AGENDA

WORCESTER COUNTY COMMISSIONERS

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

September 3, 2019

		Item #
9:00 AM -	Vote to Meet In Closed Session in Commissioners' Conference Room - Room 1103 Government Center, One West Market Street, Snow Hill, Maryland	
9:01 -	Closed Session: Discussion regarding hiring a Plant Operator III for the Water and Wastewater Division of Public Works; reviewing a leave of absence request; reviewing pending litigation; discussing a business organization to expand or remain in the State; receiving legal advice from Counsel; and performing administrative functions	
10:00 -	Call to Order, Prayer (Arlene Page), Pledge of Allegiance	
10:01 -	Report on Closed Session; Review and Approval of Minutes	
10:05 -	Presentation of Proclamations for Suicide Prevention Month	1
	and Worcester Goes Purple - National Recovery Month	2
10:10 -	Chief Administrative Officer: Administrative Matters (Notice of Intent to Request Release of CDBG Funds for 2020 Housing Rehabilitation Grant; FY19 Board Education Categorical Budget Transfers; Award of Local Management Board Programs for FY20; Unrestri Grant Increase Based on Table Games Revenue; Extension of Small Project Agreement for Triple Crown E Purchase of Bulk Meter Repair Parts for Water and Wastewater; Award of Bids for Riddle Farm Wastewate Equalization Tank, Corrugated Metal Pipe and Plastic Pipe, and FY20 Blacktop Surfacing of County Road Bid Specifications for County Vehicle Purchases for FY20; Schedule Public Hearing for Acceptance of Arc Circle into County Roads Inventory; GovDeals Auction Report; Local Priority Projects for U.S. Army Corp Engineers; Pending Board Appointments; and potentially other administrative matters)	icted Estates; er Flow ways; cadia
10:20 -		
10:30 -	Public Hearing - Proposed Relocation of Kitts Branch Tax Ditch - at the Northwest Corn Ocean Gateway (US Route 50) and North Main Street (MD Route 818) in Berlin	er of 17
10:40 -		
10:50 -	Public Hearing - Establishment of the Evergreen Village Residential Planned Community - on the north side of Beauchamp Road east of Racetrack Road (MD Route 589)	y 18
11:00 -		10
11:10 -	B. Birch - Emergency Services Director: L3 Harris Radio - Sixth Amendment	19
11:20 - 11:30 -	Chief Administrative Officer: Administrative Matters	3-16, continued
11:40 -	Chief Administrative Officer. Administrative Watters	3-10, continued
11:50 -		
12:00 -	Questions from the Press; County Commissioner's Remarks	
	Lunch	
1:00 PM - 1:10 - 1:20 - 1:30 -	Chief Administrative Officer: Administrative Matters (If Necessary)	3-16, continued

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

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

Please be thoughtful and considerate of others. **Turn off your cell phones & pagers during the meeting!**



Minutes of the County Commissioners of Worcester County, Maryland

August 20, 2019

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

Following a motion by Commissioner Elder, seconded by Commissioner Mitrecic, the Commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1), (7), and (14) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions, permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Harold L. Higgins, Assistant Chief Administrative Officer Kelly Shannahan, County Attorney Maureen Howarth, Public Information Officer Kim Moses, Human Resources Director Stacey Norton, and Commercial Realtor John McClellan. Topics discussed and actions taken included: hiring Angela Jones and Teresa Whetzel as Accounting Clerk II's for the Treasurer's Office, Wade Stivers as a Correctional Officer Trainee for the Jail, and Taylor Kitching and Michele Guest as Communications Clerk I's for Emergency Services; revising a part-time job title in the Animal Control Division of the Sheriff's Office from Animal Control Officer to Animal Control Kennel Attendant; advertising to fill vacancies for a Plant Operator, and Recreation Program Manager II; discussing a negotiating strategy for sale of the former Liquor Control warehouse in Snow Hill; receiving legal advice from counsel; and performing administrative functions, which included discussing potential board appointments.

Following a motion by Commissioner Bunting, seconded by Commissioner Nordstrom, the Commissioners unanimously voted to adjourn their closed session at 9:37 a.m.

After the closed session, the Commissioners reconvened in open session. Commissioner Purnell called the meeting to order, and following a morning prayer by Arlene Page and pledge of allegiance, announced the topics discussed during the morning closed session.

The Commissioners reviewed and approved the open and closed session minutes of their August 6, 2019 meeting as presented.

Pursuant to the request of Colonel Doug Dods of the Sheriff's Office and upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized Commission President Purnell to sign the FY 20-22 Child Support Enforcement Administration Cooperative Reimbursement Agreement, which provides annual estimated funding from the Maryland

Department of Human Resources (DHR) Child Support Enforcement Administration to the Sheriff's Office over the next three years at a rate of \$49,220 per year less an administrative fee of \$1,859 annually for FY20, FY21, and FY22.

Pursuant to the recommendation of Finance Officer Phil Thompson at the written request of Melanie A. Pursel, Executive Director of the Greater Ocean City, Maryland Chamber of Commerce, Inc. and upon a motion by Commissioner Mitrecic, the Commissioners unanimously adopted Resolution No. 19-26 authorizing a 100% tax credit in the amount of \$12,878.66 for real property owned by the Greater Ocean City, Maryland Chamber of Commerce, Inc. for the July 1, 2019 tax year.

Pursuant to the written request of Library Director Jennifer Ranck and Budget Officer Kathy Whited and upon a motion by Commissioner Bertino, the Commissioners unanimously authorized Commission President Purnell to sign the Certification for Cooperative Local-State Library Aid Programs for FY20, with State aid of \$165,408 and County funding of \$2,798,366 for the County Library. Ms. Whited advised that other expenses include State funds of \$120,000 and matching County funding of \$120,000 for the Pocomoke Branch Library design phase.

Pursuant to the request of Information Technology Director Brian Jones and upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized Commission President Purnell to sign the amendment to the Worcester County Shared Communications Network Design, Implement, and Support Contract for managed WAN (Wide Area Network) services Agreement between the Worcester County Commissioners and Skyline Technology Solutions (Contractor). Mr. Jones explained that Skyline will continue to provide WAN monitoring, alerting, and maintenance support for 41 County network devices and locations, which include the Library, emergency service radios, public safety buildings, telephone systems, and HVAC (heating, ventilation, and air conditioning) systems at a total cost of \$6,697 per month through June 30, 2020.

Pursuant to the request of Public Works Director John Tustin and upon a motion by Commissioner Nordstrom, the Commissioners unanimously approved bid specifications for custodial services to be provided at 21 County buildings. Mr. Tustin advised that funds are available within the FY19 budget for these services. In response to a question by Commissioner Nordstrom, Mr. Tustin stated that it is more cost effective and efficient for the County to contract these services out to private vendors than to provide them in-house.

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized Commission President Purnell to sign the Worcester County Small Project Water Agreement between the County Commissioners, in their capacity as the governing body of the Mystic Harbour Sanitary Service Area (SSA) and Dorette, LLC (Developer) to connect the Dumser's Restaurant in West Ocean City to the existing water line in the area and abandon their private well. Mr. Tustin stated that the connection is feasible, and the Small Projects Agreement demonstrates the project's compliance with the County Code.

At the direction of County Attorney Maureen Howarth and upon a motion by Commissioner Bertino, the Commissioners unanimously authorized Commission President Purnell to sign the Amendment to the Revised and Final Glen Riddle Spray Irrigation Agreement and the Revised and Final Worcester County Small Project Wastewater and/or Water Agreement between the County Commissioners, in their capacity as the governing body of the Riddle Farm SSA, WGC EDU, LLC, and Riddle Farm Golf, LLC. Ms. Howarth advised that the revision was made to simply correct a name error from Glen Riddle, LLC to Riddle Farm Golf, LLC. She thanked Enterprise Fund Controller Jessica Wilson for discovering the error.

Pursuant to the recommendation of Public Information Officer Kim Moses and Recycling Manager Mike McClung and upon a motion by Commissioner Bertino, the Commissioners unanimously approved free, low, and minimal cost educational initiatives slated to run as part of the Keep Worcester Clean campaign. Ms. Moses explained that the basic message will center on establishing public and private partnerships to encourage community stewardship, to increase awareness about options available to the public for properly disposing of trash and recyclables, and to discourage illegal dumping, with messages designed to target school-age students and their families and the community at large. In response to a question by Commissioner Bertino, Mr. McClung stated that glass is accepted in Ocean Pines and other County facilities for recycling.

Pursuant to the request of Development Review and Permitting Director Ed Tudor and upon a motion by Commissioner Mitrecic, the Commissioners unanimously agreed to schedule a public hearing on Rezoning Case No. 418 for September 17, 2019. This application was submitted by Attorney Hugh Cropper, IV, on behalf of Moore Boat, LLC, and seeks to rezone approximately 9.4 acres of land located at the southerly terminus of North Piney Point Road, south of St. Martins Neck Road, and more specifically identified on Tax Map 10 as Parcels 4, 171, and 304, from E-1 Estate District to I-1 Light Industrial District. Mr. Tudor advised that the application received a favorable recommendation from the Planning Commission.

Pursuant to the recommendation of County Attorney Maureen Howarth and upon a motion by Commissioner Bertino, the Commissioners unanimously accepted the proposal from Cadence Group of Silver Spring, Maryland to update the County records retention schedules (RRS) and improve records policy compliance and practices throughout County agencies at an hourly cost not to exceed costs of \$37,620, plus a fixed fee of \$2,000 for materials handling and additional cost for nominal travel-related expenses. Ms. Howarth explained that the current schedules were approved in 2002 and only address hard-copy records, not electronic records. In response to a questions by Commissioner Nordstrom, Ms. Howarth confirmed that no local contractors provide these services.

Upon the recommendation of the Worcester County Youth Council and upon motions by Commissioner Bertino, the Commissioners unanimously agreed to reappoint Caroline Matthews of Pocomoke High School (PHS), Richard Poist of Stephen Decatur High School (SDHS) and Craig Birckhead-Morton and Chloe Goddard of Snow Hill High School (SHHS) to additional one-year terms each expiring April 30, 2021; and to appoint Lucus Matthews and Meredith



Taylor of PHS to two-year terms each expiring April 30, 2022 on the Worcester County Youth Council.

Pursuant to the recommendation of Assistant Chief Administrative Officer Kelly Shannahan and upon a motion by Commissioner Mitrecic, the Commissioners unanimously accepted the listing amendment proposed by SVN Miller Commercial Real Estate of Salisbury, Maryland for the former Department of Liquor Control (DLC) warehouse in Snow Hill, with a reduced listing price of \$599,000 and extension of the listing agreement to February 29, 2020.

The Commissioners recessed until 10:30 a.m.

The Commissioners conducted a public hearing to receive public comment on the proposed increase to the Hotel Rental Tax from a rate of 4.5% to 5.0 % effective January 1, 2020. Assistant Chief Administrative Officer Kelly Shannahan provided background information, stating that the current rate of 4.5% was adopted by resolution on November 6, 2007 and became effective on January 1, 2008, and in response to a request from Ocean City officials earlier this year, the Commissioners introduced and adopted enabling legislation that became effective July 5, 2019, which allows the Commissioners to adopt a resolution to impose a room tax rate of up to 5.0%. He stated that, in accordance with State law, the draft resolution to officially increase the room tax rate to 5.0% will require the unanimous consent of the County Commissioners.

Commissioner Purnell opened the floor to receive public comment.

Vince Gisriel of Ocean City opposed increasing the current Hotel Rental Tax Rate, noting that, while the Town of Ocean City has publicly agreed to direct the increased funds to advertising, there is no clear consensus among the City Council on how to spend the increased revenues. He further stated that the Town of Ocean City already spends roughly \$6.9 million or roughly 18% of the town's annual revenues on advertising and questioned whether additional advertising dollars were even needed. He further stated that revenues may be used to fund a new sports complex, which he believes is premature and should not be subsided by the Town of Ocean City.

Tony Christ of Ocean City asked the Commissioners to delay voting on the proposed Hotel Rental Tax increase, stating that the County should increase revenue by filling 1,000 new hotel rooms, not by raising taxes. He further stated that the Town of Ocean City's advertising budget has increased dramatically from \$1.1 million in 2004 to \$6.9 million; however, summer traffic crossing the Chesapeake Bay Bridge during that same time frame has not fluctuated up or down by more than one percent. He further stated that the increasing hotel prices in Ocean City has consequences, namely the loss of blue collar workers and their families who can no longer afford to spend a week on the island. He stated that the town should return annual revenues of \$7.6 million, which currently go to advertising, to the residents and let the business community advertise itself.

Ocean City Mayor Rick Meehan stated that the increase in room tax from 4.5% to 5.0% is vitally important to the Town of Ocean City. He then reviewed the room tax rates for competing resort areas as follows: Rehoboth Beach (increased recently from 8% to 11%), Virginia Beach (8% + \$2.00 per night), Atlantic City (13.625%), Myrtle Beach (13%), Washington D.C.

(14.5%), Philadelphia (8.5%), Annapolis (6%), and Baltimore (8%), all of which are higher than where the Town of Ocean City is today or wants to be tomorrow, and these areas dedicate those revenues to advertise and promote their communities to remain competitive, and Ocean City needs to remain competitive too. Mayor Meehan advised that the County raised the room tax rate 10 years ago during the recession, first doubling and then tripling the room tax revenues, which allowed them to increase the number of visitors and amount of revenue collected with room tax, while nearby resort areas declined. He advised that 54% of those revenues go directly into the General Fund to offset other expenses and to reduce taxes paid by property owners. He also noted that the revenues generated from room taxes help businesses, restaurants, and neighboring communities. For example, there is a great demand for visitors to fill new hotel rooms in Ocean City and West Ocean City (WOC), and the town is working very hard to bring those visitors to this area. It also stabilizes the towns assessable base, which depends on 26,000 non-resident property owners who are able to afford homes in the resort by renting their homes to visitors. He stated that marketing is changing, and resort officials know what needs to be done to compete, noting that the town is on the internet, rebuilt its website twice, digital marketing, social media, all the things they need to do to remain competitive. He stated that, while he is not sure about the number of visitors who cross the Chesapeake Bay Bridge, it is clear that the number of visitors who don't need to use that bridge because they are coming from Pennsylvania, New Jersey, New York, Connecticut, and Michigan as a result of their advertising has increased dramatically. He further stated that the town is looking at sports marketing to bring more people to the resort. This is a market that's there, and we need to tap it even more. That's good family business to Ocean City and all of Worcester County because it will create jobs. He concluded by asking the Commissioners to allow the town to continue to do that by increasing the room tax rate as proposed.

Susan Jones, Executive Director of the Hotel Motel Restaurant Association (HMRA), stated that the HMRA unanimously supports the room tax rate increase. She further stated that advertising has changed, and resort officials must figure out how to advertise everywhere to everyone. She further stated that the HMRA members support the proposed room tax increase, that the additional revenues for advertising will help fill the 10% increase in hotel rooms in Ocean City and the surrounding areas, and that she hopes the Commissioners will adopt the increase. She concluded that the town can't bring the County room tax revenues unless they advertise, and the hotel room tax increase is needed to cover increasing advertising demands.

There being no further public comment, Commissioner Purnell closed the public hearing. Commissioner Mitrecic stated that the Town of Ocean City and the HMRA unanimously support the proposed hotel room tax increase and regarding to comments made during the hearing about requiring the town to allocate any increase in hotel room tax revenues to a specific source, he stated that the County should not attempt to dictate how Ocean City officials allocate the town's revenues.

Following some discussion and upon a motion by Commissioner Mitrecic, the Commissioners unanimously adopted Resolution No. 19-27 amending the Hotel Rental Tax Rate in Worcester County from 4.5% to 5.0% effective January 1, 2020.

The Commissioners recessed until 11:00 a.m.



The Commissioners met in legislative session.

The Commissioners conducted public hearings on four separate bills related to the proposed Countywide Rental Licensing Program as follows: Bill 19-3 (Zoning - Boarding and Lodging Rentals), Bill 19-4 (Taxation and Revenue - Rental Licenses), Bill 19-5 (Taxation and Revenue - Hotel Rental Tax), and Bill 19-6 (Taxation and Revenue - Mobile and Manufactured Home Park Licenses). Mr. Tudor reviewed the history behind and general overview of each bill. Mr. Tudor stated that Bill 19-3 is the only bill that involves zoning and thus was reviewed by the Planning Commission, which gave the bill a favorable recommendation.

The Commissioners conducted a public hearing to receive public comment on Bill 19-3 (Zoning - Boarding and Lodging Rentals), which was introduced by Commissioners Bertino, Bunting, Church, Elder, Mitrecic, Nordstrom, and Purnell on July 16, 2019. Mr. Tudor stated that this bill eliminates inconsistencies in existing codes, revises definitions, and creates a new Section ZS 1-351 to regulate short-term rentals of residential dwellings. Furthermore, it aligns all inconsistencies in the zoning ordinance, definitions, and, specifically as requested by the Commissioners at their work session, the language was revised to require one additional parking space beyond that currently required for a residential structure when it is used for short-term rental. He then provided a general overview of the bill. A brief synopsis of the specific changes is as follows:

Section 1 repeals the definitions of "Boarding and Lodging House" and "Country Inn." Section 2 changes the definition of "Transient" in the Zoning and Subdivision Control Article from one who occupies a structure for 30 days to one who does so for 28 days. Section 3 repeals the definition of "Boarder or Lodger" and replaces it with a new definition for the term "Lodger" to be a person who receives sleeping accommodations for 28 consecutive days or less and a new definition of the term "Roomer or Boarder" to be a person who receives sleeping accommodations for more than 28 consecutive days. Section 4 creates a new definition for the term "Short Term Rental (STR)" to describe all or a portion of a dwelling unit or accessory apartment rented to a lodger on a basis of not more than 28 consecutive days. Section 5 adds "short term rentals (STR)" to the list of uses permitted in all zoning districts and would only apply to those properties having a dwelling unit. Section 6 eliminates "conversion of a historic or architecturally significant dwelling to an inn" and "country inns" from the uses allowed in the A-2 Agricultural District by special exception but leaves "bed and breakfast establishments," which becomes the standard for the aforementioned uses. Section 7 eliminates "conversion of a historic or architecturally significant dwelling to an inn" and "country inns" from the uses allowed in the E-1 Estate District by special exception but leaves "bed and breakfast establishments." Section 8 adds the keeping of not more than two roomers or boarders as an accessory use in the E-1 Estate District, just as it is in other zoning districts that allow dwelling units. Section 9 removes "boarding house" and "country inns" from the allowable uses in the V-1 Village District but leaves "bed and breakfast establishments." Section 10 adds the keeping of not more than two roomers or boarders as an accessory use in the V-1 Village District just as it is in other zoning districts that allow dwelling units. Section 11 removes "boarding and lodging houses" as a permitted use in the R-4 General Residential District since the keeping of four roomers or boarders is already allowed as an accessory use. Section 12 adds the keeping of not

more than two roomers or boarders as an accessory use in the RP Resource Protection District just as it is in other zoning districts that allow dwelling units. Section 13 raises the number of allowable rooms in a "bed and breakfast establishment" from six to 20 rooms since the current use of "conversion of historic or architecturally significant dwelling to an inn" has no limitation on the number of rooms and "country inns" have a limitation of 20 rooms, all of which are currently allowed in many cases in the same zoning district as "bed and breakfast establishments". Section 14 increases the number of permissible nights' stay in a "bed and breakfast establishment" from 14 to 28 nights to be consistent with the new definitions of "transient," "lodger," and "short term rental." Section 15 deletes the current prohibition on having more than two nonresident employees in or about the "bed and breakfast establishment," as the current limitation is an unenforceable, arbitrary limitation.

Section 16 is an entirely new section to be added to the Zoning and Subdivision Control Article to regulate "short term rentals (STR)" which are currently not regulated, and among its many provisions include the following: a limitation on the number of rental contracts to one for any overnight period of any property regardless of the number of sleeping rooms; a limitation on the number of families or housekeeping units (a group of not more than five persons not related by blood or marriage) to one where an entire dwelling or accessory apartment is available for rent; a limitation on the number of sleeping rooms available to rent to two where a portion of a dwelling unit or accessory apartment is available for rent and a limitation on the number of persons per room to two, not including children under the age of 12; a requirement that accessory apartments only be rented in their entirety and limited to one family or housekeeping unit; restrictions on modifications to the dwelling unit that change its functionality, appearance or principle design as an individual dwelling unit; a requirement to maintain a record of all lodgers; a requirement to make the dwelling unit available for inspection during reasonable hours; a prohibition on the use of the property to host functions and events, including but not limited to weddings and their receptions, family reunions, birthday and anniversary celebrations or other similar gatherings for persons other than the authorized lodgers; permits the County Commissioners to establish by resolution additional standards or require any additional information deemed necessary to enforce the provisions of the title; a requirement for all shortterm rental properties to provide one additional off-street parking space beyond that required for a single-family dwelling; and permits on premises signage in accordance with the provisions of the Zoning and Subdivision Control Article.

Mr. Tudor responded to questions and concerns raised by Commissioner Bertino. With regard to limiting the number of sleeping rooms available to two adults instead of basing limitations on square footage, Mr. Tudor stated that those provisions only apply to the renting of a room not the entire house, as it is based on the assumption that the property owner is occupying the residence. Thus the proposed occupancy limits are aimed at maintaining the character of the neighborhood. With regard to requiring that accessory apartments only be rented in their entirety to one family or housekeeping unit, Mr. Tudor confirmed that this reflects the current law; however, County inspections would be strictly complaint driven. With regard to a prohibition on the use of the property to host functions and events, Mr. Tudor stated that, while renters could certainly host a party or special event during the short-term rental, the party or special event could not be the primary purpose for said rental, such as a wedding or reunion venue.

Commissioner Nordstrom applauded Mr. Tudor for his efforts to prepare the draft bill. In

response to a question by Commissioner Nordstrom, Mr. Tudor stated that this bill would not affect students or those who rent summer housing while working in the resort, as the bill only applies to short-term rentals for 28 days or less, while most student workers rent for the entire summer.

Commissioner Purnell opened the floor to receive public comment.

Joe Wilson, President of the Coastal Association of Realtors (CAR), stated that licensing boarding and lodging rentals in itself is a good thing. However, the CAR opposes this legislation as drafted and directed the Commissioners to a letter from CAR recommending changes to the bill to address the concerns related to the following: 28 days being considered a short-term rental; occupancy limitations, inspections, the prohibition on functions and events, non-transferable rental licenses, unclear enforcement, and unfair off-street parking standards, as such requirements would limit the rental income of such properties and scare away potential buyers. He stated that limiting the number of renters to two related adults impacts fair housing by denying unrelated families and friends the opportunity to share vacation expenses by renting lodging together. He requested the Commissioners postpone adopting the legislation before them today and to instead make significant revisions to Bill 19-3 prior to adopting it. In conclusion, he stated that each person has the choice on where to vacation, and CAR wants the County to adopt legislation that will help vacationers choose Worcester County.

Rico DeMattia, real estate agent in Pocomoke, urged the Commissioners to adopt legislation that allows for proper oversight but is not so heavily regulated that it deters investment in the real estate market in the County.

Louis Lazzaro of Ocean Pines advised that he purchased a 2,148-square-foot home in Ocean Pines and made improvements to create a five-bedroom home that sleeps 15. He stated that occupancy restrictions would greatly diminish the earning potential of his rental home. Therefore, he urged the Commissioners to remove the occupancy limits before adopting Bill 19-3.

Alexander Pilla of Bishopville, with Shamrock Realty Group, stated that the legislation as proposed is not user friendly for property owners, particularly out-of-state property owners, which may lead to a perception that it is difficult to rent in Worcester County, thereby deterring homebuyers who rely on rental income to afford the mortgage. He urged the Commissioners to take a step back from adopting this legislation.

There being no further public comments, Commissioner Purnell closed the public hearing.

Commissioner Nordstorm stated that there is a lot to like in Bill 19-3, but that the Commissioners should not take action on this bill until they can address the concerns raised by the public. Commissioner Church concurred, noting that there is too much ambiguity in the bill, and the Commissioners should postpone adopting this legislation and allow outside input from agencies, such as the Chambers of Commerce, to revise the bill.

A motion by Commissioner Nordstrom to table Bill 19-3 for further consideration failed 2-5, with Commissioners Church and Nordstrom voting in favor and Commissioners Bertino, Bunting, Elder, Mitrecic, and Purnell voting in opposition.

Commissioners Bertino and Elder both expressed opposition to the current occupancy limits. Commissioner Elder expressed further concerns about the parking limitations and occupancy limits, noting that it is not the County's job to regulate who's who in the bedroom.

Commissioner Bunting disagreed, noting that occupancy limits protect the character of a neighborhood, and removing those limitations would place a burden on public infrastructure, specifically parking and existing water and sewer flow calculations. Commissioner Mitrecic stated that similar rental requirements already exist in the Town of Ocean City, and the County needs to do the same to level the playing field for all.

Following further discussion, a motion by Commissioner Mitrecic to adopt Bill 19-3 as presented failed 3-4, with Commissioners Bunting, Mitrecic, and Purnell voting in favor and Commissioners Bertino, Church, Elder, and Nordstrom voting in opposition.

Following additional discussion and upon a motion by Commissioner Bertino, the Commissioners voted 6-1, with Commissioner Bunting voting in opposition to massage the language in Bill 19-3 to address their concerns regarding the additional parking space rquired for rental properties, the limitation of two persons per bedroom rather than by size of the bedroom, and the restriction on the number of unrelated persons occupying a rental home, bring a revised bill back to the Commissioners for their future consideration, and schedule an additional public hearing if changes are significant.

The Commissioners conducted a public hearing to receive public comment on Bill 19-4 (Taxation and Revenue - Rental Licenses), which was introduced by Commissioners Bunting, Church, Elder, Mitrecic, Nordstrom, and Purnell on July 16, 2019. Mr. Tudor stated that this bill removes ambiguous tourist permits and instead provides for rental licenses for any sleeping accommodations in residentially-zoned districts. He stated that the legislation is the key to having a rental program.

In response to questions by Commissioner Bertino, Mr. Tudor confirmed that certified plans are not required to apply for a rental license. Rather, the County will accept any drawing that accurately identifies the dimensions of a home. However, it would restrict someone with existing violations from obtaining a rental license until the issues are adequately resolved. He further stated that two additional staff members would likely be needed to manage the program. Commissioner Bunting stated that it is important that any future free structure cover all County costs associated with managing the rental licensing program, including issuing licenses, collecting fees, investigating complaints, and other related tasks.

In response to a question by Commissioner Elder, Mr. Tudor stated that the County would undertake an aggressive public information campaign to inform the public about the new rental licensing requirement if the Commissioners adopt Bill 19-4, which would become effective January 1, 2020. Commissioner Mitrecic noted that Ocean City sent letters to every property owner advising them about the town's rental licensing requirement, and received \$51,000 in previously unpaid rental license fees. He stated that these are needed revenue sources for the County.

Commissioner Purnell opened the floor to receive public comment.

Rico DeMattia, a real estate agent in Pocomoke, suggested the Commissioners amend the bill to allow property managers to be exempt from paying any rental licensing fees on behalf of their clients.

Tina Parsons of Pittsville opposed Bill 19-4, stating that she inherited and now rents a small trailer and a house in Worcester County to low-income individuals, and this legislation would place an undue financial burden on her since she would not be able to pass along the

licensing cost to her renters, who can't afford any additional expenses.

There being no further public comments, Commissioner Purnell closed the public hearing.

Commissioner Nordstrom stated that he pays rental license fees on a property he owns in Wicomico County; therefore, he understands the need for this legislation. However, he felt uncomfortable adopting Bill 19-4 without a pre-determined fee schedule. Commissioner Bertino concurred. Commissioner Bunting noted that there would be differences in fees for year-round rentals, which would include a lot of staff time and will, therefore, have a lower fee as compared to short-term rentals, which may warrant a higher fee to cover costs, and he felt comfortable adopting Bill 19-4 today and providing staff with the time and direction needed to adopt such a schedule for their future consideration.

In response to a question by Commissioner Purnell, Mr. Tudor stated that any fee schedule that County staff develops will be based on decisions made by the Commissioners today, but he envisions a tiered schedule based on the anticipated level of staff time required to manage each type of license. He agreed that long-term rentals would not require a lot of effort and, therefore, those fees would be minimal.

Following some discussion and upon a motion by Commissioner Mitrecic, the Commissioners voted 4-1-2, with Commissioners Bunting, Church, Purnell, and Mitrecic voting in favor, Commissioner Bertino voting in opposition, and Commissioners Elder and Nordstrom abstaining, to adopt Bill 19-4 as presented.

The Commissioners recessed for five minutes.

The Commissioners conducted a public hearing to receive public comment on Bill 19-5 (Taxation and Revenue - Hotel Rental Tax), which was introduced by Commissioners Bunting, Church, Elder, Mitrecic, Nordstrom, and Purnell on July 16, 2019. Mr. Tudor explained that Bill 19-5 updates the language with regard to rental units so that it is consistent with other bills that comprise the new Countywide rental licensing program and that applies to all rentals by or for any transient at any hotel, motel, house, townhouse, apartment, condominium unit, cottage, cabin, manufactured home, rooming house, recreational vehicle, recreational park model, or other tourist home, or any other building as a structure or portion thereof used as a place of lodging.

Commissioner Purnell opened the floor to receive public comment.

There being no public comments, Commissioner Purnell closed the public hearing.
Upon a motion by Commissioner Mitrecic, the Commissioners unanimously adopted Bill 19-5 as presented.

The Commissioners conducted a public hearing to receive public comment on Bill 19-6 (Taxation and Revenue - Mobile and Manufactured Home Park Licenses), which was introduced by Commissioners Bertino, Bunting, Church, Elder, Mitrecic, Nordstrom, and Purnell on July 16, 2019. Mr. Tudor explained that Bill 19-6 amends the Taxation and Revenue Article to repeal Title I, Subtitle V, Mobile and Manufactured Home Park Licenses, which eliminates the excise tax for these uses for which the lost revenue would be made up by the setting of rental license fees for the individual mobile or manufactured home sites. In response to a comment by Commissioner Bunting, Mr. Tudor confirmed that the owner, not the renter of a site in a mobile

or manufactured home park, would be required to pay the rental license fees for each unit that they own in the park.

Commissioner Purnell opened the floor to receive public comment.

There being no public comments, Commissioner Purnell closed the public hearing.

Upon a motion by Commissioner Mitrecic, the Commissioners unanimously adopted Bill 19-6 as presented.

Commissioner Purnell closed the legislative session.

The Commissioners conducted a public hearing to receive public comment on a proposed resolution establishing standard flow calculations for determining required capacity to serve residential and non-residential land uses to be served by public sewer systems in the County to definitively determine the number of equivalent dwelling units (EDUs) required to serve proposed development and ensure that the sale and allocation of EDUs will not exceed the rated capacity of each wastewater treatment plant (WWTP). Assistant Chief Administrative Officer and Sewer Committee representative Kelly Shannahan recognized fellow Sewer Committee members, which include Chief Administrative Officer Harold Higgins, County Attorney Maureen Howarth, Public Works Director John Tustin, Public Works Deputy Director John Ross, Development Review and Permitting Director Ed Tudor, Environmental Programs Director Bob Mitchell, Environmental Programs Deputy Director David Bradford, Finance Officer Phil Thompson, and Enterprise Fund Controller Jessica Wilson. Mr. Mitchell reviewed the resolution establishing standard sewer flow calculations, as conceptually approved by the Commissioners on July 16, 2019 and which included revisions to the original recommended resolution reviewed at the Commissioners' work session on July 2, 2019 as follows: replacing the reference to one EDU equaling 300 gallons per day (gpd) with a reference that the rate shall be as determined by the County Commissioners for each Sanitary Service Area (SSA), since not all SSAs currently use 300 gpd/EDU; Section 1.E. was revised regarding uses not addressed in the tables which have flow determined by staff, to provide that the property owner shall enter into an allocation agreement during which actual usage will be monitored for 24 months in addition to other terms and conditions; Section 2 adds a provision that the Treasurer's Office must confirm the purchase of required EDUs before a building permit is issued; and Section 4 adds a required public hearing prior to any proposed amendments to the flow tables. He stated that revisions to Table A, flow projections based on occupancy, include deleting several redundant or uncommon uses, including bathhouses and swimming pools, swimming pool club house/bath house, motels, picnic parks, drive in theaters, and travel trailer parks; consolidating camps into two categories (campgrounds with central comfort stations and luxury camps with water or sewer hookups); revising the flow estimates on a per site basis rather than a per person basis; and revising flow projections based on actual flows observed over the 2019 4th of July week for luxury camps (150 gpd/site); and revisions to Table B, flow projections based on building size, which include removing car washes and laundromats from the list, as these uses would be reviewed on a case-by-case basis under the provisions of Section 1.E. of the resolution based upon the type of facilities proposed and use of re-circulated water; removing redundant or uncommon uses including: dry goods stores and shopping centers; clarifying other uses including: department store with food service, and Service Stations with full service garage; and consolidating the projected flow for churches based on three gallons per seat plus additional flow for accessory uses. He then reviewed one

additional correction included in the revised resolution to reflect the originally estimated flow of 100 gpd per luxury campsite (with water and sewer hookups) rather than the peak flow of 150 gpd per campsite, which was skewed based on flow from the water park at Frontier Town. He stated that this correction is based on findings from staff's continued monitoring of flow from the Frontier Town Campground.

Commissioner Purnell opened the public hearing to receive public comment.

Attorney Mark Cropper of Ocean City and representing various property owners and developers, thanked Mr. Shannahan for providing him with clarification about this resolution, noting that prior to their discussion he was not aware that the resolution bases the assignment of EDUs on peak flow numbers instead of averages. He stated that the resolution should be amended to base flows on average usage, as no Sanitary Service Area (SSA) operates at peak capacity every day, and to provide a provision that allows a property owner to have a voice in determining the number of EDUs to be assigned to his or her property and/or provides a procedure for an adjustment to the required EDUs. He noted, for example, that if someone owning a chain of chicken restaurants in other areas decides to open a new location in the County, he currently has no recourse if the County requires him to purchase 10 EDUs, even if the owner can provide evidence of standard sewerage usage rates at his other locations, which indicate only five EDUs are needed. He stated that, if a developer/restaurant owner is not allowed to provide evidence up front that the County's numbers are wrong, the restaurant owner is unfairly charged up front for unnecessary EDUs; and from the date of purchasing the EDUs, the owner must pay costs associated with maintenance, repair, and upgrading from that sewer system, based on a potentially incorrect allocation, meaning the restaurant owner will forever be charged more for these services than he should be charged based on a surplus of EDUs he does not need. Mr. Shannahan stated that there is a provision that allows the property owner to give unneeded EDUs back to the County to avoid future operation and maintenance costs for those excess EDUs.

Palmer Gillis, an area developer, stated that EDU usage in the medical offices he has developed is less than half of County estimates, and a better mechanism is needed to reconsider EDU allocations based on actual usage. Therefore, he urged the Commissioners to amend the resolution to include a process for the fair and equitableness of assessing EDUs and fees that include incentives to save on water usage.

Attorney Hugh Cropper thanked the Commissioners and staff for reducing the flow projection for luxury campsites from 150 gpd to 100 gpd. However, he urged the Commissioners to amend the requirement that no building permits may be issued until all EDUs assigned to said site have been paid up front, as this requirement does not make sense and places significant time and financial burdens upon developers.

There being no further public comment, Commissioner Purnell closed the public hearing. In response to questions by Commissioner Bunting, Mr. Shannahan confirmed that the resolution had been amended to allow someone to apply to purchase only one EDU for a shell building permit based on standard rental flow and the size of the shell building. He further stated that the flow tables would be reviewed on a regular basis and adjusted to reflect actual flow data to avoid under-allocation or over-allocation of EDUs. Commissioner Bunting also expressed concern that restaurant flow would now be determined based on the size of the restaurant rather than the number of seats. Mr. Mitchell explained that the data supports that the calculation per



square foot is equivalent to the old method of gallons per seat.

Commissioner Bertino stated that the assignment of EDUs should be based on average, not peak, flow data. Furthermore, the County should offer a rebate process to reimburse someone who is required to purchase more EDUs up front than necessary. Mr. Ross and Mr. Mitchell cautioned that the flow per EDU must be based on peak periods, so as not to overwhelm the treatment plant and sewer infrastructure. Enterprise Fund Controller Jessica Wilson expressed concern regarding a rebate program given that annual rates are established based on the assurance of revenues derived from each EDU and would create a shortfall if the SSA was required to buy back EDUs.

Following much discussion and upon a motion by Commissioner Bertino, the Commissioners voted unanimously to not approve the resolution until a reconsideration or appeal process is part of the policy, and they directed staff to propose such revised language for their future consideration.

The Commissioners answered questions from the press, after which they adjourned to meet again on September 3, 2019.

TEL: 410-632-1194 FAX: 410-632-3131

E-MAIL: admin@co.worcester.md.us WEB: www.co.worcester.md.us

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



OFFICE OF THE COUNTY COMMISSIONERS



MAUREEN F.L. HOWARTH

Morcester County

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

PROCLAMATION

WHEREAS, this September, National Suicide Prevention Month, we join representatives from the Health Department, the Jesse Klump Memorial Fund, and the Governor's Commission on Suicide Prevention to promote activities that foster a community conversation aimed at helping the public to identify the warning signs and risk factors for suicide and to be prepared to intervene and save a life; and

WHEREAS, suicide is a leading cause of death among all age groups. By participating in programs and activities that offer help and hope, together we can end the silence where suicidal thoughts can play on a person's mind.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby recognize September as Suicide Prevention Month and invite all to the *Out of Darkness* Walk to Prevent Suicide on September 21, 2019 at Caroline Street on the Boardwalk in Ocean City to continue the conversation about suicide prevention.

Executed under the Seal of the County of Worcester, State of Maryland, this 3rd day of September, in the Year of Our Lord Two Thousand and Nineteen.



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

TEL: 410-632-1194 FAX: 410-632-3131

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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

PROCLAMATION

WHEREAS, this September, Worcester Goes Purple as part of National Recovery Month, and we echo the theme, "Join the Voices for Recovery: Together We are Stronger," recognizing that mental and substance use disorders, including co-occurring disorders, can be overcome with community support, treatment and recovery services; and

WHEREAS, we encourage those living with mental and substance use disorders to implement preventive measures and to recognize the signs of potential problems, and we encourage those in need of help to seek appropriate treatment and recovery services, which are essential tools to overcome these disorders and achieve healthy lifestyles.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby proclaim that **Worcester Goes Purple** this September 2019 as part of **National Recovery Month** in Worcester County and call upon area residents to take part in special programs, activities, and ceremonies this month to "Join the Voices for Recovery: Together We are Stronger."

Executed under the Seal of the County of Worcester, State of Maryland, this 3rd day of September, in the Year of Our Lord Two Thousand and Nineteen.



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



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

AUG 28 2019

DATA RESEARCH DIVISIO CUSTOMER SERVICE DIVISIO TECHNICAL SERVICES DIVISIO

Memorandum

To: Worcester County Commissioners

CC: File

ONING DIVISION

UILDING DIVISION

DMINISTRATIVE DIVISION

From: Jo Ellen Bynum

Date: 8/28/2019

Re: Notice To Public of Intent To Request Release of Funds for 2020 Housing

Rehabilitation Grant

An Environmental Review Record has been prepared identifying the 2020 Worcester County Housing Rehabilitation project as Categorically Excluded under the National Environmental policy Act of 1969. Based upon the completion of this review, Worcester County is now eligible to apply to the State for release of the reserved grant funding. At this time, I am requesting that the Commissioners approve publication of the attached "Notice Of Intent To Request Release Of Funds".

A copy of the Maryland CDBG Statutory Checklist outlining the review process and the Request for Release of Funds and Certification form are attached for Commissioner Purnell's signature. A copy of the entire Environmental Review Record, including these forms, will be placed in the Worcester County Commissioners' Office for public review on or before the day of publication of the required advertisement.



Notice to the Public of Intent to Request Release of Funds for Categorically Excluded Projects Subject to Part 58.5

on September 12, 2019
County Commissioners of Worcester County, Maryland
Room 1103 - Government Center,
One West Market Street, Snow Hill, MD 21863
Phone - 410-632-1194



The purpose of this Notice is to identify actions to be taken by the County Commissioners of Worcester County, Maryland.

On or about September 12, 2019 the above named County Commissioners of Worcester County, Maryland will request that the Maryland Department of Housing and Community Development release federal funds from the Maryland Community Development Block Grant Program (CDBG) to be used for the following project:

Project Title:

Worcester County Housing Rehabilitation Program

Purpose of Project:

Rehabilitation of eighteen (18) homes owned and occupied by low to moderate

income families

Location:

County-wide

Total Project Cost:

\$769,368.00

Notice is hereby given that the County Commissioners of Worcester County, Maryland has prepared an Environmental Review Record on the project described in this Notice and has determined said project to be Categorically Excluded under the provisions of the National Environmental Policy Act of 1969 (NEPA) as amended.

The Environmental Review Record which documents the Environmental Review of this project is available for public examination at the office of the County Commissioners of Worcester County, Maryland at the above address during normal business hours.

Request for Release of Funds

The County Commissioners of Worcester County, Maryland will undertake the project described above with Maryland Community Development Block Grant funds. This Notice also certifies that Diana Purnell, serving in the official capacity of President of the County Commissioners of Worcester County, Maryland, consents to accept the jurisdiction of the Federal Courts if an action is to be brought to enforce responsibilities in relation to the environmental reviews, decision-making, and action; and certifies that these responsibilities have been satisfied. The State's approval of the certification satisfies its responsibility under NEPA and related laws and authorities, and allows the County Commissioners of Worcester County, Maryland to use CDBG funds.

Objections to Release of Funds

Objections to the release of funds will be accepted by the Department of Housing and Community Development only if one or more of the following apply: (a) that the certification was not in fact executed by the Certifying Officer; or (b) that the County Commissioners of Worcester County, Maryland have omitted a step or failed to make a decision or finding required by HUD regulations at 24 CFR Part 58; or (c) the grant recipient or other participants in the development process have committed funds, incurred costs or undertaken activities not authorized by this part before Release of Funds and approval of the environmental certification by DHCD; or (d) another Federal agency acting pursuant to 40 CFR Part 1504 has submitted a written finding that the project is unsatisfactory from the standpoint of environmental quality. All interested agencies, groups, and persons disagreeing with this decision are invited to submit written comments to the County Commissioners of Worcester County, Maryland and to the CDBG Environmental Officer, MD Department of Housing and Community Development, 7800 Harkins Road, Lanham, Maryland 20706. All such comments must be received no later than October 5, 2019.

Name of Grantee: Worcester County

Project Name: County-wide Housing
Rehabilitation Program

Grant Number: MD-20-CD-22

Project Description Include all activities that are part of this project, not just those that are CDBG funded, as well as a list of the sources, amounts and uses of all funding for this project. Rehabilitation of 18 owner occupied single family homes located throughout Worcester County. Priority consideration will be given to low income families, those over the age of 62, disabled residents, and homes with health or safety hazards. Sources of funds include: \$206,150 from CDBG for general rehabilitation and lead abatement, \$73,505 from CDBG for emergency home repairs, \$8,345 from CDBG for family relocation during construction, \$2,000 from CDBG for project administration, \$356,375 from Special Loans Program STAR & MHRP for general housing rehabilitation, \$21,050 from SLP LHRGLP & AHSP grants for lead abatement and handicapped accessibility, \$4,000 from Shore Up, Inc. for general rehabilitation, \$65,425 from Worcester County for project administration and \$22,518 from Worcester County for general administration.

Project Location

Worcester County- County wide final locations TBD

Please attach the following:

activity(ies) and site

Maps showing the location of project

Photographs of the project site(s) and the surrounding area, such as any lots, buildings, or other structures adjacent to, behind, or across the road from the project site.

AREA OF STATUTORY--REGULATORY COMPLIANCE

Instructions: Each of the environmental factors listed below must be reviewed for conformance to federal, state, and/or local regulations, statutes, or executive orders. The Compliance Result option that applies to the environmental conditions of this project is to be checked in the Compliance Results Section. Source Documentation for each Compliance Result must be referenced in the Source Documentation column in the form of citations, maps, correspondence from regulatory agenies, dates, names, and titles of agency contacts.

Once the review process for each compliance factor has been completed and screening responses have been received, the Statutory Checklist must be completed. Specifically, the grantee must indicate whether the activity does or does not affect the resources under consideration. Consult the attached Guidance Material. If the activity triggers formal compliance consultation with an oversight agency or affects an environmental resource, documentation of compliance and consultation must be attached to the Checklist and included

with the ERR that is provi	with the ERR that is provided to the State when requesting the Release of Funds.					
Environmental Factor	Project in Compliance If:		Compliance Results	Source Documentation		
Historic Properties	Activities do not affect historic resources.		NOT APPLICABLE Consultation/ Review Required	Historic Reviews will be requested on each property prior to finalizing work write-up and prior to rehab start. Screening letter sent to MHT 7/31/19		
			Further Conditions and/or Mitigation Action Required			
Floodplain Management	Property not located in 100-year floodplain		NOT APPLICABLE	Consulted FEMA Mapping Tools		
			Consultation/ Review Required	⊠ Yes □ No		
			Further Conditions and/or Mitigation Action Required	Other Flood determinations by the local Permitting & Planning Office. Homeowners in floodplain required to purchase flood insurance		
Coastal Areas Protection	Property not on a river or stream flowing into		NOT APPLICABLE	Consulted Maryland DNR Mapping Tools		
and Management	or within one-half mile of Maryland Coastal Areas.	⊠	Consultation/ Review Required	⊠ Yes □ No		
			Further Conditions and/or Mitigation Action Required	Other: Screening letter sent to DNR 7/31/19. DNR response received: no impact expected, use Best Management practices		
Wild and Scenic Rivers	Property not located on any of the State's	\boxtimes	NOT APPLICABLE	The Pocomoke River I the only river in		
	designated Wild and Scenic Rivers.		Consultation/ Review Required	Worcester County with this designation. None of the proposed rehab locations are on the Pocomoke River.		
			Further Conditions and/or Mitigation Action Required			
Runway Clear Zones, Clear Zones and Accident Potential Zones	The site is not in a Runway Protection or Accident Potential Zone, defined respectively as: 2,500 feet maximum length in the airport		NOTAPPLICABLE Consultation/Review	No projects with 2500 ft of municipal airports		
, otenual Zones	design advisory circular. And 15,000 feet is		Required			
	the maximum length at military air installations.		Further Conditions and/or Mitigation Action Required			

Environmental Factor	Project in Compliance If:	Compliance Results	Source Documentation
Manmade Hazards	Property not located or to be located on or adjacent to site of a previous chemical spill, leaking underground storage tank, Superfund site, industrial site and/or Brownfields.	NOT APPLICABLE Consultation/Review Required Further Conditions and/or Mitigation Action Required	No known hazards; screening letter sent to MDE 7/31/19
Noise	The site is not located near noise generating activities such as: major roads, railroads, industrial plants, etc. Traffic maps and land use maps from highway departments, planning agencies, railroads, and airport authorities may document such noise generators.	NOT APPLICABLE Consultation/Review Required Further Conditions and/or Mitigation Action Required	This project will not generate noise. Project is existing property all ready in use.
Wetlands Protection	Project site not located in an existing tidal or non-tidal wetlands nor will it impact existing tidal or non-tidal wetlands.	NOT APPLICABLE Consultation/Review Required Further Conditions and/or Mitigation Action Required	Response received from Dept. of Environmental Programs received 8/23/19. Rehab of existing house structure will not affect wetlands.
Water Quality	Project causes no dredged or fill materials in navigable waters, including wetlands.	NOT APPLICABLE Consultation/Review Required Further Conditions and/or Mitigation Action Required	Projects do not involve dredging or filling. All building permits are approved by Environmental Programs before issuance.
Sole Source Aquifers	Project is not located on any portion of the Piedmont or Poolesville Aquifers.	NOT APPLICABLE Consultation/Review Required Further Conditions and/or Mitigation Action Required	Review Maps Yes No Other Documentation: Piedmont & Poolesville aquifer management does not affect Worcester County

Environmental Factor	Project in Compliance If:	Compliance Results	Source Documentation
Solid Waste Disposal Availability, Renovation and Demolition with Asbestos or Lead Paint	No hazardous waste is generated.	NOT APPLICABLE Consultation/Review Required Further Conditions and/or Mitigation Action Required	All homes constructed prior to 1978 undergo XRF testing and lead risk assessment. In cases where hazards exist appropriate hazard reduction activity and lead clearance testing will be performed. Screening letter sent to MDE 7/31/19.
Endangered Species	No threats to either species or habitats.	NOT APPLICABLE Further Consultation/Review Required Further Conditions and/or Mitigation Action Required	Project does not involve conversion of existing use; all residences occupied. Federal list of endangered species: Listed birds & vegetation are Piping Plover, Red Knot, Hawksbill Sea Turtle, Leatherback Sea Turtle and the Seabeach amaranth- all shoreline species; no rehabs will be done in these areas. Listed mammals are Delmarva Fox Squirrel- no disturbance of forest habitat for this project
Farmland Protection	Unique or protected farmland is not developed or affected by the project.	NOT APPLICABLE Further Consultation/Review Required Further Conditions and/or Mitigation Action Required	Project only located in existing developed area.
Air Quality	No permanent effect on air quality.	NOT APPLICABLE Consultation/Review Required Further Conditions and/or Mitigation Action Required	Project will not produce emissions
Thermal and Explosive Hazard	Property not located or adjacent to an industrial facility that creates explosive or thermal hazard nor will project create such hazards.	NOT APPLICABLE Consultation/Review Required Further Conditions and/or Mitigation Action Required	Projects are existing occupied homes; not located near thermal or explosive hazards

Environmental Issues	Project in Compliance If:		Compliance Results	Sauta Barriera de la constante
	r roject in compliance in.		Compliance Results	Source Documentation
Toxic Chemicals and Radio Active Material	Property not located on or adjacent to: past spill, Superfund site, old mine, hazardous		NOT APPLICABLE Consultation/Review	No Superfund sites in Worcester County
	industry.		Required	
			Further Conditions and/or Mitigation Action Required	
Environmental Justice	Project activities do not nor will they cause a		NOT APPLICABLE	Rehab of homes owned by low to moderate
	highly adverse impact on minority and/or low-income communities.		Consultation/Review Required	income families will have positive impact on these communities
			Further Conditions and/or Mitigation Action Required	
OTHER REQUIREMENTS				
	EAR ZONES AND CLEAR ZONES NOT			
Does the project involve to Zone?	he sale or acquisition of property located	with	iin a Civil Airport Runway (Clear Zone or a Military Airfield Clear
l 	Source Documentation: <u>Property sales o</u>	racc	uisition not part of project	activities
Za ito: one of attach			with 24 CFR 51.303 (a)(3).	
Yes Notice must	be provided to the buyer. The notice mu			
the implications of such a	location are, and that there is a possibili	ty th	at the property may, at a la	ter date, be acquired by the airport
	t sign a statement acknowledging receipt	of t	his information, and a copy	of the signed notice must be
maintained in the ERR.	COURCE ACTIO		1.4.1.5.4000 (40.1100.05	0.03
	SOURCES ACT [Coastal Barrier Improv coastal barrier resource area?	eme	nt Act of 1990 (16 USC 35	01)]
i is the project located in a	coastal partier resource area:			
No. Cite or attach Source Documentation: US Fish & Wildlife Coastal Resource Map				
	[Proce	ed v	vith Project.]	
Yes. Federal assistance may not be used in such an area.				

FLOOD DISASTER PROTECTION ACT [Flood Disaster Protection Act of 1973, as amended (42 USC 4001-4128)] bes the project involve acquisition, construction, or rehabilitation of structures located in a FEMA-identified Special Flood Hazard Area FHA)?
No. Cite or attach Source Documentation: FEMA Standard Flood Hazard Determination Form
roceed with Project.]
Yes. Cite or attach Source Documentation: Is the community participating in the National Insurance Program (or has less than one year passed since FEMA notification of secial Flood Hazards)? Yes. Flood Insurance under the National Flood Insurance Program must be obtained. If HUD assistance is possible as a grant, insurance must be maintained for the economic life of the project and in the amount of the total project cost (or up the maximum allowable coverage, whichever is less). If HUD assistance is provided as a loan, insurance must be maintained for the most fine of the loan and in the amount of the loan (or up to the maximum allowable coverage, whichever is less). A copy of the flood surance policy declaration must be kept on file in the ERR. No. Federal assistance may not be used in the Special Flood Hazard Area.
ertify that, to the best of my knowledge, this activity is in compliance with NEPA and the implementing regulations of the ogram funding this activity.
eparer Signature and Title:
sponsible Entity Agency Official Signature: Date: President, Worcester County Commissioners

Administration

LOUIS H. TAYLOR Superintendent of Schools

> H. STEPHEN PRICE Chief Safety Officer

DENISE R. SHORTS Chief Academic Officer, Gr. PK-8

VINCENT E. TOLBERT, CPA Chief Financial Officer

ANNETTE E. WALLACE, Ed.D. Chief Operating & Academic Officer, Gr. 9-12



The Board of Education of Worcester County 6270 Worcester Highway | Newark, Maryland 21841 Telephone: (410) 632-5000 | Fax: (410) 632-0364

www.worcesterk12.org

Board Members WILLIAM L. GORDY President

ERIC W. CROPPER, SR.

BARRY Q. BRITTINGHAM, SR.

WILLIAM E. BUCHANAN

TODD A. FERRANTE

ELENA J. MCCOMAS

SARA D. THOMPSON

August 20, 2019

Mrs. Diana Purnell, President Worcester County Commissioners Worcester County Government Center One W. Market Street, Room 1103 Snow Hill, Maryland 21863-1195



Dear President Purnell:

To address increased costs experienced in FY19 under the categories of Administration, Instructional Support, Special Education, and Student Transportation, the Board of Education is requesting your approval of the categorical budget transfers described in the attached Inter-category Budget Transfers and Budget Amendment for the year ended June 30, 2019. The budget category of Administration experienced higher than planned expenditures due to several factors including the approval of the new Chief Safety Officer position and higher than budgeted legal expenses. Actual costs in the category of Instructional Support were higher than planned due to the reorganization of our Student Accountability and Assessment Office and copier expenses. Expenditures in the area of Special Education were higher than planned due to an increase in the number of staff required to adequately address the needs of our students with disabilities. The budget category of Student Transportation exceeded the original budget allocation due to several items including the costs of athletic transportation for our high schools, after-school transportation and the increasing costs of providing transportation to our homeless students. As shown in the attachment, the increases in the categories of Administration, Instructional Support, Special Education and Student Transportation will be offset by a reduction in the categories of Instructional Salaries and Operation of Plant. After review, the Board of Education approved these transfers at their meeting on August 20, 2019.

As outlined in the budget amendment, the total budget appropriation for FY19 did not change. These budgetary transfers are necessary to align our budget with actual FY 2019 categorical expenditures as we complete our year-end closeout process. We deeply appreciate your continued support of the Worcester County Public School System. Should you have any questions or concerns, please contact me.

Sincerely,

Louis H. Taylor

Superintendent of Schools

pc: Members of the Board of Education

Mr. Vince Tolbert

BOARD OF EDUCATION OF WORCESTER COUNTY

INTER-CATEGORY BUDGET TRANSFERS and BUDGET AMENDMENT

FY 2019 - JUNE 30, 2019

Four categories of the FY 2019 Unrestricted Operating Budget have expenditures that exceed the amount allocated. In order to properly account for this variance, the following transfers are being submitted to the Board of Education at their meeting on August 20, 2019. In compliance with Maryland law, these transfers will be submitted to the Worcester County Commissioners for approval.

REDUCE THE FOLLOWING EXPENDITURE CATEGORIES:

	APPROVED	AMENDED	
	<u>AMOUNT</u>	<u>AMOUNT</u>	<u>CHANGE</u>
INSTRUCTIONAL SALARIES	42 200 520	12 15 1 20 6	007010
- · · · · · - · · - · · · - · · · · · ·	43,299,739	42,474,396	-825,343
OPERATION OF PLANT	8,233,117	8,103,606	-129,511
TOTAL OPERATING BUDG	ET REDUCTIONS		-\$954,854
INCREASE IN TOTAL OPERATING BUDGET -	Additional Revenues		
			
FY19 SUPPLEMENTAL APP	ROPRIATION	•	\$0
ADDITIONAL REVENUES		•	0
TOTAL OPERATING BUDG	ET INCREASE		0
ORIGINAL APPROVED OPE	CRATING BUDGET		106,273,385
REVISED TOTAL OPERATION	NG BUDGET	. \$	106,273,385

BOARD OF EDUCATION OF WORCESTER COUNTY

INTER-CATEGORY BUDGET TRANSFERS and BUDGET AMENDMENT

FY 2019 - JUNE 30, 2019

INCREASE THE FOLLOWING EXPENDITURE CATEGORIES:

ORIGINAL	AMENDED	
<u>AMOUNT</u>	<u>AMOUNT</u>	<u>CHANGE</u>

\$1,705,872

\$113,617

ADMINISTRATION

Costs in the area of Administration were higher than budgeted due to several factors including the creation of the new Chief Safety Officer position, higher than budgeted legal costs, and higher than budgeted subscriptions and membership dues.

\$1,592,255

INSTRUCTIONAL SUPPORT

\$7,295,669 \$7,440,364 \$144,695 Costs in the area of Instructional Support were higher than budgeted due to the reorganization of our Student Accountability and Assessments office and increased copier expenses.

SPECIAL EDUCATION

\$10,090,889 \$10,493,920 \$403,031 Costs in the area of Special Education were higher than budgeted due to an increase in the number of staff required to adequately address the needs of our students with disabilities.

STUDENT TRANSPORTATION

\$6,454,904 \$6,748,415 \$293,511 Areas in this category experiencing increased costs include athletic transportation for our high schools, after-school programs transportation and transportation for our homeless students.

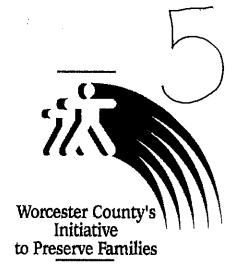
SUMMARY OF TOTAL INCREASES IN EXPENDITURE CATEGORIES:

TOTAL OPERATING BUDGET CATEGORY INCREASES	\$954,854
LESS TRANSFERS FROM OTHER CATEGORIES	<u>-954,854</u>
INCREASE IN OPERATING BUDGET	\$0
ORIGINAL APPROVED OPERATING BUDGET FY 2019	106,273,385
TOTAL REVISED OPERATING BUDGET FY 2019	\$106.273.385

Worcester County's Initiative to Preserve Families

6040 Public Landing Rd. Post Office Box 129 Snow Hill, MD 21863

Telephone: 410-632-3648



TO:

Harold Higgins, Chief Administrative Officer

FROM:

JS Jessica Sexauer, Director of Local Management Board

Jennifer LaMade, Director of Planning, Quality, and Core Service

DATE:

August 26, 2019

SUBJECT:

Recommendation for Award from Local Management Board:

The Worcester County Local Management Board received eleven proposals as a result of the Request for Proposals for implementation of three programs in Worcester County. A team of objective professionals reviewed and scored the proposals for quality assurance of submissions. Local Management Board staff averaged the scores for program selections. The score sheets with the averages of the proposals, as well as the criteria is attached.

The Local Management Board is recommending the following providers be selected for program implementation beginning October 1, 2019:

- 1. Program: Worcester Education, Employment and Empowerment (WE3)
 - a. Selected Vendor: Telamon Corporation
 - b. There were a total of four proposals submitted for the WE3 program, which is targeting opportunity youth.
 - c. Out of the four proposals reviewed for WE3, Telamon Corporation received the highest average score of 35.4 out of a possible 42.
- 2. Program: Building Bridges
 - a. Selected Vendor: Worcester County Health Department
 - b. There were a total of three proposals submitted for the Building Bridges program, which is targeting youth and families impacted by incarceration.
 - c. Out of the three proposals reviewed for Building Bridges, the Worcester County Health Department received the highest average score of 39 out of 42.
- 3. Program: Worcester Connects
 - a. Selected Vendor: Worcester Youth and Family

[P.17]

Worcester County's Local Management Board

- b. There were a total of four proposals submitted for the Worcester Connects program, a mentor program targeting 6th-12th grade students who are truant and/or have been bullied.
- c. Out of the four proposals reviewed for Worcester Connects, Worcester Youth and Family received the highest average score of 32.5 out of 42.

If you have any concerns or questions about the proposal, scoring criteria or vendor, please do not hesitate to contact me at 410-632-3648.

