



The Circuit Court for Worcester County
First Judicial Circuit of Maryland

ILENE D. MUHLBERG
COURT ADMINISTRATOR
COURT HOUSE - ROOM 208
ONE W. MARKET STREET
SNOW HILL, MD 21863
(410) 632-2342

Date: December 31, 2025

To: Weston Young, Chief Administrative Officer
Worcester County Commissioners

From: Ilene Muhlberg, Circuit Court Administrator

Re: Courthouse Security Grant

We respectfully request your approval of the attached Memorandum of Understanding for security goods and services by and between the Maryland Judiciary Administrative Office of the Courts and the Worcester County Commissioners for the Courthouse Security Grant in the amount of \$16,804.81. As in previous years, the security grant has been awarded for the full amount requested by the Circuit Court, working cooperatively with the Worcester County Sheriff's Department.

If approved, the grant will fund the purchase and installation of improved security measures in the Courthouse, specifically increased access controls for high-risk areas.

Thank you for your consideration.

c: Administrative Judge Brian D. Shockley
Sheriff Matthew Crisafulli

**MEMORANDUM OF UNDERSTANDING
FOR SECURITY GOODS AND SERVICES UP TO \$100,000
BY AND BETWEEN THE
ADMINISTRATIVE OFFICE OF THE COURTS
ON BEHALF OF THE CIRCUIT COURT FOR WORCESTER COUNTY, AND
THE WORCESTER COUNTY COMMISSIONERS**

E26-0038-25K

This Memorandum of Understanding (MOU) is entered into this _____ day of _____, 20____, by and between the Administrative Office of the Courts (AOC) on behalf of the Circuit Court for Worcester County, and the Worcester County Commissioners, hereby known as the "Parties."

WHEREAS, the AOC recognizes the Worcester County Commissioners possesses the capability to acquire goods and/or services as specified below; and,

WHEREAS, the AOC desires to obtain said goods and/or services as specified herein; and,

WHEREAS, the Worcester County Commissioners has agreed to perform for the AOC in accordance with this MOU.

NOW, THEREFORE, in consideration of the above premises and of the mutual promises and other good and valuable considerations set forth below, the AOC and the Worcester County Commissioners enter into this MOU and agree as follows:

ARTICLE I – SCOPE OF WORK

The Worcester County Commissioners shall acquire through the county/city procurement process, security-related goods and/or services, as described in and in strict accordance with Exhibit A, incorporated as part of this document.

ARTICLE II – COMPENSATION AND METHOD OF PAYMENT

In consideration of the satisfactory performance and acceptance by the AOC, the AOC shall pay the Worcester County Commissioners in accordance with the terms of this MOU and at the rate specified in the Exhibit A. Except by MOU modification, total payments may not exceed \$16,804.81 (the "NTE Amount").

All invoices shall be submitted within thirty (30) calendar days after the completion and acceptance of each deliverable by the AOC, and shall include the following information:

- a. name and address of AOC contact: Sean Wolcuff, Office of Security Administration, 187 Harry S. Truman Parkway, Annapolis, MD 21401,
- b. name, remittance address, and federal taxpayer identification number of the Worcester County Commissioners,
- c. invoice period,
- d. invoice date,
- e. invoice number,
- f. amount due,

- g. deliverable ID number for the deliverable being invoiced, if applicable, and
- h. Purchase Order number.

Hardware, software, and products purchased as a result of the agreement will become the property of the jurisdiction performing the purchase. All maintenance will become the responsibility of the jurisdiction. All hardware manufacturers make, model, and serial, numbers should be included on invoices related to those goods. Additional information may be required in the future. Invoices submitted without the required information will not be processed for payment.

Payments to the Worcester County Commissioners shall be made as soon as possible after inspection and acceptance by the AOC and after receipt of a proper invoice. Charges for late payment of invoices are prohibited.

ARTICLE III – TERM

The term of this MOU shall begin upon award and terminate on June 30, 2027 with up to two (2) extension option(s) of one (1) year at the sole discretion of the AOC. No work may begin under this MOU until all parties have signed it and the AOC has instructed the Worcester County Commissioners by Purchase Order to proceed. If there are any inconsistencies between the terms of the Purchase Order and the terms of this MOU, the terms of this MOU shall prevail.

ARTICLE IV – MODIFICATIONS

Any modifications to this MOU must be in writing and signed by authorized representatives of both parties.

ARTICLE V – GENERAL CONDITIONS

Security Funding Acknowledgement Form is attached for signature as Exhibit B.

Relationship between Parties. Nothing in this MOU shall be construed to create an employment relationship between the AOC and any employee or contractor of the Worcester County Commissioners, including any staff or contractor that is assigned to perform any work in the Circuit Court for Worcester County. The Worcester County Commissioners will have sole responsibility for all its staffing determinations, including, but not limited to, hiring, training, termination, and scheduling.

Liability. The AOC assumes no liability or responsibility with respect to the conduct and operation of the Worcester County Commissioners related to business being conducted, nor for any loss or damage, caused by any employee, officer, contractor, or third party associated with the Worcester County Commissioners. The AOC shall not be responsible for any damage(s) caused by the Worcester County Commissioners employees, agents, or officials to personal property, documents, records, monies, or goods of the Worcester County Commissioners or to anyone in or about the Worcester County Commissioners' premises for the duration of the period of the MOU between the Worcester County Commissioners and the AOC.

Non-Disclosure. The Worcester County Commissioners shall not without the AOC's prior written consent, copy, disclose, publish, release, transfer, disseminate, use, or allow access for any purpose or in any form, any information which may be held or maintained by the Judicial Branch as Confidential Information except for the sole and exclusive purpose of performing under this MOU, and except for

disclosures to such Judiciary employees whose knowledge of the information is necessary to the performance of the MOU. The Worcester County Commissioners may also be required to complete and submit a Non-Disclosure Agreement. Failure to comply with these conditions may result in the termination of this agreement.

ARTICLE VI – REPRESENTATIVES

The following individuals are designated as representatives for their respective Parties:

For the AOC: Department of Procurement, Contract & Grant Administration
Name and Title: Whitney S. Williams, Director
Phone: 410-260-1581 Email: whitney.williams@mdcourts.gov

For the Worcester County Commissioners:
Name and Title: Theodore J. Elder, President
Phone: 410-632-1194 Email: commissioners@co.worcester.md.us

ARTICLE VII – KEY PERSONNEL, if applicable

The Worcester County Commissioners agrees that the following named individual(s) is considered to be essential to the work being performed hereunder, and is designated as Key Personnel who shall be made available to the full extent required to carry out the work under this MOU:

Name/Title: Ilene Muhlberg, Court Administrator

Personnel of at least equivalent capability shall be assigned to the project if this individual becomes unavailable during the term of this MOU. Any such substitutions shall require prior written approval by the AOC, which approval may be denied at its sole discretion. The AOC may terminate this MOU; or, at its option, negotiate with the Worcester County Commissioners for an equitable adjustment under the MOU relative to the loss of such Key Personnel if the Worcester County Commissioners is unable to provide substitutes acceptable to the AOC.

ARTICLE VIII – ENTIRE AGREEMENT

This MOU embodies the whole agreement of the Parties. There are no promises, terms, conditions, or obligations regarding the Parties' agreement, other than those contained herein, or incorporated herein by reference.

THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK

ARTICLE IX – SIGNATURES

In acknowledgement of the foregoing description of the terms and requirements of this MOU, these authorized signatories of the Parties do hereby attest to their acceptance of these terms and conditions.

For the Worcester County Commissioners:

Theodore J. Elder
President
One West Market Street
Snow Hill, MD 21863

For the Circuit Court for Worcester County:

Hon. Brian D. Shockley
Administrative Judge

Ilene Muhlberg
Court Administrator

For the Administrative Office of the Courts:

Whitney S. Williams
Director, Department of Procurement, Contract & Grant
Administration

Approved as to form and legal sufficiency this _____ day of _____, 20____.

Stephane J. Latour
Managing Legal Counsel

Exhibit A

FY2026 Courthouse Security Items Request

Court Name: Circuit Court for Worcester CountyVendor/MOU Partner: Worcester County CommissionersMailing Address: 1 West Market StreetSnow Hill, Maryland 21863Federal Tax ID #: 52-6001064

Please complete the following:

- Select tier item(s) below
- Complete each subtotal amount
- Provide a description, location, and justification on page 2 for each item requested
- Exhibit A = Compile itemized quotes and supporting documentation for each item, such as pamphlets, photos, drawings, etc.

		Subtotal*	Approved (AOC only)
TIER I			
<input type="checkbox"/>	X-Ray Machine	\$	\$
<input type="checkbox"/>	Magnetometer	\$	\$
<input checked="" type="checkbox"/>	Access Control System	\$16,804.81	\$
<input type="checkbox"/>	Duress Alarms	\$	\$
<input type="checkbox"/>	Camera System	\$	\$
<input type="checkbox"/>	Audio Visual Intercom	\$	\$
TIER II			
<input type="checkbox"/>	Building Alarms	\$	\$
<input type="checkbox"/>	Bullet Resistant Barriers	\$	\$
<input type="checkbox"/>	Fenced/Restricted Judges Parking	\$	\$
<input type="checkbox"/>	Security Blast Film	\$	\$
TIER III			
<input type="checkbox"/>	Emergency Intercom	\$	\$
Total:		\$	\$

*Amounts provided are estimates based on market research at the time of this request. Actual expenditures may differ. Reimbursement payments to the MOU partner shall not exceed the final scope and amounts approved by the State Court Administrator.

ITEM 1

Please provide a **description**, **proposed location**, and **justification** for each item request.

TIER I	
X-Ray Machine	
Magnetometer	
Access Control System	<ul style="list-style-type: none"> The Courthouse Main Distribution Frame (MDF) and Intermediate Distribution Frame (IDF) rooms, housing all network infrastructure in the Courthouse are currently accessible by key. Funding is requested for two badge readers (one for each room) to prevent unauthorized access to vital internal resources including all computer and phone data cables and switches. (\$6,354.88) All regular and visiting judges and some employees access the Courthouse through the Franklin Street entrance. With funding provided by the AY2024 AOC Security Administration grant, Worcester County purchased one walk-through magnetometer for this entrance. Funding is requested to provide further security to switch from a keypad to badge access control on the Judge's elevator at the Franklin Street entrance. Additionally, the historic Courthouse has a bell tower, accessible by a ladder inside a locked hall closet directly outside Courtroom 1. The bell tower closet door is currently accessed via key, presenting a security risk as the bell tower provides a hiding place and a clear aerial view of the town of Snow Hill. (\$10,449.93)
Duress Alarms	
Camera System	
Audio Visual Intercom	
TIER II	
Building Alarms	
Bullet Resistant Barriers	
Fenced/Restricted Judges Parking	
Security Blast Film	
TIER III	
Emergency Intercom	

Vendor/MOU Partner

Representative Name: Theodore J. Elder
 Title: President, Worcester County Commissioners
 Phone Number: (410) 632-1194
 Email: commissioners@co.worcester.md.us

The following individual is considered to be essential to the work proposed above and is designated as Key Personnel who shall be made available to the full extent required to carry out the work under the forthcoming MOU agreement.

Key Personnel

Name: Ilene Muhlberg
Title: Court Administrator

Funding Request Submitted By:

Name: Ilene Muhlberg
Title: Court Administrator
Signature: *Ilene Muhlberg* Date: November 3, 2025



Absolute Security Group
300 Mill St., Ste A
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

ITEM 1

Proposal

Client Information

Circuit Court for Worcester County
One West Market St.
Snow Hill, MD 21863

Proposal Number 6285

Date 10/29/2025 Expires 11/28/2025

Salesperson Steve Smith

Access Control System Proposal

Absolute Security Group, Inc. is a locally owned and operated security company that has served Delmarva for almost twenty years. We take pride in our exceptional service, in the fact that we install only the best equipment on the market, and our commitment to fulfilling the every need of our customers while making their experience as wonderful as possible. We are looking forward to working with you and appreciate the opportunity to propose the following access control system.

Options for a residential or commercial access control system:

- Intercom system
- Key fobs
- Keypads
- Remote access

Absolute Security Group, Inc. is committed to providing exceptional and timely service while also building close customer relationships.



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300 Mill St., Ste A
Salisbury, MD 21801
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Client Information

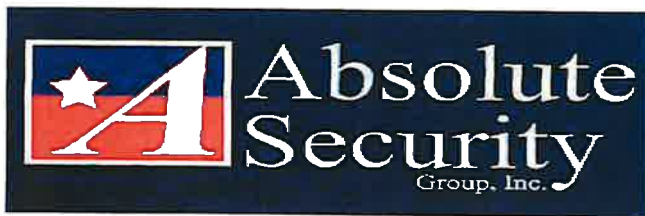
Circuit Court for Worcester County
One West Market St.
Snow Hill, MD 21863

Proposal Number 6285
Date 10/29/2025 **Expires** 11/28/2025
Salesperson Steve Smith

Qty	Description
2	THIN LINE II READER BLACK RFID PROXIMITY CARD READERS
1	Partial Roll of Access Control Bundle Wire ACCESS CONTROL - LOW VOLTAGE BUNDLE WIRE
2	HES 12VDC. ELECTRIC LOCKS COMMERCIAL GRADE ELECTRIC STRIKE LOCKS
1	LABOR TECH LABOR - 2-3 TECHS ON-SITE A FULL DAY
0	PROJECT NOTES ABSOLUTE WILL INSTALL THE WIRING AND THE KEYSCAN HID PROXIMITY READERS - FOR MDF AND IDF CLOSETS IN THE CLERKS OFFICE AREA AND THE COURT ADMIN HALLWAY 2ND FLR. WE WILL DO THE TERMINATIONS, SET-UP AND PROGRAMMING WITH THE WOR. CO. IT DEPT. THERE ARE TWO EXISTING KEYSCAN CONTROLLERS ON THAT FLOOR WITH OPEN PORT SO THERE IS NO NEED FOR AN ADDITIONAL CONTROLLER WOR. CO. IT DEPT. / PUBLIC WORKS WILL INSTALL THE ELECTRIC LOCKS AND ANY DOOR HARDWARE NEEDED. THEY MAY HAVE TO GET RJ LOCK INVOLVED TO DO THE INSTALL. IF SO THAT FEE WILL BE \$1275.00 EXTRA ONE YEAR FULL WARRANTY ON PARTS AND LABOR

Sub Total \$5,079.88

Total This Proposal \$5,079.88



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Date 10/29/2025 **Expires** 11/28/2025
Salesperson Steve Smith

ABSOLUTE SECURITY GROUP, INC.

SUBSCRIBER:

SECURITY CONSULTANT

ACCEPTED BY

TITLE

EMAIL

DATE

DATE

PRIMARY PHONE

THIS DOCUMENT CONTAINS PROPRIETARY INFORMATION AND THEREFORE SHOULD BE TREATED AS CONFIDENTIAL. IT SHALL NEITHER BE DUPLICATED NOR DISCLOSED TO ANY PERSON OR PERSONS OUTSIDE OF ABSOLUTE SECURITY GROUP, INC OR THE COMPANY TO WHICH I HAS BEEN PROVIDED. IT CANNOT BE COPIED, REPRODUCED, OR DISSEMINATED WITHOUT THE EXPRESSED WRITTEN CONSENT OF ABSOLUTE SECURITY GROUP, INC. ALL ELEMENTS OF SYSTEM DESIGN, ALTERATION, ADDITION OR CHANGE IS THE SOLE PROPERTY OF ABSOLUTE SECURITY GROUP, INC. THE INFORMATION IS TO BE USED EXCLUSIVELY BY THE ORANIZATION/INDIVIDUAL TO WHOM IT WAS DIRECTED FOR THE PURPOSES OF MAKING AN INFORMED DECISION DURING THE EVALUATION OF THE PROPOSAL AND ANY AGREEMENT WHICH MAY RESULT THERE FROM.

VA: ____ MD: ____ DE: ____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here

Please sign name here

Date Approved

Proposal 6285



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300 Mill St., Ste A
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

ITEM 1

Proposal

Client Information

Circuit Court for Worcester County
One West Market St.
Snow Hill, MD 21863

Proposal Number 6290
Date 10/31/2025 **Expires** 11/30/2025
Salesperson Steve Smith

Access Control System Proposal

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Date 10/31/2025 **Expires** 11/30/2025
Salesperson Steve Smith

Qty	Description
2	THIN LINE II READER BLACK RFID PROXIMITY CARD READERS
1	HES 12VDC. ELECTRIC LOCKS COMMERCIAL GRADE ELECTRIC STRIKE LOCKS
1	ACCESS WIRE 18(4)+22(2+4+6) 500' YELLOW LOW VOLTAGE DOOR ACCESS CONTROL WIRE
1	LABOR TECH LABOR - 2-3 TECHS ON-SITE A FULL DAY
0	PROJECT NOTES ABSOLUTE WILL INSTALL THE WIRING AND THE KEYSCAN HID PROXIMITY READERS - FOR THE JUDGES ELEVATOR ON FRANKLIN ST. AND 2ND FLR. BELL TOWER DOOR WE WILL DO THE TERMINATIONS, SET-UP AND PROGRAMMING WITH THE WOR. CO. IT DEPT. THERE ARE TWO EXISTING KEYSKAN CONTROLLERS ON THAT FLOOR WITH OPEN PORT SO THERE IS NO NEED FOR AN ADDITIONAL CONTROLLER WOR. CO. IT DEPT. / PUBLIC WORKS WILL INSTALL THE ELECTRIC LOCKS AND ANY DOOR HARDWARE NEEDED. THEY MAY HAVE TO GET RJ LOCK INVOLVED TO DO THE INSTALL. IF SO THAT WILL FEE WILL BE \$1275.00 EXTRA DELAWARE ELEVATOR WILL HAVE TO BE INVOLVED TO ASSIST US WITH THE INSTALL OF RFID READER FOR THE JUDGES ELEVATOR. THIS FEE CAN'T BE QUOTED AT THIS TIME BUT I WAS TOLD COULD RANGE FROM \$3000.00 TO \$5000.00. EXTRA ONE YEAR FULL WARRANTY ON PARTS AND LABOR



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ITEM 1

Proposal

Client Information

Circuit Court for Worcester County
One West Market St.
Snow Hill, MD 21863

Proposal Number 6290
Date 10/31/2025 **Expires** 11/30/2025
Salesperson Steve Smith

Qty	Description
-----	-------------

Sub Total \$5,449.93

Total This Proposal \$5,449.93

ABSOLUTE SECURITY GROUP, INC.

SUBSCRIBER:

SECURITY CONSULTANT

ACCEPTED BY

TITLE

EMAIL

DATE

DATE

PRIMARY PHONE

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VA: ____ MD: ____ DE: ____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

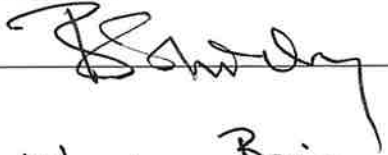
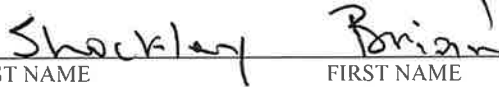
Proposal 6290

Exhibit B

Security Funding Acknowledgement Form

By my signature below, I accept, understand, and acknowledge that I was consulted in the preparation of this Memorandum of Understanding (MOU), have reviewed the MOU, and agree to my role in the request. I further acknowledge, on behalf of my office, that the Worcester County Commissioners has the ability and desire to accommodate the security enhancements requested within the MOU, including, but not limited to, appropriate staffing and/ or space.

Administrative Judge:


 SIGNATURE _____ DATE _____

 LAST NAME FIRST NAME M.I.

If the MOU includes work in an area of responsibility of the Clerk of Court, the Clerk is required to sign below. If the Clerk does not need to sign, please write N/A below and provide a written explanation as a separate document.

Clerk of Court:

 SIGNATURE _____ DATE _____

 LAST NAME FIRST NAME M.I.

If the MOU includes building modifications or personnel changes and/ or modifications, the county is required to acknowledge the following:

The authorized party has reviewed the MOU and authorizes the associated modifications and/or resource requirements.

County Authorized Official:

 SIGNATURE _____ TITLE _____

 LAST NAME FIRST NAME M.I. _____
 DATE



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863
TEL: 410.632.1200 / FAX: 410.632.3008

<http://www.co.worcester.md.us/departments/drp>

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer
FROM: Jennifer K. Keener, AICP, Director
DATE: January 12, 2026
RE: MDOT – Surplus Property

I recently received the attached letter and information from Mr. Jordan Smith, Clearance and Disposition Coordinator, for the Maryland Department of Transportation (MDOT), indicating their intent to dispose of certain surplus properties. Before disposing of the properties, MDOT must notify the local jurisdiction and give them an opportunity to request additional information or express an interest in acquiring the property. Based upon my review, I have the following comments to provide:

MC# 25-2982 – former Jeffrey Pruitt property

The property is shown on Worcester County Tax Map 48 as Parcel 7, located on the west side of US Route 113, approximately 400 feet north of Basket Switch Road in Newark. The subject property consists of an unimproved parcel containing 1 acre. The current zoning is A-1 Agricultural District. The parcel was acquired as part of the US Route 113 dualization project.

According to the information provided by MDOT SHA, there was a surveying error which resulted in the constructed highway being built over land that was not acquired by MDOT. In lieu of monetary compensation, the adjoining affected property owner and MDOT will be conducting a land swap for 0.36 acres of Parcel 7. A subdivision plat will need to be recorded in the Land Records of Worcester County to adjust the respective parcel boundaries.

Upon review, there is no real use that the County may have for the property, and the land swap action solves a surveying error. Should the County Commissioners concur, I will be happy to notify MDOT.

January 6, 2026

SENT BY ELECTRONIC MAIL

Ms. Jennifer Keener
Director, Development Review
Worcester County Government Center, Room 1201
One West Market Steet
Snow Hill, MD 21863

Dear Ms. Keener:

The State Highway Administration (SHA) proposes the sale of MC# 25-2982 identified as the former Jeffrey Pruitt property, Item No. 106240 and further described in the attached Salient Fact Sheet with Property Plat, Tax and Location Maps.

In accordance with Maryland Department of Transportation Policy and Procedures, before proceeding with any other sales activity, we will allow you a period of **60 days** to review the attached information, request additional information and to notify us of your interest, in writing, concerning the property as offered. This review period shall expire on **Friday, March 6, 2026** without further notice. Please be aware that in most cases an interest in the property would require the purchase of the property based on an appraised value or, in a few cases, a cost plus interest basis. Additionally, we are not interested in a conveyance on any exchange basis.

Should you have an interest in acquiring the subject property, please contact this office, in writing, on or before the expiration of the review period. Any other extension for your consideration of this property must be requested, in writing, within the review period and shall be subject to specific written approval from this office.

If you have no interest in the property, please notify the following individual at your earliest convenience. In either case, we request you provide all responses to:

Mr. Jordan Smith
Clearance and Disposition Coordinator
Office of Real Estate and Economic Development
Maryland Department of Transportation The Secretary's Office
7201 Corporate Center Drive, MS 470
Hanover MD 21076
Phone: 410-865-1234
email: Jsmith38@mdot.maryland.gov

Ms. Jennifer Keener
Page Two

If you require any assistance or need additional information, please do not hesitate to contact me at 410-865-1234 or via email at Jsmith38@mdot.maryland.gov.

Sincerely,



Mr. Jordan Smith
Clearance and Disposition Coordinator
Office of Real Estate and Economic Development

ATTACHMENTS

- Salient Fact Sheet
- Plat No. 62458
- Location and Tax Maps
- Aerial

cc: Mr. Dwayne Kershner, Real Property Supervisor, Property Asset Management Division,
MDOT State Highway Administration
Mr. Matthew Laick, Deputy Director, Development Review
Ms. Mashel Wakil, Director, Office of Real Estate and Economic Development,
MDOT The Secretary's Office

Salient Fact Sheet

Conveyance of Real Property

Maryland Department of Transportation State Highway Administration
Office of Real Estate**Date of Preparation:** December 30, 2025**Refer to MC#:** 25-2982**Property Name:** Jeffrey Pruitt**Property Item/Reference No.:** 106240**Internal Clearance:** December 3, 2025**Modal Plat No:** 62458**Plat Date:** Pending**Location:** West side of U.S 113, 400 ft north of the Basket Switch Rd intersection,
one mile south of Newark, Worcester County**SDAT Property Tax Information:**

County:	Worcester	Tax Map #:	48	Parcel:	7
Grid:	12	Block:		Account #	003314

Type of Transaction: Land Swap**Acreage:** Containing a total of 15,682 square feet or 0.36 acres of land,
plus or minus**Improved:** No**Description of Improvements:** N/A**Consideration:** TBD**Federal Approval:** N/A

Additional Notes/Info: In 2014, SHA acquired the subject property in conjunction with Phase 2 of the widening of U.S 113 between Massey Branch and Five Mile Branch Road. This area is from just north of Newark to a point roughly 2 miles south of Newark. Upon completion of the project, SHA learned that due to a surveying error, the widened highway was partially constructed over land that had not been acquired. To rectify the issue, SHA will need to acquire 0.24 acres from Michael Donoway. In lieu of monetary compensation, SHA and Michael Donoway have agreed to a land swap whereby Mr. Donoway will convey the 0.24-acre parcel to SHA, and SHA will convey the adjoining 0.36-acre subject parcel to Mr. Donoway. Both properties are wooded tracts and are expected to have similar values (pending appraisals). Assuming the values are relatively close, there will be no consideration as part of the land swap.

