

AGENDA

WORCESTER COUNTY COMMISSIONERS

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

November 15, 2016

- | | <u>Item #</u> |
|---|---------------|
| 9:00 AM - Meet in Commissioners' Conference Room - Room 1103 Government Center, One West Market Street, Snow Hill, Maryland - Vote to Meet In Closed Session | |
| 9:01 - Closed Session: Discussion regarding hiring one Recycle Worker I in the Solid Waste Division of Public Works, and personnel budget issues in the Sheriff's Office; receiving legal advice from Counsel; and performing administrative functions | |
| 10:00 - Call to Order, Prayer, Pledge of Allegiance | |
| 10:01 - Report on Closed Session; Review and Approval of Minutes | |
| 10:10 - Chief Administrative Officer: Administrative Matters
(Bid Specifications for Housing Rehabilitation Project and Well Replacement Project in Snow Hill area; Proposed Memorandum of Understanding for Sheriff's Services to Walmart on Black Friday and Christmas Eve; Emergency Replacement of Intercom System at Government Center; Scheduling a Public Hearing on the Requested 5-Year Capital Improvement Plan - FY18-FY22; Bid specifications for portable restroom services; Upcoming Board Appointments; Rural Legacy Easement Agreement of Sale - Pilchard Property; Scheduling a Public Hearing for a Water and Sewer Plan Amendment to Expand Fort Whaley Campground; and potentially other administrative matters) | 1-9 |
| 10:20 - | |
| 10:30 - Public Hearing - Proposed Expansion of Mystic Harbour Sanitary Service Area to Include Frontier Town Campground for Public Sewer Service | 10 |
| 10:40 - | |
| 10:50 - | |
| 11:00 - Chief Administrative Officer: Administrative Matters (continued) | 1-9 |
| 11:10 - | |
| 11:20 - | |
| 11:30 - | |
| 11:40 - | |
| 11:50 - | |
| 12:00 - Questions from the Press | |
| Lunch | |
| 1:00 PM - Chief Administrative Officer: Administrative Matters (If Necessary) | 1-9 |
| 1:10 - | |
| 1:20 - | |
| 1:30 - | |

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

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

Please be thoughtful and considerate of others.

Turn off your cell phones & pagers during the meeting!

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Minutes of the County Commissioners of Worcester County, Maryland

November 1, 2016

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

Following a motion by Commissioner Mitrecic, seconded by Commissioner Purnell, with Commissioner Lockfaw absent, the Commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions Article of the Annotated Code of Maryland and to perform administrative functions. Also present at the closed session were Harold L. Higgins, Chief Administrative Officer; Kelly Shannahan, Assistant Chief Administrative Officer; Maureen Howarth, County Attorney; Kim Moses, Public Information Officer; and Stacey Norton, Human Resources Director. Topics discussed and actions taken included: extending offers to hire Aaron Johnson and Sade Gale as Correctional Officer Trainees at the County Jail, and adjusting the salary of Recycling Coordinator Mike McClung in response to new federal overtime rules, confirming the hiring of Zachary Converse as a full time Deputy in the Road Patrol division and Christopher Boyce as a part-time Deputy in the Sheriff's Office; receiving legal advice from counsel; and performing administrative functions.

Commissioner Lockfaw was absent from the meeting.

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 October 18, 2016 open and closed session meetings as presented.

The Commissioners presented a proclamation to Worcester County Department of Social Services (DSS) Deputy Director Roberta Baldwin and DSS staff members Jamie Manning, Emily Nichols, Jody Hurley, and Kristine Davis recognizing November as National Adoption Month and thanking them for helping to assure that abused and neglected children on the Eastern Shore, who cannot remain in their families of origin, are adopted into loving, nurturing and permanent homes. In response to a question by Commissioner Bertino, Ms. Baldwin advised that 30 children are in foster care in Worcester County, including a family of five siblings. She advised that currently 22 families are licensed to care for foster children, and five more adults are

currently completing the process to become licensed foster parents. Commissioner Bertino thanked DSS staff and adoptive parents for bringing stability back into childrens' lives.

In a related matter, the Commissioners recognized Frank and Diana Wright for being named the 2016 Worcester County Adoptive Parents of the Year by DSS. Ms. Baldwin accepted a commendation on behalf of the Wrights who could not be in attendance at the meeting.

Upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized Commission President Bunting to sign the Community Partnership Agreement between the County, the Local Management Board (LMB) and the Governor's Office for Children for FY17 with grant funds of \$537,947, which provides level funding for programs beginning July 1, 2016.

Pursuant to the request of Budget Accountant Kim Reynolds and upon a motion by Commissioner Mitrecic, the Commissioners unanimously resolved to accept the Emergency Solutions Grant Program (ESGP) Agreement with the Maryland Department of Housing and Community Development (DHCD) to provide funding for the Samaritan Shelter in the amount of \$28,151 and Diakonia in the amount of \$82,834 and authorizing and directing Samaritan Shelter and Diakonia to use these funds on behalf of the County Commissioners for general maintenance and operating costs, transition to permanent housing funds, wages and benefits for case management staff, homeless prevention, rapid rehousing, and administrative costs for the period from October 1, 2016 through March 31, 2018.

Pursuant to the recommendation of County Attorney Maureen Howarth and upon a motion by Commissioner Elder, the Commissioners voted 5-1, with Commissioner Mitrecic voting in opposition, to authorize Commission President Bunting to sign the Sixth Extension of Lease Agreement between Bayside Limited Partnership (Landlord) and the County Commissioners of Worcester County, Maryland (Tenant) for a five-day lease extension from December 31, 2016 to January 5, 2017 to allow the Department of Liquor Control (DLC) to inventory assets and remove the furniture and fixtures in the Shore Spirits Retail Liquor Store at the Gold Coast Mall at 114th Street in Ocean City in advance of the closing date in the Asset Purchase Agreement of January 5, 2017. Ms. Howarth advised that December 31, 2016 is the last day the store will be open for business.

The Commissioners met with DLC Interim Director Laura Burns-Reinhart to discuss a proposal to further reduce sale prices by up to 40% off the DLC's cost for slow-moving products in Shore Spirits Retail Liquor Stores, to include craft liquors and wines and several vodka brands and flavors. Ms. Burns-Reinhart advised that the DLC has excess inventory of these products, and it would be beneficial to try more aggressive discounting going into the holiday season to liquidate these products.

Upon a motion by Commissioner Mitrecic, the Commissioners unanimously approved the proposed price reductions as presented to liquidate inventory.

Pursuant to the request of Recreation and Parks Director Paige Hurley and upon a motion by Commissioner Mitrecic, the Commissioners unanimously approved bid documents to purchase two modular sports courts for the Worcester County Recreation Center (WCRC) in

Snow Hill.

Pursuant to the request of Environmental Programs Director Bob Mitchell and upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized the use of Forest Conservation Fund Fee-In-Lieu funds to support tree plantings at John Walter Smith Park and Bishopville Park and to consider using future Fee-In-Lieu funds to support tree plantings in other County parks, subject to presentation of a conceptional plan and formal requests from staff on a case-by-case basis. Commissioner Elder thanked staff for their forward thinking, stating that using Fee-In-Lieu funds for tree plantings at County parks is a wise use of these funds.

Pursuant to the request of Mr. Mitchell and upon a motion by Commissioner Bertino, the Commissioners unanimously authorized Commission President Bunting to sign a letter to William Seiger, Waterway Construction Division Chief for the Maryland Department of the Environment (MDE), formally requesting that the Bishopville Dam Removal and Stream Restoration Nontidal Wetlands and Waterways Permit Application be transferred from the County, the current permit holder, to the Maryland Department of Natural Resources (DNR), as DNR is equipped and responsible for providing the maintenance and monitoring of the project.

Pursuant to the request of Mr. Mitchell and upon a motion by Commissioner Church, the Commissioners voted 5-1, with Commissioner Elder voting in opposition, to authorize Commission President Bunting to sign the FY17 Dividing Creek Rural Legacy Area (RLA) Grant Agreement for funding of \$1,104,326, which represents an increase from the original \$1 million grant requested, for the Coastal Bays RLA. Mr. Mitchell stated that the grant funding will be used to purchase two to four conservation easements in Worcester County from willing landowners and will also cover County administrative costs.

Pursuant to the request of Mr. Mitchell and upon a motion by Commissioner Mitrecic, the Commissioners voted 5-1, with Commissioner Elder voting in opposition, to authorize Commission President Bunting to sign thank you letters to Governor Larry Hogan and members of the Board of Public Works as well as RLA Chairman and DNR Secretary Mark Belton and the RLA Board of Directors to thank them for approving the RLA grant of \$1,104,326 to Worcester County for FY17. Mr. Mitchell stated that the FY17 RLA grant program awards came after Governor Hogan supported legislation that increased State funding for critical land conservation, preservation, and recreation programs by \$60 million over the next two years.

In an unrelated matter, Commissioner Bertino commended Katherine Munson, Land Planner V within Environmental Programs, for her beautiful violin performance during the Commission for Women's annual Gems Tea on October 30, 2016.

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 Zoning Reclassification Resolution No. 16-06 regarding Rezoning Case No. 404, filed 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

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Rt. 610 from C-2 General Commercial District to A-2 Agricultural District.

Pursuant to the recommendation of Public Works Director John Tustin and a motion by Commissioner Mitrecic, the Commissioners unanimously accepted the proposal from Davis, Bowen, and Friedel, Inc. of Salisbury, Maryland at a cost not to exceed \$15,000 for design and engineering services to replace the Big Mill Dam structure and box culvert. Mr. Tustin advised that recent flooding caused significant damage to the culvert on Sheephouse Road/Big Mill Road that connects MD Rt. 12 and U.S. Rt. 13 in the Stockton area, which washed away about a 50-foot stretch of roadway and resulted in the need to close a portion of the roadway to all traffic. He stated that funding for this emergency replacement was not anticipated in the FY17 operating budget, but the County should be eligible for 80% matching funds from the State to aid in repair costs

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Mitrecic, the Commissioners unanimously awarded the low bid to Burke Equipment Company of Delmar, Delaware to purchase two Toro Professional 5000 Series 60-inch zero turn mowers for use by the Maintenance Division of Public Works at a total delivered price of \$15,900.

The Commissioners met with Mr. Tustin to discuss an offer from Doug Sommers, Real Property Manager for the State Highway Administration (SHA), to purchase right-of-way, easements, and/or other rights on County-owned properties necessary to complete Phase IV of the U.S. Rt. 113 dualization project from Five Mile Branch Road to north of Maryland 365 (Public Landing Road). These purchases include portions of the Department of Public Works Roads, Maintenance and Administration Divisions property at Timmons Road for a payment of \$30,150, the storage building property south of Cedartown Road for a payment of \$1,600, and a portion of the road bed on Central Site Lane by Worcester Technical High School (WTHS) for a payment of \$1. Mr. Tustin stated that he has no concerns regarding any of these purchases, but noted that the current entrance for the Roads Division of Public Works will become a right in and right out, allowing only northbound traffic access; however, it will be possible for southbound traffic to exit via Timmons Road.

Upon a motion by Commissioner Bertino, the Commissioners unanimously accepted the SHA offer to purchase the ROW and easements as requested.

The Commissioners met with Mr. Tustin to discuss staff's recommendations to purchase three property easements needed for the Riddle Farm Wastewater Treatment Plant (WWTP) expansion project to serve the future commercial development on Samuel Bowen Boulevard. Mr. Tustin stated that, with the design of the pipeline modifications in District B of the Glen Riddle WWTP and Water Treatment Plants expansion completed, it will be necessary to acquire three easements from the Don Dwight and Linda Lou Finch property, a 20-foot-wide easement along the northern and western side of their property, along Samuel Bowen Boulevard and U.S. Rt. 50 at a cost of \$1; the James F. and Sherry U. Steffey property, a 15-foot-wide easement along the eastern side of their property, along Samuel Bowen Boulevard and a temporary easement along the front of the property adjoining U.S. Rt. 50, at a cost of \$1; and the Riddle Farm Homeowners Association (HOA) property, a 30-foot-wide easement across a small parcel between U.S. Rt. 50 and MD Rt. 707, at a cost of \$8,500. Mr. Tustin pointed out that the Finch and Steffey easements were provided at roughly no cost to the project, since these properties are beneficiaries of the project; however, the Riddle Farm HOA is not a beneficiary of

the project, and the consultant negotiated an easement price of \$8,500 for their property. He stated that, in evaluating the payment request, County staff explored other options for connecting the water and sewer lines, but without this easement, the water and sewer connections would need to be made at the entrance to the Riddle Farm development at an additional estimated cost of \$10,000 to \$15,000 and would also require significant disruption at that entrance and the utilities in that area. He concluded that the current plan will not cause significant disruption. He noted that, in accordance with the cost sharing provision of the Revised and Final Worcester County Small Project agreement dated April 29, 2016 for construction of the expansion to the Riddle Farm WWTP and Water Treatment Plants, the County share would be \$3,400.00.

In response to a question by Commissioner Mitrecic, Mr. Tustin stated that the pipeline will run under U.S. Rt. 50 but would not disturb the Riddle Farm golf course. In response to a question by Commissioner Bunting, Ms. Howarth agreed that a Maryland surveyor would need to sign off on each of the easement agreements.

Upon a motion by Commissioner Church, the Commissioners unanimously authorized County Attorney Maureen Howarth to record the easements and approve the payment requested to the Riddle Farm HOA.

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Mitrecic, the Commissioners unanimously awarded the low bids for the supply and delivery of wastewater treatment plant chemicals for the Water and Wastewater Division of Public Works for a period of two years through November 30, 2018, with an additional two-year term upon mutual consent, as follows: Intercoastal Trading of Cambridge Maryland for Sodium Bisulfite - 15-gallon drum at \$2.90 per gallon for a total cost of \$5,655, Sodium Bisulfite - 55-gallon drum at \$2.62 per gallon for a total cost of \$10,087, Sodium Hypochlorite - 15-gallon drum at \$2.20 per gallon for a total cost of \$25,080, and Sodium Hypochlorite - 55-gallon drum at \$2.05 per gallon for a total cost of \$22,550; Coyne Chemical of Croydon, Pennsylvania for Sodium Hydroxide - 50-pound bags at \$21.03 per pound for a total cost of \$68,347.50; F2 Industries of Smyrna, Tennessee for Pot. Permanganate - 55 pound buckets at \$118.50 per bucket for a total cost of \$5,925; USALCO of Baltimore, Maryland for Aluminum Chloride at a cost of \$0.1149 per pound for a total cost of \$49,407; and Elliot's Hardware of Ocean City, Maryland for Solar Salt - 50-pound bags at \$6.45 per bag for a total cost of \$10,126.50.

The Commissioners met with Mr. Tustin to review bid recommendations for the coating rehabilitation of the Mystic Harbour Water Tower. Mr. Tustin stated that all eight bids submitted for the project, including the low bid of \$588,900 from Horizon Brothers Painting exceeded project funding of \$300,000 in unspent bond funds from the waterline interconnection project between Mystic Harbour, The Landings, and Assateague Pointe. He stated that County staff had discussed this with the design engineer and recommends the Commissioners reject all the bids and allow staff to implement cost saving measures, to include eliminating the fourth coat of the tank painting system and the logo, reducing the quality of the tank painting system, the quality of the dry interior paint system, and the scope of non-critical repairs, and then rebid the project.

Upon a motion by Commissioner Church, the Commissioners unanimously rejected the current bids and authorized staff to revise the scope of work to provide for the basic services with optional additions to include the other work and possible cost saving measures to be accepted subject to available funding. Commissioner Church stated that the project needs to be done right in order to

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avoid additional costs later. In response to a question by Commissioner Bertino, Mr. Tustin stated that the project can be completed in a relatively brief time period provided the weather cooperates.

In response to requests Commissioner Bunting received from area residents and upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized County staff to install “Share the Road” signs along Beauchamp Road.

Human Resources Director Stacey Norton met with the Commissioners to recommend changing Flexible Spending Account (FSA) vendors. Ms. Norton stated that the County’s contract with current vendor TASC expires December 31, 2016, and she does not recommend renewing the contract, as TASC rates are increasing, and County staff are dissatisfied with their customer service, as during last year's enrollment, TASC loaded the wrong information on County employees accounts and refused to correct it, which left County staff with no other option but to manually correct every employees account, an extremely labor intensive undertaking. Furthermore, the debit cards were not issued in a timely manner, Human Resources staff have received numerous complaints from County employees throughout the past year about the service, and TASC will not assign the County a dedicated representative. She stated that after extensive research and review of competitive proposals, it is her recommendation that the County let the current contract with TASC expire and enter into a three-year contract with Connect Your Care at a total annual cost of \$8,078.40 to serve as the County’s Flexible Spending Account vendor. While the new cost is \$1,272.96 more than the current vendor, Ms. Norton explained that County staff spent more than that amount in labor cost last year correcting TASC’s mistakes.

Ms. Norton advised that there are two types of flexible spending accounts, Health Care FSA, with an annual maximum limit per family of \$2,550, and Dependent Care FSA, with an annual maximum limit of \$5,000 per family. The amounts that employees elect to contribute are deducted from their paycheck in equal installments throughout the year before federal, state, local, and Social Security taxes are withheld. This money is put into their accounts, so that when they incur eligible expenses, they can use their FSA debit card to pay for those expenses or submit a reimbursement claim. Because these deductions are pre-tax, it also lowers each employee's taxable income.

After some discussion and upon a motion by Commissioner Church, the Commissioners unanimously accepted the proposal from Connect Your Care to serve as the County’s Flexible Spending Account vendor as requested.

The Commissioners reviewed and discussed various board appointments.

Upon a nomination by Commissioner Mitrecic, the Commissioners unanimously agreed to reappoint Granville Jones to the Solid Waste Advisory Committee for an additional four-year term expiring December 31, 2020.

Upon nominations by Commissioner Purnell, the Commissioners unanimously agreed to reappoint Kim Moses and Karen Johnson to the Drug and Alcohol Abuse Council for additional four-year terms each expiring December 31, 2020, due to their knowledge on substance abuse issues.

Upon nominations by Commissioner Bertino, the Commissioners unanimously agreed to reappoint James Spicknall to the Building Code Appeals Board for an additional four-year term expiring December 31, 2020, and J.T. Novak to the Board of Electrical Examiners for an additional three-year term expiring December 31, 2019.

The Commissioners further concurred with the recommendation of Assistant Chief Administrative Officer Kelly Shannahan to issue a press release inviting residents interested in filling open seats on County boards and commissions to submit letters of interest along with their resumes to the County Commissioners at admin@co.worcester.md.us or One West Market Street, Room 1103, Snow Hill, Maryland 21863. The Commissioners also directed Mr. Shannahan to send letters to County agencies requesting nominees for their representatives on the various boards from which nominations are required.

The Commissioners met with new Superintendent of Schools Louis Taylor on his first day in his new position to review and discuss the Board of Education's (BOE's) proposed FY18 Public School Construction and Capital Improvement Plan (CIP) request. Also in attendance were BOE members Jonathan Cook, Bob Rothermel, and Sara Thompson, and Chief Financial Officer Vince Tolbert, and Facilities Manager Joe Price. Mr. Taylor stated that it is an honor to come before the Commissioners to discuss the CIP on his first official day as Superintendent of Schools for the Worcester County BOE. He thanked the Commissioners for all their past support of the BOE, and he looks forward to developing a strong working relationship with each of them to provide exceptional educational opportunities for Worcester County students. Mr. Taylor stated that the CIP has been developed in accordance with Maryland Interagency Committee for Public School Construction (IAC) regulations. He further advised that the CIP is consistent with the Worcester County CIP and incorporates all prior recommendations of the County Commissioners regarding future school construction needs. He then reviewed the proposed CIP, which includes a planning request to replace Showell Elementary School (SES) at an estimated cost of \$42,406,000, with State funding of up to \$7,537,000 and County funding of \$34,869,000, which pending Public School Construction Program (PSCP) approval, bidding is scheduled for September 2018 with construction starting in January 2019; Stephen Decatur Middle School (SDMS) 20,000 square foot addition at a total estimated cost of \$11,016,000 in FY21; Pocomoke Middle School Systemic Roof Replacement at an estimated cost of \$3.35 million in FY22; and Snow Hill Middle School Systemic Roof Replacement at an estimated cost of \$3.58 million in FY23.

Upon a motion by Commissioner Church, the Commissioners unanimously approved the BOE CIP as presented. Commissioner Church congratulated Mr. Taylor on his new position and stated that he looked forward to working with him.

Commissioner Bertino thanked the BOE members and Mr. Taylor for inviting the Commissioners to partner with them to plan for the replacement of SES. He stated that it was thanks to the hard work and willingness to compromise by County and BOE staff that they were able to develop plans for an affordable new school. Commissioner Elder concurred, stating that the Commissioners and BOE have a great working relationship that was made even stronger as they came together to develop plans for a school that will be a great asset to the community. Commissioner Purnell congratulated Mr. Taylor on being chosen to lead the Worcester County public school system and stated that she looks forward to working with him.

Pursuant to the request of Mr. Taylor and upon a motion by Commissioner Bertino, the Commissioners unanimously approved the BOE's request for funding of \$1.6 million for the Becker Morgan Group to complete schematic design, design development, and construction documents for the 94,866-square-foot Showell Elementary School (SES) Replacement Project. Mr. Taylor stated that

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the BOE was able to reduce the estimated cost to construct the new school from \$54.6 million to \$42.4 million by reducing the size and design of the building. He anticipates the State will approve construction funding by spring 2018 at about the same time the design plans are complete, allowing the project to go out to bid by September 2018, with school construction to begin in January 2019. He thanked the Commissioners for working with the BOE to replace the 38-year-old SES, which a 2014 feasibility study identified as having major instructional and building system deficiencies. He stated that it is an honor to be able to move this project forward on his first official day as Superintendent. Commissioner Bunting stated that it is due to the hard work of the team of Commissioners, Board of Education (BOE) members and staff that they have now approved the proposed SES replacement project with a conceptual design that will meet the needs of the students at an affordable cost to Worcester County. He issued special thanks to BOE President Jonathan Cook and Mr. Taylor for inviting the Commissioners to be a part of the SES replacement planning process. He stated that all involved rolled up their sleeves to resolve issues and develop plans for a first-rate new SES that teachers, students and the community can be proud of at a cost that will allow the Commissioners to address other vital needs and capital projects of the County and the BOE in the future.

Pursuant to the recommendation of Assistant Chief Administrative Officer Kelly Shannahan and upon a motion by Commissioner Purnell, the Commissioners unanimously approved the annual holiday turkey/ham program and agreed to present each of the roughly 670 County employees with a \$20 WalMart gift card for the purchase of a turkey or ham for the holidays at an approximate overall cost of \$13,400. Commissioner Mitrecic suggested that the Commissioners consider increasing the budget for this program next year so that the value of the gift cards can be increased due to the higher cost of turkeys and hams over the past few years.

The Commissioners met with Assistant Chief Administrative Officer Kelly Shannahan to discuss resuming the County's participation in the National Hurricane Conference beginning in 2017. Mr. Shannahan stated that the County sent a contingency of critical staff to the conference annually up to 2008, when the practice was temporarily suspended due to the recession. He noted that the 12 County employees who attended in 2007 stated that it was the best and most useful training event they ever attended. Mr. Shannahan advised that, following a request from Public Works Director John Tustin to send several Public Works staff to the 2017 conference, he had spoken with other department heads involved in emergency response who provided him with the names of employees who could also benefit from this training. He stated that, given recent flooding events and other emergency responses related to the threat of hurricanes, it would be beneficial to resume sending key staff members and Commissioners on a rotating basis to the conference annually, and he reviewed three lists of potential attendees to the conferences in 2017, 2018, and 2019. Mr. Shannahan advised that registration is now open for the 2017 National Hurricane Conference, which takes place April 17-20, 2017 at the Hyatt Regency in New Orleans. The regular early registration fee is \$350 per person; however, he negotiated a group discount of \$50 per person, provided at least 10 County staff are registered. Therefore, the estimated cost of registration, travel, lodging, and meals is \$1,950 per person for 2017. Mr. Shannahan stated that funding was not set aside in the FY17 budget to cover this expense but suggested that the Commissioners could authorize an over-expenditure in the Travel and Training Account to allow critical staff to attend the 2017 Hurricane Conference, with funds to be budgeted annually thereafter.

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Commissioner Mitrecic stated that he has attended several Hurricane Conferences and cannot stress how important it is for County staff to participate in this worthwhile training. Following some discussion and upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized an over-expenditure in the Travel and Training Account to send the following 16 staff members to the 2017 Hurricane Conference: Fred Webster and Robert Rhode of Emergency Services; Jeff McMahan and Matt Owens of the Fire Marshal's Office; Harold Higgins and Kim Moses of County Administration; Mike Mitchell, Jeff Tingle, Frank Adkins and Mike Hutchinson of Public Works; Kelly Henry and Bill Bradshaw of Development Review and Permitting; Bob Mitchell and David Bradford of Environmental Programs; and two County Commissioners. The Commissioners agreed to consider future funding and attendance annually on a case-by-case basis.

The Commissioners met with Mr. Shannahan to review the Commissioners' proposed meeting schedule and budget schedule for 2017, with Commissioners' meetings generally taking place on the 1st and 3rd Tuesday of each month, except where such dates fall on a legal holiday or other conflicting event. Mr. Shannahan stated that the Independence Day holiday falls on Tuesday, July 4 so the first meeting in July is proposed for Wednesday, July 5, 2017. In addition, since the National Hurricane Conference is scheduled for April 17-20, 2017, he suggested scheduling the second meeting in April to Tuesday, April 25, 2017. Upon a motion by Commissioner Bertino, the Commissioners unanimously approved their schedule of meeting dates and budget schedule for calendar year 2017, with the 2nd meeting in April to take place on the 4th Tuesday, April 25 and the first meeting in July to take place on Wednesday, July 5, 2017.

The Commissioners met with County Attorney Maureen Howarth to discuss the Department of Liquor Control (DLC) Management Committee's recommendation regarding the sole bid from Richard J. Smith, Jr., with an addendum, to sublease the 4,300-square-foot Shore Spirits Retail Liquor Store at 16th Street in Ocean City, which has a lease termination date of February 28, 2024. Ms. Howarth stated that the addendum specifies that Mr. Smith is proposing a partnership with Azezeh Ramadan, who holds a Class "A" Beer/Wine license at Village Market on 18th Street, to apply for an upgrade to a Class "A" Beer/Wine /Liquor license at 18th Street, upon which the retail liquor store at 16th Street would be closed and the inventory moved to the 18th Street store. Ms. Howarth stated that Mr. Smith further proposes negotiating with Tony Christ, the landlord for the 16th Street store, to buy out the remaining seven years and two months on the County's current lease agreement, after which Mr. Christ could lease the space to another tenant. However, if an agreement cannot be reached with Mr. Christ, Mr. Smith has agreed to assume the County's lease under the conditions established in the Request for Proposals (RFP) for the remainder of the term through February 28, 2024 and he would attempt to sublease the space in compliance with the County's current lease agreement in order to offset a portion of his expenses. Ms. Howarth advised that the DLC Management Committee reviewed Mr. Smith's proposal, personal financial statement, and business experience and recommends accepting Mr. Smith's proposal to assume liability under the 16th Street lease agreement, plus an additional \$1 per month through February 28, 2024, post an Irrevocable Letter of Credit of \$161,808, and purchase all of the inventory in the 16th Street store at the cost paid by the County, a currently estimated worth of \$258,982.51, plus a 10% mark-up, at an estimated total cost of \$284,881. She stated that in return Mr. Smith will receive the Commissioners' approval to apply with Azezeh Ramadan for an upgraded Class "A" Beer/Wine/Liquor license at Village Market on 18th Street. Upon

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a motion by Commissioner Mitrecic, the Commissioners unanimously accepted the bid and addendum from Mr. Smith as presented, contingent upon a formally approved Asset Purchase Agreement between Mr. Smith and the County prior to the Board of License Commissioners' meeting on December 21, 2016, and approval of the upgraded license at 18th Street by the Board of License Commissioners.

The Commissioners answered questions from the press, after which the board adjourned to meet again on November 15, 2016.



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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

ZONING DIVISION
BUILDING DIVISION
ADMINISTRATIVE DIVISION

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

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Memorandum

To: Worcester County Commissioners
CC: File
From: Jo Ellen Bynum *JEB*
Date: 11/7/2016
Re: Housing Rehabilitation Bid Package- General Rehab

Attached please find a housing rehabilitation program bid package for the general rehabilitation of a home located in the Snow Hill area. This project is proposed to be funded through the County's current CDBG grant, MD-15-CD-23. Please review and approve this project to be placed out for the bidding process.



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

PROPERTY OF: **Elsie Showell**
ADDRESS: **5716 Blake Road**
Snow Hill, MD 21863
TELEPHONE: **410-632-0637**

TOTAL QUOTE: _____

CONTRACTOR: _____ DATE: _____
NO QUOTATIONS AFTER: 12/12/16

PART ONE: GENERAL CONDITIONS
PART TWO: SCOPE OF WORK

PART ONE – GENERAL CONDITIONS

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

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

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

WORKSCOPE

A. Roof:

1. On the entire dwelling, remove all existing shingle layers down to sound roof deck.
2. Where the sheathing is not sound, repair/replace as needed on a T & M extra to the contract. State your price per each 4 x 8 sheet to remove and replace: _____
3. Furnish and install #15 felt paper, new edge metal, no-caulk vent flashings, and minimum 30 year warrantied architectural shingle in a color to be selected.
4. Replace squashed roof top hood vent with like in kind. Replace square shaped faux brick painted galvanized metal flue hood with like in kind. Alternatively, use for a pattern and fabricated a replacement of same gauge metal. Prime and paint a color to be decided.
5. Repair/replace several areas of badly deteriorated fascia boards with sound stock prior, then wrap all fascia boards with white aluminum trim coil metal
6. Remove and replace gutter using seamless K-Style, white, screw-bracket attached. Add 2 x 3 downspouts and all accessories, including splash blocks.

Price _____

B. Siding:

1. Remove painted decorative plywood trim on front face of dwelling and all existing siding and siding accessories. Replace any deteriorated wall sheathing with equal thickness materials. Install house-wrap vapor retarder on first floor walls, taped at seams.
2. Install insulation backer board (fan-fold) on all walls. Install vinyl siding on all walls in a pattern and color to be selected. Include all vinyl accessory mounting blocks as needed.
3. Install vinyl shutters to all window combinations in a color to be selected.
4. Install solid white vinyl soffits panels directly to plywood soffits, front and rear of this dwelling. * In front right eave area remove rotted soffit before installing vinyl.

Price _____

C. Windows:

1. Remove and replace all storm windows and wooden sash windows with thermal vinyl replacement units, Grade 35 or better, double-hung style, with Lo-E hi-performance glass, in the color white, with half or full screens.
2. Wrap the exterior trim of these windows with white aluminum trim metal. Caulk all work.

Price _____

D. Entrances:

1. Remove and replace front door with an insulated metal entrance door. Repair/replace water damaged wood joists ends and rim joist beneath where front steps meet house. Flash this connection between wood and new concrete materials.

Elsie Showell
5716 Blake Rd
Snow Hill, MD 21863
410-632-0637

11/02/16

2. Replace kitchen door as described in item D.1.. Keep and re-use this Kwikset lockset at this kitchen location, then have the new front door Kwikset lockset keyed to match it, as per owner's request.
3. Remove and replace the front and kitchen door masonry steps with new masonry materials resting on proper concrete footings. Provide proper rise/run steps with a minimum 3' deep landing at the door.
4. At front and kitchen doors, install salt-treated materials for guardrails on both sides of the steps. Posts set in concrete next to the new steps. Add graspable handrails on both sides.
5. At both door locations, wrap the new exterior brick moulding with white aluminum. At front replace the storm door with full view white aluminum. At kitchen re-install the existing storm door, but add a one new closer and a storm chain. Style type to be selected by homeowner to suit the door location.

Price _____

E. Electric:

1. Install exterior electrical GFIC outlets in weather proof housings, front and rear.
2. Replace each exterior light fixtures with new LED type fixtures with dusk to dawn photo sensors.
3. Upgrade the current single smoke detector to current Worcester County code requirements including hard-wired, interlaced, and inside bedrooms. Add a carbon monoxide detector in the hallway adjacent to the furnace compartment.
4. Add GFIC receptacles at the counter top locations in the kitchen and bathroom.
5. Replace the range hood, color white, and exhaust through an exterior wall vent hood that is first trimmed with Azak before J-channelled for siding.

Price _____

F. Repairs:

1. Tighten all screws on interior door lockset, and lube the latches and hinges.
2. Shave two door tops that are binding: rear bedroom door and front entrance closet door.
3. Carefully remove and re-install 16 pieces of 4" x 4" ceramic tiles in the first course above the tub edge. Prepare a clean, flat substrate to receive adhesive. Water-seal the substrate in the repaired area. Make substrate repairs with Dura-bond 90 hard setting compound if needed. Grout to match.
4. Install two outdoor spigots with quarter-turn frost-free valves.

Price _____

Project Total \$ _____

I hereby certify that I have read the preceding specifications and accept them as written.

Elsie M. Showell 11-3-2016
Owner Date



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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

PLANNING DIVISION
BUILDING DIVISION
ADMINISTRATIVE DIVISION

DATA RESEARCH DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

MEMORANDUM

TO: JoEllen Bynum, Economic Development

FROM: Janet Davis, Customer Service Manager

DATE: November 2, 2016

RE: Permitting requirements for Elsie Showell
5716 Blake Road (M56 P81 L2)

The proposed scope of work dated November 1, 2016 which you provided for the above referenced property has been reviewed by this Department, and it has been determined that a building permit and electrical permit is required before certain aspects of the project can commence. The proposed improvements should be inspected for compliance with current applicable electrical code, building code and energy code requirements.

The contractor awarded the job needs to obtain the permits which includes obtaining the property owner's signature of the building permit form, submitting the fees and providing plans for the work described in the proposed scope of work, as well as list of materials, etc. The current relevant codes the project is subject to are: 2015 International Residential Code and IECC/Energy Code, and 2014 National Electrical Code. The designated contractor can contact Tom Bair, Plans Reviewer/ Building Housing Inspector, Ext. 1152 with any questions regarding the required plans.

You should check with Environmental Programs and obtain any relevant information regarding this project as well.

Note: From a zoning standpoint, the proposed scope of work does not involve a change in the existing footprint of the dwelling. If the project changes, additional review would be required.

If you have any questions, please do not hesitate to contact me.

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

BID FORM

***must be signed to be valid**

**Property of Elsie Showell
5716 Blake Road
Snow Hill, MD 21863**

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

Total Quote : \$ _____

Date: _____

Signature

Typed Name

Title

Company Name

Address

Phone Number(s)

MHIC License # Expiration Date

Contractors

AIM Services, Inc.
Attn: Steve Coady
2314 Allen Drive
Salisbury, MD 21801

Allstate Renovation & New Homes, Inc.
Leo Kuneman
PO. Box 303
Trappe, MD 21673

Apex Construction
Attn: Mike Meade
12650 Sunset Avenue, Suite 7
Ocean City, MD 21842

Barmar Construction, LLC
714 Hills Point Road
Cambridge, MD 21613

Robert Brooks
Apostle Construction
716 Naylor Mill Road
Salisbury, MD 21801

C.A.R.E. Property Services, Inc.
Attn: Jordan Lehr
1235 Abbottstown Pike
Hanover, PA 17331

Covenant Contractors
10522 Jones Road
Berlin, MD 21811

Curtis Mercer Remodeling, Inc.
9937 Hotel Road
Bishopville, MD 21813

Eastern Shore Construction
David Barone
27320 Cash Corner Road
Crisfield, MD 21817

Edge Creek Builders added 11/11/14
9525 Shiloh Farms Road
Berlin, MD 21811

Hebreux St. Fleur
P.O. Box 4501
Salisbury, MD 21803

John Catanzaro
J.A. Argetakis Contracting Co., Inc.
3723 Eastern Avenue
Baltimore, MD 21224

J & G Maintenance & Repair
10446 Dinges Road
Berlin, MD 21811

Mallard Home Improvements
P.O. Box 28
Quantico, MD 21856

Medli Home Improvement
1806 Jersey Road
Salisbury, MD 21801

The Myers Group
1147 S. Salisbury Blvd.
#8-140
Salisbury, MD 21801

Carroll Odom
631 Naylor Mill Rd.
Salisbury, MD 21804

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

Shoreman Construction
William Hearn
606 E. Pine St.
Delmar, MD 21875

Three Guys Construction
Stephen Frey
8660 Lake Somerset Rd.
Westover, MD 21871

Vernon Esham Homes
P.O. Box 375
Hebron, MD 21830



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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

TEL: 410.632.1200 / FAX: 410.632.3008
www.co.worcester.md.us/drp/drpindex.htm

ZONING DIVISION
BUILDING DIVISION
ADMINISTRATIVE DIVISION

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

2

Memorandum

To: Worcester County Commissioners
CC: File
From: Jo Ellen Bynum *JEB*
Date: 11/7/2016
Re: Housing Rehabilitation Bid Package- Replacement Well

Attached please find a housing rehabilitation program bid package for the replacement of a well at a single family home located in the Snow Hill area. This project is proposed to be funded through the County's current CDBG grant, MD-15-CD-23. Please review and approve this project to be placed out for the bidding process.



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

PROPERTY OF: **Betty Bishop**
ADDRESS: **5915 Worcester Highway**
Snow Hill, MD 21863
TELEPHONE: **410-632-4776**

TOTAL QUOTE: _____

CONTRACTOR: _____ DATE: _____
NO QUOTATIONS AFTER: 12/12/16

PART ONE: GENERAL CONDITIONS

PART TWO: SCOPE OF WORK

PART ONE – GENERAL CONDITIONS

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

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

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

Betty Bishop
5915 Worcester Highway
Snow Hill, MD 21863

11/07/16

Well Scope Of Work

- Locate, abandon and seal old well
- Install a 4" deep well with ½ H.P. submersible pump and appropriately sized tank, approximate depth 300'
- Include all plumbing and electrical hook-ups
- Obtain all necessary permits & include any permit fees

Total Project Cost = _____

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

BID FORM

***must be signed to be valid**

**Property of Betty Bishop
5915 Worcester Highway
Snow Hill, MD 21863**

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

Total Quote : \$ _____

Date: _____

Signature

Typed Name

Title

Company Name

Address

Phone Number(s)

Well Driller License # Expiration Date

Date Available to Start: _____

Well Drillers

Alan Daisey Well Drilling
32647 Lighthouse Road
Selbyville, DE 19975

Bundick Well & Pump
P.O. Box 15
Painter, VA 23420

Daisey Well Drilling
Route 3, Box 189
Frankford, DE 19945

C&C Well Drilling
29126 Naylor Mill Road
Salisbury, MD 21801

Lifetime Well Drillers*
24321 Shore Highway
Denton, MD 21629

Somerset Well Drilling*
P.O. Box 67
Westover, MD 21871

Wayne Weber Well Drilling
32815 Dupont Blvd.
Dagsboro, DE 19939

3

Reggie T. Mason
Sheriff

OFFICE OF SHERIFF



Douglas A. Dods
Colonel

SINCE 1742

ONE WEST MARKET STREET, ROOM 1001
SNOW HILL, MARYLAND 21863-1072
410-632-1111
FAX: 410-632-3070

To: County Commissioners

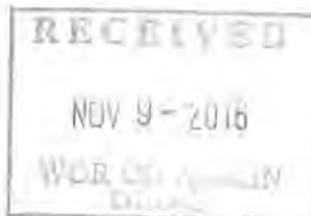
From: Reggie T. Mason, Sheriff *RTM*

Subject: MOU's For Secondary Employment

Date: November 8, 2016

Attached is a request to add an additional Memorandum of Understanding agreement with Walmart a local business in Worcester County, who are requesting security assistance with our agency. The current rate per deputy beginning July 1, 2016 will be \$75.00. The cost will cover the deputy's overtime rate, which includes administrative fees. The MOU will cover from November 25, 2016 until December 24, 2016, at which time all MOU's will be reviewed and updated for approval.

Thank you for your time in this matter.



MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING, made this ____ day of November, 2016, by and between the COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND ("County"), the WORCESTER COUNTY SHERIFF'S OFFICE ("Sheriff") and Walmart, owner and operator of Walmart Stores, Inc."

WHEREAS, Walmart desires to have a greater law enforcement presence at its facilities located at 11416 Ocean Gateway, Berlin, Maryland during their special event known as Black Friday, times to be determined, and December 24th 6:00 P.M. until December 25th 8:00 P.M.; and

WHEREAS, the Sheriff is willing to devote extra patrols at Walmart; and

WHEREAS, these extra patrols will involve over-time charges which are unbudgeted in the Sheriff's operating budget; and

WHEREAS, Walmart is willing to pay to the Sheriff these costs, including an administrative fee; and

WHEREAS, the County, as the budgetary authority for the Sheriff, is willing to handle the accounting that will be necessary under this Memorandum of Understanding.

NOW, THEREFORE, WITNESSETH, that in consideration of the premises and the undertaking of the Parties hereto, the Parties agree as follows:

1. The Sheriff will use his best efforts to assign extra patrols by his Office for law enforcement purposes only, to Walmart during the dates and times requested by Walmart: November 24th, known as Black Friday with three (3) officers, times to be determined, December 24th 6:00 P.M. until December 25th 8:00 P.M. during store closing with one (1) officer.
2. During these patrols, the Sheriff's deputies will be on-duty and under the supervision of the Sheriff and his Chain- of -Command. During these patrols, the deputies may respond to reasonable requests by Walmart regarding law enforcement efforts. The deputies may or may not be in uniform, depending on the orders of the Sheriff, but the Sheriff will use his best efforts to ensure that uniformed deputies are assigned to the patrol.
3. The Sheriff will keep accurate and complete records of the hours worked by each of the deputies at Walmart. Any time worked over 30 minutes will be rounded up to a full hour. Every twenty-eight (28) days, the Sheriff will submit to Walmart a written invoice detailing the hours and dates worked to date and the total amount due from Walmart for the extra patrols. Within fifteen (15) days after receipt of the invoice, Walmart shall pay to the Sheriff, the sum of \$75.00 per hour per deputy as shown on the invoice. This amount includes the administrative fee.

4. This Memorandum of Understanding shall be for the times specified in Item 1 and may renewed by request of Walmart upon such terms and conditions that they mutually agreed upon.
5. Any of the Parties hereto may cancel this Memorandum of Understanding by giving the other Parties thirty (30) days written notice of its intent to cancel.
6. This Memorandum of Understanding may only be modified in writing, executed by the Parties hereto.

WITNESS the hands and seals of the Parties on the date first above written.

ATTEST:

**COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND**

By: _____
Harold L. Higgins, Chief Administrative Officer

ATTEST:

**WORCESTER COUNTY
SHERIFF'S OFFICE**

d/t Michael Brown

By: *Reginald T. Mason*
Reginald T. Mason, Sheriff

ATTEST:

Walmart Stores, Inc.

d/t Michael Brown

By: *Sharon Miller*
Authorized Officer



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

4

FRED E. WEBSTER, JR.
DIRECTOR

To: Harold Higgins, Chief Administrative Officer

From: Fred Webster, Director of Emergency Services 

Re: Building Intercom System

Date: 9 November 2016

Attached with this memo is a proposal from Absolute Security for replacement of the intercom system for the Worcester County Government Center. This system has been in place since the building was built in 2001-2002. The price, including installation, is quoted at \$42,215.

During the week of October 10th the system began ringing in both the Dispatch Center and the Sheriff's Office monitoring room. Absolute's technicians responded and believed they isolated it to one speaker box. That unit was disconnected and removed from the wall. The next day the unit began ringing again even though the unit was still off the wall. Further investigation revealed that the issue was a circuit card in the main control box located in the dispatch closet. Multiple attempts were made to reset the card without success. Airphone no longer supports this model system and attempts to locate the parts from various online sites were to no avail. The system has since been shut down because of the continual ringing.

Since this system controls multiple doors throughout the building, including the Sheriff's Office, we are asking that this be classed as an emergency purchase and the normal bidding process waived.

Assistant Director Hamilton is available at your convenience to answer any questions.

300 Mill St. Suite A
 Salisbury MD. 21801
 Phone (410)860-0620
 Fax (410)-543-4460
www.absolutesecuritygroup.com



Absolute Security Group, Inc.