Thank you for your assistance.

cc: Kelly Shanahan, Assistant Chief Administrative Officer

Enclosures

Competitive Bid Worksheet

Item: Worcester County Local Management Board Programs for FY 2020

Bid Deadline/Opening Date: 1:00 P.M., August 12, 2019

Bids Received by deadline = 7 Vendor's Submitting Bids	Total Score By Review Panel To Be Determined Upon Review
Worcester Youth & Family Counseling 124 N. Main Street, Suite C Berlin, MD 21811	Mentaning, WE3
Big Brothers Big Sisters of the Lower Shore 200 West Main Street, 3 rd Floor Salisbury, MD 21804	Mustoring
Worcester County Health Department P.O. Box 249 Snow Hill, MD 21863	Building Bridges
Lighthouse Counseling 1504 Market Street Pocomoke City, MD 21851	Mestaring,
Shore UP! Inc. 520 Snow Hill Road Salisbury, MD 21804	WE3
Telamon Corp. 31901 Tri County Way, Suite 112 Salisbury, MD 21804	WE3 Building Bridges
Youth Care Center 3917 Market Street Snow Hill, MD 21863	Mentoring, WE3, Building Bridges
· · · · · · · · · · · · · · · · · · ·	·

Program: WE3	
Vendor:	
Name of Evaluator:	

Evaluation Criteria Categories	Maximum Score	Score
Organizations Capacity: Has the organization clearly articulated their capacity and history of developing, implementing and operating projects of a similar nature?	2	
Discussion of Need: Is the problem clearly defined? Is the need clearly identified? Is the population of Disconnected Youth addressed? Will this program directly impact the children, youth and families in Worcester County?	8	
Narrative: Is there clear discussion on how the program will utilize the YouthBuild, evidence based model? Is there a clear indication of how the program will align and impact the Disconnected Youth population in Worcester County? Is there a detailed and comprehensive programmatic plan, spanning from intake to discharge? Is there a robust and comprehensive outreach plan? Are partners identified? Is there an obtainable timeline for implementation, including usage of funds? Are sustainability plans discussed?	14	
Worcester: Is the agency located within Worcester County? Is there clear discussion on how the agency will provide services to all areas of Worcester County?	4	
Race Equity: Is there a commitment to providing an equitable program across all races, genders and demographics? Is there a clear discussion of how a focus on racial equity will inform implementation and outcomes based upon local data?	4	
Two-Generation: Does the program clearly articulate how the program/strategy will provide an interventions directed at both the parent(s) and their child(ren)/youth? Does the program demonstrate a clear effort to remove silos and/or create new strategies that involve collaboration and communication between agencies serving different members of the family?	4	

Program: WE3		
Vendor:Name of Evaluator:		
Budget: Does the budget include projected expenses? Is there a budget narrative that includes a description of the cost and the calculation of how the cost was derived? Cash Match?	6	
Total	42	
Comments:		

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		<u> </u>

RFP WE3-Worcester Education, Employment and Empowerment

RFP WE3

	Vendor: Youth Ca Budget: \$150,000.							
Criteria Categor	ries Eval 1 Jerry	Eval 2 Michelle	Eval 3 Nancy	Eval 4 Karen	Eval 5 Nicole	AVG		
Criteria 1	0	0	1	1	0			
Criteria 2	1	5	7	4	2			
Criteria 3	6	9	7	7	6			
Criteria 4	2	2	2	2	2			
Criteria 5	3	2	2	1	2			
Criteria 6	1	2	1	1	2			
Criteria 7	4	3	3	3	4			
Total	17	23	23	19	18	20		

Comments:

Poorly written.

	dor: Worceste get: \$150,000.0	r Youth and Famil 00	У			
Criteria Categories	Eval 1 Jerry	Eval 2 Michelle	Eval 3 Nancy	Eval 4 Karen	Eval 5 Nicole	AVG
Criteria 1	1	2	2	2	2	
Criteria 2	7	8	7	7	6	
Criteria 3	7	13	10	12	11	
Criteria 4	2	3	4	4	4	
Criteria 5	3	2	3	2	2	
Criteria 6	2	3	4	3	3	
Criteria 7	5	4	5	5	4	
Total	30	32	35	35	32	32.8

Comments:

Concerns regarding sustainability.

No cited references for statistics provided.

Plan does not use the evidence based model suggested but instead plan on using their own program.

Administrative heavy budget.

Strong focus on the north end of the county.

No collaboration with other community partners identified

	Vendor: Shore Up Budget: \$150,000	00					
Criteria Catego	ories Eval 1 Jerry	Eva1 2 Michelle	Eval 3 Nancy	Eval 4 Karen	Eval 5 Nicole	AVG	
Criteria 1	2	2	2	2	2		
Criteria 2	8	8	6	7	8		
Criteria 3	9	11	10	13	12		
Criteria 4	4	1	4	2	4		
Criteria 5	4	3	4	2	2		
Criteria 6	3	3	3	3	4		
Criteria 7	6	4	3	5	6		
Total	36	32	32	34	38	34.4	_

Comments:

Concerns regarding budgeted "learn at home" education option - \$27,000.00 is wasted if people do not use it due to lack of internet access in this community.

Salary breakdown of programs - concerns whether resources could be used for other programs they offer.

Experience in job training.

No talk of sustainability.

		: Telemon \$150,000.0	00				
Criteria Categ		Eval 1 erry	Eval 2 Michelle	Eval 3 Nancy	Eval 4 Karen	Eval 5 Nicole	AVG
Criteria 1	2		2	2	2	2	
Criteria 2	7	,	8	7	8	8	
Criteria 3	13	3	11	12	12	12	
Criteria 4	4		3	3	2	3	
Criteria 5	3		3	4	2	3	
Criteria 6	3		3	4	3	4	
Criteria 7	4		4	5	5	4	
Total	36	6	34	37	34	36	35.4

Comments:

Page 5 states that there is not enough funding from this grant to support the program.

They will use a different evidence based model that is federally funded instead of privately purchased.

Administrative heavy budget – will require a salary breakdown

Pro	gram:	Building	Bridges	to	Stable	Families
	_					

Vendor:

Name of Evaluator:

Evaluation Criteria Categories	Maximum Score	Score
Organizations Capacity: Has the organization clearly articulated their capacity and history of developing, implementing and operating projects of a similar nature?	2	
Discussion of Need: Is the problem clearly defined? Is the need clearly identified? Is the population of impact of incarceration addressed? Will this program directly impact the children, youth and families in Worcester County?	8	
Narrative: Is there clear discussion on how the program will utilize the Transition from Jail to Community, Nurturing Families, and Parenting Inside Out evidence based models? (2 points for each) Is there a clear indication of how the program will impact incarcerated parents/caregivers, their children and their caregivers in Worcester County? Is there a detailed and comprehensive programmatic plan, spanning from intake to discharge? Is there a robust and comprehensive outreach plan? Are partners identified? Is there an obtainable timeline for implementation, including usage of funds? Are sustainability plans discussed?	18	
Worcester: Is the agency located within Worcester County? Is there clear discussion on how the agency will provide services to all areas of Worcester County?	4	
Race Equity: Is there a commitment to providing an equitable program across all races, genders and demographics? Is there a clear discussion of how a focus on racial equity will inform implementation and outcomes based upon local data?	4	
Two-Generation: Does the program clearly articulate how the program/strategy will provide an interventions directed at both the parent(s) and their child(ren)/youth? Does the program demonstrate a clear effort to remove silos and/or create new strategies that involve collaboration and communication between agencies serving different members of the family?	4	

Program: Building Bridges to Stable Families Vendor:		
Vendor: Name of Evaluator:		
Budget: Does the budget include projected expenses? Is there a budget narrative that includes a description of the cost and the calculation of how the cost was derived? Cash Match?	6	
Total	46	
Comments:		
		•
- 10 - 10 - 10 - 10 - 10 - 10 - 10 - 10		
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		···

Building Bridges to Stable Families

RFP Building Bridges

Vendor: Worcester County Health Department

Budget: \$149,993.00

Criteria Categories	Eval 1 Lee	Eval 2 Michelle	Eval 3 Karen	Eval 4 Nicole	AVG
Criteria 1	2	2	2	2	-
Criteria 2	8	8	7	8	
Criteria 3	14	15	17	12	
Critcria 4	4	4	4	4	
Criteria 5	2	3	3	3	
Criteria 6	4	3	3	4	
Criteria 7	4	5	5	4	
Total	38	40	41	37	39

Comments:

Has existing clinicians and clinical location.

Has existing training which will save money and allow faster implementation.

Vendor: Telemon		 					
Budget: \$150,000.00							
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Criteria Categories	Eval 1 Lee	Eval 2 Michelle	Eval 3 Karen	Eval 4 Nicole	AVG	
Criteria 1	0	2	2	2		
Criteria 2	6	8	8	8		
Criteria 3	14	16	16	14		
Criteria 4	2	2	3	2		, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Criteria 5	4	4	2	3		www.
Criteria 6	2	3	2	3		
Criteria 7	2	4	4	4		:
Total	30	39	37	36	35.5	

Comments:

Concern regarding lack of existing capacity to provide clinical services which will delay implementation.

Clarification of customer incentives and salaries.

Budget needs clarification.

Vendor: Youth Care Center

Budget: \$149,973.00

Criteria Categories	Eval 1 Lee	Eval 2 Michelle	Eval 3 Karen	Eval 4 Nicole	AVG	
Criteria 1	0	1	1	1		sh-reconstruction of the state
Criteria 2	4	4	6	4		
Criteria 3	8	10	12	10		
Criteria 4	2	2	2	2		
Criteria 5	2	2	2	2		
Criteria 6	2	0	1	0		<u> </u>
Criteria 7	3	3	3	3		
Total	21	22	27	22	23	

Comments:

Poorly written

Program:	Worcester Connects
Vendor:	

Name of Evaluator:		

Evaluation Criteria Categories	Maximum Score	Score
Organizations Capacity: Has the organization clearly articulated their capacity and history of developing, implementing and operating projects of a similar nature?	2	
Discussion of Need: Is the problem clearly defined? Is the need clearly identified? Is the target population clearly identified? Will this program directly impact the children, youth and families in Worcester County?	8	
Narrative: Is there clear discussion on how the program will utilize the Connect and Check, & TAG evidence based models in development? Is there a clear indication of how the program will impact youth between 6th and 12th grade, who are: o at risk of becoming truant/those that are truant; o show signs of disengagement; o special needs (learning, developmental, behavioral); o living in poverty; and/or o being bullied/harassed? Is there a detailed and comprehensive programmatic plan, spanning from intake to discharge? Is there a robust and comprehensive outreach plan? Are partners identified? Is there an obtainable timeline for implementation, including usage of funds? Are sustainability plans discussed?	14	
Worcester: Is the agency located within Worcester County? Is there clear discussion on how the agency will provide services to all areas of Worcester County?	4	
Race Equity: Is there a commitment to providing an equitable program across all races, genders and demographics? Is there a clear discussion of how a focus on racial equity will inform implementation and outcomes based upon local data?	4	

Vendor:		
Name of Evaluator:		
	•	
Two-Generation: Does the program clearly articulate how the program/strategy will provide an interventions directed at both the parent(s) and their child(ren)/youth? Does the program demonstrate a clear effort to remove silos and/or create new strategies that involve collaboration and communication between agencies serving different members of the family?	4	
Budget: Does the budget include projected expenses? Is there a budget narrative that includes a description of the cost and the calculation of how the cost was derived? Cash Match?	6	
Total	42	
Comments:		
	···	
***		****

Program: Worcester Connects

RFP Worcester Connects – A Mentoring Program

RFP Worcester Connects

Vendor: Lighthouse Counseling Center

Budget: \$150,833.62 - 12 month

Criteria Categories	Eval 1 Lee	Eval 2 Michelle	Eval 3 Karen	Eval 4 Nicole	AVG
Criteria 1	2	1	0	1	
Criteria 2	4	5	4	4	
Criteria 3	8	6	2	4	
Criteria 4	2	2	2	2	
Criteria 5	0	0	2	0	
Criteria 6	2	0	0	1	
Criteria 7	2	3	2	2	
Total	20	17	12	14	15.75

Comments:

Poorly written.

Does their clinician meet program requirements?

Justification of field trips and activities needed.

Program offered doesn't match the request for proposal.

Criteria Categories	Eval 1	Eval 2	Eval 3	Eval 4	AVG
	Lee	Michelle	Karen	Nicole	
Criteria 1	2	2	2	2	
Criteria 2	6	7	7	7	
Criteria 3	10	10	9	11	
Criteria 4	2	2	3	2	
Criteria 5	0	2	2	1	
Criteria 6	1	1	1	1	
Criteria 7	4	4	1	3	
Total	25	28	25	27	26.25

Comments:

Concerns regarding sustainability.

Does not meet 2-generation request.

Proposal identified all targeted populations.

Budget includes gift cards and possibly car insurance which is not allowable costs.

Vendor: Big Brother Big Sister Budget: \$150,000.00

Criteria Categories	Eval 1 Lee	Eval 2 Michelle	Eval 3 Karen	Eval 4 Nicole	AVG
Criteria 1	2	2	2	2	
Criteria 2	8	4	6	6	
Criteria 3	10	8	8	9	
Criteria 4	2	0	0	0	
Criteria 5	4	1	4	1	
Criteria 6	2	1	1	1	
Criteria 7	2	2	4	4	
Total	30	18	25	23	24

Comments:

Concerns they won't have enough volunteers for mentors.

Did not address all of the target population.

Outreach budget will need defined.

No location within Worcester County.

2-Generation approach is lacking. Parents must be involved in order to impact truancy.

Funding must be used for this program only - clarification needed on salaries and advertising.

Timeline for implementation and use of funds are limited.

Vendor: Worcester Youth and Family	7
Budget: \$150,000.00	

Criteria Categories	Eval 1 Lee	Eval 2 Michelle	Eval 3 Karen	Eval 4 Nicole	AVG	
Criteria 1	2	2	2	2		
Criteria 2	8	7	7	7		
Criteria 3	12	12	12	12		
Criteria 4	4	2	4	4		
Criteria 5	2	2	2	2		·····
Criteria 6	2	3	1	2		
Criteria 7	4	3	5	4		
Total	34	31	33	32	32.5	;

Comments:

No priority given for the south end of the county. Will need a greater presence and focus on the Pocomoke and Snow Hill area. Administrative heavy budget – will need justification. Has established BOE relationship.

Worcester County's Initiative to Preserve Families

6040 Public Landing Rd. Post Office Box 129 Snow Hill, MD 21863 Telephone: 410-632-3648



TO:

Harold Higgins, Chief Administrative Officer

FROM: (Sessica Sexauer, Director of the Local Management Board

DATE: June 25, 2019

SUBJECT: FY 2020 Request for Proposals

The Worcester County Local Management Board is requesting proposals for four (4) programs to be implemented in FY 2020 with the possibility of extension into FY 2021. During FY 2019, the Local Management Board staff worked collaboratively with a local consultant to identify needs and gaps in the community. Through the information and data collected during this process, the Board of Directors identified four (4) programs that would address concerns in the community. The Local Management Board is requested proposals for the following:

- Worcester Connects: A Mentoring Program- a program designed to provide youth between grades 6-12 who are truant/ at risk for truancy, and youth who are at risk of being bullied with supportive adult figure.
- Worcester Employment, Education and Empowerment (WE3)- a program designed to target disconnected youth, ages 16-24 who are not working nor in school. This program will help youth establish job readiness skills, connect them with employment, or provide resources to obtain higher education.
- Building Bridges to Stable Families- this program will help reduce the impact of
 incarceration on children, parents and families. The program will provide case management
 like services to a parent or caregiver that is incarcerated and link these individuals to
 parenting classes. Children and families of individuals incarcerated will be linked to
 supportive services.
- Growing a Healthy Community- a home visiting program for pregnant mothers and mothers and children ages 0-6. The program will provide linkage to supportive services, including medical and mental health resources and age appropriate resources for the child

Enclosed are copies of the four (4) Request for Proposals, including the evaluation criteria per each proposal and a Vendor List. Thank you for your time and support in this matter. Should you have any questions, please feel free to contact me at 410-632-3648.

APPROVED

Worcester County Complissioner cc: Kelly Shannahan, Assistant Chief Administrative Officerate # 4 72/19

Enclosures (4)

Worcester County's Local Management Board

JUN 25 2019

Worcester County Admin

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

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Morcester County

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

July 2, 2019

21863-1195



TO: FROM:

The Daily Times Group and Ocean City Today Group

Kelly Shannahan, Assistant Chief Administrative Officer X1

Please print the attached Notice to Bidders in The Daily Times/Worcester County Times/Ocean Pines Independent and Ocean City Digest/Ocean City Today on July 11, 2019. Thanks.

REQUEST FOR PROPOSALS FY20 Programs for Worcester County Local Management Board (LMB)

The Worcester County Commissioners are currently seeking individual proposals from qualified providers able to develop and implement one or more of the following four programs to address community needs in Worcester County: Worcester Connects - A Mentoring Program; Worcester Employment, Education and Empowerment (WE3) - targeting disconnected youth ages 16-24 who are not working and not in school; Building Bridges to Stable Families - to help reduce the impact of incarceration on children, parents and families; and Growing a Healthy Community - a home visiting program for pregnant mothers and mothers with children age 0-6. Further information and instructions to bidders are provided in the Request for Proposals (RFP) package which may be picked up from the Office of the County Commissioners, Worcester County Government Center, One West Market Street -Room 1103, Snow Hill, Maryland 21863, obtained online under the "Bids" drop-down menu in the lower right hand side of the home page at www.co.worcester.md.us or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. Interested Bidders are encouraged to attend a Pre-Bid Meeting on Monday, July 15, 2019 beginning at 9 am, 11 am, 1 pm, or 3 pm depending upon the program (please call 410-632-3648) for the exact time of the program you are interested in bidding). Pre-bid meetings to be held at the Health Department Office in Snow Hill, 6040 Public Landing Road, Snow Hill, MD 21863. Sealed proposals will be accepted until 1:00 PM, Monday, August 12, 2019 in the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, at which time they will be opened and publicly read aloud. Envelopes shall be marked "Proposal for FY20 Program for LMB - (list program submitted)" in the lower left-hand corner. After opening, proposals will be reviewed by an evaluation committee and a recommendation of award will be made to the County Commissioners at a future meeting. In awarding the proposal, the Commissioners reserve the right to reject any and all proposals, waive formalities, informalities and technicalities therein, and to take whatever proposal they determine to be in the best interest of the County considering lowest or best proposal, quality of goods and work, time of delivery or completion, responsibility of consultants being considered, previous experience of consultants with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to Jessica Sexauer, Director of the LMB, at 410-632-3648.

LMB Prospective Vendor Directory

Donna Nordstrom Atlantic General Hospital 9733 Healthway Drive Berlin, MD 21811

Dimitrios Cavathas Go-Getters, Inc. 7033 Worcester Highway Newark, MD 21841

Steve Taylor
Worcester Youth and Family Counseling
Services
124 N. Main Street, Suite C
Berlin, MD 21811

Roberta Baldwin
Department of Social Services
299 Commerce Street
Snow Hill, MD 21863

Spencer Tracy
Department of Juvenile Services
301-C Commerce Street
Snow Hill, MD 21863

Diakonia 12747 Old Bridge Rd Ocean City, MD 21842

Shelly Daniels
Samaritan Shelter
814 Forth Street
Pocomoke, MD 21851

Dr. Duffy Lighthouse Counseling 1504 Market Street Pocomoke, MD 218S1 Seaside Counseling and Wellness Center Grays Corner Professional Center 10776 Grays Corner Rd. Unit #2 Berlin, MD 21811

Assateague Island National Seashore 7206 National Seashore Ln. Berlin, MD 21811

Rebecca Jones Snow Hill Health Department 6040 Public Landing Rd Snow Hill, MD 21863

Eric Gray
Worcester County Health Department
6040 Public Landing Rd
Snow Hill MD, 21863

Mimi Dean Worcester County Health Department 6040 Public Landing Rd Snow Hill MD, 21863

Louis Taylor
Worcester County Board of Education
Attn: All Schools
6270 Worcester Highway
Newark, MD 21841

Jennifer Rank
Worcester County Libraries
Attn: All Branches
307 North Washington Street
Snow Hill, MD 21841

Anne Turner
Worcester County Courts
Court House, Room 101
One West Market Street
Snow Hill, MD 21863

Worcester County Parks and Recreation Center 6030 Public Landing Rd Snow Hill, MD 21863

Shawn Johnson Youth Care Center 3917 Market St. Snow Hill, MD 21863

Oriville Penn Shore UP! Inc. 520 Snow Hill Rd. Salisbury, MD 21804

Jennifer Shahan Telemon 31901 Tri County Way, Suite 112 Salisbury, MD 21804

Ivonne Lomax Lower Shore Workforce Alliance 31901 Tri-county Way, Suite 215 Salisbury, MD 21804

Robert McClure
Big Brothers Big Sisters of the Eastern
Shore, Inc.
200 W. Main Street, Salisbury, MD 21801

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 COUNTY COMMISSIONERS



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

Morcester County

GOVERNMENT CENTER

ONE WEST MARKET STREET • ROOM 1103

Snow Hill, Maryland 21863-1195

TO:

County Commissioners

FROM:

Harold L. Higgins, Chief Administrative Officer

RE:

Unrestricted Grant Increase based on Table Games Revenue

DATE:

August 27, 2019

It is hereby requested that 10% of table games revenues received by Worcester County, based on the prior calendar year collections, be designated as an unrestricted grant to the Town of Pocomoke City and the Town of Snow Hill beginning in FY21.

Ocean Downs VI	T/Casino Activity			
Worcester County re	venue only			
	Table games			
	FY2018	FY2019		
July		44,808.33		
August		45,624.55		
September		38,450.50		
October		37,087.58		
November		27,540.08		
December**	2,697.60	30,456.88		
January	28,907.70	25,394.88		
February	22,029.95	28,523.93		
March	23,403.88	38,665.83		
April	25,022.58	33,722.40		
May	27 ,1 11.58	37,741.53		
June	38,313.15	40,525.93		
Total Revenue	\$167,486.44	\$428,542.42		
Portion attributable t	o table games			
*** Table games add	ed December 2017			
Source: Maryland Rad	cing Commission summ	ary report		







JOHN H. TUSTIN, P.E. DIRECTOR

JOHN S. ROSS, P.E. DEPUTY DIRECTOR

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

DIVISIONS

MAINTENANCE TEL: 410-632-3766

FAX: 410-632-1753

ROADS

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

TO:

Harold L. Higgins, Chief Administrative Officer

FROM:

John S. Ross, P.E., Deputy Director of Public Work

SNOW HILL, MARYLAND 21863

MEMORANDUM

DATE:

August 26, 2019

SUBJECT: Small Project Agreement - Triple Crown Estates

By agreement dated September 18, 2018, the County Commissioners approved a Small Project Wastewater and/or Water Agreement for the Triple Crown Estates Subdivision with Steen and Associates, Inc. (Steen). That agreement required construction of the utilities to be completed by October 1, 2019.

Steen has only recently begun construction of the subdivision and it is clear that construction will not be completed by the October 1, 2019 deadline. Attached is a request from Steen to have the agreement extended for a period of 1-year.

The Department of Public Works has no concerns with extending the agreement and recommend approval.

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

Attachment

cc: John H. Tustin. Ross, P.E. Director Jessica R. Wilson, CPA Enterprise Fund Controller



Builder • Developer

To: John Tustin, P.E., Director Of Public Works

Worcester County, Maryland

From: G. Marvin Steen, President, Steen Associates, Inc.

Date: 8/9/19

Ref: Worcester County Small Project Wastewater And/Or Water Agreement

Triple Crown Estates Subdivision Dated: September 18th, 2018.

Dear Mr. Tustin:

This letter is to request a one year extension to complete the Referenced project. Thank you for your consideration in this matter. If you need more information or have any questions, please do not hesitate to call me. 410-641-7050

Sincerely:

G. Marvin Steen, President

Steen Associates, Inc.

WORCESTER COUNTY SMALL PROJECT

WASTEWATER AND/ORWATERAGREEMENT Reference PW5-307Code of Public Local Laws of Worcester County

THIS AGREEMENT made this 16 day of September, 2018, by and between THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, in the capacity of the governing body of the Ocean Pines Sanitary Service Area, hereinafter called "Service Area" and Steen and Associates, Inc. 627B Ocean Parkway, Berlin, MD 21811, hereinafter called "Developer." The parties hereto do hereby agree as follows:

Triple Crown Estates Subdivision hereinafter called "Facilities."

A. PROJECT

B. LOCATION PROPERTY Properties affected by this agreement are more particularly described as follows: Deed Reference 07228/0001 Tax Map 21 Parcel 67 Deed Reference 02666/00581 Tax Map 21 Parcel 74
C. SERVICE TO BE PROVIDED Construction of Water and Sewer lines to serve Triple Crown Estates Subdivision as shown on the attached drawings labeled Sheets UL-1 to UL-6
D. LEGAL REQUIREMENTS AND PROCEDURE
Developer shall:
 Upon the execution hereof, deed to Service Area, free and clear of all liens and encumbrances, by special warranty deed: all fee simple parcels and easements required for the operation and construction of Facilities and provide an acceptable title certificate signed by a Maryland attorney. Provide plans as required by Service Area which must be satisfactory to Service Area prior to commencement of construction. In cooperation with Service Area, secure all necessary permits for the benefit of Service Area and transfer the same to the Service Area. Provide any construction bond required by applicable law regulation. Commence construction of Facilities by 10/1/2018 complete construction by 10/1/2019 and Construct Facilities to the satisfaction of Service Area in accordance with all required permits to all applicable standards as established by Service Area.
6. Upon completion of Facilities and final inspection, approval and acceptance bythe Service Area transfer all portions of the Facilities not already property of the Service Area free and clear of all liens and encumbrances at which time Service Area shall assume operational control of the Facilities.
7. Post such cash deposits as required by Service Area to provide for operation for not less than one year of operational costs of Facilities.
8. Provide lien releases or evidence of full and final payment to all contractors, engineers and suppliers as required by Service Area.

- 9. Warrant the construction and performance of Facilities for a period of not less than two years from the date of acceptance by the Service Area.
- 10. Post a maintenance bond in amounts to guarantee the warranty. Such bond shall be equal to 50% of actual cost of all equipment. Further provide that Service Area may set amounts of such bonds within the parameters hereof.

E. SPECIAL REQUIREMENTS	<u>NONE</u>	
-	•	
•		

F. CONSTRUCTION AGREEMENTS

- 1. Developer shall construct Facilities at Developer's sole expense subject to the oversight of Service Area.
- 2. Developer shall make all corrections, additions, and adjustments required by Service Area to complete construction of Facilities according to all permits, plans and specifications.
- 3. Service Area may reject unsatisfactory work in which case it shall be redone by Developer.

G. CHARGES, COSTS, FEES AND EXPENSES

- 1. Developer shall pay all costs, fees and expenses of Service Area in performing of this agreement including without limitation, permit fees and costs incurred by Service Area in processing and oversight of the construction of Facilities. Those fees are costs are estimated to be \$2,500.
- 2. A deposit in escrow for costs, fees and expenses of Service Area in the amount of \$2,500 shall be made by Developer upon signing and such account maintained as required by Service Area pending acceptance by Service Area.
- 3. Upon completion and acceptance of the Facilities and the commencement of operation thereof, Developer shall commence payment of standard charges imposed within the service area in which the service is provided.

H. EXCESS CAPACITY-OWNED BY SERVICE AREA

- 1. Facilities are designed and intended to serve Triple Crown Estates Subdivision
- 2. Any excess capacity of Facilities or of any modification or addition thereto shall be the property of Service Area and shall belong to Service Area. There shall be no recoupment of costs of construction, expenses, fees, operation or installation of Facilities by Developer unless as specifically set forth herein or in a separate written agreement between the parties.

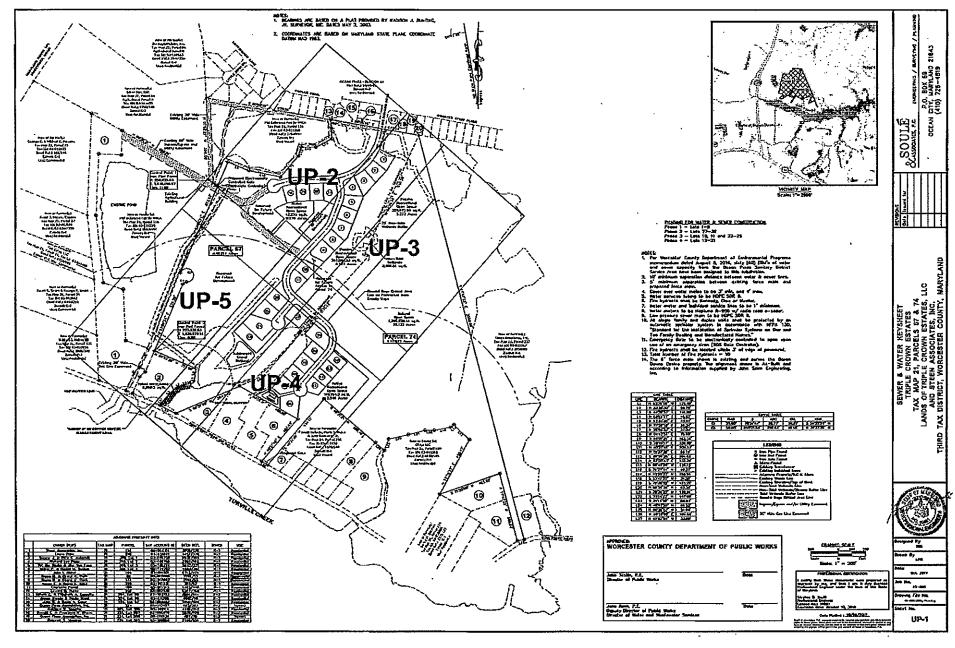
I. MISCELLANEOUS PROVISIONS

- 1. In any action brought in court under this agreement the, jurisdiction venue shall be exclusively the Circuit Court of Worcester County, Maryland.
- 2. The provisions of this agreement shall be governed and construed according to the laws of the State of Maryland. The parties' performance of obligations hereunder shall comply with all applicable governmental requirements. Existing and future laws shall supersede this agreement. It is entered into pursuant to Section PW 5-307 of the Code of Public Local Laws of Worcester County.

- 3. The construction of Facilities pursuant hereto shall constitute an offer of dedication to the County Commissioners of Worcester County for the benefit of Service Area.
- 4. This agreement shall constitute an encumbrance on lands described in Paragraph B hereof and shall run with the land.
- 5. Developer and Service Area agree to cooperate in the implementation of this agreement and agree to execute such other and further assurances or additional documents and instruments as it may be reasonably required of or requested by the other party to carry out the provisions hereof.
- 6. The rights, obligations and duties of Service Area hereunder are delegated (subject to revocation) to the Worcester County Department of Public Works.
- 7. The Service Area is a governmental body and shall be entitled to all immunities and nothing herein shall negate any governmental entities.
- 8. All documents executed pursuant hereto shall be subject to the approval of the County Attorney for Worcester County, acting on behalf of Service Area.

SERVICE AREA

Witness Harold L. Higgins Chief Administrative Officer	County Commissioners of Worcester County, Maryland Dana Purnell, CSEAL) Diana Purnell., President
Witness:	DEVELOPER
(Print Name)	G. Maruin Steen Pres. Print Name and Capacity Kinduly J. Ruhuns (SEAL) Signature
	KIMBERLY S RICHINS NOTARY PUBLIC - MARYLAND WORCESTER COUNTY MY COMMISSION EXPIRES MARCH 05, 2020

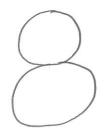




AUG 28 2019

Worcester County Admin





DEPARTMENT OF PUBLIC WORKS

6113 TIMMONS ROAD SNOW HILL, MARYLAND 21863

MEMORANDUM

JOHN S. ROSS, P.E. DEPUTY DIRECTOR

TEL: 410-632-5623

FAX: 410-632-1753

DIRECTOR

JOHN H. TUSTIN, P.E.

TO:

Harold L. Higgins, Chief Administrative Officer

FROM:

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

DATE:

August 28, 2019

SUBJECT:

Water and Wastewater Division

Bulk Meter Repair Parts Purchase

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 WASTEWATERTEL: 410-641-5251
FAX: 410-641-5185

Over the past few years, the Water and Wastewater Division of the Department of Public Works has seen a significant increase in the number of water meters needing repairs. Currently, almost 1,300 meters are in need of repairs over all of the service areas.

The reason for this is that from the year 2,000 to 2007, there were a large number of new meters installed with radio reading technology in Ocean Pines at the Parke, and the Point as well as the initial construction at Riddle Farm and subdivisions in Mystic Harbour such as Ocean Reef, Whispering Woods and others. These automated reading meters use a battery with a life span of 15 to 20 years at which time, they must be replaced.

In an effort to reduce the financial impact of this, we have looked into bulk purchasing of meter repair parts from our supplier, Core and Main. For the coming year, we are looking at purchasing 480 new 5/8" meter registers, 1 new 1-1/2" meter register and 755 meter repair/upgrade packages as outlined on the attached proposal. The total cost for this is \$193,875.

By making this bulk purchase, we would be saving approximately \$12,500 over the list price and approximately \$4,000 in shipping as there would be no shipping charge for this purchase.

We are requesting the Commissioners waive the formal bidding process and approve this purchase. Funding is available in the 2020 operating accounts (6500.020) for Ocean Pines, Riddle Farm and Mystic Harbour for this purchase.

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

Attachments

CC:

Jessica R. Wilson, CPA, Enterprise Fund Controller John H. Tustin, P.E. Director



Core & Main 842 Panorama Road Montross, VA 22520 Phone (804) 493-8085

Worcester Co. Water Department

7/29/19

ATTN: Gary Serman

E-mail: gserman@co.worcester.md.us

SUBJECT: BULK Order

PROCODER)R900i REGISTERS & R900 PIT MIU'S

Your Cost:

480 – 5/8" T-10 ProCoder)R900i Registers w/6' Antenna \$ 210.00 each

1 – 1-1/2" T-10 ProCoder)R900i Registers w/6' Antenna \$ 210.00 each

755 – R900 Pit MIU's \$ 123.00 each

MATERIAL TOTAL \$193,875.00

Delivered price on complete order.

Thank you,

Debbie Hennage

Inside Sales

Cc: Charles Dye



Core & Main 842 Panorama Road

Montross, VA 22520

Phone (804) 493-8085

Worcester Co. Water Department

7/29/19

ATTN: Gary Serman

E-mail: gserman@co.worcester.md.us

SUBJECT: Standard Stock Order

PROCODER)R900 REGISTERS & R900 PIT MIU'S

Your Cost:

50 – 5/8" T-10 ProCoder)R900i Registers w/6' Antenna \$ 225.00 each

105 -- R900 Pit MIU's

\$ 130.00 each

MATERIAL TOTAL \$25,400.00

PLUS SHIPPING \$ 500.00

TOTAL

\$25,400.00

Thank you,

Debbie Hennage

Inside Sales

Cc: Charles Dye

Lange Knowledge

Experience

Service, Nationwide®







JOHN H. TUSTIN, P.E. DIRECTOR

JOHN S. ROSS, P.E. DEPUTY DIRECTOR

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

DIVISIONS

MAINTENANCE TEL: 410-632-3766

FAX: 410-632-1753

ROADS TEL: 410-632-2244

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 WASTEWATERTEL: 410-641-5251
FAX: 410-641-5185

MEMORANDUM

6113 TIMMONS ROAD SNOW HILL, MARYLAND 21863

TO:

Harold L. Higgins, Chief Administrative Officer

FROM:

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

DATE: SUBJECT: August 26, 2019 Bid Recommendation

Riddle Farm WWTP Flow Equalization Tank

On July 29, 2019, one bid was opened for replacement of the Riddle Farm Flow Equalization Tank as follows:

Name	Option 1	Option 2	Option 3	Option 4
Chesapeake Turf, LLC Salisbury, MD	\$368,100	\$414,330	No Bid	No Bid

This bid was structured as Options 1 and 2 included construction of a new Glass Fused to Steel (Option1) or Stainless Steel (Option 2) tank on the existing tank foundation. Options 3 and 4 were for the same tank materials and allowed reuse of the lower portion of the existing tank that is in good condition. As displayed by the bid results, no bidder was willing to reuse the lower portion of the existing tank.

Neither the Department of Public Works nor the Design Engineers, George, Miles and Buhl, LLC (GMB) have experience working with Chesapeake Turf, LLC (Chesapeake) so they were asked to provide references for similar projects. Upon investigation, it was determined that Chesapeake has completed similar projects and has performed well in those projects.

In deciding between Glass Fused to Steel and Stainless Steel for the \$46,230 difference in bid price, both the design engineer and county staff agree that the additional life gained from using stainless steel is well worth the additional cost. The 12.6% additional cost will return far more than that in tank life using stainless steel.

In the 2019 County Bond issue, a total of \$3,250,000 was reserved for Water and Wastewater Projects with \$250,000 intended to be used for this project. Adding design and administrative expenses to this bid, an additional \$200,000 would be needed to complete this contract. In consultation with the Treasurer's Office, they have recommended using a short-term intergovernmental loan to fund this shortfall. Commercial activity in this area appears to be increasing and if those efforts continue, capacity (EDU) sales could quickly cover the shortfall. If sales do not materialize, the shortfall would be permanently financed in 5-years.

The Department of Public Works recommends awarding the bid for the Riddle Farm Flow Equalization Tank to Chesapeake Turf LLC in the amount of \$414,330. Attached is a bid analysis from MB supporting that recommendation.

[p.14]

Attachment

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

cc: John H. Tustin. Ross, P.E. Director Jessica R. Wilson, CPA Enterprise Fund Controller

Competitive Bid Worksheet

Item: Riddle Farm WWTP Equalization Tank Replacement Bid Deadline/Opening Date: 1:00 P.M., July 29, 2019

Bids Received by deadline = 1				
Vendor's Submitting Bids	Option 1 <u>Lump Sum Price</u>	Option 2 <u>Lump Sum Price</u>	Option 3 Lump Sum Price	Option 4 <u>Lump Sum Price</u>
Chesapeake Turf, LLC P.O. Box 2696 Salisbury, MD 21802-2696	\$368,100	\$414,330	No Bid	No Bid
	- Andrews of the Andr			-

SECTION 00200

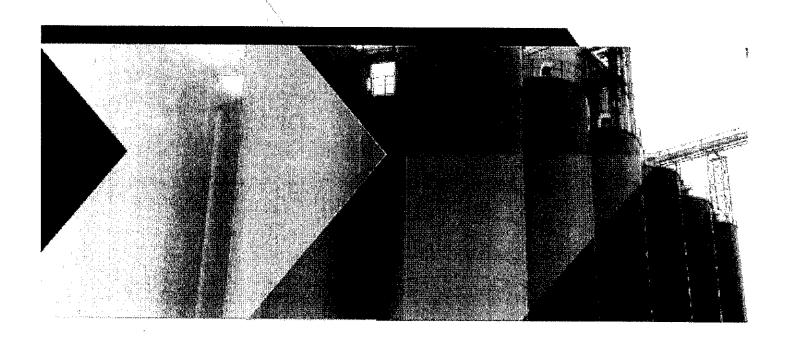
BID FORM CONTRACT NUMBER 570-19-1

TO: WORCESTER COUNTY COMMISSIONERS WORCESTER COUNTY GOVERNMENT CENTER ONE WEST MARKET STREET SNOW HILL, MD 21863
To Whom It May Concern:
BID(S) of (hereinafter called
'PROPOSER"), organized and existing under the laws of the State of <u>MARYLAND</u>
doing business as <u>LLC</u> (Insert "a corporation", "a partnership", or "an individual" as applicable) to WORCESTER COUNTY COMMISIONERS (hereinafter called 'OWNER").
In compliance with your Request for Proposals, PROPOSER hereby proposes to perform all WORK for the design, delivery and installation of the EQUALIZATION TANK REPLACEMENT , in accordance with the contract documents, at the prices stated below and within calendar days of a signed agreement and notice to proceed.
By submission of this BID(S), each PROPOSER certifies, and in the case of joint BID(S) each party thereto certifies as to his/her own organization, that this BID(S) has been arrived at independently, without consultation, communication, or agreement as to any matter relating to his/her BID(S) with any other PROPOSER or with any competitor.
PROPOSER acknowledges receipt of the following ADDENDUM:
NONE
This BID(S) includes sales tax and all other applicable taxes and fees.
Furnishing <u>all</u> materials, labor and equipment for the construction of the equalization tank replacement at the Riddle Farm WWTP. Work includes, but is not limited to, structural, mechanical, electrical and other appurtenant items, as required by the Contract Documents.

OPTION 1.0 - Glass-Lined Steel Tank with Roof - LUMP SUM BID: Three hundred Sixty-eight Thousand, One Hundred Dollars and No Cents Dollars \$ 368,100.00 OPTION 2.0 - Stainless Steel Tank with Roof - LUMP SUM BID: Four hundred Fourteen Thousand, Three Hundred, Thirty Dollars and No Cents Dollars \$ 414,330.00 OPTION 3.0 - Glass-Lined Steel Tank with Roof (use existing bottom two rings) -LUMP SUM BID: NO BID Doilars \$ NO BID OPTION 4.0 - Stainless Steel Tank with Roof (use existing bottom two rings) - LUMP SUM BID: NO BID NO BID Dollars \$ The following Chartered in the State of MARYLAND Business Type (Inc., LLC, individual) CHESAPEAKE TURF LLC Firm Name 5652 N NITHSDALE DR PO BOX 2696 07/29/2019 SALISBURY MD 21802 Date Business Address * END OF SECTION *



Quote Number: 1902105



Tarsco Bolted Tank Request for Proposal

Prepared for:

Kershner Environmental Technologies, LI 11 Easter Court, Suite M Owings Mills, Maryland 21117

Page: 2 of 10



Quote Proposal

Quote Number: 1902105

Introduction

Rob Kershner Kershner Environmental Technologies, LLC R.Kershner@KetLLC.com 410-581-0555

Tarsco Bolted Tank, a TF Warren Company appreciates the opportunity to provide you with the following proposal for your upcoming project. At Tarsco Bolted Tank, we approach every request for information and quote as an opportunity to earn your business, and want to be sure we understand your needs and the challenges you face with your project.

Project Summary & Scope of Work:

Labor, materials and equipment to erect (1) New 25.78 Fcet Width X 60.76 Feet Height 304 Stainless Steel Waste Water Storage Tank

Site Project Location: Berlin, MD

For a more detailed description of activities please refer to this proposal.

We look forward to completing this work safely, with the highest quality, and on-time. Please contact us if you have any questions concerning Tarsco Bolted Tank's proposal or if we can be of any further service.

Sincerely,

Scott Colbaugh
5897 Hwy 59
Goodman, MO 64843
scott.colbaugh@tfwarren.com
Tarsco Bolted Tank
417-658-0572

Page: 3 of 10



Quote Proposal

Quote Number: 1902105

A - Tank Description

One (1) New 25.78 Feet Width X 60.76 Feet Height 304 Stainless Steel Waste Water Storage Tank

- ✓ Product being stored EQ Tank
- ☑ Total Nominal Capacity 237,297 Gallons
- ☑ Usable volume of approximately 229,485 Gallons
- Specific Gravity 1.01
- ✓ 24 Inches Freeboard
- ☑ Deck Type 2:12 Roof (Comp/Tension Ring)
- ☑ Floor Type Flat Stainless Steel Floor
- ☑ Construction Type Bolted
- ☑ Wage Type Non-Union / Non-Prevailing

Accessories included:

- 2 8" Flange
- 2 10" Flange
- 1 3' x 3' Step-Off Platform
- 1 24" Roof Access Hatch
- 1 4" Flange
- 1 24" Manway
- 1 Gravity Ventilator

- Exterior Caged Ladder with fall protection system OSHA Compliant
- 2 6" Flange
- 1 Guardrail (partial)
- 1 6" Weir Cone
- 6" Overflow
- 2 Hilti Anchor Bolts & Saddles
- 14 6" Pipe Brackets (Stainless)

Page: 4 of 10



Quote Proposal

Quote Number: 1902105

B - Technical Information

Engineering and Manufacture Specifications

Site Class:

D

Approval Drawing # of Sets: 3

Wind Conditions:

126

Seismic Use Group:

II

Seismic S1:

0.043

Seismic SS:

0.086 Yes

Tank PE Stamp Required: Yes

Type 2-Concrete Slab

Calculations Required: Shipping Weight:

72.188 Pounds

Foundation Type: Importance Factor:

1 y p

Deck Live Load:

25 Pounds per Square Foot

1. Design Basis

- a) Proposal is based on final customer's engineering information being provided within two (2) weeks of award.
- b) This information will include quantity, sizes and location information for all nozzles and manholes (elevation, orientation, projections etc.) along with the location and direction of the stairway.
- c) Design according to AWWA D103

2. Coatings

MILL FINISH STAINLESS STEEL - COATING - TARSCO BOLTED TANK IS OFFERING OUR STANDARD STAINLESS STEEL DESIGN TANK, WHICH HAS FABRICATED - STAINLESS STEEL COMPONENTS ONLY IN THOSE AREAS WHERE THE CONTAINED PRODUCT IS IN CONTACT WITH THE TANK MATERIAL. ALL OTHER COMPONENTS OF THE TANK MAY BE GALVANIZED - CARBON STEEL MATERIALS.

C - Schedule

- a) Approval Drawings 2 3 Weeks
- b) Final Drawings 1 to 2 weeks prior to shipment of tanks
- c) Tank Delivery 12 to 14 weeks after approval of drawings and settlement of all details
- d) Our proposed pricing and schedule does not include for any delays due to causes outside Tarsco Bolted Tank's complete control, including but not limited to force majeure, strikes, political conditions, and weather. If we encounter any delays, the schedule will be adjusted and costs for delays will be reimbursed to Tarsco Bolted Tank at the applicable T&M rates.
- e) Milestone dates for Substantial Completion are defined as tank ready for testing.

D - Pricing and Terms





Quote Proposal

Quote Number: 1902105

TERMS AND CONDITIONS

1 FREIGHT:

Prepay & Add.

2 SITE CONDITIONS:

Buyer will provide a suitable, clear, safe, dry, leveled, compacted staging area adjacent to the tank foundation and extending 25 ft. around the tank foundation. A graveled or hard surface access roadway from a public road to erection site, so that loaded trucks can be driven to a point adjacent to tank foundation, must be provided and maintained. Minimum clearance of six (6) feet is required between tanks, eight feet overhead. If work is located inside building or enclosed area, it must be noted in the Contract. Free access to work site must be provided by Buyer during daylight hours on all working days including Saturday, Sunday, U.S. holidays and country or region specific holidays if outside U.S. If 8 hour, 5 day week is required, Buyer must specify. Buyer will ensure all tank parts are within 50 feet of tank foundation with no interfering objects. If the above conditions are not as described, Tarsco Bolted Tank shall be reimbursed for lost time and/or materials and equipment at the applicable T&M rates.

3 FOUNDATIONS:

Top of foundation must be within 2 feet of grade. If higher or on structures, price will be adjusted. It is the buyer's responsibility to provide a level and true foundation, with level tolerances of 0.5 inches per ten (10) feet. Buyer is responsible for establishing center lines on foundations or structures. If Tarsco Bolted Tank or erection contractor finds inaccuracies or deficiencies in foundation work done by others, or is required to alter the tanks to make them fit, Tarsco Bolted Tank shall be reimbursed for lost time and/or materials and equipment at the applicable T&M rates. If a tank embedment ring is required, Tarsco Bolted Tank personnel will be required to inspect the installation of the ring prior to concrete being poured. Proper installation and roundness tolerance is the responsibility of the contractor providing the embedment ring installation. Location of all plumbing located within the foundation, concrete slab, or underground, is the responsibility of others, and Tarsco Bolted Tank is not liable for accuracy of location related to the tank. If the foundation design is included in pricing, buyer is to supply Geotechnical Soils Report. Unless otherwise noted, all foundation design and construction shall be the responsibility of others.

4 EXCLUSIONS:

This Contract does not include unloading, hauling, grouting, or washing, painting, welding, load lines or any other systems installation unless stated as being included. Tarsco Bolted Tank will not be liable for any demurrage. All licenses, fees, permits, taxes or any items or services not specifically mentioned are excluded. Tarsco Bolted Tank will not be responsible for damage to personnel, automobiles, or machines within 100 feet of erection site.

Page: 8 of 10



Quote Proposal

Quote Number: 1902105

5 CONTINUOUS OPERATION:

Buyer will ensure all operations are continuous, scheduled and completed in accordance with suggested sequence throughout erection and finishing with a completed water test and inspection. Tarsco Bolted Tank will not be liable for any reason whatsoever for any indirect, incidental, special or consequential damages.

6 INSPECTION:

Buyer inspection and acceptance of interior and exterior must be performed prior to erection crew leaving job site. If buyer cannot make themselves available for the final inspection at time of erection completion, Tarsco Bolted Tank shall be reimbursed for re-mobilization and/or materials and equipment at the applicable T&M rates.

7 CHANGES:

If the Buyer orders extra work or makes changes by altering, adding to, or deducting from the work set forth in this quote, the price and any completion date quoted will be adjusted accordingly. The price adjustment will include but not be limited to engineering, shipping, manufacturing, materials, construction and administration expense. All changes will be due Net 15.

8 BUYER'S RESPONSIBILITY:

Buyer will supply 120 volt/60 Amp AC current within 10 feet of tank foundation and necessary utilities including, but not limited to, the necessary sanitary facilities and palatable drinking water as required for the performance of the contract. Foundation will be clean and clear of any obstruction, material, or equipment. Adequate clearance will be provided around the tank foundation area as well as overhead. Buyer is responsible for supplying trash dumpster at job site and for disposing of contents of dumpster.

9 HYDRO-TEST (LIQUID TANK):

Tarsco Bolted Tank will supply and install blind flanges for all nozzles for performing Hydro-Test. Buyer shall provide labor, clean potable water, hoses, and pumping to fill the tank for the Hydro-Test. Any subsequent fillings are also the responsibility of the buyer. Buyer is responsible for emptying, disposing of water and any required tank cleaning after testing.

10 EXTERIOR WATER SPRAY TEST (DRY SILO):

Dry Storage Silos, upon 24-hour prior notice for water test to begin, Buyer will provide enough hose, water and water pressure to reach to the top of the silo(s) for the exterior water spray test. An exterior spray water leak test (designed to simulate a driving rain storm) performed by our erection crew is included in the cost of the tank erection provided that sufficient free clean potable water is available at time of erection completion.

Page: 9 of 10



Quote Proposal

Quote Number: 1902105

11 BUYER'S INSURANCE:

The Buyer will obtain insurance and indemnify Tarsco Bolted Tank against loss by fire, lightning, removal, and all extended coverage perils, theft, vandalism, and malicious mischief, earthquake, negligence, breach of contract and any other insurance which the Buyer deems necessary upon the work covered by the Contract, for the full insurable value thereof. Additional expense by theft will be reimbursed to Tarsco Bolted Tank by Buyer. Cost of security guards, if required, to be paid by Buyer. Tarsco Bolted Tank is to be named as an additional insured and a certificate of insurance is to be provided at the time the order is agreed upon.

12 CANCELLATION OF ORDER:

All orders cancelled within 30 days of order placement will be subject to a 10% cancellation fee. Orders cancelled after 30 days will be subject to a cancellation fee of 30%, or the proportionate share of the contract amount performed to date, whichever is greater. Cancellation must be received in writing, either physically or electronically.

13 PAYMENT SCHEDULE:

- a) Receipt of Order or Letter of Intent -- 30% of materials price for engineering, submittals and allocation of materials.
- b) Foundation design (if required) Billed 100% upon buyers approval
- c) Upon submittal Approval -- 30% of materials
- d) Upon Ready to Ship (Payment to be received prior to shipment) -- 40% of materials
- e) Freight: Prepay and Add
- f) Tank Construction—Billed at completion. If overall construction time requires more than 2 weeks for completion, bi-weekly progress payments will be required
- G) Tank Insulation Construction (if required)--Billed at completion. If overall construction time requires more than 2 weeks for completion, bi-weekly progress payments will be required.

All invoice due Net 15

14 PAYMENT TERMS:

Orders will not be accepted until initial 30% payment is received. We reserve the right to delay engineering, tank manufacturing, shipping and erection if payment on invoice(s) are not paid in accordance with stated terms and payment schedule. All terms of payment are subject to approval by our Credit Department. "Pay when Paid" terms will not be accepted. Liquidated damages and any other damages associated with delay will not be accepted. Past Due Invoices will be charged a service charge of 1.5% per month.

15 NOTE:

Any items or specifications not specifically mentioned above are not a part of this quotation. This quotation represents our complete offering. If there are any conflicts between plans, specs, purchase order, contract or any other buyers documents and what we have quoted, our quotation shall govern.

Page: 10 of 10



Quote Proposal

Quote Number: 1902105

16 FORCE MAJEURE

Neither party shall be liable for any failure or delay in performing its obligations under this Agreement if and to the extent that such failure or delay is caused by a Force Majeure event. A Force Majeure event means, in relation to either party, any event or circumstance beyond the reasonable control of that party including act of God, fire, explosion, flood, epidemic, power failure, governmental actions, war or threat of war, acts of terrorism, national emergency, riot, civil disturbance, sabotage, labor disputes and strikes (other than in respect of the workforce of the party affected). A party affected by the Force Majeure (the "Affected Party") shall immediately notify the other party ("Non-Affected Party") in writing of the event, giving sufficient details thereof and the likely duration of the delay. The Affected Party shall use all commercially reasonable efforts to recommence performance of its obligations under this Agreement as soon as reasonably possible.

17 EXCEPTIONS and CLARIFICATIONS:

Material pricing here within, after the quote valid until date, will be subject to Producing Mill Increase and any applicable increase of material surcharges at the time of order placement.

Unless otherwise noted, Tarsco Bolted Tank has quoted our standard design, fabrication, accessories (perimeter handrails, ladders, etc.) and coatings.

Pricing does not include wiring, electrical, calibrations, piping, valves, brackets, or elbows (other than interior fill & overflow to grade) unless specifically mentioned in accessories area.

Any piping supplied by Tarsco Bolted Tank will not have coating applied to the interior of the pipe.

This quote does not include disinfection at job site, unless otherwise noted.

No bonds, permits, sales and/or use tax included unless otherwise noted.

If tank construction is required during the months of October through March, additional charges may apply at Tarsco Bolted Tanks applicable T&M rates.

Tarsco Bolted Tank recommends the use of a 8,000 lb. forklift for off-loading.

Installation of anchor bolts is not included unless otherwise noted.

Indemnification--Tarsco Bolted tank will only be liable for their own negligence.

Please sign, date and return to scott.colbaugh@tfwarren.com to place an order for this q							
Authorized Signature	Date						
500 T YY 50							



ARCHITECTS ENGINEERS

....

206 WEST MAIN STREET SALISBURY, MD 21801 PH: 410.742.3115 PH: 800.789.4462 FAX: 410.548.5790

> SALISBURY BALTIMORE SEAFORD

www.gmbnet.com

....

JAMES H. WILLEY, JR., PE
PETER A. BOZICK, JR., PE
JUDY A. SCHWARTZ, PE
CHARLES M. O'DONNELL, III, PE
W. BRICE FOXWELL, PE
A. REGGIE MARINER, JR., PE
JAMES C. HOAGESON, PE
STEPHEN L. MARSH, PE
DAVID A. VANDERBEEK, PE
ROLAND E. HOLLAND, PE
JASON M. LYTLE, PE
CHRIS B. DERBYSHIRE, PE
W. MARK GARDOCKY, PE
MORGAN H. HELFRICH, AIA
KATHERINE J. MCALLISTER, PE

JOHN E. BURNSWORTH, PE MICHAEL G. KOBIN, PE VINCENT A. LUCIANI, PE ANDREW J. LYONS, JR., PE W. NICHOLAS LLOYD AUTUMN J. WILLIS August 27, 2019

Worcester County Public Works Ocean Pines Wastewater Treatment Plant 1000 Shore Lane Ocean Pines, MD 21811

Attn: John S. Ross, P.E.

Deputy Director of Public Works

Re: Equalization Tank Replacement

Riddle Farm WWTP GMB File No. 180271

Dear Mr. Ross:

On July 29, 2019 bids for the above referenced project were received, opened, and read publicly. One (1) bid was submitted by Chesapeake Turf, LLC from Salisbury, Maryland. The bid was \$368,100 for Option #1 and \$414,330 for Option #2. Prices were not submitted for Options #3 and #4 due to the contractor not being comfortable with using the existing tank base. A bid tabulation is enclosed with this letter of recommendation for award along with the bid.

GMB has reviewed the bid from Chesapeake Turf, LLC and we offer the following comments:

- Chesapeake Turf, LLC completed and submitted their bid package as per requirements.
- Chesapeake Turf, LLC holds a Maryland business license.
- Chesapeake Turf, LLC has demonstrated experience with municipal water and wastewater construction and repair work.
- GMB communicated with the references provided and received positive comments as to their experiences with Chesapeake Turf, LLC.
- Chesapeake Turf, LLC understands the requirements of the project.
- Chesapeake Turf, LLC was found to be a responsive, responsible bidder.

GMB encourages the County to consider awarding Option #2, which is a full stainless-steel tank, rather than Option #1, which is a glass-lined tank. The cost for Option #2 is approximately 11% higher than Option #1. GMB is of the opinion the stainless-steel tank option is more sustainable.

For the reasons listed above, GMB recommends that Worcester County award the equalization tank replacement Option #2 to Chesapeake Turf, LLC of Salisbury, Maryland, for the sum of Four Hundred and Fourteen Thousand, Three Hundred and Thirty Dollars and No Cents (\$414,330.00).



We routinely recommend that the County's attorney review the bid documents. If the County concurs with our recommendation, please prepare an appropriate letter of concurrence and intent to award.

If you need additional information, or if you would like to discuss any of these matters further, please feel free to contact our office at (410) 742-3115.

Sincerely,

Scott W. Getchell, PO

Director of Operational Services/ Project Manager

Water/Wastewater Engineering Group

SWG/cbd

Enclosure:

Certified Bid Tabulation

Chesapeake Turf, LLC Bid Package



BID RESULTS

Project: Equalization Tank Replacement

Worcester County

Project No. 180271 Bid Opening: 7/29/19 Time: 2:00 P.M.

Contractor		Addenda	Lump Sum Bid					
	Contractor			Option #1		otion #2	Option #3	Option #4
1	Chesapeake Turf, LLC - Salisbury, Maryland	NONE	\$	368,100	\$	414,330	Blank	Blank

Certified by:

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

Morcester County

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

July 2, 2019



TO:

The Daily Times Group and Ocean City Today Group

FROM:

Kelly Shannahan, Assistant Chief Administrative Officer II.

Please print the attached Notice to Bidders in *The Daily Times/Worcester County Times/Ocean Pines Independent* and *Ocean City Digest/Ocean City Today* on July 11, 2019.

NOTICE TO BIDDERS

EQUALIZATION TANK REPLACEMENT RIDDLE FARM WASTEWATER TREATMENT PLANT WORCESTER COUNTY, MARYLAND

The Worcester County Commissioners are currently accepting sealed bids for the design, supply and installation for Contract Number 570-19-1 which calls for replacing the 211,600 gallon raw wastewater equalization (EQ) tank at the Riddle Farm Wastewater Treatment Plant (WWTP), located near 11352 Grays Corner Road, Berlin, Maryland 21811 for the Worcester County Department of Public Works - Water and Wastewater Division. Bid specification packages and proposal forms are available from DiCarlo Precision Instruments, Inc., 2006 Northwood Drive, Salisbury, Maryland 21801 (410-749-0112). Interested bidders are encouraged to tour the existing WWTP which can be arranged by contacting Gary Serman or John Ross, Deputy Director of Public Works, at 410-641-5251. Sealed bids will be accepted until 1:00 PM (EDT) on Monday, July 29, 2019 in the Office of the County Commissioners at Room 1103 -Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, at which time they will be opened and publicly read aloud. Envelopes shall be marked "Bid for Contract Number 570-19-1, Riddle Farm Equalization Tank Replacement" in the lower left-hand corner. After opening, bids will be forwarded to the Public Works Department for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to Gary Serman or John Ross at 410-641-5251.

BIDDERS' LIST

Riddle Farm Equalization Tank Replacement

Tarsco Bolted Tank/TF Warren
Kershner Environmental Technologies, LLC
11 Easter Court, Suite M
Owings Mills, MD 21117
Attn: Mr. Rob Kershner
T: (410) 581-0555
r.kershner@ketllc.com

Alstor International, Inc. 13516 Byers Rd Chesterville, ON. K0C 1H0 Attn: Mr. David Byers T: (613) 448-2277 dbyers@storm.com

Aquastore/TecStore/CST Tanks Mid-Atlantic Storage Systems, Inc 1551 Robinson Road Washington C.H., OH 43160 Attn: Brian Hyde T: (740) 895-6027 Brian@midatlanticstorage.com

Liquid Tank/Tank Connection Hawley Equipment Sales 321 Greenbank Road Rosemont, PA 19010 Attn: Frank Hawley T: (610) 574-0184 Frank@HawleyEquipmentSales.com

Superior Tank Company, Inc. 9500 Lucas Ranch Road Rancho Cucamonga, CA 91730 Attn: George Martinez T: (909) 912-0580 sales@superiortank.com

UIG Everstore 11 Rancho Circle Lake Forest, CA 92630 Att: Sales (949)-759-3200 info@unitedind.com





6113 TIMMONS ROAD SNOW HILL, MARYLAND 21863



JOHN H. TUSTIN, P.E. DIRECTOR

JOHN S. ROSS, P.E. DEPUTY DIRECTOR

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

DIVISIONS

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

ROADS 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 WASTEWATERTEL: 410-641-5251
FAX: 410-641-5185

MEMORANDUM

TO:

Harold L. Higgins, Chief Administrative Officer

FROM:

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

DATE:

August 27, 2019

SUBJECT: Bid Recommendation - Corrugated Metal / Plastic Pipe

Department of Public Works - Roads Division

Monday, August 26, 2019, bids were received and opened for the purchase of corrugated metal and plastic pipe to be utilized by the Department of Public Works, Roads Division. Below is a summary of the three bids received.

Vendor	Total Bid Price	Page
Lane Enterprises, Inc., Bealton, VA	\$32,275.11	3
Ferguson Waterworks, Salisbury, MD	\$32,684.40	5
Chemung Supply Corp., Elmira, NY	\$36,092.50	7

Upon review by the Department of Public Works, Roads Division, it was determined that all three bids received did meet the needed specifications; therefore, it is requested that the Commissioners approve and accept the low bid of \$32,275.11 submitted by Lane Enterprises, Inc. Funding in the amount of \$40,000.00 was approved in the current FY20 operating budget in account 100.1202.6140.040.

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

Attachments

cc: Frank J. Adkins John Tustin

Competitive Bid Worksheet

Item: Purchase of Corrugated Metal Pipe and Plastic Pipe Bid Deadline/Opening Date: 1:00 P.M., Monday, August 26, 2019

Bids Received by deadline = 3

Vendor's Submitting Bids	Total Bid Price
Chemung Supply Corp. P.O. Box 527 Elmira, NY 14902	*36,092.5
Lane Enterprises, Inc. 6369 Schoolhouse Road (P.O. Box 67) Bealeton, VA 22712	\$32,275."
Ferguson Waterworks 28596 Naylor Mill Road Salisbury, MD 21801	\$32,684.40
<u> </u>	
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BID FORM

Worcester County Department of Public Works – Roads Division "FY20 – Pipe Bid"

I/We have reviewed the specifications and provisions for furnishing Riveted Galvanized Steel Corrugated Metal Pipe and HDPE Double Wall Plastic Pipe to the Worcester County Department of Public Works, Roads Division and understand said requirements. I/We hereby propose to furnish pipe and bands for:

TOTAL BID PRICE (including freight): \$ 32,275,11

Pipe and bands to be delivered within 30 written order.	2-45 calendar days from receipt of
	adjust the amount of pipe depending on varying umstances.
BID MUST BE SIGNED TO BE VALID.	•
Date: 8/20/19	Signature: Curette M Bliss, VP
	Typed Name: Annette M. Bliss
	Title: Vice President
	Firm: Lane Enterprises, Trc.
	Address: P.O. Box 67 6369 Schoolhouse Road Bealcton, VA 22712
	Phone: (540)439-320,

Bid Specifications

The Worcester County Commissioners are accepting bids on the following Riveted Galvanized Steel Corrugated Metal Pipe or Helically Corrugated Pipe with Two Annular Corrugations on each end of pipe and HDPE Double Wall without Bell End Plastic Pipe delivered to Worcester County Department of Public Works, Roads Division, Snow Hill Shop, 5764 Worcester Highway, Snow Hill, MD 21863. NO DIMPLE BANDS, NO INDIVIDUAL LUGS, ONLY BANDS WITH ANGLES ACROSS WIDTH OF BAND OR APPROVED EQUAL WILL BE ACCEPTED FOR PIPE SIZES LARGER THAN 18". ALL PIPES CUT TO MEET SIZE REQUIREMENTS MUST BE RE ROLLED. All Federal and State Taxes are exempt.