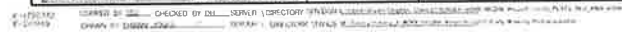
The following information is provided subject to Appraisal and is in no way warranted:

Assumed Zoning: Agriculture
Utilities Available: No water or sewer
Estimated Market Value: TBD

Prepared by:

Dwayne Kershner
Real Property Supervisor, Office of Real Estate
Maryland Department of Transportation State Highway Administration
707 N. Calvert Street
Baltimore MD, 21202

Phone: 410-545-2807
Fax: 410-209-5023
email: dkershner@mdot.maryland.gov



MARYLAND COORDINATE SYSTEM

NAD 83/91

MICHAEL I DONOWAY			
NANCY P DONOWAY			
106264			
REC'D		FOLIO	
LIBER			
1	W 40° 46' 08" E		03 29'
2	R = 2291.63'		L=124.87'
	CHD S 53° 51' 34" W		124.85'
3	N 41° 54' 14" A		84.86'
4	R = 2205.86'		L=126.63'
	CHD N 54° 30' 40" F		126.61'
FEE SIMPLE AREA			
10,516 SQ. FT. OR 0.241 ACRES±			
SHOWN T-US			

FORMERLY JENNIFER D. FRUITT DARIN D. FRUITT 106260			
REC'D LIBER		FOLIO	
1	N 40°48'08" E	85	07'
2	N 45°14'54" E	161	04'
3	S 47°47'17" E	102	21'
4	R = 2205 86'	L = 173 19'	
	C-D = S 50°37'02" W	173	14'
+X+HA AND AN+A 15,864 SQ FT OR 0.364 ACRES SHOWN THUS: 			

*PLAT OF BOUNDARY
ON THE LANDS OF
MICHAEL L & NANCY P DONOHAY*
S R B 255/54

MICHAEL L DONOWAY
NANCY P DONOWAY
106264

CLRVF DATA

U.S. 113 (WORCESTER HIGHWAY)

"THIS PLAT WAS PREPARED TO CORRECT THE LINE OF DIVISION BETWEEN MICHAEL L. DONOHAY AND NANCY P. DONOHAY AND CARLOTTA C. SHERMAN AND GEORGE R. SHERMAN INCORRECTLY S CAN ON THE PLAT LISTED D. OF LIGHT OF THIS CORRECTION, ADDITIONAL RIGHT OF WAY NEEDS TO BE ACQUIRED THE STATE HIGHWAY ADMINISTRATION STATE ROADS COMMISSION HAS DETERMINED THAT IT NO LONGER REQUIRES ALL OF FORMERLY JEFFERY C. PRUITT AND DAAN C. PRUITT AND AND THE REMAINDER IS OFFERED HERE AS EXTRA LAND

[illegible]

STATE OF MARYLAND
DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION
STATE ROADS COMMISSION

RIGHT OF WAY PROJECT: U.S. 113 (PHASE III) FROM NORTH OF MASSY
BRANCH TO FIVE MILE BRANCH ROAD

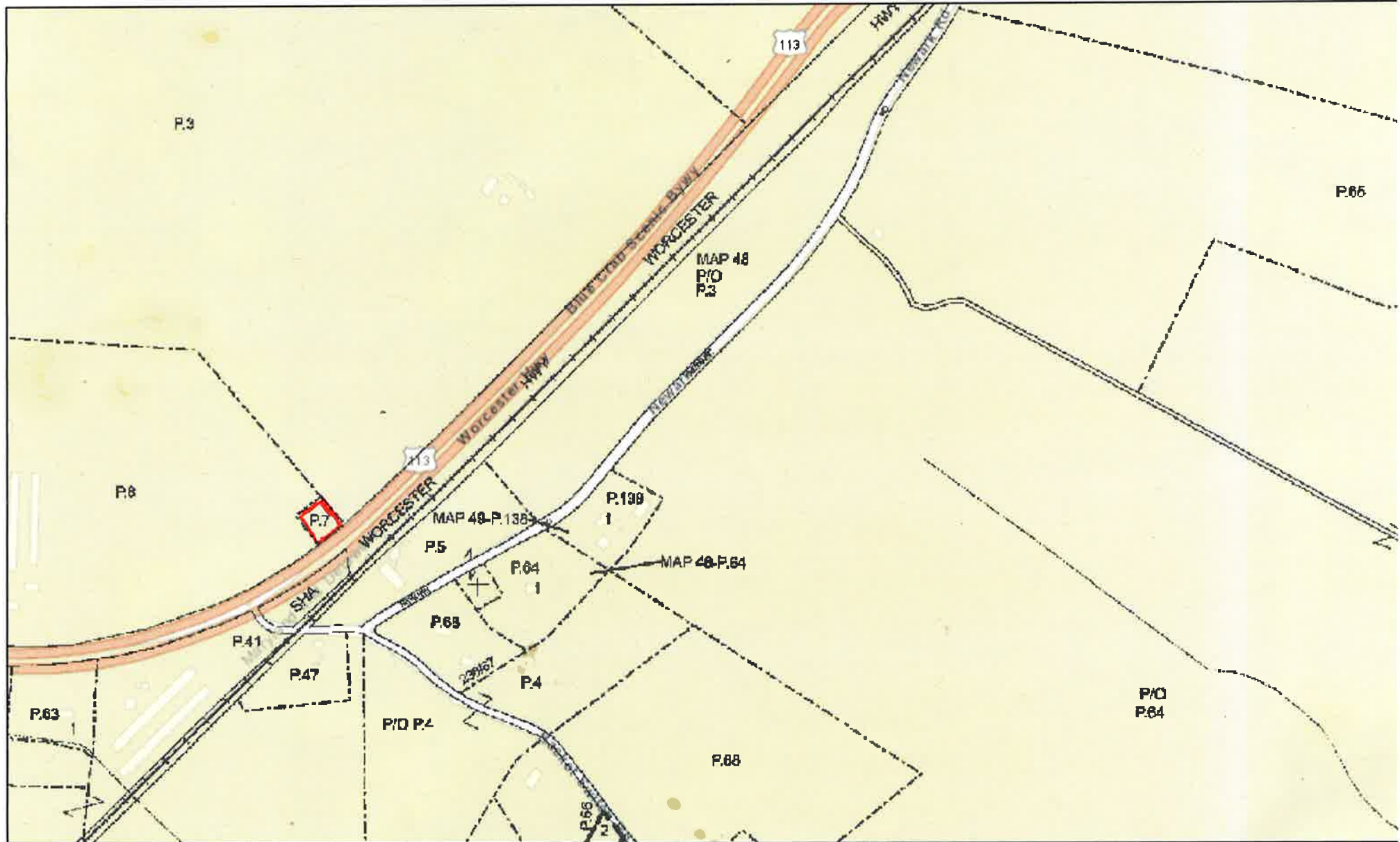
RIGHT OF WAY PROJECT NO. W0036

ISSUED 20 FEDERAL AID PROJECT NO. _____

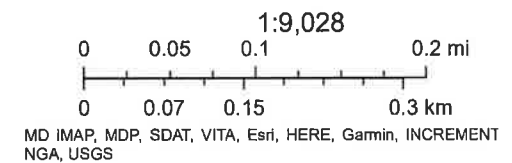
SCALE: 1"=20'

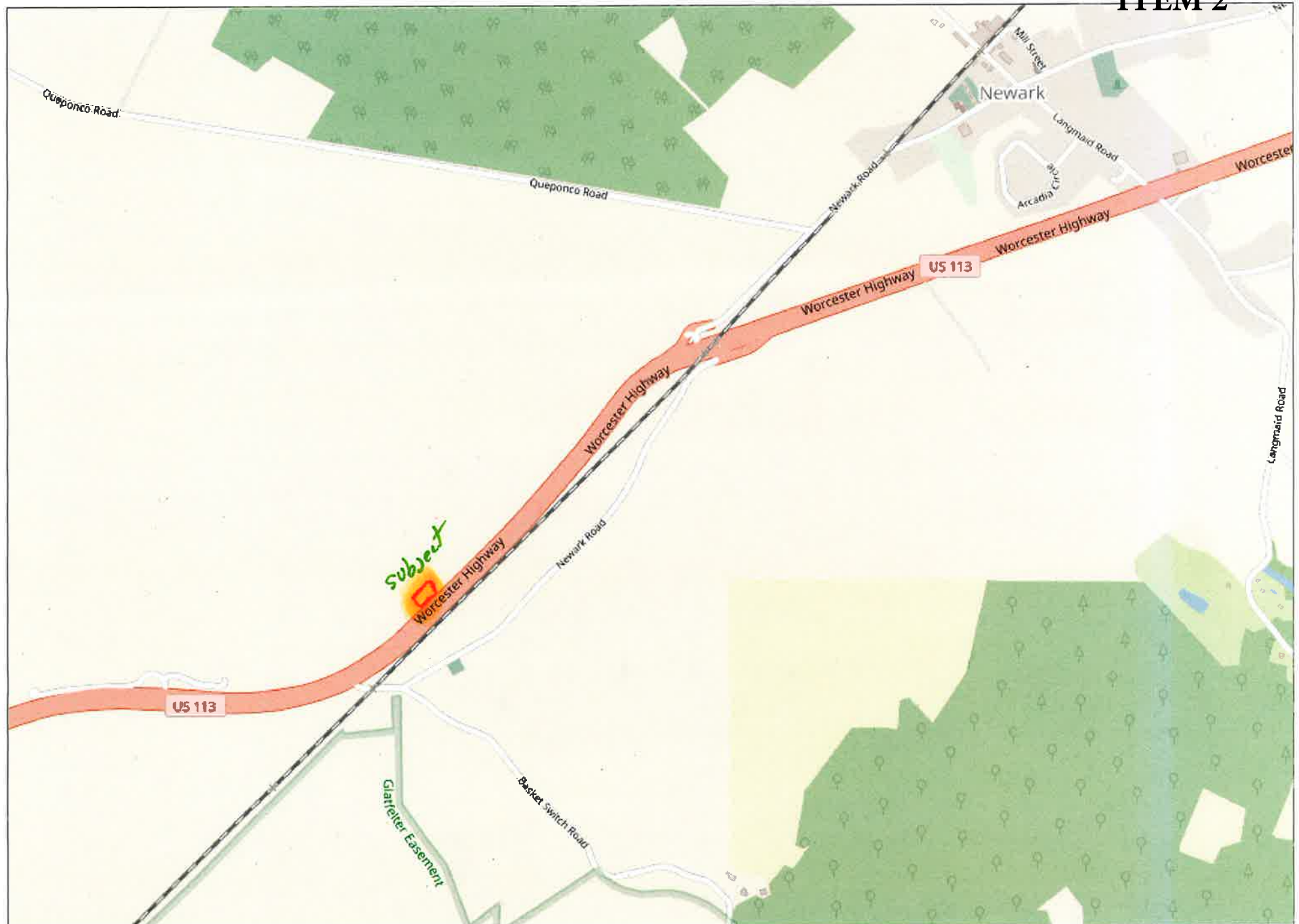
CHIEF, PLATS & SURVEYS DIVISION

ACQUISITION	PLAT No. 62458
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4/15/2025, 9:48:31 AM



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<https://www.openstreetmap.org/#map=12/38.2775/-75.1073>



To: Weston Young, Chief Administrative Officer
From: Jennifer Ranck, Library Director
Date: January 13, 2026
Re: Replacement Digital Sign – Ocean City Branch

Proposals were received from three bidders to replace the digital sign at the Ocean City branch library, including:

- Blink Signs \$27,430.00
- Rogers Sign Co. \$27,196.67
- Selby Sign \$27,371.85

Funds for this project were approved in the FY26 budget.

Bids were due on and opened on December 22, 2025 at 2:30 pm. The library recommends going with the low bidder to complete the project.

Please contact me with any questions and thank you for your consideration.

SECTION IV: BID SPECIFICATIONS

1. SCOPE

The County is seeking bids from qualified Vendors to provide and install a new digital sign at the Ocean City Branch. The existing sign, installed in 2008, is no longer operational and will be removed as part of this project. The new sign will serve as a public-facing electronic message center (EMC) for library announcements and community information.

2. Location

10003 Coastal Highway, Ocean City, MD 21842

3. Removal & Disposal

- Remove the existing double-faced digital sign from the monument structure, not damaging the existing monument structure, as that is to remain.
- Properly dispose of all removed materials in accordance with local regulations.

4. New Sign Installation

5. Furnish and install a new double-faced, full-color LED electronic message center (EMC).

6. The sign must meet or exceed the following **minimum specifications**:

- **Display Area:** Approx. 1'9" x 8'8"
- **Pixel Pitch:** 6mm or better
- **Matrix Resolution:** Minimum 60x420
- **Color Capability:** Full RGB with high contrast and vivid display
- **Power Efficiency:** Low power consumption design
- **Weather Resistance:** Fully sealed components suitable for outdoor use
- **Control System:** Wireless communication (4G or equivalent) with lifetime data plan
- **Software:** Cloud-based content management system with multi-user access and scheduling features
- **Warranty:** Minimum 5-year manufacturer warranty on electronics and LED components
- **Provide** staff training and include a user guide on the digital software.

7. Electrical & Structural Work

- Connect the new sign to existing electrical service (vendor to verify adequacy).
- Ensure installation complies with all applicable codes, including NEC Article 600.
- Provide proper grounding and bonding.

8. Permits & Approvals

- Vendor is responsible for obtaining all required permits and inspections.
- Coordinate with local authorities and library staff as needed.

9. Deliverables

- Fully installed and operational digital sign.
- User training and software access credentials.

- Warranty documentation.
- Permit and inspection approvals (if applicable).

B. CONTRACT PRICING

- Contract pricing will be valid for the term of one (1) year from the Notice to Proceed date, (“Contract Period”).
- Pricing must include all labor, materials, tools, and equipment to perform Work.
- Pricing will not change during the Contract Period.

C. SUMMARY

- Full summary of project is included in the overall site plan which will be attached to these bid specifications.
- Contractor is responsible for all equipment, materials, and labor to complete the proposed trail indicated on the site plan.
- All work must be completed prior to April 1, 2026.

D. GENERAL REQUIREMENTS

- The Successful Vendor must be licensed to perform Work in the state of Maryland.

E. ATTACHMENTS

- Photos of the existing structure will be attached.

F. PAYMENT

- The County will make payment(s) to the Successful Vendor within thirty (30) calendar days from the receipt of a proper invoice for approved and accepted work performed.

G. QUESTIONS

- The last day for questions is listed under Section I, Subsection C.2.

H. AWARD

- The County intends to award to the lowest Responsive and Responsible Vendor meeting the specifications.

END OF SECTION

**THIS AND PREVIOUS SECTIONS, OTHER THAN THE COVER PAGE, DO NOT NEED TO BE
RETURNED WITH SUBMITTAL**



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

<http://www.co.worcester.md.us/departments/drp>

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

MEMORANDUM

To: Weston S. Young, Chief Administrative Officer
From: Jennifer K. Keener, AICP, Director
Date: January 13, 2026
Re: Request to Bid – Housing Rehabilitation Professional Services

.....

Staff was recently notified that we have been awarded \$300,000 in a Community Development Block Grant (CDBG) for housing rehabilitation services. Part of the services provided with applications include real estate appraisal services, title processing services, lead inspections, pest and termite inspections, and radon measurement inspections (where applicable). Attached for your review and approval are documents associated with the Request for Proposals for professional services.

Per the State's Procurement Manual, each contract can be for no more than a three-year period with the option to extend twice for one-year periods (for a total of five years). Services under \$50,000 do not require formal advertising, but we must solicit written cost estimates from at least three vendors.

**REQUEST FOR PROPOSALS
FOR COUNTY-WIDE
HOUSING REHABILITATION PROGRAM
PROFESSIONAL SERVICES**

The Worcester County Commissioners are requesting bids for professional services associated with grant applications for the rehabilitation or renovation of dwellings funded under the Community Development Block Grant and managed by the Worcester County Housing Rehabilitation Program. This program provides grant and loan funding to owner-occupied properties for general rehabilitation, septic and well installation, HVAC, and lead abatement services.

The following professional services are requested:

Residential Real Estate Appraisals
Title Processing
Residential Lead Inspections
Residential Pest and Termite Inspections
Radon Measurement

Worcester County's review process, selection criteria, and award and proposal format guidelines are also described in this Request for Proposals (RFP).

Proposal submission deadline is **Tuesday, February 17, 2026**. The County's Housing Program Coordinator and the Worcester County Commissioners will review Proposals. Two (2) copies of the Proposal must be received in the Worcester County Commissioners Office at the address shown below no later than **1:00 p.m. on Tuesday, February 17, 2026**. Envelopes shall be marked "County-Wide Housing Rehabilitation Program Professional Services" in the lower left-hand corner. Handwritten, email and facsimile transmissions, as well as proposals received after the deadline, will not be considered.

Address all submissions to:

Worcester County Commissioners Office
Worcester County Government Center
One W. Market Street, Room 1103
Snow Hill, MD 21863

BACKGROUND

The Worcester County Housing Rehabilitation Program was created in 1987 to provide low-to-moderate income homeowners with the means to rehabilitate their substandard housing structures throughout the County. The Program is designed to give priority consideration to disabled, extremely low income and/or over age 62 County residents as well as to those structures posing health or safety hazards. The Housing Rehabilitation Program is primarily funded by Community Development Block Grant monies, the State Special Loans Program.

DUTIES AND STANDARDS

The duties and standards for each type of professional service are outlined in the attached addendums.

Addendum I – Residential Real Estate Appraisal Services

Addendum II – Title Processing Services

Addendum III – Residential Lead Inspection Services

Addendum IV – Residential Pest and Termite Inspection Services

Addendum V – Radon Measurement Services

PROFILE FORMAT

The Profile shall consist of two separate parts comprised of a Qualification Form and Conflict of Interest Disclosure.

The Qualification Form shall be submitted with the following documents attached.

1. Copy of license for area of expertise (if applicable)
2. MD Letter of Good standing
3. Proof of liability insurance
4. A list of all services available on company letter head

The bidder may also include any other information he or she considers relevant to the request of qualifications; of especial interest is any past experience with Municipal, County, State or Federal housing rehabilitation programs and/or an example of a work write-up written by the bidder.

SELECTION CRITERIA AND AWARD

Basis of Award

The County Housing Program Coordinator and the Worcester County Commissioners will review proposals. The award of any contract as a result of this request will be based on an assessment of each proposal against three evaluation factors: 1) Experience and Credentials 2) Completion Times 3) Price.

Source Selection Evaluation Priority

Worcester County will select the best offer based on Experience and Credentials, Completion Times and Price. These three factors are of equal importance.

Award Without Discussions

The Worcester County Commissioners intend to evaluate proposals and award a contract without discussion with bidders. Therefore, the bidder's initial offer should contain the best terms from a price and completion time standpoint. However, the Worcester County Commissioners reserve the right to conduct discussions if during the review process this is deemed to be necessary.

Evaluation Factors

The proposals will be evaluated by evaluation of three factors: Experience and Credentials, Completion Time, and Price.

Experience and Credentials: Experience and Credentials will be evaluated as a measure of Worcester County's confidence in the ability of the bidder to successfully perform the function based on comparable inspection and work write-up experience as well as any industry certifications or qualifications. To achieve this level of confidence, the County may employ the following approaches including: 1) Reviewing the past experience listed in the proposal; 2) Seeking additional performance information; to include requests for sample rehabilitation work write-ups; and 3) using data obtained from other relevant sources.

Completion Times: The satisfaction of this factor will be based upon the bidder's ability to provide the requested work product in a timely manner. Completion time is defined to be an estimate of time lapse between service request by County and delivery of requested service.

Price: Price will be assessed with regard to affordability, fairness and reasonableness.

**WORCESTER COUNTY HOUSING REHABILITATION PROGRAM
QUALIFICATION FORM**

Bidder Name _____

Mailing Address _____

Phone Number _____
Federal I.D. or S.S.# _____

Insurance Company, Agent, & Coverages: _____

List of Company Officers: _____

License Held: _____

ATTACH A COPY OF LICENSE HELD

Trade References (2) _____
Name Phone _____

Name Phone _____

Client References (2) _____
Name Phone _____

Name Phone _____

Is bidder in a State of Bankruptcy? ___ Yes ___ No

Is bidder on HUD's debarred list? ___ Yes ___ No

Is bidder any of the following? (not required to qualify)

_____ Minority Business Enterprise

_____ Women's Business Enterprise

_____ Disadvantaged Business Enterprise

_____ Section 3 Employer

Contractor Conflict of Interest Disclosure

All businesses submitting bids for projects and activities which include funding through the CDBG, MAHT, or DHCD Special Loans and Grants Program must disclose any potential conflict of interest. A conflict of interest may occur if the business owner/principals are related to or have a business relationship with an employee, officer or elected official of **Worcester County**. If it is determined there is a conflict of interest or potential conflict of interest, you may not be selected even if your bid is determined to be the lowest, most qualified. The **County** can request the State of Maryland Department of Housing and Community Development Program to review and make a determination which could result in a waiver allowing for approval.

1. Are owner(s)/principal(s) ever been an employee, agent, consultant, officer, elected official or appointed official of _____? ☐ Yes ☐ No
If yes, please identify: _____
2. Are owner(s)/principal(s) related (including through marriage or domestic partnership) to an employee, agent, consultant, officer, elected or appointed official of _____? ☐ Yes ☐ No If yes, please identify: _____
3. Do owner(s)/principal(s) have a business or professional relationship with anyone identified under Question #1? ☐ Yes ☐ No
If yes, please identify: _____

I/We certify that the above information is true and correct. I/We understand that providing false statements or information is grounds for termination of assistance and is punishable under federal law.

Signed: _____
Date: _____

Name: _____ (Print)

Signed: _____
Date: _____

Name: _____ (Print)

**For all non-construction contracts and for single family housing rehabilitation only
9/2017*

For Grantee Use Only:

Grant Number:	Date Received:
<input type="checkbox"/> Conflict of Interest does not exist <input type="checkbox"/> Conflict of Interest exists	
Date Sent to State:	<input type="checkbox"/> Waiver Granted <input type="checkbox"/> Waiver Denied

ADDENDUM I**Residential Real Estate Appraisal Services**

The intent of this Request for Proposal (RFP) is for Worcester County, Maryland to establish Residential Real Estate Appraisal Services necessary for the processing of grants and loans associated with the county's housing rehabilitation program, including the Community Development Block Grant (CDBG). These services will be performed on an "as needed" basis. The appraiser operates independently, supplying their own tools, equipment, and transportation, and is responsible for producing compliant, accurate, and well-supported appraisal reports. Under the State of Maryland's CDBG Procurement Manual, contracts may be established for no more than a three-year period with the option to extend twice for one-year periods (for a total of five years).

Duties

- Perform on-site inspections of residential single-family homes that will undergo renovation or replacement on an "as-needed" basis as requested by the County during the contract period.
- Measure improvements and document property condition, quality, layout, and features.
- Analyze market conditions and apply appropriate valuation approaches (primarily Sales Comparison, Cost and Income approaches when applicable), and note any assumptions made.
- Prepare and deliver complete appraisal reports to the Housing Rehabilitation Coordinator within agreed-upon turnaround times.
- Communicate professionally with the County for any questions.

Standards

- Active state-issued license or certification (Licensed Residential, Certified Residential or Certified General).
- Compliance with USPAP, applicable appraisal regulations, state licensing requirements and client/lender standards.
- Demonstrated experience with residential property appraisals.
- Maintain confidentiality of client and borrower information.

ADDENDUM II**Title Processing Services**

The intent of this Request for Proposal (RFP) is for Worcester County, Maryland to establish Title Processing Services necessary for the processing of grants and loans associated with the county's housing rehabilitation program, including the Community Development Block Grant (CDBG). These services will be performed on an "as needed" basis. This individual is responsible for managing residential real estate title files from opening through closing. This role requires independent judgment, strong attention to detail, and the ability to meet deadlines while ensuring compliance with state regulations and lender requirements. Under the State of Maryland's CDBG Procurement Manual, contracts may be established for no more than a three-year period with the option to extend twice for one-year periods (for a total of five years).

Duties

- Open and manage title files for real estate transactions
- Order and review title searches, lien searches, payoffs, and municipal records
- Examine title commitments, surveys, and legal descriptions for accuracy
- Resolve title issues, liens, judgments, and other defects prior to closing
- Prepare title commitments, closing disclosures, settlement statements, and closing packages
- Coordinate with lenders, underwriters, real estate agents, attorneys, and clients
- Ensure all documents comply with state, federal, and underwriting guidelines
- Track file status and meet deadlines
- Maintain accurate electronic records and documentation
- Communicate proactively regarding file status and issues

Standards

- Prior experience as a Title Processor or Real Estate Attorney (2+ years preferred)
- Strong knowledge of real estate transactions and title insurance processes
- Familiarity with local/state real estate laws and recording requirements

ADDENDUM III**Residential Lead Inspection Services**

The intent of this Request for Proposal (RFP) is for Worcester County, Maryland to establish Residential Lead Inspection Services necessary for the processing of grants and loans associated with the county's housing rehabilitation program, including the Community Development Block Grant (CDBG). These services will be performed on an "as needed" basis. Lead Inspectors are responsible for inspecting residential properties for lead-based paint hazards and lead contamination and preparing inspection reports. This role ensures homes comply with local, state, and federal regulations, helps protect occupants, and supports lead hazard reduction and remediation efforts. Under the State of Maryland's CDBG Procurement Manual, contracts may be established for no more than a three-year period with the option to extend twice for one-year periods (for a total of five years).

