
Worcester County Social Services  
Worcester County Public Information Officer  
Virginia Eastern Shore Health District  
Nursing Homes & Home Health Agencies  
Pharmacy Board Regional Contact  
Other Regional Health Departments

#### 9-SEARCH & RESCUE

Primary Agency: **Worcester County Sheriff's Office**

Support Agencies:

- Worcester County Fire Service
- Worcester County Fire Marshal's Office
- Worcester County Emergency Services
- MD. Department of Natural Resources Police
- U. S. Coast Guard
- Maryland State Police Aviation Division
- Federal Park Service
- Ocean City Fire Department Underwater Search & Recovery Team
- Maryland Emergency Management Agency

#### 10-HAZARDOUS MATERIALS

Primary Agency: **Worcester County Special Hazards Response Team**

Support Agencies:

- Worcester County Fire Marshal's Office
- Worcester County Emergency Services
- Worcester County Fire & Ambulance Service
- Worcester County Local Emergency Planning Comm.
- Maryland Department of the Environment
- Local Contractors

11-FOOD

Primary Agency: **Worcester County Board of Education**

Support Agencies: Worcester County Detention Center  
Worcester County Parks & Recreation  
Worcester County Treasurer's Office  
Worcester County Administration  
American Red Cross  
Local Food Distributors

12-ENERGY & UTILITIES

Primary Agency: **Maryland Emergency Management Agency**

Support Agencies: Maryland Energy Administration  
Public Service Commission  
Maryland Department of Transportation  
Delmarva Power  
Choptank Electric Cooperative  
Verizon  
Eastern Shore Gas

13-LAW ENFORCEMENT

Primary Agency: **Worcester County Sheriff's Office**

Support Agencies: Maryland State Police  
Pocomoke City Police  
Snow Hill Police  
Berlin Police  
Ocean Pines Police  
Ocean City Police  
Maryland Department Natural Resources -Police  
Worcester County Fire Police

14-DEBRIS MANAGEMENT

Primary Agency: **Worcester County Public Works/Solid Waste Division**

Support Agencies: Worcester County Public Works/Roads Division  
Maryland Department of the Environment  
Maryland Department Natural Resources -Police  
Worcester County Health Department  
Worcester County Sheriff's Office  
Worcester County Environmental Programs  
Maryland State Police  
Maryland Emergency Management Agency  
Worcester County Public Information Officer  
Maryland National Guard

15-DONATIONS/VOLUNTEER MANAGEMENT

Primary Agency: **Worcester County Human Resources/Volunteer Services**

Support Agencies: American Red Cross  
Worcester County Library  
Maryland Volunteer Organizations Active in Disasters  
Worcester County Health Department  
Worcester County Public Information Officer  
Worcester County Public Works/Maintenance Division  
Maryland Emergency Management Agency

16-ANIMAL PROTECTION

Primary Agency: **Maryland Department of the Environment**

Support Agencies: Worcester County Sheriff's Office/Animal Control  
Worcester County Humane Society  
Worcester County Farm Bureau  
Local Veterinary Hospitals

**EMERGENCY SUPPORT FUNCTION #1**

**TRANSPORTATION**

Primary Agency: Worcester County Public Works/Roads Division

Support Agencies: Worcester County Public Works/All Divisions  
Maryland State Highway Administration  
Worcester County Sheriff's Office  
Maryland State Police  
Maryland Department of Natural Resources  
Maryland Aviation division  
Shore Transit  
Town of Ocean City Transportation Department

I. Introduction

A: Purpose

To coordinate the use of transportation resources and services necessary to support emergency response operations or other disaster assistance initiatives ;

B. Scope

1. Transportation support entails providing or utilizing land, air, rail, water crafts or other resources for emergency response of assistance operations. The function also coordinates the use of the resources to facilitate effective, efficient and appropriate results.
2. Potential operations include: providing resources or personnel that aid traffic control, relocation and evacuation efforts and coordinate transporting patients or medical professionals.
3. The Transportation ESF team or its individual members may participate in debris management activities when appropriate and necessary. For more detail on the roles of specific agencies, please refer to the Emergency Operations Responsibilities segment of this document. For more detail regarding debris management operations refer to ESF 14.

II. Operating Principles

## A. Situation

1. The extent of damage to the infrastructure of the affected area, in addition to the peculiarities of the transportation network in the area, will influence the strategy or pattern of assistance available and offered by transportation providers.
2. The ESF Team Leader, in conjunction with team members, may appoint a supplemental staff member as Resource Coordinator to coordinate the deployment of a specific resource.
3. The resources of any particular department or agency will never be under the command of an individual not associated with that department or agency.

## B. Concept of Operations

1. An assessment of the local transportation network will be conducted and information analyzed to determine the feasibility of rail, marine, and road travel.
2. Information will be shared with appropriate traffic control agencies and organizations to aid in the effort to regulate the use of the transportation infrastructure in the affected area.
3. Resource needs and requests will be obtained from County departments and agencies, other ESF's and local municipalities.
4. Request will be prioritized, and resources will be allocated and deployed in mission assignments.
5. Missions will be tracked, and resources will be assigned, as they become available for subsequent uses.
6. All team members will monitor activities and deployments to ensure the core duties of their respective organizations can continue to be performed.

C. Organization

1. Primary Department or Agency

- a. Act as Team Leader as well as the team's representative in police discussions, negotiations with other ESF teams, and other matters.
- b. Develop team procedures and policies, as necessary, in cooperation with team members.
- c. Act as the coordinating agent for all transportation resources, develop operations assignments, and direct deployment, in cooperation with team members.
- d. Ensure team members receive shift-relief from their respective organization at appropriated intervals, as additional personnel are available.
- e. Establish liaison with ESF 5 (Information & Data) to facilitate the sharing of information and data.
- f. Collect, compile, and report information and data, as appropriate.

2. Support Departments or Agencies

3. Provide assistance to the Team Leader, as appropriate, and make resources of their respective organizations available for transportation operations, as possible
4. Provide supplemental staff to support the team as necessary.
5. Track the use of resources from their respective organizations and share that information with the Team Leader.

**EMERGENCY SUPPORT FUNCTION #2**

**COMMUNICATIONS**

Primary Agency: Worcester County Emergency Services

Support Agencies: Maryland Emergency Management Agency  
Harris Corporation  
Verizon  
MIEMSS Communications Division  
Ocean City Emergency Services Communications  
Somerset County Emergency Services Communications

I. Introduction

A. Purpose

To coordinate the use of communications resources and service necessary to support emergency response or recovery operations or other disaster assistance initiatives

B. Scope

1. Communications support includes providing land-line, modem, cellular and radio assistance or resources for emergency response or assistance missions, as well as coordinating the use of resources to facilitate an effective, efficient, and appropriate result.
2. Potential operations include: receiving and transmitting messages, issuing alert and warning messages or notifications, ensuring technical support and equipment, implementing lease agreements for commercial services or equipment, and identifying government or private sources that can render communications assistance from outside the affected area.

II. Operating Principles

## A. Situation

1. Local and State Emergency Management Agencies will maintain open, reliable and redundant communications systems.
2. Local and State Emergency Management staff will monitor national reporting services that indicate present and impending weather conditions.
3. The extent of damage to the communications infrastructure of the affected area, in addition to the peculiarities of the telecommunications network in the area, will influence the strategy for assistance offered by the service providers.
4. While a warning siren system exist the sirens are the property of, and maintained by, the individual fire departments.
5. The Emergency Alert System (EAS) can be activated by the local Emergency Manager, or their designee, for public announcements.

## B. Concept of Operations

1. An assessment of the local communications network will be conducted and the information analyzed to determine the feasibility of land-line, cellular and electronic communications in the affected area.
2. The status of communications technology and resources will be disseminated widely among emergency response agencies.
3. In all cases, immediate response agencies will be notified as soon as possible of threats to the county or specifically affected areas of the county.

4. Local warnings or notifications will be made through the local office of Emergency Services via the countywide 800 MHz radio system, broadcast media and/or other sources. In a statewide or region wide event the warning may be issued by the State's primary warning point except when the State Emergency Operations Center is activated and emergency information is disseminated from that facility.
5. Public service announcements, as well as warnings for the hearing impaired or other special needs populations, will be disseminated in the most appropriate and effective manner to reach the largest audiences, consistent with the technology or resources available for use.
6. Resource needs and requests will be obtained from local departments and agencies, other ESF's and municipal jurisdictions.
7. Requests will be prioritized, and resources will be allocated and deployed in mission assignments.
8. Missions will be tracked and resources will be reassigned as they become available for subsequent uses.