<u>PIECES</u>	GAUGE	DIAMETER	<u>PIPE</u>	LENGTH	PRICE/FT	TOTAL
6		30"	BANDS		\$ 24.00	\$_144.00
6	14	24"	GCCMP	20'	\$ 20.95/f	\$ 2514.00
6	16	18"	GCCMP	20'	\$ 13.00/14	\$ 1560.00
10	16	18"	GCCMP	16'	\$ 13.00/12	\$ 2080.00
6	16	18"	GCCMP	14'	\$ 13.00/4	\$ 1092.00
20		18"	BANDS		\$ 13.00/14	\$ 260.00
20	16	15"	GCCMP	20'	\$ 10.45/10	\$ 4180.00
20	16	15"	GCCMP	16'	\$ 10.45/1	\$_3344.00
20	16	15"	GCCMP	14'	\$ 10.45/14	\$ 2926.00
10	16	15"	GCCMP	12'	\$ 10.45/14	\$ (254.00
6	16	15"	GCCMP	10'	\$ 10.45/14	\$ 627.00
30		15"	BANDS			\$ 313.50
35	16	12"	GCCMP	20'	\$ 8.45/4	\$ 5915.00
10	16	12"	GCCMP	10'	\$ 8.45/1+	\$ 845.00
40		12"	BANDS		\$ 8.45 euch	\$ 338.00
16	12"	HDDE D	11 337 11 751 .*	201	n M - (
17	15"		ble Wall Plastic	20'	\$ 4.25/14	\$ <u>/360.0</u> 5
6	13 18"		ble Wall Plastic	20'	\$ 6.20/ft	\$ 2108.00
U	18	HDE Dou	ble Wall Plastic	20'	\$ 8.25/16	\$ <u>990.0</u> 0
16	12"	HDPE Dou	ble Wall Plastic 1	Bands	\$ 6.93 ear	L\$110.88
17	15"		ble Wall Plastic I		\$ 11.53 eac	
6	18"		ble Wall Plastic I		\$ 19.62 200	

BID FORM

Worcester County Department of Public Works – Roads Division "FY20 – Pipe Bid"

I/We have reviewed the specifications and provisions for furnishing Riveted Galvanized Steel Corrugated Metal Pipe and HDPE Double Wall Plastic Pipe to the Worcester County Department of Public Works, Roads Division and understand said requirements. I/We hereby propose to furnish pipe and bands for:

TOTAL BID PRICE (including freight):	32,684.40 * (Total Truck Load Quantities)
Pipe and bands to be delivered within30 written order.	calendar days from receipt of
	djust the amount of pipe depending on varying mstances.
BID MUST BE SIGNED TO BE VALID.	
Date: August 26, 2019	Signature:
	Typed Name: Gregg C. Thomas
	Title: Sales Representative
	Firm: Ferguson Waterworks - Salisbury, MD
	Address: 28596 Naylor Mill Road
The state of the s	Salisbury, MD 21801
	Phone: 410-677-6793

Bid Specifications

The Worcester County Commissioners are accepting bids on the following Riveted Galvanized Steel Corrugated Metal Pipe or Helically Corrugated Pipe with Two Annular Corrugations on each end of pipe and HDPE Double Wall without Bell End Plastic Pipe delivered to Worcester County Department of Public Works, Roads Division, Snow Hill Shop, 5764 Worcester Highway, Snow Hill, MD 21863. NO DIMPLE BANDS, NO INDIVIDUAL LUGS, ONLY BANDS WITH ANGLES ACROSS WIDTH OF BAND OR APPROVED EQUAL WILL BE ACCEPTED FOR PIPE SIZES LARGER THAN 18". ALL PIPES CUT TO MEET SIZE REQUIREMENTS MUST BE RE ROLLED. All Federal and State Taxes are exempt.

<u>PIECES</u>	<u>GAUGE</u>	DIAMETER	PIPE	LENGTH	PRICE/FT	TOTAL
6		30"	BANDS		\$_24.15	\$_144.90
6	14	24"	GCCMP	20'	\$ 21.10	\$ 2532.00
6 10 6 20	16 16 16	18" 18" 18" 18"	GCCMP GCCMP GCCMP BANDS	20' 16' 14'	\$ 13.10 \$ 13.10 \$ 13.10 \$ 13.10	\$ 1572.00 \$ 2096.00 \$ 1100.40 \$ 262.00
20 20 20 10 6 30	16 16 16 16 16	15" 15" 15" 15" 15" 15"	GCCMP GCCMP GCCMP GCCMP GCCMP BANDS	20° 16° 14° 12° 10°	\$ 10.55 \$ 10.55 \$ 10.55 \$ 10.55 \$ 10.55 \$ 10.55	\$ 4220.00 \$ 3376.00 \$ 2954.00 \$ 1266.00 \$ 633.00 \$ 316.50
35 10 40	16 16	12" 12" 12"	GCCMP GCCMP BANDS	20° 10°	\$ 8.50 \$ 8.50 \$ 8.50	\$ 5950.00 \$ 850.00 \$ 340.00
16 17 6	12" 15" 18"	HDPE Do	uble Wall Plastic uble Wall Plastic uble Wall Plastic	20' 20' 20'	\$ 4.30 \$ 6.50 \$ 8.45	\$ 1376.00 \$ 2210.00 \$ 1014.00
16 17 6	12" . 15" 18"	HDPE Do	uble Wall Plastic l uble Wall Plastic l uble Wall Plastic l	Bands	\$ 7.70 \$ 12.80 \$ 21.80	\$ 123.20 \$ 217.60 \$ 130.80

BID FORM

Worcester County Department of Public Works - Roads Division "FY20 - Pipe Bid"

I/We have reviewed the specifications and provisions for furnishing Riveted Galvanized Steel Corrugated Metal Pipe and HDPE Double Wall Plastic Pipe to the Worcester County Department of Public Works, Roads Division and understand said requirements. I/We hereby propose to furnish pipe and bands for:

TOTAL BID PRICE (including freight):	\$ 36,092.50
Pipe and bands to be delivered within 14 written order.	- 17 calendar days from receipt of
•	adjust the amount of pipe depending on varying cumstances.
BID MUST BE SIGNED TO BE VALID	
Date: 08/19/19	Signature:
	Typed Name: Carl H. Perine
	Title: Vice President
	Firm: Chemung Supply Corp
	Address: PO Box 527 - 2420 Corning Rd
	Elmira, NY 14902
•	Phone: 607-733-5506

Bid Specifications

The Worcester County Commissioners are accepting bids on the following Riveted Galvanized Steel Corrugated Metal Pipe or Helically Corrugated Pipe with Two Annular Corrugations on each end of pipe and HDPE Double Wall without Bell End Plastic Pipe delivered to Worcester County Department of Public Works, Roads Division, Snow Hill Shop, 5764 Worcester Highway, Snow Hill, MD 21863. NO DIMPLE BANDS, NO INDIVIDUAL, LUGS, ONLY BANDS WITH ANGLES ACROSS WIDTH OF BAND OR APPROVED EQUAL WILL BE ACCEPTED FOR PIPE SIZES LARGER THAN 18". ALL PIPES CUT TO MEET SIZE REQUIREMENTS MUST BE RE ROLLED. All Federal and State Taxes are exempt.

PIECES	GAUGE	DIAMETER	PIPE	<u>LENGTH</u>	PRICE/FT	TOTAL
6		30"	BANDS		<u>\$ 42.75</u>	\$ 256.50
6	14	24"	GCCMP	20'	<u>\$ 22.80</u>	\$ <u>2736.00</u>
6 10 6 20	16 16 16	18" 18" 18" 18"	GCCMP GCCMP GCCMP BANDS	20° 16° 14°	\$ 14.25 \$ 14.25 \$ 14.25 \$ 21.35	\$ 1710.00 \$ 2280.00 \$ 1197.00 \$ 427.00
20 20 20 10 6 30	16 16 16 16 16	15" 15" 15" 15" 15" 15"	GCCMP GCCMP GCCMP GCCMP GCCMP BANDS	20' 16' 14' 12' 10'	\$ 11.40 \$ 11.40 \$ 11.40 \$ 11.40 \$ 11.40 \$ 17.10	\$ 4560.00 \$ 3648.00 \$ 3192.00 \$ 1368.00 \$ 684.00 \$ 513.00
35 10 40	16 16	12" 12" 12"	GCCMP GCCMP BANDS	20° 10°	\$ 9.50 \$ 9.50 \$ 14.25	\$ 6650.00 \$ 950.00 \$ 570.00
16 17 6	12" 15" 18"	HDPE Do	uble Wall Plastic uble Wall Plastic uble Wall Plastic	20° 20° 20°	\$ 5.00 \$ 6.75 \$ 8.50	\$ 1600.00 \$ 2295.00 \$ 1020.00
16 17 6	12" 15" 18"	HDPE Do	uble Wall Plastic E uble Wall Plastic E uble Wall Plastic E	Bands	\$ 7.00 \$ 12.00 \$ 20.00	\$ 112.00 \$ 204.00 \$ 120.00







Morcester County

6113 TIMMONS ROAD SNOW HILL, MARYLAND 21863

MEMORANDUM

JOHN S. ROSS, P.E. DEPUTY DIRECTOR

DIRECTOR

JOHN H. TUSTIN, P.E.

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

DIVISIONS

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

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

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

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

WATER AND WASTEWATER TEL: 410-641-5251 FAX: 410-641-5185 Harold L. Higgins, Chief Administrative Officer

FROM: August 26, 2019

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

DATE:

TO:

SUBJECT: Bid Recommendation

FY20 Blacktop Surfacing of County Roadways

Bids were received and opened on August 12, 2019 for the blacktop resurfacing of approximately 11.45 miles of County roadway. Attached for your review and approval are the four bids received along with a summary of cost listed below.

Vendor	Cost Per Ton	Total Estimated Cost	<u>Option 1 -</u> <u>Trim</u> Shoulders	Option 2 - Fill Shoulders	Page
Chesapeake Paving & Sealing, Inc. Salisbury, MD	\$73.50	\$916,618.50	\$25,000	\$25,000	3
Allan Myers Dover, DE	\$79.70	\$993,938.70	\$0.25 per linear ft	\$70.00/per ton	6
ECM Corporation Jessup, MD	\$85.00	\$1,060,035.00	\$90,681	\$181,360	7
George & Lynch, Inc. Dover, DE	\$87.74	\$1,094,205.54	\$65,000	\$94,700	10

Upon review, it was determined that all four bids received did meet the required specifications; therefore, it is requested that the Commissioners approve and accept the low bid of \$73.50 per ton (\$916,618.50) submitted by Chesapeake Paving & Sealing, Inc. to include both option 1 (\$25,000) and option 2 (\$25,000) for a total bid price of \$966,618.50.

Funding in the amount of \$1,000,000.00 for the purchase of Bituminous Concrete was approved in the current FY20 operating budget in the general fund account 100.1202.6140.010.

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

Attachments

cc: Frank Adkins John Tustin

Competitive Bid Worksheet

Item: Blacktop Surfacing of County Roadways FY20 - Fall 2019 Bid Deadline/Opening Date: 1:00 P.M., Monday, August 12, 2019

Bids Received by deadline = 4

Vendor's Submitting Bids	Blacktop Surfacing 11.45 miles of Roads 12,471 Tons± of Superpave 9.5mm Bituminous Concrete - 1.5" depth Fixed Price per Ton	Trim Shoulders Option 1	Fill Shoulders Option2
Allan Myers 440 Twin Oaks Drive Dover, DE 19904	479,70	0.25 linea	*70/fon
Chesapeake Paving & Sealing, Inc. 2445 N. Zion Road Salisbury, MD 21801	73.50	*25,000	25,000
ECM Corporation 7700 Race Road Jessup, MD 20794	*85.00	490,681	* 181,360
George & Lynch, Inc. 150 Lafferty Lane Dover, DE 19901	*87.74	<u>45,800</u>	<u>494,70</u> 0
	 		
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BID FORM "FY20 – Blacktop Bid"

\cdot
I/We have reviewed the specifications and provisions for furnishing and applying
approximately 12,471 tons± of Superpave 9.5mm Bituminous Concrete (1-1/2 inches± compacted
depth) to approximately 11.45 miles (60,454 feet)± of roads at various locations in Worcester
County. I/We hereby propose to furnish and apply:
12,471 Tons± Bituminous Concrete @ $\frac{355}{355}$ fixed price per ton = $\frac{916,618.5}{12,471}$
12,471 Tonsi Bitaminous Concrete (a) 5 11xea price per ton - 5 170
Work is to be completed by November 27, 2019.
Option 1: Trim the shoulders of the roads to be paved 12"-18" beyond the edge of the existing pavement. This material will be loaded and hauled to one of our 3 Roads Division facilities. Refer to Maintenance of Traffic within the paving specification for flagging operations.
Option 2: Fill shoulders with topsoil 1' beyond the new pavement, to be rolled and compacted. Refer to Maintenance of Traffic within the paving specification for flagging operations.
\$ <u></u>
-
W. C. C.

Worcester County reserves the right to adjust the quantities depending on varying circumstances BID MUST BE SIGNED TO BE VALID.

Signature:

Date: 8|9|9

·	V
	Typed Name: Jeffery Brown
	Title: Duncy
	Firm: Just CHESAPERKE Paving THO
	Sealing TAC
	Address: 2445 N. Zion rd

Phone: 410-742-3330

Salisbury, Md 21801

PROPOSED PAVING FY20

1-1/2 inches± compacted depth		<u>Length - Feet</u>	<u>Width</u>	<u>Tons</u>
Bunting Road (South)	ALL	3,274	21'	698
Cypress Road	ALL	8,448	20'	1,729
Five L Drive	ALL	2,270	25'	568
Five L Drive	extra @ storage unit entrance	105	<u>7'</u>	<u>.7.</u>
Five L Drive	extra @ go glass entrance	211	10'	21
Five L Drive	extra lane in front of storage	897	8'	72
Five L Drive	90° corner radius		_	194
Hotel Road	Rt 113 - MB #99	5,280	22'	1,162
Jones Road - North	Old Rt 113 - MB# 10503	1,056	18'	190
Logtown Road (N. 50)	ALL	3,748	19'	712
Mt Olive Church Road	#7007 - Sturgis Road	11,088	19'	2107
Purnell Crossing Road	MB #7563 - MB #7909	5,491	18'	988
Saddle Creek Drive	ALL	3,432	24'	874
Sheephouse Road	Buck Harbor Rd - MB #3540	3,274	22'	760
Sinepuxent Road	MB #11507 - MB# 11029	5,280	19'	1,003
Stevens Road	McGrath Rd - head s. to new joint	6,600	21'	1,386

TOTAL 60,454 feet

4

12,471 tons



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 08/12/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s). CONTACT NAME: PRODUCER Scott Henderson PHONE (A/C, No, Ext): (410) 861-6949 FAX (A/C, No): (443) 249-8662 Advanced Insurance, Inc. robertt@advinsagent.com PO Box 470 ADDRESS: 3000 Gamber Rd, Suite 600 INSURER(S) AFFORDING COVERAGE NAIC# INSURER A: HARLEYSVILLE WORCESTER INS CO MD 21048 26182 Finksburg INSURER B: HARLEYSVILLE INS CO INSURED 23582 Chesapeake Paving & Sealing, Inc. INSURER C: 2445 N Zion Rd INSURER D: INSURER E: MD 21801-2227 Salisbury INSURER F: **COVERAGES** CERTIFICATE NUMBER: REVISION NUMBER: THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. ADDL SUBR POLICY EFF POLICY EXP
(MM/DD/YYYY) (MM/DD/YYYY) TYPE OF INSURANCE LIMITS POLICY NUMBER COMMERCIAL GENERAL LIABILITY \$ 1,000,000 EACH OCCURRENCE DAMAGE TO RENTED CLAIMS-MADE |X | OCCUR s 100,000 PREMISES (Ea occurrence) s 5,000 MED EXP (Any one person) SPP00000045193X 03/31/2019 03/31/2020 Α \$ 1,000,000 PERSONAL & ADV INJURY \$ 2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: GENERAL AGGREGATE \$ 2,000,000 POLICY PRODUCTS - COMP/OP AGG OTHER: COMBINED SINGLE LIMIT AUTOMOBILE LIABILITY \$ 1,000,000 (Ea accident) ANY AUTO BODILY INJURY (Per person) \$ OWNED AUTOS ONLY SCHEDULED BODILY INJURY (Per accident) \$ В 03/31/2020 BA 00000045192X 03/31/2019 NON-OWNED AUTOS ONLY PROPERTY DAMAGE (Per accident) \$ AUTOS ONLY UMBRELLA LIAB \$ 5,000,000 EACH OCCURRENCE OCCUR **EXCESS LIAB** 03/31/2020 CMB00000045191X 03/31/2019 \$ 5,000,000 CLAIMS-MADE AGGREGATE DED \$ RETENTION \$ WORKERS COMPENSATION X STATUTE AND EMPLOYERS' LIABILITY \$ 500,000 ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? E.L. EACH ACCIDENT N/A 03/31/2020 Ν WC00000045190X 03/31/2019 \$ 500,000 E.L. DISEASE - EA EMPLOYEE (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below E.L. DISEASE - POLICY LIMIT | \$ 500,000 DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) CERTIFICATE HOLDER CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. Worcester County 5764 Worcester Highway AUTHORIZED REPRESENTATIVE Scoth of Henderson MD 21863 Snow Hill

<u>BID FORM</u> "FY20 – Blacktop Bid"

I/We have reviewed the specifications and provisions for furnishing and applying approximately 12,471 tons± of Superpave 9.5mm Bituminous Concrete (1-1/2 inches± compacted depth) to approximately 11.45 miles (60,454 feet)± of roads at various locations in Worcester County. I/We hereby propose to furnish and apply:

County. I/We hereby propose to furnish and	apply:		
12,471 Tons± Bituminous Concrete @ \$	19.70 fixed price per ton = \$ 993,938.70		
Work is to be completed by November 27, 2	<u>2019</u> .		
This material will be loaded and hauled to one o	paved 12"-18" beyond the edge of the existing pavement. four 3 Roads Division facilities. Refer to Maintenance of ing operations. * 75 Fixed price per linear foot		
Option 2: Fill shoulders with topsoil I' beyond Maintenance of Traffic within the paving specifs 70.00 Fixed price per top			
Worcester County reserves the right to adju	ust the quantities depending on varying circumstances		
BID MUST BE SIGNED TO BE VALID.			
Date: 8/12/19	Signature: Relace Dyngon		
	Typed Name: Richard W. Dungan		
	Title: President		
	Firm: Allan Myers MD, Inc.		
	Address: P.O. Box 278, Fallston, MD 21047		

Phone: 410-879-3055

BID FORM "FY20 – Blacktop Bid"

I/We have reviewed the specifications and provisions for furnishing and applying approximately 12,471 tons± of Superpave 9.5mm Bituminous Concrete (1-1/2 inches± compacted depth) to approximately 11.45 miles (60,454 feet)± of roads at various locations in Worcester County. I/We hereby propose to furnish and apply:

The state of the s
12,471 Tons± Bituminous Concrete @ \$ 85 fixed price per ton = \$ 1060,035
Work is to be completed by November 27, 2019.
Option 1: Trim the shoulders of the roads to be paved 12"-18" beyond the edge of the existing pavement. This material will be loaded and hauled to one of our 3 Roads Division facilities. Refer to Maintenance of Traffic within the paving specification for flagging operations. \$ 92,681
Option 2: Fill shoulders with topsoil 1' beyond the new pavement, to be rolled and compacted. Refer to Maintenance of Traffic within the paving specification for flagging operations. \$\[\lambda \l
Worcester County reserves the right to adjust the quantities depending on varying circumstances
BID MUST BE SIGNED TO BE VALID.
Date: 8-12-2019 Signature:
Typed Name: Diana B. Hernandez
Title: President
Title: <u>President</u> Firm: <u>ECM Corporation</u>
Address: 12317 Riverview Road
Fort Warding to MO 1724

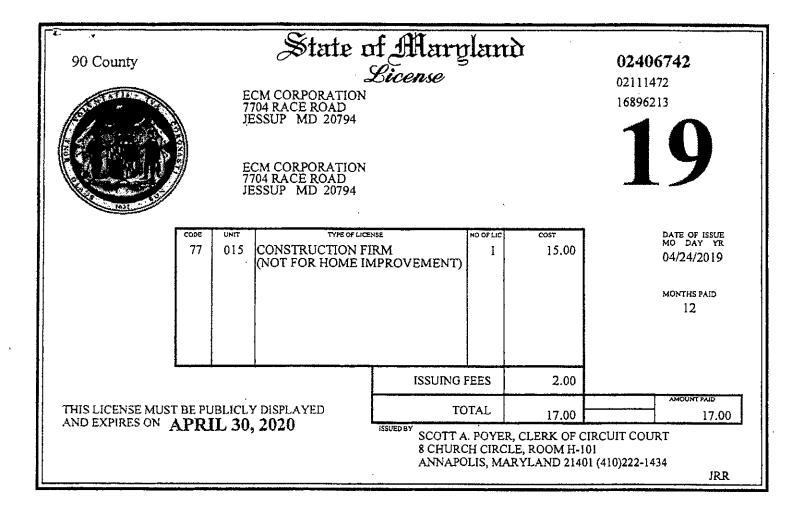
Phone: 301-880-9729 ext 101

PROPOSED PAVING FY20

1-1/2 inches± compacted depth		<u> Length - Feet</u>	Width	Tons
Bunting Road (South)	ALL	3,274	21'	698
Cypress Road	ALL	8,448	20'	1,729
Five L Drive	ALL	2,270	25'	568
Five L Drive	extra @ storage unit entrance	105	7'	7.
Five L Drive	extra @ go glass entrance	211	10'	21
Five L Drive	extra lane in front of storage	897	8'	72
Five L Drive	90° corner radius			194
Hotel Road	Rt 113 - MB #99	5,280	22'	1,162
Jones Road - North	Old Rt 113 - MB# 10503	1,056	18'	190
Logtown Road (N. 50)	ALL	3,748	19'	712
Mt Olive Church Road	#7007 - Sturgis Road	11,088	19'	2107
Purnell Crossing Road	MB #7563 - MB #7909	5,491	18'	988
Saddle Creek Drive	ALL	3,432	24'	874
Sheephouse Road	Buck Harbor Rd - MB #3540	3,274	22'	760
Sinepuxent Road	MB #11507 - MB# 11029	5,280	19'	1,003
Stevens Road	McGrath Rd - head s. to new joint	6,600	21'	1,386

TOTAL 60,454 feet

12,471 tons



The information below is for the Clerk's Office use only, customers can disregard.

These barcodes are for use with the new Cashiering System. When your site is upgraded, you will be given instructions for their use.

These barcodes must be scanned in order for RCS:

Scan this one first



Scan this one second



BID FORM "FY20 - Blacktop Bid"

I/We have reviewed the specifications and provisions for furnishing and applying approximately 12,471 tons± of Superpave 9.5mm Bituminous Concrete (1-1/2 inches± compacted depth) to approximately 11.45 miles (60,454 feet)± of roads at various locations in Worcester County. I/We hereby propose to furnish and apply:

12,471 Tons± Bituminous Concrete	e @ \$_87.74 fixed price per ton = \$_1,094,205.54
Work is to be completed by Novem	<u>aber 27, 2019</u> .
This material will be loaded and haule	oads to be paved 12"-18" beyond the edge of the existing pavement. d to one of our 3 Roads Division facilities. Refer to Maintenance of for flagging operations. \$ 65,000.00
	1' beyond the new pavement, to be rolled and compacted. Refer to ing specification for flagging operations.
	ht to adjust the quantities depending on varying circumstances
BID MUST BE SIGNED TO BE	VALID.
Date: 8/12/2019	Signature: Alway bauyu
	Typed Name: Officey L. Norman
·	Title: Vice President Firm: George & Lynch, Inc.
	Firm: George & Lynch, Inc.
	Address: 150 Lafferty Lane Dover, DE 19901
·	Phone: 302-736-3031, Ext. 339

PROPOSED PAVING FY20

1-1/2 inches± compacted depth		<u> Length - Feet</u>	<u>Width</u>	<u>Tons</u>
Bunting Road (South)	ALL	3,274	21'	698
Cypress Road	ALL	8,448	20'	1,729
Five L Drive	ALL	2,270	25'	568
Five L Drive	extra @ storage unit entrance	105	7'	<u> 7.</u>
Five L Drive	extra @ go glass entrance	211	10'	21
Five L Drive	extra lane in front of storage	897	8'	72
Five L Drive	90° corner radius			194
Hotel Road	Rt 113 - MB #99	5,280	221	1,162
Jones Road - North	Old Rt 113 - MB# 10503	1,056	18'	190
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Mt Olive Church Road	#7007 - Sturgis Road	11,088	19'	2107
Purnell Crossing Road	MB #7563 - MB #7909	5,491	18'	988
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Sinepuxent Road	MB #11507 - MB# 11029	5,280	19'	1,003
Stevens Road	McGrath Rd - head s. to new joint	6,600	21'	1,386

TOTAL 60,454 feet

12,471 tons







JOHN H. TUSTIN, P.E. DIRECTOR

JOHN S. ROSS, P.E. DEPUTY DIRECTOR

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

DIVISIONS

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

ROADS 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

MEMORANDUM

6113 TIMMONS ROAD Snow Hill, Maryland 21863

TO: FROM: Harold L. Higgins, Chief Administrative

DATE: SUBJECT: John S. Ross, P.E., Deputy Director August 26, 2019

Vehicle Bid Package

Attached for your review and approval is a bid packet for the purchase of vehicles for use by various County Departments. Included in this packet is the Notice to Bidders, Specifications, Vendor's List and Bid Form. Funding for the purchase of the following vehicles was approved in the FY 20 operating Budget:

DRP

1- Standard Sedan

IT

1- Compact 4x2 Cargo Van

Sheriff

2- SUV Full Size 4x4 with PPV Police Package

3 - SUV Full Size 4x2 with PPV Police Package

Jail

1 - One Ton 4x2 Full Size Cargo Van

Fire Marshal

1-3/4 Ton 4x4 Full Size Crew Cab Pickup Truck

DPW - Maintenance 1- 3/4 Ton 4x4 Full Size Pickup Truck with Snow Plow

DPW - Roads

1- 11/2 Ton 4x4 Crew Cab Truck Chassis with Dump Body and Snow Plow

DPW - W/WW

1- 1½ Ton 4x2 Crew Cab Truck Chassis with Dump Body

3- ³/₄ Ton 4x4 Full Size Pickup Truck 2 - ½ Ton 4x2 Full Size Pickup Truck

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

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

Attachments

cc: Ken Whited

Warden Donna Bounds

Frank Adkins

Ed Tudor

John Ross

Douglas Dods

Mathew Owens

Brian Jones

Derrick Babcock

DRAFT

NOTICE TO BIDDERS

Worcester County Commissioners Worcester County, Maryland

Purchase of New Vehicles

The Worcester County Commissioners are currently accepting bids for the purchase of new vehicles for use by various County Departments. Bid specification packages and bid forms are available at the Office of the County Commissioners, Worcester County Government Center – Room 1103, One West Market Street, Snow Hill, Maryland 21863-1072. Sealed bids will be accepted until 1:00 p.m., Monday, September 23, 2019 in the office of the County Commissioners at the above address, at which time they will be opened and publicly read aloud. Envelopes shall be marked "Vehicle Bid" in the lower left-hand corner. After opening, the bids will be forwarded to the Public Works Department for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities, and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to Mr. Derrick Babcock, Fleet Management Superintendent, at 410-632-9300 ext 2320 or 410-632-5675.

Citizens and Government Working Together

INSTRUCTIONS TO BIDDERS

1. BIDS

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

2. LATE BIDS

Bids should be mailed or hand carried to be received in the Office of the County Commissioners by or before Monday, September 23, 2019 by 1:00 p.m. Bids received after the appointed time will not be considered.

3. TAXES

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

4. SPECIFICATIONS

Specifications for the following vehicles are attached:

- 1. 1 Standard Sedan (DRP)
- 2. 1 Compact 4x2 Cargo Van (Information Technology)
- 3. 2 SUV Full Size 4x4 with PPV Police Package (Sheriff)
- 4. 3 SUV Full Size 4x2 with PPV Police Package (Sheriff)
- 5. 1 One Ton 4x2 Full Size Cargo Van (Jail)
- 6. 1 3/4 Ton 4x4 Full Size Crew Cab Pickup Truck (Fire Marshal)
- 7. 1 ¾ Ton 4x4 Full Size Pickup Truck with Snow Plow (DPW/Maintenance)
- 8. 1 1 ½ Ton 4x4 Crew Cab Truck Chassis with Dump Body and Snow Plow (DPW/Roads)
- 9. 1 1 1/2 Ton 4x2 Crew Cab Truck Chassis with Dump Body (DPW/WWW)
- 10. 3 ¾ Ton 4x4 Full Size Pickup Truck (DPW/WWW)
- 11. 2 ½ Ton 4x2 Full Size Pickup Truck (DPW/WWW)

5. OTHER SPECIFICATIONS

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

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

6. AWARD OF CONTRACT

Bids will be opened in the County Commissioners office at 1:00 p. m. on Monday, September 23, 2019 to be awarded at a future date. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities, and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate.

#1-VEHICLE SPECIFICATIONS - STANDARD SEDAN - (DRP)

One (1) New Standard Sedan to be equipped as follows:

Four Door Standard Sedan

Engine - Four Cylinder Engine, 1.3L minimum, Fuel Injected

Transmission - Automatic

Radial Tires - All season tires, Spare Tire with jack

Wheelbase - 104"mimmum

Power Brakes - ABS

Power Steering

Factory Air Conditioning

Windshield Wipers - Washer with Intermittent Action

Air bags - Driver, Passenger and Side

Interior - Carpet Floor and Cloth Seats

Exterior - White

Daytime Running Lights

Front Floor Mats

AM-FM Radio

Driver Controlled Electric Door Locks

Tinted Glass

Tilt Steering Wheel

Power Point

Padded Dashboard

Left and Right Outside Mirrors

Fresh Air type Heater and Defroster

Directional Signals

Back up Lights

Light in Cargo Area

Front license Plate Bracket

Fleet Free Maintenance Credit (If applicable)

Acceptable Models: Chevrolet Cruze, Dodge Caliber, or comparable model.

#2 - VEHICLE SPECIFICATIONS - COMPACT 4X2 CARGO VAN (Information Technology)

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

Engine:

2.5 Liter 4 cylinder minimum, Fuel Injected

Transmission:

Automatic

ABS

Power Brakes:

Electric Power assisted steering

Radial Tires:

All Weather Tread

Spare Wheel and Tire with Jack

Air bag Supplemental Restraint System for Driver and Front Seat Passenger

Alternator:

150 amps

Battery:

600 cold cranking amps

Wheelbase:

120"

Factory Air Conditioning

Power Windows and Door locks

Dual sliding side doors

Tire Pressure Monitoring System

Windshield Wiper/Washer:

Multi-Speed Electric with Intermittent Action

AM/FM Radio

Exterior:

White

Interior:

Vinyl Upholstery in Charcoal black

Floor Covering:

Black Rubberized Vinyl

Tinted glass

Large Mirrors:

Dual Factory Outside Manual Fold - Black

Daytime Running Lights

Power Outlets

Rear 180degree swing out cargo doors

Front tag bracket Rear cargo light Rear view camera

Standard contractor shelving on both sides of rear cargo area with safety partition

Keyless entry keypad

Two (2) keys and Two (2) key fobs to be supplied with this vehicle

Fleet Free Maintenance Credit (If applicable)

Acceptable Models: Ford Transit Connect XLT or comparable model.

#3 - VEHICLE SPECIFICATIONS - SUV FULL SIZE 4X4 WITH PPV POLICE PACKAGE (Sheriff)

Two (2) New Full Size SUV 4x4 PPV Police Package rated to be equipped as follows:

Payload:

1,500 lbs. minimum

GVWR: Wheelbase:

6,700 lbs. minimum 112" minimum

Engine:

5.3L minimum displacement,

Transmission:

6 Speed Automatic with Overdrive

Drive type:

4 wheel drive

Battery:

660 CCA with rundown protection

Auxiliary battery:

730 CCA with computer controlled isolator

Alternator:

160 amp minimum
To meet payload

Axles and springs: Shock absorbers:

Front and rear

Tires:

V Rated Manufacturer's radial to meet Payload with

conventional spare Wheel and tire

Brakes:

Power with 4 wheel ABS

Steering:

Power with tilt wheel and Column mounted Gear Shift Lever

26 gallon minimum

Fuel tank: Mirrors:

Dual - factory installed - low mount 5" x 7" Minimum,

remote control, electric-heated

Bumpers:

Front and rear

Body:

4 door, 5' minimum, full steel top

Rear Lift Gate:

With Flip-up Glass

Rear intermittent Wiper/ Wash

Cloth 40/20/40 seats in front, 2nd row vinyl 60/40 split folding bench seats

Delete Center Front Seat (9U3) Six way power driver's seat Factory air conditioning

Tinted glass

Driver side air bag supplemental restraint system and front seat passenger position

Heater/defroster - fresh air type

Directional signals

Windshield wipers - multi-speed electric with intermittent action feature

No floor console Rear A/C and heat Rear window defroster

Power point

AM/FM stereo radio w/ C/D

Power operated window and door locks

Child safety locks

Exterior Color:

Blue Velvet Metallic

Interior Color:

Black or Ebony

Front license plate bracket Front recovery hooks (V76) Factory undercoating

Cruise control

Oil Coolers:

Engine, Transmission,

Floor covering:

Full heavy duty vinyl

Speedometer:

150 MPH Certified- 1MPH Increments with Digital

Trip Odometer

Dash Cluster:

Oil Pressure, Volt Meter, Tachometer, Engine

Temperature Gauge, Hour Meter and Driver

Information Center

Delete daytime running lights (9G8)

Spot lamp-Left hand, separately fused (7X6)

Differential Locking Rear

100 Watt Siren Speaker - Includes Modification to Grill for better DB Output (KSPEAK)

Pre wiring grille lamps & speakers (6J3)

Pre wiring horn & siren circuit (6J4)

Flasher System Headlamps and Tail lamps (6J7)

Fleet Free Maintenance Credit (R9Y)

On Star

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

Acceptable Models: Chevrolet Tahoe PPV or comparable vehicle

#4 - VEHICLE SPECIFICATIONS - SUV FULL SIZE 4X2 WITH PPV POLICE PACKAGE (Sheriff)

Three (3) New SUV Full Size 4x2 PPV Police Package rated to be equipped as follows:

Payload:

1,500 lbs. minimum

GVWR:

6,700 lbs. minimum

Wheelbase:

112" minimum

Engine:

Battery:

5.3L minimum displacement,

Transmission:

6-Speed Automatic with Overdrive 660 CCA with rundown protection

Auxiliary battery:

730 CCA with computer controlled isolator

Alternator:

160 amp minimum

Axles and springs:

To meet payload

Shock absorbers:

Front and rear

Tires:

V Rated Manufacturer's radial to meet Payload

with conventional spare Wheel and tire

Brakes:

Power with 4 wheel ABS

Steering:

Power with tilt wheel and Column mounted Gear Shift Lever

26 gallon minimum

Fuel tank: Mirrors:

Dual - factory installed - low mount 5" x 7" Minimum,

remote control, electric-heated

Bumpers:

Front and rear

Body:

4 door, 5' minimum, full steel top

Rear Lift Gate:

With Flip-up Glass

Rear intermittent Wiper/ Wash

Cloth 40/20/40 seats in front, 2nd row vinyl 60/40 split folding bench seats

Delete Center Front Seat (9U3) Six way power driver's seat Factory air conditioning

Tinted glass

Driver side air bag supplemental restraint system and front seat passenger position

Heater/defroster - fresh air type

Directional signals

Windshield wipers - multi-speed electric with intermittent action feature

No floor console Rear A/C and heat Rear window defroster

Power point

AM/FM stereo radio w/ C/D

Power operated window and door locks

Child safety locks

Exterior Color: Interior Color:

Blue Velvet Metallic

Black or Ebony

Front license plate bracket

Front recovery hooks (V76)

Factory undercoating

Cruise control
Oil Coolers:

Engine, Transmission,

Floor covering:

Full heavy duty vinyl

Speedometer:

150 MPH Certified- 1MPH Increments with Digital

Trip Odometer

Dash Cluster:

Oil Pressure, Volt Meter, Tachometer, Engine Temperature

Gauge, Hour Meter and Driver Information Center

Delete daytime running lights (9G8)

Spot lamp-Left hand, separately fused (7X6)

Differential Locking Rear

Pre wiring grille lamps & speakers (6J3)

100 Watt Siren Speaker - Includes Modification to Grill for better DB Output (KSPEAK)

Pre wiring horn & siren circuit (6J4)

Flasher System Headlamps and Tail lamps (6J7)

Fleet Free Maintenance Credit (R9Y)

On Star

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

Acceptable Models: Chevrolet Tahoe PPV or comparable vehicle

#5 - VEHICLE SPECIFICATIONS - ONE TON 4X2 FULL SIZE CARGO VAN - (Jail)

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

Engine: 4.3 Liter V6 minimum gasoline, Fuel Injected

Transmission: Automatic Power Brakes: ABS

Power Steering

Radial Tires: All Weather Tread

Spare Wheel and Tire with Jack

Air bag Supplemental Restraint System for Driver and Front Seat Passenger

Alternator: 145 amps

Battery: 600 cold cranking amps

Cruise Control

Factory Air Conditioning
Rear Air Conditioning

Rear Heater

Power Windows and Door locks Swing-out 60/40 passenger side doors Tire Pressure Monitoring System

Windshield Wiper/Washer: Multi-Speed Electric with Intermittent Action

AM/FM Radio

Exterior: White

Interior: Vinyl Upholstery in Medium Pewter

Floor Covering: Black Rubberized Vinyl

Tinted glass

Bumpers: Front and Rear Painted Black
Mirrors: Dual Factory Outside Manual Black

Daytime Running Lights Full Insulation Package Molded Assist Steps

Power Outlets
Tilt Steering wheel

Rear vision camera display

Four (4) keys to be supplied with this vehicle Fleet Free Maintenance Credit (If applicable)

Acceptable Models: Chevrolet Express 3500 or comparable model.

#6 - VEHICLE SPECIFICATIONS - ¾ TON 4X4 FULL SIZE CREW CAB PICKUP TRUCK (Fire Marshal)

One (1) New 34 Ton 4x4 Full Size Crew Cab Pickup Truck to be equipped as follows:

4 Door Crew Cab

Bed Size:

Short bed with wheel well inside body

Drive Type:

4 wheel drive, electronically controlled from dash (No floor

shifter)

Wheelbase:

150" Minimum

Engine:

Towing package:

Eight cylinder, gasoline, fuel injected 6.0 liter or equivalent

Class IV trailer hitch receiver with reducers, 7 spade + 4 pin Heavy duty battery and electric brake controller installed

Transmission:

Automatic with overdrive and auxiliary transmission oil cooler

Alternator:

Extra heavy duty alternator

Dual Batteries

Air Bags:

Driver and passenger

Shock Absorbers:

Front and Rear 16" Steel minimum

Wheels:

All season radial to meet payload with conventional spare wheel

and tire

Brakes:

Tires:

Power with anti-lock system

Steering:

Power

Fuel Tank:

Standard
Dual 6" x 9" side view mirrors

Mirrors: Bumpers:

Matching painted front bumper and rear step bumper

Interior:

Vinyl front bucket seats with deleted center console, and Rear

vinyl bench seat. Interior color (Black or Ebony)

Power Group:

Power windows, door locks, mirrors, and keyless entry

Air Conditioning:

Factory installed

Windshield Wipers:

Washer with intermittent action

Locking Rear Differential

Front Tow Hooks

Halogen Headlights

Tinted Glass with dual sun visors Fresh air type heater and defroster

Directional signals

Power Point or Power Outlet

AM-FM Radio equipped with Bluetooth for cell-phone linking

Exterior Color:

White

Spray in bed liner

Integrated Trailer Brake Controller

Front tag bracket 110 Volt Power Outlet

Vinyl/Rubber flooring

Fleet Free Maintenance Credit (If applicable)

Three (3) Keys and Three (3) key fobs to be supplied with this vehicle

Acceptable Models: Chevrolet 2500, Ford F-250, or comparable model.

#7 - VEHICLE SPECIFICATIONS - ¾ TON 4X4 FULL SIZE PICKUP TRUCK with SNOW PLOW (DPW/Maintenance)

One (1) New 3/4 Ton 4x4 Full Size Pickup Truck and Snow Plow to be equipped as follows:

Standard regular cab

Bed Size:

8' with wheel well inside body

Drive Type:

4 wheel drive

Wheelbase:

127" Minimum

Engine:

Towing package:

Eight cylinder, gasoline, fuel injected 6.0 liter or equivalent Class IV trailer hitch receiver with reducers, 7 spade + 4 pin plug

duty battery and electric brake controller installed

Transmission:

Automatic with overdrive and auxiliary transmission oil cooler

Alternator: Air Bags:

90 Amp minimum

Shock Absorbers:

Driver and passenger Front and Rear

Wheels:

16" Steel minimum

Tires:

All season radial to meet payload with conventional spare wheel

and tire

Brakes:

Power with anti-lock system

Steering:

Power

Fuel Tank:

Standard

Mirrors:

Dual 6" x 9" side view mirrors

Bumpers:

Matching painted front bumper and rear step bumper

Interior:

Vinyl splint bench seat

Air Conditioning:

Factory installed

Windshield Wipers:

Washer with intermittent action

Locking Rear Differential

Front Tow Hooks

Halogen Headlights

Tinted Glass with dual sun visors Fresh air type heater and defroster

Directional signals

Power Point or Power Outlet

AM-FM Radio equipped with Bluetooth for cell-phone linking

Exterior Color:

White.

Daytime Running Lights

Spray in bed liner

Back rack for beacon light-tool box mounts

LED strobe light installed on back rack

Integrated Trailer Brake Controller

Front tag bracket

Vinyl/Rubber flooring

Driver and Passenger assist steps

Snow Plow Prep Package

Fleet Free Maintenance Credit (If applicable)

Heavy Duty Tow Package

Four (4) programmed keys to be supplied with this vehicle

ADDITIONAL SNOW PLOW SPECIFICATIONS

Steel 7.5 foot wide

Minimum 27" height

Plow Shoes

Plow corner sight rods or guides

Plow lights

Heavy duty push frame

Right and left angle hydraulic controlled

Hand held controls

Removable Jack Stand

Full mold board trip design

Quick attach plow frame

Plow Deflector

Any part not mentioned needed to provide a complete and operational unit

Acceptable Models: Chevrolet 2500, Ford F-250, Dodge Ram 2500 or comparable model

#8 - VEHICLE SPECIFICATIONS - 1 ½ TON 4X4 CREW CAB TRUCK CHASSIS WITH DUMP BODY and SNOW PLOW - (DPW/Roads)

One (1) New 1 ½ Ton 4x4 Crew Cab Truck with Dump Body and Snow Plow to be equipped as follows:

One and one half ton crew cab four door truck chassis

Dual rear wheels

Payload:

GVWR:

Wheelbase:

Engine:

Transmission:

Battery:

Alternator: Axle and springs:

Air Bags: Shock absorbers:

Tires:

Brakes: Steering:

Fuel tank: Mirrors:

Bumpers: Interior:

Towing Package:

Factory air conditioning Integrated trailer brake controller

Fresh air type heater and defroster

Dual sun visors

AM/FM radio

Front tow hooks White exterior color Daytime running lights

Front tag bracket Rubber flooring

Cab Running boards or steps

ADDITIONAL DUMP BODY SPECIFICATIONS

Nine feet long dump body with 16" sides 1/4 Cab Shield

Backup Alarm

9,500 lbs. minimum 18,000 lbs. minimum

176" minimum

Eight cylinder, 6.4L gasoline minimum

Automatic with overdrive and auxiliary transmission oil cooler

Single heavy duty 750 CCA minimum

175 AMP minimum To meet payload Driver and passenger

Front and rear

Manufacturer's standard to meet Payload with conventional

spare wheel and tire - black wall Power with four (4) wheel ABS

Power

40 gallon minimum

Manual telescoping or camper style

retractable mirror

Front only

Vinyl

Class V trailer hitch receiver, 7 spade RV and four pin Plug

Directional signals Windshield washer/wipers with intermittent action feature

Power point or power outlets

Snow Plow Prep Package

Fleet Free Maintenance Credit (If applicable)

Body Prop

Dirt shedding top rail

Forward Tailgate release

Full-width rear apron

Dual wall tailgate with chain slips

Single lever drop down tailgate release

Full-depth rear corner posts with chain holders

Full-height front radii corner posts

Heavy duty tailgate hardware with grease fittings

10 gauge high strength steel floor

Recessed shock mounted LED lights

7 gauge interlaced high strength steel understructure with 3" structural steel cross sills

Double acting electrical hydraulic scissor hoist

Single stage cylinder

Electric/Hydraulic power unit assembly

Self contained hydraulic reservoir

In cab tethered hand held control to raise and lower dump body

Ground crank arm style mesh tarp system mounted on cab shield

Ground crank to be mounted on side of body behind driver's side rear door

Trailer towing package mounted on rear of truck

Structure shall be structural steel and electrically welded in place

One combination pintle hook with 2 5/16" ball

7 prong light socket

Powder coat body to match factory exterior color of vehicle.

LED strobe light mounted with self leveling bracket on cab shield

ADDITIONAL SNOW PLOW SPECIFICATIONS

Steel 8.5 foot wide

Minimum 27" height

Plow Shoes

Plow corner sight rods or guides

Plow lights

Heavy duty push frame

Right and left angle hydraulic controlled

Hand held controls

Removable Jack Stand

Full mold board trip design

Quick attach plow frame

Plow Deflector

Any part not mentioned needed to provide a complete and operational unit

Acceptable Models: Ford F-550, Dodge Ram 5500, or comparable model

#9 - VEHICLE SPECIFICATIONS - 1 1/2 TON 4X2 CREW CAB TRUCK CHASSIS WITH DUMP BODY - (DPW/WWW)

One (1) New 1 ½ Ton Crew Cab Truck with Dump Body to be equipped as follows:

One and one half ton crew cab four door truck chassis

Dual rear wheels

Payload:

6,000 lbs. minimum 16,000 lbs. minimum

GVWR: Wheelbase:

176" minimum

Engine:

Eight cylinder, 6.4L gasoline minimum Automatic with overdrive and auxiliary transmission oil cooler

Transmission:

Battery: Alternator: Single heavy duty 750 CCA minimum 175 AMP minimum

Axle and springs:

To meet payload

Air Bags:

Driver and passenger

Shock absorbers:

Front and rear

Tires:

Manufacturer's standard to meet Payload with conventional spare wheel

and tire - black wall

Brakes:

Power with four (4) wheel ABS

Steering:

Power

Fuel tank:

40 gallon minimum

Mirrors:

Manual telescoping or camper style retractable mirror

Bumpers:

Front only

Interior:

Vinyl

Towing Package:

Class V trailer hitch receiver, 7 spade RV and four pin Plug

Factory air conditioning

Integrated trailer brake controller Fresh air type heater and defroster

Directional signals

Windshield washer/wipers with intermittent action feature

Dual sun visors

Power point or power outlets

AM/FM radio

Front tow hooks

White exterior color

Daytime running lights

Front tag bracket

Rubber flooring

Cab Running boards or steps

Fleet Free Maintenance Credit (If applicable)

ADDITIONAL DUMP BODY SPECIFICATIONS

Nine feet long dump body with 16" sides

1/4 Cab Shield

Backup Alarm

Body Prop

Dirt shedding top rail

Forward Tailgate release Full-width rear apron Dual wall tailgate with chain slips Single lever drop down tailgate release Full-depth rear corner posts with chain holders Full-height front radii corner posts Heavy duty tailgate hardware with grease fittings 10 gauge high strength steel floor Recessed shock mounted LED lights 7 gauge interlaced high strength steel understructure with 3" structural steel cross sills Double acting electrical hydraulic scissor hoist Single stage cylinder Electric/Hydraulic power unit assembly Self contained hydraulic reservoir In cab tethered hand held control to raise and lower dump body Ground crank arm style mesh tarp system mounted on cab shield Ground crank to be mounted on side of body behind driver's side rear door Trailer towing package mounted on rear of truck Structure shall be structural steel and electrically welded in place One combination pintle hook with 2 5/16" ball 7 prong light socket Powder coat body to match factory exterior color of vehicle. LED strobe light mounted with self leveling bracket on cab shield

Acceptable Models: Ford F-450 or comparable model.

#10 - VEHICLE SPECIFICATIONS - 34 TON 4X4 FULL SIZE PICKUP TRUCK (DPW/WWW)

Three (3) New ¾ Ton 4x4 Full Size Pickup Trucks to be equipped as follows:

Standard regular cab

Bed Size:

8' with wheel well inside body 4 wheel drive

Drive Type: Wheelbase:

127" Minimum

Engine:

Eight cylinder, gasoline, fuel injected 6.0 liter or equivalent Class IV trailer hitch receiver with reducers, 7 spade + 4 pin,

hea

Transmission:

heavy duty battery and electric brake controller installed Automatic with overdrive and auxiliary transmission oil cooler

Alternator: Air Bags: 90 Amp minimum Driver and passenger

Shock Absorbers:

Towing package:

Front and Rear

Wheels:

16" Steel minimum

Tires:

All season radial to meet payload with conventional spare wheel

and tire

Brakes:

Power with anti-lock system

Steering:

Power

Fuel Tank:

Standard

Mirrors:

Dual 6" x 9" side view mirrors

Bumpers:

Matching painted front bumper and rear step bumper

Interior:

Vinyl splint bench seat

Air Conditioning:

Factory installed

Windshield Wipers:

Washer with intermittent action

Locking Rear Differential

Front Tow Hooks

Halogen Headlights

Tinted Glass with dual sun visors Fresh air type heater and defroster

Directional signals

Power Point or Power Outlet

AM-FM Radio

Exterior Color:

White

Daytime Running Lights

Spray in bed liner

Back rack for beacon light-tool box mounts LED strobe light installed on back rack Integrated Trailer Brake Controller

Front tag bracket

Vinyl/Rubber flooring

Driver and Passenger assist steps

Fleet Free Maintenance Credit (If applicable)

Acceptable Models: Chevrolet 2500, Ford F-250, Dodge Ram 2500 or comparable model.

#11 - VEHICLE SPECIFICATIONS - 1/2 TON 4X2 FULL SIZE PICKUP TRUCK (DPW/WWW)

Two (2) New ½ Ton 4x2 Full Size Pickup Trucks to be equipped as follows:

Standard regular cab

Bed size:

8' with wheel well inside body Drive type: 2 wheel rear drive Payload: 1.900 lb. minimum **GVWR**: 6,000 lb. minimum Wheelbase: 128" minimum

Engine: Six cylinder, 3.6L minimum, gasoline, Fuel injected

OR ethanol (E85)

Transmission: Automatic with overdrive

Battery: 600 CCA minimum Alternator: 95 amp minimum Suspension: To meet payload Air bags: Driver and passenger

Shock absorbers: Front and rear Wheels: 16" steel minimum

Tires: All season radial to meet payload with conventional spare

wheel and tire

Brakes: Power with anti-lock system

Steering: Power Fuel tank: Standard

Mirrors: Dual 6"x9" side view mirrors Bumpers: Matching painted front and rear

Vinyl split bench seat Interior: Air conditioning: Factory installed

Windshield wipers: Washer with intermittent action

Tinted glass with dual sun visors Fresh air type heater and defroster

Directional signals

Power point or power outlet

AM-FM radio

Vinyl/Rubber Flooring White exterior color Daytime running lights Front license plate bracket

Spray on Bed-liner

Back rack for strobe light - no toolbox mount

LED strobe light installed on back rack

Towing Package: Receiver hitch, class IV with 7 spade RV and four pin plug

Fleet Free Maintenance Credit (If applicable)

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

WORCESTER COUNTY COMMISSIONERS VEHICLE BID FORM

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

1. One (1) - Sta	<u>indard Sedan (DRP)</u>			
Year	Make	. Model		
Bid (per unit) \$				
Total Bid \$				
Delivery Time				
2. One (1) - Cor	mpact 4x2 Cargo Van	(Information Technology)		
Year	Make	Model		
Bid (per unit) \$				
Total Bid \$				
Delivery Time				
3. Two (2) – SUV Full Size 4x4 with PPV Police Package (Sheriff)				
3. $\underline{\text{Two } (2) - \text{SU}}$	V Full Size 4x4 with P	PV Police Package (Sheriff)		
	·· -	PV Police Package (Sheriff) Model		
Year	·· -			
YearBid (per unit) \$	Make			
YearBid (per unit) \$ Total Bid \$	Make			
YearBid (per unit) \$ Total Bid \$ Delivery Time	Make	Model		
YearBid (per unit) \$ Total Bid \$ Delivery Time 4. Three (3) - SI	Make	Model		
YearBid (per unit) \$ Total Bid \$ Delivery Time 4. Three (3) - SI	UV Full Size 4x2 with Make	PPV Police Package (Sheriff)		
YearBid (per unit) \$ Total Bid \$ Delivery Time 4. Three (3) - SI Year		PPV Police Package (Sheriff)		

5. One (1)	- One Ton 4x2 Ful	l Size Cargo Van (Jail)
Year	Make	Model
Bid (per unit	t) \$	<u> </u>
Total Bid	\$	<u></u>
Delivery Tin	ne	
6. <u>One (1)</u>	– ¾ Ton 4x4 Full S	ize Crew Cab Pickup Truck (Fire Marshal)
Year	Make	Model
Bid (per unit) \$	
Total Bid	\$	<u> </u>
Delivery Tin	ne	
7. One (1)	– <u>¾ Ton 4x4 Full S</u>	ize Pickup Truck with Snow Plow (DPW/Maintenance)
Year	Make	Model
Bid (per unit	t) \$	<u></u>
Total Bid	\$	
Delivery Tir	ne	
9 One (1)	11/ Ton Aud Coor	Cob Tarrels with Drawn B. Jr. a. J.C. and Dlan. (DDW/D a. J.)
		w Cab Truck with Dump Body and Snow Plow (DPW/Roads)
Year	Make	Model
Bid (per unit	t) \$	
Total Bid	\$	
Delivery Tir	ne	

9. One (1) – 1 ½ Ton 4x2 Crew Cab Truck with Dump Body (DPW/WWW)				
YearMakeModel				
Bid (per unit) \$				
Total Bid \$				
Delivery Time				
10. Three (3) – ¾ Ton 4x4 Full Size Pickup Truck (DPW/WWW)				
Year Make Model				
Bid (per unit) \$				
Total Bid \$				
Delivery Time				
11. Two (2) – ½ Ton 4x2 Full Size Pickup Truck (DPW/WWW)				
YearMakeModel				
Bid (per unit) \$				
Total Bid \$				
Delivery Time				

$\frac{\text{BID MUST BE SIGNED AND BID VEHICLE SPECIFICATIONS MUST BE ATTACHED TO}}{\text{BE CONSIDERED.}}$

Please note any speci	ification differences when submitting your bid.
Date:	
Signature:	
Typed Name:	
Firm:	·
Address:	
Telephone:	
Fax:	
E-Mail Address:	

NEW VEHICLE DEALERSHIP VENDORS

Hertrich Chevrolet, Inc. Billy Taylor, Terry Degroat 1337 Ocean Highway Pocomoke, Maryland 21851 410-957-2222 Fax: 410-957-4589 tdegroat@hertrichs.com

Hertrich Ford Chrysler Jeep Ram Dana Smith 1618 Ocean Highway Post Office Box 119 Pocomoke, Maryland 21851 410-957-3333 Fax: 410-957-4362 dsmith@hertrichs.com

Hertrich Buick GMC of Salisbury 2016 N. Salisbury Blvd. Salisbury, Maryland 21804 410-742-1106 Fax: 410-742-4722

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

Safford Ford, Lincoln, Mercury Lowell Hoffe 1902 N. Salisbury Blvd. Salisbury, Maryland 21801 410-548-4600 ext. 1513 Fax: 410-548-4610

Lindsay Ford
Dan Paderofsky
11250 Veirs Mill Road
Wheaton, MD 20902
240-283-3733
Fax: 301-946-9410
dpaderofsky@lindsayford.com

IG Burton Berlin Chevrolet 10419 Old Ocean City Blvd. Attn. Sales Manager Berlin, MD 21811 410-641-0444 Fax: 410-641-9837

IG Burton
Shayne Fannin
793 Bay Road
Milford, DE 19963
302-265-1318 or 757-618-5678 (cell)
Fax: 302-265-1490
sfannin@igburton.com

Pittsville Ford (Preston)
Troy Snyder
7155 Friendship Road
Pittsville, MD 21850
410-835-8338 Fax: 410-835-8877
TSnyder@prestonmotor.com

Preston Millsboro Chrysler Dodge Jeep Ram Attn. Sales Manager 8380 Dupont Blvd Millsboro, DE 19966 302-934-8282

Apple Ford Inc.
Justin Skipper
8800 Stanford Blvd.
Columbia, Maryland 21045
410-290-1100
Fax: 410-290-1540
jskipper@appleford.com

Bayshore Ford
Ava Halpin & Rob VanDeBoe
4003 N. Dupont Hwy
New Castle, DE 19720
302-656-3160
Fax: 302-656-5089
ahalpin@bayshoreford.com
ryandeboe@bayshoreford.com

Criswell Chevrolet, Inc Mark A. White 503 Quince Orchard Road Gaithersburg, Maryland 20878 301-948-0880 or 571-335-2469 (cell) Fax: 301-948-1381 mwhite@criswellauto.com

Norris Ford Inc. Stu Curtin 901 Merritt Boulevard Dundalk, Maryland 21222 443-549-3452 Fax: 410-285-0872 Scurtin@NorrisAutoGroup.com Frederick Ford
Mark Malone
PO Box 1420
26905 Sussex HWY
Seaford DE 19973
302-629-4553 ext. 1283
Fax: 302-629-9110
mmalone@frederickford.com





Morcester County

DEPARTMENT OF PUBLIC WORKS

6113 TIMMONS ROAD SNOW HILL, MARYLAND 21863

MEMORANDUM

Proposed public hearing on October 15, 2019

JOHN S. ROSS, P.E.

DIRECTOR

JOHN H. TUSTIN, P.E.

DEPUTY DIRECTOR

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

Harold L. Higgins, Chief Administrative Officer TO: FROM: John H. Tustin, P.E., Director

August 29, 2019 DATE:

SUBJECT: Arcadia – Road Inspection

DIVISIONS

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

ROADS

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

SOLID WASTE

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

FLEET MANAGEMENT

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

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

The Department of Public Works – Roads Division performed an inspection on the following road within the Arcadia Subdivision:

Arcadia Circle - 0.39 mile, 26' road width

Attached is the Letter of Certification dated September 26, 2006 from Frank G. Lynch, Jr., Land Surveyor with Frank G. Lynch, Jr. & Associates, Inc. regarding the placement of road monuments and lot corners within the above referenced Subdivision known as "Arcadia Subdivision". I have also included a memorandum from Rita Campbell, Planner I, formerly with the Department of Development Review and Permitting, which states a road monument and corner inspection was performed on September 26, 2006 by Frank G. Lynch, Jr. of Frank G. Lynch, Jr. & Associates, Inc., and Rita Campbell. This memo serves to notify that all the road monuments and lot corner markers have been installed in accordance with the requirements of ZS 2-503, of the Worcester County Code.

A final inspection was performed on December 3, 2018 by the Roads Division and found to meet County specifications. The Department of Public Works is requesting the County Commissioners to proceed with the scheduling of a public hearing pursuant to the Worcester County Code Section PW 1-204 for the acceptance of the above-referenced roads into the County Roads.

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

Attachments

cc: Frank J. Adkins, Roads Superintendent Maureen Howarth, County Attorney

succeeding year's roads program. Title to any such land, buildings or equipment purchased by the County Commissioners of Worcester County shall be and remain in the County Commissioners of Worcester County, Maryland.

§ PW 1-103. Public Works Director, or his designee. [Amended 4-20-1999 by Bill No. 99-2]

The county shall, within sixty days after the effective date of the taking over of the construction, reconstruction and maintenance of the county roads in Worcester County, appoint some competent person as Public Works Director, or his designee, with the qualifications set out in § 8-634(e) of the Transportation Article of the Annotated Code of Maryland. The first term of office of said Public Works Director, or his designee shall run until June 30, 1960, and succeeding terms thereafter shall run for four years, accounting from the end of the previous term. He shall be subject to dismissal by the County Commissioners during his term for proper cause. He shall be under and subject to the authority of the County Commissioners and shall have charge of making surface plats, profiles and specifications for the grading, drainage, maintenance, repair and construction of the public roads, bridges, drains, watercourses, public landings, culverts, curbing and guttering in the county and also shall do or supervise the doing of all necessary engineering and other work in connection therewith. He shall receive such salary payable in such manner as the County Commissioners shall determine.

SUBTITLE II Roads System

§ PW 1-201. Definitions.

As used in this Subtitle, the following terms shall have the following definitions:

COUNTY ROAD — Any road which is listed in the classification of "county road" within the Inventory of Public Roads of Worcester County, as from time to time may be adopted by the County Commissioners by resolution, and which is also inventoried with the Maryland State Highway Administration as a "county road."

INVENTORY OF PUBLIC ROADS OF WORCESTER COUNTY — The Inventory of Public Roads of Worcester County shall be as set forth in the resolution of the County Commissioners adopted pursuant to § PW 1-202 hereof.

OTHER PUBLIC ROAD — Any road which is listed within the Inventory of Public Roads of Worcester County, as from time to time may be adopted by the County Commissioners by resolution, not being a county road, as herein defined, and being in the classification of "other public roads."