Duties

- Perform lead risk assessment during the initial property evaluation phase and provide a written lead risk assessment report to MDE standards on all homes constructed prior to 1978. Use approved testing methods and equipment (e.g., XRF analyzers, dust wipe sampling).
- Assess properties for compliance with EPA, HUD, and local lead safety regulations.
- Prepare accurate inspection reports, risk assessments, and documentation.
- Communicate written inspection findings clearly to homeowners and the Housing Rehabilitation Program Coordinator.
- Recommend corrective actions and lead hazard control measures.
- Maintain inspection records and ensure proper chain-of-custody for samples.
- Follow all safety protocols and wear required personal protective equipment (PPE).
- Stay current on lead regulations, inspection standards, and best practices.
- Coordinate inspections with housing program coordinator, contractors, and home owners as needed.
- Perform lead clearance testing on all projects that had lead risk reduction or abatement work performed. Provide copies of clearance report to Housing Rehabilitation Program Coordinator.

Standards

- Lead Inspector or Lead Risk Assessor certification (EPA or state-approved).
- Knowledge of lead-safe work practices and housing construction methods.
- Knowledge of lead hazard identification and control.
- Field-based work in residential homes.

ADDENDUM IV**Residential Pest and Termite Inspection Services**

The intent of this Request for Proposal (RFP) is for Worcester County, Maryland to establish Residential Pest and Termite Inspection Services necessary for the processing of grants and loans associated with the county's housing rehabilitation program, including the Community Development Block Grant (CDBG). These services will be performed on an "as needed" basis. The Inspector is responsible for inspecting residential properties for termite activity and other wood-destroying organisms. This role identifies infestations, assesses structural risk, and provides reports and recommendations to the Housing Rehabilitation Program Coordinator. Under the State of Maryland's CDBG Procurement Manual, contracts may be established for no more than a three-year period with the option to extend twice for one-year periods (for a total of five years).

Duties

- Conduct thorough inspections of residential properties for pests, termites and other wood-destroying organisms, including crawl spaces, basements, attics, foundations, and exterior structures.
- Identify signs of infestation, damage, and conditions conducive to termite activity.
- Prepare detailed inspection reports and diagrams documenting findings.
- Explain inspection results and treatment options to homeowners and the Housing Rehabilitation Program Coordinator.
- Treats properties for pests, termites and other wood-destroying organisms as authorized by the Housing Rehabilitation Program Coordinator.

Standards

- Comply with state regulations and company inspection standards
- State-required termite or pest control inspector license
- Knowledge of termite biology, behavior, and damage patterns preferred
- Strong attention to detail and observational skills
- Ability to recognize structural damage and risk factors
- Field-based residential work

ADDENDUM V**Radon Measurement Services**

The intent of this Request for Proposal (RFP) is for Worcester County, Maryland to establish Radon Measurement Services necessary for the processing of grants and loans associated with the county's housing rehabilitation program, including the Community Development Block Grant (CDBG). These services will be performed on an "as needed" basis. The individual is responsible for conducting residential radon measurements to ensure compliance with health, safety, and regulatory standards. This role involves installing and retrieving radon testing devices, maintaining accurate records, and communicating results to clients and stakeholders. Under the State of Maryland's CDBG Procurement Manual, contracts may be established for no more than a three-year period with the option to extend twice for one-year periods (for a total of five years).

Duties

- Conduct short-term radon tests in residential properties within areas of the county identified as having a level of radon of 4 pCiL or more, as identified on the Maryland Radon Measurements Map: <https://maps.health.maryland.gov/phpa/eh/radon/>.
- Install, monitor, retrieve, and maintain radon testing equipment according to approved protocols.
- Accurately document test locations, conditions, and chain-of-custody information.
- Analyze and submit radon test data to approved laboratories or reporting systems.
- Provide written reports that communicate testing procedures, findings, mitigation requirements and basic radon education to the Housing Rehabilitation Program Coordinator.

Standards

- Certification as a Radon Measurement Technician (NRSB), Radon Measurement Specialist (NRSB), or Radon Measurement Professional (NRPP).
- Follow EPA, state, and industry guidelines for radon measurement and quality assurance.
- Basic understanding of environmental testing or building science (preferred).
- Knowledge of state and federal radon regulations.



Worcester County Government

One West Market Street | Room 1103 | Snow Hill MD 21863-1195

(410) 632-1194 | (410) 632-3131 (fax) | admin@co.worcester.md.us | www.co.worcester.md.us

MEMORANDUM

TO: Worcester County Commissioners
FROM: Weston S. Young, Chief Administrative Officer
DATE: January 12, 2026
RE: Request to Federal Delegation on Unexploded Ordnances on Assateague Island

We are seeking your approval to send a letter to our federal delegation asking for their assistance in engaging the U.S. Army Corps of Engineers (USACE) to re-evaluate their current response to the World War II era unexploded ordnances that continue to wash up on the beach. In the Final Decision Document for the Assateague Island Formerly Used Defense Site, USACE decided "No Remedial Action" is necessary.

The recurring presence of unexploded ordnances poses ongoing risks to public safety, marine ecosystems, and economic/tourism activities such as beach recreation. In addition, there is significant burden and staff-time in the Worcester County and Ocean City Fire Marshal Offices.

Attachments:

FMO Request letter – Pages 2-3

Delmarva Now Super Bazooka Story – Pages 4-5



GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1302

SNOW HILL, MARYLAND 21863-1294

TEL: 410-632-5666

FAX: 410-632-5664

January 5, 2026

Mr. Weston Young
Worcester County Chief Administrative Officer
Worcester County Government
1 West Market Street
Snow Hill, Maryland 21863

Subject: Request for Federal Re-Evaluation and Assistance – Ongoing Military Ordnance Recoveries at Assateague Island National Seashore

Mr. Young,

The Worcester County Fire Marshal's Office respectfully submits this formal position letter requesting Worcester County's assistance in engaging federal partners to re-evaluate the continued recovery of military ordnance at Assateague Island National Seashore and to determine a sustainable path forward.

In July 2020, the U.S. Army Corps of Engineers (USACE), Baltimore District, issued its *Final Decision Document for the Assateague Island Formerly Used Defense Site (FUDS)* under the Military Munitions Response Program (MMRP). That document selected a "No Remedial Action" remedy for Rocket Range North (MRS-01) and Rocket Range South (MRS-03), concluding that site conditions were acceptable and that no further federal response was necessary under CERCLA.

While the Worcester County Fire Marshal's Office does not dispute the technical findings within the Decision Document, operational conditions on the ground have diverged from the assumptions underlying that determination.

Since issuance of the Final Decision Document, the National Park Service and Worcester County Fire Marshal's Office deputies have responded to more than fifty (50) incidents involving recovered military ordnance or munitions debris originating from the Assateague Island area. These items are routinely discovered following routine daily operations at Assateague Island National Seashore with civilians walking the beach, as well as following storm events and coastal erosion—conditions specifically identified in the Decision Document as ongoing and dynamic processes capable of uncovering buried materials over time.

Of increasing concern, recent incidents have involved members of the public physically removing suspected ordnance from Assateague Island and transporting those items to private residences, where the devices were later identified as questionable military munitions. These actions—often taken without malicious intent and prior to any official assessment—significantly elevate the risk to the individual, their household, neighbors, and first responders. Once removed from their original environment, the ability to assess contextual safety factors is reduced, and the potential consequences of mishandling increase substantially.

The current operational posture is as follows:

- The National Park Service (NPS) does not handle or disturb suspected ordnance and instead requests assistance from the Worcester County Fire Marshal's Office.
- Fire Marshal's Office deputies respond and coordinate with the Ocean City Fire Marshal's Office Bomb Squad, utilizing specialized X-ray equipment to assess the item.
- Worcester County then consults with the United States Air Force Explosive Ordnance Disposal (EOD) unit at Dover Air Force Base to determine whether the item requires emergency disposal or may be classified as material documented as safe and discarded through conventional means.

Although the Decision Document characterizes the likelihood of encountering live munitions as "seldom" or "unlikely," it also acknowledges that cyclical exposure of buried munitions debris is expected to continue due to shoreline migration, storm over wash, and sea-level rise. In practice, this has resulted in repeated multi-agency emergency responses that were not fully anticipated when the No Remedial Action remedy was selected.

The cumulative effect of these responses places a significant and recurring operational burden on Worcester County, the Ocean City Fire Marshal's Office, and federal EOD resources. Each response requires specialized personnel, equipment, and coordination, often for items that ultimately prove to be inert or expended practice munitions—but only after time-critical public safety actions are taken.

Given the volume of post-decision recoveries and the reliance on local agencies to manage what remains a federal legacy issue, the Worcester County Fire Marshal's Office respectfully requests federal assistance to:

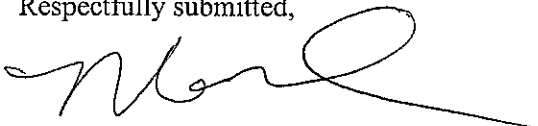
1. Re-evaluate the Assateague Island FUDS under current environmental and operational conditions;
2. Review whether the original risk and response assumptions remain valid given continued recoveries;
3. Clarify long-term federal responsibility and protocols for discovery, assessment, and disposition of recovered ordnance; and
4. Identify a sustainable strategy that reduces repeated emergency responses by local agencies while maintaining public safety.

This request is not made to challenge the conclusions of the 2020 Decision Document, but rather to acknowledge that actual conditions on the ground warrant renewed federal engagement and coordination.

We respectfully ask for Worcester County's assistance in elevating this issue to the appropriate federal partners, including the National Park Service, U.S. Army Corps of Engineers, and Department of Defense, to determine the most appropriate way forward.

The Worcester County Fire Marshal's Office remains committed to public safety, interagency cooperation, and transparency. We are prepared to provide incident data, response summaries, and operational briefings to support this request.

Respectfully submitted,



Matthew Owens, CFI, CFPS
Fire Marshal

MARYLAND

'Super bazooka' ordnance recovered both at Assateague, in Ocean Pines

**Keith Demko**

Salisbury Daily Times

Dec. 29, 2025, 2:17 p.m. ET

Key Points AI-assisted summary ⓘ

Two pieces of unexploded military ordnance were recovered in Worcester County on the same day.

The devices were identified as "Super Bazooka" practice rockets from a former World War II training range.

One device was found on Assateague Island and another was transported by a citizen to an Ocean Pines home.

The National Park Service, assisted by the Worcester County Fire Marshal's Office, recovered two pieces of unexploded military ordnance Dec. 28, one on the beach at Assateague and one at an Ocean Pines residence.

Here's what to know about both cases.

Two pieces of 'super bazooka' ordnance recovered in same day

On Sunday, Dec. 28, at about 8:35 a.m., the Worcester County Fire Marshal's Office was requested to assist the National Park Service at Assateague Island National Seashore following the recovery of a suspected unexploded military ordnance.

Later that afternoon, a second suspected unexploded military ordnance was recovered at a residence on Greenwood Lane in the Ocean Pines community. The device recovered in Ocean Pines was determined to have originated from Assateague Island and had been transported from the National Seashore to the residence by a member of the public.

Bomb squad units from the Ocean City Fire Marshal's Office responded and coordinated with the United States Air Force Explosive Ordnance Disposal team from Dover Air Force Base, 436th Civil Engineer Squadron. Following evaluation, both devices were believed to be M29A1 Practice Rockets or a variation of the same, a type of military training ordnance commonly known as the "Super Bazooka."

PREP BASKETBALL TITANS: [Bayside South Basketball Power Rankings: Where things stand in December](#)

Assateague Island was World War II training range

Assateague Island was historically used as a military bombing and training range during World War II, and unexploded military ordnance may still be present in certain areas. Although designated as "practice" munitions, these devices can still pose serious safety hazards.

Both devices were rendered safe and disposed of properly by EOD personnel. There were no injuries reported in either incident.

The Worcester County Fire Marshal's Office strongly reminds the public that unexploded military ordnance and suspicious devices are extremely dangerous. Members of the public should never touch, move, or transport any suspected ordnance. If an unfamiliar or suspicious object is discovered, individuals should immediately leave the area and call 911 so trained personnel can respond safely.

TACO BELL UPDATE: [Salisbury's new Taco Bell is open now. Here's where it is and more](#)



Worcester County Recreation & Parks

6030 Public Landing Road | Snow Hill MD 21863 | (410) 632-2144 | www.PlayMarylandsCoast.org

MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer
Candace Savage, Deputy Chief Administrative Officer
FROM: Kelly Rados, Director of Recreation & Parks
Jacob Stephens, Deputy Director of Recreation & Parks
DATE: January 12, 2026
SUBJECT: NWAC- Parking Lot Lighting

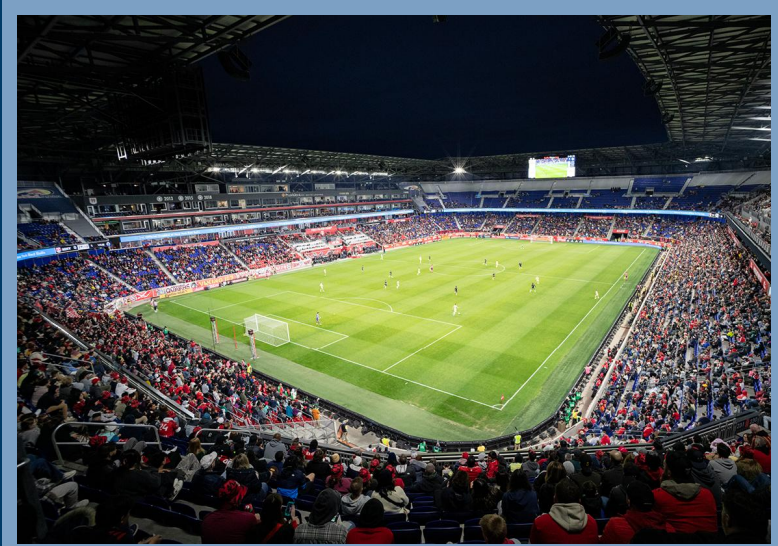
Our Department is requesting to purchase and have installed new parking lot lights on the parking lot that was constructed in 2024 at Northern Worcester Athletic Complex. The services have been quoted by Musco Sports Lighting, LLC through their cooperative contract with Sourcewell resulting in savings of \$3,775. When the parking lot was constructed, conduit was stubbed into strategic locations for the ability to add lights. The proposed lighting system composes of (8) 550NR LED parking lot lights and all labor/materials to install the light system.

The total contract amount including installation is \$75,500. Funding has been approved by Program Open Space in the amount of \$75,000. Expenditures will come out of 100.1602.500.6160.241- Grant Programs POS Park Development. The project is 90% reimbursable. The additional \$500 over the approved Program Open Space amount will come out 100.1602.500.6200.020- Other Supplies and Materials, where adequate funding is available. Please see the attached quote for additional information.

Sourcewell is a cooperative purchasing organization that competitively awards purchasing contracts on behalf of itself and its participating agencies. Sourcewell follows the competitive contracting law process to solicit, evaluate, and award cooperative purchasing contracts for goods and services

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

Attachments:
MUSCO Quote
Lighting Design



Sports Illustrated Stadium, Harrison, New Jersey, USA



UBS Arena, Elmont, New York, USA



Iowa Women of Achievement Bridge, Des Moines, Iowa, USA



Tottenham Hotspur FC Training Ground, Tottenham, London, UK

North Worcester Sports Complex Parking Lot

Berlin,MD

Sales Representative: Luke Schlesselman · Designed By: J. Danielson · Design No.: 247900B · January 06, 2026

LIGHTING SYSTEM

Structure/Fixture Summary						
Structure ID	Structure Height	Fixt. Attachment Ht.	Fixture Qty	Fixture Type	Load	Circuit
P1-P2	35'	35'	2	TLC-LED-550NR	1.14 kW	A
P3	35'	35'	1	TLC-LED-550NR	0.57 kW	A
P4	35'	35'	2	TLC-LED-550NR	1.14 kW	A
P5	35'	35'	1	TLC-LED-550NR	0.57 kW	A
5			8		4.56 kW	

Circuit Summary			
Circuit	Description	Load	Fixture Qty
A	Parking	4.56 kW	8

Fixture Type Summary								
Type	Circuit	Source	Wattage	Lumens	L90	L80	L70	Quantity
TLC-LED-550NR	A	LED 5700K - 75 CRI	570W	67,000	--	--	--	8

Single Fixture Amperage Draw Chart								
Driver Specifications (.90 min power factor)			Line Amperage Per Fixture (max draw)					
Single Phase Voltage			208 (60)	220 (60)	240 (60)	277 (60)	347 (60)	480 (60)
TLC-LED-550NR			3.4	3.2	2.9	2.5	2.0	1.4

Light Level Summary

Calculation Grid Summary								
Grid Name	Calculation Metric	Illumination Ave					Circuits	Fixture Qty
		Ave	Min	Max	Max/Min	Ave/Min		
Parking Lot 1	Horizontal Illuminance	4.13	0.0	15.5	3444.52	918.03	A	8
Parking Lot 2	Horizontal Illuminance	3.54	0.2	13.5	72.49	19.00	A	8
Parking Lot 3	Horizontal Illuminance	3.12	0.3	11.7	38.03	10.12	A	8

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document.

Field Measurements: Individual field measurements may vary from computer-calculated predictions.

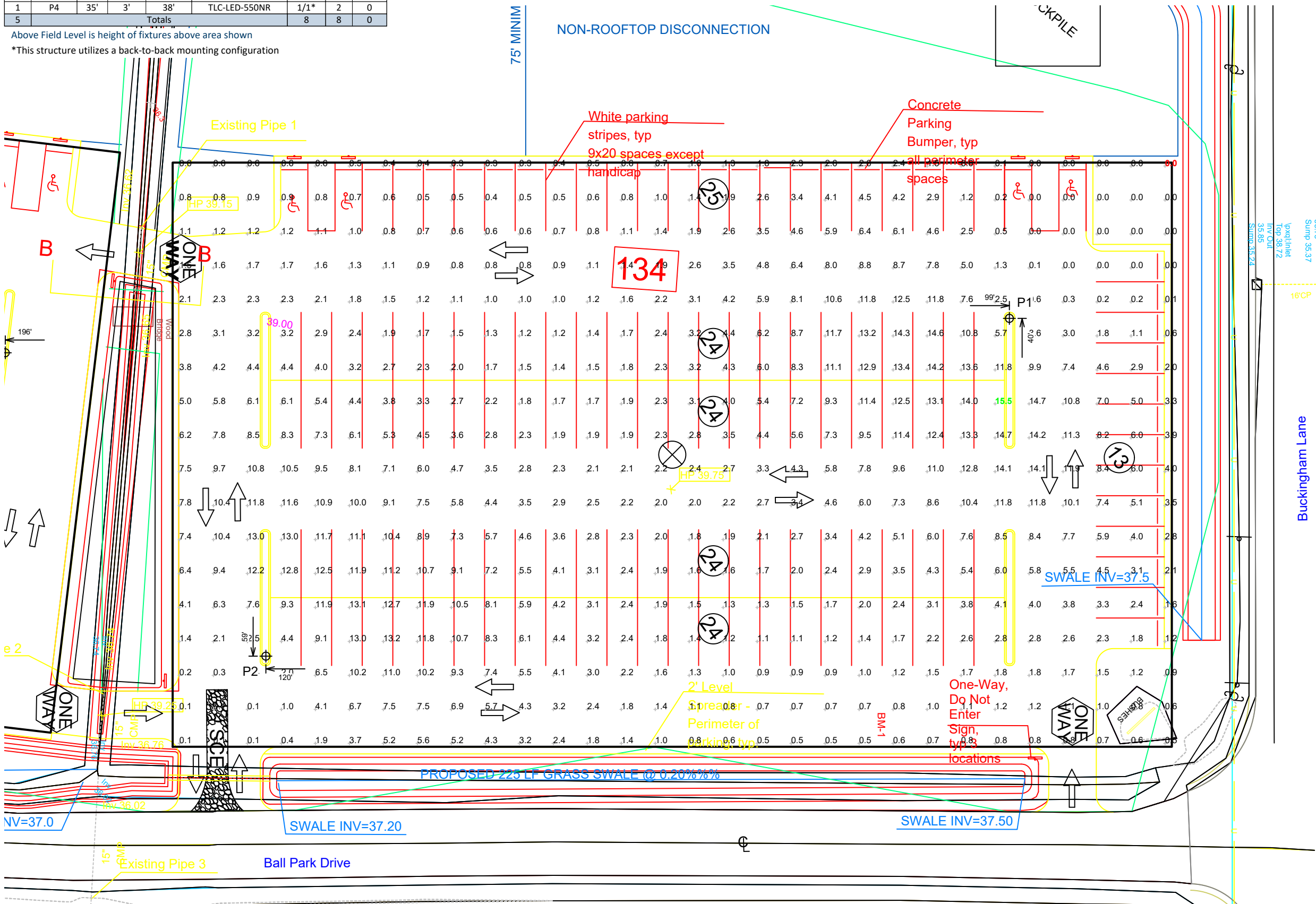
Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



Equipment List For Areas Shown								
Structure				Fixtures				
QTY	STRUCTURE ID	SIZE	GRADE ELEVATION	ABOVE FIELD LEVEL	FIXTURE TYPE	QTY/POLE	THIS GRID	OTHER GRIDS
2	P1-P2	35'	3'	38'	TLC-LED-550NR	2	2	0
2	P3 P5	35'	3'	38'	TLC-LED-550NR	1	1	0
1	P4	35'	3'	38'	TLC-LED-550NR	1/1*	2	0
5	Totals					8	8	0

Above Field Level is height of fixtures above area shown
*This structure utilizes a back-to-back mounting configuration



North Worcester Sports Complex Parking Lot	
Berlin,MD	
Grid Summary	
Name:	Parking Lot 1
Size:	294' x 172'
Spacing:	10.0' x 10.0'
Height:	3.0' above grade

Illumination Summary	
MAINTAINED HORIZONTAL FOOTCANDLES	
Scan Average:	4.13
Maximum:	15.5
Minimum:	0.0
Avg/Min:	918.03
Max/Min:	3444.52
UG (adjacent pts):	19.35
CU:	0.44
No. of Points:	540
FIXTURE INFORMATION	
Applied Circuits:	A
No. of Fixtures:	8
Total Load:	4.56 kW

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document.

Field Measurements: Individual field measurements may vary from computer-calculated predictions.