**EMERGENCY SUPPORT FUNCTION #3*****PUBLIC WORKS & ENGINEERING***

Primary Agency: Worcester County Department of Public Works

Support Agencies: Worcester County Development Review & Permitting  
Worcester County Public Works /All Divisions  
Private Contractors

I. Introduction

A. Purpose

To coordinate public works activities necessary to support an emergency response or recovery effort or other disaster assistance initiative.

B. Scope

1. Public Works and Engineering support includes providing engineering, construction management, and building inspection services for public infrastructure, providing contracting services and performing real estate services. Private facility engineering, construction management, building inspection and damage assessment will be conducted by the county's office of Development, Review and Permitting.
2. Potential operations include: construction or restoration of public buildings, repair or restoration of public structures, repair or restoration of water supply systems and wastewater or solid waste treatment facilities or structures, and damage assessment or inspection of damaged public buildings and facilities.
3. The Public Works & Engineering ESF team or its individual members may participate in debris management activities when appropriate and as necessary. For more detail on the roles of specific agencies, please refer to the Emergency Operations Responsibilities segment of this document.

II. Operating Principles

## A. Situation

1. The extent of damage to the public infrastructure of the affected area, in addition to the condition of the transportation network in the area, will influence the strategy for assessment and restoration operations.
2. The ESF team leader, in conjunction with team members, may appoint a supplemental staff member as Resource Coordinator to coordinate the deployment of a specific resource.
3. The resources of any particular department or agency will never be under the command of an individual not associated with that department or agency.

## B. Concept of Operations

1. An assessment of the condition of public infrastructure will be conducted and the information analyzed to determine the criticality of immediate repair, restoration or demolition of any structure or facility.
2. The status of the public infrastructure will be disseminated widely among emergency response agencies and municipal governments, in particular the condition of water supply, wastewater, and solid waste treatment facilities.
3. Resource needs and requests will be obtained from county departments and agencies, other ESF's and municipal jurisdictions.
4. Requests will be prioritized, and resources will be allocated and deployed in mission assignments.
5. Missions will be tracked and resources will be reassigned as they become available for subsequent uses.
6. All team members will monitor activities and deployments to ensure the core duties of their respective organizations can continue to be performed.

## C. Organization

## 1. Primary Agency

- a. Act as team leader as well as the team's representative in police discussions, negotiations with other ESF teams, and other matters.
- b. Develop team procedures and policies, as necessary, in cooperation with team members.
- c. Act as the coordinating agent for all related resources, develop operational assignments, and direct deployment, in cooperation with team members.
- d. Ensure team members receive shift-relief from their respective organizations at appropriate intervals, as additional personnel become available.
- e. Establish liaison with ESF 5 to facilitate the sharing of information and data.
- f. Collect, compile, and report information and data as appropriate.

## 2. Support Departments or Agencies

- a. Provide assistance to the team leader, as appropriate, and make resources of their respective organizations available for public works operations, as possible.
- b. Provide supplemental staff to support the team, as necessary.
- c. Track the use of resources from their respective organizations and share that information with the team leader.

**EMERGENCY SUPPORT FUNCTION #4*****Firefighting***

Primary Agency: Worcester County Fire Chiefs

Support Agencies: Worcester County Fire Marshal's Office  
Maryland Department of Natural Resources-  
Forestry Department  
Maryland State Police-Aviation Division  
Civil Air Patrol  
Worcester County Department of Emergency Services

**I. Introduction****A. Purpose**

To coordinate fire detection and suppression resources and services to support an emergency response or recovery effort or other disaster assistance initiative.

**B. Scope**

1. Firefighting support entails managing firefighting activities in all types of settings including residential, commercial, industrial and woodlands.
2. Potential operations include: performing fire suppression operations, providing mutual aid assistance to affected communities/municipalities, and assisting with damage assessment.
3. The firefighting ESF team or its individual members may participate in debris management activities when appropriate and as necessary. For more details refer to the Emergency Operations Responsibilities segment of this document.

## II. Operating Principles

### A. Situation

1. Typical commercial and residential fire incidents can normally be managed understanding mutual aid agreements. However, sometimes management support and additional resources may be required on the regional or statewide level.
2. This group pools fire, rescue and emergency medical resources from Dorchester, Somerset, Wicomico and Worcester counties. If these resources are not available requests for additional resources may be made to the State Emergency Operations Center for equipment from outside the local area.
3. After certain disaster events, local water systems may be inoperable or sufficiently damaged so that some conventional fire suppression techniques are severely challenged.
4. The extent of damage to transportation infrastructure after some disaster events will influence the firefighting strategy as well as the ability of conventional firefighting apparatus to gain access to an active fire site.
5. The ESF team leader, in conjunction with team members, may appoint a supplemental staff member as Resource Coordinator to coordinate the deployment of a specific resource.
6. The resources of any particular department or agency will never be under the command of an individual not associated with that department or agency.
7. Support and assistance from outside the local area can be obtained through the State Fire Chief's Association, at the Maryland EOC, or the National Interagency Coordination Center.

### B. Concept of Operations

1. An assessment of the local transportation network will be obtained and the information analyzed to determine the feasibility of travel throughout the affected area.
2. Information will be shared with local fire and emergency medical services agencies to aid in the effort to regulate the use of resources in the affected area.
3. Weather forecasting information will be obtained from the local EOC, and the National Weather Service, to be disseminated to resources in the affected area.
4. Resource needs and requests will be obtained from all in service departments/companies and other ESF's.
5. Requests will be prioritized, and resources will be allocated and deployed in mission assignments.
6. Missions will be tracked, either in the EOC or Communications, and will be reassigned as they become available for subsequent uses.
  - a. All team members will monitor activities and deployments to ensure the core duties of their respective organizations can continue to be performed.

### C. Organization

1. Primary Agency
  - a. Act as the team leader as well as the team's representative in policy discussions with other ESF teams and other matters.
  - b. Develop team procedures and policies, as necessary, in cooperation with team members.

- c. Act as the coordinating agent for all firefighting resources and develop operations assignments in cooperation with team members.
- d. Ensure team members receive shift-relief from their respective organizations at appropriate intervals, as additional personnel are available.
- e. Establish liaison with ESF 5 to facilitate the sharing of information and data.
- f. Collect, compile, and report information and data as appropriate.

2. Support Departments or Agencies

- a. Provide assistance to the team leader, as appropriate, and make resources of their respective organizations available for firefighting operations, as possible.
- b. Provide supplemental staff to support the team, as necessary.
- c. Track the use of resources from their respective organizations and share that information with the team leader.

**EMERGENCY SUPPORT FUNCTION #5*****Information & Planning***

Primary Agency: Worcester County Emergency Services

Support Agencies: Maryland Department of Assessments  
Worcester County Development Review & Permitting  
Maryland Emergency Management Agency  
Worcester County Health Department  
Worcester County Department of Social Services  
All Activated Emergency Support Functions

**I. Introduction****A. Purpose**

To coordinate the effort to collect, assemble, analyze and disseminate information about an emergency and the necessary response and recovery operations, particularly to facilitate the provision of disaster assistance.

**B. Scope of Operation**

1. Information and Planning support includes collecting, processing, and disseminating information to state, local and private officials involved in response and recovery operation, as well as the Federal Government when federal representatives are involved in response and recovery activities.
2. Potential operations include: obtaining damage assessments from affected areas of the county, gathering data and information and developing reports, collecting deployment information from ESF teams, producing status reports, and creating strategic operations plans.

II. Operating Principles

## A. Situation

1. The extent of damage to both the transportation and communications infrastructures of the affected area will influence the strategy or pattern of data collection practiced by the ESF team.
2. The ESF 5 team will rely on local reports and damage assessments as well as information from other ESF teams to develop a countywide summary of events, damages, and response operations.
3. The fundamental information the ESF team will seek to gather includes, but is not limited to:
  - a. Geographic boundaries of the affected area using N, S, E & W boundary roads.
  - b. Social, physical, economic, and political impacts of the disaster.
  - c. Status of the transportation systems in the affected area.
  - d. Access/entry points to the affected area.
  - e. Status of communications systems in the affected area.
  - f. Hazard-specific data and information regarding the disaster.
  - g. Current and forecast weather conditions for the affected area.
  - h. Status of critical facilities in the affected area.
  - i. Scope of emergency activation by municipal governments in the affected area.
  - j. Decisions regarding emergency declarations by appropriate jurisdictions.
  - k. Major concerns, activities, and deployments of all ESF teams.
  - l. Resource needs and unmet "service" needs.

- m. Response and recovery priorities in municipal jurisdictions throughout the county.
  - n. Status of pending ESF operations.
  - o. Parameters of the donations management strategy for the incident.
  - p. Relevant historical information regarding the affected municipalities.
4. Documents developed by the ESF team will not be released to the general public, but may be forwarded to the Maryland Emergency Management Agency or the Federal Emergency Management Agency.