FIRE ALARMS • BURGLAR ALARMS • CAMERAS • ACCESS CONTROL

ALARM INSTALLATION SCHEDULE

The Alarm Installation Schedule made this 5 day of November 2016 between Absolute Security Group Inc. hereafter referred to as the "Contractor" and Worcester County Emergency Services hereafter referred to as the "Subscriber" is subject to all the terms and conditions in the Subscriber contract or subscriber Alarm Lease Contract to be signed by Subscriber before Contractor performs the installation. All Labor, Services and Equipment at locations determined by Contractor shall be supplied at the premise of the Subscriber as described herein:

ALARM INSTALLATION:

- 3- Alphone IX Series Master Stations
- 16- IP Flush Mount Video Door Stations
- 4- 4 Channel Relay Modules
- 4- Power Supplies
- 16- Relays
- 1- Weatherproof Box for Sally Port Entrance across Street
- 3- Desktop Mounts for Master Stations
- 1- 24 Port POE Switch
- Run all new Wire to all intercom Stations
- Programming & End User Training

OPTIONS

INSTALLATION _____
 MONTHLY _____

INSTALLATION _____
 MONTHLY _____

INSTALLATION COST \$ 42,215.00
 DEPOSIT AMOUNT _____
 BALANCE AT INSTALL \$ 42,215.00

24 HOUR MONITORING _____
 CELL BACK-UP _____

ABSOLUTE SECURITY GROUP INC.

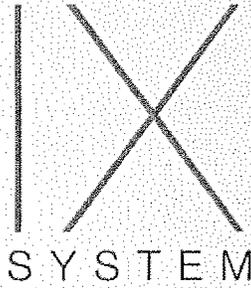
Scott Nibblett
 SECURITY CONSULTANT
 11/7/2016
 DATE

SUBSCRIBER

ACCEPTED BY _____ TITLE _____
 DATE _____ PHONE _____

THIS SCHEDULE IS NOT BINDING UNLESS ACCEPTED BY CONTRACTOR

AIPHONE



IP Network Audio-Video Intercom

- Phones in Dispatch (3)
- Video Door Stations at each point of entry (16)



Greater flexibility, covering more applications.

The IX System – getting the job done for a wide range of business applications, while achieving connection and integration with third-party IP systems.

Full IP-based Audio-Video Intercom System

Enables to communicate between an infinite number of door/master stations with no distance limitations. Helps save money as no server is required to build a system.

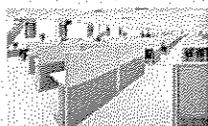
Integration with other IP-based security systems

Using an existing IP infrastructure, IX System can be integrated with Video Management System, Access Control System, and Network Camera System, etc. Combining security components saves time and resources during set-up and training.

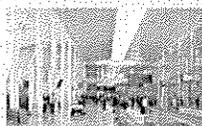
24/7 Monitoring/Recording

Video from door station can be monitored and recorded via third-party VMS/NVR systems. Enhances security level for various applications.

Aiphone offers the ideal intercom system for a diverse range of applications that leverage your IP network.



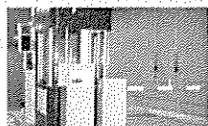
Offices



Airports



Railways



Parking facilities



Hospitals



Factories



Prisons



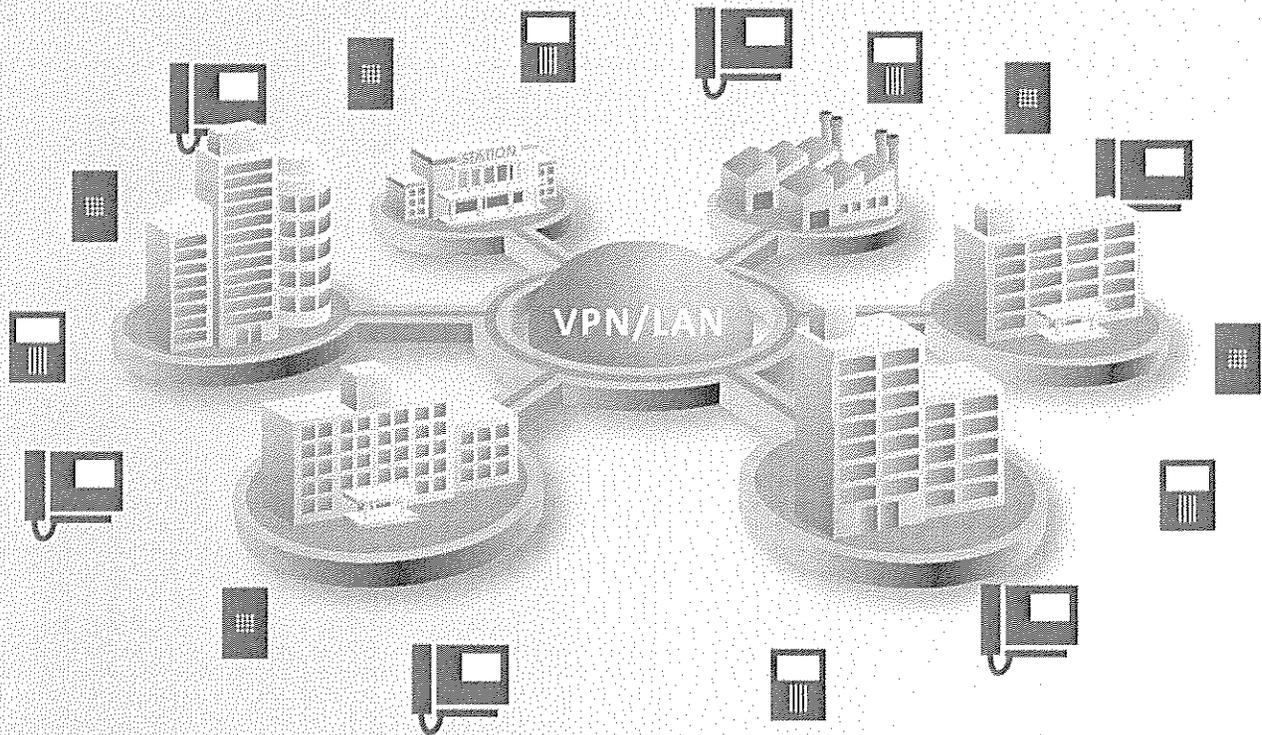
Shopping Malls



Schools

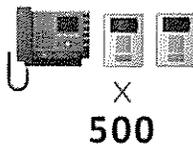
Broad coverage through network connections.

Full IP-network compatibility, simple installation, and greater flexibility.



Unlimited number of devices

IP addresses for up to 500 devices can be registered for each master station – plenty of coverage even in large-scale applications.



No wiring-distance limitations

LAN and VPN connections enable implementation over extensive areas and between remote locations. This system allows for closed circuit communication and central control in large facilities, between corporate and satellite offices, and any type of application with multiple locations.

No server configuration results in space savings, reduced installation time, and lower cost

Simply connect the units to Power over Ethernet (PoE) switches. This means no need for a dedicated server, with the additional benefit of eliminating the risk of system downtime due to server malfunction.



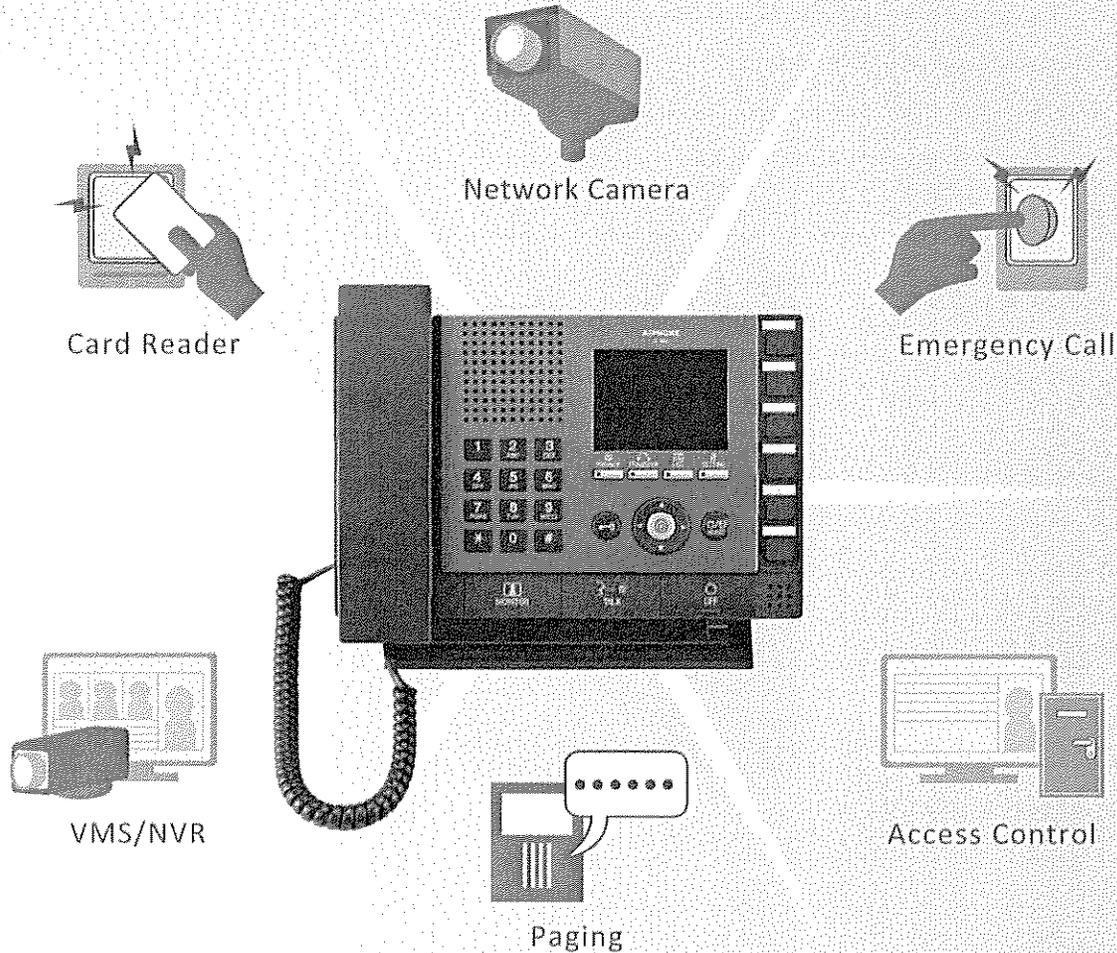
PoE design

Electrical power is supplied over the LAN port connection.



New generation of intercom with flexible integratability.

Security enhanced Integration



Compatible with third-party systems

This system is compatible with the ONVIF Profile S-established interface specifications for network camera equipment. This allows the intercom to be used with third-party systems, enabling interoperability of integrated IP systems. The open API allows for configuring IP systems with greater flexibility.

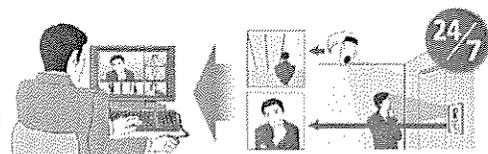
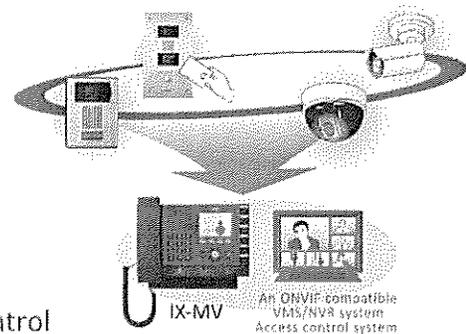


Examples of Integration

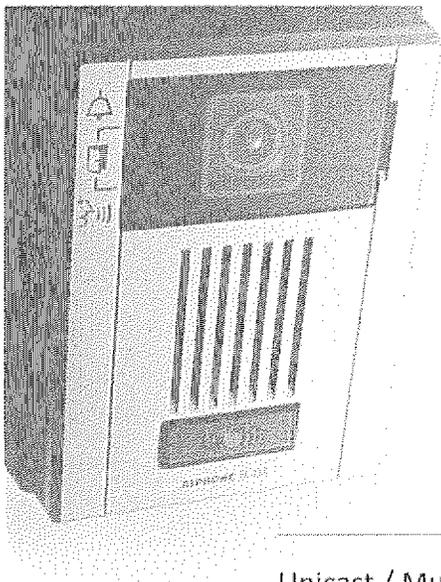
Use with a Video Management System and Access Control

Interconnection with an ONVIF Profile S-compatible network camera system lets you transform door station into surveillance cameras for facial identification of visitors. Integrate with video management systems for 24/7 recording. Integration with third-party access control is also possible.

VMS (video management system): XProtect by Milestone Systems
Access control: OnGuard by Lenel



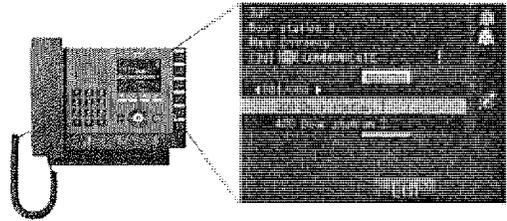
Clearly identify visitors with both the intercom and Network camera.



Custom settings for a variety of

Call Queuing

Master stations can receive up to 20 incoming calls simultaneously. Caller information can be displayed on a call queue list, making it possible to respond selectively to high-priority calls.



Unicast / Multicast

According to an infrastructure, there is a choice of sending data via Unicast or Multicast. Paging to all stations can be done using Multicast, and for Unicast communication, paging up to 50 stations is possible.

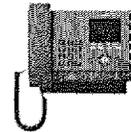
Customize with prerecorded messages

Create and import custom audio files for use as unique voice messages. For visitors at door stations, voice messages let them know that door is open.



Door is open

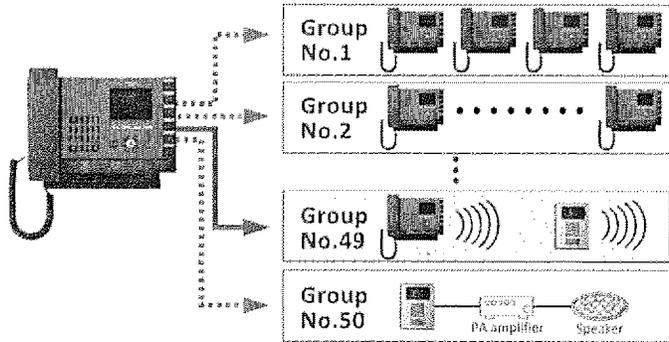
For security guards/receptions at master stations, voice messages help them to identify incoming calls instantly.



Call from customer entry point

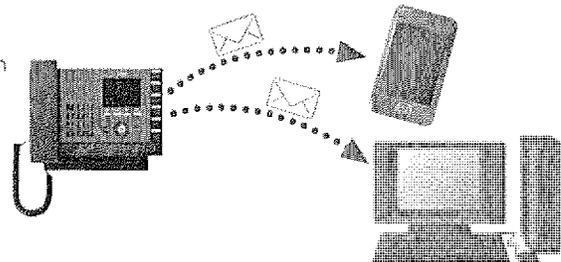
Page to all stations or individual groups

Page to all stations and page to preset specific groups is possible. A third-party paging amplifier can be connected for additional coverage.



Send E-mail

When master stations are called, IX System can send an E-mail attached with the visitor's picture up to 3 E-mail addresses. Error in the system and health check report can be also sent via E-mail.



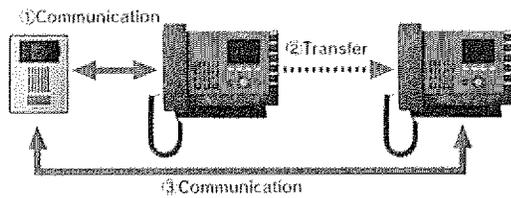
features.

A wide array of call transfer features

The system offers an array of call transfer features that can be set to meet the application.

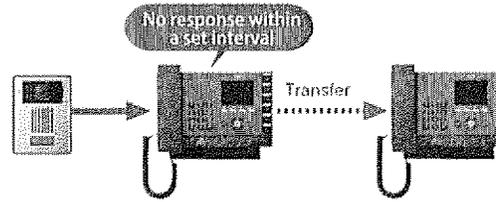
Manual transfer

A call from a door station can be placed on hold and transferred to another master station manually by the user.



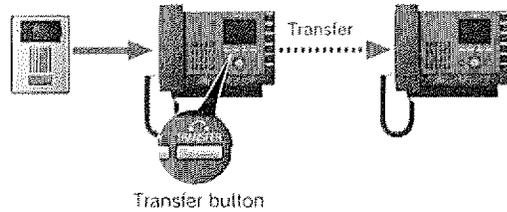
Delay transfer

If no response occurs within a set interval, call is automatically transferred to a pre-programmed master station.



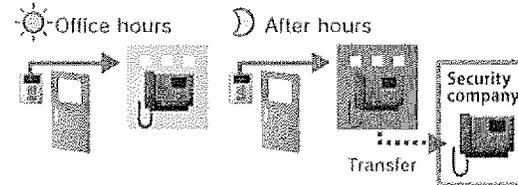
Absent transfer

Call is automatically transferred to a different master station immediately.

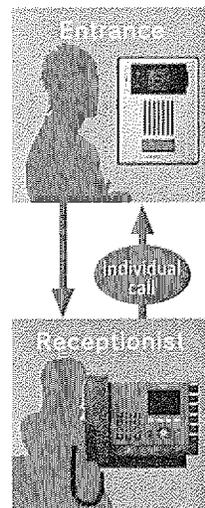


Schedule transfer

Call is automatically transferred to a preset master station during scheduled times, such as after normal business hours.

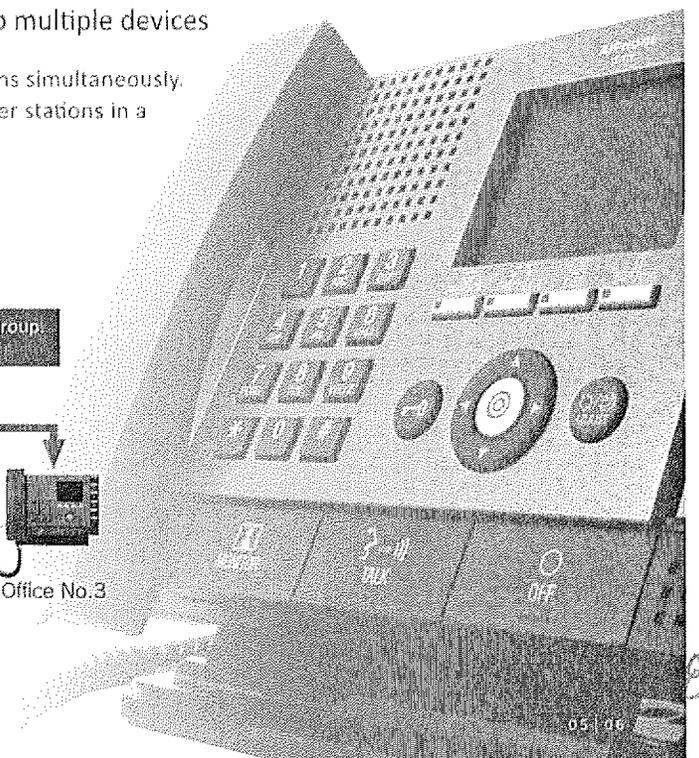
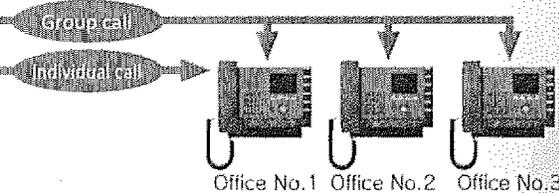


Usage-specific individual calls and simultaneous calls to multiple devices



Door station can call up to 20 master stations simultaneously. Master station can call up to 50 other master stations in a group simultaneously.

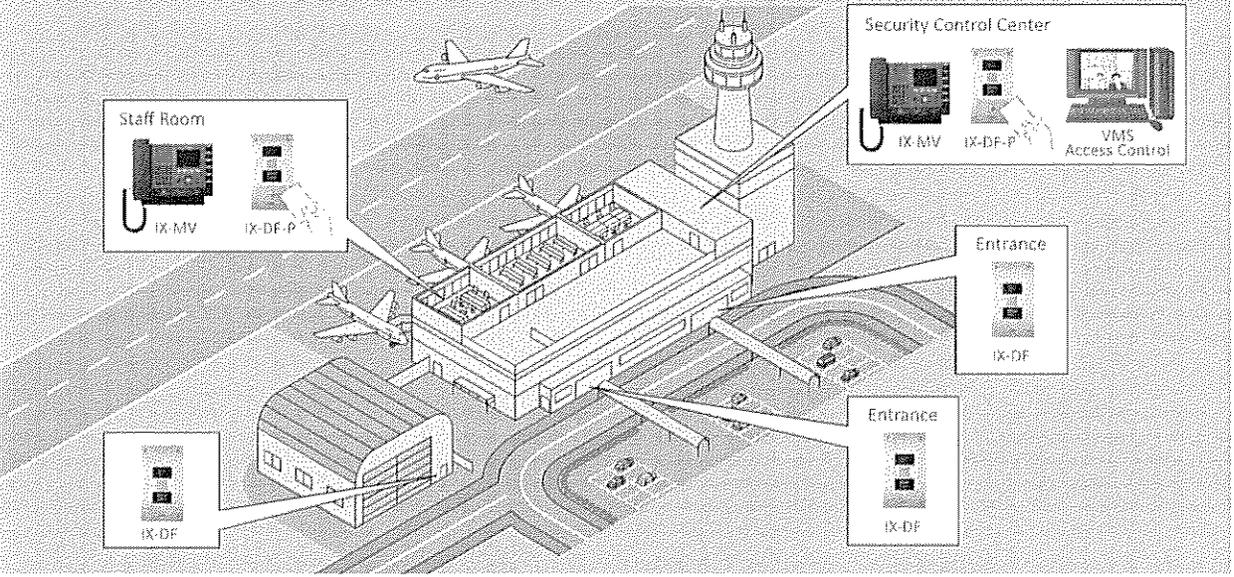
Up to 50 master stations can be registered in a group. Maximum 50 groups can be registered.



Airports

All-in-one system for Internal communication, Access Control for restricted area, and Video surveillance.

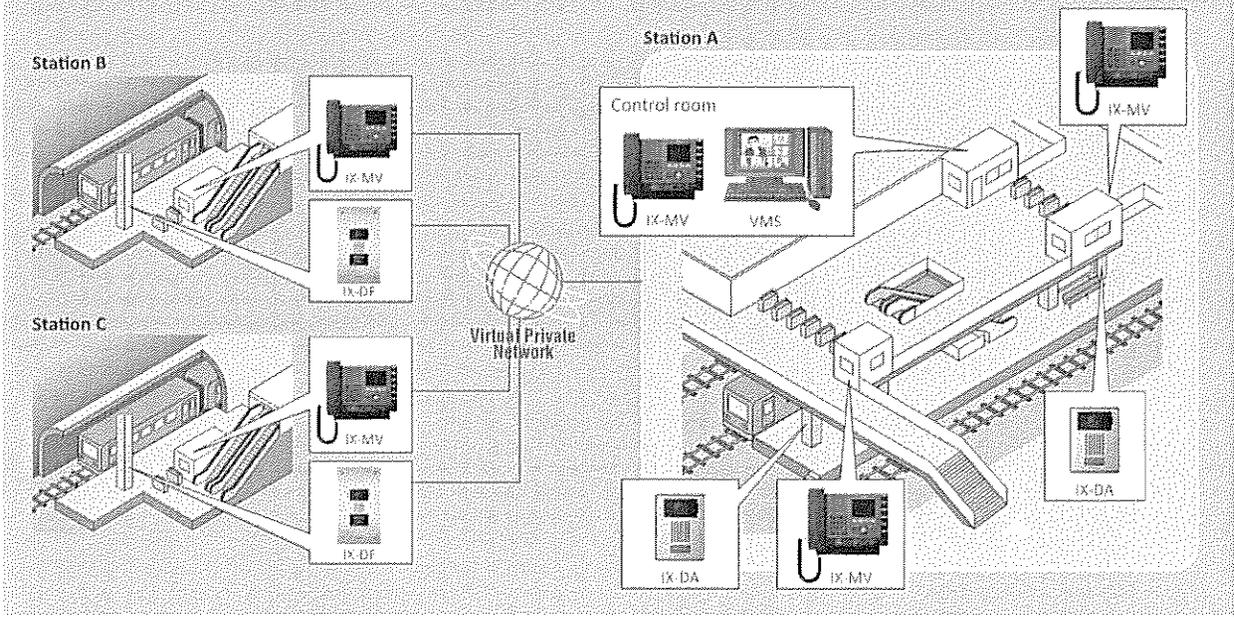
Employees can communicate with each other efficiently and effectively.
Access at public entrances can be controlled with facial identification.
Integration with access control is also possible.



Railways

All-in-one system for Help points, Communication between distant stations, and Video surveillance.

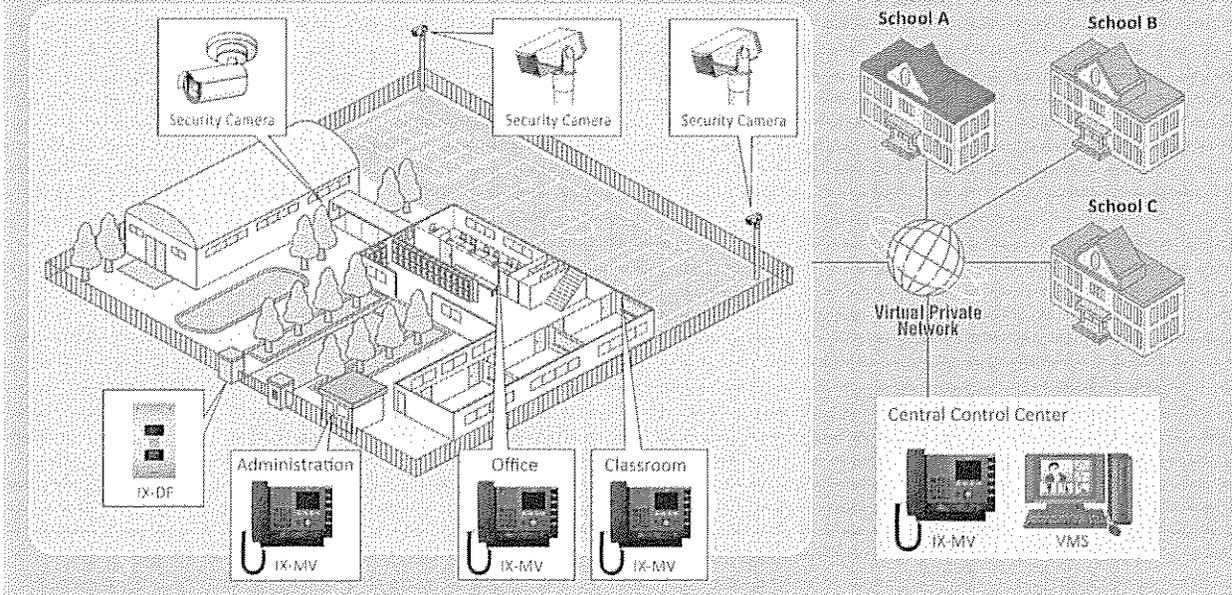
Response can be made to calls and queries from ticket machines, ticket gates, and platforms with video monitoring.
Communication between distant stations is also possible.



Schools

All-in-one system for Door Entry management, Call transfer for after hours, and Emergency paging.

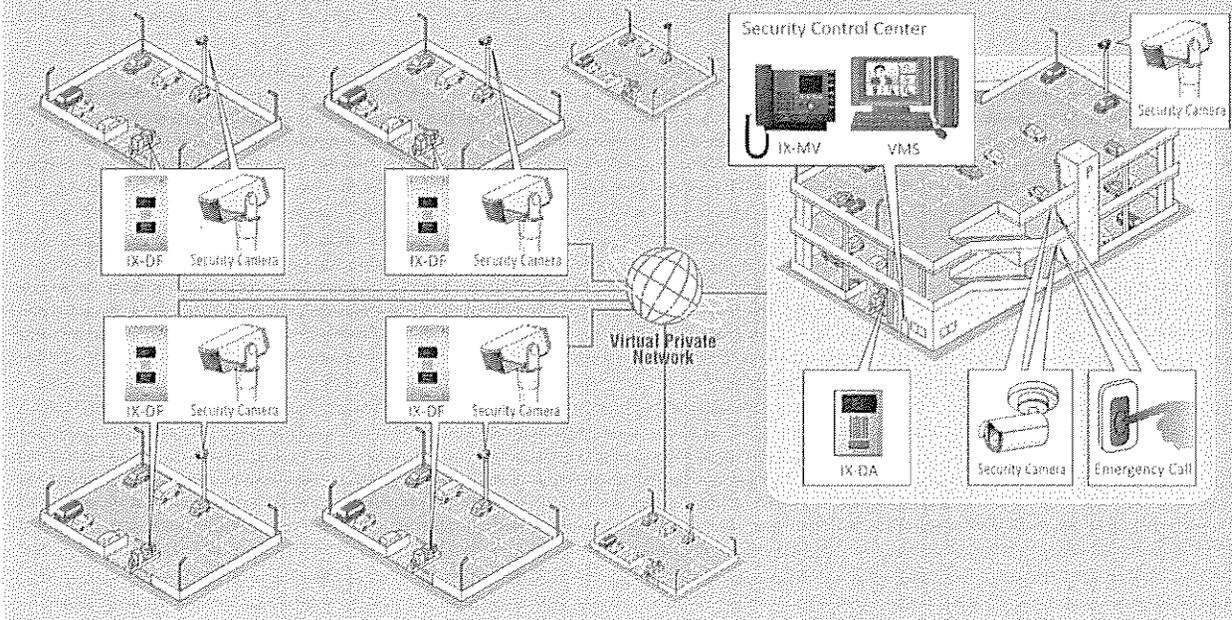
Management of entry and exit points integrated with access control can be accomplished. The system can also be used to enable teachers and staff members to easily communicate with one another. After hours control for schools within the district can be performed at a central control site.



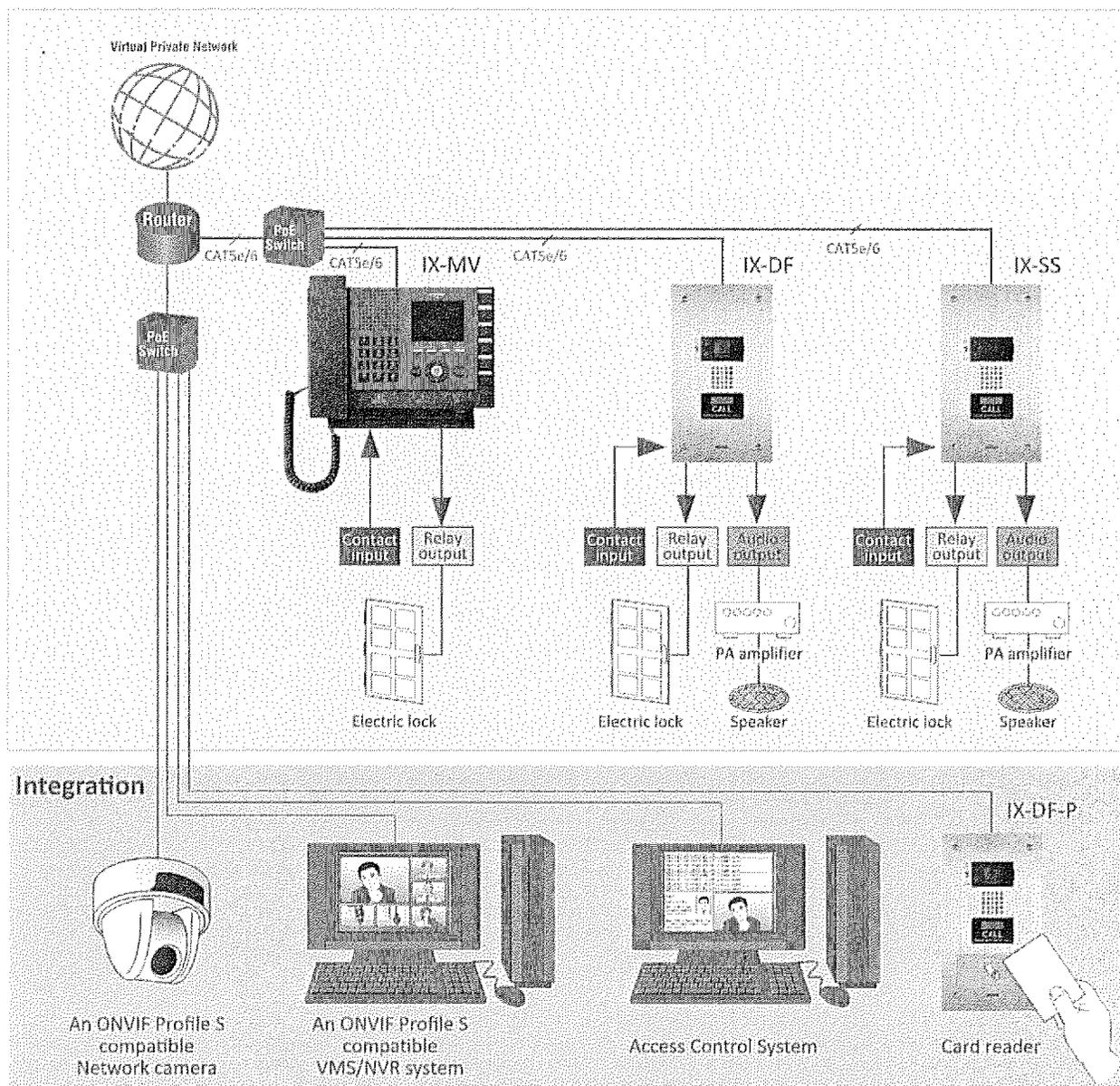
Parking facilities

All-in-one system for Emergency call, Remote control of distant parkings, and Video surveillance.

Audio communication and video identification allows for immediate where assistance is needed. Crime prevention can be enhanced further through simultaneous installation of network cameras.



Flexible system configuration to meet your specific application



A Guide to Terms

ONVIF (Open Network Video Interface Forum)

The interface specifications established by ONVIF provide standards that enable exchange of live video and audio as well as control information and the like by surveillance cameras and other network video devices feed, even among products from different manufacturers.

VMS (Video Management Software [or "System"])

This refers to video management software using an IP network. Servers and cameras of any make can be installed, enabling configuration of systems matched to user needs.

NVR (Network Video Recorder)

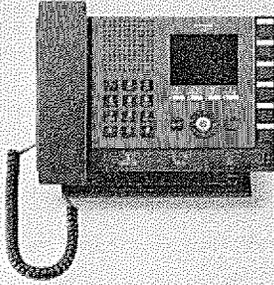
This is a device that records video feed from a network camera over an IP network.

Open API

This refers to a publicly disclosed set of commands and functions that can be used in programming. It enables control of intercom functioning by user programs, and also makes it possible for user programs to acquire information from intercoms.

SYSTEM COMPONENTS

Master Station



●IX-MV

IP Direct Audio + Video Master Station

- 3.5 inch LCD display
- Handset or hands-free
- Door release
- PoE - 802.3af
- Desk stand included (also wall mountable)
- Input/Output : Contact input X 1
Relay output X 1

Video Door Station

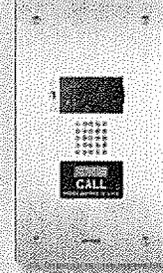


●IX-DF

IP Direct Audio + Video Door Station

- Stainless steel
- PoE - 802.3af
- Flush mount
- Mounting box included
- Input/Output : Contact input X 1
Relay output X 1
Audio output X 1

Audio Only Door Station

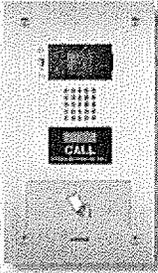


●IX-SS

IP Direct Audio Door Station

- Stainless steel
- PoE - 802.3af
- Flush mount
- Mounting box included
- Input/Output : Contact input X 1
Relay output X 1
Audio output X 1

Video Door Station

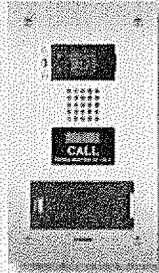


●IX-DF-P

IP Direct Audio + Video Door Station for ProxPoint® Reader

- Same features as IX-DF
- Compatible with HID® Proxpoint® Plus Proximity Card Reader
- Input/Output : Contact input X 1
Relay output X 1
Audio output X 1
- * Card reader not included

Video Door Station

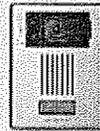


●IX-DF-PI

IP Direct Audio + Video Door Station for iCLASS® Reader

- Same features as IX-DF
- Compatible with HID® iCLASS® Smart Card Reader
- Input/Output : Contact input X 1
Relay output X 1
Audio output X 1
- * Card reader not included

Video Door Station



●IX-DA

IP Direct Audio + Video Door Station

- Fire-retardant resin
- PoE - 802.3af
- Surface mount
- Input/Output : Contact input X 1
Relay output X 1
Audio output X 1

Audio Only Door Station



●IX-BA

IP Direct Audio Door Station

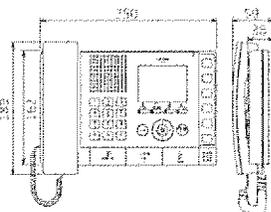
- Fire-retardant resin
- PoE - 802.3af
- Surface mount
- Input/Output : Contact input X 1
Relay output X 1
Audio output X 1

Specifications

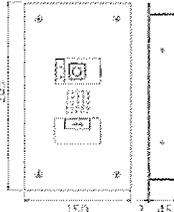
- LAN : Ethernet (10BASE-T, 100BASE-TX)
- Audio Codec : G.711
- Video Codec : H.264/AVC, Motion-JPEG (Master Station, Video Door Station only)
- Network protocol : IPv4, IPv6, TCP, UDP, SIP, HTTP, HTTPS, RTSP, RTP, RTCP, IGMP, MLD, SMTP, FTP, DHCP, NTP, DNS
- Authentication : SSL 3.0, TLS1.0, TLS1.1, TLS1.2
- Packet communication method : Unicast, Multicast (Multicast : Master Station, Video Door Station only)
- Other : ONVIF profile S (Master Station, Video Door Station only)

UNIT DIMENSIONS(mm)

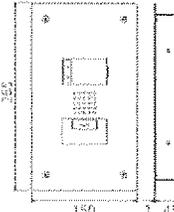
IX-MV



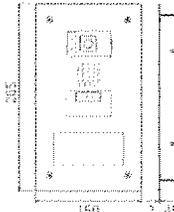
IX-DF



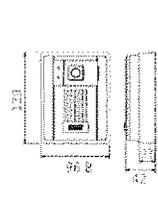
IX-SS



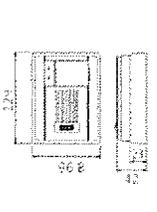
IX-DF-P, IX-DF-PI



IX-DA



IX-BA





5

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COUNTY COMMISSIONERS

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CHIEF ADMINISTRATIVE OFFICER
MAUREEN F.L. HOWARTH
COUNTY ATTORNEY

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND
21863-1195

November 15, 2016

Proposed Public Hearing
Date - December 20, 2016

TO: Harold Higgins, Chief Administrative Officer
Worcester County Commissioners

FROM: Kim Reynolds, Budget Accountant *K Reynolds*

RE: “REQUESTED” Capital Improvement Plan FY2018 through FY2022

Please find attached, the Requested Fiscal Year 2018 through Fiscal Year 2022 Five-Year Capital Improvement Plan. The Plan Summary by Category indicates projects totaling \$89,748,633 are requested over the five-year period. Of these projects, \$9,744,875 or 10.8% is proposed to come from the General Fund and \$47,085,062 or 52.4% from general bond funds. The remaining portion would come from user fees, grant funds, state match funds, state loans, and designated funds. Public School projects have been included in the Capital Improvement Plan.

We would ask you to assess the requests for FY2018 to see if there are items in the plan that the County should review. The FY2018 General Fund request is \$2,258,934 or 21% and General Bonds total \$1,486,721 or 14% of the capital outlays. The Bond Rating Agencies look closely at the Capital Improvement Plan as a financial planning tool for the County.

We would ask you to hold a public hearing on the requested capital improvement plan. This document should be approved as we begin our FY2018 operating budgets. Should you have any questions please do not hesitate to contact me.

Worcester County

Requested

5 Year Capital Improvement Plan
FY 2018 to FY 2022



NOTE: The proposed Capital Improvement Plan is a planning document to anticipate future financial needs of the County. Inclusion of a project in the plan does not constitute a guarantee of funding from the county. Some capital projects will be added, deleted and or amended as necessary. As with the Operating Budget, the projects for each fund have to be balanced with the resources available in that fund.

November 15, 2016

REQUESTED PLAN SUMMARY BY CATEGORY

11/9/2016

**WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN
FY 2018 to FY 2022 Project Summary**

Project Category	2018	2019	2020	2021	2022	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete *	Total Project Cost
General Government	3,152,934	252,941	0	0	0	3,405,875	3.79%	5,469,717	0	8,875,592
Public Safety	1,000,000	4,500,000	4,500,000	0	0	10,000,000	11.14%	0	0	10,000,000
Public Works	5,150,000	5,830,000	1,500,000	1,500,000	1,500,000	15,480,000	17.25%	1,800,000	0	17,280,000
Recreation & Parks	0	900,000	325,000	535,000	570,000	2,330,000	2.60%	0	0	2,330,000
Public Schools	1,086,721	5,698,949	18,436,208	22,008,188	8,690,955	55,921,021	62.31%	853,379	0	56,774,400
Community College	0	0	200,928	2,319,269	91,540	2,611,737	2.91%	0	0	2,611,737
TOTAL	10,389,655	17,181,890	24,962,136	26,362,457	10,852,495	89,748,633	100.00%	8,123,096	0	97,871,729

Source of Funds	2018	2019	2020	2021	2022	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete	Total Project Cost
General Fund	2,258,934	2,842,941	1,532,500	1,553,500	1,557,000	9,744,875	10.86%	1,058,717	0	10,803,592
User Fees	800,000	700,000	0	0	0	1,500,000	1.67%	0	0	1,500,000
Capital Project Funds	0	0	0	0	0	0	0.00%	0	0	0
Grant Funds	250,000	1,275,000	292,500	481,500	513,000	2,812,000	3.13%	325,000	0	3,137,000
State Match	1,519,000	7,719,000	6,018,000	2,539,000	1,569,000	19,364,000	21.58%	1,786,000	0	21,150,000
State Loan	2,600,000	465,000	0	0	0	3,065,000	3.42%	475,000	0	3,540,000
Designated Funds	1,475,000	120,000	388,887	2,499,269	1,694,540	6,177,696	6.88%	4,053,379	0	10,231,075
Developer Equity Con	0	0	0	0	0	0	0.00%	0	0	0
Private Donation	0	0	0	0	0	0	0.00%	425,000	0	425,000
Enterprise Bonds	0	0	0	0	0	0	0.00%	0	0	0
General Bonds	1,486,721	4,059,949	16,730,249	19,289,188	5,518,955	47,085,062	52.46%	0	0	47,085,062
Local Bank Loan	0	0	0	0	0	0	0.00%	0	0	0
TOTAL	10,389,655	17,181,890	24,962,136	26,362,457	10,852,495	89,748,633	100.00%	8,123,096	0	97,871,729

* Balance to Complete - Years FY2023 and future

3

**FY 2018 TO FY 2022 SUMMARY BY PROJECT
REQUESTED**

11/7/2016

**WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN**

	FY2018	FY2019	FY2020	FY2021	FY2022	Prior Allocation	Balance To Complete	TOTAL
General Government Facilities								
Courthouse Building Improvements	575,000	0	0	0	0	0	0	575,000
Ocean Pines Library Building Repairs	800,000	0	0	0	0	0	0	800,000
Library New Berlin Branch	1,777,934	252,941	0	0	0	5,469,717	0	7,500,592
Total General Government Facilities	3,152,934	252,941	0	0	0	5,469,717	0	8,875,592
Public Works								
Asphalt Overlay/Pavement Preservation of Roads	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000	0	8,500,000
Bridge Replacement -Bayside Road Bridge	0	2,000,000	0	0	0	0	0	2,000,000
Water Wastewater								
Mystic Harbour Effluent Disposal	2,350,000	700,000	0	0	0	150,000	0	3,200,000
Newark Spray Irrigation	500,000	930,000	0	0	0	650,000	0	2,080,000
Solid Waste								
Landfill Admin Scale Bldg Renovation & Addition	800,000	700,000	0	0	0	0	0	1,500,000
Total Public Works	5,150,000	5,830,000	1,500,000	1,500,000	1,500,000	1,800,000	0	17,280,000
Recreation & Parks								
Showell Park Land Acquisition & Development	0	900,000	325,000	535,000	570,000	0	0	2,330,000
Total	0	900,000	325,000	535,000	570,000	0	0	2,330,000
Public Safety								
Worcester County Jail Improvement Project	1,000,000	4,500,000	4,500,000	0	0	0	0	10,000,000
Total	1,000,000	4,500,000	4,500,000	0	0	0	0	10,000,000

4

**FY 2018 TO FY 2022 SUMMARY BY PROJECT
REQUESTED**

11/7/2016

**WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN**

	FY2018	FY2019	FY2020	FY2021	FY2022	Prior Allocation	Balance To Complete	TOTAL
Public Schools								
Pocomoke Middle School Roof Replacement	0	0	0	180,000	3,172,000	0	0	3,352,000
Showell Elem School Replacement	986,721	5,578,949	18,248,249	16,739,232	0	853,379	0	42,406,530
Stephen Decatur Middle School Addition	100,000	120,000	187,959	5,088,956	5,518,955	0	0	11,015,870
Total Public Schools	1,086,721	5,698,949	18,436,208	22,008,188	8,690,955	853,379	0	56,774,400
Wor-Wic Community College								
Wor-Wic New Academic Building	0	0	200,928	2,319,269	91,540	0	0	2,611,737
Total Wor-Wic	0	0	200,928	2,319,269	91,540	0	0	2,611,737

CAPITAL PROJECT SUMMARY - BY SOURCE OF FUNDS

Source of Funds	FY2018	FY2019	FY2020	FY2021	FY2022	Prior Allocation	Balance to Complete	TOTAL
General Fund	2,258,934	2,842,941	1,532,500	1,553,500	1,557,000	1,058,717		10,803,592
User Fees	800,000	700,000						1,500,000
Capital Project Funds								0
Grant Funds	250,000	1,275,000	292,500	481,500	513,000	325,000		3,137,000
State Match	1,519,000	7,719,000	6,018,000	2,539,000	1,569,000	1,786,000		21,150,000
State Loan	2,600,000	465,000				475,000		3,540,000
Designated Funds	1,475,000	120,000	388,887	2,499,269	1,694,540	4,053,379		10,231,075
Developer Equity Contribution								0
Private Donation						425,000		425,000
Enterprise Bonds								0
General Bonds	1,486,721	4,059,949	16,730,249	19,289,188	5,518,955			47,085,062
Local Bank Loan								0
TOTAL	10,389,655	17,181,890	24,962,136	26,362,457	10,852,495	8,123,096	0	97,871,729

Project: Courthouse Building Improvements

Dept Head, Title & Phone #: John Tustin, Public Works Director, 410-632-5623

Project Summary: Courthouse - Replacement of heating, ventilation, air conditioning and flooring.