PUBLIC EASEMENT ROAD — Any road which is listed within the classification of "public easement road" in the Inventory of Public Roads of Worcester County, as from time to time may be adopted by the County Commissioners by resolution. A "public easement road" shall be included as a county road in the inventory submitted to the State Highway Administration. [Added 10-11-1988 by Bill No. 88-17]

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ROAD — Any public or private way set aside as a permanent right-of-way for vehicular travel by the general public and affording the principal means of access to abutting properties.

WORCESTER COUNTY ROADS SPECIFICATIONS — Those specifications as may be from time to time adopted by the Worcester County Commissioners by resolution for the construction, reconstruction, maintenance and repair of roads within Worcester County, Maryland.

§ PW 1-202. Inventory of Public Roads. [Amended 10-11-1988 by Bill No. 88-17]

The County Commissioners shall, by resolution, adopt an Inventory of Public Roads of Worcester County. Such inventory shall include the following classifications: county roads, other public roads and public easement roads. Such resolution shall identify all roads by name or number, approximate length and other pertinent information desirable for identification of the road. The resolution shall be accompanied by a map or maps identifying the road by classification.

§ PW 1-203. Status of roads not listed in Inventory.

The Inventory of Public Roads of Worcester County adopted by the County Commissioners pursuant hereto by resolution, as the same may be amended from time to time by the County Commissioners pursuant to the terms hereof, by resolution, shall be deemed to be complete; and any road, path, trail, street, right-of-way or route not listed in such Inventory shall be deemed to be abandoned and no longer a public road of Worcester County. The abandonment of any road pursuant hereto shall in no way adversely affect property rights of adjacent property owners with regard to private roadways or private rights-of-way over said road which has been so abandoned.

§ PW 1-204. Amendments to Inventory.

- (a) Authority to amend. The County Commissioners shall have the power, by resolution, to amend the Inventory of Public Roads of Worcester County, subject to the provisions of this section and in accordance with the procedures set forth herein. The Commissioners are empowered to make the following types of amendments to the Inventory of Public Roads of Worcester County:
 - (1) Other public roads may be transferred from the other public roads classification to the county roads classification.
 - (2) Roads not included in the Inventory of Public Roads of Worcester County may be included in the Inventory under the county roads classification.
 - (3) Other public roads may be deleted from the Inventory of Public Roads of Worcester County.
 - (4) County roads may be deleted from the Inventory of Public Roads of Worcester County.

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- (5) Alterations in physical characteristics and names of roads may be made.
- (6) Public easement roads may be added to or deleted from the Inventory. [Added 10-11-1988 by Bill No. 88-17]
- (b) Other amendments restricted. No additions may be made to the other public roads classification unless it is shown by a preponderance of the evidence that such road existed as an other public road prior to the adoption of the then current Inventory of Public Roads of Worcester County and was not included in such Inventory by oversight or clerical error and then may only be added to the Inventory as an other public road by a vote of a five-sevenths majority of the entire Board of County Commissioners. [Amended 8-20-2002 by Bill No. 02-11]

(c) Procedure for amendment.

- (1) Amendments may be by the County Commissioners at their own initiative or by the County Commissioners upon petition of any citizen or property owner. In the event that the amendment is upon petition of a citizen or property owner, all costs incurred pursuant thereto shall be borne by such petitioner.
- (2) The County Commissioners shall schedule a hearing on any proposed amendment to the Inventory of Public Roads of Worcester County. Thirty days notice of such hearing, describing the proposed amendment, shall be given by at least three separate insertions of such notice at weekly intervals in one or more newspapers of general circulation in Worcester County. Amendments shall be made by resolution subsequent to such hearing.
- (d) Minimum requirements for "county road" classification.
 - (1) A fifty-foot right-of-way must exist unless such road is either:
 - A. Constructed wholly within the confines of an approved Residential Planned Community and in conformance with all County specifications for said roads; or
 - B. Listed in the county road classification of the Worcester County Road Inventory as of January 3, 1978, unless included pursuant to Subsection (e) hereof, provided that a right-of-way of less than fifty feet may qualify in the following cases:
 - 1. Roads platted in subdivisions for which a variance or exception has been granted by the Board of Zoning Appeals pursuant to Title 1, Zoning Regulations, of the Zoning and Subdivision Control Article, and subdivision plat approval given by the Planning Commission and all other planning and zoning criteria complied with;
 - 2. The road has at least a forty-foot right-of-way and is shown on a plat subdividing the property for the purpose of building lots duly recorded among the land records of Worcester County prior to January 4, 1978; or
 - 3. The road has at least a thirty-foot right-of-way with a five-foot easement along both right-of-way lines for drainage and utilities and is shown on a plat subdividing the property for the purpose of building lots duly recorded among the land records of Worcester County, Maryland, prior to January 4,

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1978, and the road is not or is not contemplated to be a collector road as designated by the Planning Commission or as defined by the Zoning and Subdivision Control Article. Even if such requirements are met, amendments are discretionary with the County Commissioners, and the Commissioners may make additional requirements as they deem appropriate. In the case of roads qualifying under the transitional provisions hereof, the Commissioners shall consider the assessable basis of improvements constructed upon the proposed road and may defer acceptance of the road into the county road classification pending the completion of more substantial and valuable improvements.

- 4. In no event shall a right-of-way of less than thirty feet qualify. [Amended 5-15-2001 by Bill No. 01-6]
- (2) Such right-of-way must be surveyed and transferred to the County Commissioners free of all liens and encumbrances by fee simple deed or valid dedication, at the expense of the person requesting that such road be included in the Inventory.
- (3) Utilities shall be as prescribed in § PW 1-207 of this Subtitle. [Amended 9-13-1988 by Bill No. 88-11; 4-6-1993 by Bill No. 93-4]
- (4) The road must be graded, drained, base constructed and surface treated to county specifications.
- (5) All zoning and subdivision requirements must be met. [Amended 1-20-1987 by Bill No. 86-11; 1-20-1987 by Bill No. 86-12; 11-10-1987 by Bill No. 87-7]
- (e) Transfers from "other public road" classification to "county road" classification.
 - (1) Other public roads listed on the Inventory of Public Roads of Worcester County may be transferred to the county roads classification of such Inventory following the procedures set forth in Subsection (c) hereof, provided that such roads meet the minimum requirements set forth herein. Even if such requirements are met, the transfer is discretionary with the County Commissioners, and the Commissioners may also make additional requirements as they deem appropriate.
 - A. A thirty-foot right-of-way must exist.
 - B. Such right-of-way must be transferred to the County Commissioners free of all liens and encumbrances by fee simple deed or valid dedication at the expense of the person requesting that such transfer in classification be made.
 - C. Prior to commencing amendment procedures or improvements, the County Commissioners may require written commitment from all affected property owners to transfer sufficient right-of-way to provide a thirty-foot right-of-way. [Amended 2-7-1984 by Bill No. 84-2]
- (f) Temporary classification as "other public road." Roads which have been approved for county road classification may be temporarily placed in the other public road classification pending acceptance by the State Highway Administration for the next fiscal year as being classified as county roads.

- (g) Effect of subdivision approval. Approval of a subdivision plat by the Planning Commission of Worcester County in no way commits the County Commissioners to the inclusion of any road shown on such plat into the Inventory of Public Roads in Worcester County. All amendments shall be governed by the provisions hereof, and all standards, specifications, requirements and conditions hereof or adopted pursuant hereto shall be adhered to.
- (h) Requirements for public easement roads. A road may be included in the classification of a "public easement road," provided that all the following conditions are met:
 - (1) The road is under the ownership of an incorporated nonprofit community organization or homeowners association.
 - (2) The owner of the road has granted an easement to the County Commissioners for the general free public use of the road.
 - (3) The owner has entered into an agreement with the County Commissioners providing that the road shall be constructed and maintained by the owner to standards adopted by the County Commissioners for county roads. The agreement may provide that the County Commissioners may allocate that portion, less any inspection fees or other direct county expenses, of the highway user revenues received by the county on account of the inclusion of said public easement roads in the State Highway Administration inventory to the owner for the purpose of the maintenance of said roads. [Amended 10-11-1988 by Bill No. 88-17]

§ PW 1-205. Transitional provisions. [Amended 4-20-1999 by Bill No. 99-2]

Roads shown on plats which had received final approval from the Worcester County Planning and Zoning Commission as subdivision plats on or before April 8, 1975, roads shown on subdivision plats approved by the Worcester County Planning and Zoning Commission as subdivision plats which were exempted from the provisions of a resolution by the County Commissioners dated April 8, 1975, by appropriate act of the County Commissioners prior to the enactment hereof, roads shown on any subdivision plat which subdivides properties into building lots and which was recorded among the land records of Worcester County, Maryland, prior to April 8, 1975, and roads for which individual, specific, affirmative, written commitments of acceptance into the county roads system have been made by the County Commissioners prior to the adoption hereof may be included in the Inventory of Public Roads of Worcester County as county roads by resolution in the same manner, under the same conditions and subject to the same requirements as an other public road may be transferred to the county roads classification; provided, however, that in the case of roads so platted after July 25, 1967, all conditions and requirements are met and necessary actions, including appropriate resolution of the County Commissioners, are taken and completed prior to January 1, 1980; provided, however, that for those roads on which all construction has been completed and approved by the Public Works Director, or his designee, prior to January 22, 1980, the hearing and resolution required by § PW 1-204(c) hereof may be held after January 1, 1980.

PW106 3-25-2005

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December 3, 2018

To: Mr. Frank J. Adkins
Roads Superintendent
Worcester County Department of Public Works- Roads Division
5764 Worcester Highway
Snow Hill, MD 21863

From: Robert Kitchens

Re: "Arcadia" roadways Final Inspections

Mr. Adkins,

Earlier this year I inquired about dedicating the roadway system within "Arcadia" into Worcester County's inventory. After my inquiry your office provided a list of required improvements necessary to facilitate this request. It is my belief all requested repairs/improvements have been completed.

I am writing to request a Final Inspection be conducted of the Roadways. If satisfactory, I ask that the roadway be presented to the County Commissioners for transfer of Ownership to Worcester County.

Thank You for your help and guidance throughout this process. If there are any further requirements, or additional information needed, please contact me at your earliest convenience.

Sincerely

Robert L. Kitchens

Frank G. Lynch, Jr. & Associates, Inc.

Surveying - Land Planning
10535 Racetrack Road. Berlin, Maryland 2

(410) 641-5353

Berlin, Maryland 21811 FAX: (410) 208-0227

September 26, 2006

Rita Campbell, Subdivision Planner Department of Development, Review, and Permitting Government Office Building One West Market Street Room 1201 Snow Hill, MD 21863

Dear Rita:

This letter is to certify that all lot and road monumentation has been installed in accordance with the subdivision entitled "Arcadia".

9-26-2006

8773-06 lttrcnb

Mar ...



SEP 2 7 2006

DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING

Morcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863
TEL: 410-632-1200 / FAX: 410-632-3008

ELECTRICAL BOARD SHORELINE COMMISSION LICENSE COMMISSIONERS

MEMORANDUM

TO:

BOARD OF APPEALS

PLANNING COMMISSION

AGRICULTURAL PRESERVATION

Kelly L. Henry, Zoning Administrator

FROM:

Rita C. Campbell, Planner I

DATE:

September 26, 2006

SUBJECT:

Arcadia, Tax Map 49, Parcel 27, Tax District 4

Attached, please find a copy of a Letter of Certification dated September 26, 2006 from Frank G. Lynch, Jr., Land Surveyor with Frank G. Lynch, Jr. & Associates, Inc., regarding the placement of road monuments and lot corners within the above referenced Subdivision known as Arcadia.

A road monument and lot corner inspection for the above referenced roads was performed on September 26, 2006 by Frank g. Lynch, Jr. of Frank G. Lynch, Jr. & Associates, Inc. and myself. This memo will serve to notify you that all the road monuments and lot corner markers have been installed in accordance with the requirements of §ZS 2-503, of the Worcester County Code.

If you have any questions regarding this matter, please don't hesitate to contact me at your earliest convenience.

Cc:

Arcadia, LLC M. Lockfaw

FECENED

Wordship JAMES W. ALMANÉ

Law Offices AYRES, JENKINS, GORDY & ALMAND, P.A.

6200 COASTAL HIGHWAY, SUITE 200 OCEAN CITY, MARYLAND 21842 www.ajgalaw.com

EMAIL ADDRESS: mcropper@ajgalaw.com

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

WILLIAM É ESHAM, III

MARK SPENCER CROPPER

BRUCE F. BRIGHT

HEATHER E. STANSBURY

RYAN D. BODLEY

VICTORIA O'NEILL

OF COUNSEL HAROLD B. GORDY, JR.

August 22, 2019

Maureen Howarth, Esq.
County Attorney
Worcester County Government Center
1 West Market Street, Room 1103
Snow Hill, MD 21863-1195

RE: Arcadia Road Dedication

Dear Maureen:

I represent Arcadia Development, LLC regarding the dedication of Arcadia Circle to Worcester County. According to the Worcester County Department of Public Works Procedure for Acceptance of Roads, enclosed are the seven (7) items required of my client regarding this matter:

- 1. Email from Frank Adkins dated January 15, 2019, confirming that the road has been built to County Roads Standards and inspected by the Department of Public Works;
- 2. A plat for approval by the Department of Development, Review and Permitting;
- 3. A Deed of Dedication signed by my client;
- 4. See #2;
- 5. A title certificate signed by me as the attorney for Arcadia;
- 6. See #5 and a Certificate of Satisfaction confirming that there is no mortgage on this property; and
- 7. Check #003724 in the amount of \$500 for advertising fees.

Please let me know if you have any questions.

Very truly yours,

Mark Spencer Cropper

Enclosures

MSC/slc

Mark Cropper

From:

Bobby Kitchens <kitchcraft@yahoo.com>

Sent:

Friday, January 25, 2019 11:44 AM

To:

Mark Cropper

Subject:

Fw: Arcadia

Attachments:

Procedures for Acceptance of Road into County Inventory.jpg

Mark,

This is the only acknowledgement regarding County inspection and acceptance of the roads. I'm assuming the person's copied in the email use this as acknowledgment as well.

Thanks, Bobby

---- Forwarded Message -----

From: Frank Adkins <fadkins@co.worcester.md.us>

To: Bobby Kitchens <kitchcraft@yahoo.com>

Cc: John Tustin <jtustin@co.worcester.md.us>; Lisa Lawrence lawrence@co.worcester.md.us>; Judith Lobianco

<jlobianco@co.worcester.md.us>

Sent: Tuesday, January 15, 2019 12:48:05 PM EST

Subject: FW: Arcadia

Please see the attachment and previous email below. There will also need to be a public hearing regarding the acceptance of these roads.

Frank J. Adkins

Roads Superintendent

Worcester County DPW - Roads Division

5764 Worcester Highway

Snow Hill, MD 21863

Phone: 410-632-2244

Fax: 410-632-0020

Email: fadkins@co.worcester.md.us

From: Frank Adkins

Sent: Monday, December 03, 2018 4:09 PM

To: Bobby Kitchens

Cc: John Tustin; Lisa Lawrence; Judith Lobianco

Subject: FW: Arcadia

Bobby,

This is a list of procedures to be completed in order to have this road accepted into County inventory. (see attach.)

Item #1 has been completed - Inspected 12/3/18

Item #13 has been completed

Items 2-7 need to be completed and sent to the County Attorney

Items 8-12 will be completed through the County Comm. office

Item #14 will then be completed by the Public Works Dept. and the Roads Div.

Please notify us when items 2-7 have been sent to the County Atty.

Any questions or concerns, please contact me.

Frank J. Adkins

Roads Superintendent

Worcester County DPW - Roads Division

5764 Worcester Highway

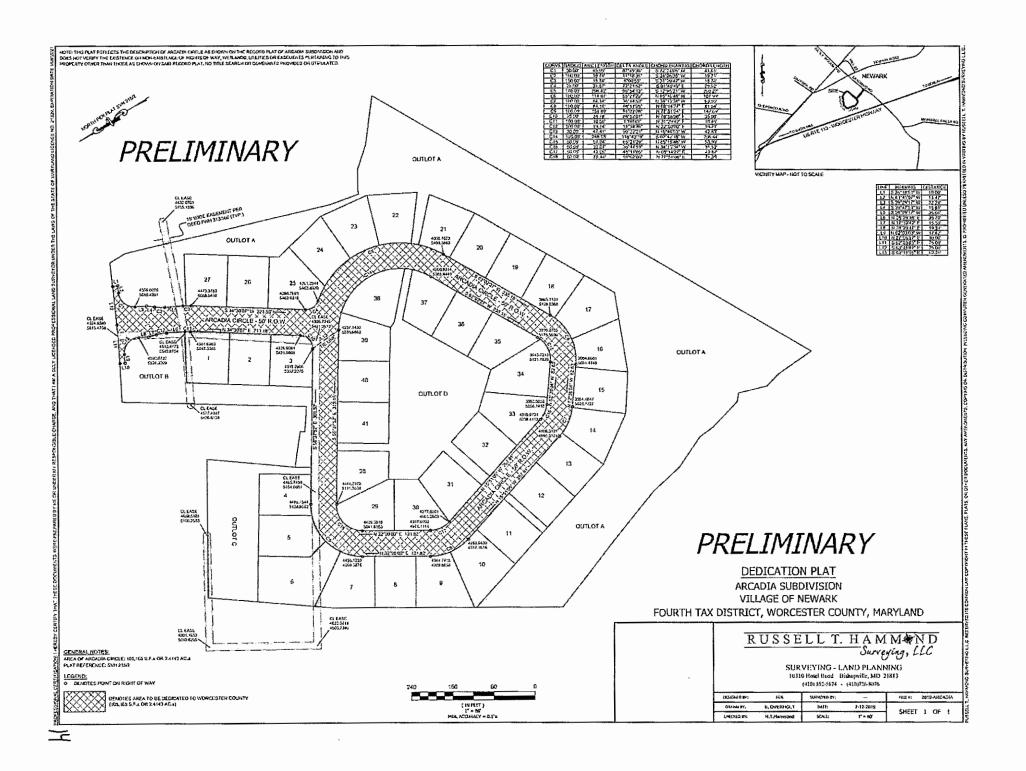
Snow Hill, MD 21863

Phone: 410-632-2244

Fax: 410-632-0020

Email: fadkins@co.worcester.md.us

13



This Deed is exempt from taxation under Maryland Code § 12-108(a)(iv)

DEED OF DEDICATION

THIS DEED OF DEDICATION, made this ______ day of _______, 2019, by and between, Arcadia Development, LLC, a Delaware limited liability company registered to conduct business in Maryland, ("Grantor") and The County Commissioners of Worcester County, Maryland, a body corporate and politic of the State of Maryland ("Grantee").

WITNESSETH

THAT FOR AND IN CONSIDERATION of the sum of One Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor hereby dedicates, grants and conveys with special warranty of title unto Grantee that certain real estate owned by Grantor, as shown and more particularly designated and distinguished as "Arcadia Circle - 50' Right of Way" on a plat entitled "Record Plat, Arcadia, Subdivision of the Lands of Arcadia L.L.C., Fourth Tax District, Worcester County, Maryland," prepared by Frank G. Lynch, Jr. & Associates, Inc., dated March 1, 2006, Revised August 10, 2006, and recorded among the Land Records of Worcester County, Maryland in Plat Book SVH No. 215, folio 2, et seq.; and further, designated and distinguished as "Arcadia Circle - 50' R.O.W." on the plat entitled "Dedication Plat, Arcadia Subdivision, Village of Newark", prepared by Russell T. Hammond Surveying, LLC, dated February 12, 2019 attached hereto as Exhibit A and intended to be a part hereof. BEING PART OF THAT SAME PROPERTY conveyed unto the Grantor herein by Deed dated February 15, 2007 and recorded as aforesaid in Liber SVH No. 4873, folio 742, et seq. The Grantor covenants that it will execute such further assurances as may be requisite. The Right of Way is dedicated, granted and conveyed to Grantee for the purpose of providing public roadways.

The conveyance described in this Deed of Dedication is made subject to all restrictions, covenants, conditions and easement of record, insofar as they may lawfully affect title to the Right of Way, together with the building and improvements thereon erected, made or being, and all and every of the rights, roads and/or alleys, ways, waters, privileges, appurtenances and advantages to the same belonging or anywise pertaining.

IN WITNESS WHEREOF, Grantor has caused this Deed of Dedication to be executed by its authorized representative as of the day and year first above written.

GRANTOR:

ATTEST:)

Arcadia Development, LLC, a Delaware limited liability company

y: C. Larry McKinley, Sole Member (Seal)

STATE OF MARYLAND, COUNTY OF WORCESTER, TO WIT:

OTAR, SE

WITNESS my hand and Notarial Seal.

mmission expires: 2-15-2021

NOTARY PUBLIC

I, an attorney at law of the State of Maryland, do hereby certify that the within instrument was either prepared by me or prepared under my supervision.

Mark S, Cropper

AFTER RECORDING RETURN TO: Ayres, Jenkins, Gordy & Almand, P.A. 6200 Coastal Highway, Suite 200 Ocean City, MD 21842 File No. 15-0936C

Worcester County Commissioners

Title Certificate

Property - Legal Description:

ALL that property as shown and more particularly designated and distinguished as "Arcadia Circle - 50' Right of Way" on a plat entitled "Record Plat, Arcadia, Subdivision of the Lands of Arcadia L.L.C., Fourth Tax District, Worcester County, Maryland," prepared by Frank G. Lynch, Jr. & Associates, Inc., dated March 1, 2006, Revised August 10, 2006, and recorded among the Land Records of Worcester County, Maryland in Plat Book SVH No. 215, folio 2, et seq.; and further, designated and distinguished as "Arcadia Circle – 50' R.O.W." on the plat entitled "Dedication Plat, Arcadia Subdivision, Village of Newark", prepared by Russell T. Hammond Surveying, LLC, dated February 12, 2019 attached hereto as Exhibit A and intended to be a part hereof.

Recording Reference: SVH No. 4873, folio 74	-2			
Copy of Deed Attached:XYes	No			
Assessment	t Information:			
Tax Map: 0049 Parcel No.: 0)027			
Tax District and Account No.: 04004175				
SDAT Information Sheet Attached:X	Yes No			
Fee Simple Owner(s):				
Name: Arcadia Development, LLC				
Mailing Address: P.O. Box 366, Smyrna, DE 19977				
<u>Liens</u> :	None			
Rights of Way and	Easements: None			
Encumbran	ices: None			
Pending Liti	gation: None			

Any Other Matter Affecting Title To The Property:

None

Unrecorded Instruments Effecting Title Of Which I Have Knowledge:

Limitation

This Certificate of Title is given for the benefit of the County Commissioners of Worcester County for the purpose of acceptance of Arcadia Circle into the County Roads System.

Taxes and Public Charges

No certification is required.

This can be relied on by the County Commissioners for such purposes.

I hereby certify that I am an attorney licensed to practice law in Maryland. Based upon a Title Examination conducted in the land and court records of Worcester County and such other sources of information that I deem necessary and appropriate, I do hereby certify that the owner listed in this certificate is the fee simple owner of the property described in this certificate subject only to the matters set forth herein and further subject to the following standard exceptions:

Matters of survey, unknown heirs, forgeries, matters which could not be determined by physical examination of the property, matters contained in unrecorded instruments of which I am unaware, taxes past due, present due and due in the future, assessments and benefit charges past due, present due and due in the future, and any matter affecting title which is not determinable or ascertainable pursuant to practices and procedures of Members of the Bar of Worcester County with respect to examination of Real Estate Titles.

Other Exceptions: None

Date: 8/22/19

Mark Spencer Cropper Attorney at Law

Ayres, Jenkins, Gordy & Almand, P.A. 6200 Coastal Highway, Suite 200 Ocean City, MD 21842 410 723-1400 MCropper@ajgalaw.com

None

BOOK: 7427 PAGE: 186

First Shore Federal - P O Box 4248 - Salisbury, MD 21803

ERTIFICATE OF SATISFACTION

Worcester County, Maryland, Circuit Court is the location of the following record referenced by this release:

Date of Deed of Trust/Mortgage: November 26, 2013

Recording Reference:

November 26, 2013

Liber:

6286

Folio:

209

Name of Grantor:

Arcadia Development LLC

Name of Grantee:

First Shore Federai S&L Association

Property:

Lots 2, 3, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17,

18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 29, 30, 31, 33, 34, 35, 36, 37, 38, & 39

Plat entitled "Arcadia"

Amount of Mortgage:

\$500,000.00

I/We certify that the undersigned is the holder of the note(s) secured by the deed of trust or other lien described above, and that the indebtedness evidenced thereby has been paid in full to the person entitled and authorized to receive the same, and the lien therein created and retained is hereby released.

FIRST SHORE FEDERAL SAVINGS & LOAN ASSOCIATION

Date: April 8, 2019

Nestor T. Bleech

Title:

Vice President

Witness

STATE OF...

MARYLAND

WICOMICO

COUNTY, to wit:

Acknowledged, subscribed and sworn to before me this 8th day of April, 2019.

bу

Nestor T. Bleech

My commission expires

Notary Public

BOOK: 7427 PAGE: 187

LR - Release Recording
Fee 18.00
Name: Arcadia/First
Shore Federal
Ref:
LR - Release Surcharge
40.00
SubTotal: 50.00
Total: 50.60
05/30/2019 01:48
CC23-ML
#12207394 CC0104 Worcester
County/CC0t.04.02 Register 02

MAY 3 0 2019 The foregoing instrument filed for record and is accordingly recorded among the land records of Worcester County, Maryland.

Authorized: Clerk







Morcester County

DEPARTMENT OF PUBLIC WORKS

6113 TIMMONS ROAD SNOW HILL, MARYLAND 21863



JOHN H. TUSTIN, P.E. DIRECTOR

JOHN S. ROSS, P.E. DEPUTY DIRECTOR

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

DIVISIONS

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

ROADS 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 WASTEWATERTEL: 410-641-5251
FAX: 410-641-5185

MEMORANDUM

TO:

Harold L. Higgins, Chief Administrative Office

FROM: DATE: John S. Ross, P.E., Deputy Director

August 26, 2019

SUBJECT: GovDeals Auction Report

The auction of surplus vehicles, equipment and miscellaneous items thru GovDeals is now complete for fiscal year 2019. GovDeals Financial Settlement Services collected and sent checks totaling \$79,133.79 for the items auctioned. Attached for you review is a summary of the items sold.

Enterprise Fund Divisions will be refunded the money for items turned in and sold; Solid Waste Division's refund is \$300.00 and the Water Wastewater Division refund is \$13,710.77.

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

cc: Derrick Babcock Kathy Whited Eddie Carman Phillip Thompson John Tustin



Worcester County, MD

Derrick Babcock



Log Out (https://chat.lqdt.com/chat? (cale=en&group=3&name=Derrick Babcock&info=Derrick Babcock, Worcester County, MD (1158))

Sold Asset Report

Select any of the items to display the data or check all items. Asset Asset ID Asset POC Category Department Department Description Inventory ID Location Name Dept. #
☑ Description ☑ Inventory ID ☐ Location Name ☐ Dept. #
☐ Tier ☐ Secondary Inventory ID ☐ Location Address ☑ Status ☐ VIN/Serial # ☐ Make / Brand ☐ Model ☐ Miles/Hours ☐ Year ☐ Long Description ☐ Title Restriction ☐ Authorized Bid Restriction
Auction
☑ Starting Bid ☐ Reserve ☐ Bid Increment ☐ # of Visitors ☐ Auto Extension ☑ # of Bids ☐ Start Date ☑ End Date ☐ # of Hits ☐ Auction Type
Buyer
☑Full Name ☐ Agency/Company ☐ City ☐ State ☐ ID #☐ Title To
Monetary
□ Additional Fees ☑ Sold Amount □ Tax □ GovDeals Fee □ Picked Up Date □ Net Results □ Tax % □ Paid Date □ Credit Reason □ Check Date □ Bill of Sale Other \$ ☑ Credit Date □ Check # □ Buyer's Premium □ Bill of Sale Other \$ Description □ Seller Payment □ Admin Fee
Start Date: 04/01/2019 End Date: 08/15/2019
or □ Check here to get all assets from the beginning. or Search by Payment #:
☐ Hide credits taken outside of date range ☐ Hide all credits ☐ Remember my selections ☐ Export to Excel Continue

Worcester County, MD Date range: 01 Apr 2019 - 15 Aug 2019

ID E)	Inventory ID	Description	Category	Buyer	Туре	Starting Bid	Sold Amount	Bids	Auction Ended	Status	Credit
707	WOR19.1	2006 Ford Crown Victoria Police Interceptor	Automobiles	Kenneth Lewis	USD	\$100.00	\$1,200.00	20	15 Apr 2019 10:29 AM ET	PU	
708	WOR19.2	2007 Ford F-150 XL SuperCab 2WD	Trucks, Light D	Kevin Jones	USD	\$100.00	\$1,970.00	35	15 Apr 2019 11:48 AM ET	PU	•
709	WOR19.3	2006 Ford Crown Victoria Police Interceptor	Automobiles	THOMAS MOLINO	USD	\$100.00	\$350.52	6	15 Apr 2019 02:07 PM ET	PU	
710	WOR19.4	2007 Dodge Ram 1500 SLT 4WD	Trucks, Light D	Jason Ta y lor	USD	\$100.00	\$4,459.00	62	18 Apr 2019 02:59 PM ET	PU	
711	WOR19.5	1996 Chevrolet S10 Pickup Reg. Cab Short Bed 2WD	Trucks, Light D	Donald Webster	USD	\$100,00	\$600.00	12	18 Apr 2019 03:01 PM ET	PU	-
712	WOR19.6	1991 Chevrolet C/K 1500 Reg. Cab W/T 8-ft. bed 2WD	Trucks, Light D	Dickie Williams	USD	\$100.00	\$807.00	20	19 Apr 2019 12:05 PM ET	PU	

IDF	Inventory i ID	Description	Category	Buyer	Туре	Starting Bid	Sold Amount	Bids	Auction Ended	Status	Credit [
713	WOR19.7	2004 Chevrolet Silverado 1500 Work Truck Long Bed 2WD	Trucks, Light D	Steve Walters	USD	\$100.00	\$3,050.00	47	19 Apr 2019 03:25 PM ET	PU	
714	WOR19.8	1992 Ford Ranger S Reg. Cab 2WD	Trucks, Light D	Michael Cluster	USD	\$100.00	\$150.00	2	19 Apr 2019 03:20 PM ET	PU	:
715	WOR19.9	2003 Chevrolet \$10 Pickup 2WD	Trucks, Light D	richard baggett	USD	\$100.00	\$1,300,00	25	22 Apr 2019 09:02 AM ET	PU	
716	WOR19.10	2006 Chevrolet Silverado 1500 Work Truck 2WD	Trucks, Light D	Steve Walters	U S D	\$100.00	\$3,150.00	31	22 Apr 2019 12:01 PM ET	PU	
717	WOR19.11	2006 Dodge Stratus SXT	Automobiles	Rudolph Marroum	USD	\$100,00	\$1,029.00	21	22 Apr 2019 12:39 PM ET	PU	
718	WOR19.12	1988 Ford F-150 Reg. Cab Short Bed 4WD	Trucks, Light D	Todd Benson	USD	\$100,00	\$750,00	13	25 Apr 2019 01:48 PM ET	PU	<u></u>
719	WOR19.13	2007 Dodge Charger SE	Automobiles	Elliott Williams	USD	\$100.00	\$2,550.00	42	25 Apr 2019 02:19 PM ET	PU	
720	WOR19.14	2002 Ford F-250 SD XL 2WD	Trucks, Light D	kenneth curyla	USD	\$(100.00)	\$(575.00)	10	25 Apr 2019 12:30 PM ET	NPU	02 May 2
720	WOR19.14	2002 Ford F-250 SD XL 2WD	Trucks, Light D	Donald Webster	USD	\$100.00	\$300.00	6	09 May 2019 03:30 PM ET	PU	
721	WOR19.15	2006 Ford Expedition XLT 4WD	SUV	Kurt WISE	USD	\$100,00	\$1,351.00	29	29 Apr 2019 02:18 PM ET	PU	
722	WOR19.16	2005 Chevrolet Silverado 1500 Work Truck Long Bed 4WD	Trucks, Light D	Donald Webster	USD	\$100.00	\$1,459.00	19	02 May 2019 02:00 PM ET	PU	
723		1994 PEQUEA TR616 TRAILER	Trailers	joe serman	USD	\$100.00	\$1,802.03	36	02 May 2019 01:30 PM ET	PU	
724	WOR19,18	2004 Chevrolet Blazer 4-Door 4WD LS	suv	Cynthia Armour	USD	\$100.00	\$1,385.00	23	06 May 2019 01:00 PM ET	PU ·	
725	WOR19,19	2004 Chevrolet Cavalier Sedan	Automobiles	Kenneth O'Malley	USD	\$100.00	\$950.00	14	06 May 2019 01:30 PM ET	PU	
726	WOR19.20	2005 Dodge Stratus SXT Sedan	Automobiles	NATHAN NOBLE	USD	\$100.00	\$720.00	9	06 May 2019 02:00 PM ET	PU	
727		2008 Ford Crown Victoria Police Interceptor	Automobiles	Donald Webster	USD	\$100.00	\$1,100.00	23	06 May 2019 02:51 PM ET	PU	
728	į.	1988 JCB 930 FORKLIFT	Forklifts	john austin	USD	\$100.00	\$8,777.77	99	16 May 2019 01:12 PM ET	PU	2 4 1194 21 . 11 . 11
729		KOHLER 30KW GENERATOR	Generators	Jeffrey Witmer	USD	\$25.00	\$565.00	25	13 May 2019 01:00 PM ET	PU	
730		POWR GARD DLC20 GENERATOR	Generators	Nabil Janania	USD	\$25.00	\$568.00	28	13 May 2019 01:30 PM ET	PU	
731		2011 Ford Crown Victoria Police Interceptor	Automobiles	THOMAS MOLINO	USD	\$100.00	\$1,005.00	20	13 May 2019 02:00 PM ET	PU	

 ¦D∎ï	Inventory	Description	Category	Buyer	Туре	Starting Bid	Sold Amount	Bids	Auction Ended	Status	Credit D
732	WOR19.26	2001 Ford Ranger XL 3.0 2WD	Trucks, Light D	Donald Jackson	USD	\$100.00	\$253.00	5	13 May 2019 03:00 PM ET	PU	
733	WOR19.27	2009 Ford F-150 XL Long Bed 2WD	Trucks, Light D	Sasha- Gaye Rhino	USD	\$(100.00)	\$(3,415.00)	60	16 May 2019 01:48 PM ET	NP	30 May 2
733	WOR19.27	2009 Ford F-150 XL Long Bed 2WD	Trucks, Light D	Steve Ganun	USD	\$100.00	\$2,150.00	25	07 Jun 2019 01:30 PM ET	PU	€ :
734	WOR19.28	2008 Ford F-150 XL Long Box 2WD	Trucks, Light D	Stella Smith	USD	\$(100.00)	\$(2,741.98)	41	17 May 2019 01:03 PM ET	NP	30 May :
734	WOR19.28	2008 Ford F-150 XL Long Box 2WD	Trucks, Light D	JAMES GLOVIER	USD	\$100.00	\$2,050.00	23	07 Jun 2019 02:00 PM ET	PU	
735	WOR19.29	2006 Chevrolet Silverado 1500 Work Truck Long Bed 2WD	Trucks, Light D	JAMES GLOVIER	USD	\$100.00	\$1,041.00	21	15 May 2019 01:09 PM ET	PU	
736	WOR19.30	2004 Chevrolet Silverado 1500 Work Truck Long Bed 2WD	Trucks, Light D	robert howell	USD	\$50.00	\$656.00	22	15 May 2019 01:21 PM ET	PU	
737	WOR19.31	2003 Chevrolet Silverado 1500 Long Bed 2WD	Trucks, Light D	robert howell	USD	\$100.00	\$788.00	12	15 May 2019 02:00 PM ET	PU	
738	WOR19.32	2004 Chevrolet Express 3500 Cargo	Vans	Swift Turnaround	USD	\$100.00	\$3,440.00	62	20 May 2019 01:03 PM ET	PU	
739	WOR19.33	2000 Ford F-350 SD XL Reg. Cab 2WD	Trucks, Light D	Sean Holloway	USD	\$100.00	\$350.00	5	16 May 2019 01:45 PM ET	PU	
740	WOR19.34	2007 Dodge Ram 1500 ST Long Bed 2WD	Trucks, Light D	Tom Male	USD	\$100.00	\$1,500.00	26	17 May 2019 12:48 PM ET	PU	:
741	WOR19.35	2005 Chevrolet Silverado 1500 Work Truck Long Bed 2WD	Trucks, Light D	robert howell	USD	\$100.00	\$687.00	12	24 May 2019 12:15 PM ET	₽U	
742	WOR19.36	2004 Chevrolet Silverado 1500 Work Truck Long Bed 2WD	Trucks, Light D	Kevin Jones	USD	\$100.00	\$1,430,00	24	28 May 2019 12:18 PM ET	PU	
743	WOR19.37	1992 Ford F800F	Trucks, Heavy D	Henry Meding	USD	\$100.00	\$4,950.00	74	30 May 2019 12:36 PM ET	PU	
744	744	ANGLE IRON STEEL	Builders Suppti	Thomas Ippolito	USD	\$1.00	\$81.00	20	28 May 2019 02:01 PM ET	PU	
745	WOR19.39	WOODS 7FT 3 POINT HITCH BLADE	Industrial Equi	JANICE SPRAGUE	USD	\$20.00	\$105.00	13	28 May 2019 02:07 PM ET	PU	:
746	WOR19.40	6FT 3 POINT HITCH TRACTOR BLADE	Industrial Equi	Chris webster	USD	\$20.00	\$65.00	7	28 May 2019 01:03 PM ET	PU	
747	WOR19.41	(2) HUFFY CRANKBROOK	Bicycles	David Hooks	USD	\$1.00	\$21.00	15	28 May 2019 01:18 PM ET	PU	
748	WOR19.42	PORTABLE AIR COMPRESSOR	Tools, All Type	Thomas Ippolito	USD	\$1.00	\$60.00	20	28 May 2019 02:05 PM ET	PU	
749	WOR19.43	TABLETOP DRILL PRESS	Tools, All Type	Ray Grant	USD	\$1.00	\$18.50	7	28 May 2019 02:23 PM ET	PU	

I D ∎i	Inventory ID	Description	Category	Buyer	Туре	Starting Bid	Sold Amount	Bids	Auction Ended	Status	Credit D
750	WOR19.44	USED CRAFTSMAN TOOL BOX	Tools, All Type	Antonio Villatoro	USD	\$1.00	\$142,00	33	28 May 2019 01:05 PM ET	PU	
752	WOR19.46	LEATHER CHAIRS	Furniture/Furni	Allen Holochwost	USD	\$1.00	\$1.00	1	28 May 2019 12:30 PM ET	PU	' . !
753	WOR19.47	BUCKET OF USED WHEEL WEIGHTS	Recyclable Mate	ron hamblin	USD	\$1.00	\$2.00	2	28 May 2019 03:20 PM ET	PU	
754	WOR19.48	2011 Ford Crown Victoria Police Interceptor	Automobiles	Brian Elliott	USD	\$100.00	\$300.01	6	28 May 2019 04:00 PM ET	PU	
755	WOR19,49	CASE 580 SUPER K BACKHOE	Equipment, Heav	Chee Chai	USD	\$100.00	\$9,250.00	114	30 May 2019 12:09 PM ET	PU	
756	WOR19.50	ALUMINUM TOOL BOX	Tools, All Type	Brandon Riggin	USD	\$1.00	\$36.00	16	28 May 2019 01:10 PM ET	PU	
757	WOR19.51	2006 Chevrolet Silverado 1500 Work Truck Long Bed 2WD	Trucks, Light D	BARBARA ROE	USD	\$100.00	\$1,361.00	22	30 May 2019 12:11 PM ET	PU	
758	WOR19.52	2 USED PUSH MOWERS	Mowing Equipmen	Nicole adkins	USD	\$1.00	\$1.00	1	30 May 2019 12:10 PM ET	PU	
759	WOR19.53	EAGLE STAINLESS STEEL SINK	Cafeteria and K	David Steeley	USD	\$1.00	\$251.00	42	30 May 2019 12:37 AM ET	PU	
760	WOR19.54	(2) 50 GALLON METAL TRASH CANS	Janitorial Equi	kathy rash	USD	\$(1.00)	\$(11.00)	4	30 May 2019 12:20 PM ET	NPU	01 Jul :
760	WOR19.54	(2) 50 GALLON METAL TRASH CANS	Janitorial Equi	Ray Grant	USD	\$1.00	\$51.00	6	08 Jul 2019 12:23 PM ET	PU	
761	WOR19,55	(6) 64 GALLON ROLLING TRACH CANS	Janitorial Equi	Allen Holochwost	USD	\$1,00	\$156.00	22	30 May 2019 12:39 PM ET	PU	
762	WOR19.56	SUBSURFACE PL-920 CABLE LOCATOR	Industrial Equi	Ali Ishaque	USD	\$1.00	\$200.00	17	04 Jun 2019 01:00 PM ET	PU :	
763	WOR19.57	MISCELLANEOUS SHOP TOOLS	Tools, All Type	JAMES GLOVIER	USD	\$1.00	\$76.00	34	04 Jun 2019 01:10 PM ET	PU	
765	WOR19.59	ROBINAIR A/C MACHINE	HVAC Equipment	willie mayhand	USD	\$1.00	\$88.00	17	05 Jun 2019 12:14 PM ET	PU	
766		MCCULLOCH MITE-E-LITE GENERATOR	Generators	Thomas Ippolito	USD	\$1.00	\$26.00	9	05 Jun 2019 12:30 PM ET	PU	
767	WOR19.61	NAILS	Builders Suppli	brian williamson	USD	\$1.00	\$23.99	8	05 Jun 2019 12:40 PM ET	PU	
768		(2) TRUCK CAB SAFETY LIGHTS	Vehicle Equipme	Thomas Ippolito	USD	\$1.00	\$51.00	17	05 Jun 2019 01:00 PM ET	PU	
769	1	(2) ECHO BACKPACK LEAF BLOWERS	Mowing Equipmen	Ali Ishaque	USD	\$1.00	\$31,00	11	05 Jun 2019 01:10 PM ET	PU :	
770	WOR19.64	LEATHER OFFICE CHAIRS	Furniture/Furni	Freddie Jackson	USD	\$1.00	\$1.00	1	12 Jun 2019 12:05 PM ET	PU	

IDE	Inventory ID	Description	Category	Buyer	Туре	Starting Bid	Sold Amount	Bids	Auction Ended	Status	Credit D
771	WOR19.65	USED COFFEE	Furniture/Furni	Jeffery Lookabill	USD	\$1.00	\$1.00	1	20 Jun 2019 03:25 PM ET	PU	1
772	WOR19.66	USED CONFERENCE TABLE	Furniture/Furni	Freddie Jackson	USD	\$1.00	\$26.00	; 7	12 Jun 2019 01:15 PM ET	PU	
773	WOR19.67	TRAFFIC SIGNAL SAFETY ARROW	Traffic Signals	Freddie Jackson	USD	\$1.00	\$46,99	10	12 Jun 2019 01:21 PM ET	PU	
774	WOR19.68	(2) USED SAFCO BLUEPRINT RACKS	Office Equipmen	Patrick Betz	USD	\$1,00	\$11.99	3	12 Jun 2019 01:30 PM ET	PU	** * * * * * * * * * * * * * * * * * *
776	WOR19.70	ROTARY 4 POST VEHICLE LIFT	Tools, All Type	jason ganey	USD	\$50,00	\$319.99	5	12 Jun 2019 02:30 PM ET	PU	
777	WOR19.71	IPHONE 6S	Communication/E	Kelly Shannahan	USD	\$15.00	\$86.00	10	19 Jun 2019 12:00 PM ET	PU	**************************************
778	WOR19.72	IPHONE 5S	Communication/E	Sidney Williams	USD	\$10.00	\$14.00	3	19 Jun 2019 12:15 PM ET	PU	;
779	WOR19.73	IPHONE	Communication/E	Lenaitasi Gukisuva	USD	\$15,00	\$76.00	. 8	19 Jun 2019 12:30 PM ET	PU	
780	WOR19.74	HAYNES LITTLE BEAVER AUGER	Tools, All Type	Ali Ishaque	USD	\$1.00	\$202.00	19	19 Jun 2019 01:00 PM ET	PU	
781	WOR19.75	CONCRETE FORM	Tools, All Type	Robert Worth	USD	\$1.00	\$1.00	1	19 Jun 2019 01:10 PM ET	PU	
782	WOR19.76	FOLDING TABLES	Furniture/Furni	stephanie hunsucker	USD	\$1.00 °	\$38.00	27	19 Jun 2019 01:23 PM ET	PU	
783	WOR19.77	FILING CABINESTS	Office Equipmen	Kelly Shannahan	USD	\$1.00	\$21.00	. 8	19 Jun 2019 01:45 PM ET	PU	
784	WOR19.78	USED GARAGE DOORS AND TRACKS	Metal, Scrap	Michael Nugent	USD	\$1.00	\$226.00	32	19 Jun 2019 02:03 PM ET	PU	
786	WOR19,80	COFFEE WARMERS	Cafeteria and K	Jeffery Lookabill	USD	\$1,00	\$1.00	1	26 Jun 2019 12:10 PM ET	PU	
787	WOR19.81	(6) USED FILING CABINETS	Office Equipmen	stephanie hunsucker	USD	\$1.00	\$1.00	1	26 Jun 2019 12:15 PM ET	PU	\$
789	WOR19.83	USED JOHN DEERE SX85 RIDING LAWNMOWER	Mowing Equipmen	Ron Croker	USD	\$1.00	\$111.00	16	26 Jun 2019 01:08 PM ET	PU	
790	WOR19.84	KIDS TABLE AND CHAIRS	Library Equipme	stephanie hunsucker	USD	\$1.00	\$5.00	5	03 Jul 2019 12:00 PM ET	PU	
792	WOR19.86	MISC SOUND SYSTEM ITEMS	Music/Musical E	Roger Van Dyke	USD	\$1.00	\$506,00	29	03 Jul 2019 12:23 PM ET	PU	
793		MISCELLANEOUS DELL DESKTOP COMPUTERS	Computers, Part	LIONEL TCHATCHO	USD	\$50.00	\$600.00	22	03 Jul 2019 12:39 PM ET	PU	
794	WOR19.88	MISCELLANEOUS TABLES	Furniture/Furni	Dan Kelley	USD	\$1.00	\$15.00	10	03 Jul 2019 12:45 PM ET	PU	
795		WOOD STORAGE CABINET ON WHEELS	Music/Musical E	Jeffrey Jensen	USD	\$1.00	\$26.00	3	03 Jul 2019 01:00 PM ET	PU	
796		NEW 13" AND 14" TIRES	Vehicle Equipme	Ali Ishaque	USD	\$1.00	\$152.00	10	09 Jul 2019 12:05 PM ET	PU	

ID∎i	Inventory ID	Description	Category	Buyer	Туре	Starting Bid	Sold Amount	Bids	Auction Ended	Status	Credit D
797	WOR19.91	NEW AND USED 15 INCH TIRES	Vehicle Equipme	Ali Ishaque	USD	\$1.00	\$154.00	9	09 Jul 2019 12:15 PM ET	PU	; ;
798	WOR19.92	USED 14 INCH TRAILER WHEELS/TIRES	Vehicle Equipme	Allen Holochwost	USD	\$1,00	\$1.00	1	09 Jul 2019 12:30 PM ET	PU	
799	WOR19.93	1997 Ford Ranger XL Reg. Cab Short Bed 2WD	Trucks, Light D	Alexander Thomas	USD	\$100.00	\$1,580.00	26	29 Jul 2019 12:39 PM ET	PU	
800	WOR19.94	2004 Chevrolet Silverado 1500 Work Truck Long Bed 2WD	Trucks, Light D	keith roe	USD	\$100.00	\$1,870.00	32	08 Aug 2019 01:00 PM ET	PU	
					:	\$4,219.00	\$79,133.79				:

For Support, contact your CAM: James Stuart (mailto;jstuart@govdeals.com) (\$404067104) or cell 1-800-813-0156 from 8 am - 7 pm EY or email: Support (mailto;CilentServices@GovDeals.com).

site Map (index.cfm? fa=Main.SiteMap)

Acct ID: 1158 - P04







Memorandum

To: Harold L. Higgins, Chief Administrative Officer

From: Robert J. Mitchell, LEHS

Director, Environmental Programs

Subject: Solicitation of Army Corps Project Requests

Input for County Priorities Senator Cardin's Office

Date: 8/27/19

Senator Cardin's local office recently reached out to Worcester County regarding input on local input on priorities for Corps projects within our jurisdiction. Their legislative team qualified that request with the statement that while Congressional earmarks are still in effect for specific projects, our input will assist the Senator's advocacy for project authorizations to move projects forward and for federal appropriations for Corps programs in general that manage those projects. Some of these named priorities are funded and ongoing and it may be useful to have these projects on the Senator's radar if we encounter difficulties as we move forward with the project deliverables.

I would offer we correspond with the Senator's team on the following:

- 1. We have previously signed a project agreement for the Inlet Navigational Improvement Project using Section 107 funding to evaluate sediment transport in the inlet and recommend options for addressing the shoaling to include jetties or channel modifications like deepening the channel in the inlet. This is supposed to result in an early 2020 recommendation, complete plans by end of 2020, and start in 2021. This includes 90% federal/10% local cost share commitment.
- 2. There is also the scour hole study: beneficial use of dredged material, which has 100% federal funding for the feasibility study phase through the Continuing Authorities Program, Section 204. This work, started in 2017, was undertaken to develop options in 2019, review of draft report in summer 2020, and target date for approved report in 2021.
- 3. We have the Assateague Island Restoration (Ecosystem Restoration) activities. They are Long-Term dredging activities (2x/year) for the semi-annual sand bypassing the inlet and

sand is taken from the inlet's ebb and flood shoal, as well as the navigation channels in the immediate vicinity of the inlet. This material is placed on the Assateague beach to replace the natural sand transport between Assateague and Ocean City that was disrupted by the jetties. This project, which was started in 2004, will end in 2027 unless National Park Service renews sponsorship. The authorization comes from Section 534 of WRDA 1996, P.L. 104-303.

- 4. There is a general concern that USACE's special-purpose dredge may have availability problems. Navigational Maintenance Dredging for low commercial use (<1MM tons annually) channels are very competitive and there are no guarantees for yearly funding. This is a very important activity for the Ocean City inlet.
- 5. Some additional potential projects:
 - Restore the severely eroded portion of the northern tip of Assateague Island back to its original location just after the 1933 storm
 - Reshape jetties off the northern tip of Assateague and install a "return" to prevent or lessen future erosion
 - Beneficial use of dredged material to supply resiliency projects and possibly restore and replenish created islands in Assawoman and Sinepuxent Bays.

Subject to the approval of the Commissioners to communicate these projects to the Senator's office, I can work with County Administration on a response letter. If you have any questions or need any additional information please let me know.

TEL: 410-632-1194 FAX: 410-632-3131

E-MAIL: admin@co.worcester.md.us WEB: www.co.worcester.md.us

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



COUNTY COMMISSIONERS

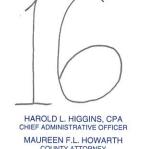


GOVERNMENT CENTER

ONE WEST MARKET STREET . ROOM 1103

SNOW HILL, MARYLAND 21863-1195

August 23, 2019



TO: Worcester County Commissioners Karen Hammer, Office Assistant IV FROM:

Pending Board Appointments - Terms Beginning January 1, 2019 SUBJECT:

Attached, please find copies of the Board Summary sheets for all County Boards or Commissions (6) which have current or upcoming vacancies (8 total). They are as follows: Housing Review Board (1), Local Development Council For The Ocean Downs Casino (1), Property Tax Assessment Appeal Board (1), (3 nominees due to Governor), Social Services Advisory Board (1), Solid Waste Advisory Committee (3), and Water and Sewer Advisory Council for the West Ocean City Service Area (1). I have circled the members whose terms have expired on each of these boards.

Please note that the Worcester County Property Tax Assessment Appeal Board still requires one nomination for the alternate position as Mr. Flater has resigned. Mr. John Glorioso has resigned from the Housing Review Board (Church). The Solid Waste Advisory Committee has three positions available for nominations, Bob Augustine (Church) and Jamey Latchum (Town of Berlin), have both resigned and James Rosenberg (Bertino). James Rosenberg also served on the Local Development Council For The Ocean Downs Casino (Bertino) as a resident member from Ocean Pines. The Social Services Advisory Board has one position available due to the resignation of Maria Campione-Lawrence (Mitrecic). Mr. Andrew Del Corro no longer lives in West Ocean City and has therefore resigned from the Water and Sewer Advisory Council for the West Ocean City Service Area (Church).

Most of these Boards and Commissions specify that current members' terms expired 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 September.

Pending Board Appointments - By Commissioner

<u>District 1 - Nordstrom</u> All District Appointments Received. Thank you!

District 2 - Purnell All District Appointments Received. Thank you!

<u>District 3 - Church</u> p. 3 - Housing Review Board (John Glorioso) - 3-year

p. 8 - Solid Waste Advisory Board - (Bob Augustine)- 4yr.

p. 9 - Water and Sewer Advisory Council for the West Ocean City Service Area

(Andrew Del Corro) - 4-year

<u>District 4 - Elder</u> All District Appointments Received. Thank you!

<u>District 5 - Bertino</u> p. 4 - Local Development Council For The Ocean Downs Casino (James

Rosenberg) - 4-year

p. 8 - Solid Waste Advisory Committee (James Rosenberg) -4-year

<u>District 6 - Bunting</u> All District Appointments Received. Thank you!

<u>District 7 - Mitrecic</u> p. 6 - Social Services Advisory Board - (Maria Campione-Lawrence) - 3yr.

All Commissioners

- p. 5 (1) Property Tax Assessment Appeal Board (Gary M. Flater alternate-Snow Hill has resigned)
 - Must submit 3 nominees to the Governor for his consideration in making the appointment 5-year
 - Currently waiting for the Governor's approval for the nomination of Ms. Martha Bennett.
- p. 8 Solid Waste Advisory Board Jamey Latchum (Town of Berlin)- 4yr.

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>	Nominated By	<u>Resides</u>	Years of Terms(s)
C. D. Hall	D-1, Lockfaw	Pocomoke	10-13-16, 16-19
Debbie Hileman	D-6, Bunting	Ocean Pines	10-13-16, 16-19
John Glorioso	D-6, Bunting D-3, Church	Ocean Pines	*06-11-14-17, 17-20
Scott Tingle	D-4, Elder	Snow Hill	14-17, 17-20
Donna Dillon	D-5, Bertino	Ocean Pines	08-11-14-17, 17-20
Sharon Teagle	D-2, Purnell	Ocean Pines	00-12-15-18, 18-21
Jake Mitrecic	D-7, Mitrecic	Ocean City	15-18, 18-21

Prior Members:

Phyllis Mitchell Albert Bogdon (02-06) Jamie Rice (03-07) William Lynch Art Rutter Howard Martin (08) William Buchanan Marlene Ott (02-08) Christina Alphonsi Mark Frostrom, Jr. (01-10) Joseph McDonald (08-10) Elsie Purnell William Freeman Sherwood Brooks (03-12) Otho Mariner (95-13) Jack Dill 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)

LOCAL DEVELOPMENT COUNCIL FOR THE OCEAN DOWNS CASINO

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

Appointed by: County Commissioners

Function: Advisory

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

the immediate proximity to the facility.

Number/Term: 15/4 year_terms; Terms Expire December 31

Compensation: None

Meetings: At least semi-annually

Special Provisions: Membership to include State Delegation (or their designee); one representative

of the Ocean Downs Video Lottery Facility, seven residents of communities in

immediate proximity to Ocean Downs, and four business or institution representatives located in immediate proximity to Ocean Downs.

Staff Contacts: Kim Moses, Public Information Officer, 410-632-1194

Maureen Howarth, County Attorney, 410-632-1194

Current Members:

Member's Name	Nominated By	Represents/Resides	Years of Term(s)
Mary Beth Carozza		Maryland Senator	14-18, 18-22
Wayne A. Hartman		Maryland Delegate	18-22
Charles Otto		Maryland Delegate	14-18, 18-22
Roxane Rounds	Dist. 2 - Purnell	Resident - Berlin	*14-15, 15-19
Michael Donnelly	Dist. 7 - Mitrecic	Resident - Ocean City	*16-19
Mark Wittmyer	At-Large	Business - Ocean Pines	15-19
Mayor Charlie Dorman	Dist. 4 - Elder	Resident - Snow Hill	12-16, 16-20
Rod Murray ^c	Dist. 6 - Bunting	Resident - Ocean Pines	*09-12-16, 16-20
Mayor Rick Meehan c	At-Large	Business - Ocean City	*09-12-16, 16-20
Mayor Gee Williams c	Dist. 3 - Church	Resident - Berlin	09-13-17, 17-21
Jim Rosenberg c	Dist. 5 - Bertino	Resident - Ocean Pines	09-13-17, 17-21
David Massey c	At-Large	Business - Ocean Pines	709-13-17, 17-21
Bobbi Sample	Ocean Downs Casino	Ocean Downs Casino	17-indefinite
Cam Bunting c	At-Large	Business - Berlin	*09-10-14-18, 18-22
Matt Gordon	Dist. 1 - Nordstrom	Resident - Pocomoke	19-22

Prior Members: Since 2009

J. Lowell Stoltzfus ° (09-10) Mark Wittmyer ° (09-11) John Salm ° (09-12) Mike Pruitt ° (09-12) Norman H. Conway ° (09-14) Michael McDermott (10-14) Diana Purnell ° (09-14) Linda Dearing (11-15) Todd Ferrante ° (09-16)
Joe Cavilla (12-17)
James N. Mathias, Jr. ° (09-18)

Ron Taylor (09-14)

e = Charter Member

Printed: August 23, 2019

^{* =} Appointed to fill an unexpired term/initial terms staggered

PROPERTY TAX ASSESSMENT APPEAL BOARD

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

Appointed by: Governor (From list of 3 nominees submitted by County Commissioners)

- Nominees must each fill out a resume to be submitted to Governor - Nominations to be submitted 3 months before expiration of term

Function: Regulatory

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

rejection of applications for property tax exemptions.

Number/Term: 3 regular members, 1 alternate/5-year terms

Terms Expire June 1st

Compensation: \$15 per hour (maximum \$90 per day), plus travel expenses

Meetings: As Necessary

Special Provisions: Chairman to be designated by Governor

Staff Contact: Department of Assessments & Taxation- Janet Rogers (410-632-1196)

Ext:112

Current Members:

Snow Hill	13-18	Resigned
Bishopville	18-23	-
Ocean Pines	*19-23	
Berlin	19-23	
	Bishopville Ocean Pines	Ocean Pines *19-23

C) = Chairman

Prior Members: Since 1972

Wilford Showell Delores W. Groves (96-99) E. Carmel Wilson Mary Yenney (98-03) Daniel Trimper, III Walter F. Powers (01-04) William Smith Grace C. Purnell (96-04) William Marshall, Jr. George H. Henderson, Jr. (97-06) Richard G. Stone Joseph A. Calogero (04-09) Milton Laws Joan Vetare (04-12) W. Earl Timmons Howard G. Jenkins (03-18) Hugh Cropper Robert D. Rose (*06-17) Lloyd Lewis Larry Fry (*10-14 alt)(14-18) Ann Granados

John Spurling
Robert N. McIntyre
William H. Mitchell (96-98)

5

SOCIAL SERVICES ADVISORY BOARD

Reference: Human Services Article - Annotated Code of Maryland - Section 3-501

Appointed by: County Commissioners

Functions: Advisory

Review activities of the local Social Services Department and make recommendations to the State Department of Human Resources.

Act as liaison between Social Services Dept. and County Commissioners.

Advocate social services programs on local, state and federal level.

Number/Term: 9 to 13 members/3 years

Terms expire June 30th

Compensation: None - (Reasonable Expenses for attending meetings/official duties)

Meetings: 1 per month (Except June, July, August)

Special Provisions: Members to be persons with high degree of interest, capacity &

objectivity, who in aggregate give a countywide representative character. Maximum 2 consecutive terms, minimum 1-year between reappointment

Members must attend at least 50% of meetings

One member (ex officio) must be a County Commissioner

Except County Commissioner, members may not hold public office.

Staff Contact: Roberta Baldwin, Director of Social Services - (410-677-6806)

Current Members:

اعتشاده وتذوي				TAX BEAUTIFUL TO THE PARTY OF T
	Member's Name	Nominated By	Resides	Years of Term(s)
	Maria Campione-Lawren	D-7, Mitrecic	Ocean City	16-19
	Nancy Howard	D-2, Purnell	Ocean City	(09-16), 17-20
	Cathy Gallagher	D-5, Bertino	Ocean Pines	*13-14-17, 17-20
	Faith Coleman	D-4, Elder	Snow Hill	15-18, 18-21
	Harry Hammond	D-6, Bunting	Bishopville	15-18, 18-21
	Diana Purnell	ex officio - Comm	nissioner	14-18, 18-22
	Wayne Ayer	D-1, Nordstrom	Pocomoke City	*19-21
	Voncelia Brown	D-3, Church	Berlin	16-19, 19-22
	Mary White	At-Large	Berlin	*17-19, 19-22



SOCIAL SERVICES BOARD

(Continued)

Prior Members: (Since 1972)

James Dryden Sheldon Chandler Richard Bunting Anthony Purnell Richard Martin Edward Hill John Davis Thomas Shockley Michael Delano Rev. James Seymour Pauline Robertson Josephine Anderson Wendell White Steven Cress Odetta C. Perdue Raymond Redden Hinson Finney Ira Hancock Robert Ward Elsie Bowen Faye Thornes Frederick Fletcher Rev. Thomas Wall Richard Bundick Carmen Shrouck Maude Love

Reginald T. Hancock Elsie Briddell Juanita Merrill

Raymond R. Jarvis, III Edward O. Thomas

Theo Hauck Marie Doughty James Taylor K. Bennett Bozman Wilson Duncan Connie Quillin Lela Hopson Dorothy Holzworth

Doris Jarvis Eugene Birckett

Eric Rauch

Oliver Waters, Sr.

Floyd F. Bassett, Jr.