B. Concept of Operations

- 1. Data and information will be obtained continually from County departments and agencies, municipal jurisdictions and other ESFs with the findings being summarized in reports that discuss the event, damages, and operations.
- 2. All team members will monitor activities to ensure the core duties of their respective organizations can continue to be performed.

C. Organization

- 1. Primary Agency
  - a. Act as team leader as well as the team's representative in policy discussions with other ESF teams.
  - b. Develop team procedures and policies, as necessary, in cooperation with team members.
  - c. Act as the coordinating agent for all related resources, develop operations assignments and direct deployment, in cooperation with team members.

- d. Ensure team members receive shift-relief from their respective organizations at appropriate intervals, as additional personnel are available.
  - e. Establish liaison with other ESF teams to facilitate the sharing of information and data.
  - f. Collect, compile, and report information and data, as appropriate.
2. Support Departments or Agencies
- a. Provide assistance to the team leader, as appropriate, and make resources of their respective organizations available for planning operations, as possible.
  - b. Provide supplemental staff to support the team, as necessary.
  - c. Track the use of resources from their respective organizations and share that information with the team leader.

**EMERGENCY SUPPORT FUNCTION #6**

***Mass Care & Sheltering***

Primary Agency: Worcester County Department of Social Services

Support Agencies: Worcester County Health Department  
Worcester County Board of Education  
Worcester County Public Works/Maintenance Division  
Worcester County Detention Center  
Worcester County Parks & Recreation  
Worcester County Public Information Officer  
American Red Cross  
Worcester County Sheriff's Office

I. Introduction

A. Purpose

To coordinate the effort to meet the basic needs of surviving victims following a disaster, as well as to collect, assemble, and report information about victims and assist with reunification of families.

B. Scope of Operations

1. Mass Care and Sheltering support includes providing temporary shelter, basic medical care, and food to victims and their families, as well as assisting families in their efforts to reunite.
2. Potential operations include: providing food to responders and emergency workers, administering basic medical care, providing vouchers for clothes and certain other expenses, offering counseling to surviving victims, managing temporary shelters and keeping shelter records, serving meals to displaced families or individuals, operating a Disaster Welfare Inquiry program and collecting damage assessment information.
3. For a complete discussion of animal care and sheltering, please refer to ESF 16.

## II. Operating Principles

### A. Situation

1. A significant disaster event may deny a population access to food, may spoil food and ruin clothing, and may displace a population from their homes and create a widespread need for shelter, food and other basic human needs.
2. The extent of damage to infrastructure and communities in the affected area will influence the demand for shelters.
3. The extent of damage to shelters in the affected area and the availability of shelter space in the area will influence the strategy for assistance offered by service providers.
4. Shelter sites may consist of existing, pre-identified facilities, temporary built-to-demand structure, or tent cities.
5. It is most desirable to have communications capabilities between each shelter facility and the emergency operations center, when possible.
6. Some individuals with special needs may require transportation assistance to enable them to reach a shelter facility.
7. Sheltering and feeding activities will continue as long as the need persists.
8. Close cooperation will be maintained with the ESF 11 team, to ensure an efficient food service system is employed that satisfies the needs of the greatest number of people.
9. Emergency medical assistance is intended to address only basic ailments and maladies and is supplemental to the health and medical strategy and services for which the ESF 8 team is responsible.
10. A donations plan exists for Maryland, which can be helpful in organizing volunteer resources as well as donated goods. For more detail of donations management operations, please refer to either the Maryland Emergency Operations Plan or ESF 15 of this plan.

11. The public information team will be critical to mass care and sheltering activities.
12. Following hazardous materials or radiological incidents, no individual will be allowed entry to a shelter facility unless fully decontaminated.

B. Concept of Operations

1. Sheltering operation will begin prior to a disaster event when information and data suggest large-scale displacement of citizens is inevitable.
2. An assessment of event data and the regional transportation network will be obtained and the information analyzed to determine the most effective strategy for opening shelters.
3. Staff and management assistance will be made available to aid in the effort of to establish a Family Assistance Center, when necessary, in cooperation with the County, any local municipality, and private entities.
4. Resource needs will be determined and request for assistance will be conveyed to appropriate ESF teams.
5. Shelter, food and other assistance will be available until the need for emergency relief in the affected area has dissipated sufficiently so that individuals and families can return to their homes or are able to receive assistance from traditional personal, private, and governmental sources.
6. Shelter occupancy records will be maintained and shared with emergency management officials of Worcester County and State of Maryland.
7. Disaster Welfare Inquiry data and records will be summarized and shared with Worcester County and State of Maryland emergency officials.
8. All team members will monitor activities and deployments to ensure the core duties of their respective organizations can continue to be performed.

### C. Organization

#### 1. Primary Agency

- a. Act as the team leader as well as the team's representative in policy discussions with other ESF teams and other matters.
- b. Develop team procedures and policies, as necessary, in cooperation with team members.
- c. Act as the coordinating agent for all related resources, develop operations assignments, and direct deployment, in cooperation with team members.
- d. Ensure team members receive shift-relief from their respective organizations at appropriate intervals, as additional become available.
- e. Coordinate with ESF 5 (Information & Planning) to facilitate the sharing of information and data.
- f. Collect, compile, and report information and data, as appropriate.

#### 2. Support Agencies

- a. Provide assistance to the team leader, as appropriate, and make resources of their respective organizations available for care and sheltering operations, as possible.
- b. Provide supplemental staff to support the team as necessary.
- c. Track use of resources from their respective organizations and share information with the team leader.

**EMERGENCY SUPPORT FUNCTION #7*****Resource Support***

Primary Agency: Worcester County Public Works-Maintenance Division

Support Agencies: Worcester County Public Works /All Divisions  
Worcester County Recreation and Parks  
Worcester County Board of Education

**I. Introduction****A. Purpose**

To obtain and coordinate supplemental resources and perform logistical operations necessary to support an emergency response or recovery effort or other disaster assistance initiative.

**B. Scope of Operations**

1. Resource support includes providing or obtaining goods or services and executing logistical or administrative activities for emergency response operations, as well as coordinating the use of the resources to facilitate an effective, efficient and appropriate result.
2. Potential operations include: procuring equipment or supplies, leasing temporary office space or mobile office units, performing printing or photographic reproduction services, and initiating contracting agreements.
3. The Resource Support ESF team or its individual member may participate in debris management activities when appropriate and as necessary. For more detail on the roles of specific agencies, refer to the Emergency Operation Responsibilities segment of this document.

II. Operating Principles

## A. Situation

1. The extent of damage to the public infrastructure of the affected area, in addition to the condition of the transportation network in the area, will influence the strategy or ability to provide support.
2. Supplies and equipment will be provided from existing county inventories whenever possible. This may include, but is not limited to inventories of the Board of Education.
3. Supplies and items of equipment obtained from commercial providers will not be stockpiled; however, the scope of procurement operations will be consistent with the severity of the event.
4. Procurement will be conducted in accordance with federal, state and local laws and regulations, including provisions for emergency procurement and no-bid contracting.
5. A donations plan exists for Maryland, which can complement the effort to obtain resources under some circumstances. For more detail of donations management operations refer to the Response Annex (ESF 15) of the State Emergency Operations Plan.

## B. Concept of Operations

1. An assessment of the regional transportation network will be obtained and the information analyzed to determine the feasibility of accessing existing supply storage locations.
2. Resource needs and request will be obtained from state departments and agencies, other ESF's and other local jurisdictions.
3. Request will be prioritized, and resources will be allocated and deployed in mission assignments.
4. Contractors with commercial vendors will be initiated to obtain supplies and equipment unavailable in existing inventories.

5. Missions will be tracked, and resources will be reassigned if they become available for subsequent uses.
6. All team members will monitor activities and deployments to ensure the core duties of their respective organizations can be performed.

C. Organization

1. Primary Agency

- a. Act as the team leader as well as the teams' representative in policy discussions with other ESF teams, and other matters.
- b. Develop team procedures and policies, as necessary, in cooperation with team members.
- c. Act as the coordinating agent for all related resources; develop operations assignments, and direct deployment, in cooperation with team members.
- d. Ensure team members receive shift-relief from their respective organizations at appropriate intervals, as additional personnel are available.
- e. Establish liaison with ESF 5 to facilitate the sharing of information and data.
- f. Collect, compile, and report information and data, as appropriate.

2. Support Agencies

- a. Provide assistance to the team leader, as appropriate, and make resources of their respective organizations available for resource operations.
- b. Provide supplemental staff to support the team, as necessary.
- c. Track the use of resources from their respective organizations and share that information with the team leader.

