

AGENDA
WORCESTER COUNTY COMMISSIONERS

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

The public is invited to view this meeting live online at - <https://worcestercountymd.swagit.com/live>

May 7, 2024

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| | Item # |
| 9:00 AM - Vote to Meet in Closed Session in Commissioners' Conference Room – Room 1103
Government Center, One West Market Street, Snow Hill, Maryland | |
| 9:01 - Closed Session
(Discussion regarding a personnel update, requests to hire Roads Worker II, Utility Mechanic I, Office Assistant IV, and Correctional Officer Trainee, request to transfer to Deputy Fire Marshal and Environmental Health Specialist IV, receiving legal advice, and performing administrative functions) | |
| 10:00 - Call to Order, Prayer, Pledge of Allegiance | |
| 10:01 - Report on Closed Session; Review and Approval of Minutes from April 9, 2024 and April 16, 2024 | |
| 10:02 - Proclamations (2) and Commendations (3) | 1 |
| 10:05 - Consent Agenda
(Request for Public Hearing Housing Rehab, FY25 PACT Grant, FY25 ODAC Grant, FY25 GVR Grant, Small Project Agreement Lands of Mohamad Ramadan, Turnover Documents Bayside Landings, Request to Convert Office Assistant V to Legislative Analyst, Vehicle Transfer Request,) | 2-9 |
| 10:06 - Chief Administrative Officer: Administrative Matters
(TCC Grant Modification Bank Street Promenade, Request to Award Pocomoke Transfer Station Pad, Request to Award Newark Effluent Spray Site Maintenance, Jail Generator Update, Pocomoke Library Cost Estimate, Private Road Salt Life Park, Farm Based Slaughterhouses, Personal Storage Buildings A-1, Comp Plan Amendment Request, Riddle Farm EDU Purchase, Board Appointments) | 10-20 |
| 12:00 PM - Questions from the Press; County Commissioner's Remarks | |
| Lunch | |
| 1:00 PM - Chief Administrative Officer: Administrative Matters (if necessary) | |
| <i>Evening Budget Public Hearing at County Government Center</i> | |
| 6:00 PM - Public Hearing on Requested FY2025 General Fund Budget | 21 |

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

Hearing Assistance Units Available – see County Administration Office Please be thoughtful and considerate of others. *Turn OFF all cell phones and notification during the meeting!*
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Minutes of the County Commissioners of Worcester County, Maryland

April 9, 2024

Budget Work Session

- Anthony W. Bertino, Jr., president
- Madison J. Bunting, Jr., vice president
- Caryn G. Abbott
- Theodore J. Elder
- Eric J. Fiori
- Joseph M. Mitrecic
- Diana Purnell

The commissioners met at 9:00 a.m. with Chief Administrative Officer Weston Young and Budget Officer Kim Reynolds to conduct a work session to review the Worcester County Departmental Operating Budget Requests for FY25, as presented to the commissioners during their March 19, 2024 meeting. The requested FY25 Operating Budget currently reflects estimated revenues of \$260,076,878 and requested expenditures of \$270,193,052, which leaves a shortfall of \$10,116,174 that must be reconciled by either reductions in expenditures, additional revenues, or a combination of the two.

Circuit Court Judge Brian D. Shockley reviewed the proposed FY25 Circuit Court Budget of \$1,652,787, representing an increase of \$28,077 or 1.7%.

Board of Education (BOE) President Todd Ferrante, Superintendent Louis H. Taylor, and Chief Financial Officer Vince Tolbert reviewed the proposed FY25 Worcester County Public Schools (WCPS) Operating Budget of \$109,572,071, representing an increase of \$8,806,752 or 8.7%. These documents do not reflect the commissioners’ buydown of the health insurance benefit rate increase or the \$199,548 increase in BOE revenues, both of which will be presented in the May 2024 budget work sessions. Others in attendance included BOE Vice President William Buchanan and members Donald Smack, Sr., Dr. Jon Andes, William Gordy, Elena McComas, and Katie Addis and staff members Chief Operations & Human Resources Officer Charles Abt, Chief Safety & Academic Officer Annette Wallace, Chief Academic Officer Denise Shorts, Staff Accountant Leanne Therres, Grants Coordinator Dr. Brian Cook, Finance Office Manager Teresa Searing, and Special Education Coordinator Bess Cropper.

In response to questions by Commissioner Bertino, Mr. Tolbert confirmed that the BOE worked with Mr. Young to identify and allocate surplus funds to restore the after school and summer school programs, and the BOE was also awarded Donnie Williams Grant funds of \$200,000 that were allocated to fund these programs. In response to questions by Mr. Young, Mr. Tolbert also confirmed that the BOE offers a retirement incentive equal to 10% of an individual’s annual salary, \$25 per unused sick leave, and up to 20 days of annual leave, and up to 10 days of sick leave to teachers who advise them in February of plans to retire at the end of the school year. That gives the BOE time to go out and recruit the best teachers possible. He concluded that the BOE paid out \$480,000 to retirees last year.

Commissioner Bertino noted that Maintenance of Effort (MOE) is \$99 million, which

exceeds the \$73 million local share to meet the necessities of Blueprint by \$26 million. He asked if the BOE has given any rethought to reallocating funding within the budget to meet the Blue ribbon mandates for excellence. Mr. Tolbert advised that the majority of the BOE budget consists of salaries and benefits for its employees. He noted that, while the BOE has conducted public meetings on the budget with stakeholders who identified small class sizes, after school and summer school programs, and salaries to attract and retain outstanding educators as their top priorities, the first draft of the Blueprint financial reporting was only released last Friday night. He then agreed to provide the commissioners with a copy of that document.