Purpose: To replace a 52 year old (1964 vintage) multizone air handling unit and replacement of excessively worn carpet and floor tiles in high use areas that have not been replaced since 2003.

Location: 1 West Market Street, Snow Hill, MD

Impacts on General Fund Operating, Personnel or Maintenance: No impact to personnel

	FY 18	FY 19	FY 20	FY 21	FY 22	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	575,000							575,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								

TOTAL	575,000	0	0	0	0	0	0	575,000
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds	575,000							575,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	575,000	0	0	0	0	0	0	575,000
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NOTE: Multizone Air Handling Unit est. @ \$425,000 + Carpet/Floor Tile est. @ \$150,000

PROJECTED OPERATING IMPACTS								
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Project: Courthouse Building Improvements

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

• SCOPE: The Courthouse received one of three additions in 1964 and a substantial renovation in 2003. The multizone HVAC system in stalled in the 1964 addition has never been replaced and is beyond its useful life. The Courthouse received a cosmetic renovation in 2003 and the facility has a high volume of Staff and Patrons which has attributed to degradation of the flooring materials. The flooring should be replaced.

- 1) The obsolete multizone HVAC system , installed in 1964, cannot maintain space cooling requirements so it need s to be replaced .
- 2) The carpet and vinyl tile flooring installed 2003 has become overly worn from the high volume of foot traffic. The worn flooring materials need to be replaced.

• SCOPE DEVELOPMENT: The project scopes and recommendations were developed by the engineering firm of Gipe Associates, Inc. for the HVAC and Becker Morgan Group, Inc.

• HISTORICAL INFORMATION: There is substantial research that has been performed that can support the final engineering recommendations.

• FEDERAL MANDATES: Upgrades for the HVAC systems will require that all systems meet all applicable codes for indoor air quality and ozone depleting agents. There are Federal regulations that have to be met.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

Currently, the citizens seeking services from this facility experience interruptions in cooling during court proceedings in the Orphan's Court and this highly-charged environment needs and benefits from space temperatures being maintained at stable set points. The loss of adequate cooling to the occupied spaces occurs on a regular basis when ambient temperatures rise to a level where the equipment is unable to perform to meet the requirements. This loss affects the services provided at Family Services, Orphan's Court, Register of Wills and the Clerk of Court areas of the facility. Replacement of the multizone HVAC system will ensure that comfortable operating environments are maintained. The replacement equipment will also address high humidity issues that have been problematic since the 1964 addition was constructed. If this project is not funded then the greatest negative impact to the citizens and County will be the stifling temperatures when loss of cooling occurs. Replacement of the flooring is paramount to maintaining a clean environment for the patrons and staff. Soil and dust laden carpet can create allergens that affect the occupants.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The budgetary estimates for the repairs were developed by the engineering firm of Gipe Associates, Inc., the architectural firm of Becker Morgan Group, Inc. and the Worcester County Department of Public Works-Maintenance Division. The final project scope with options has not been determined so conservative estimates were provided. Replacement of the multizone air handling unit system is estimated at \$425,000. Replacement of carpet and floor tile is estimated at \$150,000.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

Construction is estimated to take up to a year after formal bidding and project award. This is based on Owner selections, construction sequencing, availability of materials and project commissioning.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

As stated above, replacement of the multizone HVAC system is critical to maintaining proper temperatures in the office and courtroom spaces.

Project: Ocean Pines Library Building Repairs

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this mandated by Federal Law?

- **SCOPE:** The Ocean Pines library was built in 1999 and is in need of the following repairs.
 - 1) The roof system leaks and damage is systemic. Roof sheathing, valley flashing and shingles need to be replaced to prevent water intrusion.
 - 2) The brick chimneys (2) leak due to original construction deficiencies. The chimneys need to be partially demolished and reconstructed with proper techniques and construction methods.
 - 3) Aged HVAC systems (4) cannot maintain space cooling requirements. The R22 condensers and evaporator coils are obsolete and need to be upgraded to R410A equipment.
 - 4) Interior drywall repairs to be completed after building improvements.
- **SCOPE DEVELOPMENT:** The project scopes and final repair recommendations were developed by the engineering firm of Gipe Associates, Inc. for the HVAC and The Whiting-Turner Contracting Company for the building envelope.
- **HISTORICAL INFORMATION:** There is substantial research that has been performed that can support the final engineering recommendations.
- **FEDERAL MANDATES:** Upgrades for the HVAC systems will require that all systems meet all applicable codes for indoor air quality and ozone depleting agents. There are Federal regulations that have to be met.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

Maintaining the structural integrity of this building is paramount as this facility serves the residents of Ocean Pines and other non-resident patrons such as tourists. The consequences of not funding the repairs described will be short-term and long-term degradation of the structural elements resulting in loss of services to the patrons of this facility. Loss of adequate cooling to the occupied spaces occurs on a regular basis when ambient temperatures rise to a level where the equipment is unable to perform to meet the requirements.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The budgetary estimates for the repairs were developed by the engineering firm of Gipe Associates, Inc., The Whiting-Turner Contracting Company and the Worcester County Department of Public Works-Maintenance Division. The final project scope with options has not been determined so conservative estimates were provided.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

Construction is estimated to take up to a year after formal bidding and project award. This is based on construction sequencing, weather conditions/constaints.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Currently, the facility leaks rain water through the roof and chimneys causing considerable interior damage. The occupants of the facility experience interruptions in cooling due to failing or failed equipment. So services to the staff and patrons are adversely affected.

Project: New Berlin Library

Dept Head, Title & Phone #: Jennifer Ranck, Library Director, 410.632.2600

Project Summary: New Berlin Library

Purpose: To replace the current 46 year-old facility with a new, larger building

Location: Harrison Avenue, north of Brittany Lane in the Town of Berlin

Impacts on General Fund Operating, Personnel or Maintenance: There will be increased cost for personnel because an increase in the size of the staff will be required. There will be increased building operation costs - utilities, custodial service, etc. - because it will be a larger building. Repair and maintenance costs, which have been higher than normal in recent years for the existing building, should go down significantly in the first few years of the new building's operation.

	FY 18	FY 19	FY 20	FY 21	FY 22	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design						409,720		409,720
Land Acquisition						430,000		430,000
Site Work						650,832		650,832
Construction	1,377,934					3,979,165		5,357,099
Equipment/Furnishings	400,000	70,000						470,000
Other		182,941						182,941
EXPENDITURES								

TOTAL	1,777,934	252,941	0	0	0	5,469,717	0	7,500,592
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SOURCES OF FUNDS								
	FY 18	FY 19	FY 20	FY 21	FY 22	Prior Allocation	Balance to Complete	Total Project Cost
General Fund	758,934	252,941				58,717		1,070,592
User Fees								0
Grant Funds								0
State Match	1,019,000					1,786,000		2,805,000
State Loan								0
Designated Funds						3,200,000		3,200,000
Private Donation						425,000		425,000
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	1,777,934	252,941	0	0	0	5,469,717	-	7,500,592
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PROJECTED OPERATING IMPACTS								
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Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this mandated by Federal Law?

The proposed scope, approximately 11,000 square feet, will create a functional space for the delivery of library service. While the proposed structure is approximately three times the size of the existing branch, the effective increase, in terms of the public portion of the building, will be less. The current building has no staff work space or lounge space; extremely limited storage space; a single, inadequate public rest room; and no multi-purpose room in which to present library programs for children and adults and for community groups to meet.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

The primary benefit of this project will be enjoyed by citizens of and visitors to the Town of Berlin and surrounding areas. The indirect benefit to the entire county will be that the new Berlin Branch will be able to house a larger collection of library materials, all of which will be available to all County residents. Experience and data indicate that there is considerable use of multiple library branches by regular and occasional library users. We expect that most visitors to the new Berlin facility who are not Berlin residents will come from the northern part of the County, including Ocean Pines, West Ocean City, Showell, Whaleyville, etc.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The new library project has been developed using an integrated design approach. On November 9, 2015 the County Commissioners approved CM services. The project team is comprised of the Architect; Construction Manager; Structural, Civil, and MEP Engineers; County Engineer; Maintenance Superintendent; Library Board President; and Library Director and staff. The team has met over the last ten months to develop the design and determine cost estimate. The latest cost estimate was developed at 75% CDs in August 2016; those figures were used in this request and include a 5% escalation cost.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

We expect to complete the design phase and begin the sitework in FY17. Construction is estimated to take fourteen months and should conclude in late FY18.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

The current Berlin Branch is 46 years old and functionally obsolete for use as a public library. The library outgrew its space years ago and the staff have been creatively accommodating severe space limitations ever since. Programs for children have attracted numbers that overwhelm the facility. Adult programs, discussion groups, lectures, performances, etc. must be conducted in open library space, compromising both the program and typical library use. The boiler and air handling equipment are rapidly approaching the end of their useful lives and will need to be replaced soon. The Berlin Fire Company, owner of the land on which the present library sits, plans to use the building when it becomes theirs so the company can upgrade the efficiency and functionality of the fire station.

Project: Asphalt Overlay/Pavement Preservation of County Roads

Dept Head, Title & Phone #: John H. Tustfn, P.E., Public Works Director, 410-632-5623

Project Summary: Asphalt overlay and pavement preservation of County Roads.

Purpose: To preserve and maintain the condition of roads within Worcester County.

Location: Various roads throughout Worcester County.

Impacts on General Fund Operating, Personnel or Maintenance: In FY10 the Highway User Revenue was cut significantly; therefore, the General Fund has been funding the costs of our paving projects. The Highway User Revenue has not been restored to previous allocations which means the General Fund will have to continue to fund our paving projects. This does put a strain on the County's General Fund budget.

	FY 18	FY 19	FY 20	FY 21	FY 22	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction								0
Equipment/Furnishings								0
Other	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000		8,500,000
EXPENDITURES								

TOTAL	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000	0	8,500,000
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SOURCES OF FUNDS								
General Fund	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000		8,500,000
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000	0	8,500,000
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PROJECTED OPERATING IMPACTS								
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Project: Asphalt Overlay/Pavement Preservation of County Roads

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law? To preserve and maintain the roads within Worcester County to allow for safe travel. It is not mandated by State or Federal Law. We do receive Highway User Revenue funds to cover transportation costs; however, this allocation has been significantly reduced since FY10.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact? This would benefit the County in general since the project covers all roads maintained by the County. Delay and discontinued funding will enhance deterioration of roads leading to unsafe vehicular travel. This could ultimately result in major road repairs leading to a more costly alternative than simply preserving the road.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate? Estimate is based on paving projects prior to HUR funding cuts. Although our estimate is higher than previous funding, we feel that the roads in Worcester County are in need of more preservation and maintenance. The additional funding would result in a regular schedule of surface treatment and overlays which would provide safer transportation for vehicular traffic.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project? N/A

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded? It is vital to continue to preserve and maintain our County Roads. By addressing the road maintenance/resurfacing issues now it will avoid costly repair in the future. If not continued it can lead to a more significant impact not only financially, but as a safety issue for the traveling public.

Project: Bridge Replacement - Bayside Road Bridge - WO203

Dept Head, Title & Phone #: John H. Tustin, P.E., Public Works Director, 410-632-5623

Project Summary: Bridge Replacement

Purpose: To preserve and maintain bridges within Worcester County.

Location: Bayside Road Bridge over Paw Paw Creek

Impacts on General Fund Operating, Personnel or Maintenance: Bridge replacements are typically funded using State Aid and the County General Fund. State Aid covers 80% of the cost, while the County pays 20%. When budgeting for a bridge replacement project, the County budgets 100% of the total cost of the project then submits at the end of the project a reimbursement for 80% from State Aid.

	FY 18	FY 19	FY 20	FY 21	FY 22	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction		2,000,000						2,000,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								
TOTAL	0	2,000,000	0	0	0	0	0	2,000,000

SOURCES OF FUNDS								
General Fund		1,000,000						1,000,000
User Fees								0
Grant Funds								0
State Match		1,000,000						1,000,000
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0
TOTAL	0	2,000,000	0	0	0	0	0	2,000,000

PROJECTED OPERATING IMPACTS								
								0

Project: Bridge Replacement - Bayside Road Bridge - WO203

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this mandated by Federal Law? Worcester County bridges are inspected either on an annual or biennial cycle. The engineering consulting firm performs a structural evaluation for each bridge and creates the Bridge Sufficiency Rating (BSR). To be eligible for State funding the BSR must be rated at 50 or below. During the last inspection cycle Bayside Road Bridge (WO203) had a BSR rating of 28 making the bridge eligible for State Aid funding. Bridge inspections/replacements are mandated by the State Highway Administration Federal Bridge Program.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact? The citizens and the County benefit from this project since it serves as a connecting point for property owners within the area. It also benefits the general public since various activities, such as the triathlons, are dependent upon its existence. Delaying this project could possibly cause this section of road to be closed to the public and would cause an inconvenience to property owners and citizens.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate? The cost estimate was developed by means of a comparison to our latest bridge replacement costs in 2016 and an engineers recommendation. The estimated structure costs is on a per foot basis. This estimate could possibly increase due to the rising costs of material and/or labor.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project? N/A

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded? It is imperative that this project be completed in a timely manner due to the fact that the rating of this bridge could drop significantly which could cause this structure to be closed to the general public.

Project: Mystic Harbour Effluent Disposal

Dept Head, Title & Phone #: John H. Tustin, P.E. Director of Public Works (410) 631-5623

Project Summary: Provide required effluent disposal for the Mystic Harbour Wastewater Treatment Plant by spraying effluent on the Eagle's Landing Golf Course

Purpose: The new Mystic Harbour Wastewater Treatment Plant has a design capacity of 450,000 gallons per day while the effluent disposal well are only permitted for 250,000 gpd. This project will increase the plant disposal capacity by constructing facilities to apply the plant effluent to the Eagle's Landing Golf Course.

Location: Mystic Harbour Service Area

Impacts on General Fund Operating, Personnel or Maintenance:: As the actual spray activities will be performed by the Golf Course personnel, there will be no change to staffing. However; as more information is developed on monitoring of the system and other potential additional tasks, a need may yet arise.

	FY 18	FY 19	FY 20	FY 21	FY 22	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	150,000	200,000				150,000		500,000
Land Acquisition	300,000	100,000						400,000
Site Work								0
Construction	1,900,000	400,000						2,300,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								

TOTAL	2,350,000	700,000	0	0	0	150,000	0	3,200,000
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match		700,000						700,000
State Loan	2,350,000					150,000		2,500,000
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	2,350,000	700,000	0	0	0	150,000	0	3,200,000
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PROJECTED OPERATING IMPACTS								
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Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

The project involves obtaining the required permits, reconstructing the current golf course irrigation system, making the required piping connections, purchasing the existing effluent holding tank from Sun Castaways and paying the negotiated fees for spray rights at the Eagle's Landing Golf Course.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

The primary benefit of this project is the need to provide additional disposal to take advantage of the full capacity of the Mystic Harbour Wastewater Treatment Plant for removal of septic systems, infill development and increased commercial development in the service area..

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The cost estimate was generated in-house based of similar projects. The cost for the irrigation improvements was provided by the Golf Course Operator.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

Without the ability to disposal of treatment plant effluent, there will be no ability to serve additional customers in the service area and no corresponding ability to reciver the \$12.8 million expended on the Mystic Harbour Wastewater Treatment .

Project: Newark Spray Irrigation

Dept Head, Title & Phone #: John H. Tustin, P.E. Director of Public Works (410) 632-5623

Project Summary: Transitioning of the Newark Wastewater Treatment Plant to Spray Irrigation for effluent disposal

Purpose: Because of the poor quality effluent produced by the Newark Wastewater Treatment plant, it will be necessary to transition this plant from surface discharge to spray irrigation for effluent disposal. In 2008, the County Commissioners identified this need and purchased a property that is suitable for spray.

Location: Newark Sanitary Service Area

Impacts on General Fund Operating, Personnel or Maintenance: Transitioning to spray irrigation will require additional staff time from the Water Wastewater enterprise fund be dedicated to this facility.

	FY 18	FY 19	FY 20	FY 21	FY 22	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	170,000	90,000						260,000
Land Acquisition	20,000					650,000		670,000
Site Work								0
Construction	310,000	840,000						1,150,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								
TOTAL	500,000	930,000	0	0	0	650,000	0	2,080,000

SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds	250,000	465,000				325,000		1,040,000
State Match								0
State Loan	250,000	465,000				325,000		1,040,000
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0
TOTAL	500,000	930,000	0	0	0	650,000	0	2,080,000

PROJECTED OPERATING IMPACTS								0
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Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

The project involves constructing a pipeline between the Newark Treatment Plant and the Spray site, providing storage for effluent at the spray site, installation if spray piping and sprinkler heads and other features needed at the spray site.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

The primary benefit of this project is the reduction in nutrient discharges to the Newport Bay Watershed. If this project is not completed, the Newark Service Area will need to complete significant improvements to the existing wastewater Treatment Plant to comply with water quality regulations.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The cost estimate was generated in-house and could be subject to significant change as the final scope of the work is defined

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

This project may be mandated by orders from MDE.

Project: Landfill Admin Scale Bldg Renovation & Addition

Dept Head, Title & Phone #: John H. Tustin, P.E., Director of Public Works - 410-632-5623

Project Summary: Administration Scale House Renovation & Addition

Purpose: Renovate and add on the Landfill Administration Office to increase and modernize space to become ADA compliant.

Location: Central Landfill

Impacts on General Fund Operating, Personnel or Maintenance: None

	FY 18	FY 19	FY 20	FY 21	FY 22	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	150,000							150,000
Land Acquisition								0
Site Work								0
Construction	650,000	650,000						1,300,000
Equipment/Furnishings		50,000						50,000
Other								0
EXPENDITURES								
TOTAL	800,000	700,000	0	0	0	0	0	1,500,000

SOURCES OF FUNDS								
General Fund								0
User Fees	800,000	700,000						1,500,000
Grant Funds								0
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0
TOTAL	800,000	700,000	0	0	0	0	0	1,500,000

PROJECTED OPERATING IMPACTS								
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Project: Landfill Admin Scale Bldg Renovation & Addition

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

Renovate and construct an addition to the existing scale house/administration office at the landfill.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

The project will benefit the landfill administrative employees. The building has not been renovated in over 20 years. They need updates and additions plus a seperation from between employees and administrative employees as well as updating the facilities for ADA compliance.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The cost estimate is based on on proposed scope of work and previous building costs.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

This is a new project for FY18 & FY19.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

This project is not critical, but is something that would be good to do if resources are available.

Project: Showell Park Land Acquisition & Development

Dept Head, Title & Phone #: Paige Hurley, Director, 410-632-2144 ext 2505

Project: Showell Park Land Acquisition & Development.

Purpose/Description: To acquire approximately 40 acres of land (parcel 184) adjacent to existing Showell Park. In order to develop multipurpose fields and a centralized concession stand/bathroom facility. Also, additional parking would be included in this project. The main purpose for this project is to expand this park to provide the Worcester County Residents more programming opportunities. The department would be able to host our own tournaments to increase revenue. It will also allow the department to partner with other organizations to bring in tournaments.

Location: 11281 Racetrack Rd, Showell, MD 21862

Impacts on General Fund Operating, Personnel or Maintenance: This would increase our operating cost in the form of utilities, irrigation cost, field maintenance equipment/supplies. We would also need an additional seasonal part-time staff member in order to maintain this new area of fields. Then we would need an additional part-time monitor in order to be available to oversee the tournaments and one to three part-time monitors for the concession stand during operating times.

	FY 18	FY 19	FY 20	FY 21	FY 22	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design			25,000					25,000
Land Acquisition		900,000						900,000
Site Work			300,000					300,000
Construction				500,000	500,000			1,000,000
Equipment/Furnishings				25,000	65,000			90,000
Other				10,000	5,000			15,000
EXPENDITURES								
TOTAL	0	900,000	325,000	535,000	570,000	0	0	2,330,000
SOURCES OF FUNDS								
General Fund		90,000	32,500	53,500	57,000			233,000
User Fees								0
Grant Funds		810,000	292,500	481,500	513,000			2,097,000
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0
PROJECTED OPERATING IMPACTS	0	900,000	325,000	535,000	570,000	0	0	2,330,000

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this mandated by State or Federal Law?

Acquisition and development of land next to Showell Park in order expand this park into a premiere facility.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

It will allow the department to increase our revenue by bringing in outside teams to participate in tournaments that will make a positive economic impact on the county as a whole by using hotels, restaurants, gas stations, etc. It will be a huge opportunity to Worcester County citizens by allowing the department to offer more programming in the northern end of the county.

Without this park expansion, our department will not be able to expand our programming offering. We will also not be able to keep up with current industry trends/standards. We will stay at status quo. This facility would allow us to become a premiere destination for larger sporting events. We would be able to host our own events instead of helping other area organizations. We currently do not have the facility to allow us to do this because we do not have a park that has premiere fields or enough fields at one park.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

These estimates are all projections based on similar projects that were completed in other county recreation departments. These projections are geared toward the higher end and could come in under these estimates. In addition, the price of the land acquisition will be based on two state approved appraisals due to using Program Open Space Funding.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

The timing of this project was moved up due to conversations that occurred with the Department of Natural Resources. Funding, from the State, may become available earlier which would allow us to move ahead with this project sooner than initially expected. In addition, the land that is needed may not be available in the future. We would like to purchase this land before it is no longer available

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

This is an urgent project that can be completed in phases. The most critical part of this project is securing the land acquisition. Time is extremely critical for that part of the project.

Project: Worcester County Jail Improvement Project

Dept Head, Title & Phone #: Garry Mumford, Warden, 410-632-1300

Project Summary: Replacement of the current HVAC system to include (18) air handling units, duct work, piping, pumps, and controls with the modern and more efficient air handling units that will utilize the existing hot water boilers for the heating and new central air cooled chiller for cooling. Roof mounted energy recovery ventilators will be added to provide the required exhaust and pre-treatment of the outside air to all rooftop air handling units.

Purpose: Attached

Location: The project is located just of Route 113 at the intersection of Bay Street and Joyner Road - Worcester County, Snow Hill, Maryland. Worcester County Jail, 5022 Joyner Road, Snow Hill, MD 21863.

Impacts on General Fund Operating, Personnel or Maintenance: This project does not increase the number of employees required at the Worcester County Jail. Upon completion, this project will result in decreased oil consumption and increased efficiency of the system. This project will also result in the reduction of maintenance costs associated with the upkeep of the current 30 yr old system. Additionally, the project will not increase costs and will only require (1) computer to control the system. This project will incur as a one-time cost of the labor and equipment replacement.

	FY 18	FY 19	FY 20	FY 21	FY 22	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	1,000,000							1,000,000
Land Acquisition								0
Site Work								0
Construction		4,500,000	4,500,000					9,000,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								

TOTAL	1,000,000	4,500,000	4,500,000	0	0	0	0	10,000,000
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match	500,000	2,250,000	2,250,000					5,000,000
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds	500,000	2,250,000	2,250,000					5,000,000
								0
								0

TOTAL	1,000,000	4,500,000	4,500,000	0	0	0	0	10,000,000
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PREDICTED OPERATING IMPACTS	0	0	0	0	0	0	0	0
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Project: Worcester County Jail Improvement Project

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this mandated by Federal Law?

The project scope was determined by the HVAC and supporting Electrical Engineering Study/Feasibility Analysis completed by Gipe Associates.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

The County saves money by replacing a 30 year old system with a newer, more efficient system. The County will save money on maintenance, oil, and electric consumption. If this project is not funded, or if it is delayed, the County will continue to pay high maintenance costs.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The cost estimate was developed by Gipe Associates during their study. A scope study was completed. An engineer's square foot estimate was completed (50,000).

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

No changes

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

This project is very necessary, but not critical at this point. However, a long delay will cause this agency to continue paying high maintenance costs in order to keep the current system functioning properly.

Project: Pocomoke Middle School Roof Replacement

Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer 410-632-5063

Project Summary: Replace Roof - Pocomoke Middle School

Purpose: Demolish existing and install 87,600 square feet of new roof.

Location: 800 Eighth Street, Pocomoke, Maryland 21851

Impacts on General Fund Operating, Personnel or Maintenance: Ongoing maintenance has escalated over the past few years as the existing roof continues to deteriorate and the Maintenance Department must address alligatoring, blistering, exposed felt and expansion joint and counter flashing concerns.

	FY 18	FY 19	FY 20	FY 21	FY 22	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design				180,000	34,000			214,000
Land Acquisition								0
Site Work								0
Construction					3,138,000			3,138,000
Equipment/Furnishings								0
Other (Construction Manager)								0
EXPENDITURES								

TOTAL	0	0	0	180,000	3,172,000	0	0	3,352,000
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SOURCES OF FUNDS								
	FY 18	FY 19	FY 20	FY 21	FY 22	Prior Allocation	Balance to Complete	Total Project Cost
General Fund								0
User Fees								0
Grant Funds								0
State Match					1,569,000			1,569,000
State Loan								0
Designated Funds				180,000	1,603,000			1,783,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	0	0	0	180,000	3,172,000	0	0	3,352,000
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PREDICTED OPERATING IMPACTS								
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Project: Pocomoke Middle School Roof Replacement

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

Ongoing roof inspections by an independent roofing contractor have resulted in prioritization of the replacement of the Pocomoke Middle School roof. The deteriorating condition of the Pocomoke Middle roof has also been documented by the State of Maryland Public School Construction Program (PSCP) inspectors.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

Completion of the roof replacement project will provide current and future students and staff with a sound roof structure and will eliminate roof leaks encountered at the school.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Snow Hill High and Pocomoke High renovation/addition projects. There are no concerns with the estimate.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

The Pocomoke Middle School roof replacement project request timing is consistent with previous Board of Education and County Capital Improvement Programs. The start of the Showell Elementary Replacement School project and the addition to Stephen Decatur Middle School determine the start of the PMS roof project.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

As stated above, the Pocomoke Middle School roof continues to deteriorate over time. The project is the Board of Education's number one roof replacement priority as deficiencies with the roof system must be addressed in the near term.

Project: Showell Elementary Replacement School

Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer 410-632-5063

Project Summary: Showell Elementary Replacement School

Purpose: Demolish existing school and construct replacement school

Location: 11318 Showell School Road, Berlin, MD. 21811

Impacts on General Fund Operating, Personnel or Maintenance: The Showell Elementary Replacement School will provide more square footage than the existing 52,610 s.f. school. However, with energy efficiency elements included in the design of the replacement school and new building systems requiring minimum maintenance costs, the impact on general funds is not expected to rise significantly.

	FY 18	FY 19	FY 20	FY 21	FY 22	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design*	986,721	162,538	250,162	250,161		853,379		2,502,961
Land Acquisition								0
Site Work		1,000,000	1,000,000	1,000,000				3,000,000
Construction		3,481,411	14,032,587	14,431,571				31,945,569
Equipment/Furnishings			2,108,000	200,000				2,308,000
Other (Construction Manager)		935,000	857,500	857,500				2,650,000
EXPENDITURES								

TOTAL	986,721	5,578,949	18,248,249	16,739,232	0	853,379	0	42,406,530
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match		3,769,000	3,768,000					7,537,000
State Loan								0
Designated Funds						853,379		853,379
Private Donation								0
Enterprise Bonds								0
General Bonds	986,721	1,809,949	14,480,249	16,739,232				34,016,151
								0
								0

TOTAL	986,721	5,578,949	18,248,249	16,739,232	0	853,379	0	42,406,530
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PROJECTED OPERATING IMPACTS								
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Project: Showell Elementary Replacement School

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

The Showell Elementary School Feasibility Study was completed in April 2014, approved by the Worcester County Board of Education in May 2014 and by the Worcester County Commissioners in August 2014. The Study recommended construction of a replacement school in lieu of renovating the existing school. Current project scope was determined through Conceptual Plan phase of the project completed in August 2016.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

Completion of the construction project will provide current and future students, faculty and Showell Elementary parents and community with a complete upgrade to the existing 40-year-old facility.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

Current working construction and project cost estimates were developed during Conceptual Plan design. Both estimates are based on estimates developed by three independent construction management firms. There are no concerns with the estimate.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

The Showell Elementary School project request timing is consistent with previous Board of Education and County Capital Improvement Programs. The start of the Showell Elementary project determines the start of the school construction project to follow, an addition to Stephen Decatur Middle School.

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?

The County Commissioners approved \$100,000 in FY14 to execute the Feasibility Study and \$240,100 in FY17 to complete Conceptual Plans and Educational Specifications. Showell Elementary is a 40-year-old facility with aging structural/mechanical/electrical systems and nine portable classrooms are utilized for instructional space. Maintenance and

Project: Stephen Decatur Middle School Addition

Dept Head, Title & Phone #: Vince Tolbert, Chief Financial Officer 410-632-5063

Project Summary: Addition to Stephen Decatur Middle School

Purpose: Provide additional classrooms to alleviate overcrowding.

Location: 9815 Seahawk Road, Berlin, MD. 21811

Impacts on General Fund Operating, Personnel or Maintenance:

	FY 18	FY 19	FY 20	FY 21	FY 22	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	100,000	120,000	187,959	120,000	120,000			647,959
Land Acquisition								0
Site Work				596,500	596,500			1,193,000
Construction				3,818,000	3,818,000			7,636,000
Equipment/Furnishings					430,000			430,000
Other (Construction Manager)				554,456	554,455			1,108,911
EXPENDITURES								
TOTAL	100,000	120,000	187,959	5,088,956	5,518,955	0	0	11,015,870

SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match				2,539,000				2,539,000
State Loan								0
Designated Funds	100,000	120,000	187,959					407,959
Private Donation								0
Enterprise Bonds								0
General Bonds				2,549,956	5,518,955			8,068,911
								0
								0

PROJECTED OPERATING IMPACTS	100,000	120,000	187,959	5,088,956	5,518,955	0	0	11,015,870
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Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

Stephen Decatur Middle School was constructed in 1997. During design of the new school, building systems were provided to allow for a 12-15 classroom addition in anticipation of future population growth in the north end of the county. SDMS currently utilizes nine portable classrooms for instruction. Projected SDMS enrollment projections indicate continued growth from the current 728 students.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

Completion of the addition project will provide current and future students and faculty the facilities necessary for high-quality instruction for the SDMS student population and will allow removal of the aging portable classrooms at the SDMS site.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

Preliminary, pre-design cost estimate was developed by the BOE Facilities Department through school construction cost estimating worksheet developed and updated through five major school construction projects over the past fifteen years. There are no concerns with the estimate.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

The Stephen Decatur Middle School Addition project request timing is consistent with previous Board of Education and County Capital Improvement Programs. The start of the Showell Elementary project determines the start of the Stephen Decatur Middle School Addition project.

Project: Wor-Wic Community College - New Academic Building

Dept Head, Title & Phone #: Jennifer Sandt, VP Admin Services, Wor-Wic Community College, 410-334-2912

Project Summary: Construct a new academic building at the campus

Purpose: Provide additional classroom, laboratory and office space

Location: Wor-Wic Community College, 32000 Campus Drive, Salisbury, MD 21804

Impacts on General Fund Operating, Personnel or Maintenance:

	FY 18	FY 19	FY 20	FY 21	FY 22	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design			200,928					200,928
Land Acquisition								0
Site Work								0
Construction				2,319,269				2,319,269
Equipment/Furnishings					91,540			91,540
Other								0
EXPENDITURES								

TOTAL	0	0	200,928	2,319,269	91,540	0	0	2,611,737
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds			200,928	2,319,269	91,540			2,611,737
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	0	0	200,928	2,319,269	91,540	0	0	2,611,737
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PROJECTED OPERATING IMPACTS								
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Project: Wor-Wic Community College - New Academic Building

Complete the following questions.

Project scope.

Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development? Is this is mandated by Federal Law?

The State funds 75% of the approved community college capital projects. The dollars above estimate Worcester County's share of the local funding. Wicomico County will also share in the local funding. A space utilization/inventory report is submitted to the State each year, which includes the college's current use of space, student enrollment and number of employees, as well as an estimate of future enrollment. The result is an estimate of future space needs. From these results, the college qualifies for several new buildings and has determined that the most critical is a new academic building.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County in general or is the benefit targeted to a smaller area or population? Are there consequences for not doing this project? If the project is delayed or not funded, what would be the negative impact?

Additional space is needed to offer classes to County residents.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate?

The cost estimate is based on the cost of the last academic building constructed on campus plus inflation. The college is planning to request an estimate from Whiting-Turner and other construction firms prior to the end of FY 2017.

CIP Timing. If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?

Urgency.

Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?



6

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: November 2, 2016
SUBJECT: Portable Restroom Service Bid

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 the bid specifications for annual portable restroom services at the Boat Landings, Solid Waste Homeowner Convenience Centers (HOCC), recreational parks and the firing range. Also included is the Notice to Bidders, Bid Form and Bidders List. This contract is for two years commencing with the award of the bid and ending approximately January 31, 2019. We have also asked for informational pricing for years 3-5. Funds, as listed below, have been approved in the FY17 operating budget for the service:

Boat Landings	100.1204.xxx.6550.200	\$3,842.00
Recreational Parks	100.1602.xxx.6550.200	\$11,202.00
Solid Waste Transfer Stations	680.7002.6550.020	\$5,000.00
Sheriff Firing Range	100.1101.035.6550.200	\$660.00

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

Attachment

cc: Kenneth J. Whited, Maintenance Superintendent
Mike Mitchell, Solid Waste Superintendent
Paige Hurley, Director of Recreation & Parks
William Rodriguez, Parks Superintendent
DPW File

NOTICE TO BIDDERS
Portable Restroom Service Bid
Worcester County, Maryland

The County Commissioners of Worcester County Maryland are currently accepting bids for the rental and service of portable restrooms for:

- **Part A:** Boat landings, Solid Waste Homeowner Convenience Centers (HOCC) and the County firing range for the Department of Public Works
- **Part B:** Passive and active recreational parks for the County's Recreation and Parks Department.

Bid specification packages and bid forms are available from the Office of the County Commissioners, One West Market Street, Government Center, Room 1103, Snow Hill, Maryland 21863. **Sealed bids will be accepted until 1:00 p.m., Monday, December 12, 2016** in the Office of the County Commissioners at the above address, at which time they will be opened and publicly read aloud. Envelopes shall be marked "**Portable Restroom Service Bid**" 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 date.

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 regarding Part A - Maintenance Division portable restrooms will be directed to Kenneth J. Whited, Maintenance Superintendent at (410) 632-3766. All inquiries regarding Part B - Recreation and Parks portable restrooms will be directed to Bill Rodriguez, Parks Superintendent at (410) 632-3173.

Citizens and Government Working Together

**WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS
MAINTENANCE DIVISION**

PART A - INSTRUCTIONS TO BIDDERS

1. **BID DURATION**

Bid duration is for a period of approximately two (2) years from date of award and ending January 31, 2019. All Bidders shall provide optional pricing for the extension of service to include year 3, 4, and 5. See the Bid Form for inclusion of these optional years.

2. **BIDS**

Bids should be submitted in sealed envelopes clearly marked in the lower left-hand corner **“Portable Restroom Service Bid”**.

3. **LATE BIDS**

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

4. **TAXES**

The County is exempt from all Federal and State taxes for direct purchase of supplies and materials. However, the County’s tax exemption does not extend to the bidder for supplies and materials, which bidder must purchase to complete this contract. Therefore, bidders’ prices should reflect the inclusion of Federal and State taxes on purchased supplies and materials.

5. **SCOPE OF SUPPLY – DPW**

Schedule 1 – Supply and service five (5) flush with sink portable restrooms located at the Solid Waste sites and the Firing Range according to the attached portable restroom schedule. All portable restroom will be cleaned, to include pumping waste tanks, replenishing of water tanks, general cleaning, sanitizing, supplying toilet tissue and hand sanitizer.

Schedule 2 – Supply and service eight (8) handicap accessible portable restrooms including stabilized ramps and two (2) standard portable restrooms located at the County boat ramps according to the attached portable restroom schedule. All portable restroom are to be cleaned, to include pumping waste tanks, general cleaning, sanitizing, supplying toilet tissue and hand sanitizer.

6. **SPECIFICATIONS**

- All portable restrooms will be in good condition and in an acceptable condition to the County at all times. All portable restrooms will be self-contained portable chemical type and will be serviced per the attached schedules. Toilet and service procedure must comply with the State of Maryland Department of Health and Mental Hygiene Rule 26.04.02.07 and 26.04.02.08.

- All portable restrooms will be secured to the site with rebar or some other type of anchorage as approved by the County.
- All handicap accessible portable restrooms will have secured ramps to meet ADA compliance.
- All portable restrooms will be supplied with hand sanitizing units with waterless solutions.
- All invoicing for **Part A** – Schedule 1 & 2 shall be submitted to the Worcester County Department of Public Works-Maintenance Division, 6113 Timmons Road, Snow Hill, Maryland 21863; **Part B** invoices shall be submitted to the Worcester County Department of Recreation & Parks, 6030 Public Landing Road, Snow Hill, Maryland 21863.
- **Any damages to the portable restroom shall be the responsibility of the contractor at no additional cost to the County.** The repairs shall take place within 24 hours of notification to the company of damages.

7. **AWARD OF CONTRACT**

Bids will be opened in the County Commissioners office on **Monday, December 12, 2016 at 1:00 p.m.** to be awarded at a future date. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities 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.

8. **EXCEPTIONS**

The County, dependent on its needs, shall reserve the right to amend the quantity of units to be supplied as listed in these bid documents. The County will provide ample notice of changes that may be requested and an amended contract will be issued to reflect the revisions to services.

9. **TERMINATION CLAUSE**

The County reserves the right of termination of contract or forfeiture of payment for services, if portable restrooms are not maintained as specified in the Scope of Work.

**WORCESTER COUNTY DPW – MAINTENANCE DIVISION
PORTABLE RESTROOMS RENTAL BID
PART A**

SCHEDULE 1...Service to be performed once per week

- **SOLID WASTE DIVISION**

CT.	LOCATION	UNIT DESCRIPTION	TYPE
1	Berlin, MD HOCC	1 flush w/sink	A
2	Newark, MD Central Site	1 flush w/sink	A
3	Snow Hill, MD HOCC	1 flush w/sink	A
4	Pocomoke, MD HOCC	1 flush w/sink	A

- **COUNTY FIRING RANGE**

CT.	LOCATION	UNIT DESCRIPTION	TYPE
1	Newark, MD – Langmaid Road	1 standard	B

SCHEDULE 2...Service to be performed twice per week on Mondays and Fridays. The handicap-accessible restroom located at the Public Landing Boat Ramp will be serviced continually for twenty four (24) months. See Bid Form.

- **COUNTY BOAT RAMPS**

CT.	LOCATION	UNIT DESCRIPTION	TERM	TYPE
1	Shell Mill	1 handicap w/ramp	16 mos.	C
2	Gum Point	1 handicap w/ramp	16 mos.	C
3	South Point	1 handicap w/ramp	16 mos.	C
4	Mason Landing	1 handicap w/ramp	16 mos.	C
5	Public Landing	1 handicap w/ramp	24 mos.	C
5	Public Landing	2 standard	16 mos.	B
6	Taylor Landing	1 handicap w/ramp	16 mos.	C
7	George Island Landing	1 handicap w/ramp	16 mos.	C
8	Cedar Hall	1 handicap w/ramp	16 mos.	C

WORCESTER COUNTY DPW – MAINTENANCE DIVISION

PART A PORTABLE RESTROOM SERVICE BID FORM

SCHEDULE 1 - Solid Waste and Firing Range PERIOD: 02/01/17 – 1/31/19

Quote per portable restroom per month for flush w/sink unit (A) \$ _____.

SCHEDULE 2 - Boat Landings PERIOD: APRIL-NOVEMBER...02/01/17 – 1/31/19

Quote per portable restroom per month for standard unit (B) \$ _____.

Quote per portable restroom per month for handicap accessible unit(C) \$ _____.

PRICING SUMMARY...based on Schedule 1 & 2

ITEM	PRICE
Cost of flush w/sink unit (A) x 5 units x 24 months	\$ _____.
Cost of standard unit (B) x 2 units x 16 months	\$ _____.
Cost of standard unit (B) x 1 unit x 24 months	\$ _____.
Cost of handicap accessible unit (C) x 7 units x 16 months	\$ _____.
Cost of handicap accessible unit (C) x 1 unit x 24 months	\$ _____.
TOTAL BASE BID - YEAR 1 & 2 PERIOD: 02/01/17 – 01/31/19	\$ _____.

CONTRACT EXTENSION PRICING	
• YEAR 3 - OPTIONAL PERIOD: 02/01/19 – 01/31/20	\$ _____.
• YEAR 4 - OPTIONAL PERIOD: 02/01/20 – 01/31/21	\$ _____.
• YEAR 5 - OPTIONAL PERIOD: 02/01/21 – 01/31/22	\$ _____.

NOTE: Extension of service for optional years may be awarded at the conclusion of the Base Bid service period. Contract award for optional years is at the sole discretion of the County Commissioners of Worcester County Maryland.