**EMERGENCY SUPPORT FUNCTION # 8**  
**HEALTH & MEDICAL**

Primary Agency: Worcester County Health Department

Support Agencies American Red Cross  
Maryland State Police  
Worcester County Emergency Services  
Worcester County Fire Marshal's Office & SHRT  
Worcester County Sheriff's Office  
Worcester County Board of Education  
Worcester County Department of Environmental Programs  
Maryland Emergency Management Agency  
Ocean City Emergency Operations Center  
Atlantic General Hospital  
Maryland Department of Natural Resources  
Worcester County Department of Social Services  
Worcester County Public Information Officer  
Virginia Eastern Shore Health District  
Nursing Homes and Home Health Agencies  
Pharmacy Board Regional Contact  
Other Regional Health Departments

I. Introduction

A. Purpose

To coordinate the protection of public health, the provision of medical care, and the dissemination of public health information necessary to support an emergency response or recovery effort or other disaster assistance initiative.

B. Scope of Operations

1. Health and Medical support includes coordinating health and medical professionals and their disposition of care and treatment, as well as managing medical supplies and resources, to facilitate an effective, efficient, and appropriate result.

2. Potential operations include: identifying health hazards; disseminating public health information; managing vector control; controlling patient loads at hospitals; importing medicines, medical professionals, or supplies into the affected area; establishing temporary morgues; coordinating mortuary services and the disposition of remains; offering crisis counseling; organizing disaster assistance teams; conducting triage and providing treatment; operating field hospitals; performing forensic examinations and completing victim identifications. The primary agency will attempt to assure all needed operations are available.
3. The Health and Medical Services ESF team or its individual members may participate in debris management activities when appropriate and as necessary. Specifically, WCHD Environmental Health will assure food safety in public establishments after events.
4. For a complete discussion of animal care, please refer to the Response Annex ESF 16 of the County Plan). The health officer may call on the State Public Health Veterinarian for technical advice.

II. Operating Principles

A. Situation

1. A significant disaster event may cause injuries to a considerable number of people, produce physical or biological health hazards throughout the affected area, and/or create a widespread need for medical care or public health guidance. The most common for Worcester County are hurricanes, northeaster storms, hazardous material transport spills.
2. The extent of damage to the public infrastructure of the affected area, in addition to the condition of the transportation network in the area, will influence the strategy or ability to provide support.
3. The extent of damage to medical, mental health, and extended care facilities within the affected area will influence the strategy and ability to coordinate care and provide appropriate treatment.

4. Collateral damage to industrial sites and facilities, water systems, and pipelines may generate secondary casualties, cause fires, or create a toxic or contaminated environment for communities and emergency responders.
5. The incapacitation of solid waste disposal facilities and water treatment systems, as well as the disruption of electrical power services, may foster long-term conditions that propagate bacteria and disease.
6. Appropriate information about patients will be shared with the ESF 5 (Mass Care and Sheltering) team for inclusion in the Disaster Welfare Inquiry database.
7. General information only or aggregate data regarding patients will be provided to public information officials to share with media outlets.
8. Medicines and supplies will be provided from existing, state-managed inventories whenever possible. The health department communicates using the F.R.E.D. inventory and has access to the Pharmacy Board volunteers through DHMH at MEMA.
9. Procurement will be conducted in accordance with local, federal and state laws and regulations, including provisions for emergency procurement and no-bid contracting.
10. The ESF Team Leader and Health Officer or designee may appoint a supplemental staff member as Resource Coordinator to coordinate the deployment of a specific resource, in accordance with ICS.
11. It is assumed the County EOC and/or Ocean City EOC will operate per their plans.
12. Situations crossing jurisdictional boundaries will operate regionally relying on the MEMAC and EMAC agreements for cooperation across counties and states. Worcester ESF#8 team meets with both the Tri-county counterparts and Delmarva Peninsula peers at least two times a year.

#### B. Concept of Operations

1. An assessment of the regional transportation network will be obtained and the information analyzed to determine the feasibility of accessing care facilities and transporting patients from one location to another. The health

department already has access to Medical Assistance Transportation, Shore Transit, County Ride and the Ocean City Department of Transportation.

2. A defined point of patient registration will be selected to ensure effective management and regulation of patients and care. Specific plans, like Small Pox Plans, detailed these points.
3. The patient load at medical facilities will be monitored and action will be taken to moderate the influx of patients at all available treatment sites, primarily through F.R.E.D. and the local EOC's.
4. The continuous assessment will be conducted to determine the local supply of essential and appropriate medicines as well as the level of need, primarily through F.R.E.D. and the statewide link to the National Pharmaceutical Stockpile.
5. Assessments will be conducted to determine the threat posed by vermin or other health hazards, and actions will be taken to eradicate such threats. The County EOC plan involves the county sheriff. The health department sanitarians in Environmental Health also respond.
6. Water supplies in the affected area will be evaluated and designated safe or unsafe for public consumption. The County Department of the Environment has responsibility for this. WCHD Environmental Health sanitarians may be called to assist.
7. Requests for assistance will be prioritized, and resources will be allocated and deployed in mission assignments, as coordinated by ICS at the local EOC's.
8. Public service announcements will be broadcast, offering health and safety guidance and directions. The office of Prevention will manage generic guidance. The Public Information Officer will address more incident specific issues.
9. All team members will monitor activities and deployments to ensure the core duties of their respective organizations can continue to be performed, implementing ICS at the local EOC's.

#### C. Organization

1. Primary Department or Agency will depend on the incident and first on the scene. This plan is for the Worcester County Health Department.

- a. Act as the Team Leader as well as the team's representative in policy discussions, negotiations with other ESF teams, and other matters. The Health Officer or designee(s) will take the lead when appropriate.
  - b. Develop team procedures and policies, as necessary, in cooperation with team members. ICS training and the exercises and drills will help develop cooperative activity in advance of incidents.
  - c. The Health Officer, or designee(s), per the call-down list, will act as the coordinating agent for all health-related and medical resources; develop operations assignments, and direct deployment of the health department in cooperation with team members.
  - d. Plans ensure team members receive shift-relief from their respective organizations at appropriate intervals, as additional personnel are available.
  - e. Establish liaison with ESF 5 to facilitate the sharing of information and data, by use of F.R.E.D. and the local EOC's.
  - f. Collect, compile, and report information and data, as appropriate. Individual plans may require specific reporting.
2. Support Departments or Agencies.
- a. Provide assistance to the Team Leader, as appropriate, and make resources of their respective organizations available for medical operations, as possible in accordance with plans. MEMAC and EMAC may be invoked by MEMA to arrange for extended support by regional agencies.
  - b. Provide supplemental staff to support the team, as necessary.
  - c. Track the use of resources from their respective organizations and share that information with the Team Leader.
3. Plans ancillary to this General Plan are confidential under Homeland Security protection have tabs as follows:

**EMERGENCY SUPPORT FUNCTION #9*****Search and Rescue***

Primary Agency: ***Worcester County Sheriff's Office***

Support Agencies: Worcester County Fire Service  
Worcester County Fire Marshal's Office  
Maryland Department of Natural Resources-Police  
U.S. Coast Guard  
Federal Park Service  
Maryland State Police Aviation Division  
Maryland Emergency Management Agency  
Ocean City Fire Department Underwater Search & Recovery Team

I. Introduction

A. Purpose

To coordinate search and rescue resources and services necessary to support an emergency response effort

B. Scope of Operations

1. Search and Rescue support includes locating, extricating, and providing immediate medical treatment to missing persons or victims trapped in collapsed structures and retrieving deceased victims from otherwise inaccessible locations.
2. Potential operations include: conducting water, wilderness and urban searches; searching for victims of building collapse incidents, and performing underwater recovery operations.

II. Operating Principles

## A. Situation

1. The nature of the operation will determine the strategy employed and influence the determination of which resources and personnel are deployed.
2. Search and rescue responders can render emergency medical treatment; however acute care must come from other providers.
3. The resources of any particular department or agency will always remain under the command of an individual associated with that department or agency.
4. Federally-sponsored task force teams and specialized equipment are available to assist the county or local municipality in search and rescue operations following any severe structural collapse that cannot be overcome by other resources or conventional methods.

## B. Concept of Operations

1. Information regarding the totality of the operation will be collected to enable the team to develop an appropriate response strategy.
2. An assessment of the regional transportation network will be conducted and the information analyzed to determine the feasibility of access to the incident site or zone.
3. Resource needs will be identified and appropriate requests will be formulated.
4. A contingency plan for modifying the response team and for demobilizing the operation will be developed.
5. All team members will monitor activities and deployments to ensure the core duties of their respective organizations can continue to be performed.