Warner Wilson

Mance McCall

Louise Matthews

Geraldine Thweat (92-98)

Darryl Hagy (95-98)

Richard Bunting (96-99)

John E. Bloxom (98-00)

Katie Briddell (87-90, 93-00)

Thomas J. Wall, Sr. (95-01)

Mike Pennington (98-01)

Desire Becketts (98-01)

Naomi Washington (01-02) Lehman Tomlin, Jr. (01-02) Jeanne Lynch (00-02) Michael Reilly (00-03) Oliver Waters, Sr. (97-03) Charles Hinz (02-04)

Prentiss Miles (94-06) Lakeshia Townsend (03-06)

Betty May (02-06)

Robert "BJ" Corbin (01-06) William Decoligny (03-06) Grace Smearman (99-07) Ann Almand (04-07)

Norma Polk-Miles (06-08) Anthony Bowen (96-08) Jeanette Tressler (06-09) Rev. Ronnie White (08-10) Belle Redden (09-11)

E. Nadine Miller (07-11) Mary Yenney (06-13) Dr. Nancy Dorman (07-13) Susan Canfora (11-13)

Judy Boggs (02-14) Jeff Kelchner (06-15) Laura McDermott (11-15) Emma Klein (08-15)

Wes McCabe (13-16) Nancy Howard (09-16) Judy Stinebiser (13-16)

Arlette Bright (11-17) Tracey Cottman (15-17)

Ronnie White (18-19)

SOLID WASTE ADVISORY COMMITTEE

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

Appointed by: County Commissioners

Function: Advisory

Review and comment on Solid Waste Management Plan, Recycling Plan, plans for solid waste disposal sites/facilities, plans for closeout of landfills,

and to make recommendations on tipping fees.

Number/Term: 11/4-year terms; Terms expire December 31st.

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

Meetings: At least quarterly

Special Provisions: One member nominated by each County Commissioner; and one member

appointed by County Commissioners upon nomination from each of the

four incorporated towns.

Staff Support: Solid Waste - Solid Waste Superintendent - Mike Mitchell - (410-632-3177)

Solid Waste - Recycling Coordinator - Mike McClung - (410-632-3177)

Department of Public Works - John Tustin - (410-632-5623)

Current Members:

Member's Name	Nominated By	Resides	Years of Term(s)
Mike Poole	D-6, Bunting	Bishopville	11-15, 15-19
Michael Pruitt	Town of Snow H	111	*15, 15-19
Bob Augustine	D-3, Church	Berlin	16-20 Resigned
Granville Jones	D-7, Mitrecic	Berlin	*15-16, 16-20
George Tasker	Town of Pocomo	ke City	*15-16, 16-20
Rodney Bailey	D-2, Purnell	Berlin	*19-21
Jamey Latchum	Town of Berlin	A STATE OF THE PARTY OF THE PAR	*17, 17-21 RSGNED
Steve Brown	Town of Ocean C	city	*1 0-13-17, 17- 21
George Linvill	D-1, Nordstrom	Pocomoke	14-18 <u>, 18-22</u>
James Rosenberg	D-5, Bertino	Ocean Pines	*06-10-14-18,18-22
George Dix	D-4, Elder	Snow Hill	*10-10-14-18, 18-22

Prior Members: (Since 1994)

Ron Cascio (94-96) Richard Malone (94-01) Roger Vacovsky, Jr. (94-96) William McDermott (98-03) Lila Hackim (95-97) Fred Joyner (99-03) Raymond Jackson (94-97) Hugh McFadden (98-05) William Turner (94-97) Dale Pruitt (97-05) Vernon "Corey" Davis, Jr. (96-98) Frederick Stiehl (05-06) Robert Mangum (94-98) Eric Mullins (03-07) Richard Rau (94-96) Mayor Tom Cardinale (05-08) Jim Doughty (96-99) William Breedlove (02-09) Jack Peacock (94-00) Lester D. Shockley (03-10) Woody Shockley (01-10) Hale Harrison (94-00)

John C. Dorman (07-10) Robert Hawkins (94-11) Victor Beard (97-11) Mike Gibbons (09-14) Hank Westfall (00-14) Marion Butler, Sr. (00-14) Robert Clarke (11-15) Bob Donnelly (11-15) Howard Sribnick (10-16) Dave Wheaton (14-16) Wendell Purnell (97-18)

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:

Resides/Ratepayer of	Terms (Years)
West Ocean City	95-99-03-07-11-15, 15-19
West Ocean City	99-03-07-11-15, 15-19
West Ocean City	*14-16, 16-20
West Ocean City	13-17, 17-21
West Ocean City	13-17, 17-21
	West Ocean City West Ocean City West Ocean City West Ocean City

Prior Members: (Since 1993)

Eleanor Kelly (93-96)

John Mick^c (93-95)

Frank Gunion^c (93-96)

Carolyn Cummins (95-99)

Roger Horth (96-04)

Whaley Brittingham^c (93-13)

Ralph Giove^c (93-14)

Chris Smack (04-14)

TEL: 410-632-1194 FAX: 410-632-3131

E-MAIL: admin@co.worcester.md.us WEB: www.co.worcester.md.us

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

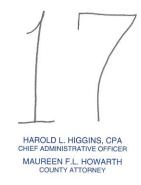


OFFICE OF THE COUNTY COMMISSIONERS

Morcester County

GOVERNMENT CENTER ONE WEST MARKET STREET . ROOM 1103

Snow HILL, MARYLAND 21863-1195 July 16, 2019





TO:

The Daily Times Group and The Ocean City Today Group

Kelly Shannahan, Assistant Chief Administrative Officer FROM:

Please print the attached Notice in The Daily Times/ Worcester County Times/Ocean Pines Independent and Ocean City Digest/Ocean City Today on August 1, 2019 and August 29, 2019. Thanks.

NOTICE OF PUBLIC HEARING PROPOSED RELOCATION OF KITTS BRANCH TAX DITCH

WORCESTER COUNTY, MARYLAND

In accordance with the provisions of Section 26-508 of the Local Government Article of the Annotated Code of Maryland, the Worcester County Commissioners (Commissioners) have received the report of the Board of Viewers and scheduled a public hearing on the proposed relocation of the Kitts Branch Tax Ditch to be held on

TUESDAY, SEPTEMBER 3, 2019 at 10:30 A.M.

in the County Commissioners' Meeting Room Room 1101 Government Center, One West Market Street Snow Hill, Maryland 21863

The proposed relocation of an approximate 490 foot section of the Kitts Branch Tax Ditch is being requested as a part of a proposed development of a property located on the northwestern corner of Ocean Gateway and North Main Street in Berlin, Maryland, more specifically identified on Worcester County Tax Map 25, as Parcel 460, Lot 1. The request was made by attorney Mark Cropper, on behalf of the owner of the property, Last Stop Boardwalk LLC. The Board of Viewers appointed by the Commissioners recently completed their review and submitted their report dated June 28, 2019. Copies of the report are available for inspection at the Department of Environmental Programs, Worcester County Government Center, Suite 1306 (3rd floor), One West Market Street, Snow Hill, Maryland, 21863 during regular business hours of 8:00 am to 4:30 pm . Questions may be directed to David Bradford, Deputy Director of Environmental Programs, by calling (410) 632-1220, extension 1143 or email at dbradford@co.worcester.md.us.

THE WORCESTER COUNTY COMMISSIONERS





Scheduled for public hearing on September 3, 2019

> Full Report and Maps Available at Department of Environmental Programs

Memorandum

To: Harold L. Higgins, Chief Administrative Officer

From: Robert J. Mitchell, LEHS

Director, Environmental Programs

Subject: Proposed Relocation of Kitts Branch Tax Ditch

Tax Map 25, Parcel 460, Berlin, MD

Board of Viewers Final Recommendation and

Request for Public Hearing

Date: July 3, 2019

As you are aware, over the past months the Board of Viewers, established by the County Commissioners back in November 2018, have met and discussed the proposed relocation of a section of the Kitts Branch PDA (Public Drainage Association) at the above referenced location. The purpose of this established board is to allow for an independent and unbiased review of the proposed work to occur while ensuring that the PDA is not affected by the requested alterations. During their review, the board has held five (5) meetings in addition to visiting the site numerous times in order to perform a thorough review of the proposed project.

As allowed for within the Maryland Annotated Code, the Board of Viewers are authorized to solicit the assistance of a professional engineer to aid them in their review and analysis of the proposed relocation. During their meeting on January 7, 2019, the Board voted unanimously to hire J.W Salm Engineering Inc. of Berlin to assist them with their duties and perform a professional review of the proposed work. Once hired, Mr. Salm began an in-depth review and diagnosis of the proposed tax ditch relocation. This comprehensive review included items such as performing site visits, conducting plan reviews, analyzing complex data associated with stormwater and runoff, and ongoing discussions with County and the applicant's engineer. Mr. Salm met with the Board on April 29th to initiate preliminary discussions on his interim findings and to also allow for the Board to provide him with their comments. Following this meeting, Mr. Salm worked with the Board, county staff, and the owner's engineer to address all of the concerns and issues that were identified.

During the Board's most recent meeting on July 1, 2019, they reviewed Mr. Salm's final report and found it to be well written and accurately addressed all of their requirements successfully and would like it incorporated with their recommendations. Therefore, the Board voted on and have given a favorable recommendation for the relocation of this section of Kitt's Branch tax ditch subject to the conditions included within their report.

Members of the Board of Viewers have signed the report acknowledging their recommendation and conditions.

As identified in Mr. Salm's report, all expenses derived from this work have/will be paid for by the property owner.

We would respectfully request that the County Commissioners schedule a public hearing and take public comments and testimony on the project before approving or disapproving the relocation plan. A draft ad will be submitted electronically to County Administration.

Please let me know if you have any questions. Both David and I will make ourselves available for the applicable Commissioners meeting in the event there are any questions. Ms. Howarth will also be available for any discussions.

Attachments:

- 1. Viewers Report for the Planned Project, Dated June 28, 2019.
- 2. Headwaters of Kitts Branch Watershed Study, Atlantic Group & Associates, Dated July 2009.
- 3. Final Report from J.W Salm Engineering, Inc. dated 6/20/19.
- 4. Wetland Permit Drawings by Atlantic Group, Inc. dated 5/1/17.
- 5. Proposed Sediment & Erosion Control Plans from Atlantic Group, Inc. dated 6/13/19.

cc: Kelly Shannahan, Assistant Chief Administrative Officer
Maureen Howarth/County Attorney
David Bradford/Deputy Director
Phil Thompson/Finance Officer

reference to the project "benefit[ting] the public or promot[ing] the public health, safety, or welfare" is substituted for the former reference to the project "promot[ing] the public benefit or utility, or the public health, convenience or welfare" for consistency with similar provisions of the Code.

In subsections (b)(3) and (c)(4) of this section, the references to a "drainage project" are substituted for the former references to "improvements" for consistency with similar provisions of the Code.

In subsection (b)(3) of this section, the reference to a project "adopted under § 26-505 of

this subtitle" is substituted for the former reference to a project "previously constructed" for clarity.

In subsection (b)(4) of this section, the reference to the "amount determined under § 26-504(a)(1) of this subtitle" is substituted for the former reference to the "total estimated cost of improvements, including damages, compensations, and organization expenses" for brevity and clarity.

Defined terms:

§ 26-101
§ 26-101
§ 1-101

§ 26-508. Examination of report; hearing; notice; report available for inspection.

(a) Examination. — (1) The county commissioners or county council shall examine a report submitted by a board of viewers under § 26-507 of this subtitle at the first meeting after receiving the report.

(2) If the county commissioners or county council find that a report under § 26-507 of this subtitle is not in proper form or not in compliance with the law, the report shall be returned to the board of viewers to be corrected and resubmitted.

(3) If the county commissioners or county council find that a report under § 26-507 of this subtitle is in proper form and in compliance with the law, the county commissioners or county council shall set a date for a public hearing on the report.

(b) Notice. — (1) At least 30 days before a hearing under this section, the county commissioners or county council shall:

(i) publish notice of the time and place of the hearing in a newspaper of general circulation in each county in which the land affected is located; and

(ii) mail a notice to each person named in the report.

(2) Notice of the hearing shall state that a copy of the report is available for inspection in an office of the designated officer.

(c) Report available for inspection. — A copy of the report of the board of viewers shall be:

(1) available for inspection in an office of the designated officer; and

(2) sent to the Secretary of Agriculture and the State Soil Conservation Committee in the Department of Agriculture. (An. Code 1957, art. 25, § 84; 2013, ch. 119, § 2.)

REVISOR'S NOTE

This section is new language derived without substantive change from former Art. 25, § 84.

In subsection (a)(2) of this section, the reference to a report "not in proper form or not in compliance with the law" is substituted for the former reference to a report "not to be in due form and in accordance with the law" for clarity. Similarly, in subsection (a)(3) of this section,

the reference to a report in "proper form and in compliance with the law" is substituted for the former reference to a report "in due form and in accordance with the law".

Also in subsection (a)(2) of this section, the reference to the report being "returned" is substituted for the former reference to the report being "referred back" for clarity.

Kitts Branch Public Drainage **Association**

Viewers Report for Planned Project Kitts Branch Public Drainage Ditch **Main Street Extended** Tax Map 25, Parcel 460 Berlin, MD



Staff Support: Department of Environmental Programs

County Administration – County Attorney

June 28, 2019

Kitts Branch PDA
Board of Viewers
Report
on
Project to Relocate the Kitts Branch Drainage Ditch
Main Street Extended
Worcester County Tax Map 25, Parcel 460
Berlin, MD

The Application

A request was filed by Mark Cropper on behalf of the property owner, Last Stop Boardwalk, LLC, to review a proposed ditch relocation with associated drainage improvements. The property is within the Kitts Branch Public Drainage Association (PDA). A watershed study was prepared by the owner's consultant and provided with their request. This study was undertaken to determine an estimated 10 year and 100 year peak discharge for a drainage area upstream from the Kitts Branch drainage ditch. Current flow converges on the subject property to pass through a series of pipes and ditch sections before proceeding through two culverts under Rt 818. The owner's consultant prepared the report to demonstrate that in using peak flows, the planned improvements to the subject property will pass a 10 year storm event.

The subject property is located on the northwest corner of the Main Street Extended (MD Route 818) intersection with Ocean Gateway (US Route 50), in the northern portion of the Town of Berlin, in the Third Tax District of Worcester County, Maryland. The subject property is more specifically identified on Worcester County Tax Map 25, Parcel 460.

Board Introduction

The Board of Viewers was appointed by the Worcester County Commissioners at their meeting on November 7, 2018. This was done under § 26-506 of Title 26, Local Government Article of the Annotated Code of Maryland, which allows the Commissioners to appoint a subsequent board of viewers to determine if the original determination as to which lands have benefitted from the improvements have changed. The members were appointed and possessed the same qualifications, rights, powers, privileges, and duties as the original board of viewers.

Work Completed

An organization meeting was held with the Board members on November 30, 2018, where the proposed project was summarized and the Board members formally accepted

their appointments. The first official meeting was held on January 7, 2019, with subsequent meetings held on:

April 29, 2019 June 3, 2019 July 1, 2019

The Board visited and entered the subject property on multiple occasions, published a notice of its intentions to proceed with their review, posted this review at four (4) public places in the area described for the project, and held meetings open to the public in the course of their duties.

As allowed for within the Maryland Annotated Code, the Board of Viewers are authorized to solicit the assistance of a professional engineer to aid them in their review and analysis of the proposed relocation. During their meeting on January 7, 2019, the Board voted unanimously to hire J.W Salm Engineering Inc. of Berlin to assist them with their duties and perform a professional review of the proposed work. Once hired, Mr. Salm began an in-depth review and diagnosis of the proposed tax ditch relocation. This comprehensive review included items such as performing site visits, conducting plan reviews, analyzing complex data associated with stormwater and runoff, and ongoing discussions with County and the applicant's engineer. Mr. Salm met with the Board on April 29th to initiate preliminary discussions on his interim findings and to also allow for the Board to provide him with their comments. Following this meeting, Mr. Salm worked with the Board, county staff, and the owner's engineer to address all of the concerns and issues that were identified.

The Report

We, the undersigned Board of Drainage Viewers, appointed by the Worcester County Commissioners and authorized to go upon and view the lands within the Kitts Branch PDA for the purposes of reviewing the proposed ditch relocation project, have completed our duties as prescribed in the Maryland Drainage Law, Title 26, Local Government Article of the Annotated Code of Maryland. We have reviewed the owner's engineering report received by this Board entered and viewed the lands involved with this proposal, and engaged the services of a private engineer to verify the technical aspects of the owner's plan. We do hereby submit the following report to the County Commissioners:

- > The list and area of affected properties has been reviewed and to the extent possible, all persons with benefitted property and all know inequities have been eliminated.
- > The Board have found that properties within the PDA will not be negatively impacted by the proposed channel improvements and relocation.
- > The proposed channel improvements will benefit the land in question sufficiently.
- No landowner shall be entitled to any damages or compensation for any works of improvement previously constructed.

> The Board recommend that the proportional levy of maintenance of the subject property be borne by the applicant/owner. Applicant accepts this responsibility.

In Conclusion

In accordance with Local Government § 26-507, during the Board's most recent meeting on July 1, 2019, they reviewed Mr. Salm's final report and found it to be well written and accurately addressed all of their requirements successfully and would like to incorporate that examination within this report. Therefore, the Board voted on the following findings on the submitted request and have given a favorable recommendation for the relocation of this section of Kitt's Branch tax ditch:

- > The proposed drainage improvements and ditch relocation as noted on the attached site plan is feasible and backed by sound design and engineering.
- > The improvements will not be a detriment to public benefit, health and welfare.
- > The proposed improvements will benefit the property owners enough to justify the probable expenditures which will be borne by the applicant.
- > All costs associated with this study, design, engineering, Board of Viewers expenses, and construction have been or will be paid for by property owner.
- > The total estimated cost for the drainage improvements and ditch relocation is approximately \$90,000 +/-.
- > The levy for maintenance of the improvements on the subject property will be paid by that property owner who will provide access for maintenance.

These findings are subject to the following conditions:

Owner/applicant shall obtain the following:

- 1) MDE non-tidal wetlands approval;
- 2) Town of Berlin Stormwater Management approval;
- 3) Approval from Worcester Soil Conservation District for Erosion and Sediment Control;
- 4) Approval from Maryland Department of Transportation;
- 5) Approval from the Maryland Department of Agriculture;
- 6) Recording a tax ditch drainage and maintenance easement with Worcester County Clerk of Court. Worcester County to be provided with copy of recorded easement.
- 7) Existing utilities shall not be impacted by the relocated ditch and that required maintenance easements can be provided;
- 8) Maintenance of access to and drainage from the Matyiko (TM25 P461) property to the west and immediately adjacent to subject property shall be maintained/provided during and after construction. Applicant shall provide the necessary drainage inlets to accept existing flow from aforementioned property into the relocated ditch.

The Kitts Branch Board of Viewers

Members of the Board of Viewers have signed below acknowledging their recommendation and conditions stipulated above.

Robert Shockley

David Bradford, Sr.

Lee Gillis

John Ross

Allen Hudson

Pate: 7/1/19

Date: 7/1/19

Date: 7 1 10 2019

Date: 7-3-19

Date: 7-1-2019

Attachments

- 1. Headwaters of Kitt's Branch Watershed Study, Atlantic Group & Associates, Dated July 2009
- 2. Final Report from J.W Salm Engineering, Inc. dated 6/20/19;
- 3. Wetland Permit Drawings by Atlantic Group, Inc. dated 5/1/17;
- 4. Proposed Sediment & Erosion Control Plans from Atlantic Group, Inc. dated 6/13/19;

J. W. SALM ENGINEERING, INC.

Kitts Branch Board of Viewers
Reviewed on 3, 2019
Approved on July 1, 2019

P.O. Box 397 9842 Main Street, Suite 3 Berlin, MD 21811 phone: 410.641.0126 e-mail: comments@jwse.com

June 20, 2019

Mr. David M. Bradford, Jr.
Deputy Director
Department of Environmental Programs
Worcester County
Government Center
One West market Street
Snow Hill, MD 21863

Re: Kitts Branch Public Drainage Ditch, Main Street Extended, Tax Map 25, Parcel 460, Town of Berlin, Worcester County, Maryland

Dear Mr. Bradford:

As authorized, J.W. Salm Engineering, Inc. (JWSE) has performed the requested engineering review services to determine the feasibility for the referenced project. A site visit was made on Thursday, April 11, 2019 and JWSE has reviewed the materials provided to us by you along with materials provided directly from the property owner's consultant. These materials include the following:

- 1) Wetland Permit Drawings, dated 5/01/17 (7-sheets), prepared by the Atlantic Group and Associates, Inc.
- 2) A report titled: "Headlands of Kitt's Branch Watershed Study", dated July 2009, prepared by the Atlantic Group and Associates, Inc.
- 3) A letter from Mark Cropper, esq. to Doug Jones and John Taylor, dated July 30, 2018 with attachments.
- 4) Minutes from April 29, 2019 Board Meeting.
- 5) Email from MDOT to Atlantic Group, dated 10/12/17.
- 6) Letter from AJGA, PA to Worcester County, dated 5/22/19.
- 7) E-mail from Worcester County to AJGA, PA dated 5/29/19.
- 8) E-mail from Atlantic Group to Worcester County, dated 5/31/19 responding to items contained in this letter report.
- 9) Soil Erosion and Sediment Control (SESC) plan set, prepared by the Atlantic Group, Inc., dated 11/09/17, latest revision no. 3, dated 6/13/19.
- 10) E-mail from Worcester County, dated 5/31/19.
- 11) Open channel flow calculations provided on 6/13/19.

Based upon our review, it appears that the property owner's consultant has completed a thorough and professional analysis for this project. This has allowed *JWSE* to perform a comprehensive review of the submitted materials. We provided initial comments to the property owner's

consultant and received responses back from them. Our comments are presented in the following logical order and include the responses received to satisfy the particular issues:

- General Comments
- Comments on the Wetland Permit Drawings
- Comments on the Watershed Study
- Comments on the July 30, 2018 Letter
- Conclusion

General Comments:

Based on general design practices and overall permitting requirements, *JWSE* offers the following:

- 1) The project appears to have obtained a valid MDE/Corp Permit No. 201761680/17-NT-2009, dated October 4, 2017 for work in wetlands, buffers and waters of the US. The scope of our review does not include a detailed review of this Permit or conditions. The property owner will need to carefully coordinate all work in accordance with this Permit. The property owner has agreed with this.
- 2) The project appears to have obtained a Stormwater Management (SWM) waiver from the Town of Berlin, dated December 21, 2017 for the proposed tax ditch relocation. The Town of Berlin has jurisdiction for SWM plan review and permitting within the corporate municipal boundaries. The scope of our review does not include a detailed review of this waiver or any Town permit requirements or conditions. The property owner will need to carefully coordinate all work with the Town of Berlin. The property owner has agreed with this.
- 3) The project will disturb more than 5,000 square feet and/or 100 cubic yards of earth. Soil Erosion and Sediment Control (SESC) approval is required for this project. Plan approval is generally obtained from Worcester SCD in Snow Hill. Permit compliance is generally determined by the Maryland Department of the Environment (MDE) for projects within the municipal corporate boundary of the Town of Berlin. The scope of our review does not include a detailed review of SESC requirements. The property owner will need to carefully coordinate all work with the appropriate governmental agencies. The property owner has agreed with this and approval from the Worcester SCD should be a condition of the Kitts Branch PDA approval.
- 4) The project may affect the drainage from and under State Highway (Maryland 818). The scope of our review does not include a detailed review of any possible requirements. The property owner may need permission from the Maryland Department of Transportation State Highway Administration (MDOT) for this project. The scope of our review does not include a detailed review of MDOT requirements. The property owner will need to carefully coordinate all work with the appropriate governmental agencies. It is noted that

the existing culverts under Maryland 818 appear to be in poor condition. The property owner's consultant should evaluate these culverts in conjunction with MDOT to determine if the tax ditch relocation project would adversely affect these existing culverts. The County will be conditioning this approval on the project receiving MDOT approval on issues which they have authority on.

5) Overall, the project is proposing to relocate a 500 +/- linear-foot portion of an existing tax ditch, wholly within the subject property. The purpose of this project is to provide for more compact and contiguous future development on the site. The ditch relocation is proposed to be accomplished by excavating a ditch in the new location shown on the project plans and filling the exiting ditch in its present location, also as shown on the project plans. It is recommended that, once this concept is approved by the Kitts Branch PDA, complete and detailed final plans be prepared and reviewed by the appropriate parties. This project will require approval from the Maryland Department of Agriculture (MDA). The County will be conditioning this approval on the project receiving MDA approval on issues which they have authority on.

Comments on the Wetland Permit Drawings:

- 6) The scale on Sheet No. D-1 was not initially accurate and has be corrected.
- 7) The proposed culvert pipes shown on Sheet No. D-2 plan did not initially match the symbols shown in the legend on the same sheet. This has been reconciled.
- 8) Existing power poles and their guide wires along with other utilities were not initially shown on Sheet Nos. D-2 through D-4. The existing power poles and guide wires are now shown. Other sub-surface utilities along the route should be shown from best available information to verify that they will not be impacted by the relocated ditch side slopes and that required maintenance easements can be provided.
- 9) Verify that it is intended that the proposed pipe inverts be placed below the proposed ditch bottom. This would be typically specified to allow room for a sediment beach of eroded material to form in the very bottom of the culvert pipes. The property owner's consultant has verified that the plan inverts are correct.
- 10) Show the required tax ditch and maintenance easement on the plans. A drainage easement and maintenance easement are required. A permanent drainage easement should be provided from top-of-bank of ditch to top-of-bank of ditch. There should be a 25-foot wide maintenance easement dedicated to the west of the relocated ditch. Buildings shall not be permitted in these easements. Show the required easements on the plans or a separate plat. These easements should be platted and reviewed by the Board of Viewers prior to the Board of Viewers final report being submitted to the County Commissioners. The easement plat shall be recorded subsequent to the County Commissioners approval of the tax ditch relocation.

- 11) Label all rip-rap dimensions and provide specifications and sizing calculations. Consider providing sufficient armoring downstream of the proposed culverts in order to prevent undercutting and/or the formation of a pool. The rip-rap sizing calculations have been provided and the dimensions match the plans.
- 12) Specify a lining recommendation for the relocated ditch bottom and side slopes, based on the anticipated velocity during the 10-year event. The proposed lining system design, based on the calculated velocity has been provided and it meets MDE lining design criteria.
- 13) There are two swept/mitered 90-degree bends and one 45-degree bend in the proposed ditch realignment. These bend areas will experience additional erosive action due to change in momentum of flowing water. The consultant has analyzed this aspect of the project and affirmatively stated that the chosen lining system will accommodate these additional forces and that the tax ditch will be repaired if erosion occurs.

Comments on the Watershed Study:

The watershed study, prepared by the property owner's consultant, is comprehensive in scope and professionally prepared. It was sealed and signed; however, the signature was not dated. The consultant modeled the watershed using commercially available software for analyzing hydrology and open-channel flow. The software used was the Hydraflow extension for AutoCAD Civil 3D. The modeler had several choices of software to model this system, ie. HEC-RAS developed by the Army Corp of Engineers (ACOE), the commercially available HydroCAD storm water model software, as well as a slew of other commercially available programs. It appears that the consultant's choice of this particular software package is appropriate for modeling this system. This author is very familiar with modelling of this nature and has personally performed similar modelling in the past.

The Consultant used the Rational Method to generate the hydrographs used in the model. The Rational Method model provided static (time-delayed) modeling to forecast peak flow associated with various return-period rainfall events. The consultant used the results of the model to formulate their conclusions.

The consultant chose to model the rainfall and generate their hydrographs by using the Rational Method. This method is simple. It is one that is generally accepted to be accurate for small drainage areas (<20 acres) and is typically used for small sites and/or for individual pipe sizing. Many jurisdictions place an upper limit for its use at watersheds not exceeding 200 acres. This particular watershed is identified to be over 425 acres in size. Normally this would be a point of concern: however, the following specific factors should be considered in this case.

• The Rational Method is simple; however, this simplicity results in modeling artifacts that include over-estimating the peak flow value and under-estimating the time to

obtain the peak flow. While generally not a factor for small watersheds and/or individual pipe sizing, these artifacts can seriously affect results in larger watersheds when compared with more complex modeling such as the SCS Method. This is one of the factors that needs to be considered in the overall evaluation of the consultant's conclusions.

• The Rational Method utilizes a land use or "C-factor" to model the runoff hydrograph for given rain events. This C-factor, which ranges from a low value of 0.3 to a high value of 0.90, is entirely dependent upon chosen land use cover which is often closely linked to the level of land development but is independent of other watershed parameters such as soil types, land slopes, etc.. Though the study area is largely undeveloped, the consultant went to great length to accurately calculate their C-factor. They utilized a C-factor of 0.43. This compares conservatively to a C-factor for undeveloped land of 0.30. *JWSE* believes that the consultant's choice of the C-factor of 0.43 would tend to overestimate the peak flow for the model and would hence bring conservative results.

JWSE offers the following specific comment on the Watershed Study documents prepared by the consultant:

- 14) Exhibit C of the consultant's watershed study contains the 300-scale watershed study drainage area map. This map initially showed four drainage areas (Subareas 1-4) that total 361.02 acres in size. The model and report used a study area that contained five drainage areas that total 425.47 acres. The map, model and report required reconciliation. The consultant has reconciled these items to resolve this issue.
- 15) The flood map presented as Exhibit B in the watershed study has been superseded by the NFIP. *JWSE* has examined a copy of the current FIRM Map for the project site, Map No. 24047C0155H, dated July 16, 2015. Both maps show 100-year (Zone A) impact areas on and upstream of the subject property. In general, the 2015 map is more refined and predicts a smaller extent of Zone A areas when compared to the earlier map. This comment is provided as an observation and no action is necessarily recommended.
- 16) The consultant has specifically addressed the 10-year event as being able to be safely pass by the proposed infrastructure, stating that the 100-year event will not safely pass either the existing or proposed infrastructure. Based on an examination of the watershed study and the FIRM map, **JWSE** agrees agree with their conclusion. This comment is also provided merely as an observation and no action is necessarily recommended.

Comments on the July 30, 2018 Letter:

JWSE's review of the referenced letter and its attached exhibits provided background and historical context. Documentation of permits already obtained by the project, along with the required review framework, aided the formulation of the opinions provided herein. As such, JWSE has no specific comments to address as a result of the review of the letter.

Conclusion:

Overall, we feel that the property owner's consultant has performed a comprehensive and professional modelling effort which has been presented concisely. The choice of the use of the Rational Method by the consultant is one that requires additional discussion herein. As was previously stated, it is generally not advisable to use the Rational Method for forecasting peak flow from large watersheds. In this particular situation, we feel that the consultant's use of a conservative C-factor has largely mitigated general modeling concerns for this project. Factoring into our conclusions, to a large extent, is that the proposed tax ditch and proposed culverts will have identical or larger cross-sectional areas than the existing ditch and culverts. In balance, we feel that this tax ditch relocation, subject to all comments and concerns listed above should not significantly affect the Kitt's Branch PDA either on this property or as a whole.

Based upon all of the information and responses received, *JWSE* believes that the relocation of this tax ditch as presented is feasible and is backed by sound design and engineering. Tax ditches benefit the public and promote public health, safety and welfare. *JWSE* sees no detriment to the public health, safety and welfare from this relocated tax ditch. All costs of this project; including, design, study, analysis, construction and Kitts Branch PDA expenses are to be borne by the landowner and have or will be paid by the landowner. The benefit to the land affected by the project is clear and warrants the expenditure by the landowner for this tax ditch relocation.

JWSE recommends approval of the request to relocate the tax ditch, subject to providing all additional information requested and addressing any remaining issues identified in this report; specifically comment Nos.: 3, 4, 5, 8 and 10, which still need to be addressed. The approval should also be conditioned on the maintenance of access to and drainage from the Matyiko (Tax Map No. 25, Parcel 461) property which is to the west and immediately adjacent to the subject property. Other specific conditions for PDA approval also include:

- MDE non-tidal wetlands approval (Item No. 1).
- Town of Berlin SWM Waiver (Item No. 2).
- Worcester SCD approval for SESC (Item No. 3).
- Approval from MDOT (Item No. 4).
- Approval from the MDA (Item No. 5).
- Recording of the tax ditch maintenance easement (Item No. 10)

JWSE is pleased to have performed this analysis and remains available to address any questions or comments that you may have on this matter.

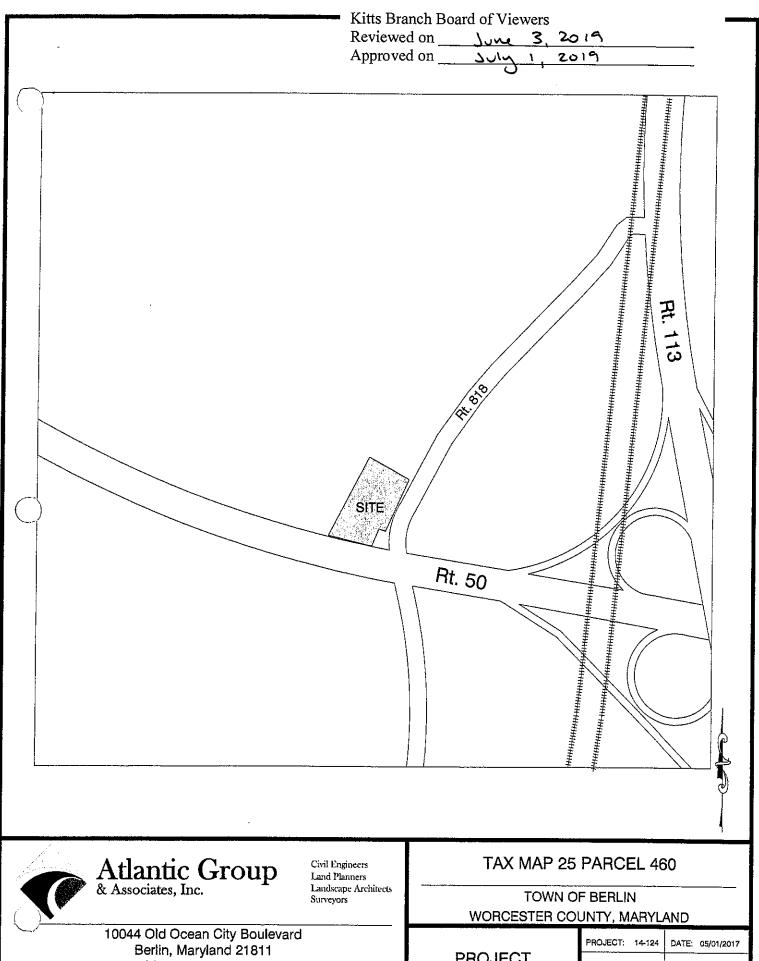
Very truly yours,

J. W. SALM ENGINEERING, INC.

By: John W. Salm, III

John W. Salm, III, P.E.

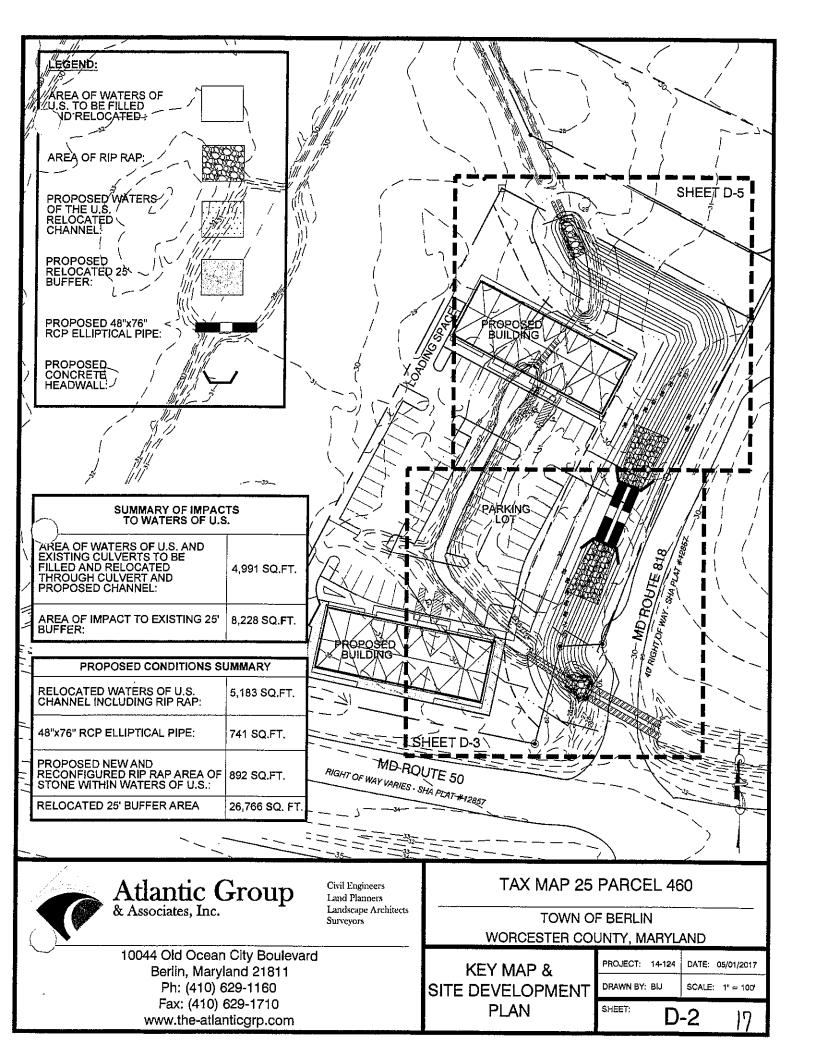
President

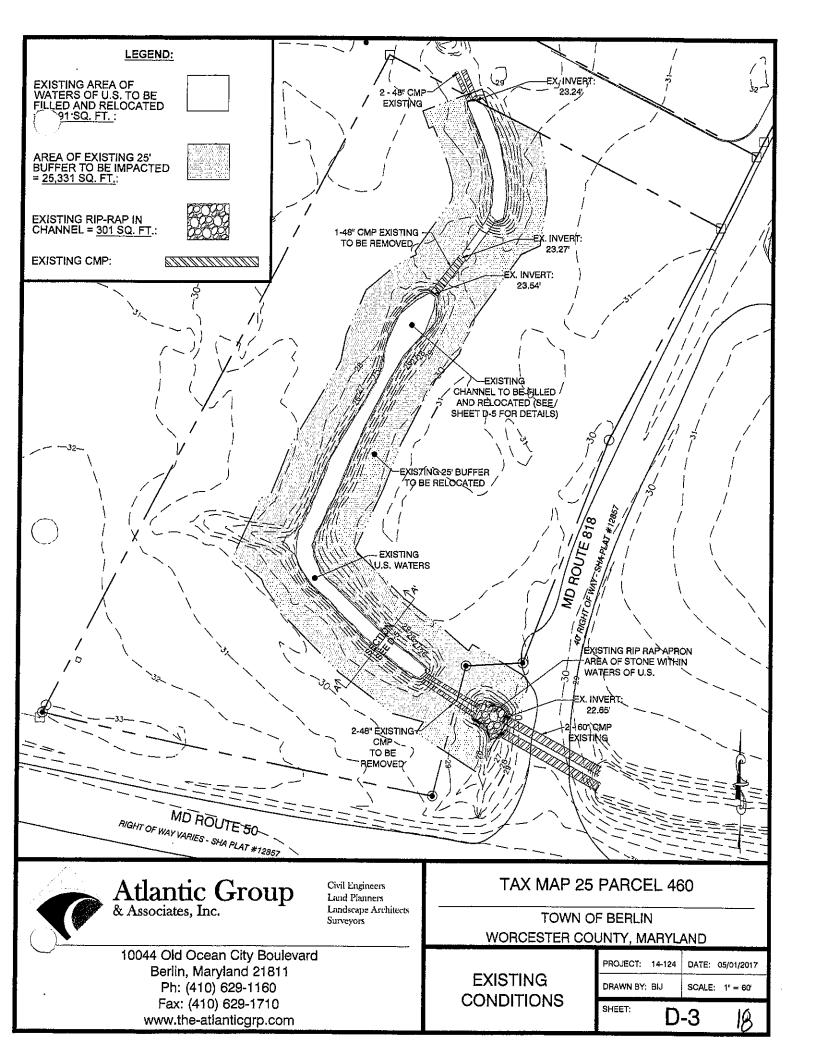


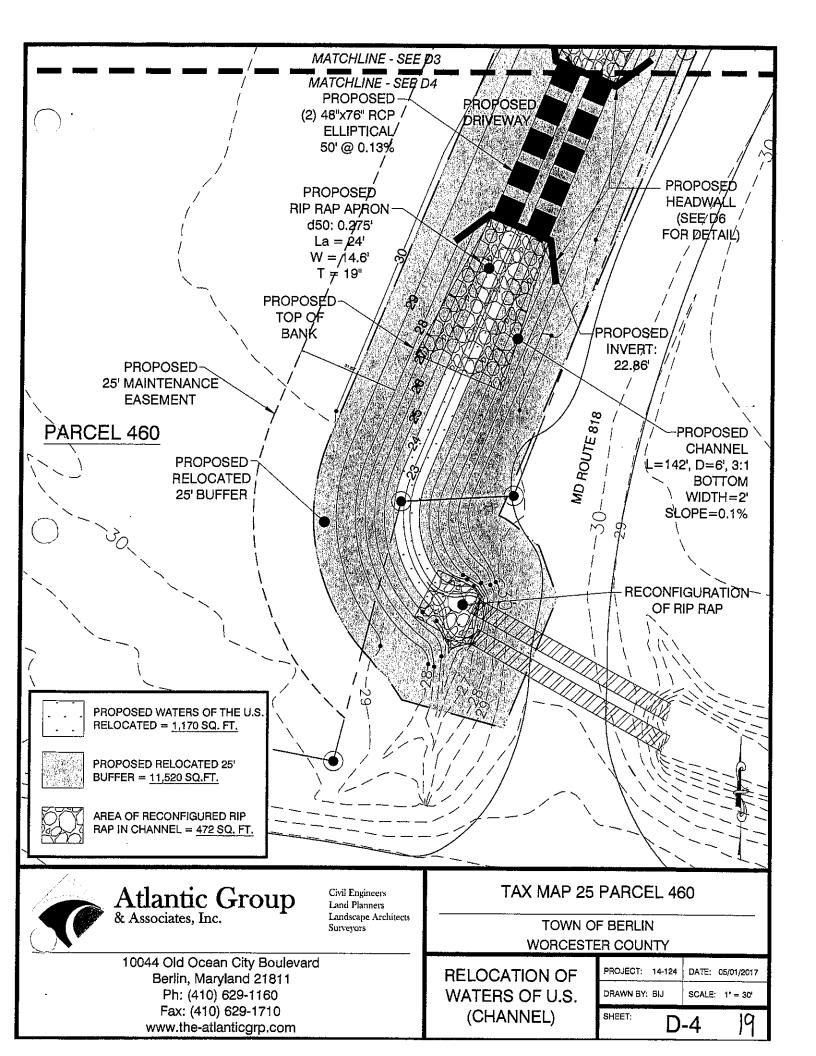
10044 Old Ocean City Boulevard Berlin, Maryland 21811 Ph: (410) 629-1160 Fax: (410) 629-1710 www.the-atlanticgrp.com

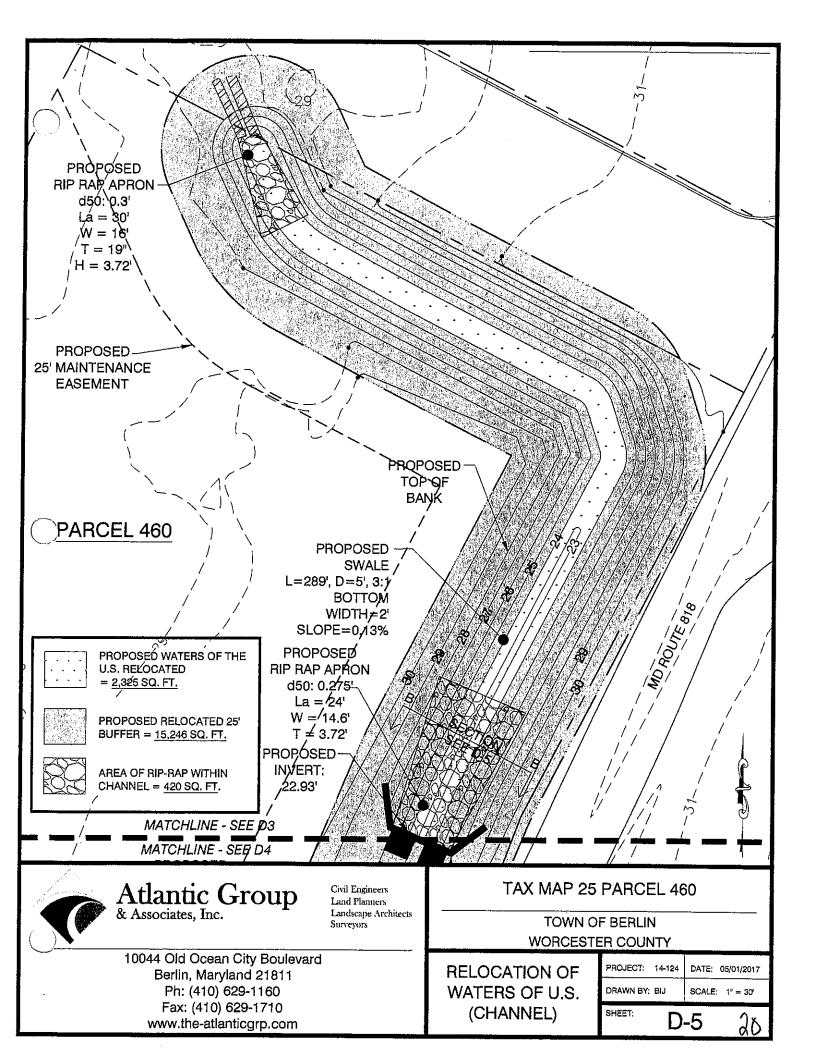
PROJECT LOCATION

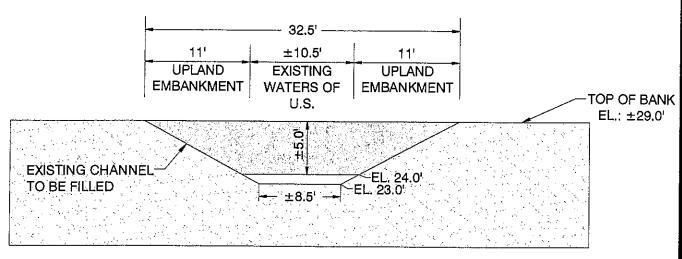
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DRAWN BY: BIJ	SCALE: 1" = 500"
SHEET: D	-1 1/



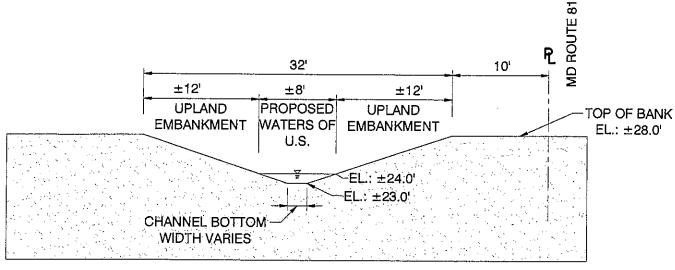








EXISTING CONDITIONS SECTION A



PROPOSED CONDITIONS SECTION B



Atlantic Group & Associates, Inc.

Civil Engineers Land Planners Landscape Architects Surveyors

10044 Old Ocean City Boulevard Berlin, Maryland 21811 Ph: (410) 629-1160 Fax: (410) 629-1710 www.the-atlanticgrp.com

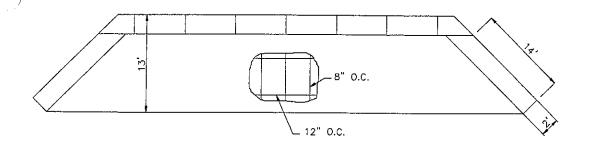
TAX MAP 25 PARCEL 460

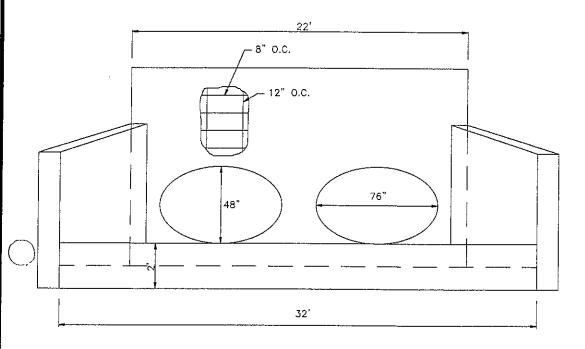
TOWN OF BERLIN WORCESTER COUNTY

CROSS-SECTION DETAIL

PROJECT: 14-124	DATE: 05/01/2017
DRAWN BY: BIJ	SCALE: 1" = 10"
SHEET: D	-6 2

CAST-IN-PLACE ENDWALL





8" O.C. 12" O.C. 19

NOTES:

- 1.) CONCRETE: 3,000 psi
- 2.) REINFORCMENT: DEFORMED STEEL BARS #4, 12" & 8"
- 3.) CHAMFER: ALL EXPOSED EDGES 1" X 1" OR AS DIRECTED.



Atlantic Group & Associates, Inc.

Civil Engineers Land Planners Landscape Architects Surveyors

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TAX MAP 25 PARCEL 460

TOWN OF BERLIN WORCESTER COUNTY

CONCRETE
HEADWALL DETAIL

PROJECT: 14-124	DATE: 05/01/2017
DRAWN BY: BIJ	SCALE: N.T.S.
SHEET:	- 7))

Kitts Branch Board of Viewers				
Reviewed on	June 3	2019		
Approved on	July 1			



HEADWATERS OF KITT'S BRANCH WATERSHED STUDY

BERLIN, MARYLAND WORCESTER COUNTY

July 2009



MD No. 34115

Prepared By:

Atlantic Group & Associates, Inc. 10044 Old Ocean City Boulevard Berlin, Maryland 21811 Voice: 410.629.1160

/oice: 410.629.1160 Fax: 410.629.1710

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3.0	Stormwater Runoff	3
4.0	Conclusion	3

EXHIBITS:

Exhibit A:

Location Map

Exhibit B:

FIRM map 240083 0100 B

Exhibit C;

24x36 Watershed Study Drawing

APPENDICES:

Appendix A: Watershed Modeling - Hydraflow Hydrographs Report

Appendix B: HydroCAD Area & Time of Concentration Data

1.0 <u>Introduction / Narrative:</u>

This study was undertaken to determine an estimated 10 year and 100 year peak discharge for a drainage area upstream from Kitts branch. The study area is shown on Exhibit A. The current flow converges to pass through a series of pipes and ditch sections before proceeding through two culverts under Route 818. We intend to use the peak flows to ensure that the planned improvements to Parcel 460 on Map 25 will pass a 10 year storm event.

2.0 Existing Conditions:

The overall watershed to be studied was determined to be 425.47 acres. This area was determined using aerial topography augmented by Lidar images and USGS mapping. The area of improvement was also surveyed in the field for critical analysis and site design. The overall drainage map is shown on Exhibit C.

The drainage area consists mainly of cultivated land broken up by a series of farm ditches, with a wide variety of ditch sections. There are large areas of woods and other highly vegetated regions. It also contains irrigation ponds, lawns, pastures, driveways, residential and commercial structures, paved state roads, and railroad tracks. The breakdown of the areas are shown in Appendix B under the area listing.

For our purposes, we located an analysis point 585' upstream from the twin 60" culvert pipes under Rte 818. This area was chosen since the improvements we propose will begin there with two (2) 60" culverts. The overall drainage study area has been broken into five subareas for modeling purposes; and have been shown on Exhibit C.

3.0 Stormwater Runoff:

To determine the peak discharge, the Rational method was chosen as the most appropriate technique. Using this method, the drainage area, a rainfall intensity, and a runoff coefficient are combined to produce a maximum flow for a given storm event.

To use the Rational method, the different types of land covers are assigned a runoff coefficient and a weighted coefficient is determined for use in the corresponding calculations. The soil type is not a factor in this method. The type of cover and slope are the main variables in determining the runoff coefficient. The overall runoff coefficient was used for all the subareas.

The rainfall intensity was derived from IDF curves (Intensity-Duration-Frequency) that were obtained for the study area from rainfall data provided by the NOAA (National Oceanic and Atmospheric Administration). For a given subarea, a time of concentration (Tc) was measured using the TR-55 time of concentration worksheet method. It was decided that a more accurate model would be obtained by breaking the watershed up into five subareas. This allowed for a more representative time of concentration to be used for each individual subarea. The Tc path for each subarea can be found on Exhibit C and the amount of sheet, shallow concentrated, channel, and pipe flow times can be found in the HydroCAD data in Appendix B.

4.0 Conclusion:

The results from the Hydraflow Hydrographs indicate that a 10 year storm would produce a peak flow of 188 cfs, and a 100 year storm would produce a 297 cfs peak flow. (See Appendix A for the Hydraflow report). The proposed improvements to Parcel 460 Map 25 will safley convey the 10 year peak flow of 188 cfs. However, the 100 year storm will cause the water to top the channel banks as has been mapped on the Flood Map on Exhibit B. Due to constraints in the storm system downstream from our site, it will not be possible to safley convey the 100 year storm within the top of the channel banks.

If there are any questions regarding the information provided in this report, please feel free to call the office at 410.629.1160.

Rob Plitko, Jr., P.E.

Atlantic Group & Associates, Inc. 10044 Old Ocean City Blvd.

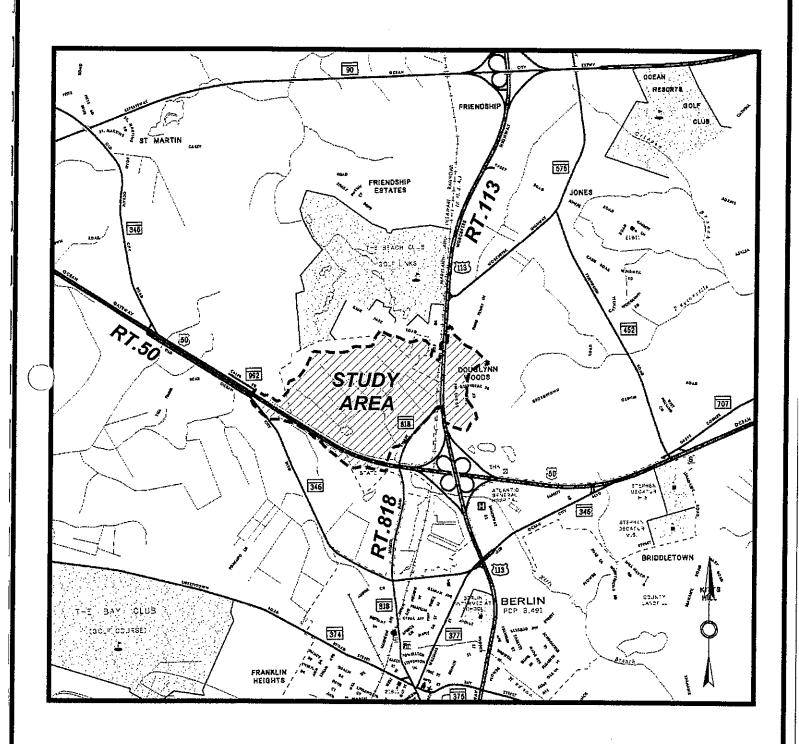
Berlin, MD 21811

Phone: 410.629.1160

Email: plitko@the-atlanticgrp.com

EXHIBIT A:

PROJECT LOCATION MAP



SCALE (1:3000)

NOTICE OF PUBLIC HEARING FOR ESTABLISHMENT OF A RESIDENTIAL PLANNED COMMUNITY (RPC) FLOATING ZONE

EVERGREEN VILLAGE RPC

NORTHWESTERLY SIDE OF BEAUCHAMP ROAD NORTH OF MD ROUTE 589

THIRD TAX DISTRICT WORCESTER COUNTY, MARYLAND

Pursuant to Sections 1-114 and 1-315 of the Worcester County Zoning Ordinance, application has been filed with the Worcester County Commissioners by Evergreen Village, LLC to establish a Residential Planned Community (RPC) on property located on the northwesterly side of Beauchamp Road, north of MD Route 589 (Racetrack Road). Located in the Third Tax District of Worcester County, Maryland, the property is designated on Tax Map 15 as Parcels 127 and 259. The Worcester County Planning Commission reviewed the Evergreen Village Residential Planned Community application at its meeting of July 3, 2019 and granted a favorable recommendation to the County Commissioners.

Pursuant to Sections 1-114 and 1-315 of the Worcester County Zoning Ordinance, the County Commissioners will hold a

PUBLIC HEARING

ON

TUESDAY, SEPTEMBER 3, 2019

AT 10:50 AM

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

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

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

Diana Purnell, President



ZONING DIVISION BUILDING DIVISION DATA RESEARCH DIVISION



DEVELOPMENT REVIEW AND PERMITTING

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

ADMINISTRATIVE DIVISON CUSTOMER SERVICE DIVISION TECHNICAL SERVICE DIVISION

MEMORANDUM

TO:

Harold L. Higgins, Chief Administrative Officer Edward A. Tudor, Director August 28, 2019

FROM: DATE:

RE:

Evergreen Village Residential Planned Community

In preparation for the upcoming public hearing on the above referenced project, you will find attached herewith the Planning Commission's entire file, Findings of Fact, Recommendation, a full size plan and 8.5" by 11" copies of the concept plans from my prior memorandum. If you need any additional information, please let me know.

As always, I will be available as well as my staff for the County Commissioners' meeting to present the application and answer any questions they may have.

Attachments

cc:

Jennifer Keener, Zoning Administrator Phyllis Wimbrow, Deputy Director

WORCESTER COUNTY

PLANNING COMMISSION

FINDINGS OF FACT

<u>AND</u>

RECOMMENDATION

EVERGREEN VILLAGE RESIDENTIAL PLANNED COMMUNITY

STEP I

July 3, 2019

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	b,	The Technical Review Committee Report, including the comments of Individual Committee members, Supplemental comments, the Applicant's written narrative, and §ZS 1-315	Pages 14 - 56

I. GENERAL INFORMATION:

Date of Planning Commission Review: July 3, 2019

Date of TRC Review: May 8, 2019

Approval requested: Step I Residential Planned Community - Establishment of the RPC

Floating Zone

Project Description: Proposed 90 lot single-family dwelling subdivision

Location: Northwest side of Beauchamp Road, north of MD Route 589 (Racetrack Road), Tax Map 15, Parcels 127 and 259, Tax District 3, R-1 Rural Residential and RP Resource Protection Districts

Owner: Evergreen Village, LLC

9919 Stephen Decatur Highway

Ocean City, MD 21842

Land Planner: R.D. Hand & Associates, Inc.

12302 Collins Road Bishopville, MD 21813

Existing Conditions: The development consists of two parcels of land, totaling 94.7 acres and is formerly known as Pine Shore Golf North, which has been closed since 2010. The property has since remained vacant, though the clubhouse, parking lot and other structures associated with the golf course still remain. Approximately 90.4 acres is located within the R-1 Rural Residential District, with the remaining 4.3 acres located in the RP Resource Protection District. The site contains 89.62 acres of upland and 5.08 acres of non-tidal wetlands and existing ponds. A portion of the property was rezoned from E-1 Estate District to R-1 Rural Residential District in 2018 by the Worcester County Commissioners. The boundary of the RP Resource Protection District did not change as a result of this action.

Proposed Project: The Evergreen Village RPC as shown on the Step I Concept Plan is proposed to be a single-family residential development comprised of a total of 90 residential single-family lots. There are no commercial uses proposed as part of this development plan. Proposed open space totals approximately 57.18 acres, consisting of 46.07 acres of uplands and 11.11 acres of non-tidal wetlands/ ponds. Within this total, 3.0 acres of active recreation and 15.0 acres of passive recreation are proposed. The remaining open space is proposed to remain in its natural state. The Step I plan indicates that there will be one point of access to the project from Beauchamp Road.

II. COMMENTS RELATIVE TO COMPLIANCE WITH BASIC RPC REQUIREMENTS:

Zoning: A development is required to meet the major RPC standards when consisting of greater than 20 proposed units. RPC's are permitted in the R-1 Rural Residential District. Lands located within the project's boundaries and zoned RP Resource Protection District may be included within the RPC's boundaries, though it may not be included in the calculation for allowable density.

Permitted Uses: In that the proposed RPC is comprised of single-family lots, it complies with the RPC regulations relative to permitted uses.

Density: In the R-1 District, a maximum of one unit per one acre of the total gross lot area are allowed, exclusive of lands in the RP District. A total of 90.4 acres of land are in the R-1 District. Therefore, the total permitted and proposed density is 90 units.

Maximum limitation of 70% for residential uses: The project proposes to utilize 34.52 acres of its land area for residential uses including streets, or 36.4%.

Maximum limitation of 20% of retail and service uses: This project has no retail and service uses proposed.

Minimum requirement of 30% for common use open space and recreational areas: The total project area is 94.7 acres. Therefore, a minimum of 28.41 acres shall be set aside in open space. The project as currently designed is proposing a total of 57.18 acres of open space, or 60%. According to the Step I plan, it will consist of 46.07 acres of uplands and 11.11 acres of non-tidal wetlands and ponds. Open space is required to have a certain amount of active and passive recreational features, as well as lands preserved in their natural state. The breakdown is required as follows:

- Minimum of 50% of required open space shall be retained in its natural state: A minimum of 14.2 acres of natural open space is required. The project is proposing to provide 39.18 acres of the total open space in a natural state. No more than 50% of the area dedicated as natural open space may be private wetlands. This project is compliant.
- Minimum of 10% of required open space shall be for active recreation: The project is required to provide 2.84 acres of active recreation open space. Active recreation is defined as uses, areas or activities that are oriented towards potential competition and involving special equipment. Within the 3.0 acres of active open space provided, the project is proposing features such as a community swimming pool, tennis courts and a playground.
- Minimum of 20% of required open space shall be for passive recreation: A minimum of 5.68 acres of passive open space is required. The project is proposing to provide 15 acres of the total open space in passive recreation. Passive recreation is defined as uses, areas or activities oriented to noncompetitive activities which typically require no special equipment. The written narrative states that walking and bird watching trails will be provided as passive recreation.

III. THE FINDINGS OF THE PLANNING COMMISSION WITH REGARD TO THE ITEMS CITED IN §ZS 1-315(k)(2)A1(ix):

1. The relationship of the RPC with the Comprehensive Plan, zoning regulations, and other established policy guidelines:

The subject property is currently comprised of two separate parcels. Parcel 127 abuts the River Run residential subdivision and is within the "Existing Developed Areas" (EDA) land use category of the Comprehensive Plan. Parcel 259 is located within the "Agricultural" land use category of the Comprehensive Plan.