BID MUST BE SIGNED TO BE VALID

NAME: _____

SIGNATURE: _____

COMPANY/FIRM: _____

DATE: ____ / ____ / ____

COMPANY ADDRESS: _____

TEL:(_____) _____ - _____

EMAIL: _____

CITY: _____ ST. _____

ZIP: _____

WORCESTER COUNTY RECREATION & PARKS DEPARTMENT

PART B INSTRUCTIONS TO BIDDERS

BID DURATION

Bid duration is for a period of approximately two (2) years from date of award and ending January 31, 2019.

TAXES

The County is exempt from all Federal and State taxes for direct purchase of supplies and materials. However, the County's tax exemption does not extend to the bidder for supplies and materials, which bidder must purchase to complete the job. Therefore, bidders' prices should reflect the inclusion of Federal and State taxes on purchased supplies and materials.

SCOPE OF SUPPLY

- Supply and service twelve (12) handicap accessible portable restrooms according to the attached PORTABLE RESTROOM SCHEDULE. Service is to include pumping of waste tanks, general cleaning and sanitizing, and supplying of toilet tissue.
- Supply and service fifteen (15) standard portable restrooms according to the attached PORTABLE RESTROOM SCHEDULE. Service is to include pumping of waste tanks, general cleaning and sanitizing, and supplying of toilet tissue.

SPECIFICATIONS

- Toilets shall be self-contained portable chemical type and shall be serviced per the attached PORTABLE RESTROOM Schedule. Toilet and service procedure must comply with the State of Maryland Department of Health and Mental Hygiene Rule 26.04.02.07 and 26.04.02.08.
- A record shall be submitted each month with an itemized statement stating the location and quantities of portable restrooms, also included on the reports shall be work completed for that month. Submit to the Worcester County Department of Recreation & Parks, Attn: Bill Rodriguez, Park Superintendent, 6030 Public Landing Road, Snow Hill, MD 21863.
- **Any damages to the portable restroom shall be the responsibility of the contractor at no additional cost to the County.** The repairs shall take place within 24 hours of notification to the company of damages.
- Contacts for park portable restrooms shall be Bill Rodriguez, Parks Superintendent at 410-632-3173, or Debbie Perez, Recreation & Parks Office Assistant at 410-632-2144, ext.2504.
- If work is not performed as per specifications on attached schedule, receipts shall be required after completion of each service.
- All standard and handicapped units should be equipped with hand sanitizer units with a waterless solution.

EXCEPTIONS

The number of contracted portable restrooms is subject to change whether in increases or decreases, due to changes being made throughout the County properties.

TERMINATION CLAUSE

The County reserves the right of termination of contract or forfeiture of payment for services if portalets are not maintained as specified.

PORTABLE RESTROOM SCHEDULE – February 2017 through January 2019

Schedule 1–Portable Restroom – Passive January 1 to December 31 – serviced 1 time/wk

Parks

Newark Park	1 Handicap Accessible
Stockton Park	1 Handicap Accessible
Whaleyville Park	1 Handicap Accessible
Girdletree Park	1 Handicap Accessible

Schedule 2 – Portable Restroom – Active *Off - Peak Season serviced 1 time/wk

Parks

Bishopville Park	1 Handicap Accessible
Homer Gudelsky Park	1 Handicap Accessible
Isle of Wight Nature Park	1 Handicap Accessible
John Walter Smith Park	1 Handicap Accessible
Newtown Park	1 Handicap Accessible
Northern Worcester Athletic Complex	1 Handicap Accessible
Showell Park	1 Handicap Accessible

****Peak Season serviced 2 times/wk**

1 Handicap Accessible
1 Handicap Accessible
1 Handicap Accessible & 1 Standard
1 Handicap Accessible & 2 Standard
1 Handicap Accessible & 1 Standard
1 Handicap Accessible & 5 Standard
1 Handicap Accessible & 2 Standard

* Off-Peak season shall be the period of time from November 1 to February 28.

** Peak season shall be the period of time from March 1 to October 31.

Schedule 1 – Portable Restrooms Passive Parks are to be serviced 1 time per week January 1 to December 31.

Schedule 2 – Portable Restrooms Active Parks – Off Peak Season service 1 time per week.

Schedule 2 – Portable Restrooms Active Parks – Peak Season service twice per week on Mondays and Fridays.

PART B BID FORM

Prices must be quoted as monthly rates as well as a **TOTAL BID FOR 2017-2019**. The monthly rate will allow for adjustments, if needed. Please see attached **PORTABLE RESTROOM SCHEDULE**. The number of contracted portable restrooms is subject to change whether in increases or decreases, due to changes being made throughout the County properties.

ITEM	PRICE
Cost of Jan. 1 to Dec. 31 handicap portable restroom (a) x 4 portable restroom x 24 months	\$ _____
Cost of peak season standard portable restroom (b) x 15 portable restrooms x 16 months	\$ _____
Cost of off-peak season handicap portable restrooms (c) x 7 portable restrooms x 8 months	\$ _____
Cost of peak season handicap portable restrooms (d) x 8 portable restrooms x 16 months	\$ _____
TOTAL BASE BID - YEAR 1 & 2 PERIOD: 02/01/17 – 01/31/19	\$ _____

CONTRACT EXTENSION PRICING	
• <i>YEAR 3 - OPTIONAL PERIOD: 02/01/19 – 01/31/20</i>	\$ _____
• <i>YEAR 4 - OPTIONAL PERIOD: 02/01/20 – 01/31/21</i>	\$ _____
• <i>YEAR 5 - OPTIONAL PERIOD: 02/01/21 – 01/31/22</i>	\$ _____

NOTE: Extension of service for optional years may be awarded at the conclusion of the Base Bid service period. Contract award for optional years is at the sole discretion of the County Commissioners of Worcester County Maryland.

BID MUST BE SIGNED TO BE VALID

NAME: _____ SIGNATURE: _____

COMPANY/FIRM: _____ DATE: ____/____/____

COMPANY ADDRESS: _____ TE.:(____) _____ - _____

EMAIL: _____

CITY: _____ ST. _____ ZIP: _____

Directions to Worcester County Solid Waste Transfer Stations

- **Berlin Homeowner Convenience Center:**
Turn off of Route 50 onto Seahawk Road that runs next to Stephen Decatur High School. Turn right past the Middle School onto Flower Street. Follow until see Transfer Station sign on Flower Street turn left.
- **Newark Central Site:**
Turn off of Route 113 onto Central Site Lane north of Worcester County Vocational Center. Follow road to transfer station.
- **Snow Hill Homeowner Convenience Center:**
Turn off of Route 113 onto Bay Street towards Snow Hill (Route 365). Make first right onto Timmons Street. Follow into bend and make first right onto Holly Court. Follow into transfer station.
- **Pocomoke Homeowner Convenience Center:**
Turn off of Route 113 onto Byrd Road. Turn left onto Pocomoke Landfill Road. Follow into transfer station.

Directions to Worcester County Sheriff's Department Firing Range

Turn off of Route 113 at Newark Station onto Langmaid Road. Follow Landmaid Road all the way to the end. It will be necessary for the driver to stop by the Maintenance Department to pick up a key to the lock to gain access.

Directions to Worcester County Boat Ramps

- **Shell Mill Boat Ramp (Bishopville):** Turn off of Route 113 onto Bishopville Road (Route 368) then onto St. Martins Neck Road (Route 367). Then onto Shell Mill Road, boat ramp at end.
- **Gum Point Boat Ramp (Berlin):** Turn off of Route 113 onto Route 50 headed east. Turn onto Racetrack Road (Route 589) then onto Gum Point Road. Boat Ramp on right side approximately 2 miles.
- **South Point Boat Ramp (Berlin):** Turn off of Route 50 onto Route 611 heading towards Assateague. Turn onto South Point Road and follow to end.
- **Mason Landing Boat Ramp (Newark):** Turn off of Route 113 onto Langmaid Road away from Newark Station. Make first left onto Marshall Creek Road. Follow to end.
- **Public Landing Boat Ramp (Snow Hill):** Turn off of Route 113 onto Public Landing Road (Route 365, away from Snow Hill). Follow to end.
- **Taylor Landing Boat Ramp (Girdletree):** Turn off of Route 113 onto Route 12 (Away from Snow Hill). Turn left onto Box Iron Road, then bear right onto Taylor Landing Road. Follow to end.
- **George Island Landing Boat Ramp (Stockton):** Turn off of Route 113 onto Route 12 past Girdletree towards Stockton. Turn left onto Route 366 (George Island Landing Road). Follow to end.
- **Cedar Hall Boat Ramp (Pocomoke):** Located 6 miles from Route 13 off Route 371 in Pocomoke, end of Cedar Hall Wharf Road.

Directions to Worcester County Parks

Bishopville Park - 10602 Bishopville Rd: Turn off Route 113 on to Bishopville Road (Route 367). Follow road into Bishopville, park is on the right prior to Jarvis Road.

Herring Creek Nature Park – 12500 Nature Park Drive: Turn off Route 50 on to Keyser Point Road. Turn left onto Nature Park Drive. Follow into park.

Homer Gudelsky Park - 13055 Old Bridge Rd: Turn off Route 50 on to Golf Course. Turn left onto Old Bridge Road (Route 707). Follow to the park at the end.

Isle of Wight Park – 13090 St. Martin’s Neck Road: Park entrance is at the intersection of Route 90 and St. Martin’s Neck Road.

John Walter Smith Park - 6022 Public Landing Rd: Turn off Route 113 on to Public Landing Road. Turn left on John Walter Smith Park Road and the entrance to the park.

Newark Park - 8332 Newark Rd: Turn off Route 113 on to Newark Road. Park is next to the fire house.

Newtown Park - 2001 Groton Rd: Turn off Route 113 on to Groton Road. Park entrance is on the right. Alternative Entrance: Turn off Route 113 on to Newtown Park Road. Follow into the park.

Northern Worcester Athletic Complex - 9906 Buckingham Lane: Turn off Route 113 on to S Main Street. Turn left on to Buckingham Lane. Turn left on to Ball Park Road and the entrance to the park.

Showell Park - 11281 Racetrack Rd: From Route 113: Turn off Route 113 on to Racetrack Road. Park is on the right across from Showell Elementary School. From Route 50: Turn off Route 50 on to Racetrack Road. Park is on the left across from Showell Elementary School.

Stockton Park - 5520 Hursley Rd: From Route 13: Turn off Route 13 on to Stockton Road (Route 366). Follow road to Stockton, make a left on to Hursley Road and the entrance to the park. From Route 113: Turn off on to Snow Hill Road (Route 12). Follow road to Stockton. Make a right on to Stockton Road (Route 366). Make a right on to Hursley Road and the entrance to the park.

Whaleyville Park - 11723 Sheppard’s Crossing Rd: Turn off Route 50 on to Whaleyville Road (Route 610). Turn right on to Sheppard’s Crossing Road. Park is the first right.

Girdletree Park - 5841 Box Iron Rd: Turn off Route 113 on to Snow Hill Road (Route 12). Follow road in to Girdletree. Make a left on Box Iron Road. Park entrance is on the left.

Future Contract Addition: Greys Creek – 13236 Rollie Road East: Turn off Route 113 on to Bishopville Road (Route 367). Bishopville Road turns in to Hudson Road upon entering Delaware. Make a right on to Lighthouse Road (Route 54). Turn right on to Williamsville Road. Williamsville Road turns in to Delaware Road upon re-entering Maryland. Turn right on to Rollie Road, bearing right on to Rollie Road East. Park is on the left.

PORTABLE RESTROOM VENDORS

<p>American Outback Septic Services, Inc. Attn: Leslie Baker 34265 Tingle Road Pittsville, MD 21850 Phone: 410-546-1666 Fax: 410-546-1776 Email: lalee641@yahoo.com</p>	<p>American Sanitation Service, LLC Attn: Robert Moor P.O. Box 513 Millsboro, DE 19966 Phone: 302-858-7321 Fax: None Email: rmoor2@hotmail.com</p>
<p>ASAP Total Disposal Attn: Judy Pusey P.O. Box 3733 Salisbury, MD 21802 Phone: 410-749-8818 Fax: 410-860-0681 Email: judy@asapservicescorp.com</p>	<p>Atlantic Pumping Inc. Attn: Brad Rice P.O. Box 395 Bishopville, Maryland 21813 Phone: 410-641-1617 Fax: 302-436-5049 Email: atlanticpumping@verizon.net</p>
<p>Fogles Environmental, LLC Attn: Matt Fogle P.O. Box 187 Bishopville, Maryland 21813 Phone: 410-352-3000 Fax: 443-378-8888 Email: foglestoilets@gmail.com</p>	<p>Peninsula Oil Attn: Mike Caplan 40 South Market Street Seaford, DE 19973 Phone: 302-262-8254 Fax: 302-629-3870 Email: mike.caplan@callrednow.com</p>
<p>Pierson's Comfort Group, LLC Attn: Dee Meredith 114 Chambers Street Preston, MD 21655 Phone: 800-461-0032 Fax: 410-673-8319 Email: sales@piersoninc.com or</p>	



7

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

November 7, 2016

TO: Worcester County Commissioners
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KL*
SUBJECT: Upcoming Board Appointments - Terms Beginning January 1, 2017

Attached, please find copies of the Board Summary sheets for all County Boards or Commissions (25) which have current or upcoming vacancies (57 total). They are as follows: Adult Public Guardianship Board (1); Commission on Aging Board (3), Agricultural Preservation Advisory Board (1), Agricultural Reconciliation Board (2), Building Code Appeals Board (1), Economic Development Advisory Board (2), Board of Electrical Examiners (2), Ethics Board (2), Housing Review Board (2), Local Management Board/Initiative to Preserve Families Board (1), Board of Library Trustees (3), Local Development Council for the Ocean Downs Casino (4), Lower Shore Workforce Investment Board (1), Planning Commission (1), Recreation Advisory Board (3), Social Services Board (1), Soil Conservation District Supervisors (1), Solid Waste Advisory Committee (3), Tourism Advisory Committee (1), Water and Sewer Advisory Councils - Mystic Harbour (2), Ocean Pines (3) and West Ocean City (1), Commission for Women (5), Youth Council (9), and Board of Zoning Appeals (2). I have circled the members whose terms have expired or will expire on each of these boards.

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

Since your last meeting, we have received the following nomination for the Non-Profit Social Services Representative member of the Adult Public Guardianship Board:

Brandy Trader - Program Director, Adult Medical Daycare - Commission on Aging (see page 5).

Please consider this nomination at your next meeting.

At your request, letters have now been submitted to the county agencies requesting nominees for their representatives on the various Boards from which nominations are required. In addition, Kim Moses submitted a press release (see page 2c) notifying the public of these upcoming vacancies and encouraging them to contact our office if they are interested in volunteering to serve on any of these County boards or commissions. Summary details about each of these boards is also available on the County website.

Pending Board Appointments - By Commissioner

- District 1 - Lockfaw**
- p. 15 - Building Code Appeals Board (Kevin Holland) - 4-year
 - p. 16 - Economic Development Advisory Board (Joshua Nordstrom) - 4-year
 - p. 19 - Housing Review Board (C.D. Hall) - 3-year
 - p. 23 - Local Development Council for Ocean Downs Casino (Ron Taylor - for remainder of term through 2018) - 4-year
 - p. 28 - Recreation Advisory Board (Mike Hooks) - 4-year
 - p. 44 - Commission for Women (Laura McDermott - remainder of term through 2016)
 - p. 51 - Board of Zoning Appeals (Larry Fykes) - 3-year
- District 2 - Purnell**
- p. 17 - Board of Electrical Examiners (Roy M. Case) - 3-year
 - p. 51 - Board of Zoning Appeals (Rodney C. Belmont) - 3-year
- District 3 - Church**
- p. 16 - Economic Development Advisory Board (John Glorioso) - 4-year
 - p. 28 - Recreation Advisory Board (Bill Regan - remainder of term through 2017) - 4-year
 - p. 35 - Solid Waste Advisory Committee (Howard Sribnick) - 4-year
 - p. 39 - Tourism Advisory Committee (Elena Ake) - 4-year
- District 4 - Elder**
- p. 17 - Board of Electrical Examiners (Carl Smith) - 3-year
 - p. 18 - Ethics Board (Kevin Douglas) - 4-year
 - p. 23 - Local Development Council for Ocean Downs Casino (Charlie Dorman) - 4-year
 - p. 44 - Commission for Women (Hope Carmean) - 3-year
- District 5 - Bertino**
- p. 18 - Ethics Board (Lee W. Baker) - 4-year
 - p. 28 - Recreation Advisory Board (Missy Denault) - 4-year
- District 6 - Bunting**
- p. 19 - Housing Review Board (Debbie Hileman) - 3-year
 - p. 23 - Local Development Council for Ocean Downs Casino (Rod Murray) - 4-year
 - p. 27 - Planning Commission (Richard L. Wells) - 5-year
- District 7 - Mitreic**
- All District Appointments received. Thank You!
Please consider nominations for At-Large positions listed below - "All Commissioners"

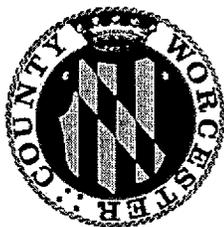
All Commissioners

- 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
- See Roberta Baldwin's nomination of Brandy Trader (page 5)
- p. 11 - (1) Agricultural Preservation Advisory Board (Kelley Gravenor) - 4-year
- p. 20 - (1) Local Management Board - Initiative to Preserve Families (Ira "Buck" Shockley) - 3-year
- p. 23 - (1) Local Development Council for Ocean Downs Casino (Mayor Rick Meehan - At-Large - business or institution representative in immediate proximity to Ocean Downs) - 4-year
- p. 24 - (1) Lower Shore Workforce Investment Board (Craig Davis - replace for remainder of term through September 30, 2017 - Business Representatives) - 4-year
- p. 30 - (1) Social Services Board (Judy Stinebiser - resigned/replace) - 3-year - from June 30, 2016
- Letter of request for nominations sent to Peter Buesgens (page 32)
- p. 34 - (1) Soil Conservation District Supervisors (Kirk Carmean) - 5-year
- p. 40 - (2) Water and Sewer Advisory Council - Mystic Harbour (David Dypsky and Mary Martinez) - 4-year
- p. 41 - (3) Water and Sewer Advisory Council - Ocean Pines (Frederick Stiehl) - 4-year;
- Also (Gail Blazer - remainder of term through 2015, and Michael Reilly - resigned/replace - remainder of term through 2017) - 4-year
- p. 43 - (1) Water and Sewer Advisory Council - West Ocean City (Andrew Delcorro) - 4-year
- p. 44 - (1) Commission for Women (Mary E. "Liz" Mumford - At-Large-Ocean City) - 3-year

All Commissioners (Awaiting Nominations)

- p. 8 - (3) Commission on Aging Board (Fred Grant - Snow Hill, Joyce Cottman - Berlin, and Cynthia Malament - Snow Hill) - self-appointed by Commission on Aging & confirmed by County Commissioners- 3-year to Sept 30
- Letter of request for nominations sent to Rob Hart (page 10)
- p. 12 - (2) Agricultural Reconciliation Board (Brooks Clayville - upon nomination from Farm Bureau, and Stacey Esham - upon nomination from Forestry Board) - 4-year
- Letter of request for nomination sent to Forestry Board (page 13)
- Letter of request for nomination sent to Farm Bureau (page 14)
- p. 21 - (3) Board of Library Trustees (Holly Anderson - Newark, Richard Polhemus - Ocean City, Richard Warner Davis - Pocomoke) - upon nominations from Library Board - 5-year
- Letter of request for nominations sent to Jennifer Ranck (page 22)
- p. 35 - (1) Solid Waste Advisory Committee (George Tasker - Pocomoke City - upon nomination from Pocomoke City - 4-year; also Dave Wheaton - resigned/replace - remainder of 4-year term through December 31, 2017 - awaiting nomination from the Town of Berlin)
- Letter of request for nomination sent to Town of Berlin (page 37)
- Letter of request for nomination sent to Town of Pocomoke City (page 38)
- p. 44 - (2) Commission for Women (Mary Beth Quillen - Department of Social Services nominee; Julie Phillips - Board of Education nominee) - 3-year
- Letter of request for Social Services nomination sent to Peter Buesgens (page 46)
- Letter of request for Board of Education nomination sent to Lou Taylor (page 47)
- p. 48 - (9) Youth Council - (nominations to be submitted by Youth Council upon youth applications)
- Letter of request for nominations sent to Kat Gunby - Prevention Services (page 50)

NOTE - Press Release soliciting nominees for all current vacancies submitted November 7, 2016 (page 2c)



PRESS RELEASE

Worcester County Government ♦ Phone (410) 632-1194 ♦ Fax (410) 632-3131

TO: Local Media
FROM: Worcester County Commissioners
DATE: November 7, 2016
FOR RELEASE: Immediately
TOPIC: Revised Release - Openings available on several Worcester County boards and commissions – info on these boards is posted on the county website
CONTACT: Kim Moses, public information officer, at (410) 632-1194

Openings available on several Worcester County boards and commissions

Worcester County currently has openings on 25 boards and commissions. County residents interested in volunteering to fill these open seats are invited to contact the County Commissioners, identifying the boards or commissions that are of interest to them.

Vacancies are available on the Adult Public Guardianship Board, Commission on Aging Board, Agricultural Preservation Advisory Board, Agricultural Reconciliation Board, Building Code Appeals Board, Economic Development Advisory Board, Board of Electrical Examiners, Ethics Board, Housing Review Board, Local Management Board/Initiative to Preserve Families Board, and Board of Library Trustees, Local Development Council for the Ocean Downs Casino, Lower Shore Workforce Investment Board, Planning Commission, Recreation Advisory Board, Social Services Board, Soil Conservation District Supervisors, and Solid Waste Advisory Committee, Tourism Advisory Committee, Commission for Women, Youth Council, Board of Zoning Appeals, and Water and Sewer Advisory Councils in Mystic Harbour, Ocean Pines, and West Ocean City.

Information about the duties and responsibilities of each board and commission is available at www.co.worcester.md.us. Please send a letter of interest, along with a resume or cover letter outlining any pertinent experience, to the County Commissioners at admin@co.worcester.md.us or Worcester County Government Center, One West Market Street, Room 1103, Snow Hill, Maryland 21863.

2c

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

* = Appointed to fill an unexpired term

ADULT PUBLIC GUARDIANSHIP BOARD
(Continued)

Prior Members:

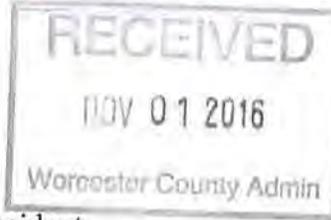
Dr. Donald Harting
Maude Love
Thomas Wall
Dr. Dorothy Holzworth
B. Randall Coates
Kevin Douglas
Sheldon Chandler
Martha Duncan
Dr. Francis Townsend
Luther Schultz
Mark Bainum
Thomas Mulligan
Dr. Paul Flory
Barbara Duerr
Craig Horseman
Faye Thomes
Mary Leister
Joyce Bell
Randolph Barr
Elsie Briddell
John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

Since 1972

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



Worcester County Department of Social Services



October 31, 2016

Peter Buesgens Director

Dawn Jones Assistant Director Child Support

Ellen Payne Assistant Director Family Investment

Mary Beth Quillen Assistant Director Administration

Roberta Baldwin Assistant Director Services

Mr. Madison Bunting, Jr., President Worcester County Commissioners One West Market Street, Room 1103 Snow Hill, MD 21863-1195

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

Dear Mr. Bunting:

To fulfill the requirements of PGL Family Law 14-402, I am requesting the consideration of the appointment of Ms. Brandy Trader as the member of the Adult Public Guardianship Review Board to represent a non-profit organization.

Ms. Trader is employed as the Program Director for the Worcester County Commission on Aging, Inc. Adult Medical Daycare Program. Her day to day involvement of working with individuals with a disability provides her with a foundation regarding issues associated with public guardianship.

Ms. Trader's contact information is as follows:

Brandy Trader Program Director Worcester County Commission on Aging, Inc. Adult Medical Daycare PO Box 159 Snow Hill, MD 21863

If you should have any questions or concerns regarding this appointment, please do not hesitate to contact me at 410-677-6872.

Sincerely,

Roberta Baldwin, LCSW-C Assistant Director of Services

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

MAIN OFFICE 299 Commerce Street P.O. Box 39 Snow Hill, Maryland 21863 Telephone: 410-677-6800 Fax: 410- 677-6810 TTY: 410-677-6800

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



Kelly Shannahan

From: Roberta Baldwin -DHR- Worcester County <roberta.baldwin@maryland.gov>
ent: Wednesday, May 18, 2016 9:42 AM
o: 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:4432600822) or by email at jbyrne@bayareacil.org.

Best wishes in your continued work,

Pattie A. Tingle

Director

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

909 Progress Circle, Suite 100

Salisbury, MD 21804

Phone: 410-742-0505, x 114

Email: pat16@macinc.org

Website: www.macinc.org

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~~~~~  
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## COMMISSION ON AGING BOARD

Reference: By Laws of Worcester County Commission on Aging  
- As amended March 2008

Appointed by: Self-Appointing/Confirmed by County Commissioners

Function: Supervisory/Policy Making

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

Compensation: None

Meetings: Monthly except July, August, December

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

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

**Current Members:**

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

\* = Appointed to fill an unexpired term

Prior Members:

Since 1972

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

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

\* = Appointed to fill an unexpired term

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



OFFICE OF THE  
COUNTY COMMISSIONERS

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

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

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

November 7, 2016

Rob Hart, Executive Director  
Commission on Aging  
Post Office Box 159  
Snow Hill, Maryland 21863

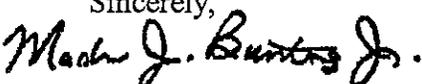
Dear Mr. Hart:

Please be advised that the Worcester County Commissioners have begun to consider appointments to various County Boards and Commissions for which members' term have expired or are set to expire on December 31, 2016. Upon review of our records, we recently determined that the terms of the following members of the Worcester County Commission on Aging Board expired on September 30, 2016:

**Fred Grant** of Snow Hill  
**Joyce Cottman** of Berlin  
**Cynthia Malament** of Berlin

As you are aware, board membership is recommended by the Commission on Aging Board and confirmed by the County Commissioners. Please review this matter with the Commission on Aging Board and submit your recommendations for the Commissioners' consideration as soon as possible.

Thank you for your attention to this matter. If you should have any questions or concerns, please feel free to contact either me or Kelly Shannahan, Assistant Chief Administrative Officer, at this office.

Sincerely,  


Madison J. Bunting, Jr.  
President

KS/kdg  
cc: Kelly Shannahan, Assistant Chief Administrative Officer  
Board Book

## AGRICULTURAL PRESERVATION ADVISORY BOARD

Reference: PGL Agriculture 2-504.1, Annotated Code of Maryland

Appointed by: County Commissioners

Functions: Advisory  
Advise the County Commissioners and State Agricultural Preservation Foundation on establishment of agricultural districts and priorities for purchase of easements; promote preservation of agriculture in the County.

Number/Term: 7/4 years\*\*\*  
Terms expire December 31st

Compensation: \$50 per meeting (policy)

Meetings: As Needed

Special Provisions: 4 members to be owner-operators of commercial farms  
Membership limited to two consecutive full terms

Staff Contact: Katherine Munson, Dept. of Environmental Programs (410-632-1220)

Current Members: (O-O = Commercial Farm Owner-Operator)

| <u>Member's Name</u> | <u>Nominated By</u> | <u>Resides</u>   | <u>Terms (Year)</u> |
|----------------------|---------------------|------------------|---------------------|
| Kelley Gravenor      | Elder               | D-4, Snow Hill   | *14-16              |
| Kathy Drew           | Bunting             | D-6, Bishopville | ** 06-09-13, 13-17  |
| Glen Holland (O-O)   | Lockfaw             | D-1, Pocomoke    | 13-17               |
| Ed Phillips (O-O)    | Elder               | D-4, Whaleyville | 05-10-14, 14-18     |
| Alan Hudson (O-O)    | Elder               | D-4, Berlin      | 14-18               |
| Bill Bruning (O-O)   | Elder               | D-2, Snow Hill   | 11-15, 15-19        |
| Curt Lambertson      | Elder               | D-4, Snow Hill   | 15-19               |

**Prior Members:**

|                              |                              |
|------------------------------|------------------------------|
| Norman Ellis                 | Ed Anderson (98-03)          |
| Richard Bradford             | Robert Gray (00-05)          |
| Charles Fulton               | Orlando Bishop (01-06)       |
| Elmer Hastings               | Roger Richardson (96-07)     |
| David Stevens                | Anne Hastings (06-11)        |
| Curtis Shockley              | Earl Ludey (07-13)           |
| Gerald Redden                | George Lee Clayville (00-14) |
| William Sirman, Jr.          | Sandra Frazier (03-14)       |
| Harold Purnell               | Donnie Powell (06-15)        |
| Chauncy Henry (96-97)        |                              |
| Lieselotte Pennewell (93-98) |                              |
| Carlton Magee (90-00)        |                              |
| Harry Mitchell (90-00)       |                              |
| Frank Baker (98-01)          |                              |

\* = Appointed to fill an unexpired term

\*\* = Appointed to partial term to create proper staggering of terms

\*\*\*=Membership expanded from 5 to 7 members and terms reduced from 5 to 4-years each in 2006

## AGRICULTURAL RECONCILIATION BOARD

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

Appointed by: County Commissioners

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

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

Compensation: None - Expense Reimbursement as provided by County Commissioners

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

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

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

**Current Members:**

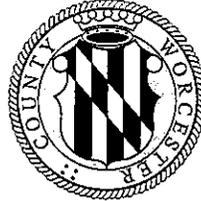
| <u>Member's Name</u> | <u>Nominated By</u> | <u>Ag/Forest Industry</u> | <u>Resides</u> | <u>Years of Term(s)</u> |
|----------------------|---------------------|---------------------------|----------------|-------------------------|
| Brooks Clayville     | Farm Bureau         | Yes              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

**Prior Members: Since 2000**

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

\* = Initial terms staggered

TEL: 410-632-1194  
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OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

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

November 7, 2016

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

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

Danny Holland, President  
Worcester County Farm Bureau  
Post Office 357  
Snow Hill, Maryland 21863

RE: Request for nominations - Worcester County Agricultural Reconciliation Board

Dear Mr. Holland:

Please be advised that the Worcester County Commissioners have begun to consider appointments to various County Boards and Commissions for which members' terms are expiring at the end of this year. Upon review of our records, we recently determined that the term of Brooks Clayville, one of the Worcester County Farm Bureau's representatives on the Worcester County Agricultural Reconciliation Board, is scheduled to expire on December 31, 2016. We are therefore requesting your nomination for reappointment or replacement of Mr. Clayville for the Commissioners' consideration in making this appointment, preferably before the end of December 2016.

Thank you for your attention to this matter. If you should have any questions or concerns, please feel free to contact either me or Kelly Shannahan, Assistant Chief Administrative Officer, at this office.

Sincerely,

Madison J. Bunting, Jr.  
President

MJB:KS/kdg  
cc: Kelly Shannahan, Assistant Chief Administrative Officer  
Board Book

TEL: 410-632-1194  
FAX: 410-632-3131  
E-MAIL: admin@co.worcester.md.us  
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OFFICE OF THE  
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HAROLD L. HIGGINS, CPA  
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MAUREEN F.L. HOWARTH  
COUNTY ATTORNEY

## Worcester County

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

November 7, 2016

Richard Holland, Chairman  
Worcester County Forestry Board  
C/O Adkins Company of Berlin  
Post Office Box 156  
Berlin, Maryland 21811

RE: Request for nominations - Worcester County Agricultural Reconciliation Board

Dear Mr. Holland:

Please be advised that the Worcester County Commissioners have begun to consider appointments to various County Boards and Commissions for which members' terms are expiring at the end of this year. Upon review of our records, we recently determined that the term of Stacey Esham, the Forestry Board's representative on the Worcester County Agricultural Reconciliation Board, is scheduled to expire on December 31, 2016. Please review this matter with your fellow members of the Worcester County Forestry Board and submit your nomination for reappointment or replacement on the Agricultural Reconciliation Board, preferably before the end of December 2016.

Thank you for your attention to this matter. If you should have any questions or concerns, please feel free to contact either me or Kelly Shannahan, Assistant Chief Administrative Officer, at this office.

Sincerely,

Madison J. Bunting, Jr.  
President

MJB:KS/kdg  
cc: Kelly Shannahan, Assistant Chief Administrative Officer  
Board Book

## BUILDING CODE APPEALS BOARD

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

Appointed by: County Commissioners

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

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

Compensation: \$50 per meeting (by policy)

Meetings: As Needed

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

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

### Current Members:

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

### Prior Members:

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

## ECONOMIC DEVELOPMENT ADVISORY BOARD

Reference: County Commissioners' Resolutions of March 1976, 4/16/85, 9/16/97, 5/4/99 and 03-6 on 2/18/03

Appointed by: County Commissioners

Function: Advisory  
Provide the County with advice and suggestions concerning the economic development needs of the County; review applications for financing; review Comprehensive Development Plan and Zoning Maps to recommend to Planning Commission appropriate areas for industrial development; review/comment on major economic development projects.

Number/Term: 7/4-Year - Terms expire December 31st

Compensation: \$50 per meeting as expense allowance

Meetings: At least quarterly, more frequently as necessary

Special Provisions: One member nominated by each County Commissioner  
Members may be reappointed

Staff Contact: Economic Development Department - Merry Mears (410-632-3112)

### Current Members:

| <u>Member's Name</u> | <u>Nominated By</u> | <u>Resides</u>  | <u>Term(s)</u>              |
|----------------------|---------------------|-----------------|-----------------------------|
| Joshua Nordstrom     | D-1, Lockfaw        | Pocomoke        | 12-16                       |
| John Glorioso        | D-3, Church         | West Ocean City | 08-12, 12-16                |
| Ralph Shockley       | D-4, Shockley       | Snow Hill       | *08-09-13, 13-17            |
| Robert Fisher        | D-6, Bunting        | Snow Hill       | 87-92-97-01-05-09-13, 13-17 |
| Greg Shockley        | D-7, Mitrecic       | Ocean City      | 14-18                       |
| Natashia Collick     | D-2, Purnell        | Ocean Pines     | *15, 15-19                  |
| Tom Terry            | D-5, Bertino        | Ocean Pines     | 15-19                       |

### Prior Members: Since 1972

|                   |                           |                                        |
|-------------------|---------------------------|----------------------------------------|
| George Gering     | Mary Humphreys            | Michael Avara (99-03)                  |
| Margaret Quillin  | Theodore Brueckman        | Annette Cropper (00-04)                |
| Robert W. Todd    | Shirley Pilchard          | Billie Laws (91-08)                    |
| Charles Fulton    | W. Leonard Brown          | Anne Taylor (95-08)                    |
| E. Thomas Northam | Charles Nichols (92-97)   | Mary Mackin (04-08)                    |
| Charles Bailey    | Jeff Robbins (97-98)      | Thomas W. Davis, Sr. (99-09)           |
| Terry Blades      | Colleen Smith (94-98)     | Mickey Ashby (00-12)                   |
| Roy Davenport     | Tommy Fitzpatrick (97-99) | Priscilla Pennington-Zytkowicz (09-14) |
| M. Bruce Matthews | John Rogers (92-98)       | Barbara Purnell (08-15)                |
| Barbara Tull      | Jennifer Lynch (98-99)    | Timothy Collins (03-15)                |
| Tawney Krauss     | Don Hastings (92-99)      |                                        |
| Dr. Francis Ruffo | Jerry Redden (92-00)      |                                        |
| William Smith     | Keith Mason (98-00)       |                                        |
| Saunders Marshall | Bob Pusey (99-00)         |                                        |
| Elsie Marshall    | Harold Scrimgeour (00-02) |                                        |
| Halcolm Bailey    | Scott Savage (98-03)      |                                        |
| Norman Cathell    | Gabriel Purnell (91-03)   |                                        |

\* = Appointed to fill an unexpired term

## BOARD OF ELECTRICAL EXAMINERS

Reference: Public Local Law BR §2-203

Appointed by: County Commissioners

Function: Regulatory  
Regulate licensing of electricians in Worcester County.

Number/Term: 7/3 years  
Terms expire December 31st

Compensation: \$50 meeting for expenses (as determined by County Commissioners)

Meetings: As Needed (1 per month)

Special Provisions: 1 must be electrical contractor in Worcester County for 5-years prior.  
1 must be electrician in Worcester County.  
All must be residents of Worcester County.

Staff Contact: Department of Development Review & Permitting  
Deborah Mooney - Isle of Wight (Ph. 410-352-3057)

Current Members:

| <u>Member's Name</u>      | <u>Nominated By</u> | <u>Resides</u>  | <u>Years of Term(s)</u> |
|---------------------------|---------------------|-----------------|-------------------------|
| Roy M. Case (ME)          | D-2, Purnell        | Berlin          | 10-13, 13-16            |
| Carl Smith (ME-5)         | D-4, Shockley       | Snow Hill       | 98-10-13, 13-16         |
| Kenneth Lambertson (ME-5) | D-1, Lockfaw        | Pocomoke        | 96-11-14, 14-17         |
| Michael Patchett (ME-5)   | D-7, Mitrecic       | West Ocean City | 08-11-14, 14-17         |
| Duane Duncan (ME-5)       | D-3, Church         | Berlin          | *05-12-15, 15-18        |
| Steve Kolarik (EG-5)      | D-6, Bunting        | Bishopville     | 12-15, 15-18            |
| J.T. Novak (ME-5)         | D-5, Bertino        | Ocean Pines     | 07-10-13-16, 16-19      |

(Key: ME-5 = Master Electrician at least 5-years; ME = Master Electrician; EL = Electrician Limited; EG = Electrician General)

Prior Members: (Since 1972)

|                      |                            |                          |
|----------------------|----------------------------|--------------------------|
| Harrison Lambertson  | Howard Pusey               | Bob Arnold (97-10)       |
| William Molnar       | Elwood Bunting             | Jamie Englishmen (06-12) |
| Thomas Ashby         | W. Prentiss Howard         |                          |
| Billy Burton Cropper | Frank Bradshaw (90-96)     |                          |
| Alonza Anderson      | H. Coston Gladding (90-96) |                          |
| Gus Foltz            | Willard W. Ward (92-97)    |                          |
| Robert Conner        | Walter Ward (92-98)        |                          |
| Gus Payne            | Dale Venable (94-00)       |                          |
| Robert Farley        | Gary Frick (96-03)         |                          |
| Mike Costanza        | Thomas Duncan (02-05)      |                          |
| Herbert Brittingham  | Mike Henderson (00-06)     |                          |
| Otho Mariner         | Brent Pokrywka (02-07)     |                          |
| Mark Odachowski      | Joel Watsky (03-08)        |                          |

\* = Appointed to fill an unexpired term

## ETHICS BOARD

Reference: Public Local Law, Section CG 5-103

Appointed by: County Commissioners

Function: Advisory  
 Maintain all Ethics forms; develop procedures and policies for advisory opinions to persons subject to the Ethics Law and for processing complaints alleging violations of the Ethics Law; conduct a public information program regarding the purpose and application of the Ethics Law; annually certify compliance to the State; and recommend any changes to the Commissioners in order to comply with State Ethics Law.

Number/Term: 7/4 years  
 Terms expire December 31<sup>st</sup>

Compensation: \$50 per meeting

Meetings: As Necessary

Special Provisions:

Staff Contact: Maureen Howarth, County Attorney (410-632-1194)

**Current Members:**

| <u>Member's Name</u> | <u>Nominated By</u> | <u>Resides</u> | <u>Years of Term(s)</u> |
|----------------------|---------------------|----------------|-------------------------|
| Kevin Douglas        | D-4, Shockley       | Snow Hill      | *08-12, 12-16           |
| Lee W. Baker         | D-5, Boggs          | Ocean Pines    | 08-12, 12-16            |
| Bruce Spangler       | D-3, Church         | Berlin         | *02-05-09-13, 13-17     |
| Richard Passwater    | D-6, Bunting        | Berlin         | 09-13, 13-17            |
| Mickey Ashby         | D-1, Lockfaw        | Pocomoke       | 14-18                   |
| Faith Mumford        | D-2, Purnell        | Snow Hill      | 14-18                   |
| Frank Knight         | D-7, Mitrecic       | Ocean City     | *14-15, 15-19           |

**Prior Members: (Since 1972)**

- |                             |                               |
|-----------------------------|-------------------------------|
| J.D. Quillin, III           | Wallace D. Stein (02-08)      |
| Charles Nelson              | William Kuhn (90-09)          |
| Garbriel Purnell            | Walter Kissel (05-09)         |
| Barbara Derrickson          | Marion Chambers (07-11)       |
| Henry P. Walters            | Jay Knerr (11-14)             |
| William Long                | Robert I. Givens, Jr. (98-14) |
| L. Richard Phillips (93-98) | Diana Purnell (09-14)         |
| Marigold Henry (94-98)      |                               |
| Louis Granados (94-99)      |                               |
| Kathy Philips (90-00)       |                               |
| Mary Yenney (98-05)         |                               |
| Bill Ochse (99-07)          |                               |
| Randall Mariner (00-08)     |                               |

\* = Appointed to fill an unexpired term

## HOUSING REVIEW BOARD

Reference: Public Local Law §BR 3-104

Appointed by: County Commissioners

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

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

Compensation: \$50 per meeting (policy)

Meetings: As Needed

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

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

**Current Members:**

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

**Prior Members:**

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

\* = Appointed to fill an unexpired term

# WORCESTER COUNTY'S INITIATIVE TO PRESERVE FAMILIES BOARD

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

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

Appointed by: County Commissioners

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

Compensation: \$50 Per Meeting for Private Sector Members

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

Meetings: Monthly

Staff Contact: Jessica Sexauer, Acting Director, Local Management Board - (410) 632-3648  
 Jennifer LaMade - Local Management Board - (410) 632-3648  
 Pete Buesgens, Chair - (410) 677-6807; Eloise Henry-Gordy, Vice-Chair

**Current Members:**

| <u>Member's Name</u> | <u>Nominated By</u>   | <u>Resides/Representing</u>   | <u>Years of Term(s)</u> |
|----------------------|-----------------------|-------------------------------|-------------------------|
| Ira "Buck" Shockley  | At-Large - D. Purnell | Snow Hill                     | 03-09-12, 13-16         |
| Eloise Henry Gordy   | At-Large - J. Purnell | Snow Hill                     | *07-08-11-14, 14-17     |
| Andrea Watkins       | At-Large - Bertino    | Ocean Pines                   | *13-14, 14-17           |
| Mark Frostrom        | At-Large - Lockfaw    | Pocomoke City                 | *99-12, 12-15, 15-18    |
| Jennifer LaMade      | <i>Ex officio</i>     | Core Service Agency           | Indefinite              |
| Deborah Goeller      | <i>Ex officio</i>     | Health Department             | Indefinite              |
| Sheila Warner        | <i>Ex officio</i>     | Juvenile Justice              | Indefinite              |
| Dr. Jerry Wilson     | <i>Ex officio</i>     | Board of Education            | Indefinite              |
| Peter Buesgens       | <i>Ex officio</i>     | Department of Social Services | Indefinite              |

Prior Members (since 1994):

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

\* = Appointed to fill an unexpired term

## BOARD OF LIBRARY TRUSTEES

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

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

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

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

Compensation: None

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

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

Staff Contact: Library Director - Mark Thomas (410) 632-2600

**Current Members:**

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

**Prior Members:** Since 1972

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

\* = Appointed to fill an unexpired term

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

November 7, 2016

Jennifer Ranck, Library Director  
Worcester County Library  
307 North Washington Street  
Snow Hill, Maryland 21863

RE: Appointments to Worcester County Board of Library Trustees

Dear Ms. Ranck:

Please be advised that the Worcester County Commissioners have begun to consider appointments to various County Boards and Commissions for which members' terms are scheduled to expire on December 31, 2016. Upon review of our records, we recently determined that the terms of the following members of the Worcester County Board of Library Trustees will expire on December 31, 2016:

**Holly Anderson** of Newark  
**Richard Polhemus** of Ocean City  
**Richard Warner Davis** of Pocomoke

As you are aware, appointments to the Worcester County Board of Library Trustees are made by the County Commissioners upon nominations submitted by the Board of Library Trustees. We would appreciate receiving their nominations as soon as possible so that we can make these appointments at an upcoming meeting before the end of December 2016.