## C. Organization

## 1. Primary Agency

- a. Act as the team leader as well as the team's representative in policy discussions with other ESF teams, and other matters.
- b. Develop team procedures and policies, as necessary, in cooperation with team members.
- c. Act as the coordinating agent for all related resources; develop operations assignments, and direct deployment, in cooperation with team members.
- d. Ensure team members receive shift-relief from their respective organizations at appropriate levels, as additional personnel are available.
- e. Establish liaison with ESF 5 to facilitate the sharing of information and data.
- f. Collect, compile, and report information and data, as appropriate.

## 2. Support Agencies

- a. Provide assistance to the team leader, as appropriate, and make resources of their respective organizations available for medical operations, as possible.
- b. Provide supplemental staff to support the team, as necessary.
- c. Track the use of resources from their respective organizations and share that information with the team leader.

**EMERGENCY SUPPORT FUNCTION #10*****Hazardous Materials***

Primary Agency: **Worcester County Special Hazards Response Team**

Support Agencies: Worcester County Fire Marshal's Office  
Worcester County Emergency Services  
Worcester County Local Emergency Planning Committee  
Worcester County Fire Chief's  
Worcester County Fire & Ambulance Service  
Maryland Department of the Environment  
Local Contractors

**I. Introduction****A. Purpose**

To coordinate the resources and services necessary to support an emergency response or recovery effort essential to the remediation of conditions caused by toxic chemical or hazardous materials release.

**B. Scope of Operations**

1. Hazardous Materials support includes confining or containing accidental releases of hazardous materials and hazardous wastes and taking actions to mitigate the effects of the leak.
2. Potential operations include: suppressing chemical fires, conducting or collecting soil sampling, air sampling, constructing stabilization berms or other barriers, decontamination of victims or responders, applying retardant materials, collecting concentrated supplies of hazardous materials. Also included may be the supervision of removal of contaminated soil and decontamination of the site.
3. The Hazardous Materials ESF team or its individual members may participate in debris management activities when appropriate and as necessary. For more detail on the roles of specific agencies refer to the Emergency Operations Responsibilities segment of this document.

II. Operating Principles

## A. Situation

1. Hazardous materials include oil, fuels, toxic debris and waste, chemical weapons, radioactive substances, and other contaminants with properties capable of polluting soil, water tables, or water bodies or harming humans or animals.
2. Fixed facilities, disposal sites, pipelines, truck or rail systems, and water bodies are potential incident sites, all of which pose unique response challenges.
3. The extent of damage to the infrastructure of the affected area, in addition to the peculiarities of the transportation network in the area, will influence the response strategy.
4. A severe disaster may precipitate simultaneous incidents and coordination with state hazardous materials response teams will become critical.
5. Local responders will act as incident commanders unless a formal request is made by local officials for state personnel to assume command has been made.
6. The resources of any particular department or agency will remain under the direct command of an individual associated with that department or agency.

## B. Concept of Operations

1. Information regarding the extent of the incident will be collected to enable the team to develop an appropriate response strategy.
2. An assessment of the regional transportation network will be conducted and the information analyzed to determine the feasibility of access to the incident site or zone.
3. Weather forecasting information will be obtained and disseminated to the team from ESF 5 to aid in local planning or response operations.

4. Vulnerable populations, including farm animals, will be evacuated when appropriate.
5. Re-entry decisions and actions will be coordinated with team members from Law Enforcement, ESF 13.
6. Individuals subject to exposure will be decontaminated or otherwise treated with appropriate medical care, when necessary.
7. Resource needs and requests will be obtained from state departments and agencies, other ESF's and other jurisdictions.
8. Requests will be prioritized, and resources will be allocated and deployed in mission assignments.
9. Missions will be tracked, and resources will be reassigned as they become available for subsequent uses.
10. All team members will monitor activities and deployments to ensure the core duties of their respective agencies can continue to be performed.

C. Organization

1. Primary Agency
  - a. Act as the team leader as well as the team's representative in police discussions with other ESF teams, and other matters.
  - b. Develop team procedures and policies, as necessary, in cooperation with team members.
  - c. Act as the coordinating agent for all related resources; develop operations assignments, and direct deployment, in cooperation with team members.
  - d. Ensure team members receive shift-relief from their respective organizations at appropriate intervals, as additional personnel become available.
  - e. Establish liaison with ESF 5 to facilitate the sharing of information and data.

- f. Collect, complete and report information and data, as appropriate.

- 2. Support Agencies

- a. Provide assistance to the team leader and make resources of their respective organizations available for hazardous materials operations.
- b. Provide supplemental staff to support the team as necessary.
- c. Track the use of resources from their respective organizations and share that information with the team leader.

**EMERGENCY SUPPORT FUNCTION #11*****Food***

Primary Agency: ***Worcester County Board of Education***

Support Agencies: Worcester County Detention Center  
Local Food Distributors  
Worcester County Treasurer's Office  
Worcester County Administration  
Worcester County Parks & Recreation  
American Red Cross

**I. Introduction****A. Purpose**

To coordinate the effort to provide bulk food resources necessary to support an emergency response or recovery effort or other disaster assistance initiative

**B. Scope of Operation**

1. Food support includes identifying sources of food supplies, obtaining food resources, and arranging to transport food to designated staging sites in the affected area.
2. Potential operations include: researching governmental food programs and stockpiles, negotiating with food suppliers, developing a food procurement strategy, organizing a food transportation plan, coordinating with private and volunteer groups, analyzing staging sites, and establishing a temporary food assistance program

**II. Operating Principles****A. Situation**

1. A significant disaster event may deny human and animal populations access to food and water, may create conditions that prevent individuals with food supplies from preparing them, or may displace a

- population from their homes and create a widespread need for food and drink.
2. The extent of damage to the infrastructure of the affected area, in addition to the peculiarities of the transportation network in the area, will influence the strategy or pattern of assistance.
  3. The ESF team leader, in conjunction with team members, may appoint a supplemental staff member as Resource Coordinator to coordinate the deployment of one or more resources.
  4. Food supplies intended for human populations will be suitable for either household distribution or congregate meal service.
  5. Food supplies will be provided from existing, locally-managed inventories whenever possible. Once local supplies are exhausted additional resources may be available through state or federal supplies.
  6. Procurement will be conducted in accordance with state, local and federal laws and regulations, including provisions for emergency procurement and no-bid contracting.
  7. Close cooperation will be maintained with the ESF 6 team, to ensure an efficient system is employed that satisfies the needs of the greatest number of people.
  8. Commercial and retail food storage facilities may be inoperable as a result of widespread power failure. Worcester County has made arrangements with several local food suppliers to provide gas/diesel powered refrigerated tractor-trailers for storage of food stocks.
  9. A donations plan for the State of Maryland exists which can be helpful in organizing food collection and distribution efforts. More detail of the State donations management plan is available in the State Response Annex (ESF 15).

B. Concept of Operations

1. An assessment of event data and the regional transportation network will be obtained and the information analyzed to determine the most effective strategy for providing assistance.

2. An assessment will be conducted to determine the nature of need and areas of critical need, both for human and animal populations.
3. Storage and staging sites will be identified and utilized as necessary.
4. Resource needs and requests will be obtained from local departments and agencies, other ESF's and local jurisdictions.
5. Requests will be prioritized, and resources will be allocated and deployed in mission assignments.
6. A strategy for direct procurement of food supplies will be implemented to obtain products not available in current inventories.
7. Food supplies will be evaluated to ensure their suitability for consumption.
8. Food assistance will be available, in cooperation with ESF 6, until the need for emergency relief in the affected area has dissipated sufficiently so the individuals and families can provide adequate food supplies for themselves through traditional methods and sources.
9. Missions will be tracked, and resources will be reassigned as they become available for subsequent uses.
10. All team members will monitor activities and deployments to ensure the core duties of their respective organizations can continue to be performed.

C. Organization

1. Primary Agency
  - a. Act as the team leader as well as the team's representative in policy discussions with other ESF teams, and other matters.
  - b. Develop team procedures and policies, as necessary, in cooperation with team members.

- c. Act as the coordinating agent for all related resources; develop operations assignments, and direct deployment, in cooperation with team members.
- d. Ensure team members receive shift-relief from their respective organizations at appropriate intervals, as additional personnel are available.
- e. Establish liaison with ESF 5 to facilitate the sharing of information and data.
- f. Collect, compile, and report information and data, as appropriate.

2. Support Agencies

- a. Provide assistance to the team leader, as appropriate, and make resources of their respective organizations available for food missions, as possible.
- b. Provide supplemental staff to support the team, as necessary.
- c. Track the use of resources from their respective organizations and share that information with the team leader.