The EDA category recognizes the importance of maintaining the neighborhood character, and provides for orderly infill development in unincorporated areas. The Ocean Pines area is specifically mentioned for infill development. The Comprehensive Plan further states that "[a]ppropriate zoning providing for densities and uses consistent with this character should be instituted" (Chapter 2). Therefore, in 2018 the Worcester County Commissioners rezoned a portion of this property from E-1 Estate District to R-1 Rural Residential District.

While a portion of this development is within the Agricultural land use category, this property has been utilized as a commercial golf course for many years before its closure in 2010. Overall, the conversion of the golf course into a residential subdivision will not result in the loss of agricultural production, nor would it be incompatible with the surrounding neighborhood. As justification for their decision to rezone the property to R-1 Rural Residential District, the Planning Commission found that Windmill Creek would have been a more accurate boundary between the Existing Developed Area and the Agricultural land use categories.

Relative to consistency with the zoning regulations, the Planning Commission finds that the project site is zoned R-1 Rural Residential and RP Resource Protection District, the R-1 District being a zoning classification in which residential planned communities are permitted. It also finds that the project as proposed complies with those requirements cited in §ZS 1-315 relative to maximum density, maximum limitation for residential uses, minimum requirement for common use open space and recreational areas, and types of permitted uses. Furthermore, the Planning Commission finds that the submittals relative to the proposed project comply with the requirements cited in §ZS 1-315(k)(2)A1.

2. The general location of the site and its relationship to existing land uses in the immediate vicinity:

The subject property is located on the northwest side of Beauchamp Road, north of MD Route 589 (Racetrack Road). The Planning Commission finds that this area can best be characterized as a mix of residential, religious and institutional (educational) land uses. The neighboring developments of Ocean Pines, River Run, St. Martins by the Bay and Dawn Circle all consist of primarily single-family dwellings, similar to the proposed project. The proposed development is consistent with the purpose and intent of the R-1 Rural Residential District which states that "[t]his district is intended to protect and preserve the low-density rural residential areas of the County which are not generally planned for substantial population growth". Population growth has been limited over the recent years as stated in the Planning Commission's Findings of Fact from the rezoning case in 2018. The development is proposed to be clustered in order to preserve the open space and protect the natural environment, as intended by these district regulations.

In summary, the Planning Commission finds that the proposed use as a single-family residential development is consistent with existing land uses in the vicinity.

3. The availability and adequacy of public facilities, services and utilities to meet the needs of the RPC and the long-term implications the project would have on subsequent local development patterns and demand for public facilities and services:

The Planning Commission finds that the properties proposed to be developed into the Evergreen Village RPC are presently zoned R-1 Rural Residential and RP Resource Protection Districts. Residential planned communities of the same density are permitted by that zoning district. Thus, the proposed density of one (1) dwelling unit per acre was anticipated for this immediate vicinity. The surrounding lands are similarly zoned for residential uses and commercial zoning is located at the corner of Beauchamp Road and Racetrack Road (MD Route 589), with additional commercial amenities within a five-minute drive from the subject properties that will adequately serve the needs of the residents of this development. Therefore, the Planning Commission concludes that the proposed Evergreen Village RPC will not have an adverse long-term implication on development patterns in the area.

Fee simple lots are proposed for the development. All public roads within the development shall be constructed to one of the RPC road standards and will be reviewed and approved by the County Roads Division of the Department of Public Works. Should the applicant propose approved private roads, they should include the RPC Approved Private Road Standard on future plans. Approved private roads will require review and approval by the County Commissioners under the provisions of §ZS 1-123 Approved private roads. The applicant should ensure that the preliminary layout of the travelways as shown on the plan will be able to accommodate one of the road standards.

Relative to certain public facilities, the developer has obtained a Water and Sewerage Plan Amendment to connect the project to public water from the Ocean Pines Sanitary Service Area and sewer will be provided from the River Run Sanitary Service Area as indicated in the comments provided by the Department of Environmental Programs at the Technical Review Committee meeting. The existing abandoned golf course is currently served by a private, on-site septic system and wells that will need to be properly abandoned as part of this approval, and prior to the demolition permit being issued for the existing structures (see Comment No. 2 of the staff's review comments in the attached Technical Review Committee Report).

Relative to the potential impact to the projected school enrollments as a result of this development, Mr. Joe Price, Facilities Planner with the Worcester County Board of Education states in his May 3, 2019 letter that there is the possibility of an impact (increase) to the four northern county schools as a result of this development. The replacement of Showell Elementary School, located within the immediate vicinity of this project, is currently under construction. Mr. Price has indicated that the school is anticipated to open in September 2020, which is the projected starting date for development of this subdivision.

In consideration of their review, the Planning Commission finds that there will be no significant negative impacts to public facilities and services resulting from the proposed RPC.

4. The consistency of the RPC with the general design standards as contained in Subsections (j)(1) through (j)(5):

Relative to the protection of key environmental features, the Planning Commission finds that the development is located on Windmill Branch, which has significant wetlands and steep slopes. The Planning Commission also acknowledges that the majority of this area is located within the RP Resource Protection District and is proposed to be placed in a Forest Conservation Easement, thus being protected from disturbance. There is a portion of the non-tidal wetlands and associated buffer that are proposed to be impacted in order to construct two to four of the proposed lots and potentially a portion of the roadway, depending on which sheet you review (see Comment No. 3 of the staff's review comments in the attached Technical Review Committee Report). Additionally, except for a small pond that is a regulated wetland, the remaining ponds will be enlarged and enhanced as part of this project.

The open space provided is twice as much land as the minimum required under the RPC regulations. This project is also subject to the Worcester County Forest Conservation Law, and a Forest Stand Delineation was submitted for review. This plan must be approved during the Step II review of the RPC process as noted in Ms. Jenelle Gerthoffer's Technical Review Committee comments.

Relative to the general layout and clustering of the development, the Planning Commission finds that the proposed RPC consists of single-family residential lots,

minimizing land impacts, especially to environmentally sensitive lands, while maximizing contiguous open spaces within the rear, center and front of the parcels. The traffic circulation patterns promote connectivity within the proposed development, and limit access to the public road system to one entrance that will be designed to meet the County Roads standards. All roads will be either approved private roads or a public road, either of which shall be built to one of the County Roads RPC road standards. To promote a truly pedestrian scale development, the Zoning Division recommended that a sidewalk be provided along the Beauchamp Road frontage. Submitted to the Planning Commission as Applicant's Exhibit No. 1 was a sidewalk exhibit, illustrating that sidewalks will be proposed along a portion of the Beauchamp Road frontage, from the proposed entrance to the south towards the St. John Neumann Catholic Church property. No sidewalk was proposed north towards the River Run development. The applicants stated that they would consider extending the sidewalk in that direction as part of the Step II review.

No culs-de-sac or dead-end streets are proposed within this development.

Overall, the Planning Commission finds that the RPC has demonstrated consistency with the general design standards contained in §ZS 1-315(j)(1) through (j)(5), on the condition that a sidewalk be provided along Beauchamp Road as shown on Applicant's Exhibit No. 1, with consideration given to the extension of the sidewalk along the remainder of the parcel frontage of Beauchamp Road.

5. The relationship of the RPC's proposed construction schedule, including any phasing, and the demand for and timely provision of public facilities, services and utilities necessary to serve the project:

Within the written narrative, the applicant states that all water, sewer and road infrastructure for the development will be constructed within the first phase, in approximately the fall of 2020. Construction of the residential portion of the development will occur based on market demand. The recreational open space will be prorated based on the number of units constructed within the phases. As always, the Zoning Division strongly encouraged the Planning Commission to consider how the passive and active recreation will be phased in during their Step III review, to ensure that adequate facilities are being provided as the project is developed, and are not an afterthought as the last improvements to be made.

Overall, the Planning Commission finds that the RPC has demonstrated that reasonable consideration has been given to the provision for and construction of the public facilities, services and utilities necessary to serve the project within their construction schedule.

6. The capacity of the existing road network to provide suitable vehicular access for the RPC, the appropriateness of any existing or proposed improvements to the transportation network, the adequacy of the pedestrian and bicycle circulation, and the proposed means of connectivity of the project to surrounding residential, commercial and recreational development and uses:

Connectivity to main transportation networks are another feature of the proposed development that are consistent with the Comprehensive Plan. Access will be via a single entrance onto Beauchamp Road, therefore limiting multiple points of access. The written narrative notes that a traffic study was conducted in 2016, and a Trip Generation Summary sheet updating that information was prepared by Carpenter Engineering and is attached to the narrative. A copy of the 2016 traffic study was not submitted for the Technical Review Committee or Planning Commission's review. Both the written narrative and the Trip Generation Summary state that Beauchamp Road, as well as the intersection of Beauchamp Road and MD Route 589 (Racetrack Road) will perform at a Level of Service (LOS) A before and after the addition of this proposed subdivision.

Relative to the adequacy of pedestrian and bicycle circulation, as stated in Item No. 4 above, to promote a truly pedestrian scale development, the Zoning Division recommended that a sidewalk be provided along the Beauchamp Road frontage, which was provided as Applicant's Exhibit No. 1.

Based on the supplemental traffic analysis provided, the Planning Commission concludes that the access point to Beauchamp Road will not have a significantly adverse impact on traffic patterns in the area. The Planning Commission also concludes that the Department of Public Works, County Roads Division is ensuring that all public road improvements and entrance design requirements are being met. Therefore the Planning Commission finds the transportation network to be suitable for this development, again on the condition that a sidewalk be provided along Beauchamp Road as shown on Applicant's Exhibit No. 1, with consideration given to the extension of the sidewalk along the remainder of the parcel frontage of Beauchamp Road.

7. The relationship of the proposed method of wastewater disposal and provision of potable water service with the goals, objectives and recommendations of the Comprehensive Plan, Comprehensive Water and Sewer Plan, and other established policy guidelines:

The Comprehensive Plan notes that "[s]ewer service...is one of the county's most powerful growth management tools" (Chapter 6). This development has obtained approval for a Water and Sewer Plan Amendment and Sanitary Service Area Amendment in order to obtain sewer from the existing River Run service area, with water being provided by the Ocean Pines service area. An EDU Chart has been provided on the C-1 Concept Plan sheet as requested by the Department of Environmental Programs in their Technical Review Committee comments. The Water and Wastewater Division of the Department of Public Works has noted in their TRC comments that they will reserve comments pending submission of detailed utility plans which will occur in future steps.

The Planning Commission finds that, based on the recommendation and approvals granted to the developer thus far for public water and sewer, provisions for public facilities have been made to serve this development in the River Run (sewer) and Ocean Pines (water) Sanitary Service Areas.

IV. THE RECOMMENDATION OF THE PLANNING COMMISSION

Based upon its findings, the Planning Commission finds that the area in which the subject property is located currently consists of two parcels. Parcel 127 abuts the River Run residential subdivision and is within the "Existing Developed Areas" (EDA) land use category of the Comprehensive Plan. Parcel 259 is located within the "Agricultural" land use category of the Comprehensive Plan. The EDA category recognizes the importance of maintaining the neighborhood character, and provides for orderly infill development in unincorporated areas. The Ocean Pines area is specifically mentioned for infill development. The Comprehensive Plan further states that "[a]ppropriate zoning providing for densities and uses consistent with this character should be instituted" (Chapter 2). In 2018, the Worcester County Commissioners rezoned a portion of this property from E-1 Estate District to R-1 Rural Residential District. While a portion of this development is within the Agricultural land use category, this property has been utilized as a commercial golf course for many years before its closure in 2010. Overall, the conversion of the golf course into a residential subdivision will not result in the loss of agricultural production, nor would it be incompatible with the surrounding neighborhood. As justification for their decision to rezone the property to R-1 Rural Residential District, the Planning Commission found that Windmill Creek would have been a more accurate boundary between the Existing Developed Area and the Agricultural land use categories.

The R-1 Rural Residential District has a recommended density of one unit per one acre and therefore the Planning Commission concludes that the proposed Evergreen Village RPC, which has a density of one unit per acre, is thus in accordance with the Comprehensive Plan. Additionally, the proposed project as submitted complies with the regulations as set forth in §ZS 1-315 relative to residential planned communities. Furthermore, the Planning Commission notes that the proposed project maintains sensitive non-tidal wetlands and wooded areas, and incorporates measures to improve water quality. The Planning Commission also concludes that the project will not have an adverse impact on local traffic and transportation patterns. The Planning Commission finds that based on the approvals granted to the developer thus far for public water and sewer, provisions for public facilities have been made to serve this development in the River Run and Ocean Pines Sanitary Service Areas for sewer and water respectively.

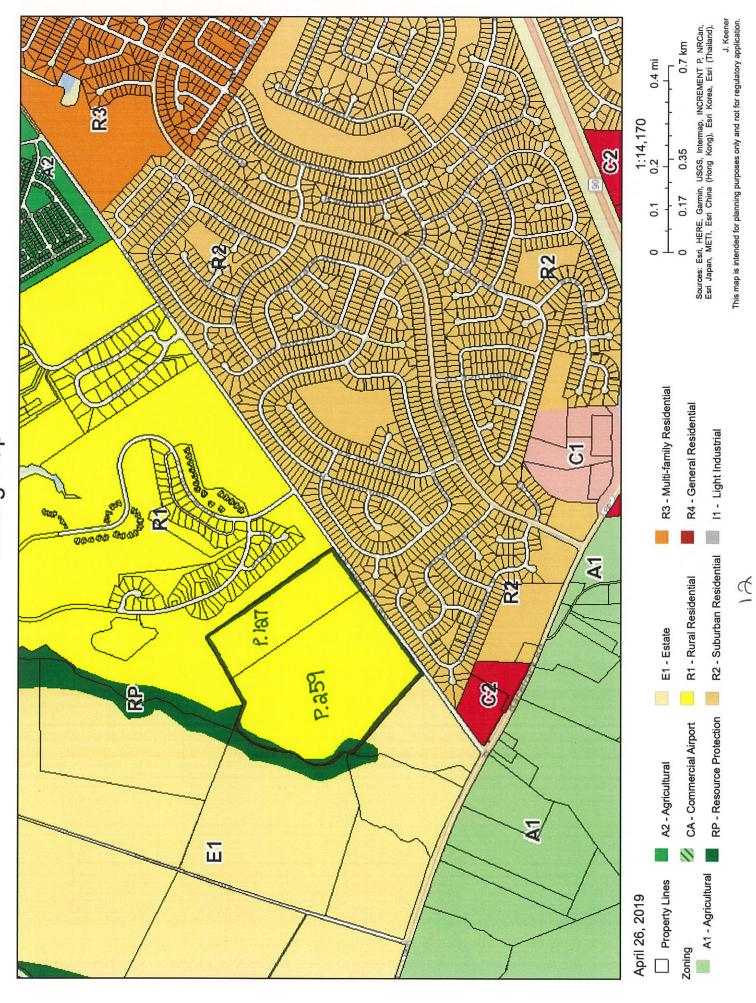
Therefore, based upon its review, the Planning Commission favorably recommends that the request for establishment of the residential planned community floating zone for Evergreen Village RPC be approved.

V. ATTACHMENTS

- 1. Zoning Map.
- 2. The Technical Review Committee Report, including the comments of individual Committee members, Supplemental comments, the applicant's written narrative, and §ZS 1-315 of the Zoning and Subdivision Control Article are attached.

It should be noted that many comments submitted by various TRC members pertain more to later review stages such as the Step II and Step III implementation step, at which time subdivision plats would be submitted, or to the building/zoning permit stage.

Zoning Map



TECHNICAL REVIEW COMMITTEE

REPORT

EVERGREEN VILLAGE RESIDENTIAL PLANNED COMMUNITY

STEP I

May 8, 2019

GENERAL INFORMATION:

Date of TRC Review: May 8, 2019

Approval requested: Step I Residential Planned Community – Establishment of the RPC

Floating Zone - Evergreen Village

Project Description: Proposed 90 single-family lot subdivision

Location: Northwest side of Beauchamp Road, north of MD Route 589 (Racetrack Road), Tax Map 15, Parcels 127 and 259, Tax District 3, R-1 Rural Residential and RP Resource Protection Districts

Owner:

بمعينة ا

Evergreen, LLC

9919 Stephen Decatur Highway

Ocean City, MD 21842

Land Planner:

R.D. Hand & Associates, Inc.

12302 Collins Road Bishopville, MD 21813

Existing Conditions: The development consists of two parcels of land, totaling 94.7 acres and is formerly known as Pine Shore Golf North, which has been closed since 2010. The property has since remained vacant, though the clubhouse, parking lot and other structures associated with the golf course still remain. Approximately 90.4 acres is located within the R-1 Rural Residential District, with the remaining 4.3 acres located in the RP Resource Protection District. The site contains 89.62 acres of upland and 5.08 acres of non-tidal wetlands and existing ponds. A portion of the property was rezoned from E-1 Estate District to R-1 Rural Residential District in 2018 by the Worcester County Commissioners. The boundary of the RP Resource Protection District did not change as a result of this action.

Proposed Project: The Evergreen Village RPC as shown on the Step I Concept Plan is proposed to be a single-family residential development comprised of a total of 90 residential lots. There are no commercial uses proposed as part of this development plan. Proposed open space totals approximately 57.18 acres, consisting of 46.07 acres of uplands and 11.11 acres of non-tidal wetlands/ ponds. Within this total, 3.0 acres of active recreation and 15.0 acres of passive recreation are proposed. The Step I plan indicates that there will be one point of access to the project from Beauchamp Road.

COMMENTS RELATIVE TO COMPLIANCE WITH BASIC RPC REQUIREMENTS:

Zoning: A development is required to meet the major RPC standards when consisting of greater than 20 proposed units. RPC's are permitted in the R-1 Rural Residential District.

Lands located within the project's boundaries and zoned RP Resource Protection District may be included within the RPC's boundaries, though it may not be included in the calculation for allowable density.

Permitted Uses: In that the proposed RPC is comprised of single-family dwelling lots, it complies with the RPC regulations relative to permitted uses.

Density: In the R-1 District, a maximum of one unit per one acre of the total gross lot area are allowed, exclusive of lands in the RP District. A total of 90.4 acres of land are in the R-1 District. Therefore, the total permitted and proposed density is 90 units.

Maximum limitation of 70% for residential uses: The project proposes to utilize 34.52 acres of its land area for residential uses including streets, or 36.4%.

Maximum limitation of 20% of retail and service uses: This project has no retail and service uses proposed.

Minimum requirement of 30% for common use open space and recreational areas: The total project area is 94.7 acres. Therefore, a minimum of 28.41 acres shall be set aside in open space. The project as currently designed is proposing a total of 57.18 acres of open space, or 60%. According to the Step I plan, it will consist of 46.07 acres of uplands and 11.11 acres of non-tidal wetlands and ponds. Open space is required to have a certain amount of active and passive recreational features, as well as lands preserved in their natural state. The breakdown is required as follows:

- Minimum of 50% of required open space shall be retained in its natural state: A minimum of 14.2 acres of natural open space is required. The project is proposing to provide 39.18 acres of the total open space/ reserved lands of the developer in a natural state. No more than 50% of the area dedicated as natural open space may be private wetlands, constituting a maximum of 7.1 acres.
 - O The applicant will need to revise the plan to clarify the 50% natural open space requirement as explained herein, as the numbers on the plan for open space required do not match.
- Minimum of 10% of required open space shall be for active recreation: The project is required to provide 2.84 acres of active recreation open space. Active recreation is defined as uses, areas or activities that are oriented towards potential competition and involving special equipment. Within the 3.0 acres of active open space provided, the project is proposing features such as a community swimming pool, tennis courts and a playground.
- Minimum of 20% of required open space shall be for passive recreation: A minimum of 5.68 acres of passive open space is required. The project is proposing to provide 15 acres of the total open space in passive recreation. Passive recreation is defined as uses, areas or activities oriented to noncompetitive activities which typically require no special equipment. The written narrative states that walking and bird watching trails will be provided as passive recreation.

FINDINGS AND RECOMMENDATIONS OF THE TECHNICAL REVIEW COMMITTEE:

1. The relationship of the RPC with the Comprehensive Plan, zoning regulations, and other established policy guidelines:

The subject property is currently comprised of two separate parcels. Parcel 127 abuts the River Run residential subdivision and is within the "Existing Developed Areas" (EDA) land use category of the Comprehensive Plan. Parcel 259 is located within the "Agricultural" land use category of the Comprehensive Plan.

The EDA category recognizes the importance of maintaining the neighborhood character, and provides for orderly infill development in unincorporated areas. The Ocean Pines area is specifically mentioned for infill development. The Comprehensive Plan further states that "[a]ppropriate zoning providing for densities and uses consistent with this character should be instituted" (Chapter 2). In 2018, the Worcester County Commissioners rezoned a portion of this property from E-1 Estate District to R-1 Rural Residential District.

While a portion of this development is within the Agricultural land use category, this property has been utilized as a commercial golf course for many years before its closure in 2010. Overall, the conversion of the golf course into a residential subdivision will not result in the loss of agricultural production, nor would it be incompatible with the surrounding neighborhood. As justification for their decision to rezone the property to R-1 Rural Residential District, the Planning Commission found that Windmill Creek would have been a more accurate boundary between the Existing Developed Area and the Agricultural land use categories.

Relative to consistency with the zoning regulations, the Technical Review Committee finds that the project site is zoned R-1 Rural Residential and RP Resource Protection District, the R-1 District being a zoning classification in which residential planned communities are permitted. It also finds that the project as proposed complies with those requirements cited in §ZS 1-315 relative to maximum density, maximum limitation for residential uses, minimum requirement for common use open space and recreational areas, and types of permitted uses. Furthermore, the Technical Review Committee finds that the submittals relative to the proposed project comply with the requirements cited in §ZS 1-315(k)(2)A1. The Technical Review Committee reminds the Planning Commission that for individual structures, there shall be no minimum lot area, setback, bulk, lot width, or road frontage requirements. Such standards shall be approved by the Planning Commission during the Step II review.

2. The general location of the site and its relationship to existing land uses in the immediate vicinity:

The subject property is located on the northwest side of Beauchamp Road, north of MD Route 589 (Racetrack Road). The Technical Review Committee finds that this area can best be characterized as a mix of residential, religious and institutional (educational) land uses. The neighboring developments of Ocean Pines, River Run, St. Martins by the Bay and Dawn Circle all consist of primarily single-family dwellings, similar to the proposed project. The proposed development is consistent with the purpose and intent of the R-1 Rural Residential District which states that "[t]his district is intended to protect and preserve the low-density rural residential areas of the County which are not generally planned for substantial population growth". Population growth has been limited over the recent years as stated in the Planning Commission's Findings of Fact from the rezoning case in 2018. The development is proposing to be clustered to preserve the open space and protect the natural environment, as intended by these district regulations.

In summary, the Technical Review Committee finds that the proposed use as a single-family residential development is consistent with existing land uses in the vicinity.

3. The availability and adequacy of public facilities, services and utilities to meet the needs of the RPC and the long-term implications the project would have on subsequent local development patterns and demand for public facilities and services:

The Technical Review Committee finds that the properties proposed to be developed into the Evergreen Village RPC are presently zoned R-1 Rural Residential and RP Resource Protection Districts. Residential planned communities of the same density are permitted by that zoning district. Thus, the proposed density of one (1) dwelling unit per acre was anticipated for this immediate vicinity. The surrounding lands are similarly zoned for residential uses and commercial zoning is located at the corner of Beauchamp Road and Racetrack Road (MD Route 589), with additional commercial amenities within a five-minute drive from the subject properties that will adequately serve the needs of the residents of this development. Therefore, the Technical Review Committee concludes that the proposed Evergreen Village RPC will not have an adverse long-term implication on development patterns in the area.

Fee simple lots is proposed for the development. All public roads within the development shall be constructed to one of the RPC road standards and will be reviewed and approved by the County Roads Division of the Department of Public Works. Should the applicant propose approved private roads, they should include the RPC Approved Private Road Standard on future plans. Approved

private roads will require review and approval by the County Commissioners under the provisions of §ZS 1-123 Approved private roads. The applicant should ensure that the preliminary layout of the travelways as shown on the plan will be able to accommodate one of the road standards.

Relative to certain public facilities, the developer has obtained a Water and Sewerage Plan Amendment to connect the project to public water from the Ocean Pines Sanitary Service Area and sewer will be provided from the River Run Sanitary Service Area as indicated in the comments provided by the Department of Environmental Programs at the Technical Review Committee meeting. The existing abandoned golf course is currently served by a private, on-site septic system and wells that will need to be properly abandoned as part of this approval, and prior to the demolition permit being issued for the existing structures (see Comment No. 2 of the staff's review comments following these findings).

Relative to the potential impact to the projected school enrollments as a result of this development, Mr. Joe Price, Facilities Planner with the Worcester County Board of Education states in his May 3, 2019 letter that there is the possibility of an impact (increase) to the four northern county schools as a result of this development. The replacement Showell Elementary School, located within the immediate vicinity of this project, is currently under construction. Mr. Price has indicated that the school is anticipated to open in September 2020, which is the anticipated starting date for development of this subdivision.

In consideration of their review, the Technical Review Committee finds that there will be no significant negative impacts to public facilities and services resulting from the proposed RPC.

4. The consistency of the RPC with the general design standards as contained in Subsections (j)(1) through (j)(5):

Relative to the protection of key environmental features, the Technical Review Committee finds that the development is located on Windmill Branch, and has significant wetlands and steep slopes associated with it. The Technical Review Committee also acknowledges that the majority of this area is located within the RP Resource Protection District and is proposed to be placed in a Forest Conservation Easement, thus being protected from disturbance. There is a portion of the non-tidal wetlands and associated buffer that are proposed to be impacted in order to construct two to four of the proposed lots and potentially a portion of the roadway, depending on which sheet you review (see Comment No. 3 of the staff's review comments following these findings). Additionally, except for a small pond that is a regulated wetland, the remaining ponds will be enlarged and enhanced as part of this project.

The open space provided is twice as much land as the minimum required under the RPC regulations. This project is also subject to the Worcester County Forest Conservation Law, and a Forest Stand Delineation was submitted for review. This plan must be approved during the Step II review of the RPC process as noted in Ms. Jenelle Gerthoffer's Technical Review Committee comments.

Relative to the general layout and clustering of the development, the Technical Review Committee finds that the proposed RPC consists of single-family residential lots, minimizing land impacts, especially to environmentally sensitive lands, while maximizing contiguous open spaces within the rear, center and front of the parcels. The traffic circulation patterns promote connectivity within the proposed development, and limit access to the public road system to one entrance that will be designed to meet the County Roads standards. All roads will be either approved private roads or a public road, either of which shall be built to one of the County Roads RPC road standards. To promote a truly pedestrian scale development, the Zoning Division is recommending that a sidewalk be provided along the Beauchamp Road frontage.

No culs-de-sac or dead-end streets are proposed within this development.

Overall, the Technical Review Committee finds that the RPC has demonstrated consistency with the general design standards contained in §ZS 1-315(j)(1) through (j)(5), on the condition that a sidewalk be provided along Beauchamp Road.

5. The relationship of the RPC's proposed construction schedule, including any phasing, and the demand for and timely provision of public facilities, services and utilities necessary to serve the project:

Within the narrative, the applicant states that all water, sewer and road infrastructure for the development will be constructed within the first phase, in approximately the Fall of 2020. Construction of the residential portion of the development will occur based on market demand. The recreational open space will be prorated based on the number of units constructed within the phases. As always, the Zoning Division strongly encourages the Planning Commission to consider how the passive and active recreation will be phased in during their Step III review, to ensure that adequate facilities are being provided as the project is developed, and are not an afterthought as the last improvements to be made.

Overall, the Technical Review Committee finds that the RPC has demonstrated that reasonable consideration has been given to the provision for and construction of the public facilities, services and utilities necessary to serve the project within their construction schedule.

6. The capacity of the existing road network to provide suitable vehicular access for the RPC, the appropriateness of any existing or proposed

improvements to the transportation network, the adequacy of the pedestrian and bicycle circulation, and the proposed means of connectivity of the project to surrounding residential, commercial and recreational development and uses:

Connectivity to main transportation networks are another feature of the proposed development that are consistent with the Comprehensive Plan. Access will be via a single entrance onto Beauchamp Road, therefore limiting multiple points of access. The written narrative notes that a traffic study was conducted in 2016, and a Trip Generation Summary sheet updating that information was prepared by Carpenter Engineering and is attached to the narrative. A copy of the 2016 traffic study was not submitted for the Technical Review Committee or Planning Commission's review. Both the written narrative and the Trip Generation Summary state that Beauchamp Road, as well as the intersection of Beauchamp Road and MD Route 589 (Racetrack Road) will perform at a Level of Service (LOS) A before and after the addition of this proposed subdivision.

Relative to the adequacy of pedestrian and bicycle circulation, as stated in Item No. 4 above, to promote a truly pedestrian scale development, the Zoning Division is recommending that a sidewalk be provided along the Beauchamp Road frontage.

Based on the supplemental traffic analysis provided, the Technical Review Committee concludes that the access point to Beauchamp Road will not have a significantly adverse impact on traffic patterns in the area. The committee also concludes that the Department of Public Works, County Roads Division is ensuring that all public road improvements and entrance design requirements are being met. Therefore the Technical Review Committee finds the transportation network to be suitable for this development, again on the condition that a sidewalk be provided along Beauchamp Road.

7. The relationship of the proposed method of wastewater disposal and provision of potable water service with the goals, objectives and recommendations of the Comprehensive Plan, Comprehensive Water and Sewer Plan, and other established policy guidelines:

The Comprehensive Plan notes that "[s]ewer service...is one of the county's most powerful growth management tools" (Chapter 6). This development has obtained approval for a Water and Sewer Plan Amendment and Sanitary Service Area Amendment in order to obtain sewer from the existing River Run service area, with water being provided by the Ocean Pines service area. An EDU Chart has been provided on the C-1 Concept Plan sheet as requested by the Department of Environmental Programs in their Technical Review Committee comments. The Water and Wastewater Division of the Department of Public Works has noted in

their TRC comments that they will reserve comments pending submission of detailed utility plans which will occur in future steps.

The Technical Review Committee finds that, based on the recommendation and approvals granted to the developer thus far for public water and sewer, provisions for public facilities have been made to serve this development in the River Run (sewer) and Ocean Pines (water) Sanitary Service Areas.

NOTE: Supplemental comments, as well as the comments from the individual members of the Technical Review Committee from the May 8, 2019 meeting are attached.

It should be noted that many of the comments submitted by various TRC members pertain to Step II and III of the review process at which time site plans and subdivision plats would be submitted, or to the permit submittals.

Procedure: The Planning Commission shall make findings of fact relative to the application and its consistency with the Comprehensive Plan, the terms of the *Zoning and Subdivision Control Article*, and all other applicable laws and regulations. The seven findings of the Technical Review Committee above must also be addressed by the Planning Commission in their report to the Worcester County Commissioners. The Planning Commission shall make a recommendation (favorable or unfavorable) relative to the application which may address the items outlined in the Technical Review Committee Report or other items as appropriate.

The Department will submit a request that this project be scheduled for public hearing with the Worcester County Commissioners on <u>Tuesday</u>, <u>September 3, 2019</u>. If the applicant is unable to attend, please notify me as soon as possible, but no later than Friday, July 19, 2019. The next available date would be Tuesday, September 17, 2019.

SUPPLEMENTAL

COMMENTS

FOR

EVERGREEN VILLAGE RPC



LOUIS H. TAYLOR
Superintendent of Schools

H. STEPHEN PRICE Chief Safety Officer

JOHN R. QUINN, Ed.D. Chief Academic Officer

VINCENT E. TOLBERT, CPA Chief Financial Officer

ANNETTE E. WALLACE, Ed.D. Chief Operating Officer

The Board of Education of Worcester County

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

May 3, 2019

Board Members

WILLIAM L. GORDY President

ERIC W. CROPPER. SR.

Vice-President BARRY Q. BRITTINGHAM, SR.

WILLIAM E. BUCHANAN

TODD A. FERRANTE

ELENA J. MCCOMAS

SARA D. THOMPSON

Ms. Jennifer K. Keener, AICP Zoning Administrator Department of Development Review and Permitting One West Market Street Room 1201 Snow Hill, Maryland 21863

Dear Ms. Keener,

Enclosed are Worcester County Board of Education comments regarding Evergreen Village – Request for Establishment of the RPC Floating Zone.

We anticipate the possibility of an impact to the projected school enrollments for our four northern county schools through the construction of the proposed 90 single-family dwelling Evergreen Village subdivision.

Please contact me at (410) 632-5010 if you have any questions.

Doe Price

Facilities Planner

Worcester County Public Schools

Encl.

Worcester County Board of Education Project / Rezoning Review Comments Department of Development Review and Permitting

Evergreen Village - Request for Establishment of RPC F.Z.			
NW side of Beauchamp Rd., North of Racetrack Rd.			
Proposed 90 single-family lot subdivision			
Potential for additional students in WCPS schools.			
State Rated Capacity	Current Enrollment (9/17)	Projected 10-Year High Enrollment	
TBD	533	631*	
849	822	718	
799	650	739	
1,454	1,363	1,573	
	Propose Potentia State Rated Capacity TBD 849 799	Proposed 90 single-f Potential for addition State Current Rated Enrollment Capacity (9/17) TBD 533 849 822 799 650	NW side of Beauchamp Rd., Nort Proposed 90 single-family lot subset of Potential for additional students State Current Enrollment (9/17) Projected 10-Year High Enrollment TBD 533 631* 849 822 718 799 650 739

Other Comments:

- 1. Approval of this proposed subdivision could impact (increase) enrollments at four northern county schools.
- 2. Projected enrollments are based upon Maryland Department of Planning estimates.
- * Projected enrollment for construction of replacement school serving grades Pre-K through Grade 4. Construction in progress. New (replacement) school scheduled to open in September 2020.

Worcester County Board of Education Representative:	Joe Price, Facilitles Planner
Signature / Date:	pe fa 5/3/19

TECHNICAL REVIEW COMMITTEE

COMMENTS

MAY 8, 2019 REVIEW

TECHNICAL REVIEW COMMITTEE

STAFF PERSON:Jenn	iter K. Keener DATE OF MEETING: May 8, 2019
PROJECT: Evergreen Vill	age - Request for Establishment of the RPC Floating Zone - Proposed
90 single-family lot subdiv	ision, northwest side of Beauchamp Road, north of Racetrack Road
	15, Parcels 127 and 259, Tax District 3, R-1 Rural residential and RP
Resource Protection Distriction	
APPLICANT(S) IN ATTE	NDANCE: Hugh Cropper & Frank Lyn
TRC MEMBERS IN ATT	ENDANCE:
	Keener, Zoning Administrator Zirkle, DRP Specialist II Casey, Customer Service Rep. Miller, Building Plans Reviewer III Mitchell, Environmental Programs Klump, Environmental Programs Bradford, Environmental Programs Birch, Environmental Programs Gerthoffer, Environmental Programs Mathers, Environmental Programs Owens, Fire Marshal Adkins, County Roads Berdan, County Roads Wilson, State Highway Admin. Convols Ross, W & WW, DPW Clayville, Planning Commission Rep.

X This application is considered to be a Step I RPC plan. Ten copies of the revised concept plan and narrative which address the comments noted within will need to be resubmitted for Planning Commission review. The Technical Review Committee shall prepare a report within 90 days (by July 17, 2019). The applicants are responsible for submitting 10 copies of a revised Step I plan and updated narrative that addresses the Technical Review Committee's concerns. The applicant and specified representatives will be notified of the tentative date and time at which this application will be considered by the Planning Commission. Should you have any questions regarding the attached comments, please feel free to contact the respective Technical Review Committee member.



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING

Worcester County

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

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

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE

May 8, 2019

Project:

Evergreen Village – Request for Establishment of the RPC Floating Zone – Proposed 90 single-family lot subdivision, northwest side of Beauchamp Road,

north of Racetrack Road (MD Route 589), Tax Map 15, Parcels 127 and 259, Tax

District 3, R-1 Rural residential and RP Resource Protection Districts

Prepared by:

Jennifer K. Keener, AICP, Zoning Administrator

Contact:

jkkeener@co.worcester.md.us or (410) 632-1200, extension 1123

GENERAL PROCEDURE:

The Technical Review Committee shall review the application and meet with the applicants to provide comments for correction or discussion. Following the meeting, they shall prepare a report to be forwarded to the Planning Commission for review within 90 days (by July 17, 2019). The applicants are responsible for submitting 10 copies of a revised Step I plan and updated narrative that addresses the Technical Review Committee's concerns.

The Planning Commission shall make findings of fact relative to the application and its consistency with the Comprehensive Plan, the terms of the Zoning and Subdivision Control Article, and all other applicable laws and regulations. The seven findings of the Technical Review Committee above must also be addressed by the Planning Commission in their report to the County Commissioners. The Planning Commission shall make a recommendation (favorable or unfavorable) relative to the application which may address the items outlined in the Technical Review Committee Report or other items as appropriate within 90 days.

The County Commissioners shall review the application and the Technical Review Committee Report, the Planning Commission's findings, and hold a public hearing within 90 days of the receipt of the Planning Commission's recommendation. Notice of the public hearing shall have the same procedural formalities as a map amendment. Failure of the County Commissioners to reach a formal decision to approve or disapprove the application within six months of the public hearing shall constitute a denial. Any approval by the County Commissioners must be unconditionally accepted as approved in writing within 90 days.

Step I approval shall be valid for one year and shall automatically terminate if the Step II approval has not been obtained. The County Commissioners may grant a maximum of one additional year provided the request is made a minimum of 60 days in advance of the expiration of the Step I approval and granted prior to the expiration.

Any questions relative to the review process should be directed to Jennifer K. Keener at (410) 632-1200, extension 1123.

SPECIFIC COMMENTS:

This project is subject to, but not limited to, the following sections of the Zoning and Subdivision Control Article:

ZS 1-205	R-1 Rural Residential District
ZS 1-215	RP Resource Protection District
ZS 1-305	Lot requirements generally
ZS 1-306	Access to structures
ZS 1-315	Residential planned communities
ZS 1-319	Access and traffic circulation requirements
ZS 1-320	Off-street parking areas
ZS 1-322	Landscaping and buffering requirements
ZS 1-323	Exterior lighting
ZS 1-324	Signs
ZS 1-325	Site plan review
ZS 1-326	Classification of highways
ZS 1-327	Additional setbacks from drainage ditches and stormwater
	management facilities

Reviewed 6/13/19

- It appears that the property is still under the ownership of Nichols Neff Properties, LLC according to the SDAT sheet, though Evergreen, LLC is listed on the Step I plans provided. When is the property anticipated to be transferred? If Evergreen, LLC is not the owner of record prior to the scheduling of the public hearing for the Step I Concept Plan, Nichols Neff Properties, LLC will be listed as the owner;
 - Please update all references to the "sixth election" district to the "third tax" district and include the account numbers in the site data chart;
 - 2. Please clearly identify the zoning boundary line between the R-1 District and the RP District on the concept plan and all other applicable sheets;
 - 4. All roads within the development shall be constructed to one of the RPC road standards. If you choose to develop the subdivision with fee simple lots on approved private roads, approval will have to be given under the provisions of §ZS 1-123 Approved private roads during the Step II or III process;
 - S. Please identify the boundaries of the various flood zones on the applicable sheets per §ZS 1-315(k)(2)A.1(ii);
 - 6. Under the general design standards of §ZS 1-315(j)(1), special consideration shall be given to the protection of the wetland areas. How is this plan minimizing/ avoiding the non-tidal wetlands and associated buffer area as well as the existing forested areas with

its design? The written statement indicates that wetland disturbances have been avoided. If approved, applicable wetland impact approvals shall be provided to the Department;

7. Please add the applicable contours as required by §ZS 1-315(k)(2)A.1(i);

8. Per §ZS 1-315(k)(2)A.1(i), please add a note that this project is not located within the Critical Areas per the comments provided by the Department of Environmental Programs, Natural Resources Division;

9. Please add the applicable water and sewer information as required by §ZS 1-315(k)(2)A.1(vi);

- Will sidewalks be provided to promote walkability per §ZS 1-315(j)(4) and §ZS 1-315(k)(2)A.1(vii)? Will any sidewalks be provided along Beauchamp Road? Given the nature of the traffic along that roadway, staff would recommend incorporating a sidewalk into the design;
 - 11. Supplemental/ updated information on the traffic counts was attached to the written statement, but a copy of the 2016 traffic study was not provided with this submission. The 2016 traffic study is a part of the record for the rezoning application that was approved in 2016. The Planning Commission may request an additional copy to be included in this particular matter, with the attached updates, should they so choose, in order to justify the findings that must be made relative to a residential planned community;
 - 12. Detailed phasing plans showing how the amenities are being prorated shall be provided during the Step III subdivision review. Please keep in mind that all open space as well as areas for active and passive recreation are to be dedicated, developed and perpetually protected per §ZS 1-315(d)(2)B.5(iv);
- 13. As a reminder, the Planning Commission shall review and approve the proposed setbacks as part of their Step II review;
- 14. The Planning Commission shall also require general plans indicating the proposed architectural style of the development as part of their Step II review, however please update the written statement to generally outline what that style will consist of in accordance with §ZS 1-315(j)(2);

The Technical Review Committee shall make findings relative to the items listed below. If any member has additional comments relative to regulations under their purview that they feel need to be further expounded upon, please notify me in writing no later than <u>Wednesday</u>, <u>June 19</u>, 2019 so that the Technical Review Committee Report may be prepared.

- a. The residential planned community's conformance with the goals, objectives and recommendations of the Comprehensive Plan, compliance with the zoning regulations and other established development policy guidelines, and with the Comprehensive Plan, zoning regulations, development policy guidelines and annexation policies of any municipality within one mile of the proposed project's boundaries.
- b. The general location of the site, a description of existing and anticipated land use in the immediate vicinity and the residential planned community's compatibility with those land uses.
- c. The availability and adequacy of public facilities, services and utilities to meet the needs of the residential planned community and the long-term implications the project would have on subsequent local development patterns and demand for public facilities and services.
- d. The consistency of the residential planned community with the general design standards as contained in Subsections (j)(1) through (j)(5) hereof.
- e. The relationship of the residential planned community's proposed construction schedule, including any phasing, and the demand for and timely provision of public facilities, services and utilities necessary to serve the project.
- f. The capacity of the existing road network to provide suitable vehicular access for the residential planned community, the appropriateness of any existing or proposed improvements to the transportation network, the adequacy of the pedestrian and bicycle circulation, and the proposed means of connectivity of the project to surrounding residential, commercial and recreational development and uses.
- g. The relationship of the proposed method of wastewater disposal and provision of potable water service with the goals, objectives and recommendations of the Comprehensive Plan, Comprehensive Water and Sewer Plan, and other established policy guidelines.



Department of Environmental Programs Environmental Programs Division

Memorandum

To: Technical Review Committee (TRC) for May 8, 2019 Meeting

From: Environmental Programs Staff

Subject: Evergreen Village, RPC, TM 15 P 127 & 259

Date: May 2, 2019

Environmental Programs comments are based on the plans submitted. These comments are subject to change every time a change is made to the plans that affect water and/or sewage for this site.

- 1. There was no existing conditions plan submitted. All existing wells and septic tanks must be found and either sealed by a well driller or pumped and filled. Abandonment Reports are needed for all. A demolition permit has been in house for years waiting for these abandonments. The locations of these wells and septics should be shown on an "Existing Conditions Plan" to prevent the potential for future contamination during demolition and construction activities on the property.
- 2. The EDU chart for sewer allocations is not shown on the site plan. Please also indicate on the plan that this RPC will be served by River Run Sanitary Service Area for sewage and Ocean Pines Sanitary Service Area for water.
- 3. The Written Statement accompanying the sketch plan lists the Ocean Pines Sanitary Service Area as the sewer and water provider for the RPC. That should be amended as described in comment #2.
- 4. A natural gas main has been installed and is available to this community. Gas permits will be needed if gas utilized within the community.
- 5. Plumbing Code is the 2015 National Standard Plumbing Code (NSPC) Illustrated (National Association of Plumbing-Heating-Cooling Contractors). The Gas Code is National Fuel Gas Code, ANSI Z223.1, NFPA 54, 2015 Edition, for natural gas.



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

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 13D6
SNOW HILL, MARYLAND 21863
TEL:41D.632.1220 / FAX: 410.632.2012

TECHNICAL REVIEW COMMITTEE FOREST CONSERVATION REVIEW

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

STAFF PERSON: Jenelle Gerthoffer (JG)

DATE OF MEETING: May 8, 2019

PROJECT: Evergreen Village RPC

LOCATION: Tax Map 15, Parcels 127 & 259

OWNER/DEVELOPER: Evergreen, LLC

SURVEYOR/ENGINEER: R.D. Hand and Associates, Inc.

This project is subject to the Worcester County Forest Conservation Law. A Forest Conservation Application, fee, and Forest Stand Delineation (FSD) must be submitted and approved prior to this project being reviewed by the Technical Review Committee during the Step II RPC review. A FSD was submitted for review, but requires revisions, as noted in a separate report previously provided to R.D. Hand and Associates, Inc. Once the revised FSD is provided, the correct fee amount can be determined.

This project is subject to the Worcester County Stormwater Ordinance. In order to ensure design changes are not needed, this project needs Stormwater Concept plan prior to this project being reviewed by the Technical Review Committee during the Step II RPC review.



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

WELL & SEPTIC

WATER & SEWER PLANNING
PLUMBING & GAS

CRITICAL AREAS/FORESTRY

COMMUNITY HYGIENE

MEMORANDUM

DATE:

April 24, 2019

TO:

LAND PRESERVATION PROGRAM

STORMWATER MANAGEMENT

AGRICULTURAL PRESERVATION

SHORELINE COSTRUCTION

ADVISORY BOARD

SECIMENTAND EROSION CONTROL

Worcester County Technical Review Committee

FROM:

Joy S. Birch, Natural Resources Specialist III

RE:

May 8, 2019 Technical Review Committee Meeting

Evergreen Village – Request for Establishment of the RPC Floating Zone – Proposed 90 single-family lot subdivision, northwest side of Beauchamp Road, north of Racetrack Road (MD Route 589), Tax Map 15, Parcels 127 and 259, Tax District 3, R-1 Rural Residential and RP Resource Protection Districts, Evergreen LLC, owner / R.D. Hand & Associates, Inc., land planner. This is located outside of the Atlantic Coastal and Chesapeake Bay Critical Area Program. No Comment.

WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS WATER & WASTEWATER DIVISION INTEROFFICE MEMORANDUM

TO:

Jennifer K. Keener, Zoning Administrator

Development Review and Permitting

FROM:

John S. Ross, P.E., Deputy Directo

DATE:

April 26, 2019

SUBJECT:

TRC Meeting - May 8, 2019

Site Plan Review

A. Ebenezer Solar - Proposed construction of a 1.35 MW (DC) solar photovoltaic facility, located on the easterly side of Whaleyville Road (MD Route 610), south of Ebenezer Road, Tax Map 8, Parcels 41 & 162, Lot 2, Tax District 5, A-1 Agricultural District, Peggy Anne and Howard G. Wiles for life, owner/ Groundstar Energy, c/o Finn McCabe, developer;

1. No Comment

- B. Main Street Storage Proposed construction of four self-storage buildings consisting of 9,484 square feet and 53 units, located on the easterly side of MD Route 818 (Main Street), south of US Route 50 (Ocean Gateway), Tax Map 25, Parcel 54, Tax District 3, C-2 General Commercial District, Arden Center, LLC, owner/ J.W. Salm Engineering, Inc., engineer;
 - 1. No Comment

Residential Planned Communities



- A. Evergreen Village Request for Establishment of the RPC Floating Zone Proposed 90 single-family lot subdivision, northwest side of Beauchamp Road, north of Racetrack Road (MD Route 589), Tax Map 15, Parcels 127 and 259, Tax District 3, R-1 Rural residential and RP Resource Protection Districts, Evergreen, LLC, owner/ R.D. Hand & Associates, Inc., land planner;
 - 1. Confirm adequate EDUs have been assigned to the project
 - 2, Reserve further comments until utility plans are completed

cc: John H. Tustin, P.E. Director



Morcester County

DEPARTMENT OF PUBLIC WORKS

6113 TIMMONS ROAD Snow Hill, Maryland 21863

MEMORANDUM

JOHN H. TUSTIN, P.E. DIRECTOR

JOHN S. ROSS, P.E. DEPUTY DIRECTOR

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

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: 410-611-5251 FAX, 410-641-5185 TO:

Jennifer Kenner, Zoning Administrator

FROM:

Frank J. Adkins, Roads Superintendent (FA

DATE: May 1, 2019

SUBJECT: TRC Meeting – May 8, 2019

Section 1-325 Site Plan Review

A. Ebenezer Solar

No comments at this time. Borders State Highway.

B. Main Street Storage

No comments at this time. Borders State Highway.

Section 1-315 Site Plan Review

A. Evergreen Village

- 1. Since this project is listed as a Residential Planned Community, any roads are to be built to an RPC road standard which may include an RPC Approved Private Road Standard WO 200-06.
- Reserve comments pending review of construction drawings.

cc: John H. Tustin, P.E.

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Citizens and Government Working Together

ADMINISTRATION

Larry Hogan Governor

Boyd K. Rutherford Lt. Governor

Pete K. Rahn Secretary

Gregory Slater

April 30, 2019

Ms. Jennifer Keener, Zoning Administrator Department of Developing, Review and Planning Worcester County Government Center One West Market Street, Room 1201 Snow Hill MD 21863

Dear Ms. Keener:

Thank you for the opportunity to review the submittal for the proposed Evergreen Village RPC, located on the northwest side of Beauchamp Road, north of MD 589, in Worcester County. The Maryland Department of Transportation State Highway Administration (MDOT SHA) has reviewed the plans and we are pleased to respond.

This step I RPC plan proposes the construction of a 90 single-family lot subdivision. A field review of the property determined that Beauchamp Road is not within the jurisdiction of MDOT SHA, and we do not anticipate the project will negatively impact the surrounding State roadway network. Therefore, the MDOT SHA has no objection to the construction as proposed.

If you have any questions, or require anything additional, please contact Mr. Daniel Wilson, Access Management Regional Engineer, via email at dwilson12@sha.state.md.us, or by calling him directly at 410-677-4048. He'll be happy to assist you.

Sincerely.

James W. Meredith District Engineer

ec: l

Mr. Hicham Baassiri, Assistant District Engineer-Project Development, MDOT SHA

Mr. Mike Marvel, Resident Maintenance Engineer, MDOT SHA

Mr. Daniel Wilson, Access Management Regional Engineer, MDOT SHA



GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1003

SNOW HILL, MARYLAND 21863-1194

TEL: 410-632-5666

FAX: 410-632-5664

TECHNICAL REVIEW COMMITTEE COMMENTS

PROJECT: Evergreen Village RPC

LOCATION: Tax Map 15; Parcel 127 & 259

CONTACT: Evergreen LLC MEETING DATE: May 8, 2019

COMMENTS BY: Matthew Owens

TRC #: 2019186

Chief Deputy Fire Marshal

As you requested, this office has reviewed plans for the above project. Construction shall be in accordance with applicable Worcester County and State of Maryland fire codes. This review is based upon information contained in the submitted TRC plans only, and does not cover unsatisfactory conditions resulting from errors, omissions or failure to clearly indicate conditions. A full plan review by this office is required prior to the issuance of a building permit. The following comments are noted from a fire protection and life safety standpoint.

Scope of Project

Establishment of the RPC Floating Zone for a proposed 90 single-family lot subdivision.

General Comments

- 1. A water supply for fire protection shall be identified indicating the following:
 - a. Water Source
 - b. Engineering study for reliability of water source
 - c. Size (in gallons) of water source
 - d. Replenishment of water supply
 - e. Diameter of in ground pipe
 - f. Number of hydrants
 - g. Location of hydrants
 - h. Roadway width and surface types
 - i. Distance from hydrant to roadway
- 2. If public water source, approved plans by the public works department.
- 3. Water source plans must be approved prior to recording of plat.

Project: Evergreen Village RPC

Review #: 2019186

- 4. Fire hydrants shall be located within 3 ft. of curb line. Placement of fire hydrants shall be coordinated with this office prior to installation.
- 5. Obstructions shall not be placed or kept near fire hydrants, fire department inlet connections, or fire protection system control valves in a manner that would prevent such equipment or fire hydrants from being immediately visible and accessible.
- 6. All underground water mains and hydrants shall be installed, completed, and in service prior to construction work or as soon as combustible material accumulates, which ever comes first. A stop work order will be issued if fire hydrants are not in service prior to construction work start.
- 7. Fire Lanes shall be provided at the start of a project and shall be maintained throughout construction. Fire lanes shall be not less than 20 ft. in unobstructed width, able to withstand live loads of fire apparatus, and have a minimum of 13 ft. 6 in. of vertical clearance. Fire lane access roadways must be established prior to construction start of any structure in the project. Failure to maintain roadways throughout the project will be grounds to issue stop work orders until the roadway access is corrected.
- 8. Coordinate 9-1-1 addressing with Worcester County Department of Emergency Services (410) 632-1311.

Specific Comments

- 1. The proposed single family units shall be protected by an automatic sprinkler system. Plans shall be submitted and approved by this office prior to the installation of such system.
- 2. The placement and location of fire hydrants shall be coordinated with our office.
- 3. No further comments at this time.

Jennifer Keener

From:

Rob Clarke -DNR- <rob.clarke@maryland.gov>

Sent:

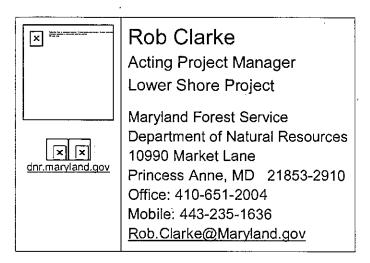
Friday, April 26, 2019 2:58 PM Jennifer Keener

To: Subject:

Re: Proposed Residential Planned Community request

Jennifer,

On behalf of the Maryland Forest Service, I have no comments on this project proposal.



Click here to complete a three question customer experience survey.

On Fri, Apr 26, 2019 at 2:54 PM Jennifer Keener < jkkeener@co.worcester.md.us> wrote:

Good afternoon,

Please find my request for comments attached.

Sincerely,

EVERGREEN VILLAGE RESIDENTIAL PLANNED COMMUNITY

TAX MAP 15, PARCELS 127 AND 259 SIXTH ELECTION DISTRICT WORCESTER COUNTY, MARYLAND

PREPARED FOR EVERGREEN LLC 9919 STEPHEN DECATUR HGY OCEAN CITY, MARYLAND 21842

PREPARED BY
R.D. HAND AND ASSOCIATES, INC.
12302 Collins Road
Bishopville, MD 21813
410-352-5623

April 16, 2019 REV. May 10, 2019 Evergreen Village is a proposed Residential Planned Community (RPC) consisting of 90 single family lots and recreational amenities consisting of a swimming pool, tennis courts, playground and walking/bird watching trails.

Evergreen Village is consistent with the goals and objectives of the Worcester County Comprehensive plan in that it is close to population centers (Ocean Pines) and has direct access to MD Route 589 a major collector highway.

Evergreen Village is zoned R-1, Rural Residential and RP, Resource Protection. The R-1 zoning allows single family uses by right. Single family, multi-family and townhouses developments consisting of 20 units or more are required to conform to the RPC process. Evergreen Village's design is consistent with RPC and zoning code criteria and requirements.

Evergreen Village is directly across Beauchamp Road from the Ocean Pines subdivision. River Run subdivision and golf course is contiguous to the project on the east. St. John Neumann School and church are contiguous to the west. Evergreen Village is compatible with all the uses in the neighborhood.

Evergreen Village will be serviced by Beauchamp Road and Maryland 589 which is a major collector highway. Sewer will be provided by the River Run sewer treatment plant and water will be provided via the Ocean Pines service area facilities which have enough capacity for the project. Evergreen Village will be an infill development and compliment the neighborhood.

Evergreen Village design has identified key environmental features and avoided disturbances to non-tidal wetlands, floodplains, critical, and/or special habitat and aquifer recharge areas. The existing forested wetland along Windmill Branch will be protected via a perpetual protective agreement for forestry. Except for a small portion of regulated pond, the existed regulated ponds will be enlarged and enhanced. The project clusters residential features in a pedestrian friendly scale.

The clustered design of Evergreen Village minimizes the consumption of land, optimizes open space and maximizes open space while reducing impervious surfaces.

In order to reduce impacts to sensitive areas and non-tidal wetlands, Evergreen Village's design proposes no cul-de-sacs to service the residential component of the project.

Evergreen Village construction is anticipated to begin in the fall of 2020. Phasing will consist of construction of all sewer, water, road ways, amenities and trails for the residential subdivision all at one time. It is anticipated that a temporary sales office will be constructed for sales of the residential units in the fall of 2020. Construction of the residential units will be based

on market demand but is anticipated to start in the fall of 2020. Recreational areas will be provided in accordance with code requirements and prorated based on the number of units constructed in the individual phases.

An update, by Carpenter Engineering, to the traffic study performed by the Traffic Group,Inc, prepared in 2016 is attached. This shows that traffic on Beauchamp Road and Route 589 perform at service level A before and after the addition of this project



April 16, 2019

Mr. Dan Wilson **Maryland State Highway Administration, District 1** 660 West Road Salisbury, MD 21801

RE: Trip Generation Summary

Evergreen Village, formerly Pine Shores North

Berlin, Worcester County, Maryland

Dear Mr. Wilson:

Carpenter Engineer, LLC (CE) is pleased to submit this correspondence detailing trip generation information for the project known as Evergreen Village, formerly known as Pine Shores North. The project proposes the construction of 90 single family detached dwelling units with an onsite community pool and other community amenities. The project proposes connection to public sewer and water services. The site is situated along Beauchamp Road northeasterly of the intersection of Beauchamp Road with Racetrack Road.

Land use code 210 – Single Family Detached Housing, from the ITE Trip Generation Manual, 10th Edition was applied to the proposed unit count to determine average daily trips and peak hour trips. It is important to note that the level of service was previously determined to be Level A for Beauchamp Road at the proposed site access, and Level A for Beauchamp Road at Maryland Route 589. Please refer to the previously submitted Traffic Impact Analysis prepared by The Traffic Group and dated June 14, 2016.

Please contact me at (302) 438-6745 or <u>Ronnie@CarpenterEngineeringLLC.com</u> if you have any questions or comments. I thank you in advance for your review of this project.

Very truly yours,

Ronnie B. Carpenter, P.E. Carpenter Engineering, LLC

Enclosures: Trip Generation Summary and Data Sheets

P.C. Mr. Robert D. Hand – R. D. Hand Associates, Inc. (w/enclosures)

P.O. Box 3460, Ocean City, MD 21843

Ronnie@CarpenterEngineeringLLC.com

30243867458883722844

CarpenterEngineeringLLC

Via Electronic Mail



Evergreen Village Formerly Pine Shores North Trip Generation Summary April 14, 2019 Page 1 of 1

Proposed Single Family Detached Housing Community

90 Detached Dwelling Units Land use code 210 (Single Family Detached Housing)

Note: Average and fitted curve equations provided by ITE Trip Generation Manual, 10th Edition

Average Weekday

Daily trips via average rate = 850 Daily trips via fitted curve = 944

Weekday Peak Hour of Generator

AM Peak rate via average rate = 68 AM Peak rate via fitted curve = 73 PM Peak rate via average rate = 90 PM Peak rate via fitted curve = 97

Saturday

Peak Hour via average rate = 84 Peak Hour via fitted curve = 94

Sunday

Peak Hour via average rate = 77 Peak Hour via fitted curve = 82

Worcester County, MD Tuesday, July 9, 2019

Subtitle ZS1:III. Supplementary Districts and District Regulations

§ ZS 1-315. RPC residential planned communities.

- (a) Purpose and intent. Residential planned communities are intended to encourage the best possible design of building forms and site planning for tracts of land under a unified plan of development. Holistic control over an entire development, rather than lot-by-lot regulation, and flexibility in requirements is intended to produce a well-designed development that will provide a variety of housing types, preserve open space and natural vegetation for scenic and recreational uses, reduce impervious surfaces, and have a beneficial effect upon the health, safety and general welfare of the people of the County. The regulations established in this section allow flexibility and thus permit and encourage more imaginative and environmentally sensitive development. To ensure that a residential planned community shall conform to the character and nature of the district in which it is located, achieve a maximum of coordination between the residential planned community and neighboring land uses, promote the intent and purposes of this Title and encourage the most appropriate use of land within the area of the residential planned community, specific and additional standards are established as set forth in this section.
- (b) Classification, location and area requirements. Residential planned communities shall be reviewed and approved by the pertinent body and shall be designated as either minor or major. Major residential planned communities shall be established as floating zones by the County Commissioners. Minor residential planned communities shall be defined as those having twenty or fewer residential units while major residential planned communities shall be those having more than twenty residential units. A series of separate minor residential planned communities created from the same parcel as it existed on the effective date hereof shall be considered a major residential planned community when the cumulative effect of such separate residential planned communities meets the criteria of a major residential planned community. Residential planned communities may be permitted in accordance with the provisions hereof in the E-1, V-1, R-1, R-2, R-3 and R-4 Districts. Land zoned RP which is within the boundaries of the property subjected to a residential planned community may be included within the residential planned community boundaries. Land within the boundaries of the residential planned community which is located in any C or CM District may be included in the residential planned community if the area of the C or CM District does not exceed five percent of the gross area of a minor residential planned community or fifteen percent of the gross area of a major residential planned community. Furthermore, each major residential planned community containing land in the C or CM District shall utilize a minimum of fifty percent of the gross acreage of the C or CM zoned land for retail or service uses as permitted in the C-2 General Commercial District somewhere in the project. [Amended 8-15-2017 by Bill No. 17-8]
- (c) <u>Permitted uses and structures.</u> The following uses and structures may be permitted in a residential planned community:
 - (1) Minor residential planned communities: Permitted principal uses and structures shall be limited to the permitted principal uses and accessory uses allowed by the district regulations of the underlying zoning district. Any use allowed by special exception is permitted in a minor residential planned community, provided the approval of the Board of Zoning Appeals is

- obtained. Commercial use up to the maximum percentage cited herein shall be limited to the permitted principal uses cited in the C-1 Neighborhood Commercial District regulations.
- (2) Major residential planned communities: Permitted principal uses and structures shall be the permitted principal uses, special exception uses and accessory uses allowed by the R-4 General Residential District, regardless of the underlying zoning district. Residential units may be located in, over or as a part of buildings or structures also used for commercial purposes. Commercial use up to the maximum percentage cited herein shall be limited to the permitted principal and special exception uses cited in the C-2 General Commercial District regulations. Uses cited as special exceptions uses shall not require approval by the Board of Zoning Appeals.
- (3) Any use or structure which is determined by the County Commissioners to be of the same general character as the above-permitted uses or accessory uses not specifically mentioned in another district but is deemed by the County Commissioners to be compatible with the character and intent of the residential planned community.
- (d) <u>Area limitations for uses.</u> Within a residential planned community, the following percentages of the total gross lot area [as defined in § ZS 1-305(a) hereof] but excluding state wetlands [as defined in § ZS 1-103(b) hereof] shall be devoted to the following uses:
 - (1) For minor residential planned communities:
 - A. Retail and service uses: a maximum of five percent and limited to the permitted principal uses cited in the C-1 District regulations. No retail or service uses are permitted in a residential planned community in the E-1 District.
 - B. Common use open space and recreational areas: While a minimum percentage is not required, common use open space and recreational areas are encouraged. Where possible, those areas contained in the one-hundred-year floodplain should be dedicated as open space or recreational areas.
 - C. Residential uses: There is no maximum percentage. Residential use shall be limited to single-family and two-family dwellings, multi-family dwellings, townhouses, manufactured homes and planned senior developments. Land devoted to residential use shall be deemed to include those streets, alleys and parking and service areas which abut and service primarily the residences or groups of residences.
 - (2) For major residential planned communities:
 - A. Retail and service uses: a maximum of twenty percent and limited to the permitted principal and special exception uses cited in the C-2 District regulations. No retail or service uses are permitted in a residential planned community in the E-1 District.
 - B. Common use open space: a minimum of thirty percent and in accordance with the following provisions and requirements:
 - Open space shall be limited to areas for recreation or the growing of trees, vegetable, field or nursery crops or for purposes of conservation of natural resources. Where possible, those areas contained in the one-hundred-year floodplain should be dedicated as open space.
 - Recreational areas shall be limited to public and private noncommercial social and recreational areas, public and private (commercial and noncommercial) golf courses, private (noncommercial) marinas and playgrounds.
 - The terms "open space" and "recreational areas" shall not include space devoted to roads and parking. Except as provided in Subsection (d)(2)B2 hereof, open space shall be free of residential, service, business or industrial structures and uses.