Thank you for your attention to this matter. If you should have any questions or concerns, please feel free to contact either me or Kelly Shannahan, Assistant Chief Administrative Officer, at this office.

Sincerely,

Madison J. Bunting, Jr.  
President

MJB:KS/kdg  
cc: Kelly Shannahan, Assistant Chief Administrative Officer  
Board Book



**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)

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Received  
3/4/15

# TAYLOR'S NEIGHBORHOOD RESTAURANT

11021 Nicholas Lane, Suite 1, Ocean Pines, MD 21811

(410) 208-4260

---

March 4, 2015

To: Mr. Jim Bunting

Cc: Milton Morris

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

Sincerely,

*Craig Davis*

Craig Davis

Owner

Taylor's Neighborhood Restaurant

443-235-4601 cell

## PLANNING COMMISSION

Reference: Public Local Law ZS §1-112

Appointed by: County Commissioners

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

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

Compensation: \$50 per meeting (policy)

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

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

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

**Current Members:**

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

**Prior Members:**

Since 1972

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

\* = Appointed to fill an unexpired term

## RECREATION ADVISORY BOARD

Reference: County Commissioners' Action 6/13/72 and Resolution of 12/27/83 and Resolution 97-51 of 12/23/97 and Resolution 03-6 of 2/18/03

Appointed by: County Commissioners

Function: Advisory  
 Provide the County with advice and suggestions concerning the recreation needs of the County and recommendations regarding current programs and activities offered.  
 Review and comment on proposed annual Recreation Department budget.

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

Compensation: \$50 per meeting expense allowance, subject to funding

Meetings: At least quarterly, more frequently as necessary

Special Provisions: One member nominated by each County Commissioner

Staff Support: Recreation Department - Mr. Paige Hurley (410) 632-2144, ext. 105

Current Members:

| <u>Member's Name</u> | <u>Nominated By</u> | <u>Resides</u>  | <u>Years of Term(s)</u> |
|----------------------|---------------------|-----------------|-------------------------|
| Mike Hooks           | D-1, Lockfaw        | Pocomoke        | 12-16                   |
| Missy Denault        | D-5, Bertino        | Berlin          | *15-16                  |
| William Regan        | D-3, Church         | West Ocean City | *02-05-09-13, 13-17     |
| Chris Klebe          | D-6, Bunting        | Bishopville     | *11-13, 13-17           |
| Alvin Handy          | D-2, Purnell        | Ocean City      | 06-10-14, 14-18         |
| John Gehrig          | D-7, Mitrecic       | Ocean City      | 14-18                   |
| Shawn Johnson        | D-4, Elder          | Snow Hill       | 15-19                   |

*Resigned  
Replace*

Prior Members: Since 1972

|                    |                        |                              |                         |
|--------------------|------------------------|------------------------------|-------------------------|
| Howard Taylor      | Cyrus Teter            | Gregory Purnell (83-96)      | Sonya Bounds (12-15)    |
| Arthur Shockley    | Warren Mitchell        | Vernon Redden, Jr. (83-98)   | Burton Anderson (05-15) |
| Rev. Ray Holsey    | Edith Barnes           | Richard Ramsay (93-98)       |                         |
| William Tingle     | Glen Phillips          | Mike Daisy (98-99)           |                         |
| Mace Foxwell       | Gerald Long            | Cam Bunting (95-00)          |                         |
| Nelson Townsend    | Lou Ann Garton         | Charlie Jones (98-03)        |                         |
| J.D. Townsend      | Milton Warren          | Rick Morris (03-05)          |                         |
| Robert Miller      | Ann Hale               | Gregory Purnell (97-06)      |                         |
| Jon Stripling      | Claude Hall, Jr.       | George "Eddie" Young (99-08) |                         |
| Hinson Finney      | Vernon Davis           | Barbara Kissel (00-09)       |                         |
| John D. Smack, Sr. | Rick Morris            | Alfred Harrison (92-10)      |                         |
| Richard Street     | Joe Lieb               | Janet Rosensteel (09-10)     |                         |
| Ben Nelson         | Donald Shockley        | Tim Cadotte (02-12)          |                         |
| Shirley Truitt     | Fulton Holland (93-95) | Craig Glover (08-12)         |                         |
|                    |                        | Joe Mitrecic (10-14)         |                         |

\* = Appointed to fill an unexpired term

Bill Regan  
10154 Queens Circle  
Ocean City Md. 21842

Bud Church  
Worcester County Government Center  
1 W. Market St. Room 1103  
Snow Hill, MD 21863

October 31, 2016

Dear Bud,

I will be stepping down effective immediately from the Recreation and Parks Advisory Board. I want to thank you for the opportunity to serve; the department has made tremendous strides over the last 8 years. I have family and work issues which will require me to be out of the area a portion of the year and think it will be best to offer my position to someone who can dedicate the time needed to assist the Recreation and Parks Department. Thanks again for the opportunity to serve.

Sincerely,

*Bill Regan*

Bill Regan

## 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

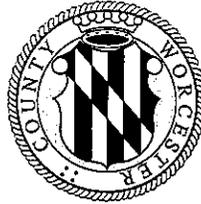
**SOCIAL SERVICES BOARD**  
(Continued)

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

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



COMMISSIONERS  
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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

November 7, 2016

Peter Buesgens, Director  
Department of Social Services  
Post Office Box 39  
Snow Hill, Maryland 21863

RE: Appointment to Worcester County Social Services Board

Dear Mr. Buesgens:

Please be advised that the Worcester County Commissioners have begun to consider appointments to various County Boards and Commissions for which members' terms have expired or are scheduled to expire at the end of this year. Upon review of our records, we recently determined that the term of Ms. Judy Stinebiser of Ocean Pines expired on June 30, 2016. As you are aware, appointments to the Social Services Board are made by the County Commissioners, however we welcome your recommendations and any nominations for this position. We would appreciate receiving your recommendations as soon as possible.

Thank you for your attention to this matter. If you should have any questions or concerns, please feel free to contact either me or Kelly Shannahan, Assistant Chief Administrative Officer, at this office.

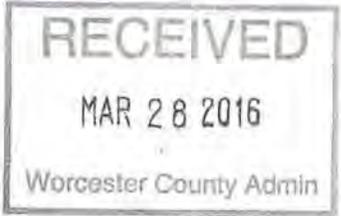
Sincerely,

Madison J. Bunting, Jr.  
President

MJB:KS/kdg  
cc: Roberta Baldwin, Department of Social Services  
Kelly Shannahan, Assistant Chief Administrative Officer  
Board Book



Worcester County Department of Social Services



Peter Buesgens Director

Dawn Jones Assistant Director Child Support

Ellen Payne Assistant Director Family Investment

Mary Beth Quillen Assistant Director Administration

Roberta Baldwin Assistant Director Services

March 22, 2016

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

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

Dear Mr. Higgins,

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

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

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

Sincerely,

[Handwritten signature of Peter J. Buesgens]

Peter J. Buesgens, LCSW-C Director

PJB:cmc

CC: Kelly Shannahan, Assistant Chief Administrative Officer

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



## SOIL CONSERVATION DISTRICT SUPERVISORS

Reference: PGL - Agriculture, §8-302 - Annotated Code of Maryland

Appointed by: 1 member appointed by County Commissioners  
4 members appointed by State Soil Conservation Committee

Function: Supervisory  
Conduct surveys, investigation, research relating to soil erosion prevention and control; disseminate information; conduct demonstration projects; carry out preventive measures; provide financial aid; acquire and maintain property; provide contracting services to landowners.

Number/Term: 5/5 years  
Terms expire December 31<sup>st</sup>

Compensation: \$25 per meeting plus mileage (set by State Soil Conservation Committee)

Meetings: 1 per month

Special Provisions: Must attend at least 50% of regular meetings

Staff Contact: Doug Jones, District Manager, Maryland Dept. of Agriculture (632-5439, ext.112)

Current Members:

|                     |             |                                                                                                   |
|---------------------|-------------|---------------------------------------------------------------------------------------------------|
| Anthony DiPaulo     | Stockton    | 02-07, 07-12                                                                                      |
| David Hudson, Chair | Bishopville | 90-94, 94-98, 98-03, 03-08, 08-13                                                                 |
| Edward Phillips     | Snow Hill   | 03-08, 08-13                                                                                      |
| W. Dan Redden       | Pocomoke    | 61-63* 63-65 65-67 67-69 69-71<br>71-75 75-79 79-83 83-87 87-91<br>91-96 96-01 01-06 06-11, 11-16 |
| Kirk Carmean**      | Snow Hill   | *10-11, 11-16                                                                                     |

Prior Members: Since 1972

Roger Richardson  
Curtis Shockley  
Lester Shockley  
Richard Jones  
Clinton Hudson  
Elwood Waters (86-06)  
William Sirman (94-99)  
Gerald Holloway (60-00)  
Lester Shockley, Jr. (06-10)

\* = Appointed to fill an unexpired term  
\*\* = Commissioners' Appointment (others appointed by other bodies)

## SOLID WASTE ADVISORY COMMITTEE

Reference: County Commissioners' Resolution 5/17/94 and 03-6 on 2/18/03

Appointed by: County Commissioners

Function: Advisory  
Review and comment on Solid Waste Management Plan, Recycling Plan, plans for solid waste disposal sites/facilities, plans for closeout of landfills, and to make recommendations on tipping fees.

Number/Term: 1 1/4-year terms; Terms expire December 31st.

Compensation: \$50 per meeting expense allowance, subject to annual appropriation

Meetings: At least quarterly

Special Provisions: One member nominated by each County Commissioner; and one member appointed by County Commissioners upon nomination from each of the four incorporated towns.

Staff Support: Solid Waste - Solid Waste Superintendent - Mike Mitchell - (410-632-3177)  
Solid Waste - Recycling Coordinator - Mike McClung - (410-632-3177)  
Department of Public Works - John Tustin - (410-632-5623)

### Current Members:

| <u>Member's Name</u> | <u>Nominated By</u>   | <u>Resides</u> | <u>Years of Term(s)</u> |
|----------------------|-----------------------|----------------|-------------------------|
| Howard Sribnick      | D-3, Church           | South Point    | *10-12, 12-16           |
| George Tasker        | Town of Pocomoke City |                | *15-16                  |
| Wendell Purnell      | D-2, Purnell          | Berlin         | 97-09-13, 13-17         |
| Dave Wheaton         | Town of Berlin        |                | *14-17 - Resigned       |
| Steve Brown          | Town of Ocean City    |                | *10-13, 13-17           |
| George Linnill       | D-1, Lockfaw          | Pocomoke       | 14-18                   |
| George Dix           | D-4, Elder            | Snow Hill      | *10-10-14, 14-18        |
| James Rosenberg      | D-5, Bertino          | Ocean Pines    | *06-10-14, 14-18        |
| Mike Poole           | D-6, Bunting          | Bishopville    | 11-15, 15-19            |
| Michael Pruitt       | Town of Snow Hill     |                | *15, 15-19              |
| Granville Jones      | D-7, Mitrecic         | Berlin         | *15-16, 16-20           |

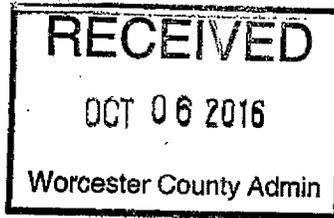
### Prior Members: (Since 1994)

|                                   |                             |                            |
|-----------------------------------|-----------------------------|----------------------------|
| Ron Cascio (94-96)                | Hale Harrison (94-00)       | Lester D. Shockley (03-10) |
| Roger Vacovsky, Jr. (94-96)       | Richard Malone (94-01)      | Woody Shockley (01-10)     |
| Lila Hackim (95-97)               | William McDermott (98-03)   | John C. Dorman (07-10)     |
| Raymond Jackson (94-97)           | Fred Joyner (99-03)         | Robert Hawkins (94-11)     |
| William Turner (94-97)            | Hugh McFadden (98-05)       | Victor Beard (97-11)       |
| Vernon "Corey" Davis, Jr. (96-98) | Dale Pruitt (97-05)         | Mike Gibbons (09-14)       |
| Robert Mangum (94-98)             | Frederick Stiehl (05-06)    | Hank Westfall (00-14)      |
| Richard Rau (94-96)               | Eric Mullins (03-07)        | Marion Butler, Sr. (00-14) |
| Jim Doughty (96-99)               | Mayor Tom Cardinale (05-08) | Robert Clarke (11-15)      |
| Jack Peacock (94-00)              | William Breedlove (02-09)   | Bob Donnelly (11-15)       |

\* = Appointed to fill an unexpired term

September 29, 2016

Dave Wheaton  
8518 Newark Rd  
Newark, MD 21841  
(443)235-7477



Mike Mitchell  
Solid Waste Superintendent  
Worcester County  
7091 Central Site Lane  
Newark, MD 21841

Dear Mr. Mitchell,

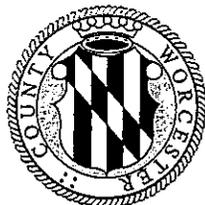
I would like to inform you of my decision to resign from the Solid Waste Advisory Board, effective immediately. I would like to thank you for the professional and personal development opportunities that you have provided me over the past several years. If I can be of any help during this transition, please let me know.

Sincerely,

A handwritten signature in black ink that reads "Dave Wheaton". The signature is written in a cursive style with a long horizontal stroke at the end.

Dave Wheaton  
Assistant Superintendent of Public Works  
Town of Berlin

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



COMMISSIONERS  
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MAUREEN F.L. HOWARTH  
COUNTY ATTORNEY

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

October 7, 2016

Laura Allen, Town Administrator  
Town of Berlin  
10 William Street  
Berlin, Maryland 21811

RE: Nomination of Town of Berlin Representative on the Worcester County Solid Waste Advisory Committee

Dear Ms. Allen:

Please be advised that the Worcester County Commissioners recently received a copy of the attached letter from Dave Wheaton advising of his resignation as the Town of Berlin's representative on the Worcester County Solid Waste Advisory Committee. Since the establishing resolution for the Solid Waste Advisory Committee provides that one member shall be nominated from each of the incorporated towns, we would appreciate it if you would review this matter with the Mayor and Council of Berlin and submit the name and contact information of your nominee to serve the remainder of Mr. Wheaton's term through December 31, 2017. I have attached a copy of the Board Summary Sheet and the County resolution regarding the duties and responsibilities of this Committee which may be helpful in selecting your nominee.

Thank you for your attention to this matter. If you should have any questions or concerns, please feel free to contact either me or Kelly Shannahan, Assistant Chief Administrative Officer, at this office.

Sincerely,

Harold L. Higgins  
Chief Administrative Officer

ALH/KS:dd

cc: Kelly Shannahan, Assistant Chief Administrative Officer  
Board Book  
CCBOARDS/Laura Allen

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



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MAUREEN F.L. HOWARTH  
COUNTY ATTORNEY

## Worcester County

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

November 7, 2016

Honorable Bruce A. Morrison, Mayor  
Mayor and Council of Pocomoke City  
Post Office Box 29  
Pocomoke City, Maryland 21851

RE: Nomination of Pocomoke representative on the Worcester County Solid Waste Advisory Committee

Dear Mayor Morrison:

Please be advised that the Worcester County Commissioners have begun to consider appointments to various County Boards and Commissions for which members' terms are set to expire on December 31, 2016. Upon review of our records, we recently determined that the term of George Tasker, the Town of Pocomoke City's representative on the Worcester County Solid Waste Advisory Committee, is scheduled to expire on December 31, 2016. Since the establishing resolution for the Solid Waste Advisory Committee provides that one member shall be nominated from each of the incorporated towns, we would appreciate receiving your nomination for this upcoming vacancy as soon as possible, but no later than December 2016.

Thank you for your attention to this matter. If you should have any questions or concerns, please feel free to contact either me or Kelly Shannahan, Assistant Chief Administrative Officer, at this office.

Sincerely,

Madison J. Bunting, Jr.  
President

MJB:KS/kdg  
cc: Ernie Crofoot, Pocomoke City Manager  
Kelly Shannahan, Assistant Chief Administrative Officer  
Board Book

## TOURISM ADVISORY COMMITTEE

Reference: County Commissioners' Resolution of May 4, 1999 and 03-6 of 2/18/03

Appointed by: County Commissioners

Function: Advisory  
 Advise the County Commissioners on tourism development needs and recommend programs, policies and activities to meet needs, review tourism promotional materials, judge tourism related contests, review applications for State grant funds, review tourism development projects and proposals, establish annual tourism goals and objectives, prepare annual report of tourism projects and activities and evaluate achievement of tourism goals and objectives.

Number/Term: 7/4-Year term - Terms expire December 31st

Compensation: \$50 per meeting expense allowance

Meetings: At least bi-monthly (6 times per year), more frequently as necessary

Special Provisions: One member nominated by each County Commissioner

Staff Contact: Tourism Department - Lisa Challenger (410-632-3110)

Current Members:

| <u>Member's Name</u> | <u>Nominated By</u> | <u>Resides</u>  | <u>Years of Term(s)<sup>2</sup></u> |
|----------------------|---------------------|-----------------|-------------------------------------|
| Elena Ake            | D-3, Church         | West Ocean City | *16                                 |
| Teresa Travatello    | D-5, Boggs          | Ocean Pines     | 09-13, 13-17                        |
| Lauren Taylor        | D-7, Gulyas         | Ocean City      | 13-17                               |
| Gregory Purnell      | D-2, Purnell        | Berlin          | 14-18                               |
| Barbara Tull         | D-1, Lockfaw        | Pocomoke        | 03-11-15, 15-19                     |
| Molly Hilligoss      | D-4, Elder          | Snow Hill       | *15, 15-19                          |
| Isabel Morris        | D-6, Bunting        | Bishopville     | 11-15, 15-19                        |

Prior Members: Since 1972

|                                   |                             |
|-----------------------------------|-----------------------------|
| Isaac Patterson <sup>1</sup>      | Barry Laws (99-03)          |
| Lenora Robbins <sup>1</sup>       | Klein Leister (99-03)       |
| Kathy Fisher <sup>1</sup>         | Bill Simmons (99-04)        |
| Leroy A. Brittingham <sup>1</sup> | Bob Hulburd (99-05)         |
| George "Buzz" Gering <sup>1</sup> | Frederick Wise (99-05)      |
| Nancy Pridgeon <sup>1</sup>       | Wayne Benson (05-06)        |
| Marty Batchelor <sup>1</sup>      | Jonathan Cook (06-07)       |
| John Verrill <sup>1</sup>         | John Glorioso (04-08)       |
| Thomas Hood <sup>1</sup>          | David Blazer (05-09)        |
| Ruth Reynolds (90-95)             | Ron Pilling (07-11)         |
| William H. Buchanan (90-95)       | Gary Weber (99-03, 03-11)   |
| Jan Quick (90-95)                 | Annemarie Dickerson (99-13) |
| John Verrill (90-95)              | Diana Purnell (99-14)       |
| Larry Knudsen (95)                | Kathy Fisher (11-15)        |
| Carol Johnsen (99-03)             | Linda Glorioso (08-16)      |
| Jim Nooney (99-03)                |                             |

\* = Appointed to fill an unexpired term

1 = Served on informal ad hoc committee prior to 1990, Committee abolished between 1995-1999

2 = All members terms reduced by 1-year in 2003 to convert to 4-year terms

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

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

Appointed by: County Commissioners

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

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

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

Meetings: Monthly or As-Needed

Special Provisions: Must be residents of Mystic Harbour Service Area

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

Current Members:

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

Prior Members: (Since 2005)

John Pinnero<sup>c</sup> (05-06)  
 Brandon Phillips<sup>c</sup> (05-06)  
 William Bradshaw<sup>c</sup> (05-08)  
 Buddy Jones (06-08)  
 Lee Trice<sup>c</sup> (05-10)  
 W. Charles Friesen<sup>c</sup> (05-13)  
 Alma Seidel (08-14)  
 Gerri Moler (08-16)

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

**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 - Resigned/Replace |
| James Spicknall  | Ocean Pines    | 07-10-14, 14-18           |

Prior Members: (Since 1993)

Andrew Bosco (93-95)  
Richard Brady (96-96, 03-04)  
Michael Robbins (93-99)  
Alfred Lotz (93-03)  
Ernest Armstrong (93-04)  
Jack Reed (93-06)  
Fred Henderson (04-06)  
E. A. "Bud" Rogner (96-07)  
David Walter (06-07)  
Darwin "Dart" Way, Jr. (99-08)  
Aris Spengos (04-14)

\* = Appointed to fill an unexpired term

**From:** John Ross  
**Sent:** Monday, October 24, 2016 9:57 AM  
**To:** John Tustin  
**Subject:** FW: November meeting

Mike Reilly is resigning from the OPAB

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

**From:** Meg Etzler  
**Sent:** Monday, October 24, 2016 7:36 AM  
**To:** John Ross; Fred Stiehl  
**Subject:** FW: November meeting

**From:** Ms. Adrienne Reilly [<mailto:amreilly@mchsi.com>]  
**Sent:** Friday, October 21, 2016 4:24 PM  
**To:** Meg Etzler  
**Subject:** Re: November meeting

As I indicated to a member of our committee, due to health reasons, I have to resign from the water and waste water committee.

I am sorry to cause this inconvenience to the committee.

Sincerely,

Michael Reilly

On October 21, 2016, at 3:24 PM, Meg Etzler <[metzler@co.worcester.md.us](mailto:metzler@co.worcester.md.us)> wrote:

We did not have a quorum for our October 20<sup>th</sup> meeting and it was suggested meeting in November on either Monday, November 14<sup>th</sup> or Thursday, November 17<sup>th</sup>.

Please email me and let me know if you are available for one or both of those dates. I will let you know the final scheduled date. Thanks.

Meg Etzler  
Accounts Payable & Inventory  
Worcester County Public Works  
Water & Wastewater Division  
1000 Shore Lane  
Berlin, MD 21811  
phone: 410-641-5251, ext. 2411; fax: 410-641-5185  
email: [metzler@co.worcester.md.us](mailto:metzler@co.worcester.md.us)

**WATER AND SEWER ADVISORY COUNCIL  
WEST OCEAN CITY 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/ratepayers of West Ocean City Service Area

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

Current Members:

| <u>Member's Name</u> | <u>Resides/Ratepayer of</u> | <u>Terms (Years)</u>     |
|----------------------|-----------------------------|--------------------------|
| Andrew Delcorro      | West Ocean City             | *14-16                   |
| Todd Ferrante        | West Ocean City             | 13-17                    |
| Keith Swanton        | West Ocean City             | 13-17                    |
| Deborah Maphis       | West Ocean City             | 95-99-03-07-11-15, 15-19 |
| Gail Fowler          | West Ocean City             | 99-03-07-11-15, 15-19    |

Prior Members: (Since 1993)

Eleanor Kelly<sup>c</sup> (93-96)  
 John Mick<sup>c</sup> (93-95)  
 Frank Gunion<sup>c</sup> (93-96)  
 Carolyn Cummins (95-99)  
 Roger Horth (96-04)  
 Whaley Brittingham<sup>c</sup> (93-13)  
 Ralph Giove<sup>c</sup> (93-14)  
 Chris Smack (04-14)

\* = Appointed to fill an unexpired term  
<sup>c</sup> = Charter member

## COMMISSION FOR WOMEN

Reference: Public Local Law CG 6-101

Appointed by: County Commissioners

Function: Advisory

Number/Term: 11/3-year terms; Terms Expire December 31

Compensation: None

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

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

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

**Current Members:**

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

*Resigned /  
Replace*

**Prior Members: Since 1995**

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

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

Prior Members: Since 1995 (continued)

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

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



COMMISSIONERS  
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DIANA PURNELL

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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

November 7, 2016

Peter Buesgens, Director  
Worcester County Department of Social Services  
Post Office Box 39  
Snow Hill, Maryland 21863

RE: Request for Nomination to Worcester County Commission for Women

Dear Mr. Buesgens:

Please be advised that the Worcester County Commissioners have begun to consider appointments to various County Boards and Commissions for which members' terms are scheduled to expire at the end of this year. Upon review of our records, we determined that the term of Social Services Department representative Mary Beth Quillen on the Worcester County Commission for Women, will expire on December 31, 2016. The County Commissioners have therefore requested your recommendation whether to reappointment Ms. Quillen for an additional three-year term, or your nominee to fill this upcoming vacancy for the Department of Social Services' representative on the Worcester County Commission for Women. We hope to receive your reply as soon as possible, but no later than December 2016.

Thank you for your attention to this matter. If you should have any questions or concerns, please feel free to contact either me or Kelly Shannahan, Assistant Chief Administrative Officer, at this office.

Sincerely,

Madison J. Bunting, Jr.  
President

MJB:KS/kdg  
cc: Kelly Shannahan, Assistant Chief Administrative Officer  
Board Book

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



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OFFICE OF THE  
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COUNTY ATTORNEY

## Worcester County

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

November 7, 2016

Louis H. Taylor, Superintendent of Schools  
Worcester County Board of Education  
6270 Worcester Highway  
Newark, Maryland 21841

RE: Request for Nomination to Worcester County Commission for Women

Dear Mr. Taylor:

Please be advised that the Worcester County Commissioners have begun to consider appointments to various County Boards and Commissions for which members' terms are scheduled to expire at the end of this year. Upon review of our records, we determined that the term of Board of Education representative Julie Phillips on the Worcester County Commission for Women, will expire on December 31, 2016. The County Commissioners have therefore requested your recommendation whether to reappointment Ms. Phillips for an additional three-year term, or your nominee to fill this upcoming vacancy for the Board of Education's representative on the Worcester County Commission for Women. We hope to receive your reply as soon as possible, but no later than December 2016.

Thank you for your attention to this matter. If you should have any questions or concerns, please feel free to contact either me or Kelly Shannahan, Assistant Chief Administrative Officer, at this office.

Sincerely,

Madison J. Bunting, Jr.  
President

MJB:KS/kdg  
cc: Kelly Shannahan, Assistant Chief Administrative Officer  
Board Book

## WORCESTER COUNTY YOUTH COUNCIL

Reference: Resolution No. 06-2, adopted February 21, 2006

Appointed by: County Commissioners

Functions: Advisory  
Share information about youth-related concerns; promote internal and external assets among youth in order to prevent unhealthy behaviors which may result in harm or reduced opportunities for success; and provide information to County Commissioners, County agencies, and Youth Serving organizations specific to youth development and resources.

Number/Term: Up to 25 with 5 from each community/two-year terms  
Terms Expire April 30<sup>th</sup>

Compensation: None

Meetings: Monthly, unless otherwise determined by the Council

Special Provisions: Members who have more than two unexcused absences may be recommended for replacement by the Youth Council.

Staff Contact: Marty Pusey, Health Department - Prevention Services - (410-632-1100, ext. 1104)

Advisors: Tamara Mills, Worcester County Board of Education - (410-632-5031)  
Brittany Lawson, Worcester County Health Department - (410-632-1100, x1135)

**Current Members:**

| <u>Member's Name</u>          | <u>School Attending</u> | <u>Area Representing</u> | <u>Year(s) of Term(s)</u> |
|-------------------------------|-------------------------|--------------------------|---------------------------|
| Charles Pritchard, Treasurer  | Worcester Prep          | Snow Hill                | 13-15, 15-16              |
| Jacob LeMay                   | Snow Hill               | Pocomoke/Girdletree      | 13-15, 15-16              |
| Glennie Rippin, Secretary     | Stephen Decatur         | Ocean City               | 14-16                     |
| Rachel Thomas, President      | Stephen Decatur         | Ocean Pines/Bishopville  | 14-16                     |
| Danielle Gelinas              | Stephen Decatur         | Ocean Pines/Bishopville  | 14-16                     |
| Sammi Schachter               | Stephen Decatur         | Bishopville              | 14-16                     |
| Katie Withers, Vice President | Stephen Decatur         | Berlin                   | 14-16                     |
| Peyton Dunham                 | Stephen Decatur         | Berlin                   | 14-16                     |
| Madeline Goodard              | Snow Hill               | Snow Hill                | 12-14, 14-16              |
| Madison Mendiaz               | Snow Hill               | Snow Hill                | 15-17                     |
| Claire Riley                  | Worcester Prep          | Ocean City               | 15-17                     |
| Amy Lizas                     | Worcester Prep          | Berlin                   | 15-17                     |
| Riley Dickerson               | Worcester Prep          | Berlin                   | 15-17                     |
| Tatyana Waters                | Pocomoke                | Pocomoke                 | 15-17                     |
| D'Nasia Jones                 | Pocomoke                | Pocomoke                 | 15-17                     |
| Alison Snead                  | Pocomoke                | Pocomoke                 | 15-17                     |
| LuAnne Mottley                | Pocomoke                | Pocomoke                 | 15-17                     |
| Destinee Johnson              | Pocomoke                | Pocomoke                 | 15-17                     |
| Erica Hall                    | Stephen Decatur         | Berlin                   | 15-17                     |
| Kyle Jarmon                   | Stephen Decatur         | Berlin                   | 15-17                     |

\* = Appointed to fill an unexpired term

## Prior Members: (Since 2006)

Mallory Miller (06-07)  
Irene Mertz (06-07)  
Codee Buckler (06-07)  
Sabrina Kunciw (06-07)  
Abigail Duffield (06-07)  
Ashley Brodie (06-07)  
Morgan Crank (06-07)  
Justin Lewis (06-07)  
Amber Sparks (06-07)  
Marshall Wool (06-07)  
Monique Douglas (06-07)  
Ebony Marshall (06-07)  
Ashley Cody (06-07)  
Lorissa McAllister (06-07)  
Dominique Kunciw (06-08)  
Brittany Cottman (06-08)  
Ronata Thomas (06-08)  
Matthew Smarte (07-08)  
Keith Spangler (07-08)  
Clayton Perry (07-08)  
Marissa Dean (07-08)  
Charnell Fitchett (07-08)  
Quavis Hayes (07-08)  
Dominique Bias (07-08)  
Tommy Murray (06-09)  
Jackie Wangel (06-09)  
Kara Brower (07-09)  
Mary Mazcko (07-09)  
Kevin Ayres (07-09)  
Aaron Marshall (07-09)  
Gwendolyn Jackson (08-09)  
LaTrele Crawford (08-09)  
Andrew VanBruggen (09)  
Brandon Thaler (08-10)  
Megan O'Donnell (08-10)  
Mike Guerrieri (09-10)  
Brett Oliver (09-10)  
Andrew Murrell (09-10)  
Sharryse Piggott (09-10)  
Michelle Wangel (07-11)  
Rachel Thompson (09-11)  
Emily Cieri (09-11)  
Brianna Carroll (09-11)  
LaShae Smith (09-11)  
Jenna Kramer (09-11)  
Quashaun Willis (09-11)  
Tori Duncan (09-11)  
Victoria Danna (09-11)  
Makya Purnell (11-12)  
Michelle Rosinski (11-12)  
Ron Foreman (11-12)  
Hannah Marie McFord (11-12)  
Mariah Amos (09-13)  
William Wangel (09-13)  
Elizabeth Sayan (11-13)  
Casey Ortiz (11-13)  
Karley Snyder (11-13)  
Dana Pappas (11-13)  
Tyler Bivens (11-13)  
Jasmine Brown (11-13)

Abby Bunting (11-13)  
Megan Ludy (11-13)  
Robbie Stancil (11-13)  
Torres Savage (12-13)  
Gabrielle Ortega (11-14)  
Collin Bankert (11-14)  
Ami Oliver (11-14)  
Taylor Black (11-14)  
Jonah Crisanti (11-14)  
Paige Stanley (11-14)  
Kamryn Evans (12-14)  
Dylan Elliott (12-14)  
Sabah Nawaz (12-14)  
Brynae Waters (13)  
Gracie Riley (13-15)  
Ruben Ortega III (12-15)  
Jillian Petito (13-15)  
Brittany Wangel (11-15)  
Rachel Bourne (12-15)  
Erik Zorn (13-15)  
William (Jacob) Mast (13-15)  
Sohiab Ijaz (13-15)  
Michelle Collins (13-15)  
Olivia Hancock (13-15)  
Asia Mason (13-15)  
Taylor Portier (13-15)  
Colby Lane Payne (13-15)  
(Begin year - End Year)

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



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COUNTY ATTORNEY

## Worcester County

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

November 7, 2016

Kat Gunby, Prevention Services  
Worcester County Health Department  
Post Office 249  
Snow Hill, Maryland 21863

RE: Appointments to the Worcester County Youth Council

Dear Ms. Gunby:

Please be advised that the Worcester County Commissioners have begun to consider appointments to various County Boards and Commissions for which members' terms are schedule to expire at the end of this year or have already expired. Upon review of our records, we determined that the terms of several members of the Worcester County Youth Council expired on April 30, 2016 (see attached Board Summary Sheet). As you are aware, appointments to the Worcester County Youth Council are made by the County Commissioners after the membership recommendation process as established in Resolution No. 06-2 which created the Worcester County Youth Council (copy attached). We would appreciate receiving your recommendations as soon as possible so that we can make these appointments at an upcoming meeting.

Thank you for your attention to this matter. If you should have any questions or concerns, please feel free to contact either me or Kelly Shannahan, Assistant Chief Administrative Officer, at this office.

Sincerely,

Madison J. Bunting, Jr.  
President

MJB:KS/kdg  
cc: Kelly Shannahan, Assistant Chief Administrative Officer  
Debbie Geoller, Health Officer  
Tamara Mills, Worcester County Board of Education  
Brittany Lawson, Worcester County Health Department  
Board Book

## BOARD OF ZONING APPEALS

Reference: Public Local Law - ZS §1-116

Appointed by: County Commissioners

Function: Regulatory  
Hear and decide on applications for special exceptions, variances from the setback or area provisions of the Zoning Ordinance, and on appeals where there is an alleged error in the application of the Zoning Ordinance; grant expansions of nonconforming uses.

Number/Term: 7 members (as of 1-31-97 per Bill 96-14)/3 years  
Terms expire December 31st

Compensation: \$50 per meeting, plus mileage for site inspections (policy)

Meetings: 2 per month

Special Provisions: None

Staff Contact: Department of Development Review & Permitting  
Jennifer Keener - Zoning Administrator (410-632-1200, ext. 1123)

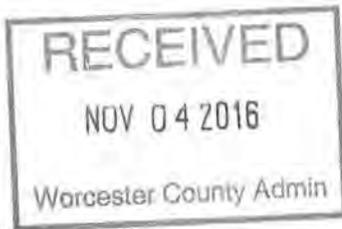
**Current Members:**

| <u>Member's Name</u> | <u>Nominated By</u> | <u>Resides</u> | <u>Years of Term(s)</u> |
|----------------------|---------------------|----------------|-------------------------|
| Larry Fykes          | D-1, Lockfaw        | Pocomoke       | *16                     |
| Rodney C. Belmont    | D-2, Purnell        | Berlin         | *07-10-13, 13-16        |
| David Dypsky         | D-3, Church         | Ocean City     | *11-14, 14-17           |
| Joseph W. Green, Jr. | D-5, Bertino        | Ocean Pines    | *05-08-11-14, 14-17     |
| Glenn Irwin          | D-7, Mitrecic       | Ocean City     | 14-17                   |
| Thomas Babcock       | D-4, Elder          | Whaleyville    | 15-18                   |
| Robert M. Purcell    | D-6, Bunting        | Bishopville    | *11-12-15, 15-18        |

**Prior Members:** (Since 1972)

- |                       |                              |                               |
|-----------------------|------------------------------|-------------------------------|
| Robert B. Jackson     | George Ward, Jr. (92-95)     | Dale Smack (01-06)            |
| Ruth Spinak           | Doris Glover (91-95)         | Lou Taylor (05-08)            |
| Merrill Lockfaw       | Marion Marshall (90-96)      | Jerre F. Clauss (98-10)       |
| Winnie Williams       | Madison Bunting (90-96)      | Mike Diffendal (08-10)        |
| Randolph F. Wilkerson | Howard "Buzz" Taylor (97-98) | James E. Clubb, Jr. (06-11)   |
| Cashar J. Hickman     | Edward Bounds (90-99)        | Joe Fehrer, Jr. (06-12)       |
| E. Paige Boston       | Marion Butler, Sr. (96-99)   | Beth Gismondi (96-14)         |
| Elbridge Murray       | Dwight Campbell (95-00)      | Bill Bruning (12-15)          |
| Gary McCabe           | Larry Widgeon (94-00)        | Robert L. Cowger, Jr. (10-16) |
| Harley Day            | Robert Ewell (95-01)         |                               |
| Charles Lynch         | Lester Shockley (99-02)      |                               |
| Dwight E. Campbell    | Robert Mitchell (02-05)      |                               |
| T. Clay Groton        | Janice Foley (99-05)         |                               |
| Albert Berger         | Richard Outten (00-06)       |                               |
| Clifford Dypsky       | Doug Parks (00-06)           |                               |
| Donald Jones          | Brian Roberts (06)           |                               |

\* = Appointed to fill an unexpired term



8

**Worcester County**  
Department of Environmental Programs

Memorandum

---

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

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

**Subject:** Rural Legacy easement Agreement of Sale – Coastal Bays Rural Legacy Area  
Pilchard Property, Betheden Church Road  
Map 78, Parcel 41

**Date:** November 4, 2016

---

Attached you will find a memorandum from Katherine Munson and a conservation easement agreement of sale for the above referenced property. This property consists of 300.14 acres located at 3203 Betheden Church Road. The property was shown as a proposed acquisition and was one of our top priorities for award of funding from our previously approved FY 2015 and FY 2017 Coastal Bays Rural Legacy (RLA) Grant Application funding awards, which we are currently working under. Our first priority are of course any remaining waterfront lands, the second being lands adjacent to protected lands. This property is part of a 1,000+ acre contiguous block of protected land in the Rural Legacy Area.

A “before and after” appraisal method for valuation of this property was done and an average of the three appraisals was offered to the landowner. Those appraisals determined an average per acre easement purchase payment of \$1,707.00/acre, which the property owner has accepted and the final amount will be determined by a boundary survey. The County Attorney has reviewed the agreement of sale. All costs, including the county’s administrative costs, will be reimbursed by the Rural Legacy Grant. We would note the property consists of two (2) items and could subdivide up to ten (10) lots. The owner has agreed to permanently eliminate subdivision rights so the only house would be the existing farm house with only the future potential of a heavily regulated accessory structure, if approved. Therefore, I recommend that the County Commissioners authorize President Bunting to sign the agreement where indicated.

If you have any questions or need any additional information please let me know. Both Ms. Munson and I will be available to discuss with you and the County Commissioners at your convenience.

Enclosures

cc: Maureen Howarth  
Katherine Munson

**Citizens and Government Working Together**



DEPARTMENT OF  
ENVIRONMENTAL PROGRAMS

**Worcester County**

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

AGRICULTURAL PRESERVATION  
CONSERVATION PROGRAM  
WATER & SEWER PLANNING  
SHORELINE CONSTRUCTION

WELL & SEPTIC  
NATURAL RESOURCES  
PLUMBING & GAS  
COMMUNITY HYGIENE

## Memorandum

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**TO:** Robert Mitchell, Director

**FROM:** Katherine Munson, Planner IV *KM*

**SUBJECT:** Coastal Bays Rural Legacy Area Easement Agreement of Sale—  
Pilchard, TM 78, P 41

**DATE:** November 4, 2016

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This project is to be funded by FY15 and FY17 Coastal Bays Rural Legacy Area grants and was identified in both grant agreements as a priority. An aerial and a location map are attached.

The property is part of a 1,000+-acre contiguous block of protected land in the Rural Legacy Area. The property consists of two items and could subdivide for residential use up to ten (10) times. 60% of the property contains Class I, II and III soils (highly farmable).

The appraised easement values are: \$390,000 (Cadell), \$511,000 (Lefort) and \$630,000 (McCain)

The summary sheets are attached. (A third appraisal was required due to the first two being more than 20% apart, a typical issue we have encountered in recent years).

The attached Agreement of Sale is for an easement purchase price of \$1,707.00 per acre (\$512,339.00). A survey will determine exact acreage—total purchase price will be based on actual acreage, and if the acreage is 10% smaller or larger than 300 acres, new appraisals will be conducted (and new agreement signed).

I have indicated on each contract where signature is required. Please let me know of any questions you have.

Attachments

**AGREEMENT OF SALE**

**THIS AGREEMENT OF SALE** ("Agreement"), dated as of the \_\_\_\_\_ day of \_\_\_\_\_, 2016 is made by and between SHIRLEY W. PILCHARD and GARY PILCHARD, ("Sellers"), and the County Commissioners of Worcester County, Maryland ("Buyer").

1. The Sellers are the owners of that property ("Property") located in the Eighth tax district of Worcester County, Maryland; which is one (1) parcel, 300.14 acres total, more or less, and located 3203 Betheden Church Road, Pocomoke City, MD, having tax ID number of 08-000743.
2. The Buyer desires to purchase a conservation easement from the Sellers over and across the Property on the terms and conditions set forth in this Agreement.
3. The Sellers are willing to grant to Buyer and/or its assigns for the hereinafter price, a conservation easement in perpetuity, on, over, and across the Property.

**NOW THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the parties agree as follows:

**SECTION 1. PURCHASE AND SALE.**

Subject to the terms and conditions set forth in this Agreement, Sellers hereby agree to sell to Buyer and Buyer hereby agrees to purchase from Sellers a Conservation Easement on, over and across the Property: attached is **Exhibit A** which is a written description of the property.

**SECTION 2. PURCHASE PRICE AND PAYMENT.**

**2.1.** The purchase price (Purchase Price) to be paid for the Rural Legacy Program Easement (as defined below) shall be One Thousand One Hundred Seven Dollars (\$1,707.00) per acre, of which \$1.00 has been paid upon signing.

**2.2.** At Closing (as defined below), the entire Purchase Price shall be payable by Buyer to Sellers by cash or County check.

**2.3.** The payment of the Purchase Price for the Deed of Conservation Easement is complete payment for the status and quality of the title to the Property required to be conveyed under this Agreement.

**SECTION 3. CLOSING.**

The consummation of the transaction contemplated in this Agreement ("Closing") shall take place on or before April 28, 2017 at a date, time and at a place as set by Buyer, unless extended in writing for an additional 90 days by Buyer in order to obtain the approvals required by the Rural Legacy Board and Board of Public Works.

**SECTION 4. CONVEYANCE OF THE EASEMENT.**

**4.1.** At Closing, Seller shall convey to Buyer, and/or its assigns the Deed of Conservation Easement ("Easement") to the Property in the same form and containing those

restrictions and conditions set forth in the Easement attached hereto as **Exhibit B**, and made a part hereof. Title shall be good and marketable and free and clear of any and all encumbrances, exceptions, limitations, leases and liens whatsoever, except that any mortgages shall be subordinate to the Easement at Closing if they are to remain as a lien. Title to the Property shall be insurable at regular rates by Buyer's title insurance company without any exception for mechanic's liens or rights of persons in possession. In the event a lien holder fails to execute a required subordination at or prior to Closing to the satisfaction of the Buyer, the Buyer at its sole option, may terminate this Agreement and the parties shall have no further obligation to each other.

4.2. Sellers shall not mortgage, lease, encumber or otherwise dispose of the Property, or any part thereof, prior to Closing or the termination of this Agreement without first having obtained the prior written consent of the Buyer.

#### **SECTION 5. CONDITION OF THE PROPERTY AND RISK OF LOSS.**

5.1. If prior to or through Closing, all or a substantial part of the Property is destroyed or damaged, without fault of the Buyer, then this Agreement, at the option of the Buyer, upon written notice to Sellers, shall be null and void and of no further effect and the parties shall have no further obligation to each other, in which event the Deposit and any interest accrued thereon shall be returned to the Buyer.

5.2. Sellers covenant that at Closing, the Property shall be in the following condition:

i) No major alterations or construction that would be inconsistent with the terms of the Easement will be made to the Property from and after the effective date of this Agreement.

5.3. From and after the effective date of this Agreement, Sellers grant permission to the Buyer and its contractors and subcontractors to enter upon the Property for the purpose of making tests, surveys and inspections of the Property and the improvements thereon. Without limiting the generality of the foregoing, Buyer shall have the right to inspect the Property, one or more times prior to Closing, for the purpose of determining whether the Property is in the condition, status and quality required under this Agreement.