**EMERGENCY SUPPORT FUNCTION #12*****Energy & Utilities***

Primary Agency: ***Maryland Emergency Management Agency***

Support Agencies: Maryland Energy Administration  
Public Service Commission  
Maryland Department of Transportation  
Delmarva Power  
Choptank Electric Cooperative  
Verizon  
Eastern Shore Gas

**I. Introduction****A. Purpose**

To provide a liaison to the utility and energy industries to facilitate a coordinated restoration of electric, gas, and commodity fuels as well as energy delivery systems in affected areas.

**B. Scope of Operations**

1. Utilities and Energy support includes communicating with providers, coordinating restoration strategies, and reviewing emergency plans.
2. Potential operations include: coordinating restoration plans, implementing rationing measures, allocating fuel resources, coordinating delivery schedules with wholesale providers, locating supplemental resources and arranging for distribution or delivery, and participating in damage assessment.

**II. Operating Principles**

It is understood that with its' resources within the Maryland Public Service Commission the Maryland Emergency Management Agency will be the lead in this ESF. For additional information on the States plan for Energy and Utilities refer to the Maryland Emergency Management Agency's Emergency Operations Plan ESF 12.

**EMERGENCY SUPPORT FUNCTION #13*****Law Enforcement***

Primary Agency: ***Worcester County Sheriff's Office***

Support Agencies: Maryland State Police  
Pocomoke City Police Department  
Snow Hill Police Department  
Berlin Police Department  
Ocean Pines Police Department  
Ocean City Police Department  
Maryland Department of Natural Resources- Police  
Worcester County Fire Police

I. Introduction

A. Purpose

A.

To coordinate the deployment and activities of law enforcement units when multiple agencies respond to a disaster site or in an emergency operation

B. Scope

1. Law Enforcement support entails deployment of uniformed and non-uniformed personnel to conduct field operations to ensure security, maintain stability and order within communities, and otherwise guard the public safety.
2. Potential operations include: establishing perimeter security at an incident site, restricting air traffic, managing traffic patterns, patrolling communities, implementing protective action orders, providing security to the Emergency Operations Center, and apprehending offenders, conducting investigations and evidence identification/collection.

3. The Law Enforcement ESF team or its individual members may participate in debris management activities when appropriate and as necessary (evidence collection or crime scene preservation). For more detail on the rolls of specific agencies, refer to the Emergency Operations Responsibilities segment of this document. For more detail of debris management operations, refer to the Response Annex (ESF 14).

## II. Operating Principles

### A. Situation

1. The Primary Agency representative will coordinate mission assignments and the use of personnel; however, the forces of any particular department will remain under the command of an individual liaison associated with that department.
2. Local and State law enforcement agencies share mutual aid agreements and will cooperate according to parameters set forth in such documents.

### B. Concept of Operations

1. An assessment of damages as well as needs will be conducted and the information analyzed to determine the necessity of deploying multiple police forces. The assessment shall determine:
  - (a) Type and scope of incident
  - (b) Safety and Security within the area of operation
  - (c) Relative damage and accessibility of the incident scene
  - (d) Potential for survivors, and number of potential victims
  - (e) Is situation fluid and broadening or stable and declining
  - (f) Is the incident criminal or civil in nature

2. The personnel and resources of the Military Department (National Guard) can be utilized for emergency duty only after a declaration of emergency by the governor.
3. Specific law enforcement needs and requests will be obtained from local departments and agencies, other ESF's, and local jurisdictions.
4. Request will be prioritized, and resources will be allocated and deployed in mission assignments.
5. Missions will be tracked and resources will be reassigned as they become available for subsequent uses.

C. Organization

1. Primary Agency

- a. Act as the team leader as well as the team's representative in policy discussions with other ESF teams, and other matters.
- b. Develop team procedures and policies, as necessary in cooperation with team members.
- c. Act as the coordinating agent for all law enforcement resources; develop operations assignments, and direct deployment, in cooperation with team members.
- d. Ensure team members receive shift-relief from their respective organizations at appropriate intervals, as additional personnel are available.
- e. Establish liaison with ESF 5 to facilitate the sharing of information and data.
- f. Collect, compile, and report information and data, as appropriate.

2. Support Agencies

- a. Provide assistance to the team leader, as appropriate, and make resources of their respective organizations available for law enforcement operations, as possible.
- b. Provide supplemental staff to support the team, as necessary.
- c. Track the use of resources from their respective organizations and share that information with the team leader.

**EMERGENCY SUPPORT FUNCTION #14*****Debris Management***

Primary Agency: **Worcester County Public Works-Solid Waste Division**

Support Agencies: Worcester County Public Works/Roads Division  
Maryland Department of the Environment  
Maryland Department of Natural Resources  
Worcester County Health Department  
Worcester County Sheriff's Office  
Maryland State Police  
Maryland emergency Management Agency  
Worcester County Public Information Officer  
Maryland National Guard

**I. Introduction****A. Purpose**

To coordinate the collection and disposal of debris after a disaster event.

**B. Scope**

1. Debris Management support entails removing debris from public property and rights-of-way, enabling vehicle access and re-instituting traffic patterns, minimizing health risks that might result from disaster debris, and disposing of debris in the most efficient, effective, and permissible manner.
2. Debris Management activities include: conducting damage assessments, clearing roadway systems and waterways, implementing mutual aid agreements, establishing and maintaining temporary storage sites, coordinating contractors, deploying volunteers, segregating debris and isolating power and utility lines, establishing and managing disposal sites, demolishing condemned property, disseminating guidance to the public and monitoring operations and sites for compliance with state and federal regulations.

## II. Operating Principles

### A. Situation

1. The extent of damage and the peculiarities of the transportation network in the incident area will influence the strategy developed by the debris management team.
2. Debris may include trees, rocks, dirt and sand, building materials, metal, garbage and sewage, damaged vehicles, various hazardous materials, tires, animals and personal property.
3. Unattended and long-standing debris, including animal carcasses, may pose safety and health threats.
4. The resources of any particular department or agency never will be under the command of an individual not associated with that department or agency.
5. Local jurisdictions are responsible for response and recovery operations. Emergency Management Memorandums of Understanding between Worcester and adjoining counties will be exhausted before assistance is sought from the State.
6. Following disasters that result in significant debris, pre-existing disposal sites likely will not represent effective debris management solutions because of capacity limitations and continuous, regular solid waste management operations.

### B. Concept of Operations

1. General
  - a. Emergency Support Function teams will operate separately from but in support of the debris management process.
  - b. Supplemental assistance may be available in certain circumstances to support debris management efforts or to reimburse local jurisdictions, state departments or other agencies for some expenses. Potential sources of aid include partners in the Maryland Emergency Management Assistance Compact (MEMAC), Federal Emergency Management Assistance Compact (EMAC), the U.S. Army

Corps of Engineers, the Federal Emergency Management Agency, and the National Resources Conservation Service.

- c. The County, local municipalities and their contractors will make generous attempts to remove debris transferred from private property to public rights-of-way or curbsides; however resources will not be used or expended to remove debris from private property.

## 2. Planning

### a. Site Selection

- (1) Reasonable efforts will be made to expedite approval of an emergency site for debris storage or disposal, in accordance with federal, state and local laws and regulations.
- (2) Officials charged with recommending expedited approval of emergency storage or disposal sites will seek to learn where the site will be, how the site will be constructed, and what is intended for the site before developing a recommendation about the site. Pre-identified contingency areas are encouraged in development of a formal master planning document.
- (3) Factors to be considered when seeking to obtain a parcel of land either for emergency storage or disposal of debris will include access, environmental use, and cost proximity to debris, size and neighboring community patterns.
- (4) State parks may be used for temporary debris storage as a last resort and only for segregate, "green" debris such as trees (Per State EOP).

### b. Understandings and Agreements

- (1) State agencies will cooperate with local jurisdictions to ensure that loads of debris hauled on any roadway system in the State are properly contained

and otherwise compliant with transportation regulations.

- (2) The State will provide supplemental assistance to Worcester County, or any local jurisdiction, when an affected area has inadequate resources, or has exhausted its resources, only after all mutual aid agreements between jurisdictions have been implemented to their fullest extent.

c. Contractors

- (1) Contractors must meet state and local licensing standards to be eligible for project assignments.
- (2) A method for overseeing contracted projects awarded by the County will be implemented to ensure compliance with pertinent regulations and fee agreements.

d. Donations and Volunteers

- (1) Debris management officials will cooperate with the State Donations Coordinator to seek or obtain equipment or tools available as a result of public offerings, as necessary. For more detail regarding donations management refer to the Response Annex (ESF 15).
- (2) Volunteers will be considered for projects removing debris from parks, trails and wilderness areas.

3. Disaster Response

a. Damage Assessment and Needs Assessment

- (1) Practical and effective methods, including aerial reconnaissance, will be used to assess regional damage and determine the need for supplemental assistance and special programs, in cooperation with local officials.