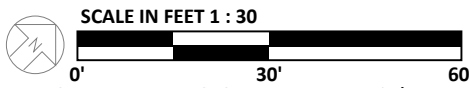
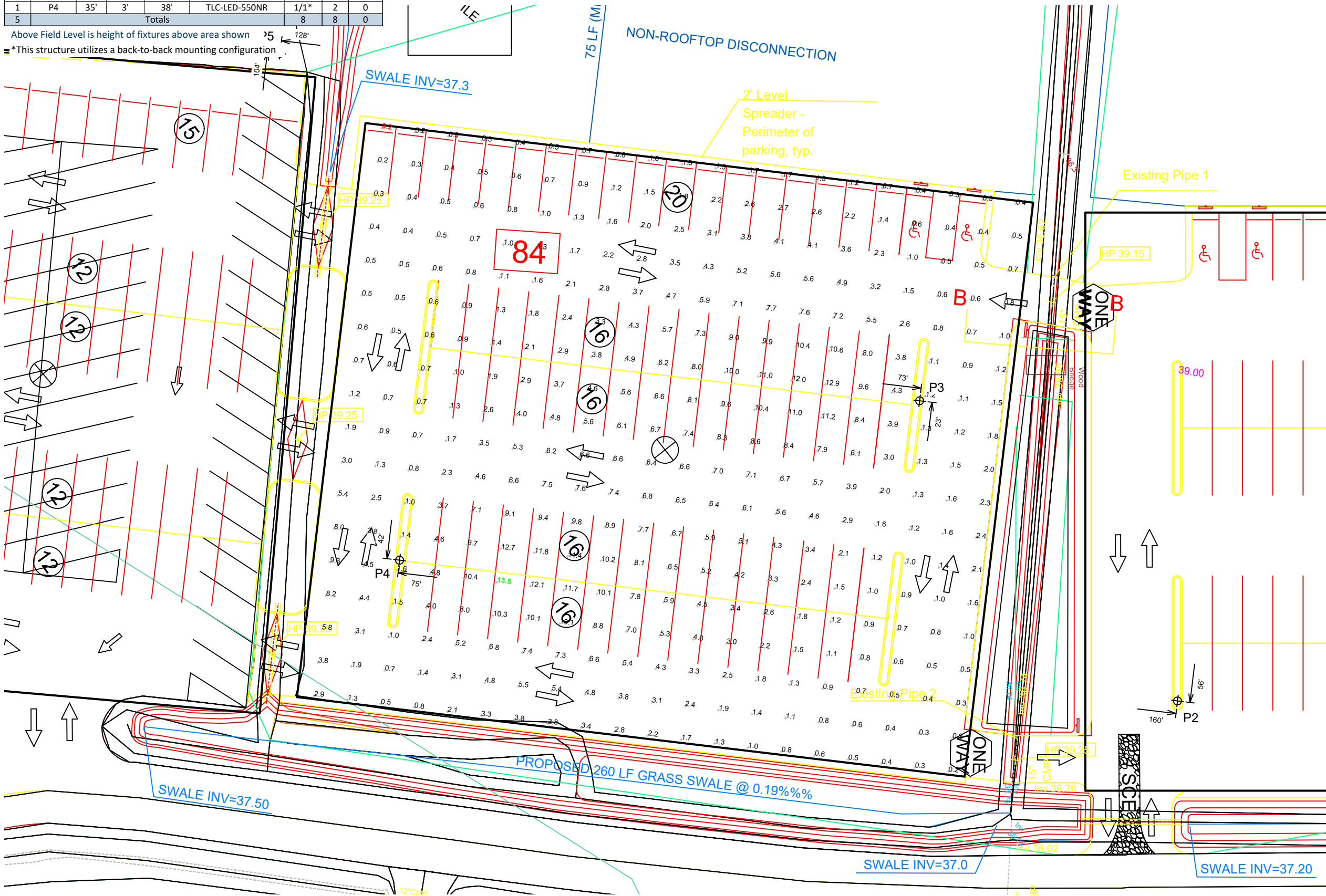
Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume $\pm 3\%$ nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



Equipment List For Areas Shown							
Structure				Fixtures			
QTY	STRUCTURE ID	SIZE	GRADE ELEVATION	ABOVE FIELD LEVEL	FIXTURE TYPE	QTY/POLE	THIS GRID
2	P1-P2	35'	3'	38'	TLC-LED-550NR	2	2
2	P3-P5	35'	3'	38'	TLC-LED-550NR	1	1
1	P4	35'	3'	38'	TLC-LED-550NR	1/1*	2
5	Totals					8	8

Above Field Level is height of fixtures above area shown
*This structure utilizes a back-to-back mounting configuration



ENGINEERED DESIGN By: J. Danielson • File #247900B • 06-Jan-26

Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

North Worcester Sports Complex Parking Lot

ITEM 6

Berlin,MD

Grid Summary

Name: Parking Lot 2

Size: 200' x 172'

Spacing: 10.0' x 10.0'

Height: 3.0' above grade

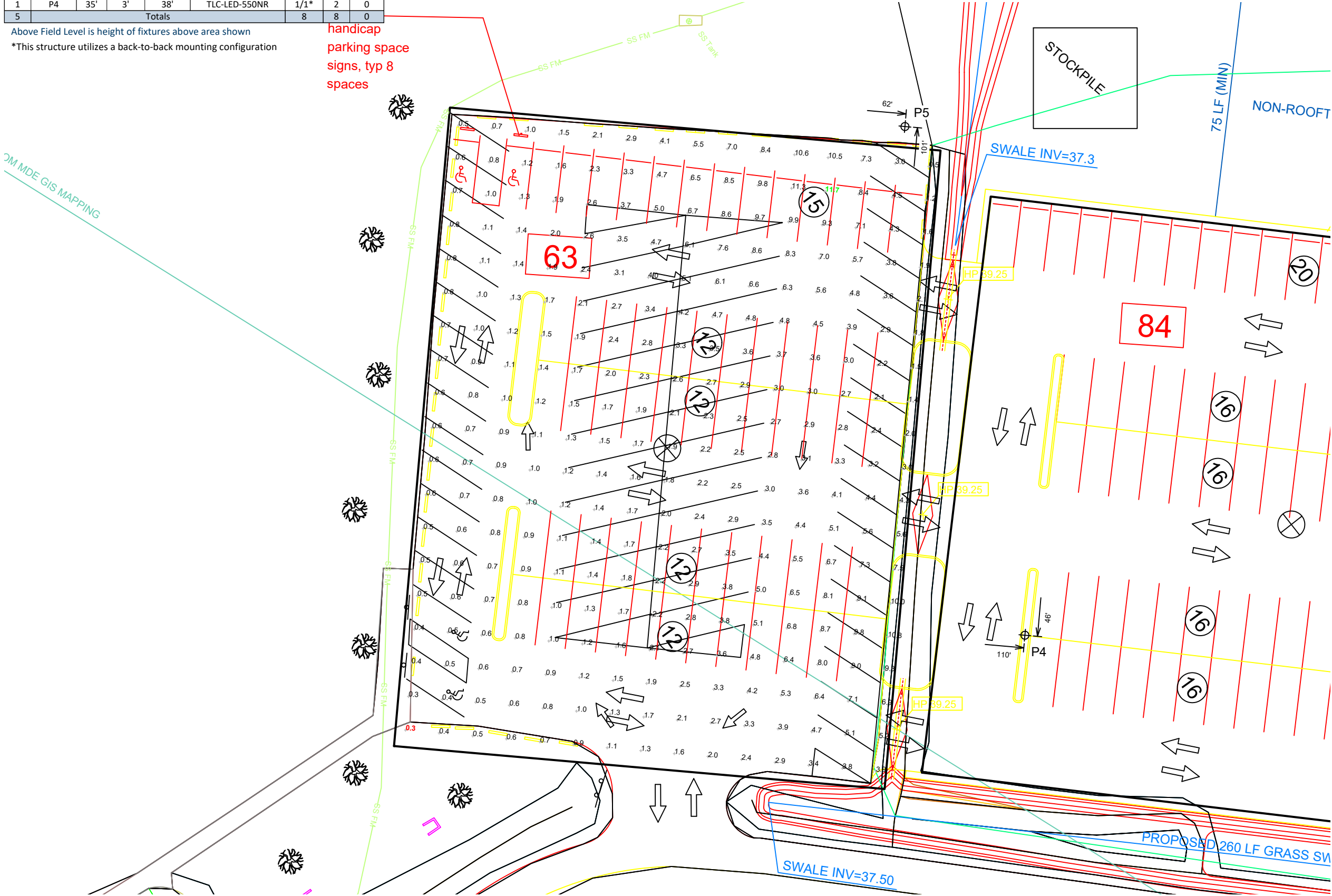
Illumination Summary	
	MAINTAINED HORIZONTAL FOOTCANDLES
	Entire Grid
Scan Average:	3.54
Maximum:	13.5
Minimum:	0.2
Avg/Min:	19.00
Max/Min:	72.49
UG (adjacent pts):	3.61
CU:	0.25
No. of Points:	360
FIXTURE INFORMATION	
Applied Circuits:	A
No. of Fixtures:	8
Total Load:	4.56 kW

- Guaranteed Performance:** The ILLUMINATION described above is guaranteed per your Musco Warranty document.
- Field Measurements:** Individual field measurements may vary from computer-calculated predictions.
- Electrical System Requirements:** Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.
- Installation Requirements:** Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



Equipment List For Areas Shown								
Structure				Fixtures				
QTY	STRUCTURE ID	SIZE	GRADE ELEVATION	ABOVE FIELD LEVEL	FIXTURE TYPE	QTY/POLE	THIS GRID	OTHER GRIDS
2	P1-P2	35'	3'	38'	TLC-LED-550NR	2	2	0
2	P3 P5	35'	3'	38'	TLC-LED-550NR	1	1	0
1	P4	35'	3'	38'	TLC-LED-550NR	1/1*	2	0
5	Totals					8	8	0

Above Field Level is height of fixtures above area shown
*This structure utilizes a back-to-back mounting configuration



North Worcester Sports Complex Parking Lot ITEM 6

Berlin,MD	
Grid Summary	
Name:	Parking Lot 3
Size:	146' x 190'
Spacing:	10.0' x 10.0'
Height:	3.0' above grade

Illumination Summary	
	MAINTAINED HORIZONTAL FOOTCANDLES
	Entire Grid
Scan Average:	3.12
Maximum:	11.7
Minimum:	0.3
Avg/Min:	10.12
Max/Min:	38.03
UG (adjacent pts):	5.81
CU:	0.18
No. of Points:	285
FIXTURE INFORMATION	
Applied Circuits:	A
No. of Fixtures:	8
Total Load:	4.56 kW

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document.

Field Measurements: Individual field measurements may vary from computer-calculated predictions.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



North Worcester Sports Complex Parking Lot

ITEM 6

Berlin, MD

Equipment Layout

INCLUDES:

- Parking Lot 1
- Parking Lot 2
- Parking Lot 3

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

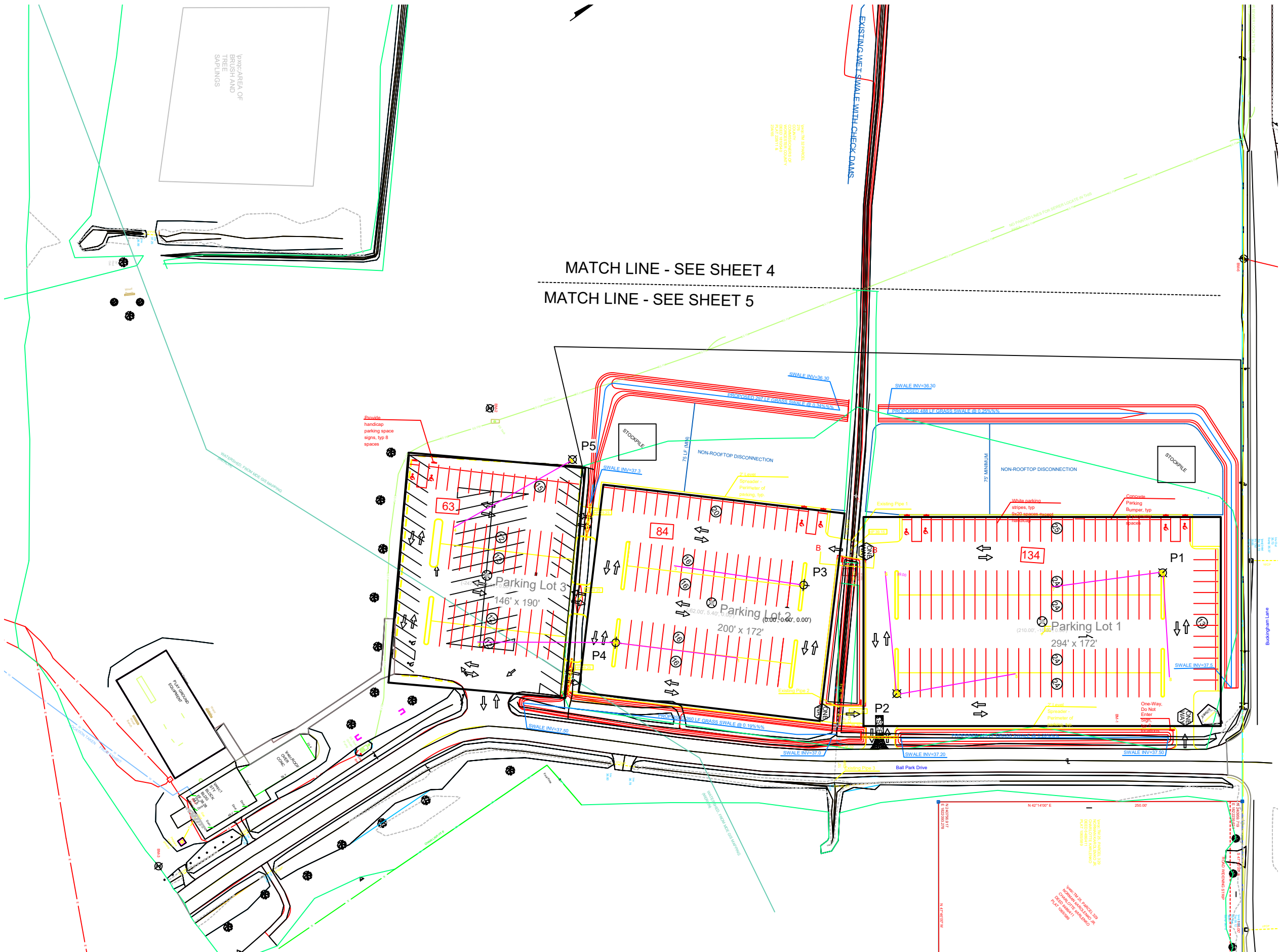
Equipment List For Areas Shown

Structure				Fixtures		
QTY	STRUCTURE ID	SIZE	GLOBAL ELEVATION	ABOVE GLOBAL LEVEL	FIXTURE TYPE	QTY/POLE
2	P1-P2	35'	3'	38'	TLC-LED-550NR	2
2	P3	35'	3'	38'	TLC-LED-550NR	1
1	P4	35'	3'	38'	TLC-LED-550NR	1/1*
5	Totals					8

*This structure utilizes a back-to-back mounting configuration
Above Global Level is height of fixtures above design (0,0,0)

Single Fixture Amperage Draw Chart

Driver Specifications (.90 min power factor)	Line Amperage Per Fixture (max draw)						
	208 (60)	220 (60)	240 (60)	277 (60)	347 (60)	380 (60)	480 (60)
Single Phase Voltage							
TLC-LED-550NR	3.4	3.2	2.9	2.5	2.0	1.8	1.4



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗



Quote

Date: January 9, 2026
Expiration date: February 9, 2026

Project: North Worcester Sports Complex Parking Lot
Berlin, MD
Ref: 247900

Sourcewell

Master Project: 199030, Contract Number: 041123-MSL, Expiration: 06/16/2027

Category: Sports lighting with related supplies and services

All purchase orders should note the following:
Sourcewell Purchase – Contract Number: 041123-MSL

Quotation Price – Materials Delivered to Job Site and Installation

LED Lighting

(8) TLC-LED-550NR Parking Lot\$ 75,500

Sales tax and bonding are not included.

Quote is confidential. Pricing and lead times are effective for 30 days only. Prices are subject to change if the order is not released within 60 days from the date of the purchase.

SportsCluster® system with Total Light Control – TLC for LED™ technology

System Description

- (8) Factory aimed and assembled TLC-LED-550NR luminaires
- All mounting hardware and custom mounts
- Factory wired and tested remote electrical component enclosures
- Mounting hardware for poletop luminaire assemblies and electrical components enclosures
- Disconnects
- UL listed assemblies
- Corrosion protection

Operation and Warranty Services

- Product assurance and warranty program that covers materials and onsite labor, eliminating 100% of your maintenance costs for 10 years
- Support from Musco's Lighting Services Team – over 170 Team members dedicated to operating and maintaining your lighting system – plus a network of 1800+ contractors
- Warranty starts the date of shipment

Musco Scope of Work

- Provide design and layout for lighting system
- Test and final aim equipment

Installation Services Provided

Responsibilities of Buyer

- Confirm pole or luminaire locations, supply voltage and phase required for lighting system prior to production
- Buyer is responsible for getting electrical power to the site, coordination with the utility, and any power company fees
- The owner of the field is responsible for the structural integrity of the existing structures



Quote***Payment Terms***

Final payment terms are subject to approval by Musco credit department. Final payment shall not be withheld by Buyer on account of delays beyond the control of Musco.

Email a copy of the Purchase Order to Musco Sports Lighting, LLC:

Musco Sports Lighting, LLC
Attn: Musco Contracts
Email: musco.contracts@musco.com

All Purchase orders should note the following:

Sourcewell Purchase – Contract Number: 041123-MSL

Delivery Timing

8 - 12 weeks for delivery of materials to the job site from the time of order, submittal approval, and confirmation of order details including voltage, phase, and pole/luminaire locations.

Notes

Quote is based on following conditions:

- Shipment of entire project together to one location.
- Voltage and phase system requirements to be confirmed.
- Structural code and wind speed = 2021 IBC, 115 mi/h, Exposure C.
- Per Design 247900B, dated 1/6/2026.
- Due to the built-in custom light control per luminaire, luminaire locations need to be confirmed prior to production. Changes to pole or luminaire locations after the product is sent to production could result in additional charges.
- Product assurance and warranty program is contingent upon site review and compatibility with Musco's lighting system.

Thank you for considering Musco for your lighting needs. Please contact me with any questions or if you need additional details.

Luke Schlesselman

Territory Sales Representative

Phone: 641-670-0721

E-mail: Luke.Schlesselman@musco.com

Musco Sports Lighting, LLC

211 2nd Avenue West – PO Box 808

Oskaloosa, IA 52577, USA



***Worcester County's
Initiative to Preserve Families***

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

Telephone: 410-632-3648



**Worcester County's
Initiative
to Preserve Families**

TO: Worcester County Commissioners
FROM: Shylia Tingle, Director of Local Management Board
DATE: January 7, 2026
SUBJECT: Worcester County Community Reinvestment and Repair Fund Plan for
Distribution of Funds

Attached is the Worcester County Community Reinvestment and Repair Fund Plan for Distribution of Funds that was the subject of a public hearing 1/6/26.

If you have any questions, please do not hesitate to contact me at 410-251-9019.

cc: Charlene Sharpe, Legislative Analyst

Enclosures

**Worcester County Community Reinvestment and Repair Fund
Plan for Distribution of Funds
January 12th, 2026**

Background and Overview of the Community Reinvestment and Repair Fund and Worcester County:

The Community Reinvestment and Repair Fund (CRRF) was established under Maryland's Cannabis Reform Act of 2023. This fund allocates a portion (35%) of adult-use cannabis tax revenue and conversion fees paid by business, to local jurisdictions to support community-based initiatives that benefit low-income communities and those disproportionately impacted by the enforcement of cannabis laws. Implementation of the state CRRF spending is guided by the Maryland Office of Social Equity.

Since the inception of this Act, a total of \$96,291,337.66 was distributed to local counties through the CRRF (occurring in state fiscal years FY24 and FY25, with totals of \$52,102,083.92 and \$40,069,523.11, respectively). The allocation formula took into account the total number of cannabis possession charges in each county compared to the total number of cannabis possession charges in the State over a 20-year period. A total of \$1,173,565.07 was distributed to Worcester County between FY24 and FY25 (\$635,001.94 and \$538,563.13, respectively). In Worcester County the 21811 zip code was identified as a "disproportionately impacted area" based on Maryland cannabis charge data (cannabis charges exceeding 150% of the 10-year state mean (150% of state mean: 250, 10-year period: 2013-2022).

The Community Reinvestment and Repair Fund may be used for the following:

1) funding community-based initiatives intended to benefit low-income communities, including:

- behavioral health crisis services;
- education and after-school programs;
- truancy and absenteeism intervention programs;
- housing and homelessness prevention initiatives;
- transportation improvements in high-density areas that have public transportation;
- job training and workforce development programs;
- community child care and recreational services; and
- programs that benefit individuals and families impacted by incarceration;

- 2) funding community-based initiatives that serve disproportionately impacted areas (a geographic area identified by the Office of Social Equity that has had above 150% of the State's 10-year average for cannabis possession charges); and
- 3) any related expenses incurred by a local government in administering the funds that do not exceed 15% of the funds received in the fiscal year.

These funds may not be used for law enforcement agencies or activities. These funds may also not supplant funding that otherwise would be appropriated for preexisting local government programs.

The Worcester County Government put out a request for applications in late June 2025, with applications due on August 31, 2025. However, state regulations regarding CRRF were expanded during this time. Regulations now require that each county adopt a law establishing the purpose for which money received from the Fund may be used, and that each county shall establish a plan for distribution of funds to community-based organizations (including consultation with stakeholders and being the subject of a public hearing prior to finalization).

Worcester County Commissioners adopted TR3-1 3-101 into law on July 16 2024, to govern CRRF funds in Worcester County. On October 21, 2025, the Worcester County Commissioners voted to shift Community Reinvestment and Repair Funds to the Worcester County Local Management Board to handle grant distribution and ongoing grant management for Worcester County.

Plan for Distribution and Management of Funds:

The Worcester County Local Management Board (LMB) presented on the CRRF and took consultation and feedback with stakeholders at the Worcester County Local Health Improvement Coalition (LHIC) on November 20, 2025. This plan was the subject of a Public Hearing on January 6, 2026. This Plan for Distribution of Funds has been finalized with consideration to feedback given by stakeholders, and at the Public Hearing.

The LMB will develop and post an addendum to the Worcester County Reinvestment and Repair Grant Program that was put out by Worcester County Government in June 2025. At that time, existing applicants will be given an opportunity to update their applications to best match current CRRF regulations, and new applicants will have the opportunity to apply. Funds will be utilized to support community-based initiatives that benefit low-income communities and those disproportionately impacted by the

enforcement of cannabis laws and will specifically be used in accordance with allowable funding as detailed above. The LMB's plan is to post this Addendum, host a virtual pre-proposal meeting to provide information and answer any questions from prospective applicants in early 2026. Following the closing date, the LMB will develop a review committee to review and score all applications against standardized evaluation criteria and will make determinations about which applicants will be awarded funds.

Once selected applicants have been notified (expected on or before April 2026), the Worcester County LMB will enter into contracts with those grantees, which will detail deliverables and project timelines. The LMB will then engage with grantees throughout the course of their projects, to offer technical assistance and grant monitoring. Grantees will be required to submit ongoing reports of progress to the LMB, who will share that information with the Worcester County Government, who will be responsible for sharing that data with the Maryland Office of Social Equity and/or the Maryland Office of the Comptroller, as required.

As future funds are disbursed to Worcester County (FY26 and beyond), the LMB will post requests for applications and will follow the same process as detailed above, to include a pre-application conference, an impartial review committee, use of a standardized scoring tool, and adherence to state regulations governing the Community Reinvestment and Repair Fund. All requests for applications shall be posted through the Worcester County website.

Conclusion:

The State of Maryland's Cannabis Reform Act of 2023 established a Community Reinvestment and Repair Fund, which allocates funding to local jurisdictions to support community-based initiatives that benefit low-income communities and those disproportionately impacted by the enforcement of cannabis laws. Funds will be disbursed to counties annually, and Worcester County will shift those funds to the Worcester County Local Management Board to follow a standardized and impartial process to select the best qualified and best suited projects for funding, with a focus on CRRF regulations and local needs. Local needs will be informed by key stakeholders, local needs assessments, and the Worcester County Community Health Assessment and Community Health Improvement Plan.

The LMB will also be responsible for ongoing monitoring and evaluation of funded projects, as well as for providing technical assistance to grantees. This will involve in-person monitoring of funded grantees at least once per year, as well as monitoring of

ongoing reports, deliverables, and budgets. The Plan for Disbursement of Funds will be updated as needed, to remain aligned with subsequent State directives. The LMB will communicate and coordinate with the Worcester County Commissioners and the Office of Social Equity, as appropriate, throughout the process of distribution and oversight of the CRRF projects. The Worcester County Commissioners reserve the right to alter this plan at any time, acting in the best interests of the constituents of Worcester County.

Worcester County Sheriff's Office

ITEM 8

Matthew Crisafulli
Sheriff



Nathaniel Passwaters
Chief Deputy

December 18, 2025

To: Worcester County Commissioners

From: Sheriff Matthew Crisafulli

RE: FY26 Purchase Request

We respectfully request your approval to purchase the item noted below. This item was included in the budget amendment request approved during the December 2nd meeting.

Pneumatic Breach Tool – \$40,000:

A pneumatic breaching tool is a tactical device used to forcibly open locked or barricaded doors, windows, or other entry points using compressed air or gas. It typically operates by delivering a powerful, controlled force, such as a ram or spreader, through pneumatic pressure, making entry quicker, safer and more efficient. Upon purchase and training, this tool will be made available to allied agencies as well.

Benefits to law enforcement include:

- **Speed of Entry:** Enables rapid forced entry during high-risk operations like hostage rescues or raids
- **Reduced Physical Strain:** Less manual effort and risk of injury compared to traditional battering rams
- **Precision:** Minimizes damage to surrounding structures
- **Stealth:** Quieter than explosive or shotgun breaching methods, allowing for tactical advantage
- **Safety:** Reduces exposure time to threats by speeding up breaching operations
- **Accessibility:** Allows for use on apartments, hotels, steel doors, porches and smaller areas where larger options aren't practical

Holmatro Inc. is the proprietary manufacturer of this technology, and Chesapeake Fire & Rescue is the authorized dealer for Holmatro Inc.

Attached please find the quote from Chesapeake Fire & Rescue along with the sole source justification. Please advise if any additional information is needed.

Thank you for your consideration.



December 5, 2025

Deputy Noah King
Worcester County Sheriff's Office
1 W. Markey St. Room 1001
Snow Hill, MD 21863

Deputy King:

Holmatro Inc. is pleased to have Chesapeake Fire & Rescue Equipment as the only authorized Holmatro dealer for Worcester County, Md that can provide sales and preventive maintenance on Holmatro Tactical Equipment. Kindly direct all requests concerning sales and service to Sam. His contact information is listed below.

Contact info: Sam Pearce
Chesapeake Fire & Rescue Equip.
PO Box 43307
Baltimore, MD 21236
Tele: 410-977-2819

Sincerely,

Mike Toeneboehn

Mike Toeneboehn
Sales Manager



P.O. Box 43307

Phone: 410-977-2819

Baltimore, MD 21236

Fax: 410-870-0057

e-mail: chesapeakefirerescue@comcast.net

QUOTE WORKSHEET

Date: 12/5/2025

Requested By:

Name:	Noah King
Company:	Worcester Co SO
Address:	1 West Market St Snow Hill, MD 21863
Phone:	443-614-7339
Email:	nking@co.worcester.md.us

Prepared By: Adam

Accepted ☐Rejected ☐

QTY	ITEM	PRICE EA	TOTAL
1	Door Blaster HDB90ST with Wireless Option	\$39,011.00	\$39,011.00
	includes 2 air bottles		\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00

Please mark the Accept/Reject box above and EMAIL back to submit your order. Thank you for your consideration.

Subtotal:	\$39,011.00
Tax:	
Shipping:	
Total:	\$39,011.00



Worcester County Government

One West Market Street | Room 1103 | Snow Hill MD 21863-1195

(410) 632-1194 | (410) 632-3131 (fax) | admin@co.worcester.md.us | www.co.worcester.md.us

MEMORANDUM

TO: Worcester County Commissioners
FROM: Charlene Sharpe, Legislative Analyst
DATE: January 13, 2026
RE: Legislative Proposals

Staff is seeking commissioner input on two potential legislative proposals.