5.4. The Sellers are responsible for the removal of dumps of materials including but not limited to soil, rock, other earth materials, trash, ashes, garbage, waste, abandoned vehicles, appliances, machinery or other material on the Property to the satisfaction of the Buyer. Soil, rock, other earth materials and vegetative matter may remain stored on the Property for reasonable agriculture and silviculture purposes or for construction or maintenance of structures or means of access ongoing at the time of this Agreement and permitted under the Easement, as determined by the Buyer.

#### **SECTION 6. CLOSING COSTS.**

6.1. Buyer shall pay the following costs associated with the consummation of the transaction contemplated in this Agreement:

i) any state or county recordation and transfer taxes or fees or other costs imposed upon the recordation of the Easement.

ii) all expenses for examination of title and the premium for any title insurance obtained by it.

**6.2.** Sellers shall pay the following costs associated with the consummation of the transaction contemplated in this Agreement:

i) all taxes and fees relating to the recordation of any release or subordination of a mortgage, deed of trust, or other lien or encumbrance affecting the Property which is to be released, subordinated or discharged at Closing;

ii) any attorney's fees incurred by the Sellers, and

iii) all real estate taxes and personal property taxes owing for the then current year levied or assessed with respect to the Property. All taxes and other assessments against said property shall be in and remain the exclusive responsibility of the Sellers, including but not limited to the payment of real estate taxes.

## **SECTION 7. SELLERS' REPRESENTATIONS.**

**7.1.** Sellers make the following representations and warranties as of the date of this Agreement and as of Closing.

**7.2.** Sellers represent and warrant that:

i) no hazardous material of any kind, nor storage tanks have been deposited, stored, treated, disposed of, managed, generated, manufactured, produced, released, emitted or discharged on, onto, in, into, from or under the Property by the Sellers, its agents, employees, officers, invitees, contractors, subcontractors, and any person in possession or use of the Property under it, and to the best of its knowledge, information and belief, any other person, which could expose a landowner to liability under federal law,

ii) neither Sellers nor any of their agents, employees, officers, invitees, contractors, subcontractors, and any person in possession or use of the Property under it, and to the best of its knowledge, information and belief, any other person, have brought to the Property as materials or waste materials, or used on the Property or generated therein as a product or by-product of activities on the Property, or otherwise placed, handled, stored or released on the Property any (1) polychlorinated biphenyls ("PCBs"), (2) asbestos, (3) lead paint, (4) petroleum products, distillates, or by-products, (5) radioactive materials, chemicals known to cause cancer or reproductive toxicity, (6) waste, materials, or substances which would qualify as hazardous waste, hazardous substances, hazardous materials, toxic waste, toxic materials or toxic substances under any "Environmental Laws", which shall mean under the following: the Resource Conservation and Recovery Act, the Comprehensive Environmental Response Compensation and Liability Act, the Toxic Substance Control Act, the Superfund Amendments and Reauthorization Act, the Occupational Safety and Health Act, the Consumer Product Safety Act, the Federal Water Pollution Control Act, the Clean Water Act, the Clean Air Act, the National Environmental Policy, or any amendments thereto, or any similar or successor laws, whether federal state or local, or any regulations adopted or incorporated thereunder (Hereinafter referred to collectively as "Environmental Laws"),

iii) as of Closing, the status and condition of the Property or any portion thereof, including by way of example, the soil, paint or tiles, although then not in violation of the Environmental Laws is such that disturbance, removal or relocation thereof shall not create or result in a condition or status which is, or with the passage of time may become, unlawful under the Environmental Laws,

iv) no governmental or private action, suit or proceeding to enforce or impose liability under any Environmental Laws has been instituted or threatened concerning the Property and no lien has been created under any applicable Environmental Laws,

v) Sellers have no notice or knowledge of conditions or circumstances at the Property which pose a risk to the environment or to the health and safety of persons,

vi) no work shall have been done or materials provided for or about any of the Property within one hundred eighty (180) days ending on the day of the Closing or which the person performing the work or providing the materials has not acknowledged in writing that is has been paid in full at or before Closing.

7.3. The Sellers' representations and warranties set forth above shall not merge with or into the Easement and shall survive delivery of the Easement at Closing.

#### **SECTION 8. OBLIGATIONS OF SELLERS AT CLOSING.**

8.1. At Closing, Sellers shall execute and deliver the Easement to the Buyer.

8.2. At Closing, Sellers shall execute and deliver to the Buyer's title insurance company or Buyer such affidavits and writings reasonably requested from a seller in connection with the settlement of like property.

#### **SECTION 9. OBLIGATIONS OF BUYER AT CLOSING.**

At Closing, Buyer shall deliver the Purchase Price in accordance with the terms and conditions of this Agreement.

#### **SECTION 10. DEFAULT.**

10.1. In the event that Sellers cannot convey to Buyer the easement on the Property as required under this Agreement, Buyer shall:

i) permit Sellers to take any action necessary to perfect their title and remove any and all legal, equitable and beneficial grounds of objection to or defect of the title, at Sellers' sole cost and expense, and

ii) extend Closing until such action is completed, but not longer than one hundred twenty (120) days from the Sellers' receipt of notice from Buyer of such defect or defects to the title.

In the event that Sellers fail to cure the defect or defects to title within that one hundred twenty (120) day period, then and only then shall Sellers be in default of their obligations to convey the easement on the Property under this Agreement.

10.2. Subject to Section 10.1, in the event that Sellers default in any of the terms, provisions, covenants or agreements to be performed by the Sellers under this Agreement, Buyer shall be entitled, after such default, to:

i) waive any failure to perform in writing;

ii) terminate this Agreement, in which event the parties hereto shall thereafter be relieved of any and all further rights, liabilities and obligation under or pertaining to this Agreement, other than those which by the express terms of this Agreement are intended to survive termination, in which event the Deposit and any interest accrued thereon shall be returned to the Buyer provided Sellers must then pay to Buyer an amount equal to all Buyer's survey costs and

iii) exercise any and all rights and seek any and all remedies which Buyer may have or to which Buyer may be entitled at law or in equity, including, without limitation, seeking damages or specific performance.

10.3. In the event Buyer defaults in any of the terms, provisions, covenants or agreement to be performed by Buyer under this Agreement, Sellers shall be entitled, after such default, to:

i) waive any failure of performance in writing,

ii) terminate this Agreement in entirety, in which event the parties hereto shall thereafter be relieved of any and all further rights, liabilities and obligations, other than those, which by the express terms of this Agreement are intended to survive such termination, or

iii) institute such actions or proceedings for monetary damages and/or equitable relief as are authorized by applicable law.

## **SECTION 11. GENERAL PROVISIONS.**

11.1. This Agreement is the full agreement among the parties on the matters set forth herein. This Agreement can only be amended by written amendment executed by the parties hereto.

11.2 The parties hereto further agree that this Agreement is expressly contingent upon the approval by the Maryland Rural Legacy Board and the Maryland State Board of Public Works. In the event the Maryland Rural Legacy Board or the Board of Public Works fails to approve this Agreement, the Buyer, at its sole option, may terminate this Agreement by written notice to Sellers, and the parties shall have no further obligation to each other.

## **SECTION 12. SURVEY PROVISION**

12.1 The parties acknowledge that they believe and estimate in good faith that the area of easement is 300.14 acres. The purchase price of the easement shall be \$1,707.00 per acre. Buyer, at Buyer's expense, will cause a survey to be made by a professional land surveyor or property line surveyor, selected by Buyer, to determine the exact lines of the area of the easement and acreage thereof. In the event that the acreage is found to be ten (10) percent smaller or larger than 300.14 acres, updated appraisals will be required and a new purchase price may be determined, in which case a new Agreement will be required based upon the

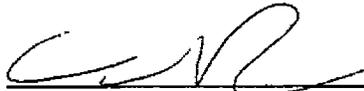
updated purchase price, and this Agreement will be void. In the event the Seller may void this Agreement and/or not enter a new Agreement all sums paid hereunder shall be returned to Buyer and Seller shall reimburse Buyer for Buyer's out of pocket costs for the survey.

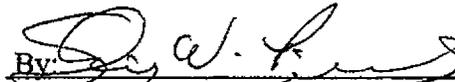
**12.2** The parties shall cooperate with, and assist, the surveyor who shall be permitted all necessary access to the property. Buyer shall, upon request of Seller, extend settlement a period of 120 days to permit Seller to contest any survey results.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be duly executed and delivered, the day and year first written above.

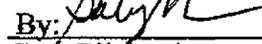
**Witness/Attest:**

**SELLERS**

  
\_\_\_\_\_

By:  (Seal)  
Shirley W. Pilchard

  
\_\_\_\_\_

By:  (Seal)  
Gary Pilchard

**BUYER**

County Commissioners of Worcester County, Maryland

\_\_\_\_\_  
Harold L. Higgins  
Chief Administrative Officer

By: \_\_\_\_\_ (Seal)  
Madison J. Bunting, Jr.  
President

Approved as to legal form and sufficiency.

\_\_\_\_\_  
Maureen Howarth  
Worcester County Attorney

**SUMMARY OF IMPORTANT DATA**

APPRAISAL OF: A proposed conservation easement

GRANTORS: Shirley W. Pilchard, et al.

LOCATION: 3203 Betheden Church Road  
Pocomoke City, Maryland

TAX MAP & PARCEL: Map 0078, Parcel 0041

PROPERTY SIZE: 300.14 Acres

PURPOSE AND EFFECTIVE DATE OF APPRAISAL: To estimate the value of a proposed conservation easement which will encumber an inland farm. The effective date of the appraisal is as of the date of inspection, December 21, 2015.

THE PRESENT USE: The present use of the subject property is for farming, the production of timber and a leased cell tower site.

HIGHEST AND BEST USE:  
(Before Approach) The highest and best use of the subject property before imposition of the proposed conservation easement is for farming, production of timber, a leased cell tower site, recreation, with the potential for future residential subdivision.

HIGHEST AND BEST USE:  
(After Approach) The highest and best use of the subject property, after the imposition of the proposed conservation easement, is for farming, production of timber and a leased cell tower site, with subdivision prohibited and residences limited to one primary dwelling.

**SUMMARY OF IMPORTANT DATA (Cont.)**

**SUMMARY OF VALUES**

**Before Value**

|                  |                |
|------------------|----------------|
| COST APPROACH    | Not Applicable |
| SALES COMPARISON | \$1,561,000    |
| INCOME APPROACH  | Not Applicable |
| ESTIMATED VALUE  | \$1,561,000    |

**After Value**

|                           |                |
|---------------------------|----------------|
| COST APPROACH             | Not Applicable |
| SALES COMPARISON APPROACH | \$1,171,000    |
| INCOME APPROACH           | Not Applicable |
| ESTIMATED VALUE           | \$1,171,000    |

**FINAL CONCLUSIONS**

|                                                                                   |                      |
|-----------------------------------------------------------------------------------|----------------------|
| Estimated value of the subject property<br>before the encumbrance of the easement | \$1,561,000          |
| Estimated value of the subject property<br>after the encumbrance of the easement  | - <u>\$1,171,000</u> |
| <b>Estimated value of the proposed easement</b>                                   | <b>\$ 390,000</b>    |

**SUMMARY OF SALIENT FACTS**

IDENTIFICATION: 300.14 +/- Acres Agricultural Farm  
Southwest Side Betheden Church Road (#3203)  
Northwest Side Johnson Neck Road  
East of Pocomoke City, Worcester Co, Maryland 21851

TAX MAP REFERENCE: Worcester Tax Map 78, Grid 10, Parcel 41

CENSUS TRACT: 9514

OWNER OF RECORD: Shirley W. Pilchard, Gary Pilchard and Jeffrey Pilchard

DEED REFERENCE: Liber 1707, Folio 255 (*Part of Lands Described therein*)  
Liber 2170, Folio 230 (*Timber Deed for 15.6 Acres*)

SITE SIZE: **300.14 +/- Acres (*Per Assessment Data and Plat Reference*)**  
200.0 +/- Acres Tillable/Cleared (66.6%)  
5.0 +/- Acres Pond (1.6%)  
~ 95.0 +/- Acres residual Woodlands (31.6%)

IMPROVEMENTS: Single Family Residence, Garage, and Agricultural  
Outbuildings (*Excluded from Analysis*)

ZONING: A-1; Agricultural District

UTILITIES: Private Well and Septic Systems required

POTENTIAL DEV. RIGHTS: Up to Nine (9) minor subdivision rights

FLOOD PLAIN MAP: FEMA Community Maps #24047-0375-H, dated July 16,  
2015, predominantly Zone C – Northeast Boundary along  
Mattaponi Creek appears to lie within Zone A flood plain.

SOIL CLASSIFICATIONS: Mixture of Compositions: Askecksy loamy sand; Mullica-  
Berryland complex; Evesboro loamy sand; Hammonton loamy  
sand; Woodstown sandy loam; Hambrook sandy loam;  
Fallsington sandy loam; Galestown loamy sand; Hurlock  
loamy sand; Runclint loamy sand; Sassafras sandy loam.

HIGHEST AND BEST USE:  
(Before Easement): Agricultural and Recreational with Minor Residential  
Development Potential in the Future  
(After Easement): Agricultural/Recreational Use with One Development Right

EFFECTIVE DATE: May 17, 2016

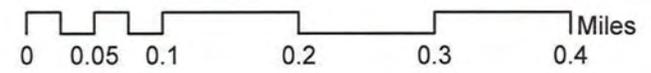
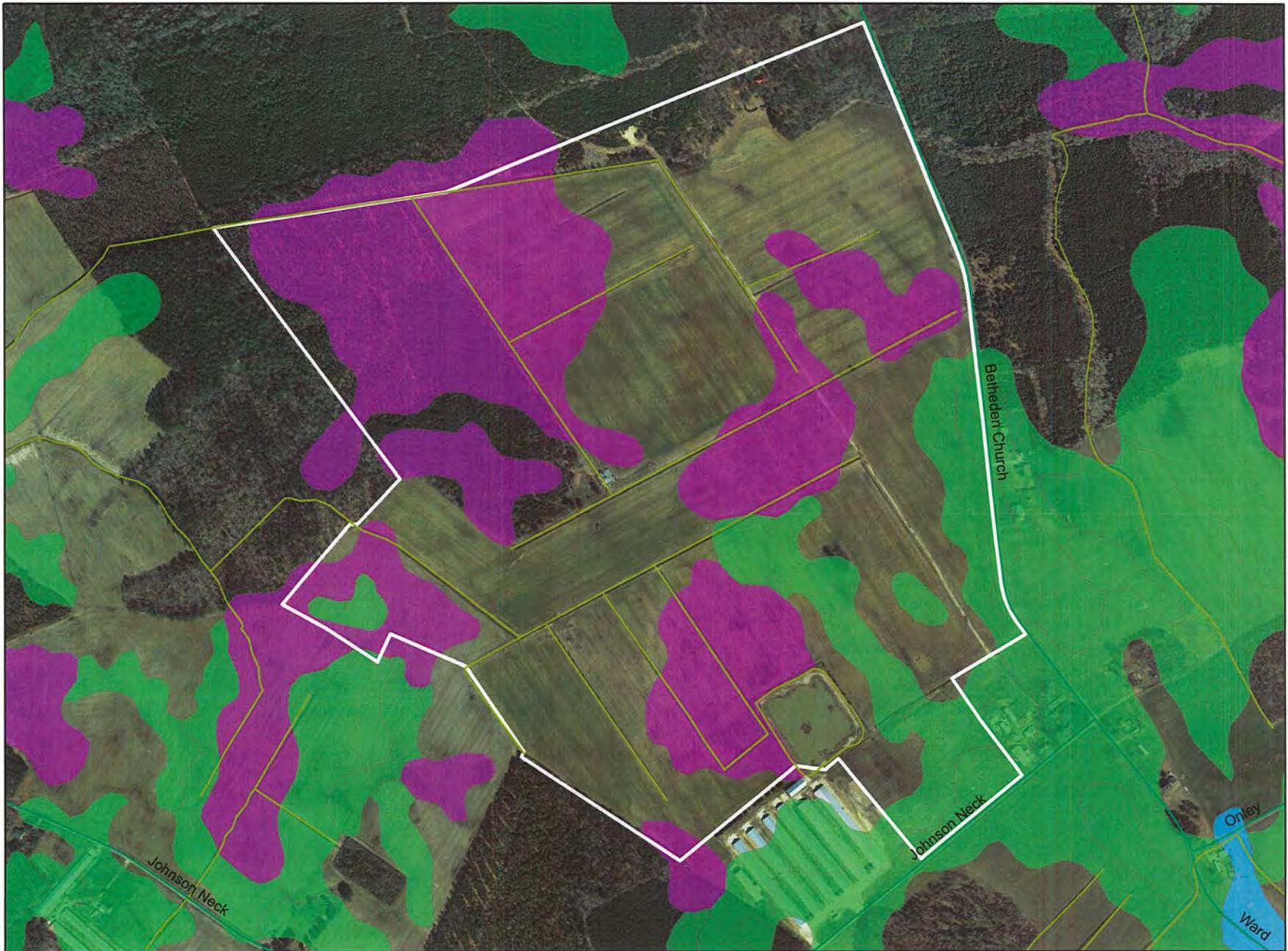
**VALUE CONCLUSIONS:**

|                                                          |                           |                    |
|----------------------------------------------------------|---------------------------|--------------------|
| <b>“AS IS” MARKET VALUE (BEFORE) -</b>                   | <b>\$4,600 per Acre</b>   | <b>\$1,381,000</b> |
| <b>VALUE ENCUMBERED BY CONSERVATION EASEMENT (AFTER)</b> | <b>\$ 870,000</b>         |                    |
| <i>(Estimate of Unit Value)</i>                          | <i>- \$2,900 per Acre</i> |                    |
| <b>CONCLUDED VALUE OF EASEMENT:</b>                      |                           | <b>\$ 511,000</b>  |
| <i>(Extracted Unit Value Conclusion)</i>                 | <i>~ \$1,703 per Acre</i> |                    |

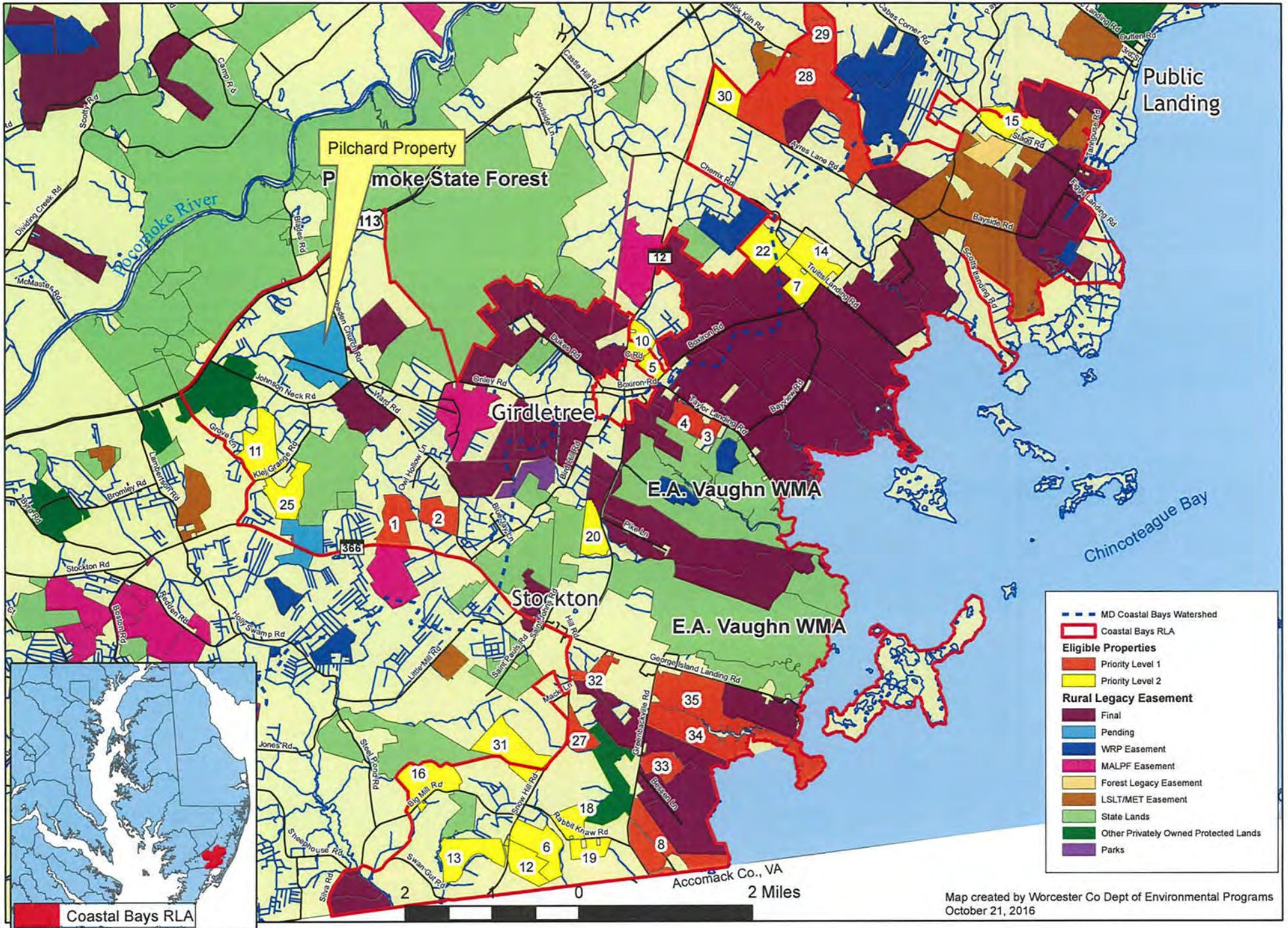
**SUMMARY OF IMPORTANT DATA AND CONCLUSIONS**

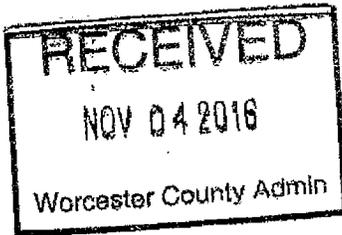
|                                            |                                                                                |
|--------------------------------------------|--------------------------------------------------------------------------------|
| <b>REPORT TYPE:</b>                        | Appraisal<br>File No. CC10903                                                  |
| <b>REPORT DATE:</b>                        | December 21, 2015                                                              |
| <b>LOCATION:</b>                           | Betheden Church Road<br>Girdletree, Maryland 21829<br>Map 78 Grid 10 Parcel 41 |
| <b>OWNER OF RECORD:</b>                    | Shirley Pilchard etal                                                          |
| <b>LAND AREA:</b>                          | 300.14 +- acres                                                                |
| <b>IMPROVEMENTS: Not included in value</b> | 2,488 sf Dwelling (circa 1989)                                                 |
| <b>ZONING:</b>                             | A-1 - Agricultural District                                                    |
| <b>CENSUS TRACT:</b>                       | #9514.00                                                                       |
| <b>FLOOD MAP STATUS:</b>                   | Zone X (Not a flood hazard area)<br>Map # 24047C0375H<br>Dated 7/16/2015       |
| <b>HIGHEST AND BEST USE BEFORE:</b>        | up to 10 home sites                                                            |
| <b>HIGHEST AND BEST USE AFTER:</b>         | Homesite/Agriculture/hunting                                                   |
| <b>PROPERTY RIGHTS APPRAISED:</b>          | Fee Simple                                                                     |
| <b>OPINION OF VALUES:</b>                  |                                                                                |
| <b>BEFORE VALUE:</b>                       | \$1,260,000                                                                    |
| <b>AFTER VALUE:</b>                        | \$630,000                                                                      |
| <b>VALUE OF EASEMENT/<br/>DIFFERENCE:</b>  | <b>\$630,000</b>                                                               |
| <b>EFFECTIVE DATE:</b>                     | December 10, 2015                                                              |
| <b>APPRAISERS:</b>                         | William R. McCain, MAI, MBA<br>F. Lee Gosnell                                  |

Shirley Pilchard and Gary Pilchard  
300.14 acres  
Map 78, Parcel 41



# Attachment A: Coastal Bays Rural Legacy Area, FY17 Grant Agreement





9

**Worcester County**  
Department of Environmental Programs

**Memorandum**

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

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

Proposed Public Hearing  
on December 20, 2016

**Subject:** Request to Schedule Public Hearing – Expansion of Ft. Whaley  
Campground - Case No. (SW 2016-2)

**Date:** November 4, 2016

The Department is in receipt of a request for amendment to the County’s Comprehensive Water & Sewerage Plan submitted by Mr. Hugh Cropper, IV, representing the Applicant, Sun Properties, LLC. The request is a proposed addition of sixty three (63) campsites to the existing 210 lot campground without a change in the previously approved water and sewerage planning boundaries. Anticipated infrastructure changes include establishment of additional drain field/reserve areas, connecting force/gravity mains for the new drain fields and any modifications to the wastewater treatment plant and storage as could be required by the Maryland Department of the Environment.

The application was reviewed by the Worcester County Planning Commission at its regularly scheduled meeting on 11/3/16 and was found to be consistent with the County’s Comprehensive Development Plan. The Planning Commission therefore forwards a favorable recommendation on the application.

Attached is the application package along with the staff letter on the amendment. We would like to schedule a public hearing on the matter at the next available meeting of the County Commissioners. A draft ad for the hearing will be sent electronically to Kelly Shannahan, Assistant Chief Administrative Officer.

As always, I am available at any time for the presentation and any to answer questions on this matter.

Attachment

cc: Water and Sewer Committee  
WS File – Expansion of Ft. Whaley Campground (SW 2016-2)

**Citizens and Government Working Together**



DEPARTMENT OF  
ENVIRONMENTAL PROGRAMS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1306  
SNOW HILL, MARYLAND 21863  
TEL: 410-632-1220 / FAX: 410-632-2012

LAND PRESERVATION PROGRAMS  
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ADVISORY BOARD

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

October 25, 2016

Worcester County Planning Commission  
Worcester County Courthouse  
1 West Market Street  
Snow Hill, MD 21863

RE: Transmittal—Comprehensive Water  
and Sewerage Plan Amendment—  
Expansion of Ft. Whaley Campground —  
(SW 2016-2)

Dear Commissioners:

We are writing to forward the proposed *Worcester County Comprehensive Water and Sewerage Plan (The Plan)* amendment for the expansion of the Fort Whaley Campground to *The Plan* without a change of the previously approved water and sewer boundaries, for your review and comment to the County Commissioners. According to Chapter One, Section 1.4.2 of *The Plan* (“Application for Amendments”), the applicant submitted a complete application and we have attached it. Mr. Hugh Cropper, IV, representing the campground owner, Sun Properties, LLC, is the applicant.

The applicant proposes a 63 lot expansion to the existing 210 seasonal campground. The existing campground had a previous amendment to *The Plan* that was approved by the Planning Commission and adopted by the Worcester County Commissioners in Resolution No. # 09-06 on April 21, 2009. That amendment provided for water and sewerage systems for 210 seasonal campsites and a 31,500 gpd max capacity for the discharge permit. The amendment was subsequently approved by the state.

The new owners are currently planning to soon replace one (the south system) of the two large flow septic systems serving the campground and, as a condition of their groundwater discharge permit, are required to treat all of the groundwater for all the onsite sewage systems servicing the campground. This will be accomplished by the installation of a Sequencing Batch Reactor (SBR) treatment plant and related equipment. The owner has submitted their preliminary engineering report to MDE in advance of the

MDE construction permit and has indicated in their application an anticipation that a construction permit will be issued for the plant between April and July of next year.

The reason the applicant proposes to add these improvements and expansion to *the Plan* is that they are planning an expansion of the campground that would require an amendment to their discharge permit from the Maryland Department of the Environment that would be accompanied by changes to the plant and additions to approved drain field areas. These applications can only be processed by MDE after the planning amendment is put in *the Plan*.

A soil hydrogeologic investigation for the proposed expansion of the drain field capability was conducted by Earth Data, Inc. to determine the feasibility of such an expansion. The work was shared with Worcester County and MDE and included: a review of available background data, site reconnaissance, excavating and describing soils in thirty two (32) direct-push macro-cores borings and nine hollow stem auger borings, installing thirty-two (32) piezometers in the macro-core borings, and nine (9) wells in the hollow-stem borings, measuring water levels in the piezometers and wells, conducting slugs tests, and drafting their preliminary analysis.

The focus of the investigation was on three areas: the front area of the campground adjacent to the Rt. 50 intersection, the area adjacent to the existing northern septic systems next to the park entrance, and the area around where the fenced RV and storage area is located. The last area is the most promising and based in the available data and testing done, Earth Data has preliminarily concluded that they have found enough area for initial and two replacement areas to support the proposed expansion with a subsurface trench and bed system. System acreage is estimated at 1.25 acres (54,000 sf bed area) for an initial system and a total of 3.75 for the initial plus two expansion areas.

Although the consultant tested the site during a period of excessive rain, there will need to be additional testing/monitoring through the wet season, which will be observed and reviewed by Worcester County Environmental Programs and MDE before final approval of a revised groundwater discharge permit can be concluded.

The water/sewer planning areas will not change from previously designated W-1/S-1 areas for the existing campground. The expansions will take place within the existing areas.

The only anticipated infrastructure changes this planning amendment contemplates would be: establishment of additional drain field/reserve drain field areas, connecting force/gravity mains for the new drain fields with accompanying pumping arrangements, and any modifications to the treatment plant and related storage components that may be required by MDE.

The Planning Commission is tasked by Section 1.4 of *The Plan* ("Procedures for Plan Amendments") to make a finding as to whether this amendment would be consistent with *The Comprehensive Plan*. The Planning Commission may also submit its project

comments and recommendations. The findings and comments will be submitted to the County Commissioners. The County Commissioners will hold a public hearing and then take action on the proposal.

## **Comprehensive Plan Policies**

*The Comprehensive Plan* designates the entire property area for agricultural land use.

Agricultural Areas are defined (p. 18) as follows:

- This category is reserved for farming, forestry, and related industry with minimal residential and other incompatible uses although permitted, are discouraged.

Additional *Comprehensive Plan* references include:

Chapter One, "Introduction" states:

- Provide for adequate public services to facilitate the desired amount and pattern of growth (p. 8).

Chapter Three, "Natural Resources" states:

- Provides a goal that Worcester County recognizes the value of and is committed to conservation and protection of the following natural resources(...) clean surface and ground water (p. 33).
- Recommends Worcester County "Promote uses, such as golf courses, open space easements, natural areas, and recreational open space to reduce impervious surfaces in floodplains" (p.48).

Chapter Four "Economy"

- Includes the following objective: "Support the traditional tourist industry... (p. 58).

Chapter Five "Housing"

- Describes campgrounds as "temporary recreational housing (that) have been a part of the county's resort tradition" and states, "while suitable for temporary accommodations, these uses should not be permitted to evolve into permanent housing due to health and safety issues" (p.69).

Chapter Six, "Public Infrastructure" states:

- Consistent with the development philosophy, facilities and services necessary for the health, safety, and general welfare shall be cost effectively provided (p. 70).
- Require new development to "pay its way" by providing adequate public facilities to meet the infrastructure demand it creates (p. 70).

- Plan for efficient operation, maintenance, and upgrades to existing sanitary systems as appropriate (p. 73).
- Provide for the safe and environmentally sound water supply and disposal of wastewater generated in Worcester County (p.73).
- States, “The county should continue to rely on private enterprise to provide camping facilities” (p.76).

#### Chapter Seven “Transportation”

- Recommends the county: “provide private and public open space for recreational and institutional needs” (p.96).

### Zoning

The *Planning Area* is zoned A-2, Agricultural District, in which it is intended to preserve, encourage, and protect the County’s farms, forestry operations and their economic productivity. There was another zoning district, C-2 that covered approximately 28 acres of the 72 acre site. Under Rezoning Case. No. 404, the Planning Commission and the County Commissioners reviewed and approved a request from the owners to reclassify those 28 from C-2 to A-2, Agricultural District. When the Maps were made, this rezoning case was not yet heard by the County Commissioners, which approved the reclassification so that all of the property is now zoned A-2. The map entitled “Proposed Zoning” is now “Existing Zoning”.

### Staff’s Comments

Department of Public Works had no comments for this amendment.

EP Staff’s comments are submitted below for your consideration.

1. The Fort Whaley sanitary infrastructure has adequate available water and wastewater treatment capacity to handle the addition of flow for the extra campsites. On the wastewater side this is demonstrated with the suitability determination supported by the preliminary testing done by the owner’s consultant. Additional testing through the wet season, observed by Worcester County and MDE needs to be completed prior to a final determination on a groundwater discharge permit modification. Approval of this planning amendment should consider that caveat as a condition of any recommendation made on this application – that additional testing will be needed before final approval of a revision to the groundwater discharge permit permitting the expansion of the campground.
2. The planning area’s comprehensive plan designations and zoning permits the proposed. Any construction in the planning area would be required to meet the provisions of the storm water program and other local and state requirements.

3. While community sewerage systems should not be approved as a matter-of-fact in areas carrying an agricultural land use designation in *the Plan*, we would note this property has an existing campground that has been served by large flow septic systems for a few decades now. A campground is such an exception due to its consistency with the *Comprehensive Plan* and the nutrient benefits that come from the treatment being provided to the sewage system on the property where only conventional (not for nutrients) treatment existed before. It is anticipated that 120 equivalent sewer connections will be realized when the current campground is connected to the planned WWTP. This will be an upgrade of the last active large flow septic system in the Upper or Lower Pocomoke watersheds that does not have a nutrient treatment system installed.
4. *The Plan* states that proposed amendments must be consistent with *The Comprehensive Plan* and existing zoning classifications. The proposed improvements provide for uses consistent with the *Comprehensive Plans'* land use designation and *the Plan* encourages recreational uses in the County. As proposed, the project appears to be consistent with *The Comprehensive Plan* and existing zoning.

We have enclosed maps highlighting significant site and vicinity characteristics for your use. If you need further information, please contact us.

Sincerely,



Robert J. Mitchell, LEHS, REHS  
Director

Enclosures

cc: Fort Whaley Campground SW 2016-2 Amendment File

# **Attachment 1**

# **Application**

LAW OFFICES

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

CURTIS H. BOOTH  
BRYNJA MCDIVITT BOOTH  
HUGH CROPPER IV  
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September 14, 2016

Worcester County Government Center  
Department of Environmental Programs  
1 West Market Street, #1306  
Snow Hill, MD 21863  
Attn: Mr. Robert Mitchell, RS, Director

Re: Comprehensive Water and Sewer Plan Amendment Request  
Fort Whaley Campground  
Project No.: 15014.00



Dear Mr. Mitchell:

Please find enclosed the Application for Amendment of the Comprehensive Water and Sewerage Plan, Worcester County, Maryland, submitted on behalf of Sun TRS Fort Whaley, LLC, regarding the Fort Whaley Campground Property.

The cover letter from Dane S. Bauer of H&B Solutions, LLC is attached, which explains the request.

If you have any questions, please do not hesitate to contact me. Have a great day.

Very truly yours,

Hugh Cropper IV

HC/tgb

Enclosure

CC W/Enclosure:

Melissa Hall  
Tom O'Branovic  
Kurt Beleck  
Dane Bauer



H&B Solutions, LLC  
37534 Oliver Drive  
Selbyville, DE 19975  
Tel: 410.292.4385

September 14, 2016

Worcester County Government Center  
Department of Environmental Programs  
1 West Market Street, #1306  
Snow Hill, MD 21863

Attn: Mr. Robert Mitchell, RS  
Director

Re: Comprehensive Water and Sewer Plan Amendment Request  
Fort Whaley Campground  
Project No. 15014.00

Dear Mr. Mitchell:

Enclosed please find the Application for the Amendment of the Comprehensive Water and Sewerage Plan for the Fort Whaley Campground. This Amendment will accommodate both the existing 210 approved campsites in addition to 63 new campsites for a total of 273 and associated wastewater flow of 21,000 gallons per day.

As you know, we have processed a request to Dr. Tien at the Maryland Department of the Environment (MDE) to extend the compliance dates for completion of the wastewater treatment plant. This request anticipates the Water and Sewer Plan Amendment being completed by March 1, 2017 with the construction permit being issued by MDE between April and July, 2017.

We would greatly appreciate the formal County process be initiated as soon as possible so these compliance deadlines can be achieved.

Please note, Sun TRS Fort Whaley, LLC will be submitting the appropriate review fee in the amount of \$500.00 to the Department of Environmental Programs under separate cover.

If you need anything further please let us know.

Sincerely,

H&B Solutions, LLC

Dane S. Bauer

Enclosure

Cc: Mrs. Melissa Hall (w/ enclosure)  
Mr. Tom O'Branovic (w/ enclosure)  
Mr. Kurt Beleck (w/ enclosure)  
Mr. Hugh Cropper, Esq. (w/ enclosure)

**Application for Amendment of the  
Comprehensive Water and Sewerage Plan**  
Worcester County, Maryland

Date: 09/13/16

Applicant (name, mailing address, phone and FAX number):

Sun TRS Fort Whaley, LLC  
27777 Franklin Road, Suite 200  
Southfield, MI 49034  
248.208.2610

Contact Person: **Robert Mitchell**  
Telephone: **410-632-1220**

Amendment Type:  X  Water  X  Sewer   Other  
Amendment Character:  X  Addition   Deletion  X  Change

Please complete all the applicable forms included in this package. If a system does not already exist, the "Existing System" sheet is not required. Include a map of the area to be served at a scale of at least 1" = 2,000'. Return the completed application to:

Department of Environmental Programs  
1 West Market Street Room 1306  
Snow Hill, Maryland 21863

The fee for major amendment [adding or deleting service capacity or area(s)] is \$500.  
Minor amendments (not adding or deleting service) are \$100.

**Note: Modification of this form will void the application.**

Property Identification:

Tax Map:  18  Parcel Number(s):  20   
Town/Community Name:  Fort Whaley Campground

Location Description:

Intersection of Route 50 and Dale Road.

Property Owner Signature:  [Signature] , attorney  Date:  9/14/16

Applicant Signature:  [Signature]  Date:  9/13/16   
(If other than property owner)

# Worcester County, Maryland Proposed Uses

\* Please provide as much detail as possible on the proposed uses and review Worcester County zoning provisions for permitted uses.

| <u>Tax Map</u> | <u>Parcel</u> | <u>Zoning</u> | <u>Proposed Use*</u>    | <u>EDU's Needed (Approx.)</u>                                                                                    |
|----------------|---------------|---------------|-------------------------|------------------------------------------------------------------------------------------------------------------|
| 18             | 20            | A-2           | Campsites and amenities | 66<br>(21,000gpd and 300gpd/EDU)<br>Zoning changed to A-2 in order<br>to accommodate a total of 273<br>campsites |

# Water and Sewerage Plan Amendment Application

## Worcester County, Maryland

### Existing Sewer System

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

**System Name:** Fort Whaley Campground  
**Area Served [tax map(s) & parcel(s)]:** TM 18 Parcel 20  
**Owner:** Sun TRS Fort Whaley, LLC  
**Operator:** Environmental Systems Service, Ltd.  
**Existing service area designation (circle one):** S-1      S-2      S-3      None

**Population & Capacity (current year 2016):**  
**Population served (EDU):** 50  
**Population unserved (EDU):** -  
**GPD per EDU:** 71  
**System capacity demand (MGD):** 0.015  
**Permitted capacity (NPDES/groundwater):** 30,000 - based on peak demand

**Collection System:**  
**Type (circle one):** Combined\*      Separate  
\*Combined systems collect both stormwater and wastewater.  
**Description:** Gravity collection to pumping station and force mains to WWTP  
**Condition of transmission facilities (circle one):** Good      Need repairs/replacement (describe in comments)

**Treatment Facility:**  
**Location - N/E (NAD83, meters):** Tank #1 - 547480, 80900 | Tank #2 - 547598, 80416  
**Level & type of treatment:** Septic Tank and Groundwater Discharge Systems  
**Condition of treatment Facilities (circle one):** Good      Need repairs/replacement (describe in comments)  
**Total site size (acres):** 72.5      Acres occupied by facility: 2  
**Design flow (MGD) :** 0.015 (for septic system and 0.030 for subsurface disposal)  
**Existing flow (MGD): Average:** 0.12      Peak: 0.24  
**Sludge disposal method:** Pump and haul as needed

**Discharge:**  
**Type:** Groundwater - Soil Absorption Beds  
**Location - N/E (NAD83, meters):** Drainfield A - 547482, 80947; Drainfield B - 547466, 80915; Drainfield C - 547449, 80882; Drainfield D - 547460, 80834; Drainfield E - 547613, 80442  
**NPDES permit # and expiration date:** N/A  
**State discharge permit # and expiration date:** 10-DP-3724 | May 31, 2020

**Annual Operation & Maintenance Costs:** \$60,000 Est.  
**Funding source:** Private - camp operations

**Comments (include any problems with structures or water quality; describe repairs and replacements needed):**  
The north system serving 105 campsites is adequate to meet existing and future needs for this area.  
The south system is being replaced per studies performed by Earth Data for 105 campsites.  
Planned expansion will include new systems for 63 additional units. All wastewater will be treated to advanced

**Water and Sewerage Plan Amendment Application**  
**Worcester County, Maryland**  
**Planned Sewer System**

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

\*Some information may be repeated from the "existing sewer system" form

**System Name:**

**Fort Whaley Campground**

Area served [tax map(s) & parcel(s)]:

TM 18 Parcel 20

Owner:

Sun TRS Fort Whaley, LLC

Operator:

Environmental Systems Service, Ltd.

Proposed priority category (circle one) :

S-1      S-2      S-3

**Population and Capacity**

Population served (EDU):

| 2008 | 2010 | 2015 | 2020 |
|------|------|------|------|
| 210  | 210  | 210  | 273  |

Population unserved (EDU):

-      -      -      -

GPD per EDU:

|    |    |    |                           |
|----|----|----|---------------------------|
| 71 | 71 | 71 | 210 @ 71gpd<br>63 @ 85gpd |
|----|----|----|---------------------------|

System capacity demand (MGD)

|       |       |       |        |
|-------|-------|-------|--------|
| 0.015 | 0.015 | 0.015 | 0.0205 |
|-------|-------|-------|--------|

System capacity planned (MGD):

|       |       |       |        |
|-------|-------|-------|--------|
| 0.015 | 0.015 | 0.015 | 0.0205 |
|-------|-------|-------|--------|

Permitted capacity (MGD):

|       |       |       |                   |
|-------|-------|-------|-------------------|
| 0.015 | 0.015 | 0.015 | 0.0210 (proposed) |
|-------|-------|-------|-------------------|

**Collection System**

Type (circle one):

Combined\*      Separate

\*Combined systems collect both stormwater and wastewater

Description:

Central WWTP with nitrogen removal with multiple soil absorption areas

Condition of transmission facilities (circle):

Good      Need repairs/replacement (describe in comments)

**Treatment Facility**

Location- N/E (NAD83, meters):

Level & type of treatment:

**Advanced Treatment with Nitrogen Removal to level of 8mg/l total I**

Condition of treatment facilities (circle one):

Good      Need repairs/replacement (describe in comments)

Total site size (acres):

72.5      Acres occupied by facility: 2.5

Design flow (MGD)

0.0210 MGD treatment and 0.042 MGD disposal beds

Existing flow (MGD): Average:

0.12      Peak:      0.24

Sludge disposal method:

Pump and haul as needed

**Discharge**

Type:

Groundwater - Soil Absorption Beds

Location - N/E (NAD83, meters):

NPDES permit # and expiration date:

N/A

State discharge permit # and expiration date:

10-DP-3724 | May 31, 2020

**Annual Operation & Maintenance**

\$90,000 Est

Funding source:

Private - camp operations

**Comments** (Include pending permit applications, planned improvements/expansions; describe needed repairs):

Owners in process of designing, permitting, and constructing a new advanced WWTP to serve the entire

A new south system is being designed for installation in 2016/2017 which, along with the north system will accommodate 273 campsites. Earth Data is testing onsite to find suitable soils for accommodating expansion needs.