- (2) Estimation and planning activities will include assumptions about supplemental debris, such as dead animals, sunken boats, sandbags, and construction materials generated from restoration activity, which also will need to be removed.
- (3) Special attention will be given by damage assessment staff to identifying power lines and other potentially harmful wires and cables so that emergency responders can recover or otherwise isolate such debris from public contact.

b. Information Management and Documentation

All departments and agencies involved in emergency debris management operations will maintain accurate and thorough records of labor, equipment and materials expenses.

c. Staging and Reduction Site Operations

Federal, state and local laws and regulations will serve as the fundamental basis for operating staging, storage, and disposal sites, in lieu of event-specific decrees or guidance.

d. Public Information

A redundant and continual campaign will be implemented to advise and inform citizens in an affected area about health and safety hazards, especially concerning spoiled food and contaminated water, unrestrained animals, and debris operations and schedules, including the need to keep debris separate from normal household solid waste.

4. Debris Removal

a. Segregation

- (1) Whenever possible, debris will be sorted both as it is removed and at temporary storage sites to ensure efficient and cost-effective disposal solutions.
- (2) A salvage program will be implemented to collect and temporarily hold certain damaged private property that has been located as a result of the incident, such as cars and boats, so that rightful owners have an opportunity to re-claim their property.
- (3) Some number of public drop-off sites will be designated for "green" waste.

b. Priorities

- (1) Removal operations will be prioritized as follows:
  - (a) from any situation posing a threat to lives,
  - (b) from emergency access roads to fire, police, and hospital facilities and from critical roadway systems,
  - (c) from access roads to essential-service facilities, such as water treatment plants and utility sub-stations,
  - (d) from waterways (except when blockages pose an imminent threat to lives or critical roadway systems),
  - (e) from public rights-of-way.
- (2) Removal from County property is the responsibility of the department, agency or entity that owns or is charged with maintaining the property.
- (3) Removal from private property and business locations is the responsibility of the property owner, in cooperation with respective insurance companies and any local jurisdiction in which the property is located.

## c. Solid Waste

Normal solid waste management services are the responsibility of the provider, in accordance with the service agreement and applicable federal, state and local laws and regulations

## d. Traffic Control

Efforts will be made to grant debris hauling vehicles intermittent priority on certain routes, regardless of traffic signals and signs, consistent with the scope of damage and estimation of debris, to facilitate orderly and timely transit of such vehicles from removal areas to storage and disposal sites.

## 5. Debris Disposal

## a. Reduction

- (1) Operations will occur to reduce segregated debris into conditions that make storage and disposal easier and more efficient such as chipping, mulching, grinding, and crushing.
- (2) The specific effects of the incident to the animal population will help determine the method for disposal of deceased animals, typically burial, burning or composting.

## b. Recycling

- (1) Agreements will be sought with business enterprises that will take ownership of segregated materials and process them into reusable substances.

- (2) Every reasonable proposal for efficiently disposing of recycled wood debris, concrete, soil tires, metal and bricks shall be considered.

c. Reclamation

Any segregated debris deemed to have salvage value will be offered for bid, in accordance with local laws and regulations.

d. Resource Recovery

Every effort will be made to segregate unstable or hazardous debris, such as freon or propane, and specially handle or prepare it for reclamation or appropriate disposal.

e. Incineration

- (1) Non-sanctioned open burning of debris by private citizens will be discouraged, in accordance with state and local laws and regulations.

- (2) Managed burning by local or contracted personnel will be conducted in air-curtain pits whenever possible, in accordance with state and local laws and regulations.

g. Land filling

- (1) Regular, private solid-waste management operations that involve landfill sites will proceed per any agreement between the organization and the site operator.

- (2) State agencies responsible for debris management will utilize pre-existing landfill sites as necessary.

- (3) New landfill sites approved for emergency operations as a result of a disaster will operate in accordance with federal, state and local laws and regulations.

6. Health and Safety Concerns

- a. Structural Demolition

- (1) Buildings deemed uninhabitable or not suitable for business use will be condemned and demolished, as appropriate.
    - (2) Owners of demolished property will be responsible for the disposal of debris that results from such action.

- b. Air Quality and Airborne Hazards

Any action to remove, store, or dispose of debris will be consistent with federal, state, and local laws and regulations regarding air quality.

- c. Ash Seepage

Landfill construction and operations will be conducted in a manner that mitigates any contamination of underlying soil at the site.

- d. Site Close-out Procedures

Site close-outs will be conducted in accordance with existing federal, state, and local laws and regulations for respective sites.

## e. Permitting and Waivers

Reasonable efforts will be made to expedite the permitting process.

Waivers of environmental regulations will be considered under special circumstances, in accordance with federal and state laws and regulations.

## f. Hazardous Materials

Every effort will be made to segregate hazardous debris and specially handle or prepare it for appropriate disposal.

## C. Organization

## 1. Primary Department or Agency

- a. Act as team leader and the team's primary contact as well as the team's representative in police discussions or conferences with ESF teams.
- b. Develop team procedures and policies, as necessary, in cooperation with team members.
- c. Act as the coordinating agent for all operations, in cooperation with team members.
- d. Ensure team members receive shift-relief from their respective organizations at appropriate intervals, as additional personnel are available.
- e. Establish liaison with ESF 5 to facilitate the sharing of information and data.
- f. Collect, compile and report information and data as appropriate.

3. Support Agencies

- a. Provide assistance to the team leader, as appropriate, and make resources of their respective organizations available for debris operations, as possible.
- b. Provide supplemental staff to support the team, as necessary.
- c. Track the status of resources from their respective organizations and share that information with the team leader.

## Emergency Support Function #15

### *Donations/Volunteer Management*

Primary Agency: Worcester County Human Resources/Volunteer Services

Support Agencies: American Red Cross  
Worcester County Library  
Maryland Volunteer Organizations Active in Disasters  
Worcester County Health Department  
Worcester County Public Information Officer  
Worcester County Public Works /Maintenance Division  
Maryland Emergency Management Agency

#### I. Introduction

##### A. Purpose

To establish an efficient and effective countywide process for receiving, sorting, and distributing donated resources and goods to victims following a disaster and the establishment of emergency resource volunteer centers.

##### B. Scope

1. Donations/Volunteer Management support entails coordinating a system that receives and distributes freely offered material goods, volunteer services, and monetary donations, matching them with victims who demonstrate a need.
2. Donations/Volunteer Management activities include: providing guidance to citizens for donations, managing a tele-registration and database system for donations, establishing collection facilities for material donations, creating a system to sort and distribute donated goods and establish emergency volunteer resource centers.

## II. Operating Principles

### A. Situation

1. The nature and scope of damage will determine the extent to which the donations/volunteer management strategy is employed.
2. The extent of damage to the infrastructure of the affected area will influence the donations/volunteer management strategy implemented.
3. Public service announcements through the media and Internet sources will inform, advise, and direct citizens regarding the parameters of the strategy.
4. Private, volunteer organizations (PVO) accept and manage donations in many circumstances, according to their respective policies and procedures, and this plan does not supersede any individual PVO donations plan in any way, nor will any donation offered directly to a PVO be subject to regulation by this plan. However, when any PVO activates its personnel to perform tasks under the auspices of this plan, and when any PVO joins in the cooperative countywide, or statewide, effort to manage donated goods and services, then those activities will be governed by this plan.
5. Donors first will be encouraged to contact recognized PVO's with disaster relief operations because such organizations already have established networks developed to receive, process and distribute goods and services.
6. Donations received by either the County or State but intended for a specific PVO will be forwarded to that organization. Donations not otherwise intended for a specific PVO, as indicated by the donor, will become the temporary property of the County and as such are the responsibility of the County.
7. Donations may be money, food, clothing, products and equipment, in-kind services, or volunteered time. The County will advocate cash as the best, first alternative for donors to maximize the usefulness and timeliness of the donation. If not cash, then pre-sorted, clearly labeled, palletized, and shrink-wrapped donations with a **predetermined** transportation method, and that have been identified as needed, are preferred.

The State Donations Management program, available to local jurisdictions, will be overseen by state officials but managed cooperatively with PVO personnel. The system includes: public service announcements, a toll-free telephone number, an automated database, traffic-control points, reception centers, storage and staging areas, and local distribution sites for goods and services.

8. It is likely that the County, State and affected municipal jurisdictions will receive unsolicited and unnecessary donations.
9. The Donations/Volunteer Coordinator may become involved in recovery operations with only a scaled-down donations team, if appropriate.