- 4. Reasonable restrictions and fees may be placed upon the use of active recreation areas
- 5. Requirements for open space shall be as follows:
 - (i) A minimum of fifty percent of the required open space must be retained in its natural state and not used to satisfy the requirements for passive or active recreation. No more than fifty percent of this area may be private wetlands.
 - (ii) A minimum of ten percent of the required open space must be for active recreation.
 - (iii) A minimum of twenty percent of the required open space must be for passive recreation.
 - (iv) All open space and areas for active and passive recreation required by Subsection (d)(2)B5 hereof shall be dedicated, developed and perpetually protected to satisfy the requirements as contained herein.
- 6. The Planning Commission may grant waivers to this subsection where it determines that conditions exist such that the full provisions for open space as required by this subsection are otherwise satisfied. The Planning Commission shall consider proximity to public open spaces, lot size and other appropriate factors.
- C. Residential uses: a maximum of seventy percent. Residential use shall be limited to single-family and two-family dwellings, multi-family dwellings, townhouses, manufactured homes and planned senior developments. Land devoted to residential use shall be deemed to include those streets, alleys and parking and service areas which abut and service primarily the residences or groups of residences but may not include usable open space or recreational areas.
- (e) <u>Residential density.</u> The maximum number of residential units which may be permitted in a residential planned community in areas other than those designated as Growth Areas by the Land Use chapter of the Comprehensive Plan shall be as follows. Major fractions of units may be counted as a full unit.
 - (1) In the E-1 District, one unit per two acres of the total gross lot area exclusive of any land in the RP, C or CM Districts.
 - (2) In the V-1 District, five units per one acre of the total gross lot area exclusive of any land in the RP, C or CM Districts.
 - (3) In the R-1 District, one unit per one acre of the total gross lot area exclusive of any land in the RP, C or CM Districts.
 - (4) In the R-2 District, four units per one acre of the total gross lot area exclusive of any land in the RP, C or CM Districts.
 - (5) In the R-3 District, six units per one acre of the total gross lot area exclusive of any land in the RP, C or CM Districts.
 - (6) In the R-4 District, eight units per one acre of the total gross lot area exclusive of any land in the RP, C or CM Districts.
 - (7) Land in the RP, C or CM Districts may be included within the residential planned community in accordance with Subsection (b) hereof but the acreage of such land may not be included within the total lot area used for the calculation of permitted density.

- Residential planned communities in areas designated as Growth Areas by the Land Use chapter of the Comprehensive Plan. Such projects shall promote mixed-use community centers with declining density toward the perimeter of the growth area, thus creating a center, an edge and a variety of housing types in between. The average residential density shall be no less than three and one-half dwelling units per acre of the total lot area used for residential, open space and recreation purposes. The core of the growth area should provide a maximum density of up to ten dwelling units per acre and mixed uses to provide commercial services to meet the residents' and visitors' needs and various housing types. Maximum lot sizes at the growth area's core shall not exceed five thousand square feet. Residential densities shall decrease as one moves away from the core of the growth area, to a perimeter density of not more than one dwelling unit per acre. Maximum lot sizes at the growth area's perimeter shall not exceed twenty thousand square feet. A surrounding natural forested or agricultural greenway should be the outermost perimeter of the growth area in order to blend into the surrounding landscape. The densities cited herein are applicable to the growth area as a whole, not to individual parcels within the growth area. Individual projects should be reviewed relative to their placement within the growth area and how their proposed design helps achieve the growth area's design principles and densities cited herein.
- (g) Lot, road and parking requirements. For individual structures, there shall be no minimum lot area, setback, bulk, lot width, area or road frontage requirements. Such standards shall be as approved by the Planning Commission. No structure or group of structures, such as semidetached dwellings or a row of townhouses, shall be erected within ten feet of any other structure or group of structures. The supplemental regulations contained in Subtitle ZS1:III hereof shall apply. All roads, parking areas and access points shall meet County standards. However, in those areas designated for commercial uses, the parking space dimensions of not less than sixty percent of the required parking shall measure not less than ten feet in width and eighteen feet in length. The parking space dimensions of not more than forty percent of the required parking shall measure not less than nine feet in width and eighteen feet in length.
- (h) <u>Height regulations</u>. Buildings and structures within two hundred feet of the development perimeter shall be limited to the maximum height permitted by the underlying zoning district. All other buildings in the residential planned community shall be limited to a maximum height of six stories and seventy feet. No accessory structure shall exceed either two stories or twenty-five feet in height.
- (i) Other regulations. In regulating the development of a residential planned community, the provisions of this section shall first apply. When a matter is not specifically regulated by this section, the other provisions of this Title and of the underlying zoning district in which the residential planned community is located shall apply.
- (j) <u>General design standards.</u> In order to provide for more efficient use of land, protection of the environment, more livable communities, and consistency with the Comprehensive Plan, the following design standards shall apply to all residential planned communities:
 - (1) All development plans shall first identify key environmental features and then design the development plan in such a manner as to protect and avoid disturbance of these resources. Special consideration shall be given to wetlands, forested areas, existing significant trees, floodplains, source water and aquifer recharge protection areas, areas of critical or special habitat, water bodies on the state's impaired waters list or having an established total maximum daily load requirement and other important environmental features.
 - (2) Particularly for major residential planned communities, provide clustered, mixed use (where appropriate), pedestrian-scale development, preferably taking its design guidance in terms of scale, layout, uses, architectural style and landscaping from existing County towns and villages, to allow convenient access to products and services, improve community vitality and diminish the need for vehicle trips.

- (3) Cluster residential and commercial land uses to minimize the consumption of vacant lands, maximize open space and reduce impervious surfaces.
- (4) Limit the use of culs-de-sac and dead-end streets and instead promote street, trail and sidewalk connectivity to reduce vehicle miles traveled and improve community walkability.
- (5) Preserve existing forested areas and natural areas as greenways within and around developments for environmental and recreational purposes and to blend the man-made and natural environments.

(k) Review and approval procedure.

- (1) For minor residential planned communities: Review and approval shall take place in two steps. The first step must be completed in its entirety, including the obtaining of all necessary approvals, prior to initiating the second step.
 - A. Step I concept plan approval. In this step the applicant shall submit adequate plans and other pertinent documents sufficiently addressing the required elements for review by the Technical Review Committee and Planning Commission and this submission shall constitute the residential planned community application.
 - 1. The Step I concept plan shall include the following:
 - (i) A sketch plan at a readable scale. The submitted plan shall show contours at five-foot intervals, except where the average slope is less than three percent, in which case two-foot contours are required, all existing natural and man-made features, existing zoning, a vicinity map, and the Chesapeake or Atlantic Coastal Bays Critical Area boundary and designation, if applicable.
 - (ii) A preliminary determination of sensitive areas, including but not limited to a preliminary delineation of any tidal or nontidal wetlands, a delineation of the one-hundred-year floodplain, and a forest stand delineation, particularly existing significant trees.
 - (iii) A conceptual schematic plan generally identifying the type, location, densities and acreage of all proposed land uses.
 - (iv) A requested land use density for the total project.
 - (v) A schematic plan generally identifying the proposed drainage pattern and potential stormwater management measures.
 - (vi) The proposed method and adequacy of wastewater disposal and potable water supply.
 - (vii) A written statement addressing the residential planned community's consistency with the Comprehensive Plan, zoning regulations and other established development policy guidelines, its topography and relationship to existing natural and man-made features, both on site and in the immediate vicinity, efforts to adequately protect sensitive areas, the availability and suitability of vehicular access, and the availability and adequacy of water and sewer facilities.
 - (viii) Such other information as the Technical Review Committee or Planning Commission may require.
 - The Technical Review Committee shall meet with the applicant to review the Step I concept plan and shall subsequently in writing identify areas of concern and issues to be addressed by the Planning Commission. The Technical Review Committee

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may solicit other agency comments prior to making its recommendation and may require additional information, studies or reports.

- 3. The Planning Commission shall then meet with the applicant to review the Step I concept plan and the Technical Review Committee's comments and recommendations. The Planning Commission shall address the areas identified by the Technical Review Committee and such other areas of concern and such requirements as it may deem necessary and appropriate. The Planning Commission shall take action to either approve, with or without conditions, or disapprove the Step I concept plan and thus the residential planned community application. Alternatively, the Planning Commission may remand the residential planned community application back to the Technical Review Committee for further review and refinement and then subsequently consider and act upon the revised application. The Planning Commission's findings and decision shall be made in writing and made a part of the record. Once the Planning Commission has approved the Step I concept plan, the applicant may proceed with seeking approval of the Step II implementation plan.
- B. Step II implementation plan. This step shall guide the project through the customary subdivision process as prescribed in Title 2 of this Article or the site plan review process as prescribed in § ZS 1-325 hereof, as appropriate.
 - 1. The Step II implementation plan consists of detailed subdivision plats or site plans which shall be submitted for review and approval in the manner specified in the subdivision and site plan regulations as applicable. All such plats or plans shall conform to Step I concept plan approvals. The Technical Review Committee or Planning Commission may request such information and details on the plats or plans as is determined necessary. Any construction shall comply with the approved Step II implementation plan.
 - 2. Requirements relative to action by the Planning Commission on the Step II implementation plan shall be those specified in the subdivision or site plan regulations as applicable.
 - 3. Expiration of subdivision plats or site plans approved as part of the Step II implementation plan shall be as prescribed in Title 2 of this Article or in § ZS 1-325 hereof, respectively. In the event of the expiration of the Step II approval, all previous residential planned community approvals, including the Step I concept plan approval, are rendered null and void.
- (2) For major residential planned communities: Review and approval shall take place in three sequential steps. Each step must be completed in its entirety, including the obtaining of all necessary approvals, prior to initiating the next step.
 - A. Step I concept plan approval. In this step the applicant shall submit adequate plans and other pertinent documents sufficiently addressing the required elements for review by the Technical Review Committee, Planning Commission and the County Commissioners and this submission shall constitute the residential planned community application.
 - 1. The Step I concept plan shall include the following:
 - (i) A sketch plan at a readable scale. The submitted plan shall show contours at five-foot intervals, except where the average slope is less than three percent, in which case two-foot contours are required, all existing natural and man-made features, existing zoning, a vicinity map, and the Chesapeake or Atlantic Coastal Bays Critical Area boundary and designation, if applicable.
 - (ii) A preliminary determination of sensitive areas, including but not limited to a preliminary delineation of any tidal or nontidal wetlands, a delineation of the

- one-hundred-year floodplain, a forest stand delineation, greenways, areas of critical or special habitat, source water and aquifer recharge protection areas, and proposed methods for protection of important environmental features.
- (iii) A conceptual schematic plan generally identifying the type, location, densities and acreage of all proposed land uses.
- (iv) A requested land use density for the total project.
- (v) A schematic plan generally identifying the proposed drainage pattern and potential stormwater management and minimization of impervious surfaces.
- (vi) A preliminary capacity and availability analysis of water and wastewater facilities for projects proposed to be served by existing public utilities or, where new facilities are proposed to serve the project, a preliminary feasibility analysis of wastewater disposal capabilities and potable water production.
- (vii) The existing and proposed circulation patterns for vehicles, pedestrians and bicycles, both internal and external to the project, and a preliminary capacity analysis of the existing road network's ability to serve the project without undue detriment to levels of service.
- (viii) Such other information as the Technical Review Committee, Planning Commission or County Commissioners may require.
- (ix) A written statement addressing the following:
 - a. The residential planned community's conformance with the goals, objectives and recommendations of the Comprehensive Plan, compliance with the zoning regulations and other established development policy guidelines, and with the Comprehensive Plan, zoning regulations, development policy guidelines and annexation policies of any municipality within one mile of the proposed project's boundaries.
 - b. The general location of the site, a description of existing and anticipated land use in the immediate vicinity and the residential planned community's compatibility with those land uses.
 - c. The availability and adequacy of public facilities, services and utilities to meet the needs of the residential planned community and the long-term implications the project would have on subsequent local development patterns and demand for public facilities and services.
 - d. The consistency of the residential planned community with the general design standards as contained in Subsections (j)(1) through (j)(5) hereof.
 - e. The relationship of the residential planned community's proposed construction schedule, including any phasing, and the demand for and timely provision of public facilities, services and utilities necessary to serve the project.
 - f. The capacity of the existing road network to provide suitable vehicular access for the residential planned community, the appropriateness of any existing or proposed improvements to the transportation network, the adequacy of the pedestrian and bicycle circulation, and the proposed means of connectivity of the project to surrounding residential, commercial and recreational development and uses.

- g. The relationship of the proposed method of wastewater disposal and provision of potable water service with the goals, objectives and recommendations of the Comprehensive Plan, Comprehensive Water and Sewer Plan, and other established policy guidelines.
- 2. The Technical Review Committee shall meet with the applicants and shall review the residential planned community application, including the Step I concept plan and required written statement. The Technical Review Committee shall, subsequent to the meeting and review, identify areas of concern and issues to be addressed by the Planning Commission. It shall report its findings and recommendations to the applicants and to the Planning Commission in writing in a report known as the "Technical Review Committee Report." The Technical Review Committee may solicit other agency comments prior to making its report and may require additional information, studies or reports. The Technical Review Committee shall review the submission and present its report within ninety days after receipt of the applicant's submission of a complete application, unless extended by the Planning Commission.
- 3. The Planning Commission shall then meet with the applicant to review the submission and the Technical Review Committee Report and may as a group visit the site of the proposed project. The Planning Commission shall produce findings based on the items considered under Subsections (k)(2)A1(ix)a through (k)(2)A1(ix)g hereof. The Planning Commission shall also produce a recommendation to the County Commissioners as to approval or disapproval of the residential planned community application, which may address the areas identified in the Technical Review Committee Report and such other areas of concern and such requirements as the Planning Commission may deem necessary and appropriate to advise the County Commissioners. The Planning Commission shall submit its recommendation within ninety days after receipt of the Technical Review Committee Report, unless extended by the County Commissioners.
- The County Commissioners shall consider the application and recommendation and hold a public hearing within ninety days of receipt of the Planning Commission's recommendation, unless extended by the County Commissioners. The hearing shall have the same procedural formalities as a map amendment as described in § ZS 1-113(c) hereof. Notice of such public hearing shall be as required in § ZS 1-114 hereof. The County Commissioners shall review the application, Technical Review Committee Report and Planning Commission's recommendation and shall, following the public hearing, approve or disapprove the application and, if approved, establish the residential planned community floating zone. Failure of the County Commissioners to reach a formal decision to approve or disapprove the application within six months of the public hearing shall constitute a denial of the application. In granting an approval, the County Commissioners may impose conditions which shall become a part of the approval regulating the residential planned community. In addition, the County Commissioners may require independent reports of consultants, at the expense of the developer, prior to Step I concept plan approval. Any residential planned community approved by the County Commissioners must be unconditionally accepted as approved, in writing, by the applicant requesting such use within ninety days after approval by the County Commissioners. Failure to so accept, in writing, any such residential planned community so approved by the County Commissioners shall be considered a rejection and abandonment by the applicant of the approval, and thereafter any such residential planned community so approved shall be null and void and of no effect whatsoever. Any transfers of the property shall be subject to the approved plan. Step I concept plan approval by the County Commissioners shall be considered a reclassification and subject to appeal as such.

- 5. Step I approval shall automatically expire and terminate unless the Step II approval is obtained within one year from the date of Step I approval. The County Commissioners may extend the Step I approval for a maximum of one additional year, provided the one-year extension is requested not less than sixty days prior to the expiration of the Step I approval and granted prior to expiration as well.
- B. Step II master plan approval. Upon completion of Step I, an applicant shall develop and submit to the Technical Review Committee and the Planning Commission a detailed plan which shall serve as a master plan for the entire project and which shall be in accordance with the Step I approval.
 - 1. The applicant shall meet with the Technical Review Committee and Planning Commission in that order. The Planning Commission shall have the authority to approve or disapprove the application.
 - 2. The master plan shall conform to the regulations as set forth in this Title and include any details and specifications as may be required by the Technical Review Committee and the Planning Commission. The master plan shall include, at a minimum, the following:
 - (i) An accurate topographic and boundary line survey of the project site, including the survey location of the perimeter of all forested areas, existing significant trees, the one-hundred-year floodplain line, the Critical Area boundary line, where applicable, the tidal and nontidal wetland lines and their buffers, location of important habitat or sensitive areas, and source water and aquifer recharge areas and a location map showing its relationship to surrounding properties.
 - (ii) Proposed extent of forest clearing, wetland and buffer impacts, Critical Area buffer impacts or variances, and the proposed percentage of impervious area.
 - (iii) The use, type, size and location of proposed structures, particularly with regard to the provision of mixed uses and clustering.
 - (iv) The general size, arrangement and location of any lots and proposed building groups.
 - (v) The pattern of existing and proposed access points, public and private roads, vehicular travelways, parking, pedestrian and bicycle paths, internal and external circulation and connectivity, particularly to surrounding residential, commercial and recreational development and uses, and the intended design and construction standards.
 - (vi) The general location, type and size of proposed landscaping.
 - (vii) The location of existing and proposed water and wastewater facilities, including how and when such facilities are to be provided.
 - (viii) Architectural drawings, elevations, sketches or models illustrating the general design, character and pedestrian-scale of the proposed structures and a written description of how they relate to the architectural style and landscape design in the existing County towns, villages, and surrounding development.
 - (ix) The general location of recreational and open space areas and areas reserved or dedicated for public uses, such as schools, community centers, libraries, fire stations and park sites, and any open space to be owned and maintained by a property owners' association. Areas proposed for active and passive recreation shall be shown, along with a description of the facilities and equipment to be provided in these areas.

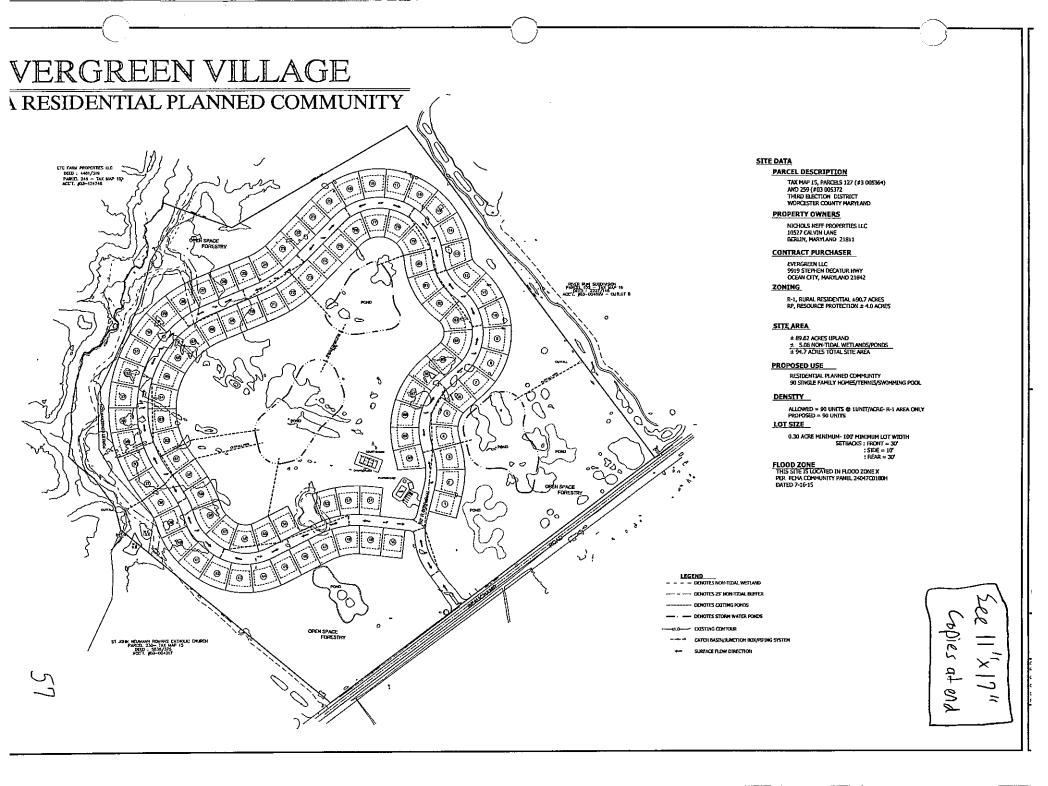
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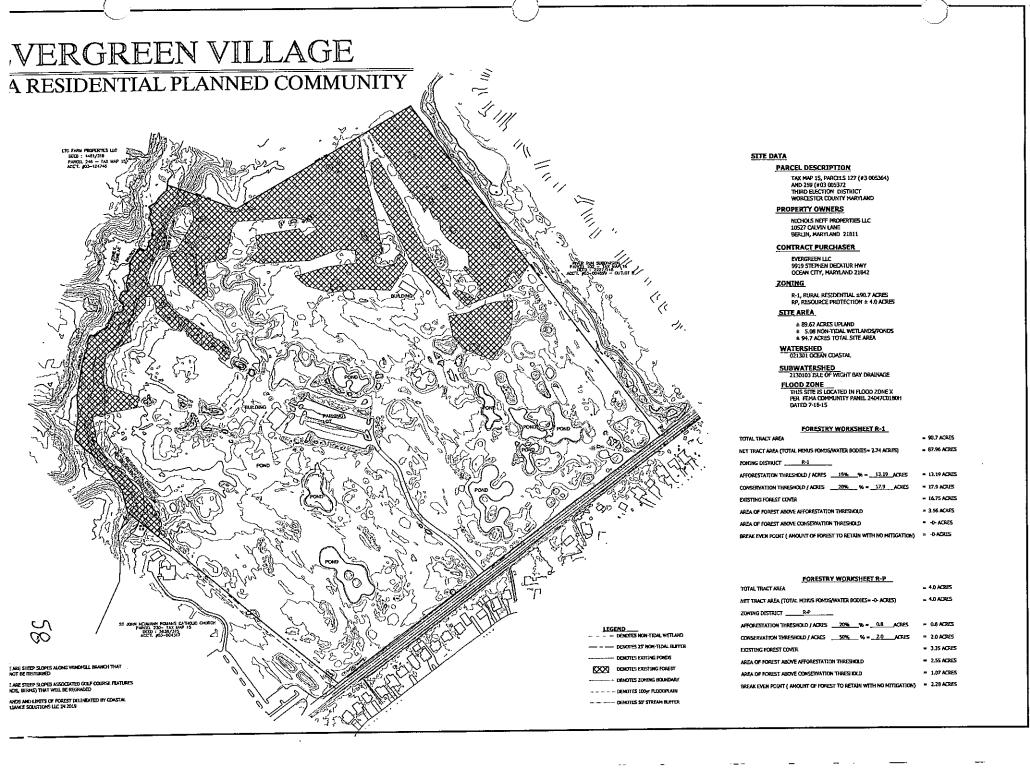
- (x) The existing topography and drainage pattern and the proposed stormwater management system showing basic topographic changes.
- (xi) Statistical data on the total size of the project area, density computations, proposed number of residential units by type, compliance with area limitations and requirements for uses, area in streets, area in parking and parking tabulation and any other similar data pertinent to a comprehensive evaluation of the proposed development.
- (xii) A detailed time schedule for the implementation and construction of the development and, if appropriate, a plan for phasing the construction of the residential planned community, showing the general geographical coverage of future plats or plans, their approximate sequence of submission, each of which must meet pertinent requirements either on their own or in conjunction with prior phases.
- 3. The Technical Review Committee will meet with the applicant and review the Step II master plan and any associated documents. The Technical Review Committee shall, within ninety days after the submission of a complete application, submit its written findings and recommendation to the Planning Commission. In the review of the application, the Technical Review Committee and, subsequently, the Planning Commission shall be guided by the standards set forth in this Title and principles of good planning and shall also give consideration to whether:
 - (i) The plans for the development fulfill the goals and objectives and comply with the recommendations of the Comprehensive Plan and are compatible with and complement the character and nature of existing and anticipated development in the vicinity of the proposed development.
 - (ii) The design of the development will, as its first priority, protect to the greatest extent feasible existing forested areas and greenways, floodplains, the Critical Area, where applicable, tidal and nontidal wetlands, sensitive areas or special habitats, and source water and aquifer recharge areas.
 - (iii) The residential planned community's design lends itself to a clustered, pedestrian scaled development, providing mixed uses where appropriate, and is in keeping with the scale, layout, uses, architectural style and landscape design of existing County towns and villages and blends the natural and built environments.
 - (iv) The residential planned community's design minimizes impervious surfaces and the consumption of vacant lands while maximizing open space.
 - (v) The project's layout and design promote street, trail and sidewalk connectivity within the project and to and through adjoining properties and neighborhoods.
 - (vi) The types and extent of uses and structures in the project will not adversely affect the future development or value of undeveloped neighboring areas or the use, maintenance and value of neighboring areas already developed.
 - (vii) The development will secure for the residents of the County a development which is consistent with the Comprehensive Plan and which is compatible with and complementary to established development in the County.
- 4. The Planning Commission will meet with the applicant and review the Step II master plan, any associated documents and the Technical Review Committee's recommendations. In its review, the Planning Commission is empowered to request any changes or additional information that it may deem necessary. Following its

review, the Planning Commission shall either approve or disapprove the application. In the case of disapproval, the Planning Commission shall present the applicant with a written report of its findings, including the reasons for disapproval. In the case of approval, the Planning Commission may attach conditions concurrent with the approval of the residential planned community and impose time limits on the development.

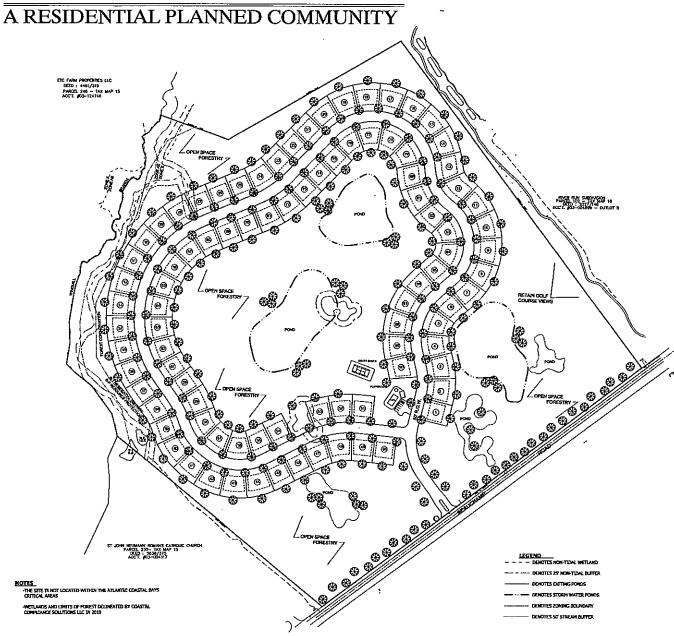
- 5. Substantial modification of the plan, as determined by the Department, may only be processed as a new Step II master plan in accordance with the provisions hereof and shall require Planning Commission review and action. Any significant modification to the detailed time schedule will require Planning Commission approval upon a showing of reasonable cause by the developer filed in writing. Minor modifications to the Step II master plan may be approved by the Department when limited to the layout, road alignment, landscaping, and stormwater management. Other amendments to the Step II approval and any conditions which may be imposed thereon may be granted by the Planning Commission upon the request of the applicant. Changes in the density or bulk of the residential planned community's structures may only be approved by the County Commissioners as an amendment to the approved Step I concept plan after a duly advertised public hearing where they determine the change to be of such significance that a public hearing is necessary.
- 6. Failure to comply with the conditions and regulations as herein established and as specifically made applicable to a particular project may be cause for cancellation of the approval for said project.
- 7. All approvals shall be in writing. An applicant may withdraw an application for a residential planned community at any time within sixty days after Step II master plan approval. In the event of withdrawal, the Step I concept plan and Step II master plan approvals shall be rendered null and void.
- 8. Step III implementation plan approval must be obtained within three years from the date of the Step II master plan approval or the Step I concept plan and Step II master plan approvals shall automatically expire. Provided that a request for extension is made in writing no less than sixty days prior to the expiration, the Planning Commission may grant a single one-year extension to the Step II master plan approval. For the purposes of this subsection, Step III implementation plan approval shall be construed to be obtaining the approval of final plats or site plans, as appropriate, for no less than twenty percent of the residential units or residential lots in the residential planned community.
- 9. The Department shall delineate and designate approved residential planned communities on the Official County Zoning Maps for informational and reference purposes.
- C. Step III implementation plan approval. This step shall guide the project through the customary subdivision process as prescribed in Title 2 of this Article or the site plan review process as prescribed in § ZS 1-325 hereof, as appropriate, and the project shall be subject to all procedures and requirements as contained therein. All subdivision plats, site plans or other necessary documents submitted as part of the Step III implementation plan shall be in accordance with the approved Step II master plan.
 - 1. Detailed implementation plans consisting of subdivision plats or site plans, as appropriate, shall be submitted to the Technical Review Committee and Planning Commission for review and approval. All such plans shall conform to the approved Step II master plan.
 - Construction shall not commence until all required approvals and permits have been obtained and all construction must be conducted in accordance with the approved

- subdivision plats, site plans or other necessary documents that serve as the approved Step III implementation plan.
- 3. Limitations on review time and the expiration of subdivision plats or site plans approved as part of Step III implementation plan shall be as prescribed in Title 2 of this Article or in § ZS 1-325 hereof, respectively. In the event of the expiration of the Step III implementation plan approval, all previous residential planned community approvals, including the Step I concept plan and Step II master plan, are rendered null and void.
- (I) <u>Appeals.</u> There shall be but one opportunity for appeal to the Circuit Court from a decision of the County Commissioners or Planning Commission under this section. That appeal shall be from the action of the County Commissioners or Planning Commission in granting, conditioning or denying the Step I concept plan application for a major or minor residential planned community, respectively, and shall be subject to appeal in the same manner as a map amendment.





VERGREEN VILLAGE





SITE DATA

PARCEL DESCRIPTION

TAX MAP 15, PARCELS 127 (#3 005364) AND 259 (#03 005372)
THIRD ELECTION DISTRUCT
WORLESTER COUNTY MARYLAND

PROPERTY OWNERS

NICHOLS NEFF PROPERTIES LLC 10527 CALVIN LANE BERLIN, MARYLAND 21811

CONTRACT PURCHASER

EVERGREEN ILC 9919 STEPHEN DECATUR HAVY OCEAN CITY, MARYLAND 21842

R-1, RURAL RESIDENTIAL ±90.7 ACRES
RP, RESOURCE PROTECTION ± 4.0 ACRES

SITE AREA

± 89.62 ACRES UPLAND

± 5.08 NON-TIDAL WETLANDS/PONDS ± 94.7 ACRES TOTAL SITE AREA

PROPOSED USE

RESIDENTIAL PLANNED COMMUNITY
90 SINGLE FAMILY HOMES/TENNIS/SY/IMMING POOL

DENSITY

ALLOWED = 90 UNITS @ 1UNIT/ACRE- R-1 AREA ONLY PROPOSED = 90 UNITS

LOT SIZE

O.30 ACRE MINIMUM- 100' MINIMUM LOT WIDTH SETBACKS : FRONT = 30'

: SIDE = 10' : REAR = 30'

AREA BREAKDOWN +/- 6.30 ROAD RIGHT OF WAYS

+/- 18.22 ACRES LOTS
+/- 8.40 ACRES STORM WATER/PONDS
+/- 1.00 ACRES TENNIS/POOL/PLAYGROUND
+/- 46.07 ACRES WEATHD OPEN SPACE
+/- 2.71 ACRES WEATHD OPEN SPACE

OPEN SPACE REQUIRED

28.4 ACRES TOTAL OPEN SPACE (XXX OF TOTAL SITE)

14.2 ACRES UPLAND HIRMONY ACRES NATURAL HORIMUM
2.54 ACRES ACTURE RECORATION (100% OF REQUIRED OPEN SPACE)

5.69 ACRES PASSIVE RECREATION (20% OF REQUIRED OPEN SPACE)

OPEN SPACE PROVIDED

+/- 57.18 ACRES TOTAL OPEN SPACE (+/-61% OF TOTAL SITE)

**19-71-8 ALRES HOME DYST SYRLE (47-61% OF HOME STIE)

+/*-4637 ARRES HUMBON MINISHM

+/*-11.11 ARRES WETLAND/ROKES HAZIDUM

+/*-13.0 ARRES ARTINE REGISATION MINISHM(+/*-11.5% OF REQUIRED OPEN SPACE)

+/*-15.0 ALRES PASSIVE RECIPIATION (+/*-50% OF REQUIRED OPEN SPACE)

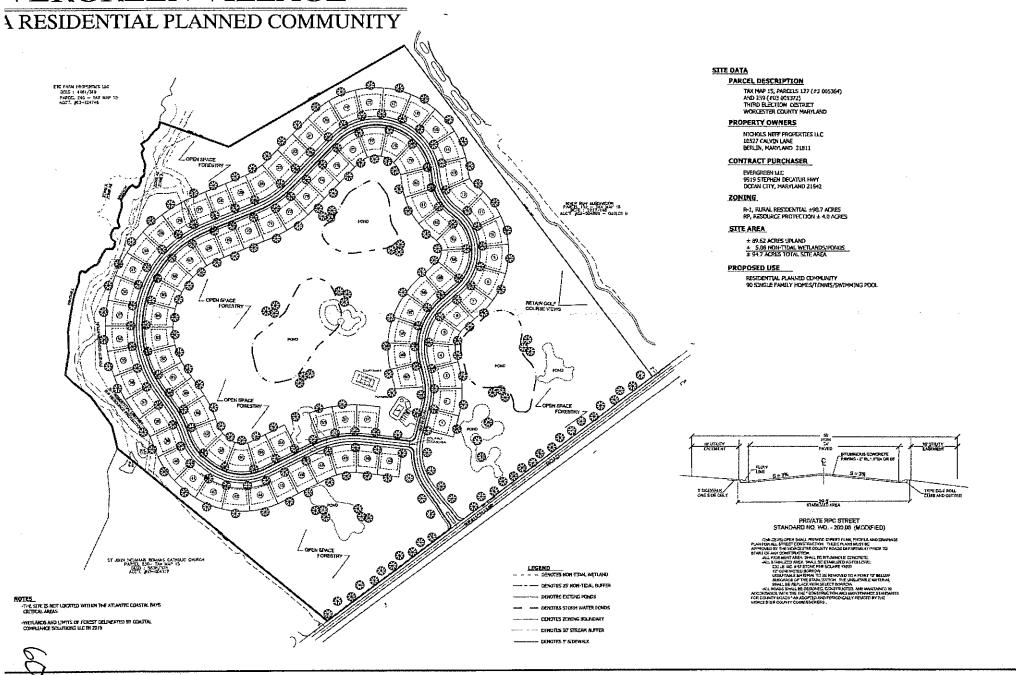
FLOOD ZONE THIS SITE IS LOCATED IN FLOOD ZONE X PER FEMA COMMUNITY PANEL 2404700180H

SEWER AND WATER
SEWER WILL BE PROVIDED BY THE RIVER RUN SERVICE AREA WATER WILL BE PROVIDED BY THE OCEAN PINES SERVICE AREA

90 EDUS WILL BE REQUIRED- 1 EDU PER LOT

Junts Edvilot--No. 1

VERGREEN VILLAGE









DIRECTOR

ONE WEST MARKET STREET, ROOM 1002 SNOW HILL, MARYLAND 21863-1193

> TEL: 410-632-1311 FAX: 410-632-4686

To:

Harold Higgins, Chief Administrative Officer

From: Billy Birch, Director of Emergency Services

Re:

Harris Radio Update - Amendment #6

Date:

29 August 2019

The Department of Emergency Services & County Administration have continued to work with L3 Harris Corporation toward the successful conclusion of the Project 25 radio system contract. L3 Harris has presented the County with Amendment #6 to the System Purchase Agreement.

This amendment removes work from the contract scope that has been completed by County staff and provides a credit for that scope modification, and provides for the installation of an in-building amplification system to address in-building coverage concerns within the Newark fire station as required within the System Purchase Agreement.

This is not a final acceptance nor is it a final payment agreement. I respectfully request the approval and execution by the County Commissioners of Amendment #6.

Representatives from the Department of Emergency Services (DES), L3 Harris, and our radio consultant, Federal Engineering (FE), will be in attendance at the Commissioners' meeting on Tuesday, September 3, 2019 to answer any questions that the County Commissioners may have.



SIXTH AMENDMENT TO SYSTEM PURCHASE AGREEMENT

THIS AMENDMENT (hereinafter "Amendment") is made and entered into this ____ day of July, 2019 ("Effective Date"), by and between County Commissioners of Worcester County, Maryland (hereinafter referred to as "Buyer") and Harris Corporation, a Delaware corporation, acting through its RF Communications Division (hereinafter referred to as "Seller") together the ("Parties").

RECITALS

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

WHEREAS the Parties i) entered into the First Amendment to System Purchase Agreement ("First Amendment") on October 05, 2016, ii) entered into the Second Amendment ("Second Amendment") on March 28, 2017, iii) entered into the Third Amendment ("Third Amendment") on September 19, 2017, iv) entered into the Fourth Amendment ("Fourth Amendment") on February 06, 2018, and v) entered into the Fifth Amendment ("Fifth Amendment"); on July 3, 2018;

WHEREAS, the Agreement, First Amendment, Second Amendment, Third Amendment, Fourth Amendment, and Fifth Amendment are collectively referred to as the "Agreement";

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

- 1. Installation of Mobile Radios Update. The Seller acknowledges the obligation to install a software update on the Buyer's mobile radios ("Mobile Radios Update"). In lieu of the Seller performing the Mobile Radios Update, the Seller shall extend a credit to the Buyer, and the Buyer shall self-perform the Mobile Radios Update.
- 2. Decommissioning of Legacy EDACS System. The Parties agree that the Seller shall not decommission the legacy EDACS system ("Decommissioning") and all references to the Decommissioning work shall be stricken from Exhibit A Statement of Work of the Agreement. In lieu of the Seller performing Decommissioning work, the Seller shall extend a credit to the Buyer. The sections to be stricken include, but are not limited to, the following:
 - a. Section titled "Equipment Removal", Section 3 Implementation Plan

Equipment Removal Harris technicians shall work to decommission and remove the older EDACS switching and RF site equipment after Worcester County users are cut over to the new P25 system.

We propose to remove any non-upgradeable terminal equipment as new radios are deployed to users, earlier in the implementation.



If the County desires Harris to remove larger items from a site, such as a shelter or generator, Harris will provide a quote to the County after establishing a statement of work for the desired work activities. Harris will obtain quotes from local construction firms to schedule trucks/trailers and cranes to move the items.

- b. Bullet six (6), Section titled "Cutover", Section 3 Implementation Plan
 - Decommission and remove EDACS System
- c. Item 1, Figure 9. Final Acceptance Responsibility Matrix, Section 3 Implementation Plan

Removal of decommissioned legacy network, console, or site infrastructure equipment

d. Rows 176 – 180, Section 4 – Project Schedule, Third Amendment

Row 176	Decommission EDACS Equipment
Row 177	Harris Decommission Central Site
Row 178	Harris Decommission Berlin Site
Row 179	Harris Decommission Klej Grange Site
Row 180	Harris Decommission IMC at Snow Hill

- 3. Mobile Radios Update and Decommissioning Credit. In consideration of the Buyer self-performing the Mobile Radios Update and for removal of the Decommissioning work, the Seller agrees to extend a credit to the Buyer equal to \$36,000 ("Amendment Credit").
- 4. **Bi-Directional Amplifier (BDA).** Buyer agrees to deliver, install, and test a BDA in accordance with <u>Attachment A</u> BDA Statement of Work, which is attached hereto and incorporated herein.
- 5. **Amendment Price** The total price for this Amendment is (\$36,000.00) ("Total Amendment Price").

Amendment Credit	Price
Mobile Radios Update and Decommissioning Credit	(\$36,000.00)
Total Amendment Price	(\$36,000.00)



6. Payment - The Seller shall invoice the remaining contractual milestones listed below.

Section	Remaining Value
9.A.1.6: 10% of the Total Agreement Price for substantial completion of the Hardware installation	\$47,292.79
9.A.1.7: 5% of the Total Agreement Price for final Acceptance of the System	\$84,815.90
Less Total Amendment Price	(\$36,000.00)
Remaining, Unpaid Agreement Amount	\$96,108.69

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

Exhibit A, Section 1- Total Agreement Price	Date	Value
Total Agreement Price	09/18/15	\$5,075,000.00
Amendment 1 Price	10/05/16	\$0.00
Amendment 2 Price	03/28/17	\$0.00
Amendment 3 Price	09/19/17	\$265,175.16
Amendment 4 Price	02/06/18	\$0.00
Amendment 5 Price	07/03/18	\$0.00
Amendment 6 Price		(\$36,000.00)
Updated Total Agreement Price		5,304,175.16

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

[Signature Page Follows]



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

BUYER

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

	WIINESS:
Name: By:	
Diana Purnell President	Harold L. Higgins
SELLER HARRIS CORPORATION, RF COMMUNICAT	TONS DIVISION
	WITNESS:
Name:	
By: Christopher W. Chaffee	Andrew Wilson
Director, Contracts	Senior Specialist, Contracts



SIXTH AMENDMENT – ATTACHMENT A BDA STATEMENT OF WORK

Harris shall provide an 800 MHz, Class A, Public Safety Grade Bi-Directional Repeater with 2 Watt Output, 32 Channels, AC Powered, 90dB Gain, and 33dbm composite power on both uplink and downlink paths for Fire Station 500 located in Newark, Maryland. The repeater also includes channelized auto gain control (AGC) as well as channelized uplink squelch. External batteries will provide backup power. Post commissioning testing activities include confirming that the BDA system does not cause harmful interference to the donor site (ex: site receiver desensitization; time delay / domain simulcast interference), nor simulcast interference in the immediate areas outside of the building being enhanced. This BDA Scope of Work shall be included in and covered by the warranty and maintenance provisions of the Agreement at no additional cost.

Harris' scope shall include:

- 1. Installation of one (1) Bi-Directional Repeater with battery backup per the attached Digital Band Selective Repeater User Manual Public Safety BDA SERIES QE: 1-0-0 ("BDA User Manual")
- 2. Installation of the quantity of DAS antennas inside the building (mounting hardware included) sufficient to provide DAQ results detailed below.
- 3. Installation of Two (2) exterior donor antennas (coaxial cable(s) and mounting hardware included)
- 4. Complete unit alignment and optimization per BDA User Manual
- 5. Perform DAQ testing within the building with exterior doors closed to verify performance once the BDA is installed. The County will provide a floor plan of the structure prior to installation. The interior of the building will be divided into approximately 20 grids with an in-bound and out-bound test call completed at the center of each grid. The test rate for passage is 95%.
- 6. As-built documentation shall be provided after installation and testing of the BDA, as well as the raw data of the alignment and optimization results.
- 7. BDA tuning information shall be provided including screen shots taken during factory set-up with channel markers.

County scope shall include:

1. Provide power and ground to existing facility

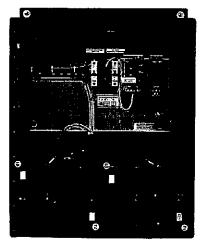
NFPA Compliant Battery Back-Up Power

Public Safety/BDA In-Building Coverage

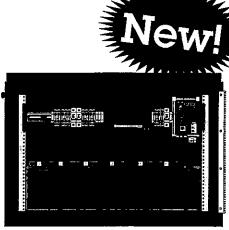
An integral part of an in-building solution for emergency response radio coverage is the backup power system. NFPA codes relating to the autonomous operation and monitoring of the BDA power is quite stringent. These back up power enclosures were engineered to meet every aspect of NFPA 72 and provide integrators configuration flexibility and rapid delivery directly to site, batteries included.

Features

- NFPA Compliant
 - All Required monitoring alarms
- Batteries included
 - Choose capacity to match system requirements
- NEMA 4X Enclosure
 - Choose wall mount case size A or B
- Prewired internal & external, with waterproof feed thru's for easy on-site connections:
- Customization to meet local AHJ 's requirements



12-24-48V, 18 - 100AH 26" x 22" x 10" Case A



48V, 100AH 19" x 24" x 20" Case B

Specifications

Input: 115/230 VAC

Outputs:

DC: 12, 24 and 48V, with 120, 240 and 480 Watt DC UPS AC: 110V at 100 watts, 24 hour rating (contact factory for detailed specifications)

Protections: Battery breaker, AC input breaker,

NEMA 4X enclosure

NFPA Compliant Alarms (Form C, Dry Contact)

- AC fail
- Battery discharged to 30% of capacity
- Charger fail

Batteries Included: maintenance free, valve regulated, sealed lead acid, 18, 55, and 100 AH capacity

External wiring:

 AC Input: 16 AWG, UL 3 conductor, SJT jacket , 12', with molded plug

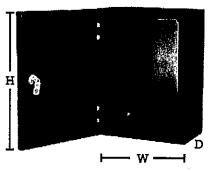
Enclosure: NEMA 4X, IP 65, welded aluminum with IP 65 battery vent and locking door with 4 each 1/2" knock-outs for cable entry on sides and bottom (16 total), IP 65 cable entries. Red powder coat wall mount.

Optional Configurations/Components

- Input/Output wire lengths/terminations/plugs
- Ethernet/SNMP monitoring and data logging (see model SPM-200 for specifications)
- Battery temperature compensation sensor
- Inverter installed AC UPS

*Preliminary: Specifications subject to change

Proof.	Onegnii Vellego	TOTAL SELECT	Consecutor	
PE-12V-120W-18AH	12 VDC	120	18	A
PE-12V-120W-55AH	12 VDC	. 120	55	A
PE-12V-120W-100AH	12 VDC	120	100	A
PE-24V-240W-18AH	24 VDC	240	18	A
PE-24V-240W-55AH	24 VDC	240	55	Α
PE-24V-240W-100AH	24 VDC	240	100	Α
PE-48V-480W-18AH	48 VDC	4 80	18	Α
PE-48V-480W-55AH	48 VDC	480	55	A
PE-48-480W-100AH	48 VDC	480	100	В
PE-110V-100W-100AH/24V	110 VAC	100	100	A



(Ceed)		
A	26" x 22" x 10"	
В	19" x 24" x 20"	



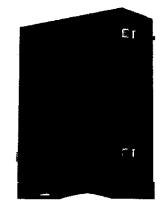
Powering the Network



CriticalPoint™ Public Safety Bi-Directional Amplifier RX-7W22 Class A PS 700/800MHz BDA

Features

- Digital/programmable utilizing FPGA
- Supports public safety 700/800MHz in single band or dual band version
- Supports P25 P1/P2 digital and conventional analog communications simultaneously
- Supports FirstNetTM LTE band 14
- Single band versions include license to switch from original band to alternate band
- · Single band can be upgraded to dual band via license key
- Each band supports up to 32 channels
- · 2W output power for each band
- Channelized Auto Gain Control (AGC) / Channelized uplink squelch
- Built-in mandatory isolation test to prevent BDA oscillation
- Auto shutdown with alarm upon oscillation detection
- Web based GUI for intelligent configuration, SNMP supported
- NFPA compliant dry contact alarms, NEMA 4X enclosure
- FCC: PX8RX-7W22-A, IC: 11919A-RX7W22
- UL certificate for AC: SGSNA/17/GZ/00139, for DC: SGSNA/17/GZ/00138



Specifications

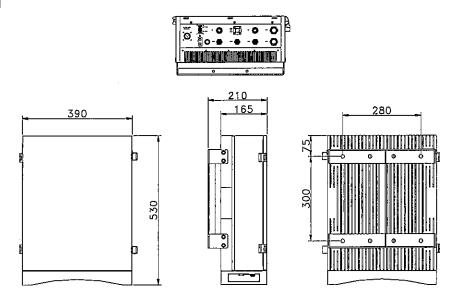
Electrical			700MHz	800MHz	
Frequency Range, Uplink		MHz	US: 788-805, CA: 798-806	806-824	
Frequency Range, Downlink		MHz	US: 758-775, CA: 768-776	851-869	
Channel Bandwidth	W 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	KHz	12.5/25/75+10MHz (LTE, US)	12.5/25/75	
Number of Channels			US: 32+1 (LTE), CA: 32	32	
Total Output Power, Uplink		dBm	2	27	
Total Output Power, Downlink		dBm	33 33		
Maximum System Gain		₫B	90	90	
Gain Adjustment Range (1dB ste	ep)	dB	0-30	0-30	
Pass Band Ripple, p-p		dB	. ≤5	. ≤5	
Uplink Noise Figure	2007-0	dB	≤5	· ≤5	
	Bandwidth: 12.5KHz		≤ 35	≤ 35	
Outer Creus Delay	Bandwidth: 25KHz	μsec	≤ 27	≤ 27	
System Group Delay	Bandwidth: 75KHz	_	≤ 15	≤ 15	
	Bandwidth: 10MHz (LTE)		≤ 6.5	NA NA	
	Bandwidth: 12.5KHz		≥ 80 @ filter center + 75KHz	≥ 80 @ filter center + 75KHz	
	Bandwidth: 25KHz	dBc	≥ 80 @ filter center + 75KHz	≥ 80 @ filter center + 75KHz	
Out-of-Band Suppression	Bandwidth: 75KHz		≥ 80 @ filter center + 200KHz	≥ 80 @ filter center + 200KHz	
	Bandwidth: 10MHz (LTE)		≥ 45 @ filter edge + 0.6MHz ≥ 60 @ filter edge + 1MHz	NA NA	
Intermodulation	',	dBm	≤ -13	≤ -13	
Carriette	9kHz to 1GHz	₫Bm	FCC Compliance	FCC Compliance	
Spurious	1GHz to 12.75GHz	dBm	FCC Compliance	roc compliance	
Maximum RF Input Power withou	ıt Damage	dBm	-10	-10	
Maximum RF Input Power withou	ıt Overdrive	dBm	-20	-20	
Input VSWR			≤ 1.5	≤ 1.5	
Impedance		Ω	50	50	

DS-Control: 0-0-1/1117

Mechanical	•		
Dimensions, H x W x D		in(mm)	20.9 x 15.4 x 8.3 (530 x 390 x 210)
Weight (without bracket)		lb(kg)	50.7 (23)
Power Supply		VAC	100-240/47-63Hz
		VDC	-40 ~ -58
Power Consumption	Single band	w	80
	Dual band	W .	100
Enclosure Cooling			Convection
RF Connectors			N-Female
Test Port			SMA, -22dB
Maximum Input for Dry Contact Port			24VDC, 1A / 110VAC, 0.5A
Operating Temperature		°F(°C)	-27 to +140 (-33 to +60)
Operating Humidity			≤ 95%
Environmental Class			NEMA 4X
MTBF		hr	≥ 100,000 @ 77 °F

Note: Typical specifications at room temperature,

Outline Drawing



Part Numbers

Product Type	PN (AC Version)	PN (DC Version)
Class A (US)		
Single band 700MHz	RX7W22-07AA33AC	RX7W22-07AA3348
Single band 800MHz	RX7W22-08AA33AC	RX7W22-08AA3348
Dual band 700/800MHz	RX7W22-78AA33AC	RX7W22-78AA3348
Class A (Canada)		
Single band 700MHz	RX7W22-C7AA33AC	RX7W22-C7AA3348
Single band 800MHz	RX7W22-C8AA33AC	RX7W22-C8AA3348
Dual band 700/800MHz	RX7W22-CFAA33AC	RX7W22-CFAA3348
License		
Dual Band (700/800MHz) License	RX7W22	-L783233

Comba

DIGITAL BAND SELECTIVE REPEATER

USER MANUAL

Public Safety BDA SERIES QE: 1-0-0

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0.3 HISTORY

ENU STATUS: 1-0-0

Change No.	ENU	Details Of Change
1	1-0-0	This manual first created and issued in Apr. 2016.

0.4 GLOSSARY OF TERMS

Abbreviation	Definition	
ALC	Automatic Level Control	
ATT	Attenuator	
BTS	Base Transceiver Station	
СН	Channel	
CSA	Cross Sectional Area	
dB	Decibel	
dBm	Decibels relative to 1 milliwatt	
DL	Downlink	
DT	Donor Terminal	
DPX	Duplexer	
FS	Frequency Selection	
GSM	Global Standard for Mobile Communication	
Hz	Hertz	
ID	Identification	
IF	Intermediate Frequency	
LNA	Low Noise Amplifier	
LOS	Line-of-Sight	
MCU	Main Control Unit	
MHz	Megahertz	
MT	Mobile Terminal	
MTBF	Mean Time Between Failures	
NF	Noise Figure	
ОМС	Operation & Maintenance Center	
ОМТ	Operation & Maintenance Terminal	
PA	Power Amplifier	
P L L	Phase Locked Loop	
PSU	Power Supply Unit	
RF	Radio Frequency	
SIM	Subscriber Identification Module	
SMA	Sub-Miniature A Connector	
SMS	Short Message Service	
UL	Uplink	
VAC	Volts Alternating Current	
VDC	Volts Direct Current	
VSWR	Voltage Standing Wave Ratio	

0.5 SAFETY NOTICES AND ADMONISHMENTS

This document contains safety notices in accordance with appropriate standards. In the interests of conformity with the territory standards for the country concerned, the equivalent territorial admonishments are also shown.

Any installation, adjustment, maintenance and repair of the equipment must only be carried out by trained, authorized personnel. At all times, personnel must comply with any safety notices and instructions.

Specific hazards are indicated by symbol labels on or near the affected parts of the equipment. The labels conform to international standards, are triangular in shape, and are colored black on a yellow background. An informative text label may accompany the symbol label.

Hazard labeling is supplemented by safety notices in the appropriate equipment manual. These notices contain additional information on the nature of the hazard and may also specify precautions.

Note: The grantee is not responsible for any changes or modifications not expressly approved by the party responsible for compliance. Such modifications could void the user's authority to operate the equipment.

For compliance with the general population RF exposure limits, each individual antenna used for this transmitter must be installed to provide a separation distance greater than 67.2cm or more from all persons during normal operation and must not be co-located with any other antenna for meeting RF exposure requirements.

Warning Notices:

These draw the attention of personnel to hazards that may cause death or injury to the operator or others. Examples of use are cases of high voltage, laser emission, toxic substances, point of high temperature, etc.

Alert:

These draw the attention of personnel to hazards that may cause damage to the equipment. An example of use is the case of static electricity hazard.

Caution notices may also be used in the handbook to draw attention to matters that do not constitute a risk of causing damage to the equipment but where there is a possibility of seriously impairing its performance, e.g. by mishandling or gross maladjustment. Warnings and Cautions within the main text do not incorporate labels and may be in shortened form.

Disconnection of the 2 RF connectors may cause damage to the equipment when power is on. The application antenna and RF cable are not provided. The antenna gain should not exceed 10 dBi.

End of Section



1 GENERAL INFORMATION

The RX-7W22 is a new digital dual band public safety repeater (hereafter referred to as PS BDA) designed to protect the lives of first responders and building occupants. Through the use of digital filtering technology (DSP), the RX-7W22 helps eliminate adjacent channel interference to allow band selectivity and support 700MHz and 800MHz rebanding. Up to two non-contiguous frequency bands can be simultaneously supported in each of the 700MHz and 800MHz Public Safety frequencies via web-based GUI, which provides versatility and total control to the user.

Main Features

- PS 700 and 800MHz
- Class A BDA, 32 channel per band
- · Channel selective, software programmable
- Auto diagnostic
- Uplink squelch, per channel and per time slot
- User adjustable gain control, UL and DL independent per channel
- US and Canada 700MHz and 800MHz band compatible, software adjustable
- Easy commission and setup via Web-based GUI
- Weatherproof enclosure, IP65/NEMA4X
- Fully compliant with the 2010 NFPA 72 Code
- Competitive size and weight
- Alarming output to supervised circuits for: antenna failure, amplifier failure.

The following figure shows the enclosure of the PS BDA.

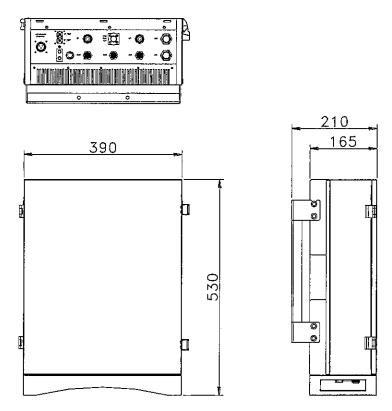


Figure 1: Front, Side and Bottom Views of the PS BDA Enclosure



2 EQUIPMENT DESCRIPTION

2.1 FUNCTIONAL BLOCK DIAGRAM

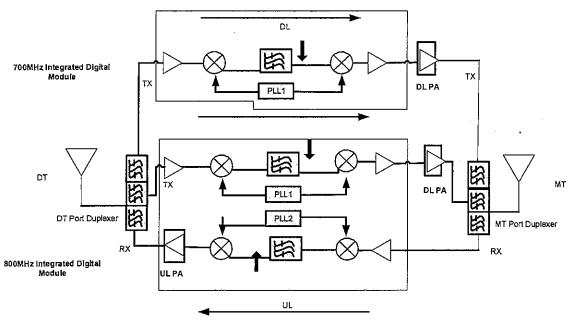


Figure 2: PS BDA Functional Block Diagram

in the downlink, the BTS signals are received by donor antenna of the repeater. After the duplexer, the signals are sent to the LNA module for pre-amplification and digital RF integrated module for digital filtering and frequency conversion. Then the DL signals will be sent to downlink PA to amplify power and filter via duplexer. After amplification, the signals are transmitted at the MT port to the service antenna.

In the uplink, the mobile signals are received by the service antenna. After the MT port integrated duplexer, the signals are sent to the LNA, integrated module for digital filtering, then to PA for power amplification and to duplexer. After that, the uplink signals are sent to the donor antenna for transmission back to the BTS.



2.2 EQUIPMENT LAYOUT

Shown below is the internal layout of the PS BDA.

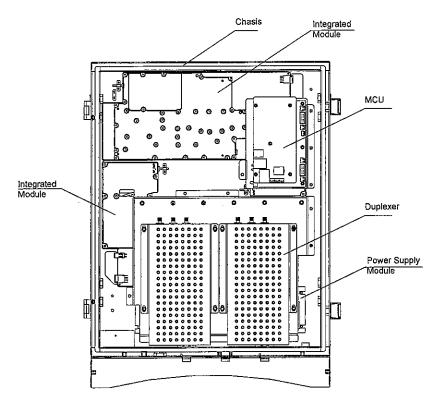


Figure 3: Layout of the PS BDA

ENU STATUS : 1-0-0 Copyright - refer to title page Page 10

2.3 EQUIPMENT CONSTITUTION

The typical PS BDA unit consists of the following components:

Power Amplifier (PA): It fulfils power amplification in both UL and DL branches.

Main Control Unit (MCU): The MCU is used to monitor and control the operation of the repeater. It also provides the communication interface for remote control and indication. LED indicators provide the operation status of the MCU.

Duplexer: The DPX is located towards the MT terminals and permits the uplink and downlink signals to share a common antenna.

Digital Integrated Module and Power Amplifier: Consists of Power Conversion module, RF module, digital process module and monitoring module. Power Conversion module converts +28V DC voltage in to +9VJK and +9VRF. +9VJK, +9VRF are supplied to monitoring unit and RF unit in integrated module separately. RF module amplifies and converts the RF signal to IF signal. Digital process module converts the IF signal into baseband signal via AD conversion and extraction, filtering. After that, IF signal will be amplified and converted to RF signal by RF module for RF filtering and amplification. Monitoring module monitors and controls the system parameters and is the interface of both remote monitoring and local commissioning.

Power Supply Unit (PSU): The PSU converts the input voltage into a stable DC to provide power for the internal functional modules.

INSTALLATION GUIDE FOR RX7W22

3 INSTALLATION

3.1 WARNINGS AND ALERTS

Radio Frequency Energies

There may be situations, particularly for workplace environments near high-powered RF sources, where recommended limits for safe exposure of human beings to RF energy could be exceeded. In such cases, restrictive measures or actions may be necessary to ensure the safe use of RF energy.

High Voltage

The equipment has been designed and constructed to prevent, as far as reasonably, practicable danger. Any work activity on or near equipment involving installation, operation or maintenance must be, as far as reasonably, free from danger.

Where there is a risk of damage to electrical systems involving adverse weather, extreme temperatures, wet, corrosive or dirty conditions, flammable or explosive atmospheres, the system must be suitably installed to prevent danger.

Protective Earthing

Equipment provided for the purpose of protecting individuals from electrical risk must be suitable for the purpose and properly maintained and used.