# Water and Sewerage Plan Amendment Application

## Worcester County, Maryland

### Existing Water System

**System Name:** Fort Whaley Campground  
**Area served (tax map(s) & parcel(s)):** TM-16, Parcel 20  
**Owner:** Sun TRS Fort Whaley, LLC  
**Operator:** Environmental Systems Service, Ltd.  
**Proposed priority category (circle one):** (W-1)    W-2    W-3

**Population and Capacity (Current year 2016):**  
**Population Served (EDU)** 210  
**Population Unserved (EDU)** -  
**GPD per EDU** 71  
**System Capacity Demand (MGD)** 0.15  
**Permitted Capacity (MGD)** 0.09gpd average daily use / 0.28gpd for the month of maximum use

**Distribution System description:** Wells, storage, disinfection, and distribution.

| Production Well(s)              | WO-94-0755                    | WO-72-0085                    | WO-95-0668                    |
|---------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Well Name or Number             | <u>Columbia</u>               | <u>Columbia</u>               | <u>Columbia</u>               |
| Aquifer                         | <u>Columbia</u>               | <u>Columbia</u>               | <u>Columbia</u>               |
| Location - N/E (NAD83, meters): | <u>11224 Dale Raod</u>        | <u>11224 Dale Raod</u>        | <u>11224 Dale Raod</u>        |
| Depth (feet)                    | <u>105</u>                    | <u>80</u>                     | <u>100</u>                    |
| Diameter (inches)               | <u>2</u>                      | <u>2</u>                      | <u>4</u>                      |
| Max Safe Yield (GPM)            | <u>30</u>                     | <u>30</u>                     | <u>50</u>                     |
| Pumping Capacity (GPD)          | <u>60</u>                     | <u>40</u>                     | <u>100</u>                    |
| Water Quality                   | <u>Has Cert of Potability</u> | <u>Has Cert of Potability</u> | <u>Has Cert of Potability</u> |
| Water Appropriation Permit #    | <u>WO1972G004(06)</u>         | <u>WO1972G004(06)</u>         | <u>WO1972G004(06)</u>         |

**Treatment Plant(s)**  
**Water Source:** Columbia Aquifer  
**Location - N/E (NAD83, meters):** \_\_\_\_\_  
**Type of Treatment:** pH, disinfection, and water softners  
**Rated/Permitted Plant Capacity (MGD)** 0.03  
**Average Flow (MGD)** 0.009  
**Max Peak Flow (MGD)** 0.028  
**Storage Capacity (MGD)** Hydro-pneumatic tank

**Annual Operation & Maintenance Costs:** \$30,000 Est  
**Funding source:** Private - camp operations

**Comments (include any problems with structures or water quality; describe repairs and replacements needed):**  
The wells are in good working order and the water supply system meets drinking water standards.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# Water and Sewerage Plan Amendment Application

## Worcester County, Maryland

### Planned Water System

\*Some information may be repeated from "existing water system" form

**System Name:** Fort Whaley Campground  
 Area served (tax map(s) & parcel(s)): TM-18, Parcel 20  
 Owner: Sun TRS Fort Whaley, LLC  
 Operator: Environmental Systems Service, Ltd.  
 Proposed priority category (circle one): W-1    W-2    W-3

| Population and Capacity       | 2008  | 2010  | 2015  | 2020                            |
|-------------------------------|-------|-------|-------|---------------------------------|
| Population Served (EDU)       | 210   | 210   | 210   | 273                             |
| Population Unserved (EDU)     | -     | -     | -     | -                               |
| GPD per EDU                   | 71    | 71    | 71    | 210 @<br>71gpd<br>63 @<br>85gpd |
| System Capacity Demand (MGD)  | 0.015 | 0.015 | 0.015 | 0.0205                          |
| System Capacity Planned (MGD) | 0.015 | 0.015 | 0.015 | 0.0205                          |
| Permitted Capacity (MGD)      | 0.015 | 0.015 | 0.015 | 0.0210 (proposed)               |

**Distribution System description:** Wells, storage, disinfection, and distribution.

| Production Well(s)              | WO-94-0755                    | WO-72-0085                    | WO-95-0668                    |
|---------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Well Name or Number             | <u>Columbia</u>               | <u>Columbia</u>               | <u>Columbia</u>               |
| Aquifer                         | <u>11224 Dale Raod</u>        | <u>11224 Dale Raod</u>        | <u>11224 Dale Raod</u>        |
| Location - N/E (NAD83, meters): | <u>105</u>                    | <u>80</u>                     | <u>100</u>                    |
| Depth (feet)                    | <u>2</u>                      | <u>2</u>                      | <u>4</u>                      |
| Diameter (inches)               | <u>30</u>                     | <u>30</u>                     | <u>50</u>                     |
| Max Safe Yield (GPM)            | <u>60</u>                     | <u>40</u>                     | <u>100</u>                    |
| Pumping Capacity (GPM)          | <u>Has Cert of Potability</u> | <u>Has Cert of Potability</u> | <u>Has Cert of Potability</u> |
| Water Quality                   | <u>WO1972G004(06)</u>         | <u>WO1972G004(06)</u>         | <u>WO1972G004(06)</u>         |
| Water Appropriation Permit #    |                               |                               |                               |

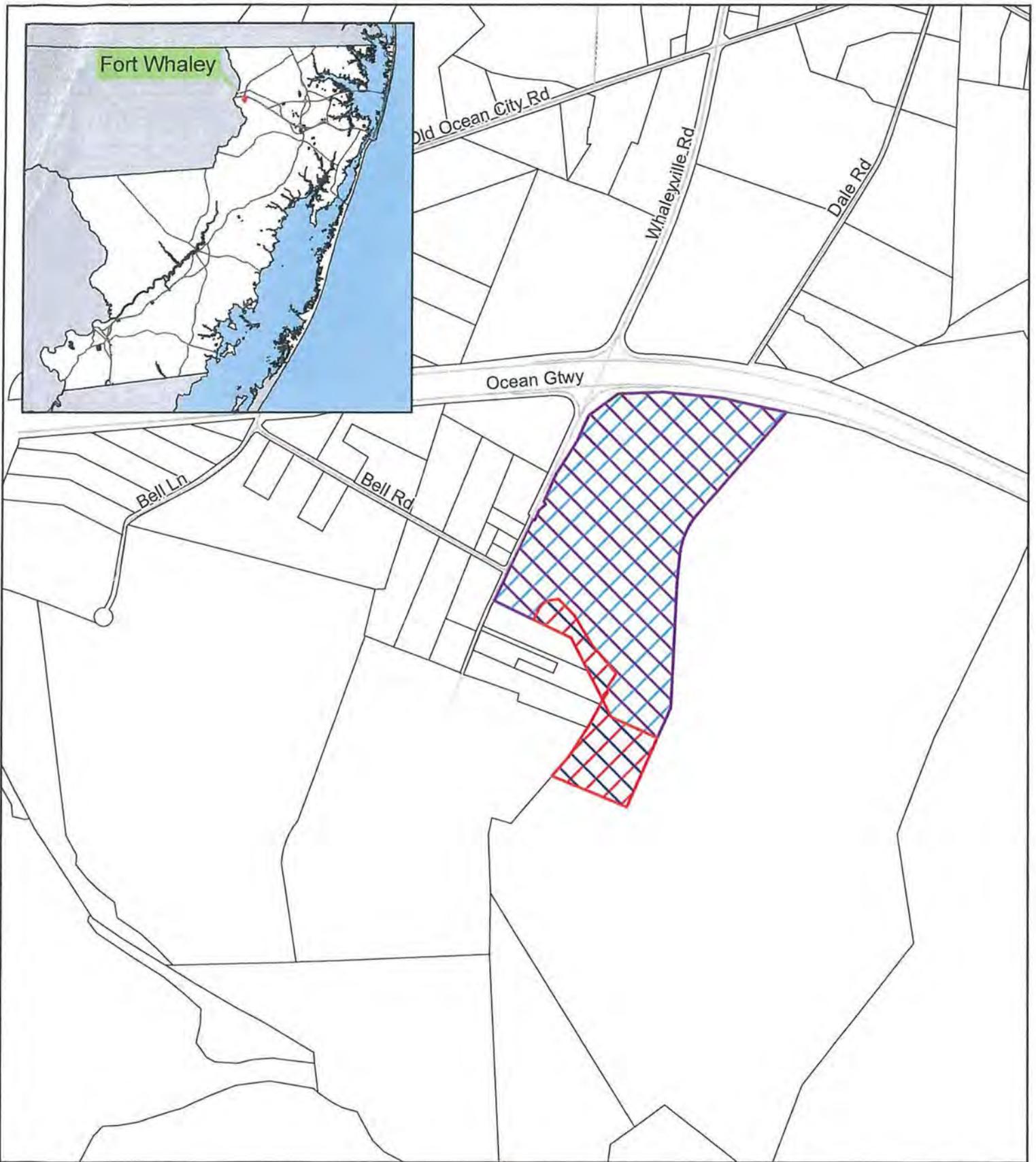
**Treatment Plant(s)**  
 Water Source: Columbia Aquifer  
 Location - N/E (NAD83, meters):  
 Type of Treatment: pH, disinfection, and water softners  
 Rated/Permitted Plant Capacity (MGD): 0.03  
 Average Flow (MGD): 0.021  
 Max Peak Flow (MGD): 0.042  
 Storage Capacity (MGD): Hydro-pneumatic tank

**Annual Operation/Maintenance Costs:** \$45,000 Est  
 Funding source: Private - camp operations

**Comments** (include pending permit applications, planned improvements/expansions; describe needed repairs):  
The existing wells and water system are capable of meeting expansion needs and average daily flow capacity of 21,000gpd. (The existing Appropriation Permit will need to be modified to increase average daily and month of maximum use pumping rate approvals.)

# Attachment 2

# Maps



**Sewer Planning Areas**

-  S1
-  S6 - No Future Service

**Water Planning Areas**

-  W1
-  W6 - No Future Service



**General Location**

Fort Whaley Planning Area  
Case 2016-02



**Sewer Planning Areas**

-  S1
-  S6 - No Future Service

**Water Planning Areas**

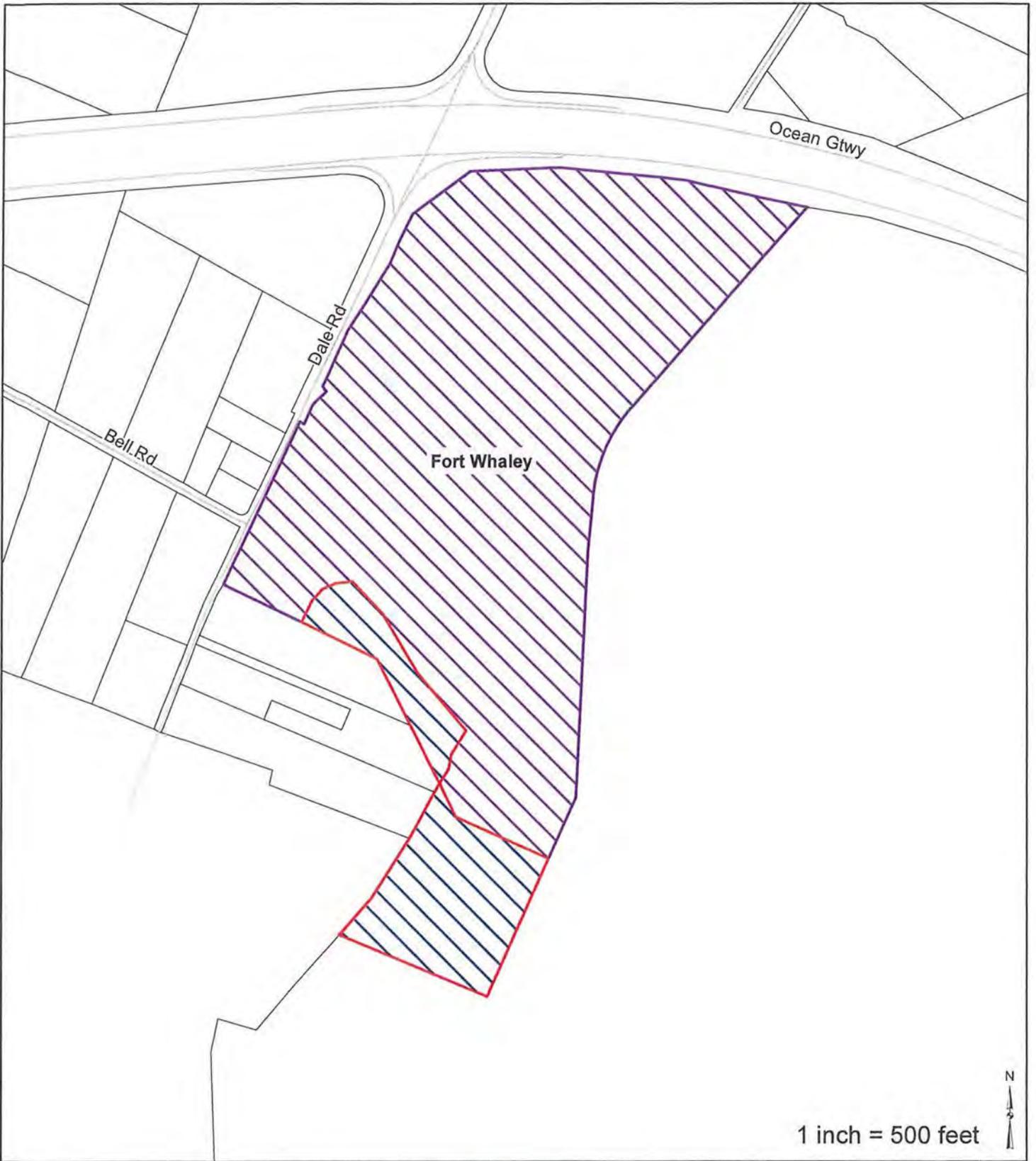
-  W1
-  W6 - No Future Service



**Aerial Image**

Fort Whaley Planning Area  
Case 2016-02

18



**Sewer Planning Areas**

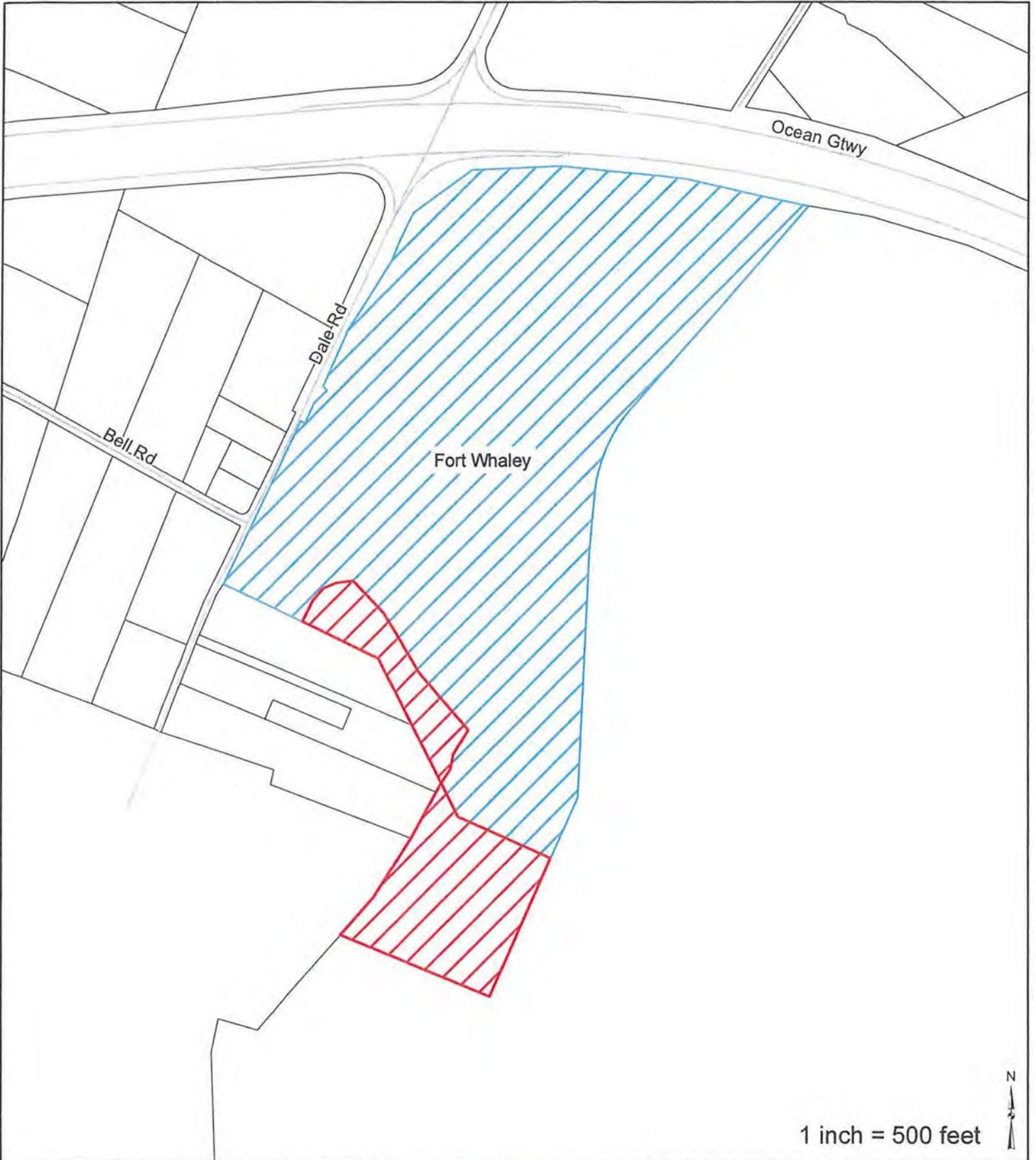
-  S1
-  S6 - No Future Service



**Sewer Planning Areas**

Fort Whaley Planning Area  
Case 2016-02

19



**Water Planning Areas**

-  W1
-  W6 - No Future Service



# Water Planning Areas

Fort Whaley Planning Area  
Case 2016-02

20



**Sewer Planning Areas**

-  S1
-  S6 - No Future Service

**Water Planning Areas**

-  W1
-  W6 - No Future Service

**Ag Suitability**

-  All areas are prime farmland
-  Farmland of statewide importance
-  Prime farmland if drained
-  Prime farmland if irrigated
-  Not prime farmland



# Ag Suitability

Fort Whaley Planning Area  
Case 2016-02



- |                             |    |                                     |  |
|-----------------------------|----|-------------------------------------|--|
| <b>Sewer Planning Areas</b> |    | <b>Effective Flood Hazard Areas</b> |  |
| S1                          | A  | AE                                  |  |
| S6 - No Future Service      | AO | 0.2 PCT ANNUAL CHANCE FLOOD HAZARD  |  |
| <b>Water Planning Areas</b> |    | VE                                  |  |
| W1                          |    |                                     |  |
| W6 - No Future Service      |    |                                     |  |



## Effective Flood Hazard Areas

Fort Whaley Planning Area  
Case 2016-02



**Land Use Plan**

- Agriculture
- Green Infrastructure
- Village
- Existing Developed Area
- Growth Area
- Institutional
- Commercial Center
- Industrial
- Municipality

**Sewer Planning Areas**

- S1
- S6 - No Future Service

**Water Planning Areas**

- W1
- W6 - No Future Service



# Land Use Plan

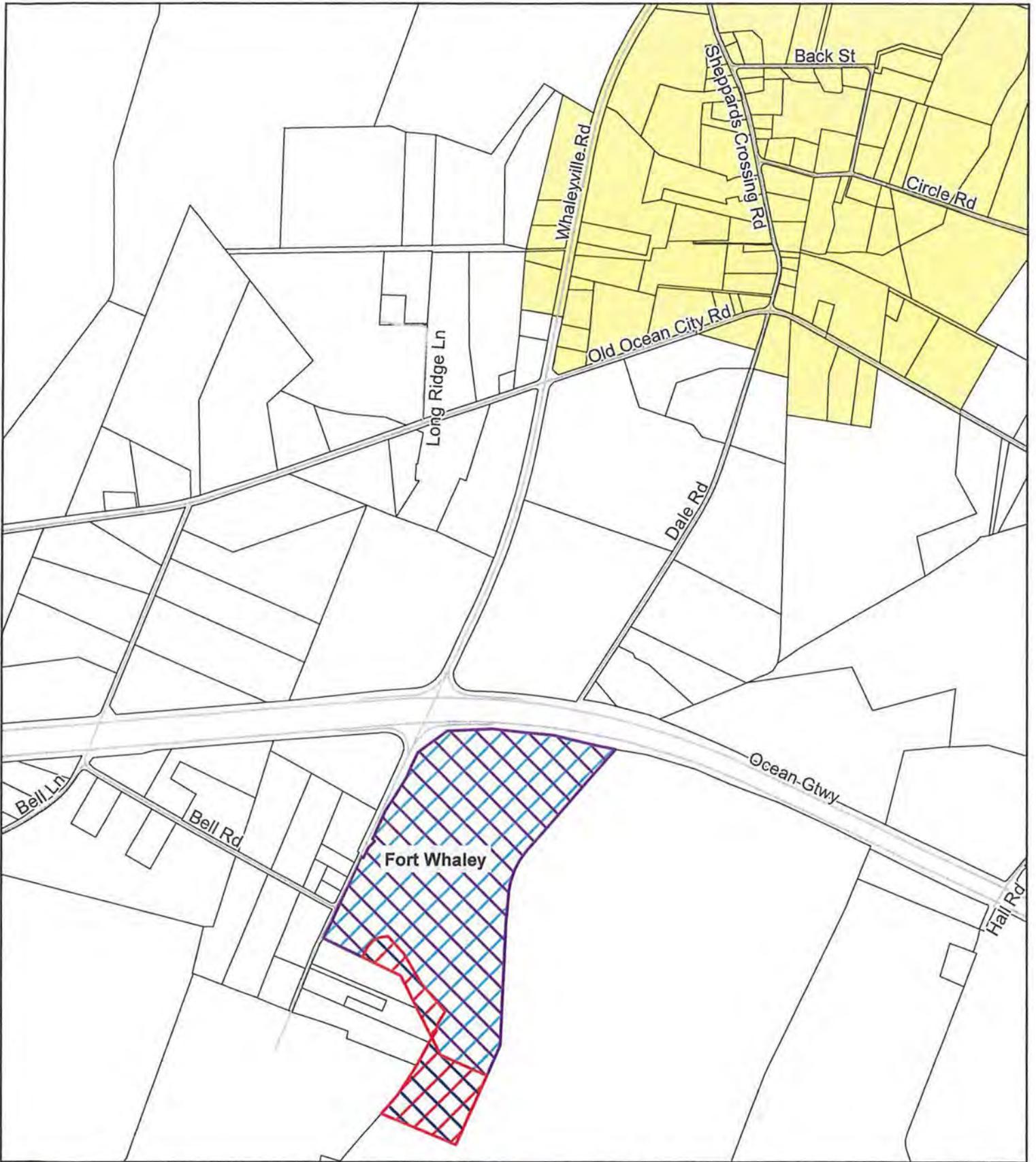
Fort Whaley Planning Area  
Case 2016-02

23

Prepared by Worcester County Department of Development Review and Permitting, September 20, 2016.

Source: Land Use Plan, Worcester County Commissioners, March 07, 2008;

MDD H:\GIS Data\Sanitary Services\Water and Sewer Amendments\FortWhaley\2016-02\FtWhaley\_LandUse\_09-20-16.mxd



**Sewer Planning Areas**

-  S1
-  S6 - No Future Service

**Water Planning Areas**

-  W1
-  W6 - No Future Service
-  Priority Funding Areas



# Priority Funding Areas

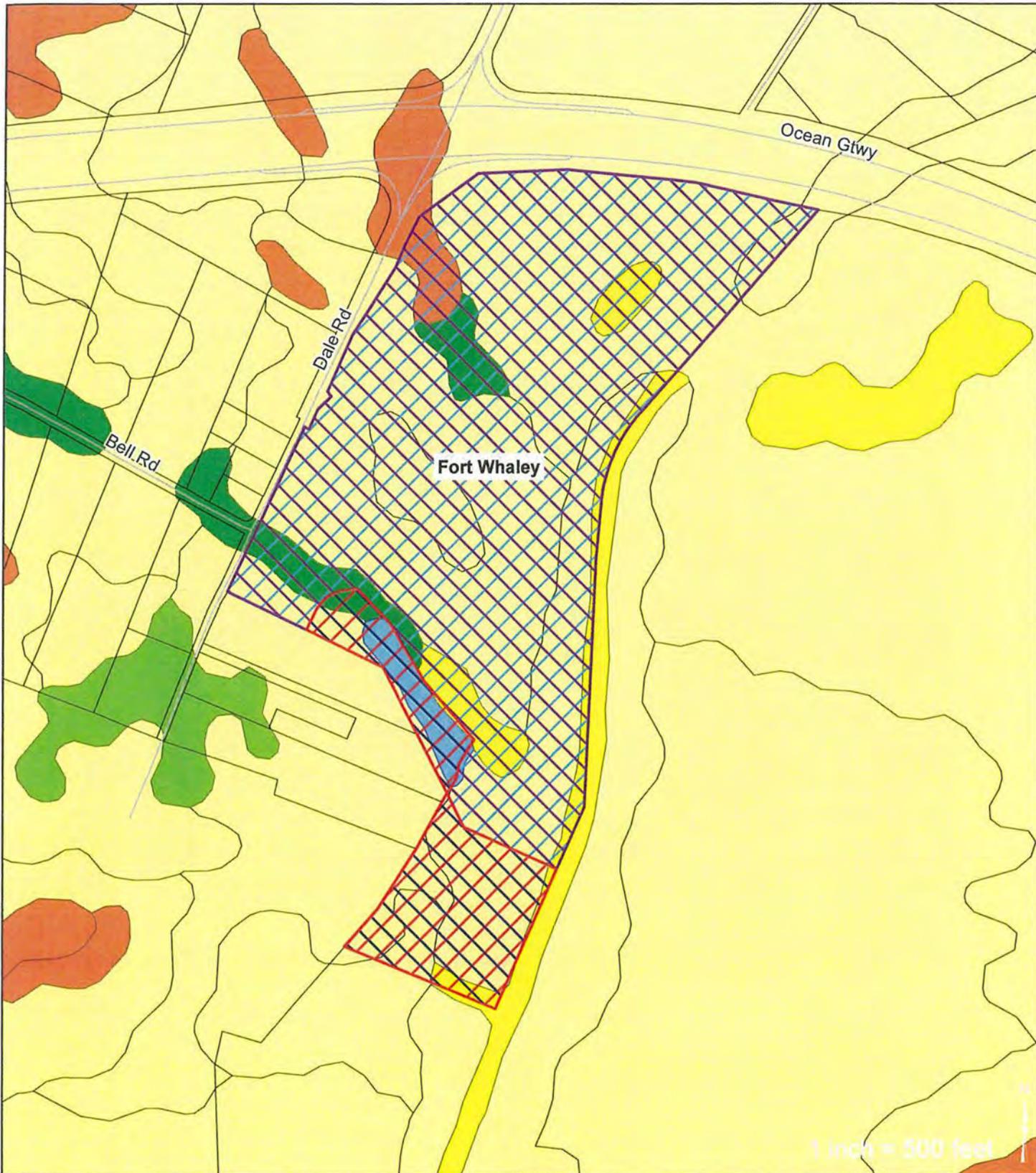
Fort Whaley Planning Area  
Case 2016-02

24

Prepared by Worcester County Department of Development Review and Permitting, September 20, 2016.

Source: Priority Funding Areas, Maryland Department of Planning, 2002;

MDD H:\GIS Data\Sanitary Services\Water and Sewer Amendments\FortWhaley\2016-02\FtWhaley\_PFA\_09-20-16.mxd



**Sewer Planning Areas Soils**

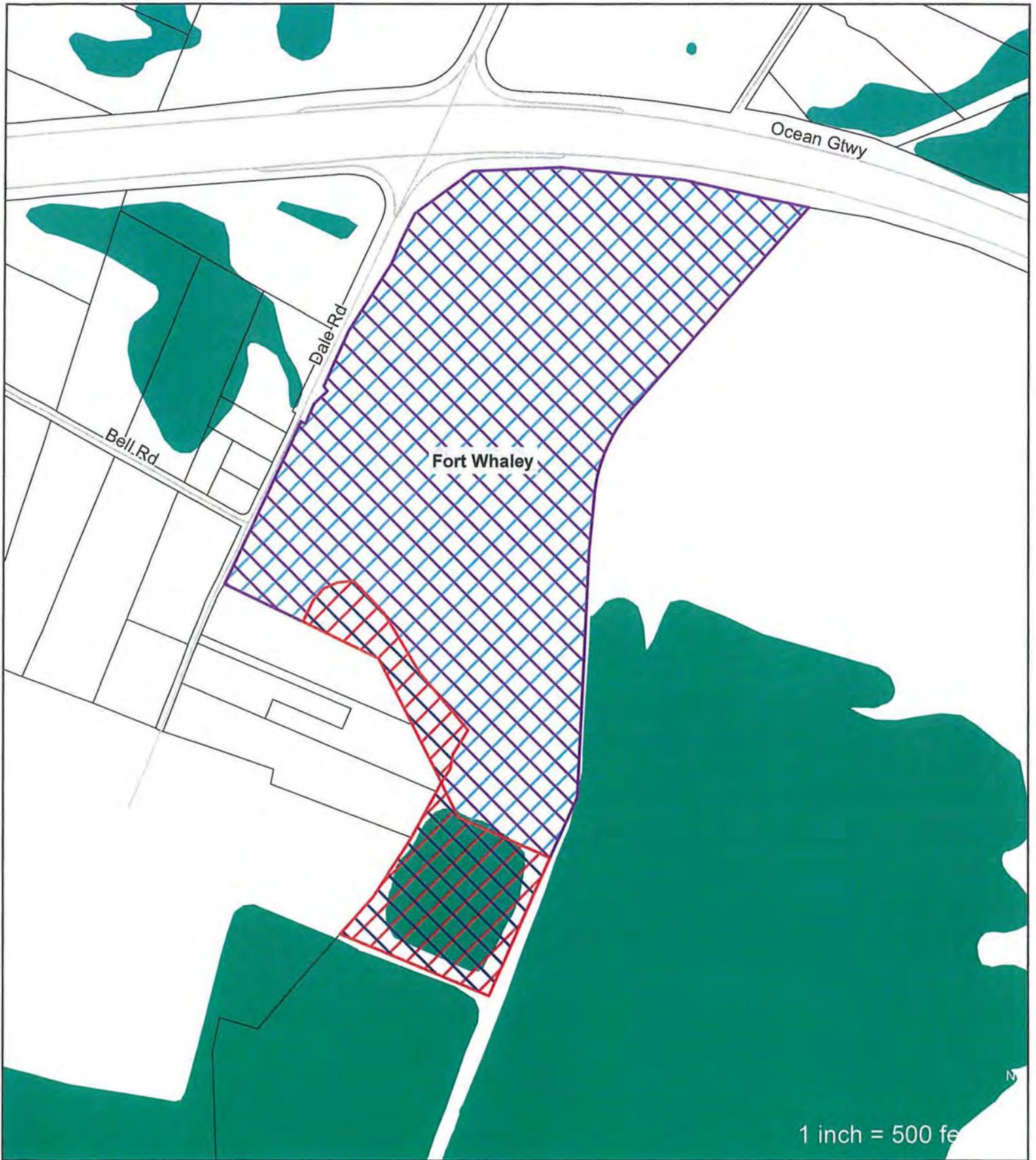
- S1
- S6 - No Future Service
- W1
- W6 - No Future Service

- Water
- Urban land
- Excessively Drained
- Somewhat Excessively Drained
- Moderately Well Drained
- Well Drained
- Hydric Soils (Poorly Drained)



**Soil Drainage Types**

Fort Whaley Planning Area  
Case 2016-02



**Sewer Planning Areas**

-  S1
-  S6 - No Future Service

**Water Planning Areas**

-  W1
-  W6 - No Future Service
-  Wetlands



**Wetlands**

Fort Whaley Planning Area  
Case 2016-02

Prepared by Worcester County Department of Development Review and Permitting, September 20, 2016.

Source: Wetlands, Maryland Department of Natural Resources;

MDD H:\GIS Data\Sanitary Services\Water and Sewer Amendments\FortWhaley\2016-02\FtWhaley\_Wetlands\_09-20-16.mxd

26



|                             |    |     |
|-----------------------------|----|-----|
| <b>Sewer Planning Areas</b> | CA | I2  |
| S1                          | RP | CM  |
| S6 - No Future Service      | E1 | C1  |
| <b>Water Planning Areas</b> | R1 | C2  |
| W1                          | R2 | C3  |
| W6 - No Future Service      | R3 | V1  |
| A1                          | R4 | MUN |
| A2                          | I1 |     |



# Proposed Zoning

## Fort Whaley Planning Area

### Case 2016-02

27

Prepared by Worcester County Department of Development Review and Permitting, September 20, 2016.

Source: Zoning, Worcester County Commissioners, As Amended;

MDD H:\GIS Data\Sanitary Services\Water and Sewer Amendments\FortWhaley\2016-02\FtWhaley\_ProposedZoning\_09-20-16.mxd

## **Attachment 3**

# **Soil Hydrogeologic Investigation Report (w/o Attachments)**



September 6, 2016

Mr. Dane Bauer  
H & B Solutions  
37534 Oliver Drive  
Selbyville, DE 19975

Re: Soil-Hydrogeologic Investigation for the Proposed Fort Whaley Campground Wastewater Treatment and Disposal Expansion System, Tax Map 18, Grid 12, Parcel 20, Worcester County, Maryland; Earth Data File 4822

Dear Bauer:

This letter report summarizes the preliminary results, conclusions and recommendations of the above-referenced preliminary soil-hydrogeologic investigation. The purpose of the preliminary investigation was to provide field data to assess conceptual feasibility for an expansion wastewater treatment and disposal system in accordance with current regulations, policies and guidelines of the Maryland Department of the Environment (MDE) and the Worcester County Office of Environmental Programs (WCOEP). The property is located in a B2 area in the County Water & Sewer Plan that allows for reduced soil treatment zones and groundwater penetration wastewater disposal systems. It is our understanding that the client plans to add seventy-three campsites and that the MDE and WCOEP will require sufficient suitable area for an initial and two replacement systems.

The work performed by Earth Data included a review of available background data; site reconnaissance; excavating and describing soils in thirty-two direct-push macro-cores borings and nine hollow-stem auger drill rig borings; installing thirty-two 1-inch diameter piezometers in the macro-core borings and nine 2-inch diameter wells in the hollow-stem auger drill rig borings; measuring water levels in the piezometers and wells during six visits; conducting nine slug tests; and preliminary data analyses. Analysis and conclusions presented in this preliminary report are based on previous investigations, available data and maps.

#### SITE DESCRIPTION

Location and Size: The site is located in Worcester County, approximately 1 mile south of Whaleysville, Maryland (Premise Address 11224 Dale Road) on the east side of Dale Road,

south of U.S. Route 50. The Fort Whaley Campground property (Tax Map 18, Grid 12, Parcel 20) is reported to be approximately 72.2 acres in size.

Land Use: The surrounding area to the north consists primarily of farmland, low-density residential areas and U.S. Route 50. Land use to the west and south consists of primarily of low-density residential and commercial areas. Land use to the east consists of primarily of farmland and woodlands. Current land use on Parcel 20 is listed as commercial in the tax records and consists of the existing campground and associated buildings or facilities. The associated buildings and facilities include: gatehouse, camp store, pool and bath house, club house, activity pavilion, RV dump station, maintenance building, bath house 1 and bath house 2, and three small well pump house buildings.

Elevations and Slopes: Elevations of the land surface range from approximately 25 to 37 feet mean sea level (ft. msl) in the areas investigated based on the USGS Whaleysville 7.5 minute quadrangle topographic map. Available topographic maps and site plans indicate elevations range from approximately 20.6 to 36.0 feet above datum (assumed mean sea level). Slopes throughout the majority of the area investigated were approximately 1 to 2 percent except adjacent to and along the banks of Lake Rayne where short, steeper slopes exist.

Surface Drainage: The property is located within the Upper Pocomoke River watershed (MD 8-Digit Code 02130203). The major surface water drainage features within the parcel include a channelized portion of Whaleysville Branch along the eastern property line, Lake Rayne and two unnamed ditches that drain into Whaleysville Branch. A portion of the property adjacent to Whaleysville Branch is located in the 100-year floodplain. Whaleysville Branch drains to south approximately 1 mile where it empties into the Pocomoke River. The Pocomoke River flows to the south and southwest approximately 42 miles where it empties into the Pocomoke Sound near Fair Island and eventually the Chesapeake Bay.

Geology: The site is located in the Atlantic Coastal Plain physiographic province. The Atlantic Coastal Plain is underlain by a thick wedge of sedimentary deposits consisting of sands, silts, gravels and clays that lie on a seaward-sloping basement of Precambrian or early Paleozoic rocks. In general, Coastal Plain sediments thicken and gently dip in the direction of the Atlantic Coast. Table 1 provides a summary of the local geology and hydrogeology in relation to the stratigraphy in the vicinity of the study areas.

Hydrogeology. In Worcester County several coastal plain formations have excellent water-producing properties and are used as aquifers for municipal, domestic, agricultural and commercial purposes. Of principal interest for this project is the hydrogeology of the Columbia aquifer, which acts as an unconfined aquifer over much of the Eastern Shore. However, is not always truly an unconfined water-table aquifer because it may include low permeability layers between the ground surface and the basal confining layer which result in locally confined to semi-confined aquifer conditions.

Under natural conditions the Columbia aquifer is principally recharged from precipitation at the land surface primarily from mid-October to early April (the non-growing season). The release of treated water to the land surface or subsurface would also provide local recharge. Discharge from the Columbia aquifer includes base flow to surface water bodies, yield to wells, and evapotranspiration.

Existing On-site Wells: A search of WCOEP records shows that five wells have been drilled within the subject parcel (WO-71-0085; WO-72-0084; WO-72-0085; WO-94-0755 and WO-95-0668). Well completion reports are available for all the wells listed above except WO-71-0085. The approximate locations of three of the wells are shown in Figure 2. One well was abandoned in 2003 and replaced by well WO-94-0755 based on the abandonment report. Well WO-72-0084 was reported not in use by Fort Whaley campground management.

- WO-72-0084 is screened between the approximate depths of 74 and 80 feet below land surface (bls). The well completion report indicates two confining clay layers above the top of screen: 8 to 14 feet bls and 25 to 50 feet bls. This well is reported to be grouted through the upper clay to an approximate depth of 25 feet bls.
- WO-72-0085 is screened between the approximate depths of 74 and 80 feet bls. The well completion report indicates two confining clay layers above the top of screen: 14 to 24 feet bls and 50 to 60 feet bls. This well is reported to be grouted through the upper clay layer to an approximate depth of 18 feet bls.
- WO-94-0755 is screened between the approximate depths of 95 and 105 feet bls. The well completion report indicates two confining clay layers above the top of screen: 8 to 17 feet bls and 38 to 62 feet bls. This well is reported to be grouted through the upper and lower confining clay layer to an approximate depth of 75 feet bls.
- WO-95-0668 is screened between the approximate depths of 80 and 100 feet bls. The well completion report indicates three confining clay layers above the top of screen between depths of 9 to 13 feet bls; 17 to 30 feet bls; and 43 to 51 feet bls. This well is reported to be grouted through the upper and lower confining units to an approximate depth of 75 feet bls.

Existing On-site Septic Systems: For this report the property is divided into a north area and a south area.

- The north area septic systems currently serve the camp store, pool and bath house, club house, RV dump station, bath house 1 and 113 campsites. The gate house pumps effluent to the bath house 1 system. The camp store, pool and bath house, club house and RV dump station systems each consist of a septic tank that discharges to subsurface disposal

trenches. The bath house 1 system consists of a series of septic tanks that drain to a pump chamber and then discharge to a series of beds (A, B, C, and D).

- The south area septic system currently serves 69 campsites and bath house 2. This system consists of a collection system that drains to a grinder-pump station that pumps to a series of septic tanks near bath house 2. These septic tanks discharge to subsurface trenches. The south area septic system is the system that will be replaced in a new location immediately adjacent to and southwest of the storage area. The new system is sized to accommodate an initial disposal area while providing a design for one complete replacement system. A new wastewater treatment plant with nitrogen pretreatment that discharges to four proposed beds and will also discharge to the existing north side disposal system is currently being designed by DBF and will be located between the north side disposal system and the storage area.

#### RESULTS OF FIELD WORK

Soils: The approximate locations of macro-core and hollow-stem auger-rig borings, completed by Earth Data and used to describe soils at the site are shown in Attachment A. Soils were examined in three areas within the site:

- Area A- Storage Yard;
- Area B- North System Extension; and
- Area C- Commercial Open Space.

Boring logs from the piezometers and wells are provided in Attachment A. The soils occurring within Worcester County have been mapped and classified by the USDA National Resources Conservation Service (NRCS). Soils mapped by the NRCS in the areas investigated for wastewater disposal include the moderately well-drained Runclinct series (RuB) and the poorly drained Askecksy (As) and Hurlock (Hu) series. The majority of soils encountered during this investigation were similar to the moderately well-drained Klej series and the poorly-drained Askecksy and Hurlock series.

Groundwater Levels: A preliminary water level monitoring network was established at the site to characterize depths to groundwater. The network included thirty-two, 1-inch diameter piezometers and nine 2-inch diameter observation wells. Approximate locations of the piezometers and wells are shown in Attachment A. Piezometer and well construction data are provided in Attachment B. Water level measurements were made during six visits between April 27, 2016 and June 20, 2016. Water level data are provided and summarized in Attachment C.

The depth to groundwater below land surface (bls) within the three areas investigated (Areas A, B, and C) ranged from approximately 0 to 6.89 feet below land surface.

- Depth to groundwater below land surface within Area A ranged from approximately 0.06 to 3.64 feet bls during the monitoring period.
- Depth to groundwater below land surface within Area B ranged from approximately 1.85 to 4.83 feet bls during the monitoring period.
- Depth to groundwater below land surface within Area C ranged from approximately 0 to 6.89 feet bls during the monitoring period.

Hydraulic Conductivity Tests: Nine slug tests were conducted in the 2-inch diameter wells to estimate the hydraulic conductivity of the saturated sediments within the area investigated. Slug test data is summarized in Attachment D. Test results indicate the hydraulic conductivity in the upper surficial aquifer ranges from approximately 2.3 to 10.3 feet per day (ft/d) with an overall geometric mean of approximately 5.7 ft/d.

- Test results for Area A ranged from 6.9 to 10.3 ft/d with a geometric mean of 8.2 ft/d.
- Test results for Area B ranged from 4.1 to 7.7 ft/d with a geometric mean of 5.3 ft/d.
- Test results for Area C ranged from 2.3 to 6.6 ft/d with a geometric mean of 4.2 ft/d.

#### SITE CONCEPTUAL FEASIBILITY AND CAPACITY

The basis for analysis provided by H & B Solutions is the addition of 73 new campsites and seasonal occupancy/loading rates as follows:

- April- 30% occupancy
- May- 50% occupancy
- June- 80% occupancy
- July- 100% occupancy
- August- 100% occupancy
- September- 50% occupancy

#### CONCLUSIONS AND RECOMMENDATIONS

Water levels in all three areas were unusually high due to the very heavy rains experienced in the vicinity of the site immediately prior to and during this year's field work and testing.

Of the areas recently investigated Area B is judged to be slightly more favorable than Area A or Area C (least favorable) for siting subsurface trench and bed groundwater penetration systems. This is based on Area B having the best range of water levels, even though the average hydraulic conductivity values in Area B were approximately 35% less than in Area A. Additional field work to more fully define the onsite wastewater disposal potential of the site should be

focused primarily in Area B. However, after discussions with Jerry Friedel at DBF regarding the proximity of this area to the new subsurface disposal system being design for the south system, DBF expects the maximize use of the better soils for the south side system and its proposed replacement areas. This will leave little or no area for further consideration during the expansion. Making Area A the primary focus of future investigations for the expansion needs.