1. To address concerns some commissioners have expressed, a proposed bill has been developed to increase the size of the Board of License Commissioners from three to five members and to have those members appointed by the Worcester County Commissioners rather than the Governor. Appointment practices for liquor boards vary throughout the state; however, several Maryland counties including Queen Anne's, Charles, Baltimore, Harford, Howard, and Kent have local appointment processes.
2. Worcester County Tourism and Economic Development is seeking permission to pursue legislation that would allow for creation of a temporary to-go event permit in Worcester County. The legislation would allow the Worcester County Board of License Commissioners to issue a temporary to-go event permit to liquor license holders under certain circumstances. The event permit would allow attendees to move in and out of licensed establishments within the designated event footprint with their drinks. Wicomico County had a similar bill approved in 2025.

Attachments

- Proposed liquor board appointment changes
- Wicomico County Senate Bill 798



Request for Legislative Change – County Liquor Board Appointments

In accordance with State code, the Governor of Maryland is tasked with appointing three members to the Worcester County Board of License Commissioners, subject to the advice and consent of the Senate. Worcester County requests a legislative change increasing the number of members to five and authorizing the County Commissioners to appoint the members.

Appointment practices for liquor boards vary throughout the state; however, several Maryland counties including Queen Anne's, Charles, Baltimore, Harford, Howard, and Kent have local appointment processes as outlined below:

Allegany: 3 members appointed by governor to 6-year terms. Governor appoints chair.

Anne Arundel: 3 members appointed by governor with senate advice and consent to 2-year terms. No more than 2 members shall belong to the same political party.

Baltimore City: 3 members and 1 substitute appointed by governor with senate advice and consent to 2-year terms. The board names the chair.

Baltimore County: 3 members and 2 alternates appointed by county executive to 2-year terms.

Calvert: 3 members and 1 alternate appointed by governor to 2-year terms.

Caroline: 3 members appointed by governor to 5-year terms.

Carroll: 3 members and 1 alternate appointed by board of county commissioners to 3-year terms.

Cecil: 3 members appointed to 3-year terms by county executive with county council consent.

Charles: 5 members appointed by county commissioners to 4-year terms.

Dorchester: The county council, ex officio, serves as board of license commissioners.

Frederick: 3 members appointed by governor to 5-year terms.

Garrett: 3 members appointed by governor with senate advice and consent to 6-year terms.

Harford: 5 members appointed by county executive with advice and consent of Harford County Delegation to the General Assembly and the county council to 3-year terms.

Howard: The county council, ex officio, constitutes the board of license commissioners.

Kent: The board of county commissioners, ex officio, serves as board of license commissioners.

Montgomery: 5 members appointed by county executive with county council consent to 4-year terms.

Prince George's: Since May 2017, county executive has been authorized to appoint the board's members. 5 members. Formerly appointed by governor to 3-year terms.

Queen Anne's: 5 members appointed by board of county commissioners to 4-year terms.

Somerset: 3 members appointed by governor with senate consent to 2-year terms.

St. Mary's: 5 members appointed by governor with senate advice and consent to 4 year terms. The board appoints the administrator.

Talbot: 3 members appointed by governor to 6 year terms.

Washington: 3 members appointed by governor with senate advice and consent to 6 year terms.

Wicomico: 5 members appointed by governor with senate advice and consent to 4 year terms.

Worcester: 3 members appointed by the governor with senate advice and consent to 4 year terms.

Worcester County
Section 33-202. Membership.

- (a) The ~~Governor~~ COUNTY COMMISSIONERS shall appoint ~~three~~ FIVE members to the Board, ~~subject to the advice and consent of the Senate.~~
- (b) Each member of the Board shall be:
 - (1) a resident and voter of the county; and
 - (2) an individual of high character and integrity and of recognized business capacity.
- (c) WHEN EVALUATING AN APPLICANT FOR MEMBERSHIP ON THE BOARD, THE COUNTY COMMISSIONERS SHALL CONSIDER THE NEED FOR GEOGRAPHIC, POLITICAL, RACIAL, ETHNIC, AND GENDER DIVERSITY ON THE BOARD.
- ~~(e)~~ (d)
 - (1) The term of a member is 4 years.
 - (2) The terms of the members are staggered as required by the terms provided for members of the Board on July 1, 2016.
- ~~(d)~~ (e)
 - (1) The ~~Governor~~ COUNTY COMMISSIONERS shall appoint an eligible individual to fill a vacancy during the remainder of the term of office of the individual originally appointed in accordance with subsection (a) of this section.
 - (2) A member who is appointed after a term has begun serves only for the remainder of the term and until a successor is appointed and qualifies.
- ~~(e)~~ (f)
 - (1) The ~~Governor~~ COUNTY COMMISSIONERS may remove a member for misconduct in office, incompetence, or willful neglect of duty.
 - (2) The ~~Governor~~ COUNTY COMMISSIONERS shall give a member who is charged a copy of the charges against the member and, with at least 10 days' notice, an opportunity to be heard publicly in person or by counsel.
 - ~~(3) If a member is removed, the Governor shall file with the Office of the Secretary of State a statement of charges against the member and the Governor's findings on the charges.~~

Worcester County
Section 33-203. Substitute Member.

- (a) In addition to the regular members of the Board, the ~~Governor~~ COUNTY COMMISSIONERS shall appoint a substitute Board member.
- (b)
 - (1) The term of the substitute member is 4 years.
 - (2) The substitute member:
 - (i) shall serve on the Board in the absence of a quorum of the regular members due to illness or conflict of interest; and
 - (ii) has all of the powers and duties of a regular member when serving on the Board.

Worcester County
Section 33-204. Chair.

In making the appointments, the ~~Governor~~ COUNTY COMMISSIONERS shall designate a chair from among the members of the Board.

Worcester County
Section 33-205. Salaries; ~~staff~~.

(a) THREE MEMBERS OF THE BOARD ARE A QUORUM FOR TRANSACTING BUSINESS.

(b)

~~(1) The chair of the Board shall receive a salary of not less than \$2,500 annually, as determined by the County Commissioners.~~

~~(2) Each other regular member of the Board shall receive a salary of not less than \$2,100 annually, as determined by the County Commissioners.~~

(1) SUBJECT TO PARAGRAPH (2) OF THIS SUBSECTION, THE COUNTY COMMISSIONERS SHALL DETERMINE THE RATE OF COMPENSATION FOR THE BOARD.

(2) THE RATE MAY NOT BE LESS THAN:

(i) \$2,500 ANNUALLY FOR THE CHAIR OF THE BOARD

(ii) \$2,100 ANNUALLY FOR EACH REGULAR MEMBER

~~(3) (iii)~~ The substitute member of the Board shall receive compensation that the County Commissioners determine for services when acting on the Board.

~~(b)~~ (c) Subject to § 33-206 of this subtitle, the Board may:

(1) employ:

(i) a secretary;

(ii) inspectors;

(iii) clerical and other assistants as are necessary; and

(2) set the compensation of the employees.

(d) THE COUNTY COMMISSIONERS SHALL:

(1) APPOINT AN ATTORNEY AT A SALARY THAT THE COUNTY COMMISSIONERS SET.

(2) THE ATTORNEY SHALL HANDLE LEGAL MATTERS FOR THE BOARD.

Chapter 794

(Senate Bill 798)

AN ACT concerning

**Wicomico County – Alcoholic Beverages – Temporary To-Go Event Permit and
Class C Per Diem Municipal To-Go Beer, Wine, and Liquor License**

FOR the purpose of establishing a temporary to-go event permit in Wicomico County; authorizing the Board of License Commissioners for Wicomico County to issue a temporary to-go event permit to a holder of a Class B beer, wine, and liquor license under certain circumstances; establishing a Class C per diem municipal to-go beer, wine, and liquor license in the county; authorizing the Board to issue a Class C per diem municipal to-go beer, wine, and liquor license to a municipality in the county; requiring the Board to adopt certain regulations; and generally relating to alcoholic beverages in Wicomico County.

BY repealing and reenacting, without amendments,
Article – Alcoholic Beverages and Cannabis
Section 32–102 and 32–902(a), (b), (c), (g), and (h)
Annotated Code of Maryland
(2024 Replacement Volume)

BY adding to
Article – Alcoholic Beverages and Cannabis
Section 32–902(i), 32–1104, and 32–1314
Annotated Code of Maryland
(2024 Replacement Volume)

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

Article – Alcoholic Beverages and Cannabis

32–102.

This title applies only in Wicomico County.

32–902.

- (a) There is a Class B beer, wine, and liquor license.
- (b) The Board may issue the license for use by:
 - (1) a hotel that has:

- (i) at least 25 rooms;
 - (ii) a lobby with registration, mail desk, and seating facilities; and
 - (iii) a dining room that serves full-course meals at least twice daily;
- or

(2) (i) a restaurant that:

- 1. has a proper and adequate dining room with facilities for preparing and serving regular meals;
- 2. not counting seating at a bar or counter, has table seating for at least 40 individuals; and
- 3. has average daily receipts from the sale of food, not counting foodstuff contained in a mixed drink, that each month exceed the average daily receipts from the sale of alcoholic beverages.

(ii) The seating requirement in item (i)1 of this item does not apply to a Class B beer, wine, and liquor license holder who held the license on July 1, 1978.

(c) The license authorizes the license holder to sell beer, wine, and liquor at a hotel or restaurant at retail at the place described in the license, for on-premises consumption.

(g) (1) The Board may issue a wine permit to a holder of the license for use by a restaurant that:

(i) at least 5 days per week, offers for sale and describes in a printed menu:

- 1. breakfast and lunch;
- 2. breakfast and dinner; or
- 3. lunch and dinner; and

(ii) has an area used for the preparation and consumption of food and beverages that is at least 80% of the area of the premises.

(2) Off-sale alcoholic beverages receipts shall be included in the calculation of average daily receipts from the sale of alcoholic beverages under § 32-901(c)(2)(i)3 of this subtitle.

(3) The wine permit authorizes the license holder to sell, at retail, at the place described in the license:

- (i) beer, wine, and liquor for on–premises consumption; and
- (ii) wine for off–premises consumption.

(4) The term of the wine permit is the same as the term of the Class B license.

(5) If the premises is open for business as a restaurant, the hours and days of sale for the wine permit are:

- (i) 10 a.m. to midnight, Monday through Saturday; and
- (ii) 12:30 p.m. to midnight on Sunday.

(6) Wine sold under the wine permit may not have an alcohol content greater than 15.5%.

(7) An applicant for the wine permit shall complete the form that the Board provides.

(8) Advertising, posting of notice, and public hearing requirements for the wine permit are the same as those for Class B licenses.

(9) The Board may adopt regulations to carry out this subsection, including a limit on the number of wine permits to be granted.

(10) The annual permit fee is \$1,500.

(h) The holder of a Class B beer, wine, and liquor restaurant license that has been issued a Class 9 limited distillery license may sell products manufactured under the distillery license at the place described in the Class B license in a manner consistent with the underlying Class B license for on– and off–premises consumption.

(I) (1) THE BOARD MAY ISSUE A TEMPORARY TO–GO EVENT PERMIT UNDER § 32–1104 OF THIS TITLE TO A HOLDER OF A LICENSE UNDER THIS SECTION IF THE LICENSED ESTABLISHMENT IS LOCATED WITHIN OR IMMEDIATELY ADJACENT TO A SPECIAL EVENT AREA IDENTIFIED IN A CLASS C PER DIEM MUNICIPAL TO–GO BEER, WINE, AND LIQUOR LICENSE ISSUED UNDER § 32–1314 OF THIS TITLE.

(2) THE TEMPORARY TO–GO EVENT PERMIT AUTHORIZES THE HOLDER TO SELL AT RETAIL BEER, WINE, AND LIQUOR IN APPROVED TO–GO CUPS THAT MAY BE CARRIED OUTSIDE THE LICENSED ESTABLISHMENT AND INTO THE DESIGNATED SPECIAL EVENT AREA.

32-1104.

(A) THERE IS A TEMPORARY TO-GO EVENT PERMIT.

(B) THE BOARD MAY ISSUE THE PERMIT TO A HOLDER OF A CLASS B BEER, WINE, AND LIQUOR LICENSE IF THE LICENSED ESTABLISHMENT IS LOCATED WITHIN OR IMMEDIATELY ADJACENT TO A SPECIAL EVENT AREA IDENTIFIED IN AND FOR USE IN CONJUNCTION WITH A CLASS C PER DIEM MUNICIPAL TO-GO BEER, WINE, AND LIQUOR LICENSE.

(C) THE PERMIT AUTHORIZES THE HOLDER TO SELL AT RETAIL BEER, WINE, AND LIQUOR IN APPROVED TO-GO CUPS THAT MAY BE CARRIED OUTSIDE THE LICENSED ESTABLISHMENT OF THE CLASS B LICENSE AND INTO THE DESIGNATED SPECIAL EVENT AREA.

(D) THE PERMIT HOLDER SHALL BE RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE LAWS AND REGULATIONS.

(E) THE TERM OF THE PERMIT IS THE SAME AS THE TERM OF THE ASSOCIATED CLASS C PER DIEM MUNICIPAL TO-GO BEER, WINE, AND LIQUOR LICENSE.

(F) THE BOARD SHALL ADOPT REGULATIONS RELATED TO THE ISSUANCE OF AND REQUIREMENTS FOR THE PERMIT, INCLUDING REGULATIONS RELATED TO:

(1) THE DESIGNATION OF A SPECIAL EVENT AREA;

(2) THE HOURS OF SALE;

(3) AGE VERIFICATION REQUIREMENTS;

(4) THE USE OF SPECIFIED TO-GO CUPS; AND

(5) ADVERTISING, POSTING OF NOTICE, AND PUBLIC HEARING REQUIREMENTS FOR THE TEMPORARY TO-GO EVENT PERMIT.

(G) THE FEE FOR THE PERMIT IS \$20 PER DAY.

32-1314.

(A) THERE IS A CLASS C PER DIEM MUNICIPAL TO-GO BEER, WINE, AND LIQUOR LICENSE.

(B) THE LICENSE ENTITLES THE LICENSE HOLDER TO ALLOW BEER, WINE, AND LIQUOR SOLD BY A HOLDER OF A TEMPORARY TO-GO EVENT PERMIT UNDER § 32-1104 OF THIS TITLE TO ENTER A DESIGNATED SPECIAL EVENT AREA DESCRIBED IN THE LICENSE FOR A PERIOD NOT EXCEEDING 7 CONSECUTIVE DAYS.

(C) THE BOARD MAY ISSUE THE LICENSE TO A MUNICIPALITY IN THE COUNTY.

(D) THE BOARD SHALL ADOPT REGULATIONS RELATED TO THE ISSUANCE OF AND REQUIREMENTS FOR A LICENSE UNDER THIS SECTION, INCLUDING REGULATIONS RELATED TO:

(1) THE DESIGNATION OF A SPECIAL EVENT AREA;

(2) THE HOURS OF SALE;

(3) AGE VERIFICATION REQUIREMENTS;

(4) THE USE OF SPECIFIED TO-GO CUPS;

(5) ADVERTISING, POSTING OF NOTICE, AND PUBLIC HEARING REQUIREMENTS FOR THE LICENSE AND ANY ASSOCIATED TEMPORARY TO-GO EVENT PERMIT; AND

(6) PUBLIC SAFETY AND EVENT SECURITY REQUIREMENTS.

(E) THE FEE FOR THE LICENSE IS \$45 PER DAY.

SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect July 1, 2025.

Approved by the Governor, May 20, 2025.



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

<http://www.co.worcester.md.us/departments/drp>

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

MEMORANDUM

To: Weston S. Young, Chief Administrative Officer
From: Jennifer K. Keener, AICP, Director
Date: January 13, 2026
Re: Bill Introduction – Modify § ZS 1-351(b)(5) – Short-term rental third parking space

On January 8, 2026, the Planning Commission reviewed the proposed text amendment submitted by Christy Agnese, property owner within the Landings subdivision. The amendment modifies the effective date at which a third parking space shall be provided for a short-term rental property, from January 1, 2020 (effective date of the rental regulations) to January 1, 2026.

The Planning Commission gave a unanimous unfavorable recommendation to the amendment as written. They requested that staff and the County Attorney attempt to draft language that would accommodate the licensed properties that had short-term rental licenses revoked because of staff error in the enforcement of the code. Following the meeting, staff and the County Attorney conferred and determined that such an exemption is unfeasible. A copy of the draft bill is attached for your consideration.

At this time, I am requesting that the item be scheduled for the County Commissioner's consideration for introduction at an upcoming meeting. If at least one County Commissioner introduces the amendment as a bill, then a public hearing date will be set for the Commissioners to obtain public input prior to acting on the request.

PLANNING COMMISSION DISCUSSION

Ms. Christy Agnese, applicant, was present for the review. Ms. Agnese stated that she is seeking to change § ZS 1-351(b)(5) to change the effective date of the third parking space provision from January 1, 2020, to January 1, 2026. She noted that the language was developed in conjunction with county input to attempt to resolve an issue that the Landings community was facing for those who built homes post-2020 and had short-term rental licenses revoked. She highlighted key points from the detailed letter that was submitted with the application. She explained her process in purchasing the townhouse unit and applying for a short-term rental license.

Ms. Agnese claims that enforcement and code interpretation pertaining to the third parking space provision changed last summer, which resulted in short-term licenses being revoked within their community. She stated that this is financially impactful, as many rely on short-term rental income to make homeownership a reality. It was her opinion that for five years (between 2020 and 2025) short-

term licenses were issued in several communities on the assumption that community parking met the third parking space requirement. A site plan with the overall parking layout for the community was provided as part of her short-term rental license application. Submitted as Applicant's Exhibit No. 1 were emails between her and the developer, and between her and the former Rental License Program Coordinator. While she alleges that this parking plan justifies the availability of a third parking space, there is no indication in the emails that this was a consideration. Staff state in the staff report that the licenses were issued in error.

Ms. Agnese stated that this is an economic hardship, that losing income threatens financial stability and property values. She claimed that everyone who built in the Landings believed that they could participate in short-term rentals if they wanted to. She said that there were 25 short-term rental licenses active in the Landings, and 18 affected properties with post-2020 builds. She noted that this issue also affected another neighborhood in the county. Within the townhouse parcels in the Landings, Ms. Agnese noted that there are 66 non-exclusive parking spaces over the minimum required.

Overall, she stated that requiring exclusive spots within the townhouse community parking, or having single-family homeowners build a third parking space on their lot creates financial hardship and places a burden on the homeowner's association. It also affects potential homeowners who cannot make a financial decision without knowing that spaces have been assigned. She recommended that every home be built to require the third space or not. In closing, she stated that updating the effective date to January 1, 2026, restores fairness, and gives those whose licenses were revoked the ability to restore their short-term rental licenses. She would like to see more education and deeded third parking spaces so that homeowners know what they are purchasing.

For clarification, Mr. Barbierri noted that text amendments apply county wide, and are not geared towards a particular community, so they must keep that in the back of their minds.

Upon questions from the Planning Commission, staff clarified that the rental licenses were issued in error, not because of a change in the interpretation. The licenses that were issued to the single-family homes had no third parking space provided on the respective lot. Staff believe that the code provision was simply overlooked, because the policy for community space allocation for multi-family/townhouse units was first established with the Sea Oaks Village development. The developer opted to build additional community parking to be able to accommodate 15 short-term rental licenses, though there were more homeowners that wished to rent short-term. The error in the application of the law affected 10 licenses in the Landings that were revoked, 8 single-family lots that were able to permit a third parking space, and 10 licenses in Seaside Village that were revoked. Within the Landings townhouse parcels, there are non-exclusive parking spaces available, but not enough for every unit to be assigned a third space. There had been discussions over the past few months on whether and how the homeowners/ condominium association would be willing to allocate the non-exclusive spaces, and ultimately, they decided not to.

Upon a question by Mr. French, staff confirmed that this amendment would not override a community's ability to prohibit short-term rentals as part of their declarations and covenants. Mr. French voiced concerns about the potential that the language as written could open the door to additional rental licenses beyond just the 20 that were revoked, where someone who didn't have a

license previously could take advantage of an opportunity that hadn't existed. He acknowledged that it was a mistake that was relied on by these homeowners.

Mr. Barbierri explained that a lot of work went into the legislation in 2019. With his background in emergency services, he's concerned about accessibility to short-term rental areas and blocking emergency access with street parking. He stated that in his opinion, we shouldn't go backwards. He is sorry that this situation happened, but he couldn't vote in support of the amendment.

Upon several questions from the Planning Commission, staff confirmed that a variance couldn't be requested for this situation, nor could we simply grandfather those whose licenses were revoked because they were issued in error. There was discussion on the process for amending the language and narrowly tailoring it to the affected communities or properties.

Following the discussion, Mrs. Wimbrow made a motion for an unfavorable recommendation to the text amendment as specifically written, which was seconded by Mr. Barbierri. Ms. Ott was opposed, and Mr. French abstained. Therefore, the motion failed for lack of a quorum.

A second motion was made by Mrs. Wimbrow to provide an unfavorable recommendation to the text amendment as specifically written; with a request that staff and the county attorney attempt to draft language that would accommodate the licensed properties that had short-term rental licenses revoked because of staff error in the enforcement of the code. The motion was seconded by Mr. French and carried unanimously.

cc: Christy Agnese, applicant
Matt Laick, Deputy Director
Kristen Tremblay, Zoning Administrator
Roscoe Leslie, County Attorney
file

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

BILL 26-__

BY:

INTRODUCED:

A BILL ENTITLED

AN ACT Concerning

Zoning – Short-term rentals

For the purpose of amending the Zoning and Subdivision Control Article to modify the effective date at which a third parking space shall be provided for a short-term rental property.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-351(b)(5) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

- (5) One additional off-street parking space beyond that required by the provisions of § ZS 1-320(a) shall be provided for all short-term rental structures for which a building permit application is received after ~~the effective date of this section~~ JANUARY 1, 2026.

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect forty-five (45) days from the date of its passage.

PASSED this _____ day of _____, 2026.

Text Amendment: ZS 1-351(b)(5)
Planning Commission Meeting
January 8, 2026
Gmail

ITEM 10

EXHIBIT 1

Christy Agnese [REDACTED]

Meeting on Friday

3 messages

Christy Agnese [REDACTED]

To: [REDACTED]@ryanhomes.com

Wed, Jan 15, 2025 at 8:30 PM

Hi [REDACTED]

I hope your 2025 is off to a great start!

We are set to meet with [REDACTED] at 4 pm on this Friday (1/17) for our pre-drywall meeting. We are excited!

Could we come to the office/model before 4 pm to see it since it too is a mozart?

Also, I will need floor plans drawn to scale with all wall measurements to get the short term rental permit. Do you have these that you could forward to me?

I will also need "a survey or site plan of the property". I am used to receiving this at closing, but wanted to be sure I would have it.

[REDACTED] Could you share a neighborhood plan that shows parking?

Thank you so much!

Christy Agnese
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]@ryanhomes.com>

Thu, Jan 16, 2025 at 12:14 PM

To: Christy Agnese [REDACTED]

Christy,

Happy 2025! Your home Yes you can come see me at the model beforehand. Attached are the blue prints for each level which show the best measurements I have.

Attached is the site plan for your building.
Attached is the site plan that shows the streets and some guest parking.

[REDACTED]
NV Homes and Ryan Homes I Sr. Sales Representative
Landings at Bayside Townhomes
[REDACTED]


Email A: Page 1 of 2


10 - 5


Message classified as Business Use Only - NVR by Carlson, Jay

[Quoted text hidden]

3 attachments

 Mozart floor plan blue prints.pdf
257K

 21083-L7-BaysideLandings-Units124-129-SitePlan.pdf
464K

 L7 site availability map 1.10.2025.pdf
1545K

Christy Agnese <[REDACTED]>
To: [REDACTED]@ryanhomes.com>

Thu, Jan 16, 2025 at 4:30 PM

Hi [REDACTED]

Thank you for these attachments. I look forward to seeing you tomorrow!

Christy Agnese
[REDACTED]

[Quoted text hidden]

Hi [REDACTED]

We are still interested in moving forward and have a few more questions for you.

Could you please confirm that the half bath is on the same level as the kitchen and living room? That is where would want it.

[REDACTED]

Could we remove the washer, dryer, and fridge from the quote?

Is there a charge for those who rent the property to access amenities? What is that process and how much is it?

If we want to lock in to get the extra 10K before the end of the month, what would we need to do?

[REDACTED]

Could you confirm the month of delivery. I believe it was March 2025, but wanted to confirm. April 2025 would be fine with us too.

Thank you!!!
Christy

Christy Agnese
[REDACTED]

[Quoted text hidden]

[REDACTED]@ryanhomes.com>
To: Christy Agnese [REDACTED]

Sun, Jul 28, 2024 at 9:45 PM

Christy,

Good evening! See my answers to your questions in the body of your email below. Let me know if you have any additional questions. We can setup a virtual call tomorrow afternoon if you are available after 3:30 pm. Thank you!

[REDACTED]

Message classified as Business Use Only - NVR by [REDACTED]

From: Christy Agnese <[REDACTED]>
Sent: Sunday, July 28, 2024 4:18 PM
To: [REDACTED]@ryanhomes.com>
Subject: [Ext] Re: Options and monthly payment attached

Hi [REDACTED]

We are still interested in moving forward and have a few more questions for you.

Could you please confirm that the half bath is on the same level as the kitchen and living room? That is where would want it.

Yes that is included. I know it says optional on the floor plan.

Email B: 1082

[REDACTED]

Could we remove the washer, dryer, and fridge from the quote?

Yes of course.