#### B. Concept of Operations

1. The Donations/Volunteer Coordinator will activate and direct a temporary staff, in cooperation with participating State agencies and organizations.
2. An assessment of the county road and state highway transportation network will be conducted and the information analyzed to determine the feasibility of transit throughout any affected area.
3. A survey of adjacent local emergency management officials, American Red Cross staff, and State emergency coordinators will help identify the initial nature and scope of needs. When the donations/volunteer system is fully operational, an ongoing, coordinated process to determine need will commence.
4. Public service announcements (PSAs) will be developed and broadcast to advise and direct victims as well as potential donors/volunteers. These announcements shall indicate a phone number available to assist potential donors/volunteers and will emphasize what specific goods/services are especially needed.
5. When the telephone system and database are activated, calls will be logged and donations information recorded. The potential donations/volunteers will be matched against known or expected needs. Unneeded donations will be discouraged.

6. The donor is responsible for transporting any donated goods to a reception/distribution center or storage facility as designated by the Donations Manager. It shall also be the responsibility of the donor for any tolls, fuel or other expenses incurred during the transportation of the donated goods.
7. Donations/Volunteers matching an immediately identifiable need will be directed to a designated reception center where they will be stored temporarily and prepared for transportation to locally managed distribution sites. Reception and storage sites will have controlled entry and exit.
8. Desirable donations with no identified matching need will be retained as records in the database but not authorized for delivery to any reception/distribution center. The donor will be contacted when the need does materialize and additional arrangements will be made at that time.
9. Any donation of food products will be inspected by County Health Department officials to ensure suitability for public consumption.
10. Stringent procedures will be implemented to ensure comprehensive records are kept for all donations/volunteers received, distributed and utilized. In addition, letters of thanks will be sent to all donors/volunteers contained in the database.
11. Individuals seeking to volunteer time and donate experience to the process will be encouraged to first affiliate themselves with either the Worcester County Volunteer Services department or if they prefer any recognized disaster relief organization (i.e. Red Cross, Salvation Army, etc).
12. An effort will be made either to recycle or redistribute unused products to another area or state affected by the event or to an appropriate PVO.
13. Federal assistance will be requested as needed, unless a federal disaster is declared, at which time the National Donations Hotline Coordinator will be contacted.
14. As the magnitude of need diminishes, the system of goods/services will be similarly modified to continue servicing those in need on a smaller scale.

### C. Organization

#### 1. Primary Agency

- a. Act as the team leader and the team's primary contact as well as the team's representative in policy discussions, conferences with other ESF teams and other matters.
- b. Appoint a Donations/Volunteer Coordinator to serve as the lead agent for all donations management functions, activities, and personnel. The Donations/Volunteer Coordinator will:

- (1) Develop an operating methodology and staff structure, team procedures, and policies, as necessary, in cooperation with team members.
- (2) Cooperate with state and federal representatives to assemble the donations/volunteer management staff at a site and to secure goods/services sites for reception.
- (3) Cooperate and coordinate with municipal jurisdictions to locate and secure distribution centers in the affected areas of the county.
- (4) Ensure team members receive shift-relief from their respective organizations at appropriate intervals, as additional personnel become available.
- (5) Establish liaison with ESF 5 to facilitate the sharing of information and data.
- (6) Collect, compile and report information and data as appropriate.

#### 2. Support Agencies

- a. Provide assistance to the team leader and make resources of their respective organizations available for donations operations.
- b. Provide supplemental staff to support the team as necessary.
- c. Track the use of resources from their respective organizations and share that information with the team leader.

**Emergency Support Function #16*****Animal Protection***

Primary Agency: ***Maryland Department of Agriculture***

Support Agencies: Worcester County Sheriff's Office /Animal Control  
Worcester County Humane Society  
Worcester County Farm Bureau  
Local Veterinary Hospitals

**I. Introduction****A. Purpose**

To establish a program that ensures the care and sheltering needs of domestic pets and livestock are met following a disaster or animal health emergency.

**B. Scope**

1. Animal Protection includes educating pet owners and the farm community about emergency preparedness, disseminating guidance to animal owners, and coordinating medical and shelter arrangements.
2. Potential operations include: rescuing stray and abandoned animals, tracking occupancies at boarding facilities, coordinating the emergency provision of essential medical supplies and drugs, organizing the participation of animal relief organizations in response and recovery operations, establishing temporary shelters, ensuring adequate supplies of food are available at boarding facilities and temporary shelters, and providing grief counseling to victims whose animals are lost, injured or killed.

## II. Operating Principles

### A. Situation

1. For the purposes of this document a "domestic pet" implies a cat or dog and "livestock" implies cattle, sheep, hogs, poultry, etc.
2. A partnership of state agencies and private organizations developed guidance intended to educate animal owners and facilitate effective preparedness and response activities that safeguard animals in the event of a disaster.
3. The primary department serves principally to coordinate decision-making as it relates to animal health during response and recover operations and to organize appropriate non-governmental entities in a cooperative effort that provides for the basic needs of pets or livestock and their owners.
4. A community of organizations, including the Maryland Veterinary Medical Association, Maryland Virginia Regional College of Veterinary medicine, the Humane Society of the United States can contribute resources and technical assistance as necessary.
5. Some disaster situations may require citizens to evacuate their homes and farms, yet mass care facilities and shelters for citizens do not permit animals other than those used for special assistance. Thus, animal owners may be separated temporarily from their pets or effectively prevented from providing continuous care to livestock.
6. Extended care and temporary boarding facilities for domestic pets are located statewide. Worcester County has two (2) designated Pet Friendly Shelters operated by the Worcester County Animal Control Division of the Sheriff's Office. There is also the Animal Control Facility located on Timmons Road near Snow Hill that will have a limited amount of sheltering.
7. Pet owners evacuating from a vulnerable community but not seeking temporary shelter in a mass care center (e.g. driving to a relative's house) should make every effort to include their pets.

8. Despite emergency circumstances, pets usually can remain safe at home during short-term absences by their owners if supplied with adequate amounts of water and appropriate food and when restricted to a secure space. However, animals should be left alone only when no other option for shelter is available to the pet owner.
9. Livestock should be confined in a secure structure on high ground with access to food and water. Animal owners who evacuate should take with them appropriate identification, immunization, and health records of all animals left behind.
10. A roster of veterinary hospitals, kennels, and other boarding facilities that will participate in the temporary sheltering of domestic pets during disaster periods will be developed, maintained, and shared with appropriate local and state agencies and other organizations.
11. State guidance for the emergency care and temporary sheltering of animals will be developed and shared with the administrators of participating medical and shelter facilities.
12. Information about the program will be distributed to those facilities interested in participating by the local emergency management office.

#### B. Concept of Operations

1. An assessment of damages as well as needs will be conducted and the information analyzed to determine the necessity of implementing the animal protection program or calling non-governmental partners into action.
2. When necessary, a mutual aid program that incorporates pet food and equipment suppliers as well as veterinary professionals will be implemented during emergencies to provide assistance to local governments and citizens.
3. Requests for assistance in animal health and safety matters will be obtained from the state agencies and other ESF's.
4. Requests will be prioritized, and resources will be allocated and deployed in mission assignments.

5. Missions will be tracked, and resources will be reassigned as they become available for subsequent uses.
6. A series of veterinary medical aid stations in proximity to the affected area will be identified, as necessary, to facilitate medical treatment and relief to injured animals.
7. A system will be implemented to capture, house and care for runaway animals, and to publicize the list of participating temporary care facilities, for a reasonable period following an emergency event to help reunite stray animals with their owners.
8. Guidance for the disposal of pets killed during the disaster will be offered to citizens. Appropriate actions will be taken to dispose of livestock killed as a result of the disaster. For more detail regarding the disposal of dead animals, see the Response Annex (ESF 14).
9. Grief counseling will be available for individuals traumatized by the loss, injury or death of an animal. **(Worcester County Crisis Response Team)**
10. Appropriate state and local agencies will be notified when the program is activated. Local media also will be notified and encouraged to publicize the program.
11. Participating facilities, agencies and media will be notified when the sheltering program has ceased and guidance regarding the orderly retrieval of animals will be made available to the public.

### C. Organization

#### 1. Primary Agency

- a. Act as team leader as well as the team's representative in policy discussions, negotiations with other ESF teams, and other matters.
- b. Act as the coordinating agent for all related resources and partners; develop strategic recommendations and operations assignments, and direct deployment, in cooperation with team members.
- c. Develop team procedures and policies, as necessary, in cooperation with team members.

- d. Ensure team members receive shift-relief from their respective organizations at appropriate intervals, as additional personnel are available.
  - e. Establish liaison with ESF 5 to facilitate the sharing of information and data.
  - f. Collect, compile, and report information and data, as appropriate.
2. Support Agencies

- a. Provide assistance to the Team Leader, as appropriate, and make resources of their respective organizations available for animal health operations, as possible.
- b. Provide supplemental staff to support the team, as necessary.
- c. Track the use of resources from their respective organizations and share that information with the Team Leader.