Conclusions:

1. Based on the available data portions of the areas recently investigated are suitable for siting subsurface trench and bed systems based the site being located in a B2 area in the Worcester County Water & Sewer Plan that allows for reduced soil treatment zones and groundwater penetration systems.
2. Based on recent testing the order ranking of the three areas is as follows:
  - i. Area B- Best, most favorable area-- most favorable water levels and reasonably acceptable hydraulic conductivity
  - ii. Area A- Next best area-- best hydraulic conductivity but high water levels. Certain areas with highly compacted near-surface sediments
  - iii. Area C- Least favorable area-- highest water table and lowest hydraulic conductivity
3. Since Area B is the most favorable of the three areas tested is should be considered first for any additional field work to more fully define the wastewater disposal potential. However, in discussions with DBF this better location has been chosen to maximize the design opportunities for the new south side disposal system. This being the case, Area A will be the preferred area of the two areas remaining and this is where additional field work should be preferred to verify/determine a basis of design for the proposed expansion area disposal system. (Being right next to the proposed WWTP is also a benefit from a civil design and internal piping configuration perspective.)
  - i. Area B had the deepest water levels, ranging from approximately 1.85 to 4.83 feet bls during the monitoring period
  - ii. Area B had the second-highest average hydraulic conductivity value (5.3 ft/d)
4. If additional field work to more fully define the onsite wastewater disposal potential of the site should is focused primarily in Area B, then Area A (most favorable hydraulic conductivity values) can be considered for potential future repair and/or replacement systems.

5. If sand mounds have not been ruled as a disposal mechanism, hand auger holes, test pits, and single-ring infiltrometer testing can be considered to identify additional potential disposal areas both in Area B (most favorable area) and a selected portion of Area A.
6. The majority of soils encountered during the investigation were similar to the moderately well-drained Klej and the poorly drained Askecky and Hurlock series.
7. During the monitoring period depths to groundwater in the three areas investigated ranged from approximately 0 to 6.89 feet below land surface. Water levels were influenced by the unusually heavy rainfall that occurred in the area before, during, and after the recent work was performed.
8. In order to use these areas for wastewater disposal loading rates will need to be managed to keep groundwater mounding heights to 1.0 foot. This will require approximately 1.25 acres (54,400 square feet bed area) for the initial system with a total of approximately 3.75 acres for the initial plus two replacement systems.

Recommendations:

1. Continue to monitor water levels at the site through October 2016 in order to more fully quantify the occupancy/loading rate assumptions.
2. Focus additional field work and testing in Area A to more fully define the wastewater disposal potential:
  - a. Examine soils in selected areas from hand augers and small backhoe test pits
  - b. Conduct single and double-ring infiltrometer tests at selected depths
3. Verify the acceptability of sand mound systems for onsite disposal. If acceptable to your client and regulators, consider test pits and infiltrometer testing in selected "non-compacted" areas within Area A to identify additional potential areas.
4. Survey locations and elevations of all piezometers, wells, test pits, etc., installed for this investigation to facilitate development of a water level contour map and allow for a complete mounding analysis.
5. H&B to work with DBF and the regulators to arrive at a basis of design for the expansion area disposal system which best matches onsite conditions relative to groundwater elevations and infiltrometer test results, but a design which H&B believes will most likely be preferred by MDE and Worcester County as part of their

Mr. Dane Bauer  
September 6, 2016  
Page 8

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regulatory review process.

Thank you for the opportunity to be of service. Please let us know if we can provide any additional information or assistance in this matter.

Sincerely,

Mark A. Williams  
Principal/Project Manager

MAW/cak

Attachments: As Stated

Attachment 4

# Planning Commission Minutes

**Worcester County Planning Commission  
Meeting Minutes**

**Meeting Date:** November 3, 2016

**Time:** 1:00 P.M.

**Location:** Worcester County Government Office Building, Room 1102

**Attendance:**

**Planning Commission**

Mike Diffendal, Chair

Jay Knerr, Vice Chair

Brooks Clayville

Marlene Ott

Jerry Barbierrri

Rick Wells

**Staff**

Ed Tudor, Director

Maureen Howarth, County Attorney

Jennifer Keener, Zoning Administrator

Robert Mitchell, Director, DEP

Katherine Munson, Natural Resources Planner

**I. Call to Order**

**II. Administrative Matters**

**A. Review and approval of minutes, October 6, 2016—** As the first item of business, the Planning Commission reviewed the minutes of the October 6, 2016 meeting. Following the discussion it was moved by Mr. Barbierrri, seconded by Mr. Knerr and carried unanimously to approve the minutes as submitted.

**B. Board of Zoning Appeals agenda, November 10, 2016 —** As the next item of business, the Planning Commission reviewed the agenda for the Board of Zoning Appeals meeting scheduled for November 10, 2016. Mrs. Keener was present for the review to answer questions and address concerns of the Planning Commission. No comments were forwarded to the Board.

**III. Presentation – Joe Fehrer, The Nature Conservancy**

As the next item of business, the Planning Commission was provided with an update of the conservation and restoration work being done at the Nassawango Preserve as well as information highlighting the watersheds critical habitats and areas of concern. Joseph Fehrer, Lower Shore Project Manager with The Nature Conservancy, was present for the review. Katherine Munson, Natural Resources Planner, introduced Mr. Fehrer. Mike Dryden, also with The Nature Conservancy, presented information on the Pocomoke Watershed projects that they are working on and those that they have completed.

**IV. Water and Sewerage Plan Amendment**

**A.** As the next item of business, the Planning Commission reviewed an application associated with the proposed expansion of the Ft. Whaley Campground. Tax Map 18, Parcel 20 (SW 2016-2). Bob Mitchell, Director of Environmental Programs, presented the request along with Hugh Cropper, IV and Dane Bauer, who were representing the applicants, Sun Properties, LLC.

The request is a proposed addition of sixty three (63) campsites to the campground without a change in the previously approved water and sewerage planning boundaries. Anticipated infrastructure changes include establishment of additional drain field/reserve areas, connecting force/gravity mains for the new drain fields and any modifications to the wastewater treatment plant and storage as could be required by the Maryland Department of the Environment.

Mr. Cropper noted that the project is approved and consistent with the Comprehensive Plan and current zoning and reviewed the recently approved zoning reclassification for the commercial portion of the campground that was approved by both the Planning Commission and the County Commissioners. Mr. Bauer indicated that even though the current groundwater discharge permit for the campground required treatment to a level of 20 mg/l total nitrogen, the plant is being designed to achieve 8 mg/l.

Mr. Mitchell reviewed the staff report noting the consistencies found for such a development in the Comprehensive Plan and noted that the current campground and the large flow septic systems serving it have been in existence for decades. He noted that the treatment plant being installed for the current campground would have the capacity to serve this expansion and the treatment upgrade will be the last large septic system upgrade within Worcester County's Chesapeake Bay watershed. Mr. Mitchell also noted that the expansion needs to be included in the Plan before the Maryland Department of the Environment reviews any modifications to the groundwater discharge permit and WWTP design. He also noted that the seasonal testing required through the wet season will need to be completed before final approval of the additional drain field capacity.

Following the discussion, a motion was made by Ms. Ott, seconded by Mr. Knerr and carried unanimously to find this application consistent with the Comprehensive Plan and recommended that they forward a favorable recommendation to the County Commissioners. Ms. Ott's motion did include the condition, suggested in staff comments, that qualifies the approval pending completion of successful testing of the proposed new drain fields through the wet season.

#### **V. §ZS 1-325 Site Plan Review – Hampton Inn and Suites Revisions**

As the next item of business, the Planning Commission reviewed the proposed revision to the hotel building, located on the southerly side of Ocean Gateway, approximately 280 feet east of Stephen Decatur Highway (MD Route 611), Tax Map 27, Parcels 143, 144 and 157, Lots 9, 10, 11, 12, and part of 19, Tax District 10, C-2 General Commercial District. Heather Morrison with Fisher Architecture was present for the review. She explained that the previous design had a flat roof structure, and they re-looked at the Design Guidelines and Standards to implement as much as possible. Ms. Morrison noted that they are complying with the Planning Commission's requirement for the sloped roof structure, but it will require Board of Zoning Appeals action. They are currently requesting a waiver to the *Design Guidelines and Standards* to allow the stone veneer

that Hampton Inn corporate wishes to provide. Mr. Diffendal confirmed with staff that this is located within the Seaside Architectural Tradition.

Following the discussion, a motion was made by Mr. Knerr, seconded by Mr. Clayville, and carried unanimously to approve the waiver as requested.

**VI. §ZS 1-325 Site Plan Review – Kelly Solar Project**

As the next item of business, the Planning Commission reviewed the proposed addition of 216 kW to an existing 155 kW solar energy system resulting in a large solar energy system, Tax Map 99, Parcel 18, Tax District 1, A-1 Agricultural District, located at 233 Wagram Road, approximately 570 feet south of Colona Road. Chris Custis, surveyor was present for the review. Mr. Custis explained that the property owner would like to add onto the solar panel system that is currently on site. They are requesting a waiver from the Planning Commission for the automatic irrigation system with rain sensor.

Following the discussion, a motion was made by Mr. Barbierrri, seconded by Mr. Clayville, and carried unanimously to approve the site plan subject to the following conditions:

1. The Planning Commission granted a waiver to the automatic irrigation system with rain sensor.

**VII. Adjourn – The Planning Commission adjourned at 1:36 P.M.**

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Mike Diffendal, Secretary pro tem

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Jennifer K. Keener

10

**NOTICE OF PUBLIC HEARING**  
**PROPOSED EXPANSION OF THE MYSTIC HARBOUR SANITARY SERVICE AREA**  
**TO INCLUDE FRONTIER TOWN CAMPGROUND FOR PUBLIC SEWER SERVICE**  
**WORCESTER COUNTY, MARYLAND**

The Worcester County Commissioners will hold a public hearing to consider a proposed petition to expand the Mystic Harbour Sanitary Service Area for purposes of providing public sewer service to the Frontier Town Campground more specifically described as follows:

1. The petition filed by Hugh Cropper, IV, attorney, on behalf of Sun Communities, LLC for expansion of the Mystic Harbour Sanitary Service Area to include the Frontier Town Campground property located at 8428 Stephen Decatur Highway (MD Route 611) north and east of its intersection with Assateague Road (MD Route 376) in Berlin, Maryland, which will be delineated on a service area map adopted by the County Commissioners. The sanitary service area expansion includes the following parcel: Worcester County Tax Map 33, Parcel 94, Tax Account I.D. # 10-020018, located south of the current boundary of the Mystic Harbour Sanitary Service Area.
  - a. The petitioner is proposing that the sanitary services for the expanded area be provided by the purchase of one hundred sixty-six (166) equivalent dwelling units (EDUs) of wastewater treatment capacity from the Mystic Harbour Sanitary Service Area to serve the existing five hundred eighty-four (584) lot campground.
2. The County Commissioners will evaluate the proposed expansion of the sanitary service area in accordance with the provisions of Section PW 5-305 of the Public Works Article of the Code of Public Local Laws of Worcester County, Maryland, the staff report and any matters related to Section 1 above.

The **public hearing** on the proposed petition will be held on

**TUESDAY, NOVEMBER 15, 2016**  
**at 10:30 A.M.**

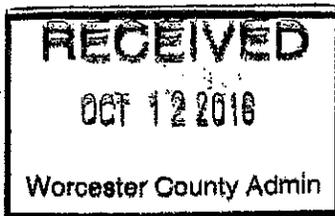
in the  
COUNTY COMMISSIONERS MEETING ROOM  
ROOM 1101 - GOVERNMENT CENTER  
ONE WEST MARKET STREET  
SNOW HILL, MARYLAND 21863

A copy of the staff report on the proposed petition, and any associated documents, may be obtained from the Commissioners' Office, Room 1103 (1<sup>st</sup> Floor) - Government Center, One West Market Street, Snow Hill, Maryland. These documents may be reviewed at the above address during the regular business hours of 8:00 A.M. to 4:30 P.M., Monday through Friday (except Holidays). Anyone having questions should contact Robert Mitchell, Director of Environmental Programs, at 410-632-1220.

All interested citizens are encouraged to attend the hearing and express their views on the proposed amendments and actions. Both written and oral testimony will be accepted.

THE WORCESTER COUNTY COMMISSIONERS

1a



**Worcester County**  
Department of Environmental Programs

Memorandum

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

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

**Subject:** Proposed Mystic Harbour Sanitary Area  
Petition for Expansion  
Frontier Town Campground

**Date:** 10/11/16

*Proposed Public Hearing  
on November 15, 2016*

**APPROVED**  
Worcester County Commissioners  
Date 10/19/16

A valid application and petition was filed on behalf of Sun Communities, LLC for an expansion to the Mystic Harbour Sanitary Service Area. The application requested an addition of the existing Frontier Town Campground to the service area for sewer service. The property is located on the southern portion of the service area and is presently served by private water and sewer and would need to construct an extension to connect to the Mystic Harbour sewer collection system. This determination was made pursuant to Section §PW 5-305 (b)(1)(A.) of the Public Works Article. In accordance with the Code of Public Local Law, the application was referred to the staff. This report was prepared by the Director of the Department of Environmental Programs after consultation with County staff.

The subject property is located at 8428 Steven Decatur Highway approximately ¼ mile north of its intersection with Assateague Road (MD Route 376), east of the Town of Berlin, in the Tenth Tax District of Worcester County, Maryland. The subject property is more specifically identified on Worcester County Tax Map 33 as Parcel 94 and is shown on the attached map. The application requests to add the subject parcel to the Mystic Harbour Service Area for the purposes of providing public sewer service from the Mystic WWTP system to this property. The application proposes an initial provision of (160) equivalent dwelling unit (EDU), or 48,000 gallons per day of sewer service to the existing campground from a sewer main that will be installed to connect to the Mystic Harbour collection system. A future expansion of an estimated 213 campsites are planned to be constructed on the property and it is expected when the site plan review process for that expansion is nearing approval, the exact number of EDUs will be secured and purchased prior to granting of final approval by the Planning Commission.

**Citizens and Government Working Together**

1b

This proposed connection project will consist of upgrades to the internal bathhouses and pump stations including converting the campground collection system with the addition of grinder pumps, providing the necessary storage, providing standby power for the pumps, and construction of a regional pump station sized pursuant to project needs and County requirements. Project will also include construction of internal force mains and an eight inch (8") force main in acquired right of ways/easements along Rt 611 from the campground to a designated connection point to the Mystic Harbour WWTP in the vicinity of the Green Turtle restaurant.

As a part of this process, it is expected that the Frontier Town Campground will enter into a "Small Projects Agreement" with the County for the necessary regional pump station, the eight inch (8") force main, and related equipment in accordance with the plans/specifications approved by the County.

#### Water & Sewer Amendment

A hearing on the Water & Sewer (W&S) amendment was held on 10/2/2014 with the Worcester County Planning Commission. They found the proposed amendment consistent with the *Comprehensive Plan* and local land use and zoning. The Planning Commission approved unanimously the W&S amendment and was passed on to the County Commissioners, which reviewed the amendment at their meeting on 11-18-24 and approved under Resolution No. 14-24. The amendment was sent to the state and was subsequently approved by the Maryland Department of the Environment, effective on 10-29-15.

#### Rezoning Approval

The County Commissioners also approved a change in zoning classification from C-2 General Commercial District to A-2, Agricultural District under Rezoning Classification Resolution No. 16-02, signed on March 15, 2016. This provided the zoning change necessary to extend sewer to serve all portions of the campground, including the proposed future expansion, in accordance with the requirements of the *Master Water and Sewerage Plan* that S-1 areas have uses consistent with existing zoning classifications.

Along with County staff, I have investigated and evaluated the petition for the expansion of the Mystic Harbour Service Area for sewer service. In order to evaluate the proposal I met with and solicited comments from the Water and Sewer Committee, specifically Mr. John Ross of the Department of Public Works (DPW) and Ms. Jessica Wilson, Enterprise Fund Controller with the Worcester County Treasurer's Office.

DPW staff also looked into the expansion of the service area and found the connection will be feasible from an engineering standpoint, but would like to address the following issues as part of the project agreement:

#### **Citizens and Government Working Together**

- Strength of the waste coming from the campground will require an examination for any adjustments needed to the WWTP to accommodate this addition.
- The proposed pump station and force main will require special design consideration and need to be addressed as part of the design review and approval of the proposal infrastructure additions.
- The County may consider interconnections as part of the design review process.

The Enterprise Fund Controller examined the financial feasibility for the Mystic Harbour Sewer connections. Looking at a per campsite value of 85 gpd, per campsite, the financing for the project costs were based on 166 EDU's at a total cost of approximately \$7,484 per sewer EDU. Equity contributions will be paid to the Mystic Harbour Service Area with an upfront payment of \$1,242,344. Ms. Wilson has provided options for paying the equity contribution as detailed on the enclosed summary. They are summarized as follows:

1. Pay total cost as described above to the Treasurer's Office with EDU application.
2. Apply to finance the total cost in accordance with the County Policy on financing and it will be billed as part of the quarterly sewer bill.

Ms. Wilson also provided an estimate for an expected future purchase of an estimated (at this point) sixty one (61) EDUs of sewer service as well for the applicants to review in advance of their submission(s) and preparations for the site plan approval process for that planned future expansion.

After reviewing all of the applicable information and discussing the same with staff, the findings listed below are the results of the evaluation of this petition under the requirements of Section § PW 5-305 (b.) (2.) of the Public Works Article:

**A. Expansion is desirable for the health, safety and welfare of the property owners and their customers in the expanded area and for the environment because:**

- a. The removal of existing onsite sewage flow from multiple large flow septic systems within the Atlantic Coastal Bays Critical Area will reduce nitrogen discharges to the shallow groundwater and ultimately the surface waters of the bays.
- b. The provision of public sewer services to the proposed service area would provide a much greater degree of comfort and convenience for the current and future proposed facilities.

**B. The construction and operation is feasible from an engineering and economic standpoint:**

- a. The construction will be paid for by the applicant. Operations will be done by the Department of Public Works, paid for by this large commercial user.

- b. DPW will address their stated concerns in the project review and the Small Projects Agreement.
- c. The Enterprise Fund Controller has found this project feasible from an economic standpoint and presented the financial options for the applicant as attached.

**C. The proposal is in the best interest of the public health, safety and welfare of all the residents of the county:**

- a. The removal of over 50,000 gpd of conventional (without treatment for nitrogen) onsite sewage flow from multiple large flow septic systems within the Atlantic Coastal Bays Critical Area is in the best interest of the residents of the County.
- b. The retirement of the septic flow provides the Sinepuxent Bay watershed with 200 equivalent sewer hookups.

**D. The proposal will not be unduly detrimental to the environment or the county:**

- a. Nitrogen discharges to the shallow groundwater and ultimately the Atlantic Coastal Bays will be reduced as a result of the connection of this property to public sewer. Other contaminants will also be eliminated as they will be treated in the in the WWTP.
- b. The Mystic Harbour planning amendment will be accommodated since the owner is providing the service area with infrastructure with the capacity to serve the planned 50 existing EDUs now on septic in the southern portion of the Mystic sewer planning area.

**E. The design and operation of the infrastructure serving this area is in accordance with all required permits and applicable standards:**

- a. The applicant is responsible for all costs associated with design and permitting of the connection infrastructure. The County Department of Public Works will be responsible for operations, with the costs being paid by this large commercial customer. DPW will also inspect all construction before final approval and acceptance.
- b. The provision of a regional pump station, sized pursuant to project needs and County requirements, will assist greatly in the connection of the remaining properties served by septic in the southern part of the Mystic Service Area that are planned for future public sewer service.

**Citizens and Government Working Together**

## Summary

As detailed above, this petition was investigated according to Section § PW 5-305 of the Public Works Article and found to be in conformance with the standards we examine in processing such amendments. Staff has found no reason to find that the proposed expansion of the Mystic Harbour Sanitary Service Area under our local laws, would be unfeasible from a technical or financial standpoint. Staff would offer comment that if the County Commissioners approve the expansion of this sanitary service area, the County would enter into a Public Works Agreement between the County and Developer that would define the terms and design of the connection project and infrastructure additions necessary to connect to the Mystic Harbour collection system. We would note that the applicants' had based their EDU and financing estimate on an estimate given them during the sewer amendment process and the figures were updated on this recent financing summary to reflect current pricing. The total EDUs for the connection of the *existing* campground were also adjusted to reflect the current number of campsites on the property and include an increase of six (6) EDUs from the applicants request.

At this time, permission to hold a public hearing to review this service area expansion is requested. I have forwarded a draft notice to Mr. Shannahan for review. I will be available to discuss the matter with either you or the County Commissioners at your convenience. Should you have any questions or require future information in the interim, please do not hesitate to contact me.

## Enclosures

1. Proposed Service Area Map Showing Expansion of Service Area for Sewer Service
2. Financing Summary

cc: Mystic Harbour Sanitary Area File  
Water & Sewer Committee

# ATTACHMENTS

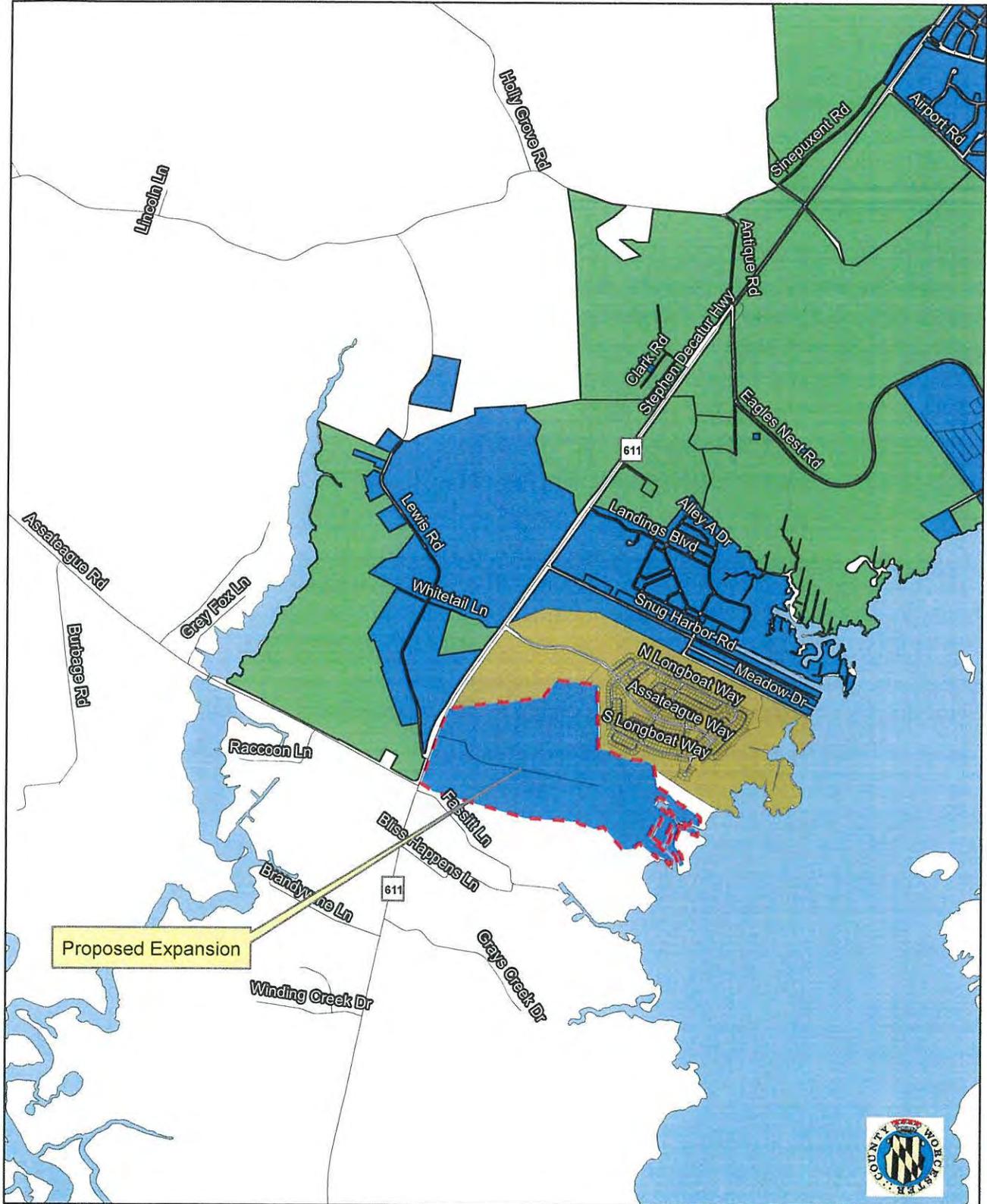
**Map – Proposed Expansion to the Mystic Harbour Sanitary  
Service Area  
Financing Documents**

# Attachment 1

# Map

# Proposed Sanitary Service Area Addition

Frontier Town  
Application SSA-2016-1



|                                                                                     |                                           |
|-------------------------------------------------------------------------------------|-------------------------------------------|
|  | Assateague Pointe Service Area, S-1       |
| <b>Mystic Harbour Sewer Service Area</b>                                            |                                           |
|  | S1                                        |
|  | S3                                        |
|  | Proposed Addition to Mystic Sanitary Area |



Prepared by Worcester County Department of Environmental Programs, September 22, 2014.  
Reprinted September 14, 2016.  
Source: 1994 Comprehensive Water and Sewerage Plan,  
Worcester County, 1994 (as amended).

## **Attachment 2**

# **Financing Summary**

**Water and Wastewater Department  
Sewer Connection Estimates**

**Customer Name** SUN TRS FRONTIER LLC (Frontier Town)  
**Account Number** 10-020018  
**Service Area** Mystic Harbour  
**Service** Sewer  
**EDU's Needed** 166

**Step 1- Purchase EDU's from the Treasurer's Office**

|                                                     |                     |
|-----------------------------------------------------|---------------------|
| <u>Equity Contribution Costs to purchase EDU's-</u> |                     |
| Sewer EDU                                           | \$ 7,484            |
| EDU's- <u>See Note 1</u>                            | 166                 |
| Total Equity Contribution                           | <u>\$ 1,242,344</u> |

Options for paying the Equity Contribution Costs-

- 1) Pay total cost of \$1,242,344 upfront to the Treasurer's Office with the sewer EDU application.
- 2) Apply to finance the total cost of \$1,242,344 over 15 years at 3.5% and if approved it will be billed as part of your quarterly sewer bill at \$26,702.82 per quarter. See Note 2.

Note 1: (584 camp site \* 85 gpd)/300 gpd per EDU = 166 EDU's

Note 2: As stated on the EDU financing application- No partial prepayments are allowed, only prepayment in full will be accepted.

**Step 2- Pull Plumbing Permit at the Isle of Wight Office**

The customer must hire a certified plumber to pull the plumbing permit at the Isle of Wight Office.  
The following fees will be due at that time-

|                                                     |                   |
|-----------------------------------------------------|-------------------|
| Future Capital Improvement (FCI) is \$1,000 per EDU | 166,000           |
| Estimated Admin and Inspection Fees                 | 200               |
| Total Estimated Upfront Fees- <u>See Note 3</u>     | <u>\$ 166,200</u> |

Note 3: Total Estimated Upfront Fees are based on information in Step 3

**Step 3- Hire a contractor to do the sewer extension and installation**

The Customer is responsible for paying the costs associated with the sewer extension. The County is assuming the Contractor will do the sewer installation at the same time as the extension (Contractor may be able to provide a better price). If not, the County can provide a cost estimate for the sewer installation.

**Step 4- Estimated Quarterly Sewer Bill**

Option 1: EDU Equity Contribution Costs are paid upfront-

|                                        |                  |
|----------------------------------------|------------------|
| Sewer Base                             | 396              |
| Sewer Consumption- <u>See Note 4</u>   | 8,390            |
| Debt Service- <u>See Note 5</u>        | 7,968            |
| Bay Restoration Fee- <u>See Note 6</u> | 2,490            |
| Total Estimated Quarterly Sewer Bill   | <u>\$ 19,244</u> |

Option 2: EDU Equity Contribution Costs are financed-

|                                        |                  |
|----------------------------------------|------------------|
| Equity Contribution Financing          | 26,703           |
| Sewer Base                             | 396              |
| Sewer Consumption- <u>See Note 4</u>   | 8,390            |
| Debt Service- <u>See Note 5</u>        | 7,968            |
| Bay Restoration Fee- <u>See Note 6</u> | 2,490            |
| Total Estimated Quarterly Sewer Bill   | <u>\$ 45,947</u> |

Note 4: Consumption is based on the actual number of gallons that go through your meter. We estimated your consumption to be 50% of the allowable amount for 166 EDU's which totaled \$8,390.25.

*300 gpd \* 90 days \* 166 EDU's = 4,482,000 gallons allowable flow.*

*50% of allowable flow = 2,241,000 gallons.*

*10,000/1,000 \* \$3.2 \* 75% + 2,231,000/1,000 \* \$5 \* 75% = \$8,390.25*

Note 5: Debt Service is \$48 per Quarter per EDU.

Note 6: Bay Restoration Fee is \$15 per Quarter per EDU.

**Water and Wastewater Department  
Sewer Connection Estimates**

**Customer Name** SUN TRS FRONTIER LLC (Frontier Town)  
**Account Number** 10-020018  
**Service Area** Mystic Harbour  
**Service** Sewer  
**EDU's Needed** 61

**Step 1- Purchase EDU's from the Treasurer's Office**

|                                                     |                   |
|-----------------------------------------------------|-------------------|
| <u>Equity Contribution Costs to purchase EDU's-</u> |                   |
| Sewer EDU                                           | \$ 7,484          |
| EDU's- <u>See Note 1</u>                            | 61                |
| Total Equity Contribution- <u>See Note 2</u>        | <u>\$ 456,524</u> |

Note 1: (213 camp site \* 85 gpd)/300 gpd per EDU = 61 EDU's  
Note 2: Equity Contribution Fees must be paid upfront. Customers are not allowed to finance the equity contribution if they are already connected to public sewer.

**Step 2- Pull Plumbing Permit at the Isle of Wight Office**

The customer must hire a certified plumber to pull the plumbing permit at the Isle of Wight Office.  
The following fees will be due at that time-

|                                                     |                  |
|-----------------------------------------------------|------------------|
| Future Capital Improvement (FCI) is \$1,000 per EDU | 61,000           |
| Estimated Admin and Inspection Fees                 | 200              |
| Total Estimated Upfront Fees- <u>See Note 3</u>     | <u>\$ 61,200</u> |

Note 3: Total Estimated Upfront Fees are based on information in Step 3

**Step 3- Hire a contractor to do the sewer installation**

The County is assuming the Contractor will do the sewer installation at the same time as the extension (Contractor may be able to provide a better price). If not, the County can provide a cost estimate for the sewer installation.

**Step 4- Estimated Increase in Quarterly Sewer Bill**

|                                                  |                 |
|--------------------------------------------------|-----------------|
| Sewer Consumption- <u>See Note 4</u>             | 3,075           |
| Debt Service- <u>See Note 5</u>                  | 2,928           |
| Bay Restoration Fee- <u>See Note 6</u>           | 915             |
| Total Estimated Increase in Quarterly Sewer Bill | <u>\$ 6,918</u> |

Note 4: Consumption is based on the actual number of gallons that go through your meter. We estimated your consumption to be 50% of the allowable amount for 61 EDU's which totaled \$3,074.63.  
 $300 \text{ gpd} * 90 \text{ days} * 61 \text{ EDU's} = 1,647,000 \text{ gallons allowable flow.}$   
 $50\% \text{ of allowable flow} = 823,500 \text{ gallons.}$   
 $10,000/1,000 * \$3.2 * 75\% + 813,500/1,000 * \$5 * 75\% = \$3,074.63$

Note 5: Debt Service is \$48 per Quarter per EDU.  
Note 6: Bay Restoration Fee is \$15 per Quarter per EDU.

**§ PW 5-305. Sanitary service areas, sub-areas and amendments.**

- (a) Criteria for establishment. A sanitary service area may be created only if it can be demonstrated, and the County Commissioners find that the establishment is (1) necessary for the existing or future health, safety and welfare of the public in general or is in the best interest of the county at large, and (2) feasible financially and from an engineering standpoint. A sanitary service area may include non-contiguous parcels. Parcels wholly within the boundaries of a service area may be excluded from the service area.
- (b) Procedure. The procedure for the establishment of a sanitary service area, sub-area or amendment thereto shall be as follows:
- (1) Initiation of the process for sanitary service areas or sub-areas to be established or amended may be by petition or by action of the County Commissioners as follows:
    - A. By petition. The owner or owners of property may petition the County Commissioners for the establishment of a sanitary service area to serve that sub-area or amendment thereto. The petition must describe the geographic area proposed for the sanitary service area, sub-area or amendment. The petition shall be on such forms as prescribed by the County Commissioners and must be signed by not less than 67% of the property owners in the proposed service area, sub-area or amended area. The petition shall be accompanied by a plat of the proposed service area, drawings, maps, plans, studies, construction information and other information as may be required by the County Commissioners.
    - B. By action of the County Commissioners. If the County Commissioners determine that the establishment of a sanitary service area, sub-area or amendment thereto may be desirable in accordance with the criteria in this Subtitle, then the Commissioners may pass a resolution providing for an investigation of such proposed sanitary service area, sub-area or amendment.
  - (2) Action on Petition or Resolution. The Commissioners shall make an investigation and evaluation of the proposal set forth in the petition or resolution. In evaluating the proposal, the Commissioners shall consider the following:
    - A. Desirability of the facility for comfort, convenience, health, safety and welfare of the people who will or in the future may be served by the proposal.
    - B. Feasibility of construction and operation from an engineering standpoint as well as from an economic standpoint of the proposal.
    - C. Whether or not the proposal is in the best interest of the public health, safety and welfare of all residents of the county.
    - D. Whether or not the proposal will not be unduly detrimental to the environment of the county.
    - E. Whether or not the design and operation of any facility included in the proposal is in accordance with all required permits and applicable standards.

- (3) Hearing. The Commissioners shall hold at least one public hearing on the proposed establishment of a sanitary service area, sub-area or amendment thereto which shall be advertised at least once per week for two consecutive weeks prior to the hearing in a newspaper of general circulation in the area of the proposed action. The public hearing may be held in conjunction with any other public hearing required for the approval of the proposal.

A. (Reserved)\*

- (4) Approval/Disapproval. Following the public hearing the Commissioners may approve the proposal and establish a service area, sub-area or amend the same by resolution. The resolution shall specify and include: (1) the name of the service area or sub-area; (2) a geographic description of the service area or sub-area; (3) a description of the proposed sanitary facilities and a plan and schedule for the construction of the facilities; (4) the number of equivalent dwelling units to be served in the sanitary service area or sub-area; (5) an allocation of the equivalent dwelling units for existing parcels and for parcels planned for development; and (6) such other matters as the County Commissioners may deem appropriate. A copy of the resolution agreement implementing same and a plat of the boundaries of the service area or sub-area shall be recorded among the land records of the county. The County Commissioners may deny the proposal if it is found that the proposal is not necessary for the existing or future health, safety and welfare of the public in general or if the proposal is not feasible financially or from an engineering standpoint. Should construction of any facilities fail to commence within ten years from the date of the resolution, the County Commissioners may dissolve the service area or sub-area as herein provided. The decision of the County Commissioners shall be final. The resolution shall establish a special taxing district.
- (5) Cost and fees. In the case of a petition, all costs expended and fees, as from time to time prescribed by the County Commissioners, shall be paid by the petitioners at such time as demanded by the County Commissioners, provided, however, that the County Commissioners may determine that in a case where the petition is for the correction of existing conditions which are hazardous to the public health and the environment; the Commissioners may waive the fees or costs. In addition, the County Commissioners may pay such fees and costs and charge them to the service area or sub-area upon its establishment. Nothing herein shall preclude the County Commissioners from making other expenditures for studies or evaluations necessary to protect the health, safety and welfare of the people of the county and the environment.

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8. Editor's Note: Former Subsection (b)(3)A, which provided special provisions for hearings in the Ocean Pines Sanitary Service Area, was repealed 9-16-2003 by Bill No. 03-9.

**RESOLUTION EXPANDING THE MYSTIC HARBOUR SANITARY SERVICE AREA TO PROVIDE SEWER SERVICE TO THE FRONTIER TOWN CAMPGROUND**

WHEREAS, the County Commissioners of Worcester County, Maryland (County Commissioners) established the Mystic Harbour Sanitary Service Area in which all public water and sewer facilities serving the Mystic Harbour community are owned and operated by the County Commissioners; and

WHEREAS, the County Commissioners have received a petition filed by Hugh Cropper, IV, attorney, on behalf of Sun Communities, LLC for expansion of the Mystic Harbour Sanitary Service Area to include the Frontier Town Campground property located at 8428 Stephen Decatur Highway (MD Route 611) north and east of its intersection with Assateague Road (MD Route 376) in Berlin, Maryland, as delineated on the attached map. The sanitary service area expansion includes the following parcel: Worcester County Tax Map 33, Parcel 94, Tax Account I.D. # 10-020018, located south of the current boundary of the Mystic Harbour Sanitary Service Area; and

WHEREAS, Sun Communities, LLC has proposed that the sanitary services for the expanded area be provided by the purchase of one hundred sixty-six (166) equivalent dwelling units (EDUs) of wastewater treatment capacity from the Mystic Harbour Sanitary Service Area to serve the existing five hundred eighty-four (584) lot campground, which capacity was previously planned for this property under County Commissioners' Resolution No. 14-24, adopted on November 18, 2014, which approved the Comprehensive Water and Sewerage Plan amendment to add Frontier Town Campground to the Mystic Harbour Service Area. While the plan approval called for a total of 160 EDUs, it was determined that an additional 6 EDUs of capacity was necessary to serve this development; and

WHEREAS, the cost of the Construction of the sewer infrastructure and connection of Frontier Town Campground will be the sole responsibility of the property owner served by the facilities; and

WHEREAS, the County Commissioners held a duly advertised public hearing on November 15, 2016, to consider this petition for expansion of the Mystic Harbour Sanitary Service Area to include the Frontier Town Campground property.

WHEREAS, as a result of their investigation and evaluation of the proposal in accordance with the provisions of Section PW 5-305 (Sanitary service areas, sub-areas and amendments) of the Code of Public Local Laws of Worcester County, Maryland the Commissioners have determined that the proposed expansion of the service area is desirable and in the best interests of the comfort, convenience, health, safety and general welfare of the people who will be served by the facility as well as the best interests of public health, safety and welfare of the residents of the County in general, and that the facilities do not appear to be unduly detrimental to the environment of the County, and that the construction, operation, and design of the facilities are in accordance with all required permits and applicable standards, and are feasible from both an engineering and economic standpoint.

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

1. The Mystic Harbour Sanitary Service Area is hereby expanded to include the Frontier Town Campground property located at 8428 Stephen Decatur Highway (MD Route 611) north and east of its intersection with Assateague Road (MD Route 376) in Berlin, Maryland, as delineated on the attached map. The sanitary service area expansion includes the following parcel: Worcester County Tax Map 33, Parcel 94, Tax Account I.D. # 10-020018, located south of the current boundary of the Mystic Harbour Sanitary Service Area, which will be allocated one hundred sixty-six (166) equivalent dwelling units (EDUs) of wastewater treatment capacity from the

Mystic Harbour Sanitary Service Area to serve the existing five hundred eighty-four (584) lot campground.

2. The expansion of the existing Mystic Harbour Sanitary Service Area is approved for the land described herein to provide public sewer service to accommodate the sanitary needs of the Frontier Town Campground property as described herein.
3. The public sewer EDU payment is \$1,242,344, which will provide a total of 166 EDU's of sewer service, and this cost represents the equity contribution to the County at a charge of \$7,484 per EDU. An additional \$1,000 per EDU will be collected for Future Capital Improvement (FCI) fees at the time the plumbing permit is pulled for the connection project.
4. The owner will enter into a Public Works Agreement to construct a regional pump station, sized pursuant to project needs and County requirements, and related sewer main installation for connection to Mystic Harbour's sewer collection system, as required, to specify the conditions of the construction and connection of these sanitary facilities and will also make application to the Enterprise Fund Controller for payment of connection charges.
5. Once constructed, the sewer infrastructure in the County Right-of-Way will be turned over to the County after acceptance by the Department of Public Works, and thereafter owned and operated by the County.

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

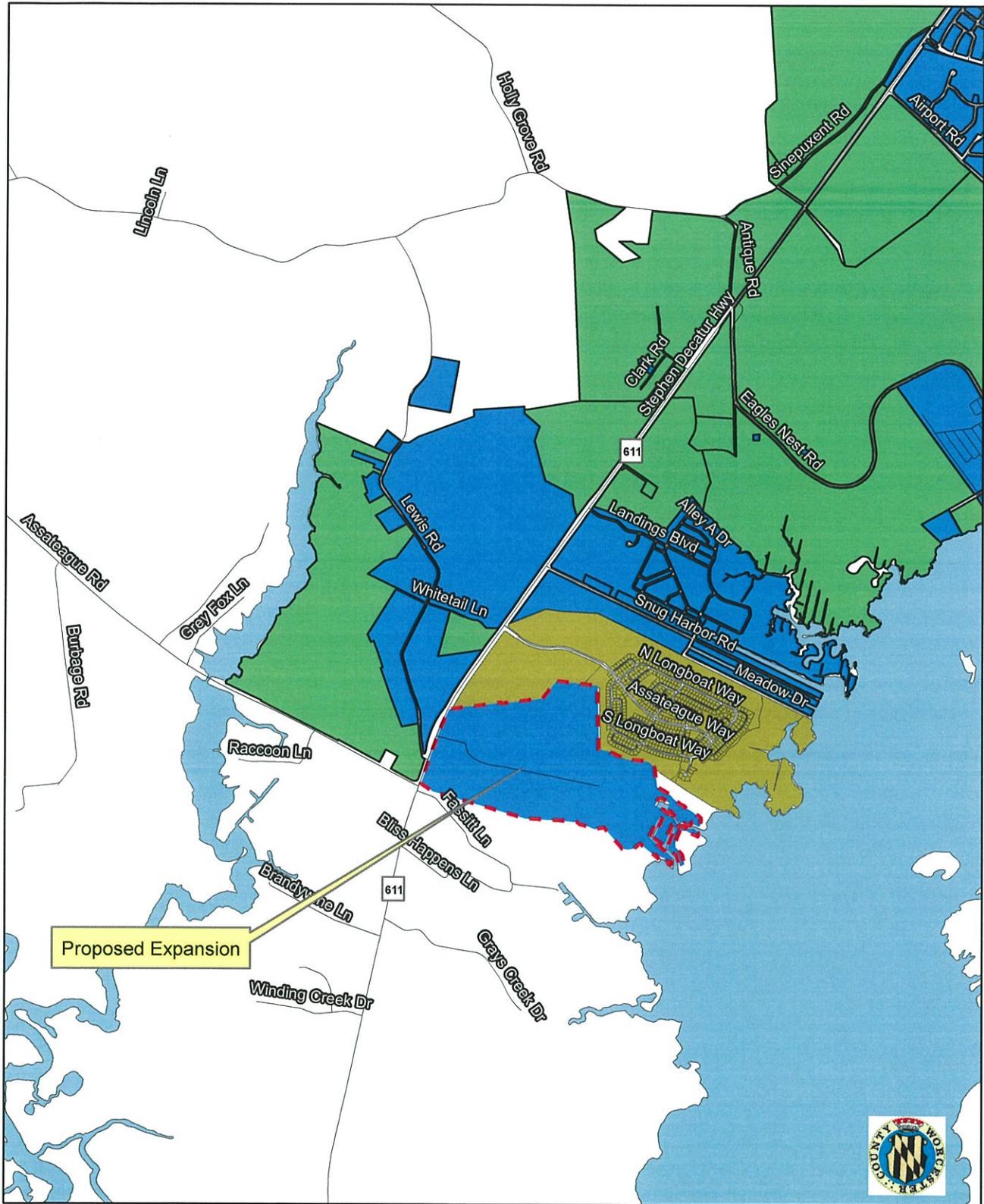
\_\_\_\_\_  
Joseph M. Mitrecic

\_\_\_\_\_  
Diana Purnell

**DRAFT**

# Proposed Sanitary Service Area Addition

Frontier Town  
Application SSA-2016-1



|  |                                           |
|--|-------------------------------------------|
|  | Assateague Pointe Service Area, S-1       |
|  | Mystic Harbour Sewer Service Area         |
|  | S3                                        |
|  | Proposed Addition to Mystic Sanitary Area |

0.45 0.225 0 0.45 Miles

Prepared by Worcester County Department of Environmental Programs, September 22, 2014.  
Reprinted September 14, 2016.  
Source: 1994 Comprehensive Water and Sewerage Plan,  
Worcester County, 1994 (as amended).