Is there a charge for those who rent the property to access amenities? What is that process and how much is it?

Yes the HOA has a charge each time you rent it to give them access to the amenities. The cost is \$100 per rental I believe. There is a form you fill out for the renter with names, license plates, etc.

If we want to lock in to get the extra 10K before the end of the month, what would we need to do?

Great! Basically we would need to have the contract sent you all and sign the DocuSign contract and pay the first \$10,000 earnest monies deposit. That would lock in the home, how site, and extra incentive.

[REDACTED]

[REDACTED]

Could you confirm the month of delivery. I believe it was March 2025, but wanted to confirm. April 2025 would be fine with us too.

Yes we are estimating March 2025 delivery date. But it would end up being April depending on sales pace and construction. We will have a better idea in about 60 days from now.

[Quoted text hidden]

[Quoted text hidden]

Christy Agnese [REDACTED]
To: [REDACTED]@ryanhomes.com>

Mon, Jul 29, 2024 at 7:04 AM

Hi [REDACTED]

Thank you! [REDACTED] For the \$10k would I mail you a check?

Are you available to meet at 5 pm today?

Christy Agnese
[REDACTED]

[Quoted text hidden]

[REDACTED]@ryanhomes.com>
To: Christy Agnese [REDACTED]

Mon, Jul 29, 2024 at 12:43 PM

Christy,

Email B: 2062



Christy Agnese [REDACTED]

Tax Map Information

5 messages

Christy Agnese [REDACTED]

To: [REDACTED]@ryanhomes.com>

Sat, Mar 22, 2025 at 1:38 PM

Hi [REDACTED]

I'm filling out the rental permit and I need this information. I attached a snip of the form and these are the sections that I need.

Could you please provide this information when you have a moment?

Tax Map:

Section:

Block:

Lot:

Unit:

Property Account Identifier - District:

Account Number:

Christy Agnese



image.png

image.png 164K

image.png
164K

← Snip of short-term rental permit

[REDACTED]@ryanhomes.com>

To: Christy Agnese [REDACTED]

Mon, Mar 24, 2025 at 2:45 PM

Christy,

Good afternoon! I was off this weekend. Here it is below. Thanks!

Legal lot: [REDACTED]

Block and section are blank.

Unit: [REDACTED]

Tax map: not sure of this answer

NV Homes and Ryan Homes | Sr. Sales Representative
Landings at Bayside Townhomes
D: 240-222-7982

Message classified as Business Use Only - NVR [REDACTED]

[Quoted text hidden]

tailc: 102

ITEM 10

Christy Agnese [REDACTED]
To: [REDACTED]@ryanhomes.com>

Mon, Mar 24, 2025 at 4:30 PM

Hi [REDACTED]

I hope you had a good weekend!

Hmm. Each property does have a tax map number. It is usually listed on the GIS.

I know that our property in NY is Tax I.D. [REDACTED]. I haven't yet seen the tax id for this property. Seeing that type of number, does that help?

Christy Agnese
[REDACTED]

[Quoted text hidden]

[REDACTED]@ryanhomes.com>
To: Christy Agnese [REDACTED]

Mon, Mar 24, 2025 at 4:44 PM

Christy,

I am not sure. Does the county have it to give you? Thanks
[Quoted text hidden]

Christy Agnese [REDACTED]
To: [REDACTED]@ryanhomes.com>

Mon, Mar 24, 2025 at 5:06 PM

Hi [REDACTED]

When we closed on our property here in NY it was referenced in those documents. I can call the permit office and ask, though.

Christy Agnese
[REDACTED]

[Quoted text hidden]



Christy Agnese [REDACTED]

Rental License Application Update

4 messages

Stacie Ayres-Ennis <sennis@co.worcester.md.us>

To: [REDACTED]

Thu, Apr 10, 2025 at 1:35 PM

Christy,

Thank you for submitting a rental license application for [REDACTED] Coastal Marsh. I know that the application has been in our office since the 1st of April, but my hands are just getting to it. As you are currently not the owners of the property I will not be able to yet process the application until we have proof of purchase or something showing your ownership of the property; such as closing documents or a Deed. Please make sure that when you close tomorrow, that you email me or bring a copy of some proof of ownership to our office. I will process everything on Monday. Have a lovely weekend!

Respectfully,

Stacie Ayres-Ennis

Rental License Program Coordinator

Department of Development, Review, and Permitting

Worcester County Government

One West Market Street, Room 1201

Snow Hill, MD 21863

(410) 632.1200 extention 1189



Christy Agnese [REDACTED]

To: Stacie Ayres-Ennis <sennis@co.worcester.md.us>

Thu, Apr 10, 2025 at 1:56 PM

Hi Stacie,

Thank you so much for letting me know that I am next in line. I so appreciate it! :)

Yes, I will email you our proof of ownership when we close tomorrow so the application can be processed on Monday.

I hope you have a wonderful weekend!

Christy Agnese

[Quoted text hidden]

Stacie Ayres-Ennis <sennis@co.worcester.md.us>
To: Christy Agnese [REDACTED]

Thu, Apr 10, 2025 at 1:58 PM

Hello Christy,

You are most welcome. Enjoy your weekend as well!

Cordially,

Stacie Ayres-Ennis

Rental License Program Coordinator

Department of Development, Review, and Permitting

Worcester County Government

One West Market Street, Room 1201

Snow Hill, MD 21863

(410) 632.1200 extention 1189

MARYLAND'S

Coast

WORCESTER COUNTY

[Quoted text hidden]

Christy Agnese [REDACTED]
To: Stacie Ayres-Ennis <sennis@co.worcester.md.us>

Fri, Apr 11, 2025 at 4:14 PM

Hi Stacie,

We closed! What a crazy and rainy day it has been.

I have attached the deed to this email. Please let me know if you have any questions once you start processing the application on Monday.

Many thanks again!

Best wishes,
Christy

Christy Agnese

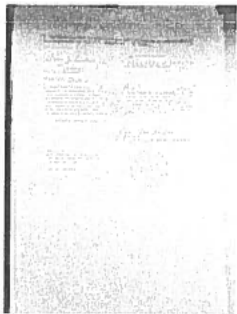


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3 attachments



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3034K



IMG_7631.jpeg
3899K



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

<http://www.co.worcester.md.us/departments/drp>

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

MEMORANDUM

To: Worcester County Planning Commission
From: Jennifer Keener, AICP, Director
Matt Laick, GISP, Deputy Director
Kristen Tremblay, AICP, Zoning Administrator
Date: December 30, 2025
Re: Text Amendment Application – Modify § ZS 1-351(b)(5) – Short-term rental third parking space requirement

Christy Agnese, property owner within the Landings subdivision, has submitted a text amendment application to modify the effective date at which a third parking space shall be provided for a short-term rental property. A copy of the draft bill language is attached for your consideration.

As is the case with all text amendment applications, the application was distributed to staff for review and comment. The Planning Commission shall review the request and make a recommendation to the Worcester County Commissioners (favorable or unfavorable) and can make recommendations for changes to the proposed language. If at least one County Commissioner introduces the amendment as a bill, then a public hearing date will be set for the Commissioners to obtain public input prior to acting on the request.

BACKGROUND

Currently, all dwelling units shall provide two off-street parking spaces per unit. Tandem or stacked parking is not permitted to be counted towards the minimum requirements per the definition of “off-street parking space”. If the dwelling unit was permitted on or after January 1, 2020 (the effective date of the rental licensing legislation), a third parking space shall be provided to obtain a short-term rental license. Attached is a copy of the short-term rental ordinance in the Zoning Code, as well as the short-term rental addendum that each owner is required to sign with their license application.

DISCUSSION

The purpose of the third parking space is to alleviate traffic impacts from the potentially higher number of occupants allowed in a dwelling on a short-term basis. A long-term rental or owner-occupied dwelling is subject to the occupancy restrictions of a “family or housekeeping unit”, which restricts the total number of unrelated occupants to no more than five (5). On the other hand, occupancy within the same dwelling as a short-term rental is determined by the size of the bedrooms. The average short-term license permits 8 people, and ranges between 2 to 33 people.

When presented to the County Commissioners in August 2019, the bill proposed one additional off-street parking space for all short-term rentals. Based upon public feedback, the Commissioners amended the bill in October 2019 to limit applicability to the effective date of the legislation (January 1, 2020). This reduced the burden of installing additional spaces on existing homeowners, while new applicants shall incorporate a third space into their project if a short-term rental was anticipated.

Staff advise developers during the review of new residential developments so that they are aware of the requirements when they market their units. Whether that information is passed on to the consumer is unclear. Some developers have built out additional parking to accommodate this request from homeowners. Others have specified that units will remain owner occupied or for long-term rentals only. In communities developed over an extended period, it is common for different phases to be governed by the standards in effect at the time each phase was developed or permit was approved. While this has resulted in communities operating under more than one set of rules, this outcome is consistent with long-standing land-use practice. Overall, the Department's interpretation of the law has not changed since it went into effect in 2020; however, it was apparently not consistently enforced in all communities.

The parking provision has become difficult to manage in condominium regimes (multi-family, two-family or townhouse developments) where individual units are sold, but the common area, which may include off-street parking, is managed by a homeowner or condominium association. In some instances, there is not enough parking available for all units to be allocated a third space. In addition to the homeowner signing the short-term rental addendum, the Department requires that the controlling entity provide a letter stating that the respective unit has the right to use the additional space.

RECOMMENDATION

Several communities are experiencing parking challenges which can be exacerbated by short-term rentals, and which have resulted in recent draft legislation addressing garage clearance heights. The proposed language will not alleviate future homeowners in communities constructed after January 1, 2026, from the same effects that current homeowners are experiencing. It would simply allow additional short-term rentals to operate without providing the additional spaces needed to meet the apparent demand.

Maintaining a firm cutoff date, such as January 1, 2020, avoids shifting impacts onto neighbors, and preserves the integrity of the County's adopted planning framework while allowing limited, narrowly tailored vesting where appropriate. **Overall, staff support the County Commissioners' original decision to require a third parking space as of the effective date of the original legislation.**

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

BILL 26-__

BY:

INTRODUCED:

A BILL ENTITLED

AN ACT Concerning

Zoning – Short-term rentals

For the purpose of amending the Zoning and Subdivision Control Article to modify the effective date at which a third parking space shall be provided for a short-term rental property.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-351(b)(5) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

- (5) One additional off-street parking space beyond that required by the provisions of § ZS 1-320(a) shall be provided for all short-term rental structures for which a building permit application is received after ~~the effective date of this section~~ JANUARY 1, 2026.

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect forty-five (45) days from the date of its passage.

PASSED this _____ day of _____, 2026.

Subtitle ZS1:III. Supplementary Districts and District Regulations

§ ZS 1-351. Short-term rentals.

[Added 10 15 2019 by Bill No 19 3]

- (a) Generally. It is the intent of these regulations to maintain the neighborhood character where short-term rentals take place and protect the health, safety and general welfare of the permanent residents and the lodgers while allowing this form of renting to exist.
- (b) Requirements.
- (1) Any dwelling unit or portion thereof that is offered as short term rentals must conform to the provisions of this Title
 - (2) Any property used or planned to be used for short-term rentals shall be limited to a single rental contract for any overnight period regardless of the number of available sleeping rooms in the principal dwelling unit or accessory apartment.
 - (3) Occupancy.
 - A The definition of "family or housekeeping unit" as contained in § ZS 1 103 hereof shall not apply in determining the occupancy limitations for short term rentals holding a valid rental license pursuant to § TR 2-105 of the Taxation and Revenue Article of the Code of Public Local Laws of Worcester County, Maryland but rather shall be determined as follows:
 1. Every bedroom, as defined in § ZS 1-103 hereof, occupied by more than one person shall contain not less than fifty square feet of floor area unobstructed other than by furniture for each occupant
 2. The total number of occupants permitted in any short-term rental unit shall not exceed the sum total of all occupants permitted in each bedroom of the structure.
 - B. Accessory apartments shall only be rented in their entirety and shall be subject to the occupancy limitations as contained in Subsection (b)(3)A, above. Accessory apartments shall also be subject to the provisions of § ZS 1-338 hereof.
 - (4) No modifications shall be made to the dwelling unit which shall change the functionality, appearance or principal design of the structure as an individual dwelling unit.
 - (5) One additional off-street parking space beyond that required by the provisions of § ZS 1-320(a) shall be provided for all short-term rental structures for which a building permit application is received after the effective date of this section
 - (6) The property owner shall maintain a record of the names of all lodgers, including their address, phone number and email address as applicable, as well as the dates of lodging. Such record shall be provided to the County upon request.
 - (7) The property owner or their authorized agent shall make the dwelling unit available for inspection during reasonable hours upon request by the County in order to verify compliance with the provisions of this Title.
 - (8) On-premises signage shall be permitted in accordance with the provisions of § ZS 1-324.
 - (9) The hosting of functions and events, including but not limited to wedding ceremonies, wedding receptions, family reunions, birthday and anniversary celebrations, corporate and employee appreciation parties and other similar gatherings of persons other than the authorized lodgers, shall be prohibited in association with any short term rentals, regardless of whether or not any form of compensation or barter has been paid or received by any individual or firm for the event.
 - (10) The County Commissioners by resolution may establish additional standards or require additional information as deemed necessary to enforce the provisions of this Title.



RENTAL LICENSE APPLICATION
SHORT-TERM ADDENDUM

A short-term rental is defined as a maximum occupancy of twenty-eight (28) consecutive days or less. If you will be renting your single-family dwelling on a short-term basis, you will be required to submit this Addendum with your Rental License Application.

Please print this sheet and read through the general information pertaining to your application for a short-term rental license. Please sign the form at the bottom of the page acknowledging the requirements, and submit it with your completed application. Keep a copy for your records.

GENERAL INFORMATION

- Any dwelling unit or portion thereof that is offered as short-term rentals shall be limited to a single rental contract for any overnight period regardless of the number of sleeping rooms available.
- The occupancy of the dwelling unit and/or bedrooms available for rent shall be based on the definition of a “bedroom” per the Worcester County Zoning Code, and the calculation provided in §ZS 1-351 Short-term rentals. A formal determination of the maximum permitted occupancy shall be made by the Department and will be reflected on the issued rental license. All rental or lease agreements shall reflect this maximum permitted occupancy.
- Every dwelling unit is required to provide two 10’ wide by 20’ long parking spaces that are fully accessible; stacking of vehicles shall not count towards the provisions for a parking space. If a building permit for the dwelling unit was submitted to the Department on or after January 1, 2020, an additional parking space shall be provided, for a total of three (3) parking spaces on the subject property. Street parking does not count towards the required parking.
- The property owner shall maintain a record of the names of all lodgers, including their mailing address, phone number and email address as applicable, as well as the dates of lodging. Such record shall be provided to the County upon request.
- The hosting of functions and events of persons other than the authorized lodgers shall be prohibited in association with any short-term rentals, regardless of whether or not any form of compensation or barter has been paid or received.
- No modifications shall be made which shall change the functionality, appearance or principal design of the structure as an individual dwelling unit.

Signature of Property Owner: _____ Date: _____

Subject Property Address: _____

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

BILL 19-3

BY: Commissioners Bertino, Bunting, Church, Elder, Mitrecic, Nordstrom and Purnell

INTRODUCED: July 16, 2019

AMENDED: SEPTEMBER 17, 2019

A BILL ENTITLED

AN ACT Concerning

Zoning - Boarding and Lodging Rentals

For the purpose of amending the Zoning and Subdivision Control Article to eliminate inconsistencies in existing codes, revise definitions and to establish new regulations for short term rentals of one-and two-family dwellings.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that SUBSECTION § ZS 1-103(B) OF THE ZONING AND SUBDIVISION CONTROL ARTICLE OF THE CODE OF PUBLIC LOCAL LAWS OF WORCESTER COUNTY, MARYLAND BE AMENDED BY THE ADDITION OF A DEFINITION OF THE TERM "BEDROOM" TO READ AS FOLLOWS:

BEDROOM - A ROOM THAT CAN BE USED FOR SLEEPING THAT MEETS ALL OF THE FOLLOWING CRITERIA:

- (1) CONTAINS A MINIMUM OF SEVENTY SQUARE FEET OF CONDITIONED SPACE UNOBSTRUCTED OTHER THAN BY FURNITURE AND NOT INCLUDING CLOSETS;
- (2) IS LOCATED ALONG AN EXTERIOR WALL OF THE STRUCTURE IN WHICH IT IS CONTAINED;
- (3) HAS AN ENTRY DOOR AND A CLOSET;
- (4) DOES NOT PROVIDE ACCESS TO ANOTHER ROOM OTHER THAN A BATHROOM OR A CLOSET;
- (5) HAS AN EMERGENCY MEANS OF ESCAPE AND RESCUE MEETING THE REQUIREMENTS OF THE COUNTY BUILDING CODE ADOPTED PURSUANT TO § BR 1-201 OF THE BUILDING REGULATIONS ARTICLE WHEN CONTAINED IN A BUILDING FOR WHICH A BUILDING PERMIT WAS ISSUED ON OR AFTER JULY 1, 1992; AND
- (6) IS NOT ALL OR ANY PART OF A HALLWAY, BATHROOM, KITCHEN, LIVING ROOM, FAMILY ROOM, DINING ROOM, DEN, HOME THEATER/MEDIA ROOM, BREAKFAST ROOM OR NOOK, PANTRY, LAUNDRY ROOM, SUNROOM, RECREATION ROOM, EXERCISE ROOM OR ANY OTHER SIMILAR USE.

Section+2. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that the existing definitions of "boarding or lodging house" and "country inn" as contained in Subsection § ZS 1-103(b) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed.

Section 23. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that the existing definition of "transient" as contained in Subsection § ZS 1-103(b) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

TRANSIENT — When referring to a person, a person occupying or intending to occupy all or any portion of a structure for lodging on a temporary basis not to exceed twenty-eight consecutive days.

Section 34. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that the existing definition of "boarder or lodger" as contained in Subsection § ZS 1-103(b) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and replaced by the new terms "lodger" and "roomer or boarder" to read as follows:

LODGER — A person who receives sleeping accommodations, which may also include meals, for compensation in all or any portion of any dwelling unit for twenty-eight consecutive days or less.

ROOMER or BOARDER — A person who receives sleeping accommodations, which may also include meals, for compensation in all or any portion of any dwelling unit for more than twenty-eight consecutive days and who is not part of the resident family.

Section 45. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-103(b) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be amended by the addition of a definition of the term "short term rental" to read as follows:

SHORT TERM RENTAL (STR) — All or a portion of any dwelling unit or all of an accessory apartment that is rented to a lodger for sleeping accommodations on a basis not to exceed twenty-eight consecutive days. Short term rentals do not include bed-and-breakfast establishments. See § ZS 1-351 hereof.

Section 56. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-105(c) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be amended by the addition of a new subsection § ZS 1-105(c)(7) to read as follows:

(7) Short term rentals, subject to the provisions of § ZS 1-351 hereof.

Section 67. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsections §§ ZS 1-202(c)(26) and ZS 1-202(c)(27) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and Subsections §§ ZS 1-202(c)(28) through ZS 1-202(c)(46) be renumbered as Subsections §§ ZS 1-202(c)(26) through ZS 1-202(c)(44) respectively.

Section 78. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsections §§ ZS 1-203(c)(4) and ZS 1-203(c)(5) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and Subsections §§ ZS 1-203(c)(6) through ZS 1-203(c)(22) be renumbered as Subsections §§ ZS 1-203(c)(4) through ZS 1-203(c)(20) respectively.

Section 89. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-203(d) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be amended by the addition of a new Subsection § ZS 1-203(d)(11) to read as follows:

- (11) The keeping of not more than two roomers or boarders.

Section 910. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsections §§ ZS 1-204(c)(11) and ZS 1-204(c)(12) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and Subsections §§ ZS 1-204(c)(13) through ZS 1-204(c)(22) be renumbered as Subsections §§ ZS 1-204(c)(11) through ZS 1-204(c)(20) respectively.

Section 1011. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-204(e) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be amended by the addition of a new Subsection § ZS 1-204(e)(12) to read as follows:

- (12) The keeping of not more than two roomers or boarders.

Section 1112. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsections §§ ZS 1-208(c)(1) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and Subsections §§ ZS 1-208(c)(2) through ZS 1-208(c)(18) be renumbered as Subsections §§ ZS 1-208(c)(1) through ZS 1-208(c)(17) respectively.

Section 1213. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-215(d) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be amended by the addition of a new Subsection § ZS 1-215(d)(8) to read as follows:

- (8) The keeping of not more than two roomers or boarders.

Section 1314. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-340(b)(1) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

- (1) No bed-and-breakfast facility shall contain more than twenty guest sleeping rooms. Only designated rooms shall be used for sleeping.

Section ~~14~~15. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-340(b)(7) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

- (7) No guest shall be permitted in a bed in a bed-and-breakfast facility for more than twenty-eight consecutive nights.

Section ~~15~~16. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsections §§ ZS 1-340(b)(9) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and Subsections §§ ZS 1-340(b)(10) and ZS 1-340(b)(11) be renumbered as Subsections §§ ZS 1-340(b)(9) and ZS 1-340(b)(10) respectively.

Section ~~16~~17. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that a new Section § ZS 1-351 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be enacted to read as follows:

§ ZS 1-351. Short term rentals.

- (a) Generally. It is the intent of these regulations to maintain the neighborhood character where short term rentals take place and protect the health, safety and general welfare of the permanent residents and the lodgers while allowing this form of renting to exist.
- (b) Requirements.
 - (1) Any dwelling unit or portion thereof that is offered as short term rentals must conform to the provisions of this Title.
 - (2) Any property used or planned to be used for short term rentals shall be limited to a single rental contract for any overnight period regardless of the number of available sleeping rooms in the principal dwelling unit or accessory apartment.
 - (3) Occupancy.
 - A. ~~Where the entire dwelling unit or accessory apartment is being offered for rent, occupancy shall be limited to a maximum of one family or housekeeping unit as defined in § ZS 1-103(b) hereof.~~ THE DEFINITION OF “FAMILY OR HOUSEKEEPING UNIT” AS CONTAINED IN § ZS 1-103 HEREOF SHALL NOT APPLY IN DETERMINING THE OCCUPANCY LIMITATIONS FOR SHORT TERM RENTALS HOLDING A VALID RENTAL LICENSE PURSUANT TO § TR 2-105 OF THE TAXATION AND REVENUE ARTICLE OF THE CODE OF PUBLIC LOCAL LAWS OF WORCESTER COUNTY, MARYLAND BUT RATHER SHALL BE DETERMINED AS FOLLOWS:
 - 1. EVERY BEDROOM, AS DEFINED IN § ZS 1-103 HEREOF, OCCUPIED BY MORE THAN ONE PERSON SHALL CONTAIN NOT LESS THAN FIFTY SQUARE FEET OF FLOOR AREA UNOBSTRUCTED OTHER THAN BY FURNITURE FOR EACH OCCUPANT.

2. THE TOTAL NUMBER OF OCCUPANTS PERMITTED IN ANY SHORT TERM RENTAL UNIT SHALL NOT EXCEED THE SUM TOTAL OF ALL OCCUPANTS PERMITTED IN EACH BEDROOM OF THE STRUCTURE.

~~B. Where a portion of the principal dwelling is being offered for rent, occupancy shall consist of a maximum of two sleeping rooms that may accommodate up to two lodgers per room not including children under the age of twelve but in no case a greater number of lodgers than may be permitted by the zoning district regulations:~~

€ B. Accessory apartments shall only be rented in their entirety and shall be SUBJECT TO THE OCCUPANCY LIMITATIONS AS CONTAINED IN SUBSECTION (B)(3)A. ABOVE. ~~limited to a maximum of one family or housekeeping unit as defined in § ZS 1-103(b) herein.~~ Accessory apartments shall also be subject to the provisions of § ZS 1-338 hereof.

- (4) No modifications shall be made to the dwelling unit which shall change the functionality, appearance or principal design of the structure as an individual dwelling unit.
- (5) One additional off-street parking space beyond that required by the provisions of § ZS 1-320(a) for the existing permitted structure(s) shall be provided for all short term rental properties STRUCTURES FOR WHICH A BUILDING PERMIT APPLICATION IS RECEIVED AFTER THE EFFECTIVE DATE OF THIS SECTION.
- (6) The property owner shall maintain a record of the names of all lodgers, including their address, phone number and email address as applicable, as well as the dates of lodging. Such record shall be provided to the County upon request.
- (7) The property owner or their authorized agent shall make the dwelling unit available for inspection during reasonable hours upon request by the County in order to verify compliance with the provisions of this Title.
- (8) On-premises signage shall be permitted in accordance with the provisions of § ZS 1-324.
- (9) The hosting of functions and events, including but not limited to wedding ceremonies, wedding receptions, family reunions, birthday and anniversary celebrations, corporate and employee appreciation parties and other similar gatherings of persons other than the authorized lodgers, shall be prohibited in association with any short term rentals, regardless of whether or not any form of compensation or barter has been paid or received by any individual or firm for the event.
- (10) The County Commissioners by Resolution may establish additional standards or require additional information as deemed necessary to enforce the provisions of this Title.

Section 1718. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect January 1, 2020.

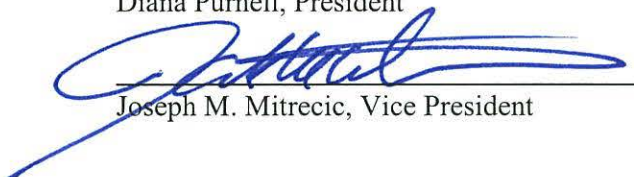
PASSED this 15th day of October, 2019.