Handling Precautions

This covers a range of activities including lifting, lowering, pushing, pulling, carrying, moving, holding or restraining an object, animal or person from the equipment. It also covers activities that require the use of force or effort, such as pulling a lever, or operating power tools.

Where some of the abovementioned activities are required, the equipment must be handled with care to avoid being damaged.

Electrostatic Discharge (ESD)

Observe standard precautions for handling ESD-sensitive devices. Assume that all solid-state electronic devices are ESD-sensitive. Ensure the use of a grounded wrist strap or equivalent while working with ESD-sensitive devices. Transport, store, and handle ESD-sensitive devices in static-safe environments.



3.2 SITE PLANNING CONSIDERATIONS

3.2.1 SITE PLANNING

Site Considerations

Outdoor equipment are designed to be waterproof, rainproof, and with snow protection. Temporary protection should be taken when the equipment enclosure is opened for installation or maintenance in an outdoor environment. The equipment must not be opened for installation or maintenance in bad weather (e.g. gale, storm rainfall, extreme temperatures and high humidity)

Installation Location

Mounting surface shall be capable of supporting the weight of the equipment.

In order to avoid electromagnetic interference, a proper mounting location must be selected to minimize interference from electromagnetic sources such as large electrical equipment.

Environmental

Humidity has an adverse effect on the reliability of the equipment. It is recommended to install the equipment in locations having stable temperature and unrestricted air-flow.

The installation location for the product should be well ventilated. The equipment has been designed to operate at the temperature range and humidity level as stated in the product specifications in the datasheet.

Direct sun light exposure to the equipment should be avoided. Provide additional shelter if necessary.

Power Supply

The power supply unit (PSU) provides power to all modules within the equipment. Depending on the product variant, it is recommended that the PSU operates on a dedicated circuit breaker or fused circuit.

Grounding Requirement

Verify that the equipment has been well grounded. This includes antennas and all cables connected to the system. Ensure lightning protection for the antennas is properly grounded.

Cable Routing

Depending on equipment configuration, a variety of types of cables are required. Where applicable, ensure cables are properly routed and secured so that they are not damaged.

Manual Handling

ENU STATUS: 1-0-0

During transportation and installation, take necessary handling precautions to avoid potential physical injury to the installation personnel and the equipment.

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INSTALLATION GUIDE FOR RX7W22

3.2.2 INSTALLATION CHECKLIST

- Working space available for installation and maintenance for each mounting arrangement. Ensure
 unrestricted airflow.
- Ensure earthing point is within reach of the ground wire.
- Ensure a power source is within reach of the power cord and the power source has sufficient capacity.
- Where appropriate, ensure unused RF connectors are terminated.
- Do not locate the equipment near large transformers or motors that may cause electromagnetic interference.
- · Reduce signal loss in feeder cable by minimizing the length and number of RF connections.
- Ensure VSWR of antennas system < 1.5:1.
- Ensure equipment will be operated within the stated environment (see datasheet)
- Observe handling of all cables to prevent damage.
- Donor antenna should have a narrow beamwidth and positioned in line-of-sight (LOS) to donor BTS site so that the donor signal level is maximized. This allows the use of minimum gain to achieve the maximum DL output power. The UL gain is typically set lower than or equal to the DL gain to minimize noise interference to the donor BTS
- Service antenna should be selected based on the type of service area, e.g., indoor antenna for indoor application, and panel antenna for outdoor application.

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3.3 INSTALLATION PROCEDURES

3.3.1 GOODS INWARDS INSPECTION

- Verify the number of packages received against the packing list.
- Check all packages for external damage; report any external damage to the shipping courier. If there
 is damage, a shipping agent should be present before unpacking and inspecting the contents
 because damage during transit is the responsibility of the agent.
- Open and check each package against the packing list. If any items are missing, contact Comba.
- Do not remove items from anti-static packing until ready for installation. If damage is discovered at the time of installation, contact the shipping agent.

3.3.2 **TOOLS**

See Appendix A for a full list of the recommended tools required for installation and routine maintenance.

3.3.3 PREPARATION

• Wall mounting with the masonry bolts supplied, which make use of the outer holes.

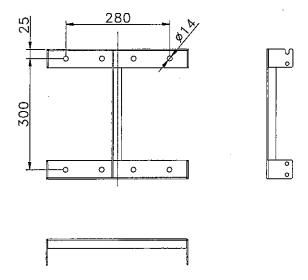


Figure 4: Mounting Rack Overview



3.3.4 WALL MOUNTING

- Drill four holes on the wall using the position of four holes on the mounting rack as a guide. Fix the
 mounting rack to the wall using four masonry bolts (M10x110mm).
- Install the Mounting Rack2 on the both side of the enclosure.
- Hang up the equipment and secure the enclosure to the mounting rack.

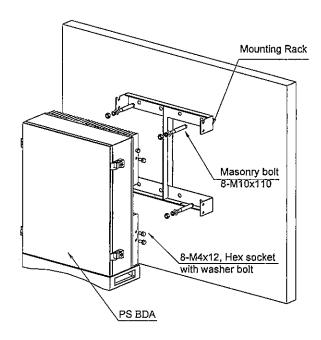


Figure 5: PS BDA Wall Mounting

3.3.5 DRIP-LOOP

Comba recommends that every horizontal cable entry to the equipment forms a 'U' before its entry to the equipment. Water on the cable will drip down at the bottom of the loop and will not accumulate at the equipment connectors.

3.4 EQUIPMENT CONNECTORS

3.4.1 PS BDA CONNECTORS

The PS BDA is designed for all cable entries from the right or left of the enclosure, as shown in the following figure.

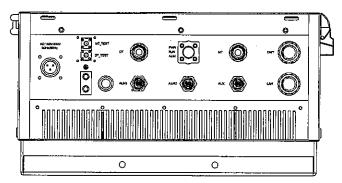


Figure 6: Equipment Connectors

Table 1: Equipment Connectors

Identifier	Descriptions
Power ¹	This is a power cable gland for a pre-installed power cord for connection to AC (e.g. AC 100-240V 50Hz/60Hz).
DT Test	QMA connector for connection to donor antenna test.
MT Test	QMA connector for connection to service antenna test.
DT	N-Female connector for connection to donor antenna.
MT	N-Female connector for connection to service antenna.
ОМТ	N-Female connector for OMT connection
ALM1	Mini-Din connector for connection to external alarm.
ALM2	Mini-Din connector for connection to external alarm.
AUX	Reserved.
LAN	RJ45 Connector for internet connection (Ethernet type only).

ENU STATUS: 1-0-0

¹ The voltage identification is a variant due to electricity system diversity of global regions. The power cable gland might be identified for AC 110V, AC 220V, AC 110V/220V, or DC -48V respectively. Please refer to specific product or contact local sales if any doubt.

INSTALLATION GUIDE FOR RX7W22

3.4.2 PS BDA LED INDICATORS

The LED indicators helps user to check the equipment status easily.

Table 2: LED Indicators

Identifier	Colour	Indication	
PWR	Green	Power indicator. ON = power on; OFF = power off.	
RUN	Green	Operation indicator, flashes every second to indicate normal operation.	
ALM	Red	Alarm indicator. ON = alarm; OFF = no alarm.	

3.4.3 GROUNDING CONNECTION

Ground Connection

To ensure safe operation of the product, a ground (earth) connection is required. For single phase AC power source, the product must be grounded by connecting the "earth wire" of the power cord to the ground terminal of the AC supply. For operating this product with DC power system (such as rectifiers), the product should not be connected to power systems that switch open the return lead because the return lead could function as the ground (earth) connection for the equipment.

Protective Ground Connection

The enclosure must be grounded securely by connecting a copper wire (CSA 16mm²) to the grounding terminal on the equipment/rack, and the other end to a protective ground (i.e. building earth point). An internationally acceptable colour code of the ground connection wire is green/yellow.

Such a ground connection implements the "Protective Ground Connection", and must be connected to the equipment at the designated ground point. In general, do not connect the supply before establishing an adequate ground (earth) connection.

Construct the ground wire, and use appropriate crimp connectors where necessary. Locate and connect the equipment grounding terminal to a protective ground (i.e. building earth point).

3.4.4 RF CABLE CONNECTION

Single band PS BDA RF cables connection is as follows:

- PS BDA MT port → Connects to the feeder cable from service antenna.
- PS BDA DT port → Connects to the feeder cable from donor antenna.

3.4.5 ETHERNET CONNECTION

Connect Ethernet with 'LAN' port in the panel, Ethernet type only.



3.4.6 PHYSICAL CONNECTION TO OMT PC

For local commissioning, user can take figure below as a guide to connect the equipment with OMT PC.

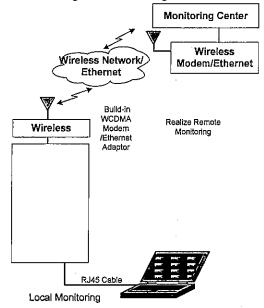


Figure 7: OMT Connection without Opening Chassis

Note: After connection and commissioning, please make sure the water proof for all external connectors.

End of Section

4 COMMISSIONING

4.1 PRE-COMMISSIONING TASKS

After equipment installation, perform the following steps before equipment powering and commissioning:

- Check the expected voltage, current and power levels do not violate any ratings.
- Visually inspect the power connection within the equipment. Ensure that the power cable is correctly
 and securely connected, including grounding wire, RF cable and other cables.
- Check grounding connection and verify that the ground resistance is less than 5Ω .
- Test the antenna system and ensure the echo loss within working frequency is less than -14dB (VSWR<1.5).

4.2 COMMISSIONING PROCEDURE

Perform the following procedures for system commissioning. Connect and inquiry status Isolation detection Set channel No. Set monitor parameters Input power detection and adjust the direction of Donor Antenna Output power confirmation Drive test and adjust the direction of Service Antenna Adjust UL ATT and confirm the call quality Double check the status of BTS Uplink and the isolation between Donor Antenna and Service Antenna End

ENU STATUS: 1-0-0

INSTALLATION GUIDE FOR RX7W22

Table 3: Commissioning Task Explanation

	Table 3: Commissioning Task Explanation			
C	ommissioning Tasks	Observation		
1.	On-line and Inquiry status	 Activate the OMT Main window. The system Initialization will completed in about 2 minutes. Check the ALM LED for the repeater's status. Proceed if there is no alarm; else check the failure and attend to the alarm. 		
2.	Isolation detection	Detect isolation of service antenna and donor antenna.		
3.	Set Channel No.	 Keep RF switch ON and set the channel number of the repeater's operating frequency. 		
4.	Adjust Downlink Output Power and align donor antenna	 Observe DL input power from measured value. Align the direction of donor antenna until the DL input power reading is maximized. Note: To ensure that the measured DL input power is accurate, one should set the DL ATT to "0" before performing the check. 		
5.	Configure [Device ID]	Go to [Device Info] and set [Device ID].		
6.	Comm. Setting	 Go to [Management] -> [Comm. Setting] and select communication types: [SMS], [PS] or [SNMP]. 		
7.	Select Monitoring Parameters	Select the equipment controlled and monitored parameters		
8.	Test coverage area field intensity and adjust service antenna.	 Use test-handset to verify field intensity within the coverage area. If needed, realign the service antenna to achieve the desired coverage. Note: If during operation, the equipment gain could not be set to maximum or the output power is not high enough due to insufficient donor and service antennas isolation, then the antennas' position should be changed to increase isolation. If the output power is too high and ALC is activated, then adjust the DL ATT to achieve optimal DL Gain. 		
9.	Verify UL gain and ensure test call produces good voice quality and there is no interfering BTS	 Adjust UL gain and perform test calls. Typically, the UL gain is set around 5dB less than DL gain. Perform test calls in the coverage area while adjusting UL gain if required. Note: If the repeater is near the BTS and the test call performance is poor, this may be due to UL noise interference to the BTS. Users can calculate and determine if the repeater UL noise will interfere with the BTS. Verify again that there is no unacceptable interference to BTS. 		

End of Section

INSTALLATION GUIDE FOR RX7W22

5 WEB GUI

PS BDA can be monitored and controlled by WEB GUI, take descriptions below as a guide to finish system parameter setting and commissioning.

5.1 WEB GUI CONNECTION

Step 1: Connect OMT port to PC RJ45 port with the supplied RJ45 cable to set up a physical connection.

Step 2: Open browser (browser IE7.0, IE8.0, Chrome or Firefox, suggest display resolution is 1024×768), input Web GUI IP address: 192.168.8.101, click [Enter].

NOTE: DHCP and DNS are also available to login Web GUI. The domain name is: www.combaomt.com.

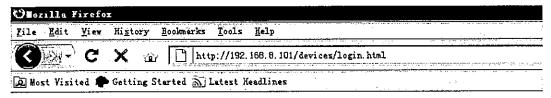


Figure 8: Input IP Address



Figure 9: Input Domain Name

Step 3: Input User Name: admin; Password (default password: admin). Click [Log in].

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System Management Platform

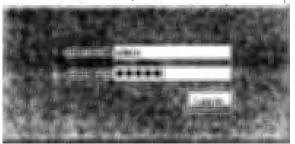


Figure 10: Input User Name and Password

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5.2 WEB GUI INTRODUCTION

After log in, the Web GUI main screen will appear.

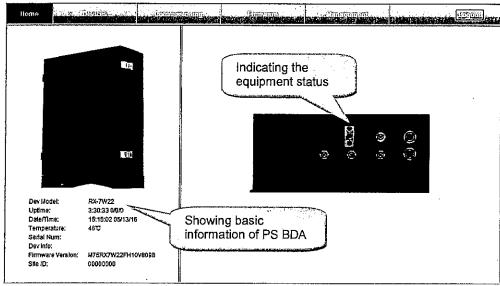


Figure 11: Web GUI Main Screen

On Comba Web GUI Home Screen, there are four Menu bars: [Devices], [Commissioning], [Firmware] and [Management].

5.2.1 [DEVICES]

The [Devices] Screen shows the equipment status, such as PA status, alarm information, etc.

Overview Screen

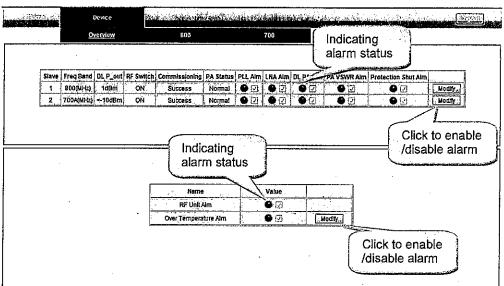


Figure 12: Overview Screen

INSTALLATION GUIDE FOR RX7W22

800 Screen

This screen is only available for the dual band PS BDA or 800MHz PS BDA.

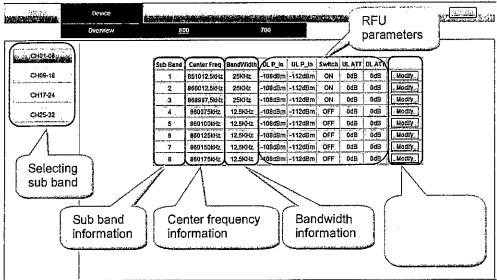


Figure 13: 800 Screen

700 Screen

This screen is only available for the dual band PS BDA or 700MHz PS BDA.

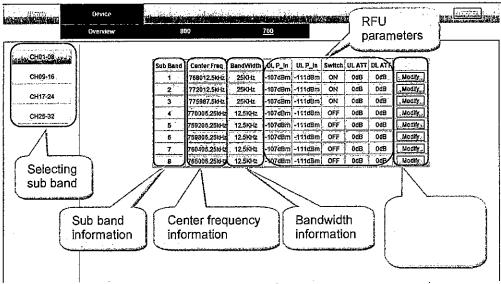


Figure 14: 700 Screen

5.2.2 [COMMISSIONING]

A work flow of the commissioning process is shown on [Commissioning] Screen. Click the [Start] button, the software will guide you through the commissioning step by step. For details, please refer to chapter 5.3.

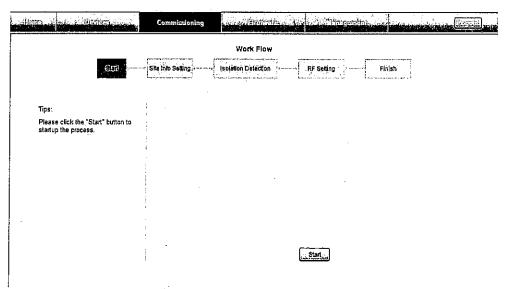


Figure 15: [Commissioning] Screen

5.2.3 [FIRMWARE]

There are two functions on the [Firmware] bar: [upgrade] and [swap]. [Upgrade] is used to upgrade software, and [Swap] is to replace current firmware version to the previous one.

Follow steps shown in below figure to upgrade firmware.

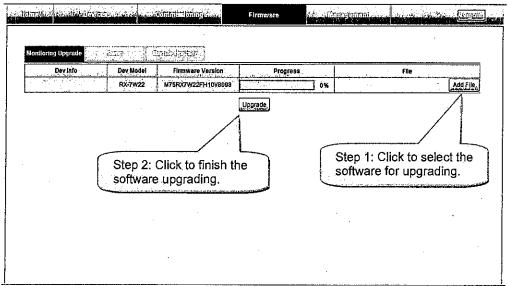


Figure 16: [Firmware] Screen - MCU Firmware Upgrade



5.2.4 [MANAGEMENT]

Other parameters can be configured on [Management] Screen.

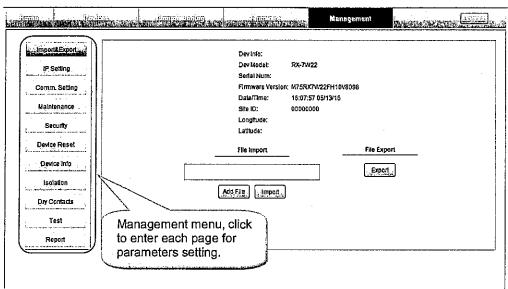


Figure 17: [Management] Screen

There are nine function bars list on the left side of the [Mangement] Screen.

> Inport&Export

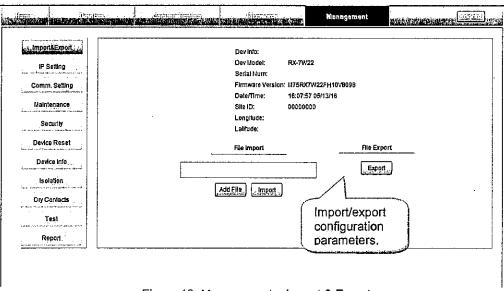


Figure 18: Management -- Import & Export

The parameters that can be import/export include sub band, alarm enable, ATT value, RF switch, DL output power and so on.

This function can help users quickly configure PS BDA parameters. For example, if one PS BDA finished configuration, users can export the parameters and save it as a file in PC, and then import this file to other PS BDA to finish the device parameter setting in an easy way.

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IP Setting

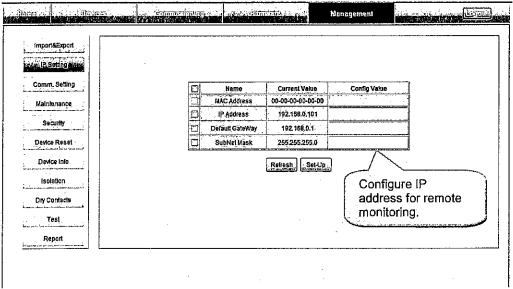


Figure 19: Management - IP Setting

Note: For remote monitoring, IP Address must be set correctly based on the location IP of remote connection. If more than one equipment is connected to the public network through the same router, the router's local IP *CANNOT* be set as 192.168.8.*.

> Comm. Setting

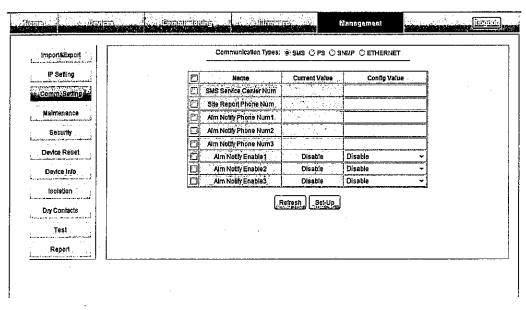


Figure 20: Management - Comm. Setting

Note: There are 4 communication types: SMS, PS, SNMP and ETHERNET. You can choose a suitable type for remote monitoring.

INSTALLATION GUIDE FOR RX7W22

Maintenance

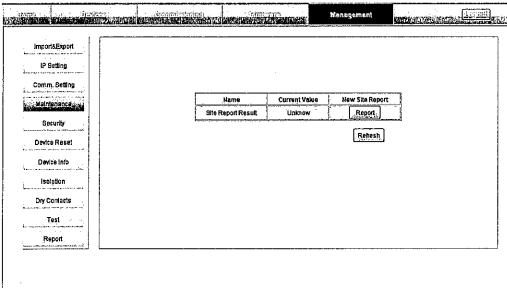


Figure 21: New Site Report is for easy monitoring set up

> Security

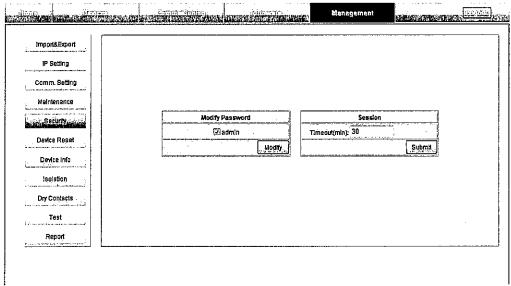


Figure 22: Management - Security

Click Modify, [Modify Password] window will pop-up.

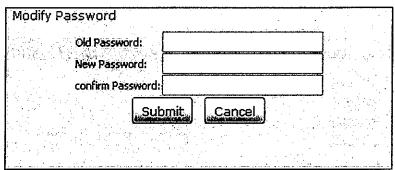


Figure 23: Modify Password

Note: Username cannot be modified.

> Device Reset

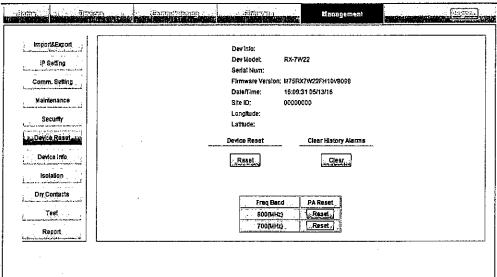


Figure 24: Management - Device Reset

Note: Click [Reset], all the parameter and alarm will set to factory default value. Device Reset process will last about 2~4 minutes. For PMU monitor reset, users need to re-login WEB GUI.

INSTALLATION GUIDE FOR RX7W22

Device Info

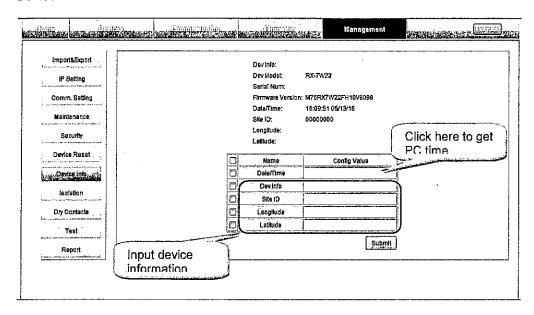


Figure 25: Management - Device Info

Note: Users can input maximum 30 bytes characters in Device Info.

> Isolation

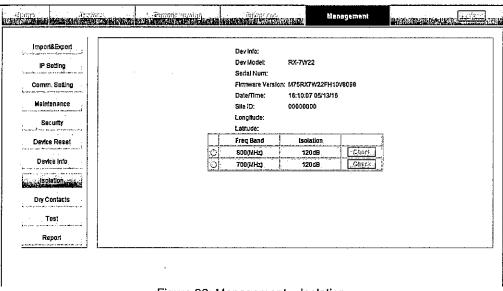


Figure 26: Management - Isolation

Note: This Step is the same as step3 of [Commissioning]. Users can check isolation again by clicking Check button.

Dry Contact

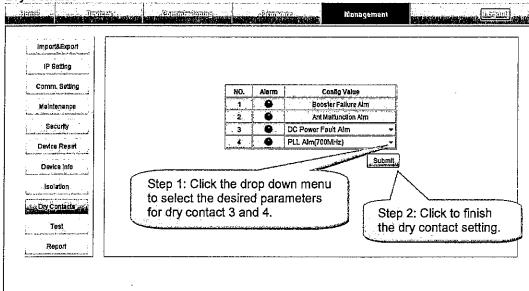


Figure 27: Management-Dry Contact

> Test

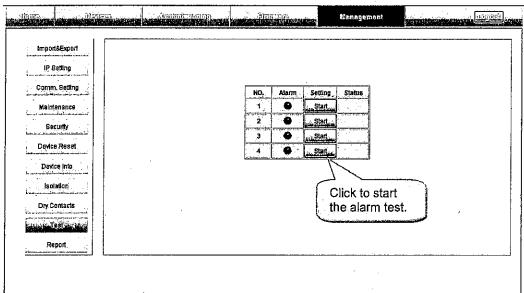


Figure 28: Management-Test

> Report

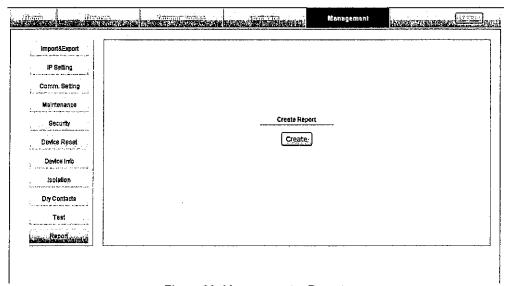


Figure 29: Management - Report

Note: Click Create to create report (The report can't create in IE browser.) and make sure the computer has installed PDF Reader software. If no, users will see nothing.

5.3 COMMISSIONING PROCEDURE

To complete the installation and commissioning, users need to follow the steps below.

Step 1: Click Menu bar [Commissioning] on home screen, a work flow will show up.

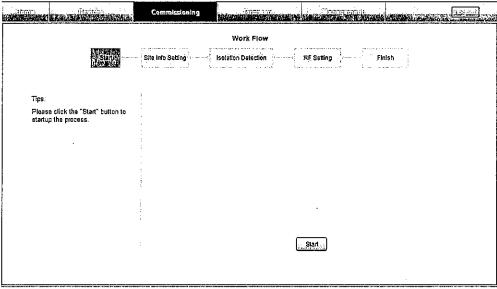


Figure 30: Commissioning Procedure - Start

INSTALLATION GUIDE FOR RX7W22

Step 2: Click start the process.

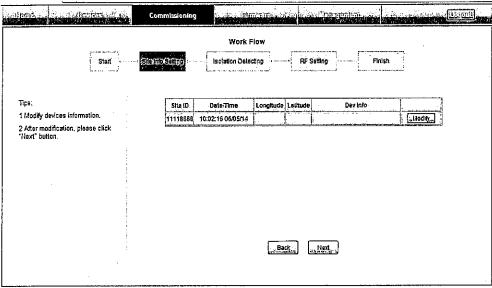


Figure 31: Commissioning Procedure - Site Info. Setting

Step 3: Click Modify., users can set the site information.

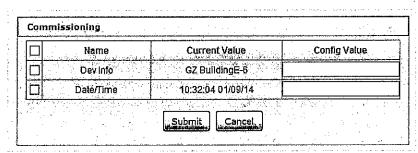


Figure 32: Dev Info & Date/Time

Dev Info mainly used to record device location and Date/Time provides a time reference. Click the Config Value of Date/Time, will update Date/time automatically.

NOTE: Make sure the device is connected with appropriate donor and service antennas before proceeding to step 4.

Step 4: Click to enter to Isolation Detection Screen shown as Figure 52.

- ✓ Select a frequency band (RFU) that need to commission.
- Click Nead to start Isolation Detecting, then [Confirm] window will pop-up shown as Figure 53.

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INSTALLATION GUIDE FOR RX7W22

Click to continue. If isolation detection success, the process will go to RF Settiing Screen shown as Figure 55. If failed, a Tips window will pop-up shown as Figure 54, users need to check whether the system isolation is very weak.

NOTE: At the end of first frequency band commissioning, user can start other frequency band commission.

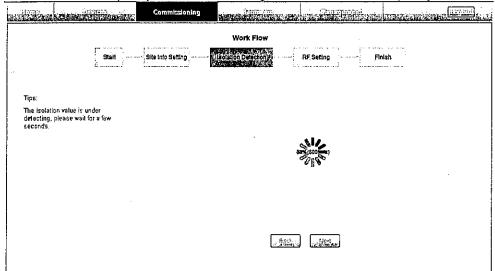


Figure 33: Commissioning Procedure - Isolation Detective

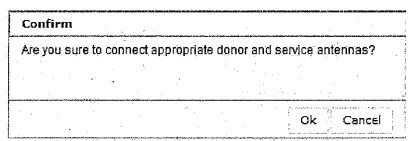


Figure 34: Commissioning Procedure - Isolation Detective Confirm

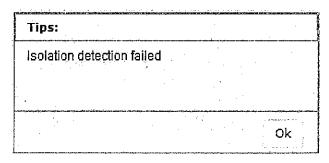


Figure 35: Commissioning Procedure --Isolation Detection Failed

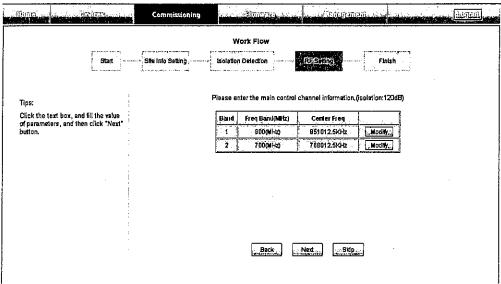


Figure 36: Commissioning Procedure -Isolation Detection Finish

Step 5: RF Setting Screen for setting center frequency.

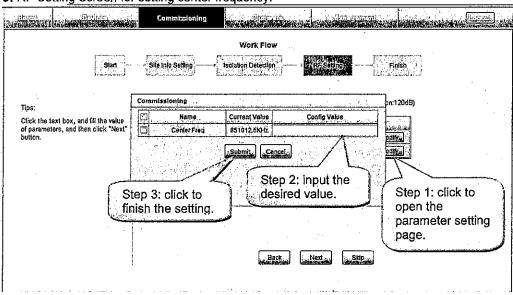


Figure 37: Commissioning Procedure - Center Frequency Setting

Step 7: Click Finish to finish the commissioning.

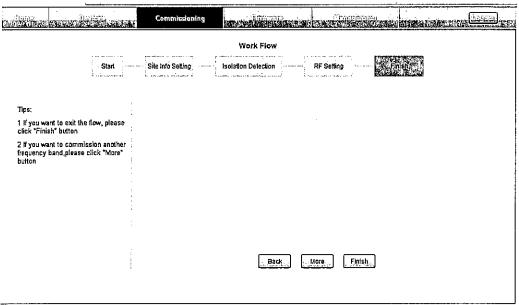


Figure 38: Commissioning Procedure - Finish

End of Section

6 MAINTENANCE

The mBDA is designed for trouble-free operation and generally does not need maintenance. Maintenance activities should only be carried out by trained personnel.

The equipment operation status can be observed remotely through OMC.

Periodic inspection of the repeater equipment(s) is recommended, the recommended tasks includes:

- Inspect and record operation status and output power of the repeater from OMC or OMT.
- Verify the direction and position of antennas. Re-align if necessary.
- Make sure the cable gland and sealing on the RF cable connectors are not damaged.
- Verify lightning and grounding protection is in good condition.

End of Section



7 APPENDICES

7.1 APPENDIX A: TOOLS

The following are the recommended list of tools for new installation and routine maintenance.

- · Slotted Screwdriver
- · Philips Screwdriver
- Ring Spanner (Assorted size: 12~20mm)
- Electrically operated drill and masonry drill bits Ø12mm
- · Anti-static Wrist Strap
- Pentagon Allen Key
- Side Cutter
- Frequency Counter (e.g. FLUKE PM6685R)
- RF Power Meter (e.g. Bird 5000)

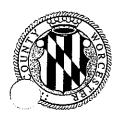
ENU STATUS: 1-0-0

7.2 APPENDIX B: RMA (RETURN MATERIAL AUTHORIZATION) FORM

From:			61 Fax: +852 2637 0966	Park,Tai F	o, Hong Kong	
			<u>!</u>	RMA I	Request Form	
	Address:		<u>-</u> =			-
	Tel: E-Mail:	Fax:	-			
•	ATTN:		_		•	
Item	ct Information: Model	Serial Number	Return Category	Qty	Problem Description]
2				 		<u> </u>
3 4						-
5					<u> </u>	1
6 7					ļ	-
8						1
9 10			<u> </u>	\vdash	-	1
Notes:		, please select from A: Retu				-
Note:	Shipping Forwarde Location of Product' month determined.	ust be slated, while 'Transg		ing Forw	arder' can be left blank if	-
			Signature:			
						-
	who the (Oak)					- -
Return Recon	mended Action:	horization Number (Ri	MA#):			=
Returr Recon Shipm	Merchandise Auti nmended Action: ent and Handling (horization Number (Ri	MA#):			- :
Returr Recon Shipm	Merchandise Auti mended Action:	·	MA#):			:
Returr Recon Shipm	Merchandise Auti nmended Action: ent and Handling (·	MA#):			:
Returr Recon Shipm	Merchandise Auti nmended Action: ent and Handling (·	₩ A#):	Date		
Returr Recon Shipm	Merchandise Auti nmended Action: ent and Handling (·	₩ A#):	Date:		-
Returr Recon Shipm	Merchandise Auti nmended Action: ent and Handling (·	₩ A#):	Date:		-
Returr Recon Shipm	Merchandise Auti nmended Action: ent and Handling (·	₩ A#):	Date		-
Returr Recon Shipm	Merchandise Auti nmended Action: ent and Handling (·	₩ A#):	Date:		-
Returr Recon Shipm	Merchandise Auti nmended Action: ent and Handling (·	MA#): _	Dates		-
Returr Recon Shipm	Merchandise Auti nmended Action: ent and Handling (·	MA#):	Date:		-
Returr Recon Shipm Appro	Merchandise Auti nmended Action: ent and Handling (Cost to be paid by:	MA#):	Dates		-

End of Section

End of Document



Morrester County Department of Recreation & Parks

Tom Periozzo, Director

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





TO:

Harold L. Higgins, Chief Administrative Officer

FROM:

Tom Perlozzo, Director of Recreation and Parks

DATE:

August 27, 2019

SUBJECT:

Resolution Designating a Portion of the West Ocean City Harbor for County Use

or County Joint Ventures

We have space at the West Ocean City Harbor to the west of the Governor's Dock, between said Dock and the recreational boat ramp that is not in use. This space is directly in front of the public restrooms. (See attached picture.) This space does not meet the definition of the "commercial section" of the Harbor which is defined in CG §4-405 as, "That portion of the West Ocean City Harbor wherein the County Commissioners have installed moorings, piles and piers and shall constitute an area as from time to time determined by the County Commissioners by resolution." Nor does this space meet the definition of the "recreational section" defined as "That portion of the West Ocean City Harbor wherein the County Commissioners have installed a boat ramp and shall constitute an area as from time to time determined by the County Commissioners by resolution."

County Government §4-405 (c) (1) states for the recreational section, "The Commissioners may, by resolution, provide for other recreational, educational and public service type uses, including the leasing of space." and (c) (2) states for the commercial section, "that the County Commissioners may reserve portions thereof for other public purposes as may be from time to time determined by the Commissioners."

Thus, the Commissioners have the ability to reserve space for other purposes and must do so by resolution. The attached resolution designates the space which is approximately 64 feet in length running along the bulkhead from the Worcester County Boat Ramp to the Worcester County Governor's Dock on the north side of the Harbor shall be reserved for use by the County or County joint ventures.

Please let me know if you have any questions. Thank you.

Attachments

regulations may not contravene the purposes of this section but shall be in addition to the requirements of this section.

(d) <u>Violations.</u> Any person who violates the provisions of this Subtitle or any rules or regulations adopted by the County Commissioners pursuant hereto shall be guilty of a civil infraction. [Amended 11-10-1987 by Bill No. 87-5]

§ CG 4-405. West Ocean City Harbor.

(a) <u>Definitions</u>. The following words, when used in this section, shall have the meanings ascribed to them in this subsection, unless otherwise specifically defined in other parts of this section:

BOAT — A vessel or craft for use on the water or for navigating in or on the water.

COMMERCIAL FISHING — Fishing, fin-fishing, oystering, clamming, crabbing, shell-fishing and lobstering for financial profit and for trade or resale and not including sport or recreational fishing, etc.

COMMERCIAL SECTION — That portion of the West Ocean City Harbor wherein the County Commissioners have installed moorings, piles and piers and shall constitute an area as from time to time determined by the County Commissioners by resolution.

COUNTY BOAT RAMP — That portion of the West Ocean City Harbor wherein the County Commissioners have installed a boat ramp and shall constitute an area as from time to time determined by the County Commissioners by resolution.

WEST OCEAN CITY HARBOR — All that parcel of land, together with all appurtenances and advantages thereto, located on the southerly side of North Harbor Road in the tenth election district of Worcester County, Maryland, and fronting approximately one thousand feet on the northerly side of the Ocean City Harbor and binding upon the southerly side of said North Harbor Road a distance of nine hundred seventy-three and four-hundredths feet, more or less, and owned by the County Commissioners of Worcester County, Maryland.

- (b) <u>Division into sections</u>. The County Commissioners hereby establish commercial and recreational sections in the West Ocean City Harbor, described as follows:
 - (1) Recreational section: the county boat ramp as described in Subsection (a) above.
 - (2) Commercial section: the commercial section as described in Subsection (a) above.
 - (3) Parking area: the entire area of the West Ocean City Harbor located north of the bulkhead and east of the easterly line of the county boat ramp extended in a northerly direction and shall be for both recreational and commercial uses.

(c) Limitation of uses.

(1) Recreational section. The recreational section, as herein described, shall be for the exclusive use of recreational boats as a boat ramp pursuant to its design. It shall be open to members of the public on a first-come-first-served basis. Except as

CG4:7

02 - 01 - 2011



hereinafter provided, it shall be unlawful to dock any boat in said recreational section other than for loading and unloading purposes and in case of an emergency. The Commissioners may, by resolution, provide for other recreational, educational and public service type uses, including the leasing of space.

- (2) Commercial section. The commercial section is hereby established as an area for the exclusive use of commercial fishermen holding licenses pursuant to the terms hereof; provided, however, that the County Commissioners may reserve portions thereof for other public purposes as may be from time to time determined by the Commissioners.
- (3) Parking area. It shall be unlawful for anyone to camp, tent, park overnight or inhabit the parking area of the county boat ramp.
- (d) Division of commercial section into dock spaces. The commercial section shall be divided into dock spaces as may be from time to time determined by the Worcester County Commissioners for the purpose of the issuing of exclusive licenses to commercial fishermen for the use of the various dock spaces as they may be from time to time so determined. The County Commissioners shall charge a fee for the use of any dock space. Such fee shall be collected on at least an annual basis and shall be payable in advance. All dock spaces shall be leased pursuant to public bidding on a sealed-bid basis. Licenses for the use of dock spaces shall be in writing and signed by the parties thereto. Licenses shall be subject to cancellation by the County Commissioners and shall contain such other provisions and requirements as the Commissioners from time to time determine. Licenses shall provide that any licensee thereunder shall indemnify and hold harmless the County Commissioners from any and all damages on account of the granting of such licenses. The use of a dock space shall be in strict conformance with the terms of the license therefor and no one, other than the licensee and those claiming under him with such licensee's permission, shall use any licensed dock space for any purpose.
- (e) <u>Limitation on number of licenses</u>. No license granted hereunder shall violate the provisions of Article 41 (Monopolies) of the Maryland Declaration of Rights, and the Commissioners shall make such investigations as they determine necessary to ensure that such provisions are complied with and make such determinations as they may see fit with regard to the real parties in interest to licenses, to the end that, to the extent possible, no one firm, person, corporation or organization shall hold more than one license nor shall be interested in more than one license. The County Commissioners shall be the final determining authority with regard to compliance with the provisions of this Subsection (e). The County Commissioners may deny the issuance of a license in the event of determination of a violation of this Subsection (e) or to any person who has been convicted of a violation of this section.
- (f) <u>Disposition of license fees.</u> Any license fees collected hereunder shall be payable into the general fund of Worcester County.
- (g) Violations. Any person who violates the provisions of this section shall be guilty of a civil infraction. [Amended 11-10-1987 by Bill No. 87-5]
- (h) <u>Transitional provisions.</u> Nothing enacted in this section is intended to affect the provisions of any outstanding leases for the West Ocean City Harbor issued pursuant to

CG4:8



RESOLUTION NO. 19 - ___

RESOLUTION DESIGNATING A PORTION OF THE WEST OCEAN CITY HARBOR FOR COUNTY USE OR COUNTY JOINT VENTURES

WHEREAS, the West Ocean City Harbor (hereinafter "Harbor") is governed by the Code of Public Local Laws of Worcester County, Maryland, County Government Article, § 4-405; and

WHEREAS, CG §4-405 designates commercial and recreational sections of the Harbor; and

WHEREAS, the County has identified a space at the Harbor, said space being approximately 64 feet in length and running along the bulkhead from the Worcester County Boat Ramp to the Worcester County Governor's Dock that has never been identified for a specific use (See Attached Exhibit A incorporated hereto); and

WHEREAS, said space also does not fit the definitions in CG § 4-405 for "recreational section" or "commercial section"; and

WHEREAS, CG § 4-405 allows the County Commissioners by resolution, to provide for other recreational, educational and public service type uses, including the leasing of space, in the recreational section and may reserve portions thereof of the commercial section for other public purposes as may be from time to time determined by the Commissioners; and

WHEREAS, said space is neither commercial nor recreational but if said space was either, the County Commissioners have the authority to designate said space for other purposes; and

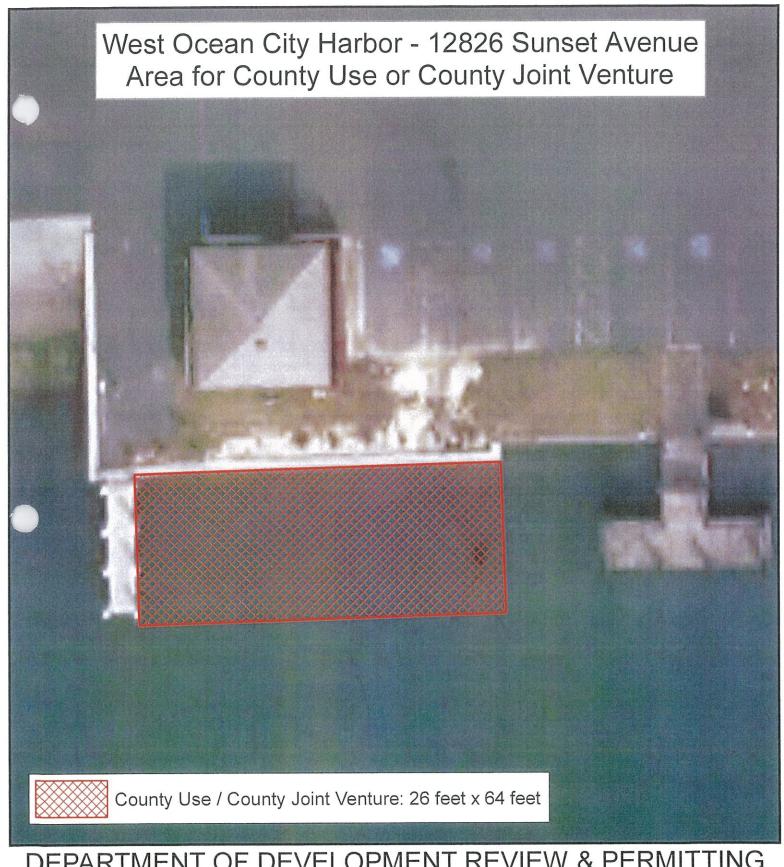
WHEREAS, the County Commissioners of Worcester County, Maryland, desire to designate said space for County use or County joint ventures and believe this will maximize the use of said space;

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

1. In accordance with the Code of Public Local Laws of Worcester County, Maryland, County Government Article, § 4-405, the space which is approximately 64 feet in length and running along the bulkhead from the Worcester County Boat Ramp to the Worcester County Governor's Dock on the north side of the Harbor as shown on the attached Exhibit A shall be reserved for use by the County or County joint ventures as may be from time to time determined by the County Commissioners.

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

PASSED AND ADOPTED this _	day of, 2019.
ATTEST:	COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND
Harold L. Higgins Chief Administrative Officer	Diana Purnell, President
	Joseph M. Mitrecic, Vice President
	Anthony W. Bertino, Jr.
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	Theodore J. Elder
	Joshua C. Nordstrom



DEPARTMENT OF DEVELOPMENT REVIEW & PERMITTING Technical Services Division - August 2019

V E S

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Exhibit ____

Source: 2016 Aerial Imagery

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

AUG **2 9** 2019

TO:

Harold L. Higgins, Chief Administrative Officer

FROM:

Tom Perlozzo, Director of Recreation and Parks

DATE:

August 27, 2019

SUBJECT:

Lease Agreement- Alyosha

proposed apportuity For objection on october 1,2019

The Recreation and Parks Department is requesting permission for Thrive Engineering, LLC. (wholly owned by Mr. Stephen Butz) to enter into a License Agreement to lease space to dock the catamaran "Alyosha" at the West Ocean City Harbor. We do have space at the Harbor to the west of the Governor's Dock, between said Dock and the recreational boat ramp. This space is directly in front of the public restrooms. (See attached picture.) Also, please find attached the proposed License Agreement for the Alyosha Catamaran at the West Ocean City Commercial Harbor. The proposed Agreement was reviewed and prepared by County Attorney, Maureen Howarth. Some elements of the Agreement I would like to highlight are as follows:

- 1. Five (5) year term cancellable upon ninety days' (90) notice by the County. Lease begins October 1, 2019 thru September 30, 2024.
- 2. Minimum annual rental fee of \$8,500.00, plus advertising fees to be determined.
- 3. Includes provisions for area use and clean up.
- 4. Only the vessel indicated within the document may be docked at the slip.
- 5. All insurance must be up to date with provided provisions specified by the County.
- 6. Exclusive rights for the County to sell advertising on the indicated sails.
- 7. Non-Compete clause for any termination or early termination as it relates to sponsor revenues.

Recall this is a new business in our area and the owner would like to expand their business. This Agreement needs to be advertise for 3 successive weeks in at least one newspaper of general circulation in the County and include the terms and the compensation to be received and give opportunity for objection. Per Mr. Shannahan, the hearing could be scheduled for October 1, 2019. At this time I am asking that the Agreement by advertised and scheduled for a hearing on October 1st.

Please let me know if you have any questions. Thank you.

Attachments

cess its Board of Appeals was an exercise of its Home Rule; a group that was not a party to the original proceeding was not improperly denied standing before the Board. Chesapeake Bay Found., Inc., v. DCW Dutchship Island, LLC, 439 Md. 588, 97 A.3d 135 (2014).

§ 10-312. County property; housing projects; franchise; required notice.

(a) County property — Protection. — A county may provide for the protection of county property.

(b) County property — Acquisition and disposal. — A county may provide

for.,

(1) the acquisition by purchase, lease, condemnation, or otherwise of property required for public purposes in the county; and

(2) the disposal of any real or leasehold county property, if the county

property is no longer needed for public use.

(c) County property — Leasing. — A county may lease as lessor any county property to further the public purposes of the county, on any terms and compensation that the county considers proper.

(d) Housing projects. — A county may provide for the financing of any housing or housing project wholly or partly, including the placement of a deed of trust, mortgage, or other debt instrument on the property to ensure repayment of funds used to purchase, construct, rehabilitate, or otherwise develop the housing project.

(e) Franchises. (1) A county may grant any franchise or right to use a franchise, including any right or franchise in relation to any highway, street,

road, lane, alley, or bridge.

- (2) A county may grant a franchise for a cable television system as provided in § 1-708 of this article.
 - (3) For any franchise granted under this subsection, a county may:

(i) impose franchise fees; and

(ii) establish rates, rules, and regulations.

(f) Required notice. — (1) Except as provided in paragraph (2) of this subsection, before the county makes any disposition, grant, or lease of county property, the county shall publish notice of the disposition, grant, or lease once a week for 3 successive weeks in at least one newspaper of general circulation in the county and shall include the terms and the compensation to be received and give opportunity for objections.

(2) A county may grant an easement for a public utility without giving notice under this subsection. (An. Code 1957, art. 25A, § 5(B); 2013, ch. 119, § 2; 2015, ch. 22.)

Effect of amendments. — Chapter 22, Acts from date of enactment, substituted § 1-708" 2015, approved April 14, 2015, and effective for § 1-707" in (e)(2).

§ 10-317. Road, waste disposal, soil erosion, and building

LICENSE AGREEMENT

THIS LICENSE AGREEMENT, made this ____ day of <u>October</u>, in the year two thousand and nineteen by and between COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, a body corporate and politic of the State of Maryland, hereinafter referred to as the "County" and Thrive Engineering, LLC, respectfully hereinafter referred to as "Licensee", witnesseth:

IN CONSIDERATION of the mutual covenants contained herein and the license fee reserved hereunder, the parties hereto do hereby covenant and agree as follows:

- 1. The County does hereby grant a License unto Licensee for the use and occupancy of the dock space shown in the attached Exhibit A, said space being approximately 64 feet in length and running along the bulkhead from the Worcester County Boat Ramp to the Worcester County Governor's Dock for five (5) years beginning on October 1, 2019, and ending on September 30, 2024, upon terms and conditions more particularly described. The License Agreement (hereinafter "Agreement") may be renewed for one year with mutual consent of Licensee and the County.
- 2. The license fee reserved hereunder and payable by Licensee shall be \$8,500 a year and due on the first day of the license period for each year, unless covered by the advertisement revenue in Section 19.
- 3. This Agreement shall be cancelable for any reason upon ninety (90) days' notice by County to Licensee and upon ninety (90) days' notice by Licensee to the County. In the event of cancellation by the County, the license fee paid hereunder shall be rebated to Licensee on a per diem basis for the unused term of said License Agreement. If the event of cancellation by Licensee, Licensee shall pay the licensee fee for two additional years.
- 4. The County shall have the right to cancel this Agreement at any time during the term hereof because of illegality of performance, orders of court, injunctions or other litigation or related reasons including settlement of pending or threatened litigation. In such cases a rebate, pursuant to Paragraph 3, shall be applicable.
- 5. Licensee shall not be permitted to tie boats abreast within this dock space, this will be strictly enforced and may include immediate termination of this Agreement.
- 6. Licensee shall maintain his dock space and bulkhead adjacent thereto in a clean, neat, and orderly manner.
- 7. Licensee shall not be permitted to store any materials, supplies, gasoline, paraphernalia, equipment or any other items on the bulkhead, catwalks or parking lot nor shall permit any such storage by any persons claiming under him/her. The dock space shall be used for the docking of the catamaran Alyosha and for no other purpose. Licensee will in no way interfere with the use of any other dock or with the lawful use of the County boat ramp. Licensee shall not pick up or drop off customers at this dock space

- 8. Vessel name and USCG DOC# to be docked at this space is as follows: Alyosha, #USCG Documentation # 1294434, State of Maryland Registration/Title # MD 9020 CR.
- 9. Licensee shall comply with all County, State and Federal laws and regulations in the use of the dock space.
- 10. Licensee shall not, nor allow third parties or persons under his/her control, to throw, discharge, dump or place any material, lubricants, sewage, trash, garbage, waste water, solid waste or any other objects or substances into the West Ocean City Harbor or the County public use small dumpster in the parking lot. This small dumpster is for the use of the recreational boaters only.
- 11. Licensee shall comply with all rules of use of the West Ocean City Harbor as are currently promulgated by the County and as may be promulgated in the future by the County.
- 12. Licensee hereby indemnifies and holds harmless the County against any and all liabilities, claims, suits, damages and other expenses including reasonable attorney's fees and court costs which may be imposed upon, incurred by or asserted against the County in connection herewith during the term of this Agreement by reason of any of the following:
 - (a) Any use or condition of the dock space or any activities carried thereon or adjacent thereof or along the bulkhead.
 - (b) Any negligence on the part of the Licensee, his/her agents, contractors, licensees, employees or invitees.
 - (c) Any personal injury, death or property damage occurring on or about the dock space or the adjacent bulkhead, as well as any personal injury, death or property damage occurring while onboard the Alyosha.
 - (d) Any failure on the part of the Licensee to perform or comply with any covenant required hereunder.
 - (e) This indemnification includes injuries, death and damage to the Licensee, his/her property, agents, contractors, licensees, employees and invitees.
- 13. Nothing herein or any related agreement or any amendment hereto shall under any circumstances constitute or be construed as a waiver of immunities or limitations of liability that the County Commissioners, their officers, employees, agents, or servants, may have in by virtue of and in accordance with any law, including sovereign, statutory, qualified, official, common law, public general law or public local law immunity. County Commissioners, as a body politic, has become a party hereto only in the capacity stated herein. No individual elected County Commissioner, contractor, employee, agent, or servant of County shall have any personal liability hereunder. Any indemnity herein or arising out of this Agreement, on the part of the County Commissioners, shall be only to the extent permitted by law and shall be subject to the non-waiver of immunity, limitations of liability and all other provisions of this Agreement. County's liability under or arising out of this Agreement shall be subject to annual budget appropriation and strictly conditioned thereon. The non-waiver and the limitation of liability to County Commissioners hereunder shall be contractual and it is agreed that such limitation is fair and equitable under the totality of the circumstances hereof. It is further agreed and understood that this provision is of the essence.

- 14. It shall be the responsibility of Licensee to maintain his exclusive use of the dock space and the County incur no affirmative duty to see to the exclusive nature of this License to the extent that the County will only be responsible for the policing of the West Ocean City Harbor area in a governmental capacity as they are responsible in any other area of the County and will make no special efforts with regard to the enforcement of the exclusiveness of this Licensee and it shall be the responsibility of the Licensee to seek whatever legal redress may be necessary to enforce his/her rights hereunder as against third parties.
- 15. If the space becomes unusable by Act of God for more than ninety (90) consecutive days, a per diem rebate shall be applicable for all days the space is unusable due to the Act of God.
 - 16. Any notice under this Agreement must be in writing and must be served as follows:
 - (a) Notice to the County shall be delivered to the Office of the County Commissioners, Government Center-Room 1103, One West Market Street, Snow Hill, MD 21863.
 - (b) Notices to Licensee shall be either: (1) Mailed to the Licensee at the following address: 6222 Mossway Baltimore, Maryland 21212 or 9101 Rusty Anchor Way, Unit #5 Ocean City, Maryland 21842, or (2) By the posting of such notice upon the bulkhead adjacent to the dock space.
 - (c) Licensee shall provide to the County an emergency telephone number and email address so that he/she can be contacted immediately in case of an emergency. Licensee shall promptly notify the County of any change in the telephone number or email address.
 - (d) When Licensee is contacted by the County, he/she shall respond within 24 hours, otherwise, the County will take whatever action they deem necessary to correct any delinquencies or emergencies that have arisen.
- 17. This License is for dock space and access thereto only and not for any portion of the land adjacent to the dock space. Any property of any type other than a licensed motor vehicle or such other property as may be permitted by the County may be removed by the County without notice to Licensee and Licensee hereby consents to hold harmless the County on account of such removal and shall pay to the County the reasonable costs incurred to remove and store or dispose of such property.
- 18. The Licensee shall maintain comprehensive liability insurance in the minimum amount of One Million Dollars (\$1,000,000.00) and with such companies as County may approve and including pollution abatement insurance in the minimum amount of Eight Hundred Thousand Dollars (\$800,000.00), covering petroleum spills, pollution and cleanup for the period of the License Agreement and provide proof of such insurance to the County. The County shall be named as an additional insured.
- 19. The County have the exclusive right to sell advertising and corporate sponsorships on the Alyosha. Licensee agrees the County can sell advertising on the following components of the Alyosha:

- (a) Sail Cover
- (b) Gennaker
- (c) Jib
- (d) Spinnaker
- (e) Storm Jib
- (f) Flags- up to 10 feet by 15 feet. 3 maximum.
- (g) Main Sail

Licensee has approval authority over the designs and placement of these advertisements. Such approval shall not be unreasonably withheld. Any revenue generated from said advertisements or sponsorships shall be first applied to pay the County the \$8,500 annual license fee, then any remaining revenue shall be shared equally between County and Licensee. This revenue sharing shall continue for the full five year term of this Agreement regardless of whether the Agreement is cancelled under Section 3 or terminated under Section 22.

Licensee has the authority to fly flags advertising his business and the location of where the Alyosha customers are picked up.

The County has the right to sell to potential advertisers and sponsors souvenirs for the sailing charters. The design of said souvenirs shall be approved by Licensee.

The County has the exclusive right to sell to potential advertisers and sponsors a space on the electronic sailing charter booking confirmation page. Licensee shall allow said space to the advertiser or sponsor.

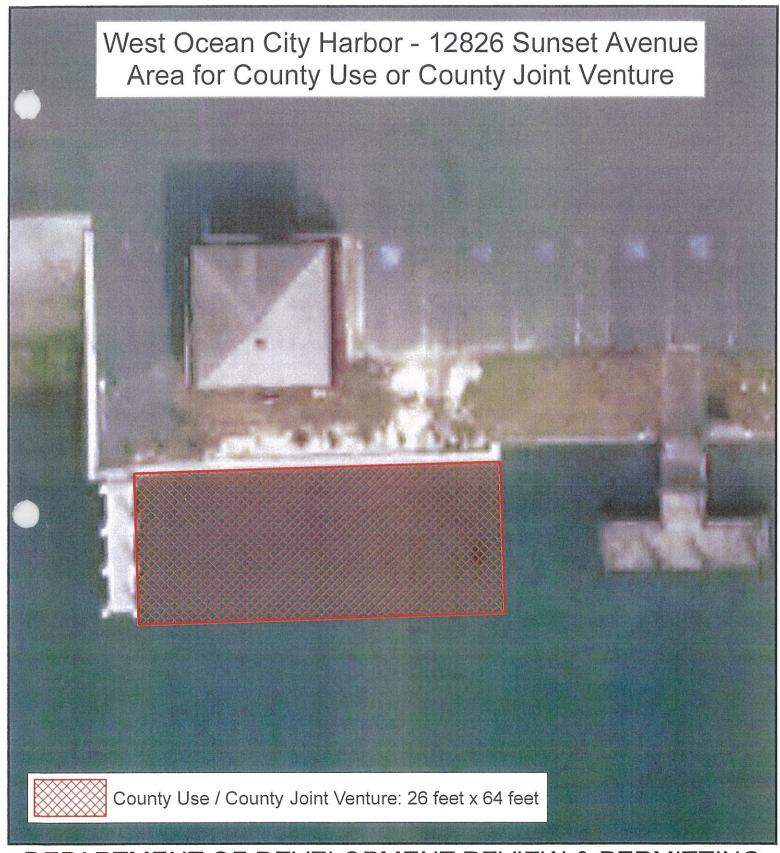
- 20. Licensee shall operate the Alyosha for sailing cruises from the Friday before Memorial Day weekend to the Monday of Labor Day weekend and on Saturday and Sunday in September (hereinafter the "Season"). Weather permitting, Licensee shall operate a minimum of one 3 hour charter and one two hour charter a day, six days a week. The components sold for advertising and sponsorship, are required to be used on said cruises. If Licensee operates other charters on a given day (Sunset Cruises, Moonlight Cruises, Weddings, Ice Cream Sails), then the components sold for advertising and sponsorship, are required to be used on these additional cruises as appropriate for the trip taking place. Licensee guarantees 160 cruises per Season as a minimum.
- 21. Licensee agrees that upon cancellation under Section 3 or termination under Section 22 of the Agreement, Licensee shall not enter into a similar partnership with another governmental entity or corporate entity on the Alyosha for two years from the date of cancellation or termination. Licensee agrees that upon cancellation under Section 3 or termination under Section 22 of the Agreement and for two years thereafter, Licensee shall not enter into an advertising or sponsorship agreement with an entity that Licensee and/or the County was receiving revenue from during the terms of this Agreement.
- 22. This Agreement may be terminated in writing by the County, upon 15 days' notice to Licensee, for breach hereof by Licensee. Licensee has the 15 days' to cure the breach. If the breach is not cured to the satisfaction of the County in the 15 days' the termination is in effect. In the event of termination by the County, any unpaid licensee fee for the term of the Agreement

is due and payable immediately by Licensee. Licensee will not be reimbursed for any anticipatory revenue.

- 23. Licensee shall comply with the political contribution reporting requirements under Title 14 of the Election Law Article, Maryland Annotated Code, to which the Licensee may be subject.
- 24. This Agreement must be construed in accordance with the laws and regulations of Maryland and Worcester County. For purposes of litigation involving this Agreement, exclusive venue and jurisdiction must be in the Circuit Court for Worcester County, Maryland or in the District Court of Maryland for Worcester County.
- 25. During the performance of this Agreement, Licensee shall not discriminate in violation of any applicable federal, state and/or local law or regulation on the basis of race, color, sex, religion, national origin, creed, age, marital status, disability, honorably discharged veteran or military status, pregnancy, sexual orientation, political affiliation, or the presence of any sensory, mental or physical handicap, and any other classification protected under federal, state, or local law.
- 26. Neither party shall assign or otherwise transfer any of its rights, liabilities, obligations nor entitlements under this Agreement without obtaining the prior written consent of the other which consent may be withheld by the County in its sole and absolute discretion. Any attempted assignment made in violation of this section shall be void and of no force or effect.
- 27. No exercise or waiver of any right or remedy provided for herein shall operate as a waiver of any right or remedy, except as otherwise provided in this Agreement. No delay, forbearance, or neglect on the part of a party in the exercise of a right or remedy shall operate as a waiver thereof.
- 28. If any provision of this Agreement shall be held invalid or unenforceable by any court, governmental agency or arbitrator of competent jurisdiction, such invalidity or unenforceability shall not affect any other provision, and this Agreement shall be construed as if such invalid or unenforceable provision were never contained herein.
- 29. This Agreement constitutes the entire understanding between the parties with respect to the subject matter and supersedes any prior negotiations, representations, agreements, and understandings.
- 30. This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.

AS WITNESS the hands and seals and/or corporate name of the parties hereto, the day and year first above written.

WITNESS:	THRIVE ENGINEERING, LLC		
	Licensee		
ATTEST:	COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND		
Harold L. Higgins	By: Diana Purnell		



DEPARTMENT OF DEVELOPMENT REVIEW & PERMITTING Technical Services Division - August 2019



Exhibit ____