ATTEST:


Harold L. Higgins
Chief Administrative Officer

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND


Diana Purnell, President


Joseph M. Mitrecic, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

Absent

James C. Church


Theodore J. Elder


Joshua C. Nordstrom



Worcester County Commissioners
 Worcester County Government Center
 One W. Market Street, Room 1103
 Snow Hill, Maryland 21863

**PETITION FOR AMENDMENT TO THE OFFICAL TEXT
 OF THE ZONING AND SUBDIVISION CONTROL ARTICLE**

(For Office Use Only – Please Do Not Write in this Space)

Date Received by Office of the County Commissioners _____

Date Received by Development Review and Permitting Revised: December 12, 2025

Date Reviewed by the Planning Commission January 8, 2026

I. Application: Proposals for amendments to the text of the Zoning and Subdivision Control Article may be made by any interested person who is a resident of Worcester County, a taxpayer therein, or by any governmental agency of the County. Check applicable status below:

- a. Resident of Worcester County: _____
- b. Taxpayer of Worcester County: X _____
- c. Governmental Agency: _____ (Name of Agency)

II. Proposed Change to Text of the Zoning and Subdivision Control Article

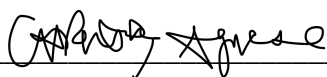
- a. Section Number: 1-351(b)(5)
 - b. Page Number: <https://ecode360.com/14021036#35278734>
 - c. Proposed revised text, addition or deletion:
Revise text to read:
One additional off-street parking space beyond that required by the provisions of § ZS 1-320(a)
shall be provided for all short-term rental structures for which a building permit application
is received after January 1, 2026.
-
-
-

III. Reasons for Requesting Text Change:

- a. Please list reasons or other information as to why the proposed text change is necessary and therefore requested:

Please see attached.


IV. Signature of Applicants

Signature(s): 

Printed Name(s): Christy Agnese

Mailing Address: 12423 Coastal Marsh Drive, Unit 5, Berlin, MD 21811

Phone Number: 6 

Email: 

Date: 12/12/25

V. Signature of Attorney

Signature: _____

Printed Name: _____

Mailing Address: _____

Phone Number: _____

Email: _____

Date: _____

VI. General Information Relating to the Text Change Process

- a. Applications for text amendments shall be addressed to and filed with the Office of the County Commissioners. The required filing fee must accompany the application.

- b. Procedure for Text Amendments: Text amendments shall be passed by the County Commissioners of Worcester County as Public Local Laws according to legally required procedures, with the following additional requirements. Any proposed amendment shall first be referred to the Planning Commission for recommendation. The Planning Commission shall make a recommendation within a reasonable time after receipt of the proposed amendment. After receipt of the recommendation of the Planning Commission, the County Commissioners shall hold at least one public hearing in relation to the proposed amendment, at which parties and interested citizens shall have an opportunity to be heard. At least fifteen (15) days notice of the time and place of such hearing and the nature of the proposed amendment shall be published in an official paper or a paper of general circulation in Worcester County. In the event no County Commissioner is willing to introduce the proposed amendment as a bill, it will not be considered.

Christy Agnese

12423 Coastal Marsh Drive, Unit 5, Berlin, MD 21811

December 12 ,2025

Worcester County Commissioners
Worcester County Planning Commission
Worcester County Department of Development Review and Planning
Worcester County Government Center
One W. Market Street
Snow Hill, Maryland 21863

Dear Commissioners, Members of the Planning Commission, and Members of the Department of Development Review and Permitting,

This letter serves as the Section III A: Reasons for Requesting Text Change on the Worcester County Petition for Amendment to the Official Text of The Zoning and Subdivision Control Article submitted on December 7, 2025 and lists reasons or other information as to why the proposed text change is necessary and therefore requested.

I propose “the effective date of this section” is changed to “January 1, 2026” in [§ ZS 1-351\(b\)\(5\)](#).

Current:

*One additional off-street parking space beyond that required by the provisions of [§ ZS 1-320\(a\)](#) shall be provided for all short-term rental structures for which a building permit application is received after **the effective date of this section**.*

Proposed:

*One additional off-street parking space beyond that required by the provisions of [§ ZS 1-320\(a\)](#) shall be provided for all short-term rental structures for which a building permit application is received after **January 1, 2026**.*

History and Positive Outcomes Accomplished

Short-term rentals ([Section 1-351](#)) was added on October 15, 2019 by [Bill No. 19-3](#) “for the purpose of amending the Zoning and Subdivision Control Article to eliminate inconsistencies in existing codes, revise definitions and to establish new regulations for short term rentals of one-and two-family dwellings.”

There were many aspects in this bill that created improvements for our community and provided a clear foundation for those who wanted to participate in responsible short-term rental. This bill most notably ensured that there are reasonable occupancy standards, restricted functions and events, and mandated registry lists of guests. In reviewing the minutes from 2019, these outcomes do address many of the concerns that were being discussed. Those involved in the conversations and decision-making had very good intentions of creating short-term rental guidance to ensure a thriving community.

Timing and Impact of the Pandemic

The effective date of [Section 1-351\(b\)\(5\)](#) was January 1, 2020. No one in our community could have predicted there would be a global pandemic shortly in the future. It is reasonable to conclude that the pandemic played a role in the implementation, understanding, interpretation, and communication of the new code. Communicating change is difficult in the best of times and communicating anything beyond health and safety during the pandemic simply didn’t seem to be possible. There was a complete lack of common understanding of what [Section 1-351\(b\)\(5\)](#) required of newly constructed properties to be eligible to obtain a short-term rental permit. Unfortunately, these changes and their very important implications, were not clearly communicated to homebuilders or potential homeowners as a result.

Ambiguity, Interpretation, and Enforcement

[Section 1-351\(a\)](#) states the overarching intention as follows:

*Generally. It is the intent of these regulations to maintain the neighborhood character where short-term rentals take place and protect the health, safety and general welfare of the permanent residents and the lodgers **while allowing this form of renting to exist.***

[Section 1-351\(b\)\(5\)](#) as currently stated is in direct conflict with [Section 1-351\(a\)](#) as it is currently being enforced as it has taken away my right and the right of other owners to participate in short-term rental. [Section 1-351](#) became operational in January 2020. Due to the ambiguity of the code language from 2020 to 2025 the Department of Development Review and Permitting issued short-term rental permits for properties built post-2020 that

only had two dedicated exclusive parking spaces. From my conversations with members of the team when I was exploring obtaining my short-term rental permit in 2024 and 2025, just having access to community parking spaces met the code threshold for having a third parking spot. I was encouraged to and did submit a parking site plan of our community to demonstrate that we had available parking to satisfy the third spot requirement.

Starting in the summer of 2025 the Department of Development Review and Permitting began revoking short-term rental licenses as they were “issued in error and no longer valid.” This came as an absolute surprise to me, those who lost their permits, neighbors, and the management company who manages our neighborhood. **The issue is that now [Section 1-351\(b\)\(5\)](#) is being interpreted that this third spot must be a dedicated and exclusive off-street parking spot, not access to a community/shared off-street parking spot, which was how the department was previously interpreting and enforcing the code.**

Though it is not applicable to my particular situation, since I have a garage with two spaces which meet the requirements for two vehicle parking per the county, and do not have a driveway, I understand that the definition of tandem or “stacked” parking has been another reason that members of the community have had their short-term rental licenses revoked as well, since they cannot use their driveways for the third space. Again, this was not made clear to the now homeowners who built their homes post 2020. **The proposed text amendment of [Section 1-351\(b\)\(5\)](#) would solve these issues and allow the licenses of those who have had them revoked to have them reinstated.**

My story

I built a townhome in Bayside and shared widely with Ryan Homes, Legum & Norman, the property management company for our community, and Worcester County Department of Development Review and Planning that I intended to use our home as a vacation home to bring together our family and participate in short-term rental to share our home with others. I followed all of the stated rules, and filed all permits and paperwork, and it is very unfortunate that all parties were apparently misinterpreting [Section 1-351\(b\)\(5\)](#) about requiring a third dedicated parking spot incorrectly until recently.

I would not have built this home in Bayside if I would have known that short-term rental was not an option. I’m a member of the Friends of Assateague State Park and have been vacationing in our community for nearly 15 years. I used to camp at the state park and then I rented short-term rentals in the Bayside Community in the years leading up to building my home, which is how I fell in love with the community. I built my townhome and closed in April 2025.

My husband and I are two working parents who have dedicated our careers to professional non-profit service. Building this vacation home was such a stretch and achievement--I rely on short-term income to keep this home financially feasible. I set up the home within a week after closing on construction to have it up and running as a rental with very careful logistical planning, a plethora of deliveries from our UPS driver, so much hard physical work from our talented family, lots of coordination with our professional rental company and the County of Worcester to obtain my license. I have to say that staff at the Worcester County Department of Development Review and Planning were a pleasure to work with. I found them to be very helpful in providing feedback and guidance to ensure that I was following the rules as they were currently being interpreted. They always answered my phone calls and quickly got back to me with answers to my questions. I had such a wonderful summer of enjoying my new home with family and friends and renting it out to guests who all provided us with a 5-star rating and were good stewards of our community resources. I want this to continue.

Since my husband and I do not have much vacation time as two working parents and seek to use our house as it fits our work schedules and our child's school schedule, longer term renting is not an option for us. A future goal is to use the house more personally, but short-term rental will always be part of our plan.

Unfortunately, my story is in no way unique in our community. I have spoken to other homeowners, and their stories are variations on a theme. **Many built their homes fully intending on vacationing in the community themselves and using short-term rental to make the financials feasible. They too shared widely with builders, the county, and their management companies that they intended to participate in short-term rental before and during building their homes. [Section 1-351\(b\)\(5\)](#) as it is currently stands and is being interpreted is preventing this reality.**

Equity

[Section 1-351\(b\)\(5\)](#) has created inequity for homeowners in our community as homes built pre-2020 only need two parking spaces while post-2020 are required three exclusive parking spaces. The divide is especially noticeable in my neighborhood, Bayside, since the community has been under development for 20 years. Since everyone (including the county, builders, management) were misinterpreting or not fully informed of the ramifications of **[Section 1-351\(b\)\(5\)](#) buyers were informed that short-term rental would be a possibility.**

Entire neighborhoods were intentionally designed, marketed, and built with the clear expectation that short-term rentals would be allowed. Homeowners invested substantial resources in good faith, relying on those assurances and the regulatory framework in place at the time. The change in interpretation after the fact undermines that trust.

Section 1-351(b)(5) as it currently stands effectively divides neighbors into two unequal classes: homeowners who can rent short-term because they built before the cutoff, and those who cannot simply because they came later. Such inequity discourages future investment and contradicts the principles of fairness and predictability that responsible regulation should uphold.

For these reasons, the **Section 1-351(b)(5) should be updated** to restore consistency, protect homeowner rights, and maintain trust in the County's regulatory process for those who built between 2020 and 2026.

Neighborhood Harmony

In my neighborhood, Bayside, each home, both single family and townhomes, has two dedicated exclusive parking spaces in their garages as determined by the County of Worcester. Additionally, **there is ample non-exclusive off-street parking available over the minimum required for building code in parking pods throughout the community.**

The attempt to mandate exclusive assigned parking for the third spot as part of **Section 1-351(b)(5) has created much neighborhood discord and strife. Sharing the non-exclusive off-street parking has been effective.** Indeed, our community is finally fully built, and all the parking has been paved and lined as of November 2025. There is more parking available today than there ever has been.

At the November 22, 2025 special meeting of the Bayside Community Association Board of Directors affirmed their commitment to allow short-term rentals to continue in our neighborhood. At the same time, there was not the desire to assign non-exclusive parking available at the community center parking lot. This demonstrates that forcing a retroactive action to attempt to remedy the ramifications of **Section 1-351(b)(5)** is untenable in our community.

Since Section 1-351(b)(5) was never enforced as currently interpreted from January 2020 to Summer 2025, having a third exclusive and dedicated spot is not needed in our neighborhood. Other aspects of **Bill No. 19-3** such as the occupancy restrictions and

prohibiting parties and gatherings are effective in limiting the amount parking in our neighborhood and like neighborhoods.

Economic Hardship

Since homeowners purchased and built their homes under prior guidance, the current interpretation of [Section 1-351\(b\)\(5\)](#) has caused them to experience significant and unjust economic hardship. Many owners invested substantial resources in good faith reliance on the original regulatory framework, which allowed short-term rentals without this extra dedicated parking space requirement. These homes were designed, financed, and constructed based on that understanding.

This change effectively strips owners of a key income stream that was integral to their financial planning. Short-term rentals can provide essential supplemental income to cover mortgages, property taxes, and maintenance costs. Removing that opportunity can lead to **negative equity, forced sales, or foreclosure risk**, particularly for those who purchased vacation homes, second homes, or retirement properties with the expectation of rental income.

Additionally, **removing the right to short-term rental legally, lowers the home values of everyone** in the community, regardless of their interest to participate in short-term rental themselves. For Worcester County removing that opportunity is projected to reduce home values based on [trends in similar coastal markets](#).

Tourism continues to be a growing and major economic driver in Worcester County. In 2022 **visitors spent approximately \$2.6 billion in Worcester County**, up from \$2.48 billion in 2021 and \$1.97 billion in 2019, when [Bill No. 19-3](#) was adopted. Tourism also supports more than **15,000 jobs in Worcester County**, representing the majority of local employment, and generates hundreds of millions in state and local tax revenue. Short-term rentals specifically generate a 5% Room Tax to Worcester County, which will be increased to [6% beginning January 1, 2026](#). **Responsible short-term rental is a vital part of our community and owners who built before January 1, 2026 must have the right to participate.**

Lessons Learned and a Path Forward

Worcester County can learn lessons from this situation and chart an intentional path forward. I believe that the Commissioners, Planning Commission and Department of Development Review and Planning want all developers, homebuilders, and potential

homeowners to fully understand [Section 1-351\(b\)\(5\)](#) and if their home will be eligible to apply for a short-term rental permit. This text amendment allows this to become a reality.

Everyone wants homebuilders, developers, and potential homebuyers to be aware of the possibilities of their properties in a very transparent manner, so education and clear communication crucial to success. Some ways that this might be accomplished is a written memo from the Department of Development Review and Planning to the developers and homebuilders when they apply for permits that would become part of the minutes of the Planning Commission Meetings. For potential homebuyers, an infographic could be created and placed on the Department of Development Review and Planning's website graphically and clearly explaining what is required. This infographic could be used to create a handout that developers are required to give to potential buyers for educational purposes. Finally, real estate listings and marketing materials could clearly and plainly state if a property is eligible to apply for a short-term rental license in Worcester County or not. I'm positive there are other ideas that could increase communication and clarity on this topic, and I encourage the county to adopt them fully.

For the future, since potential buyers need clarity if their property is eligible to participate in short-term rental in Worcester County, it is my recommendation that their third parking spot is deeded or permanently placed. We have learned that a potential assignment of a common spot over the required minimum is not a strategy that can be relied on a consistent basis or for the long-term. Buyers deserve clarity to make such an important financial decision.

This renewed plan with enhanced education and transparent communication would lay the foundation for future work related to short-term rentals as new developers come to Worcester County. If so desired, it would give the county the opportunity to purposefully approve permanent affordable housing with only two dedicated parking spots with the potential buyer's full awareness that it is not available for short-term rental.

Conclusion

[Section 1-351\(b\)\(5\)](#) as it is currently stated is at odds with the original intent and goals of the short-term rental regulations adopted in 2019, creates inequity among homeowners, and imposes unnecessary economic hardship on those who built in good faith under prior interpretation. For five years, the County interpreted this aspect of the code in a way that allowed responsible short-term rental participation, and communities were planned and marketed with that understanding. The recent shift in interpretation not only divides neighbors into two classes but also erodes trust in the regulatory process, discourages

investment, and threatens property values. **Updating [Section 1-351\(b\)\(5\)](#) will restore consistency, uphold fairness, and protect both homeowner rights and the economic vitality of Worcester County.** The county can learn from this situation and set itself up for success in the future.

I would like nothing more than to remain a member of this community and participate in short-term rental.

Thank you for your careful consideration and action. I'm looking forward to speaking with you at upcoming meetings.

With respect and in partnership,

A handwritten signature in cursive script that reads "Christy Agnese". The signature is written in dark ink and is positioned above the printed name.

Christy Agnese



Worcester County Administration

One West Market St. Room 1103 | Snow Hill MD 21863 | (410) 632-1194 | www.co.worcester.md.us

To: County Commissioners

From: Roscoe R. Leslie

Date: January 8, 2026

RE: Lewis Road Bond Bill Introduction

Attached for introduction is a bond bill securing \$618,000 in USDA funding for the Lewis Road Sewer Extension Project.

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

BILL 26-01

By: _____

Introduced: _____

A BILL ENTITLED

AN ACT TO EMPOWER AND AUTHORIZE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND (THE “COUNTY”) TO BORROW ON ITS FULL FAITH AND CREDIT NOT MORE THAN SIX HUNDRED EIGHTEEN THOUSAND DOLLARS (\$618,000) IN ORDER TO FINANCE AND REFINANCE IMPROVEMENTS TO LEWIS ROAD SEWER EXTENSION PROJECT(S) IN THE COUNTY AND TO EFFECT SUCH BORROWING BY THE ISSUANCE AND SALE OF ONE OR MORE SERIES OF ITS GENERAL OBLIGATION BONDS PAYABLE FROM AD VALOREM TAXES TO BE LEVIED BY THE COUNTY; EXEMPTING THE BONDS FROM THE PROVISIONS OF SECTIONS 19-205 AND 19-207 OF THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND; AUTHORIZING THE REFUNDING OF SUCH BONDS AND RELATING GENERALLY TO THE ISSUANCE AND SALE OF SUCH BONDS FOR SUCH PURPOSES

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Appendix WW to the Code of Public Local Laws of Worcester County, Maryland be created to read as follows:

APPENDIX “WW”

BOND AUTHORIZATION FOR FINANCING A PORTION OF THE COST OF ENGINEERING, DESIGNING, CONSTRUCTING, EQUIPPING, FURNISHING AND UNDERTAKING SITE WORK FOR LEWIS ROAD SEWER SYSTEM PROJECT(S)

SECTION 1. Pursuant to Sections 19-501 to 19-510, inclusive, of the Local Government Article of the Annotated Code of Maryland, as replaced, supplemented or amended (the “Act”), County Commissioners of Worcester County, Maryland (the “County”) may borrow money for any public purpose and may evidence the borrowing by the issuance and sale of its general obligation bonds. By and through Resolution No. 24-17, adopted by the Board of County Commissioners of Worcester County (the “Board”) on November 11, 2024, the County has approved and adopted the Worcester County 5 Year Capital Improvement Plan FY 2026 to FY 2030 which includes engineering, designing, constructing, equipping, furnishing and undertaking site work for the Lewis Road Sewer System project(s) (the “Project”). Acting pursuant to the authority hereof, the resolution referred to herein and the Act, the County is authorized to borrow money and incur indebtedness at one time or from time to time, upon its full faith and credit, in an aggregate principal amount not to exceed Six Hundred Eighteen Thousand Dollars (\$618,000) for the public purpose of financing and refinancing costs of the Project and paying the costs of issuance of such borrowing and to evidence such borrowing by the issuance, sale (at public or private sale) and delivery of its general obligation bonds (the “Bonds”).

SECTION 2. To evidence this borrowing, the County, by resolution adopted by the Board pursuant hereto, shall issue and sell one or more series of its general obligation bonds. No series of the Bonds authorized by this Local Law shall be issued more than four years after the date this Local Law becomes effective. Prior to issuing all or any part of the bonds authorized to be issued hereunder, the Board shall adopt a resolution containing all of the provisions required under Section 19-504(d) of the Act. The resolution may also contain such other provisions as the Board may deem appropriate. The form and tenor of the bonds, the dates, amounts, place or places of payment and method of payment (as to both principal and interest of the bonds),

the probable useful life of the projects, the terms and conditions of public or private sale of the bonds, including the method of determining the interest rate or rates to be paid on the bonds and the method of awarding the bonds to the purchaser, the public purposes to be achieved by the borrowing, and the consummation of the transactions herein authorized and all other matters and details incident to the designation, terms, offering for sale, sale, issuance and delivery of and payment for, the bonds shall be determined by the resolution. The resolution may be passed by the Board at any time after the passage hereof, and the appropriate officers of the County may take any steps deemed appropriate to effect the timely issuance and sale of the bonds pursuant to the resolution at any time after the passage hereof, provided only that the resolution may not become finally effective until the effective date hereof. The bonds may be sold on any date or dates after the effective date hereof.

SECTION 3. For the purpose of satisfying the debt service requirements on the Bonds, the County shall levy for each and every fiscal year during which any of the Bonds may be outstanding ad valorem taxes upon all real and tangible personal property within its boundaries subject to assessment for unlimited County taxation in rate and amount sufficient to provide for the prompt payment of the principal of and the interest on the bonds maturing in each fiscal year; and, in the event the proceeds from the collection of the taxes so levied in any such fiscal year prove to be inadequate for such purpose, additional taxes shall be levied in the subsequent fiscal year to make up any deficiency.

The full faith and credit and unlimited taxing power of the County are hereby irrevocably pledged to the prompt payment of the maturing principal of and interest on the Bonds as and when the same become due, and to the levy and collection of the taxes hereinabove described as and when such taxes become necessary in order to provide sufficient funds to meet the debt service requirements of the Bonds. The County hereby covenants with each holder of any of the Bonds to take any action that may be appropriate from time to time during the period that any of the Bonds remain outstanding and unpaid to provide the funds necessary to make the principal and interest payments due thereon and further covenants and agrees to levy and collect the taxes hereinabove described

SECTION 4. The bonds authorized to be issued hereunder are hereby specifically exempted from the provisions of Sections 19-205 and 19-206 of the Local Government Article of the Annotated Code of Maryland (2013 Replacement Volume, as amended).

SECTION 5. The County is hereby authorized pursuant to the Enabling Act and Section 19-207 of the Local Government Article of the Annotated Code of Maryland (2013 Replacement Volume, as amended) (the "Refunding Act") to issue its bonds ("Refunding Bonds") for the purpose of refunding any bonds issued hereunder. The Refunding Bonds may be issued at one time or from time to time, for one or more public purposes specified for the issuance of refunding bonds in the Refunding Act, and sold at public or private sale, as may be further provided in the resolution of the Council. The aggregate principal amount of Refunding Bonds shall not exceed 120% of the principal amount of the bonds being refunded. The validity of any such Refunding Bonds shall in no way be dependent upon or related to the validity or invalidity of the obligations so refunded.

SECTION 6. The authority to borrow money and to issue bonds conferred on the County by this Local Law shall be deemed to provide additional, alternative and supplemental authority for borrowing money and shall be regarded as supplemental and additional to powers conferred upon the County by other laws and shall not be regarded as in derogation of any power now existing; and all previously enacted laws authorizing the County to borrow money are hereby continued to the extent that the power contained in them is continuing or has not been exercised, unless any law is expressly repealed by this Local Law, and the validity of any bonds issued under previously enacted laws is hereby ratified, confirmed and approved. This Local Law, being necessary for the welfare of the inhabitants of Worcester County, shall be liberally construed to effect its purposes. All Public Local Laws previously enacted, and parts of Public Local Laws previously enacted, which are inconsistent with the provisions of this Local Law, are hereby repealed to the extent of any inconsistency

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect forty-five (45) days from the date of its passage .

PASSED this _____ day of _____, 2026.

ATTEST:

BOARD OF COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Weston S. Young
Chief Administrative Officer

Theodore J. Elder, President

Madison J. Bunting Jr., Vice-President

Caryn G. Abbott, Commissioner

Anthony W. Bertino, Jr., Commissioner

Eric J. Fiori, Commissioner

Joseph M. Mitrecic, Commissioner

Diana Purnell, Commissioner



COMMISSIONERS
THEODORE J. ELDER, PRESIDENT
MADISON J. BUNTING, JR., VICE PRESIDENT
CARYN G. ABBOTT
ANTHONY W. BERTINO, JR.
ERIC J. FIORI
JOSEPH M. MITRECIC
DIANA PURNELL

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

WESTON S. YOUNG, PE.
CHIEF ADMINISTRATIVE OFFICER
CANDACE I. SAVAGE, CGFM
DEPUTY CHIEF ADMINISTRATIVE OFFICER
ROSCOE R. LESLIE
COUNTY ATTORNEY

January 12, 2026

To: Worcester County Commissioners
From: Karen Hammer, Administrative Assistant V
SUBJECT: Upcoming Board Appointments -Terms Beginning January 1, 2026

Commissioner Bertino – You have Four (4) positions open:

- George Solyak – **Term Ended**– Agricultural Reconciliation Bd.
- J. T. Novak – **Term Ending** – Electrical Examiners Board
- Maria C- Lawrence –**Term Ended**– Housing Review Board
- John Collins – **Term Ending** – W & S Advisory Board – Ocean Pines

Commissioner Purnell – You have Three (3) positions open:

- Nancy Howard – **Termed Out** – Social Services Advisory Board
- Betty Smith – **Resigned** – Planning Commission
- Darlene Jackson Bowen – **Resigned** - Commission for Women

Commissioner Bunting - You have Two (2) positions open:

- Mike Poole – **Term Ending** – Building Code Appeals Board
- Harry Hammond – **Term Ended** – Social Services Advisory Bd.

Commissioner Abbott – You have Three (3) positions open:

- Kevin Holland – **Term Ended** – Building Code Appeals Bd.
- Keri-Ann Byrd – **Resigned** – Housing Review Board
- Patricia Tomasovic – **Termed Out** – Board of Library Trustees

Commissioner Mitrecic – You have Three (3) positions open:

- Bill Paul – **Resigned** – Building Code Appeals Board
- Kimberly List – **Termed Out** – Commission for Women
- Rebecca Ferguson – **Resigned** – Social Services Advisory Board



Commissioner Elder – All of your positions are fulfilled. Thank you!

Commissioner Fiori - You have Three (3) positions open:

- Bruce Spangler – **Term Ending** – Ethics Board
- Keith Swanton -**Term Ended** - Water & Sewer Advisory Council, West Ocean City
- Blake Haley – **Term Ended** - Water & Sewer Advisory Council, West Ocean City

All Commissioners:

(4)-Adult Public Guardianship Board -

- 3– Terms Expiring – Dr. Greer, Richard Collins, and Nancy Howard
- 1 – Vacancy – Psychiatrist

(3)-Drug and Alcohol Abuse Council –3- Term Ends – Kim Moses, Rev. Jones, and Alyce Marzola

(2)-Local Development Council for the Ocean Downs Casino-

Previously Expired Terms - **Mark Wittmyer, At-Large** – (Suggested Replacement), and **David Massey (At-Large-Business O.P.)**.

(1)- Property Tax Assessment Appeal Board - Alternate Seat Vacancy

(1) – Social Services Advisory Board – Commissioner Diana Purnell has served the maximum term.
This Board requires one member to be a commissioner.

(1) – Solid Waste Advisory Board - Town of Berlin member – James Charles’s term is ending.

(2)- Water and Sewer Advisory Council- West Ocean City- 1 Term Ended Dec. 2021 – Keith Swanton and Blake Haley

(3- Total): Commission for Women:

(2)– Laura Morrison – Resigned (At Large); Darlene Jackson Bowen – Resigned (Purnell)

(1) - Currently Termed Out - Kimberly List (Mitrecic)

ADULT PUBLIC GUARDIANSHIP BOARD

Reference: PGL Family Law 14-402, Annotated Code of Maryland

Appointed by: County Commissioners

Function: Advisory
Perform 6-month reviews of all guardianships held by a public agency.
Recommend that the guardianship be continued, modified or terminated.

Number/Term: 11/3 year terms
Terms expire December 31st

Compensation: None, travel expenses (under Standard State Travel Regulations)

Meetings: Semi-annually

Special Provisions: 1 member must be a professional representative of the local department
1 member must be a physician
1 member must be a psychiatrist from the local department of health
1 member must be a representative of a local commission on aging
1 member must be a representative of a local nonprofit social services organization
1 member must be a lawyer
2 members must be lay individuals
1 member must be a public health nurse
1 member must be a professional in the field of disability
1 member must be a person with a physical disability

Staff Contact: Department of Social Services - Roberta Baldwin (410-677-6872)

Current Members:

<u>Member's Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
Roberta Baldwin	Local Dept. Rep. - Social Services	03-06-09-12-15-18-21-24-27
Melissa Banks	Public Health Nurse	*02-03-06-09-12-15-18-21-24-27
Dr. William Greer	Physician	07-10-13-16-19-22-25 Term Exp.
Richard Collins	Lawyer	95-16-19-22-25 Term Exp.
Nancy Howard	Lay Person	*17-19, 19-22-25 Term Exp.
Brandy Trader	Comm. On Aging	*15-17, 17-20, 20-23-26
Stephanie James	Wor. Co. Dev. Center	23-26
Vacancy	Psychiatrist	
Tina Dykes	Commission on Aging Rep.	25-28

* = Appointed to fill an unexpired term

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

Appointed by: County Commissioners

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

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

Compensation: None - Expense Reimbursement as provided by County Commissioners

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

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

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

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Ag/Forest Industry</u>	<u>Resides</u>	<u>Years of Term(s)</u>
George Solyak	At-Large	No	Ocean Pines	18-22
Dean Ennis	Farm Bureau	Yes	Pocomoke	06-10-14-18-22-26
Tom Babcock	At-Large	No	Whaleyville	14-18-22-26
Stacey Esham	Forestry Bd.	Yes	Berlin	12-16-20-24-28
Brooks Clayville	Farm Bureau	Yes	Snow Hill	00-04-08-12-16-20-24-28

Prior Members: Since 2000

Michael Beauchamp (00-06)
Phyllis Davis (00-09)
Richard G. Holland, Sr. (00-12)
Rosalie Smith (00-14)
Betty McDermott *(09-17)

BUILDING CODE APPEALS BOARD

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

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting (by policy)

Meetings: As Needed

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

Staff Contact: Jennifer Keener, Director
Development Review & Permitting (410-632-1200, ext. 1123)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Bill Paul	D-7 - Mitrecic	Ocean Pines	15-19-23 Resigned
Kevin Holland	D-1 - Abbott	Pocomoke	96-04-08-12-16-20, 20-24
Mike Poole	D-6 - Bunting	Bishopville	17-21, 21-25
Mark Bargar	D-4 - Elder	Berlin	14-18-22-26
Jim Wilson	D-3 - Fiori	Berlin	02-06-10-14-18-22-26
Elbert Davis	D-2 - Purnell	Snow Hill	*03-07-11-15-19-23-27
James Spicknall	D-5 - Bertino	Ocean Pines	04-08-12-16-20-24-28

Prior Members:

Robert L. Cowger, Jr. (92-95)
Charlotte Henry (92-97)
Robert Purcell (92-98)
Edward DeShields (92-03)
Sumei Prete (97-04)
Shane C. Spain (03-14)
Dominic Brunori (92-15)
Richard P. Mueller (98-17)

Reference: PGL Health-General, Section 8-1001

Appointed by: County Commissioners

Functions: Advisory
Develop and implement a plan for meeting the needs of the general public and the criminal justice system for alcohol and drug abuse evaluation, prevention and treatment services.

Number/Term: At least 18 - At least 7 At-Large, and 11 ex-officio (also several non-voting members)
At-Large members serve 4-year terms; Terms expire December 31

Compensation: None

Meetings: As Necessary

Special Provisions: Former Alcohol and Other Drugs Task Force was converted to Drug and Alcohol Abuse Council on October 5, 2004.

Staff Contact: Regina Mason, Council Secretary, Health Department (410-632-1100)
Doug Dods, Council Chair, Sheriff's Office (410-632-1111)

Current Members:

<u>Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
<u>At-Large Members</u>		
Kim Moses	Knowledgeable on Substance Abuse Issues	08-12-16-20, 20-24
Rev. James Jones	Knowledge of Substance Abuse Issues	*21-25
Alyce Marzola	Knowledge of Substance Abuse Treatment	*24-25
Sue Abell-Rodden	Recipient of Addictions Treatment Services	10-14-18-22-26
Colonel Doug Dods	Knowledgeable on Substance Abuse Issues	04-10 (adv)-14-18-22-26
Jim Freeman, Jr.	Knowledgeable on Substance Abuse Issues	04-11-15, 15-19-23-27
Mimi Dean	Substance Abuse Prevention Provider	*18-19-23-27
Michael Trader	Knowledgeable on Substance Abuse Issues	23-27
Matthew Giardina	Knowledgeable on Substance Abuse Issues	24-28
Julie Rayne	Substance Abuse Treatment Provider	26-30
<u>Ex-Officio Members</u>		
Rebecca Jones	Health Officer	Ex-Officio, Indefinite
Roberta Baldwin	Social Services Director	Ex-Officio, Indefinite
Crystal Duffy	Juvenile Services, Regional Director	Ex-Officio, Indefinite
Travis Knapp	Field Supervisor	Ex-Officio, Indefinite
Kris Heiser	State's Attorney	Ex-Officio, Indefinite
Chasity Simpson	District Public Defender	Ex-Officio, Indefinite
Sheriff Matt Crisafulli	County Sheriff	Ex-Officio, Indefinite
Todd Ferrante	Board of Education President	Ex-Officio, Indefinite
Diana Purnell	County Commissioners	Ex-Officio, Indefinite
Judge Brian Shockley (Jen Bauman)	Circuit Court Administrative Judge	Ex-Officio, Indefinite
Hon. Melvin Jews	District Court Administrative Judge	Ex-Officio, Indefinite
Timothy Mulligan	Warden, Worcester County Jail	Ex-Officio, Indefinite

Advisory Members

* Appointed to a partial term for proper staggering, or to fill a vacant term

BOARD OF ELECTRICAL EXAMINERS

Reference: Public Local Law BR '2-203

Appointed by: County Commissioners

Function: Regulatory
Regulate licensing of electricians in Worcester County.

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

Compensation: \$100 meeting for expenses (as determined by County Commissioners)

Meetings: As Needed (1 per month)

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

Staff Contact: Department of Development Review & Permitting
Deborah Mooney 410-632-1200

Current Members:

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
J.T. Novak (ME-5)	D-5, Bertino	Ocean Pines	07-10-13-16-19-22-25
Kenneth Lambertson (ME-5)	D-1, Abbott	Pocomoke	96-11-14-17-20-23-26
Michael Patchett (ME-5)	D-7, Mitrecic	West Ocean City	08-11-14-17-20-23-26
Steve Kolarik (ME)	D-6, Bunting	Bishopville	12-21-24-27
Duane Duncan (ME-5)	D-3, Fiori	Berlin	*05-12-15-18-21-24-27
Roy M. Case (ME)	D-2, Purnell	Berlin	10-13-16-19-22-25-28
Carl Smith (ME-5)	D-4, Elder	Snow Hill	98-10-13-16-19-22-25-28

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

Prior Members: (Since 1972)

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

* = Appointed to fill an unexpired term

ETHICS BOARD

Reference: Public Local Law, Section CG 5-103

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting

Meetings: As Necessary

Special Provisions:

Staff Contact: Roscoe Leslie, County Attorney (410-632-1194)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Bruce Spangler	D-3, Fiori	Berlin	*02-05-09-13-17-21-25
Iola Tariq	D-2, Purnell	Berlin	*22-26
Mickey Ashby	D-1, Abbott	Pocomoke	14-18-22-26
David Deutsch	D-6, Bunting	Ocean Pines	17-21-23-27
Frank Knight	D-7, Mitrecic	Ocean City	*14-19-23-27
Judy Giffin	D-5, Bertino	Ocean Pines	*21-24-28
Joseph Stigler	D-4, Elder	Berlin	16-20-24-28

Prior Members: (Since 1972)

J.D. Quillin, III	Walter Kissel (05-09)
Charles Nelson	Marion Chambers (07-11)
Garbriel Purnell	Jay Knerr (11-14)
Barbara Derrickson	Robert I. Givens, Jr. (98-14)
Henry P. Walters	Diana Purnell (09-14)
William Long	Kevin Douglas (08-16)
L. Richard Phillips (93-98)	Lee W. Baker (08-16)
Marigold Henry (94-98)	Richard Passwater (09-17)
Louis Granados (94-99)	Jeff Knepper (16-21)
Kathy Philips (90-00)	Faith Mumford (14-22)
Mary Yenney (98-05)	
Bill Ochse (99-07)	
Randall Mariner (00-08)	
Wallace D. Stein (02-08)	
William Kuhn (90-09)	

* = Appointed to fill an unexpired term

HOUSING REVIEW BOARD

Reference: Public Local Law 'BR 3-104

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting (policy)

Meetings: As Needed

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

Staff Support: Development Review & Permitting Department
Davida Washington, Housing Program Administrator - 410-632-1200

Ext: 1171

Current Members:

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Terms(s)</u>
Maria Campione-Lawrence	D-5, Bertino	Ocean Pines	*22-23
Don Furbay	D-3, Fiori	W. Ocean City	23-26
Charlie Murphy	D-7, Mitrecic	Ocean City	*23-26
Carl Smith	D-4, Elder	Snow Hill	24-27
Felicia Green	D-2, Purnell	Ocean Pines	*21-24-27
Debbie Hileman	D-6, Bunting	Ocean Pines	10-13-16-19-22-25-28
Dr. Lynn Duffy	D-1, Abbott	Pocomoke	26-29

Prior Members:

Phyllis Mitchell	Albert Bogdon (02-06)	Scot Tingle 14-24
William Lynch	Jamie Rice (03-07)	Keri Byrd 22-25
Art Rutter	Howard Martin (08)	
William Buchanan	Marlene Ott (02-08)	
Christina Alphonsi	Mark Frostrom, Jr. (01-10)	
Elsie Purnell	Joseph McDonald (08-10)	
William Freeman	Sherwood Brooks (03-12)	
Jack Dill	Otho Mariner (95-13)	
Elbert Davis	Becky Flater (13-14)	
J. D. Quillin, III (90-96)	Ruth Waters (12-15)	
Ted Ward (94-00)	John Glorioso (*06-19)	
Larry Duffy (90-00)	Sharon Teagle (00- 20)	
Patricia McMullen (00-02)	Davida Washington (*21-21)	
William Merrill (90-01)	Donna Dillion (08-22)	
Debbie Rogers (92-02)	C.D. Hall 10-22	
Wardie Jarvis, Jr. (96-03)	Chase Church (*19-22)	
	Jake Mitrecic (15-21)	

* = Appointed to fill an unexpired term

BOARD OF LIBRARY TRUSTEES

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

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

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

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

Compensation: None

Meetings: 1 per month except July, and August

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

Staff Contact: Library Director - Jennifer Ranck (410) 632-2600

Current Members:

<u>Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Patricia Tomasovic	Pocomoke	*19, 19-24
Sandra Buchanan	Pocomoke	21-26
Jocelyn Briddell	Newark	21-26
Nancy Howard	Ocean City	16-21, 21-26
Kathryn Culbertson	Snow Hill	*21-23-28
Vicki O'Mara	Ocean Pines	*18-23-28
Jeff Smith	Berlin	19-24-29

Prior Members: Since 1972

Herman Baker	Jere Hilbourn	Beverly Dryden Wilkerson (06-10)
Lieselette Pennewell	Janet Owens	John Staley (97-11)
Edith Dryden	Ruth Westfall	James Gatling (01-11)
Clifford D. Cooper, Jr.	Helen Farlow	Shirley Dale (02-12)
Klein Leister	Judy Quillin	Edith Barnes (07-13)
Evelyn Mumford	Gay Showell	Richard Polhemus (11-16)
Ann Eschenburg	Susan Mariner	Richard Warner Davis (11-16)
Barbara Ward	Jacqueline Mathias	Frederick Grant (13-17)
Donald F. McCabe	Ann S. Coates (88-97)	Rosemary S. Keech (12-18)
Fannie Russell	Jim Dembeck (91-97)	Vivian Pruitt (09-19)
Stedman Rounds	Bill Waters (88-98)	Ron Cascio 09-19
Donald Turner	Geraldine Thweatt (97-98)	Donald James Bailey (16-21)
Sarah Dryden	Martha Hoover (87-99)	Holly Anderson (*10-21)
L. Richard Phillips	Eloise Henry-Gordy (98-00)	Leslie Mulligan (*17-21)
Barbara Bunting	William Cropper (91-01)	
Joanne Mason	Ms. Willie Gaddis (89-01)	
	Leola Smack (99-02)	
	Jean Tarr (94-04)	
	Lois Sirman (01-06)	
	Amanda DeShields (00-07)	
	David Nedrow (04-09)	
	Belle Redden (99-09)	

* = Appointed to fill an unexpired term

**LOCAL DEVELOPMENT COUNCIL
FOR THE OCEAN DOWNS CASINO**

ITEM 12

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
Roscoe Leslie, County Attorney, 410-632-1194

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Represents/Resides</u>	<u>Years of Term(s)</u>
Mark Wittmyer	At-Large	Business - Ocean Pines	15-19
David Massey ^c	At-Large	Business - Ocean Pines	09-13-17, 17-21
Bobbi Jones	Ocean Downs Casino	Ocean Downs Casino	23-indefinite
Mary Beth Carozza	Indefinite	Maryland Senator	14-indefinite
Wayne A. Hartman	Indefinite	Maryland Delegate	18-indefinite
Charles Otto	Indefinite	Maryland Delegate	14-indefinite
Matt Gordon	Dist. 1 – Abbott	Resident - Pocomoke	19-22, 22-26
Ivy Wells	Dist. 3 - Church	Resident - Berlin	22-26
Cam Bunting ^c	At-Large	Business - Berlin	*09-10-14-18-22-26
Roxane Rounds	Dist. 2 - Purnell	Resident - Berlin	*14-15-19-23-27
Michael Donnelly	Dist. 7 - Mitrecic	Resident - Ocean City	*16-19-23-27
Kerrie Bunting	Dist. 4 - Elder	Resident - Snow Hill	*22-24-28
Mayor Rick Meehan ^c	At-Large	Business - Ocean City	*09-12-16-20-24-28
Tina Kolarik	Dist. 6 - Bunting	Resident -Bishopville	24-28
Bob Gilmore	Dist. 5 - Bertino	Resident - Ocean Pines	*19-21, 21-25-29

Prior Members:

J. Lowell Stoltzfus ^c (09-10)
Mark Wittmyer ^c (09-11)
John Salm ^c (09-12)
Mike Pruitt ^c (09-12)
Norman H. Conway ^c (09-14)
Michael McDermott (10-14)
Diana Purnell ^c (09-14)
Linda Dearing (11-15)
Todd Ferrante ^c (09-16)

Since 2009

Joe Cavilla (12-17)
James N. Mathias, Jr. ^c (09-18)
Ron Taylor ^c (09-14)
James Rosenberg (09-19)
Rod Murray ^c (*09-19)
Gary Weber (*19-21)

Charlie Dorman (12-19)
Gee Williams (09-21)
Bobbi Sample (17-23)
Steve Ashcraft (19-24)

* = Appointed to fill an unexpired term/initial terms staggered
^c = Charter Member

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:

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Harry Hammond	D-6, Bunting	Bishopville	15-21, 21- 24 Term Expired
Shelly Daniels	D-1, Abbott	Pocomoke City	22-25
Rebecca Colt-Ferguson	D-7, Mitrecic	Ocean City	22-25 Resigned
Janice Chiampa	D-5, Bertino	Ocean Pines	22-25
Diana Purnell	ex officio - Commissioner		14-18-22-25 Term Expired
Margaret Labesky	D-4, Elder	Snow Hill	23-26
Nancy Howard	D-2, Purnell	Ocean City	09-16-17-20-23-26 Term Expired
Mary Beth Quillen	At-Large	Snow Hill	25-28
Aves Ruffin-Jutis	D-3, Fiori	Pocomoke	25-28

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: \$100 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 – David Candy - (410-632-3177)
Solid Waste - Recycling Coordinator – Bob Keenan - (410-632-3177)
Department of Public Works - Dallas Baker- (410-632-5623)

Current Members:

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
James Charles	Town of Berlin		21-25
Bob Gilmore	D-5, Bertino	Ocean Pines	*21-22, 22-26
George Linvill	D-1, Abbott	Pocomoke	14-18-22-26
George Dix	D-4, Elder	Snow Hill	*10-18-22-26
John O'Brien	D-6, Bunting	Bishopville	*22-23-27
Don Furbay	D-3, Fiori	Berlin	20-24-28
Granville Jones	D-7, Mitrecic	Berlin	*15-16-20-24-28
Mike Wyatt	Town of Pocomoke City		24-28
Aaron Lumpkins	Town of Snow Hill		25-29
Vaughn White	D-2, Purnell	Berlin	*19-21, 21-25-29
Brain Scarborough	Town of Ocean City		21-25-29

Prior Members: (Since 1994)

Ron Cascio (94-96)
 Roger Vacovsky, Jr. (94-96)
 Lila Hackim (95-97)
 Raymond Jackson (94-97)
 William Turner (94-97)
 Vernon ACorey@ Davis, Jr. (96-98)
 Robert Mangum (94-98)
 Richard Rau (94-96)
 Jim Doughty (96-99)
 Jack Peacock (94-00)
 Hale Harrison (94-00)
 Richard Malone (94-01)
 William McDermott (98-03)
 Fred Joyner (99-03)
 Hugh McFadden (98-05)
 Dale Pruitt (97-05)

Frederick Stiehl (05-06)
 Eric Mullins (03-07)
 Mayor Tom Cardinale (05-08)
 William Breedlove (02-09)
 Lester D. Shockley (03-10)
 Woody Shockley (01-10)
 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)
 George Tasker (*15-20)

Rodney Bailey *19
 Steve Brown *10-19
 Bob Augustine 16-19
 Michael Pruitt *15-19
 James Rosenburg (*06-19)
 Jamey Latchum *17-19
 Hal Adkins (*20-21)
 Mike Poole (11-22)
 Michelle B-El Soloh (*19-24)
 Michael Pruitt (*22-24)

* = Appointed to fill an unexpired term

**WATER AND SEWER ADVISORY COUNCIL
OCEAN PINES SERVICE AREA**

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

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

Number/Term: 5/4-year terms
Terms Expire December 31

Compensation: \$100.00/ Meeting

Meetings: Monthly

Special Provisions: Must be residents of Ocean Pines Service Area

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

Current Members:

<u>Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
John F. (Jack) Collins, Jr.	Ocean Pines	*18-21, 21-25
William Gabeler	Ocean Pines	22 - 26
Robert Kane	Ocean Pines	22-26
James Spicknall	Ocean Pines	07-10-14-18-22-26
Frederick Stiehl	Ocean Pines	*06-24, 24-28

Prior Members: (Since 1993)

Andrew Bosco (93-95)
 Richard Brady (96-96, 03-04)
 Michael Robbins (93-99)
 Alfred Lotz (93-03)
 Ernest Armstrong (93-04)
 Jack Reed (93-06)
 Fred Henderson (04-06)
 E. A. "Bud" Rogner (96-07)
 David Walter (06-07)
 Darwin "Dart" Way, Jr. (99-08)
 Aris Spengos (04-14)
 Gail Blazer (07-17)
 Mike Hegarty (08-17)
 Michael Reilly (14-18)
 Bob Poremski (17-20)
 Gregory Sauter (17-21)

* = Appointed to fill an unexpired term

**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: \$100.00/Meeting

Meetings: Monthly

Special Provisions: Must be residents/ratepayers of West Ocean City Service Area

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

Current Members:

<u>Member=s Name</u>	<u>Resides/Ratepayer of</u>	<u>Terms (Years)</u>
Keith Swanton	West Ocean City	13-17, 17-21
Blake Haley	West Ocean City	*19-20, 20-24
Gail Fowler	West Ocean City	99-23-27
Deborah Stanley	West Ocean City	95-23-27
Todd Ferrante	West Ocean City	13-17-21-25-29

Prior Members: (Since 1993)

Eleanor Kelly ^c (93-96)	Andrew Delcorro (*14-19)
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)	

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

COMMISSION FOR WOMEN

Reference: Public Local Law CG 6-101

Appointed by: County Commissioners

Function: Advisory

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

Compensation: None

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

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

Contact: Susan Ostrowski, Chair, and Jocelyn Briddell, Secretary
 Worcester County Commission for Women - P.O. Box 211, Snow Hill, MD 21863

Current Members:

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Kimberly List	D-7, Mitrecic	Ocean City	18- 21-24 Termed Out
Jocelyn Briddell	At-Large	Berlin	23-26
Laura Morrison	At-Large	Pocomoke	*19-20-23-26 Resigned
Crystal Bell, MPA	Health Department		*22-23-26
Jeannine Jerscheid	Public Safety – Sheriff’s Office		23-26
Sharnell Tull	At-Large	Pocomoke	23 -26
Susan Ostrowski	D-6, Bunting	Berlin	24-27
Dorothy Shelton-Leslie	D-5, Bertino	Ocean Pines	24-27
Dr. Darlene Jackson- Bowen	D-2, Purnell	Pocomoke	*19-21-24-27 Resigned
Michelle Goad	D-1, Abbott	Pocomoke City	25-28
Cheryl Middleton	At-Large	West O. City	25-28
Kelsey Moran	Dept of Social Services		25-28
Ann Fletcher	D-3, Fiori	Berlin	25-28
Dawn Gears	D-4, Elder	Berlin	25-28
Sarah Blackburn	Board of Education		26-29

Prior Members: Since 1995

Ellen Pilchard ^c (95-97)	Marie Velong ^c (95-99)	Christine Selzer (03)
Helen Henson ^c (95-97)	Carole P. Voss (98-00)	Linda C. Busick (00-03)
Barbara Beaubien ^c (95-97)	Martha Bennett (97-00)	Gloria Bassich (98-03)
Sandy Wilkinson ^c (95-97)	Patricia Ilczuk-Lavanceau (98-99)	Carolyn Porter (01-04)
Helen Fisher ^c (95-98)	Lil Wilkinson (00-01)	Martha Pusey (97-03)
Bernard Bond ^c (95-98)	Diana Purnell ^c (95-01)	Teole Brittingham (97-04)
Jo Campbell ^c (95-98)	Colleen McGuire (99-01)	Catherine W. Stevens (02-04)
Karen Holck ^c (95-98)	Wendy Boggs McGill (00-02)	Hattie Beckwith (00-04)
Judy Boggs ^c (95-98)	Lynne Boyd (98-01)	Mary Ann Bennett (98-04)
Mary Elizabeth Fears ^c (95-98)	Barbara Trader ^c (95-02)	Rita Vaeth (03-04)
Pamela McCabe ^c (95-98)	Heather Cook (01-02)	
Teresa Hammerbacher ^c (95-98)	Vyoletus Ayres (98-03)	
Bonnie Platter (98-00)	Terri Taylor (01-03)	

* = Appointed to fill an unexpired term

^c = Charter member