In response to questions by Commissioner Bertino, Mr. Taylor confirmed that the BOE is replacing the former salary scale for teachers with a new career ladder that includes four levels with eight to nine different lanes. Mr. Cook reviewed expiring FY24 grants that are not included in the FY25 budget. He confirmed that positions and programs tied to these grants will be eliminated if the BOE budget cannot sustain them. Mr. Tolbert gave the commissioners a handout listing expiring grants, amounts, and whether they were carried into the FY25 budget.

In response to questions by Commissioner Bertino, BOE staff reviewed behavioral health expenses, positions, and partnerships with the Health Department and other allied agencies. Special Education Coordinator Bess Cropper advised that they have contractual board-certified analysts whose salaries are all grant funded. Commissioner Bertino requested a report outlining these positions and services and the needs analysis. With regard to debt service, Mr. Tolbert confirmed that no funding for school construction is included within the BOE budget.

Commissioner Fiori expressed concern that many teachers have advised him that they have been denied funding for classroom materials, though funding is allocated in the budget for such purposes. In response to concerns raised by Commissioner Fiori, Mr. Tolbert explained that activities at each of the WCPS generated approximately \$3.5 million last year, and the roughly \$1.5 million balance remaining at the end of the fiscal year has been carried over. He explained that the majority of this funding is restricted to use by the sports teams, bands, clubs, and classes that raise the funds, so funding for school supplies in these Quickbook accounts is limited. He confirmed that the accounts are overseen by the school bookkeepers and principals, with periodic review by his office and annual oversight by auditors. Commissioner Fiori questioned whether these accounts are indeed reviewed by auditors. He then stated that these funds represent 3.85% of the BOE budget and should be included in the annual budget.

Mr. Tolber advised that each principal oversees the allocation of funds to purchase school supplies. He noted that teachers sometimes choose to spend more than their approved allocations. Commissioner Abbott stated that several teachers advised her that they could spend \$500; however, when several Pocomoke teachers requested said funds, they were told that the money could only be used for bike desks, which were purchased in bulk with grant funds of \$15,000. Commissioner Abbott asked how many bikes there are, who authorized the purchase, and whether school officials might consider these items to be a distraction in the classroom. She then requested the BOE provide the commissioners with information on each school's Quickbooks accounts and all accompanying receipts.

In response to questions by Commissioner Fiori, Dr. Abt reviewed the components of the career ladder within the BOE. In response to a question by Commissioner Abbott, Ms. Shorts advised that the BOE has three Title I schools: Snow Hill Elementary School (SHES), Pocomoke Elementary School (PES), and Buckingham Elementary School (BES). BOE officials also addressed questions regarding the following: small capital construction costs, such as roof

replacements, which are not currently included in the BOE budget, but could be if requested; Powerschool versus Quickbooks software, costs, and uses; school ROTC programs; restricted versus unrestricted funding; Blueprint guidelines to be implemented; systems in place to track pre-school grants; salary information for long-term substitutes; the NEST grant; and numerous other grants, programs, and funding mechanisms. Mr. Tolbert agreed to provide additional details regarding the reduction in funding for Quickbooks from \$228,000 in FY23 to \$10,000 in FY25. He also noted that they could convert from Quickbooks to Powerhouse, though this would include an additional cost per module.

Commissioner Bertino questioned the status of plans to decouple the employment, retirement contribution, medical premium, and taxes paid for the nonprofit Worcester County Education Foundation's manager of operations from the Worcester County Public School operating budget. Mr. Taylor stated that he expects to have that information soon.

Mr. Young acknowledged that this is the most detailed budget the BOE had submitted to date, though greater details are still needed. Specifically, the BOE needs to provide historical data for each of the fiscal years that assure that the BOE and commissioners are able to identify and track trends. Then he and Ms. Savage reviewed a PowerPoint that included BOE revenue summaries and questions WCPS officials need to address. These included the following:

- Revenue summary
- Restricted revenue summary
- Unrestricted versus restricted revenue
- Change in staffing in FY24 – what is the approximate cost including benefits for the 35.12 full time equivalent (FTEs) positions added outside of the budget, and during a budget crisis where the BOE found funding for these staff.
- Change in staff since FY22 approved – 108.8 positions added in 2.5 years, and the salaries for half of these positions came from unrestricted funds.
- Administration personnel – the BOE is to provide a breakdown by title of secretarial positions and clarify the accurate number of positions, salaries, and job duties (all positions are to be listed separately going forward).
- Instructional Support Services – list the 2.4 staff added, the number of assistant principals and program administrators, the project director, and where grant writers come from in FY25.
- Instructional salaries – provide line-item details for the 11.5 positions added outside the FY24 budget along with information on where the nearly \$1 million in salaries went; identify how these positions were funded in light of reduced funding from the commissioners; include the job duties of secretaries and clarify what makes them different from other secretaries classified in other categories.
- ROTC instructors – identify the number of instructors funded through restricted and unrestricted funds, the reason for the 35% salary increases from FY23 to FY24, and whether salary increases will be paid from restricted funds or the operating budget.
- MSDE Financial Reporting Manual
- Instructional support services budget differences – clarify the discrepancies between the FY25 requested budget and the FY24 approved budget regarding consultants and student database software contracts, supplies and materials, office supplies, and opening day celebration expenses; and explain why the BOE opts to use Quickbooks software when

the main financial system should be able to handle separate accounting.

- Instructional support services other charges – address the discrepancies between instructional support services and other charges; provide a more detailed breakdown of meetings and conferences (line items are not listed in the budget request); identify negative expenses under meetings and conferences out of county; explain how \$80,000 in Fixed Charges for commencement expenses were added only to later be cut.
- Textbooks and instructional supplies and materials – explain why the materials of instruction budget jumped from \$95,903 from FY23 to \$500,184 in FY24 and FY25 and address whether funding for textbooks could be reallocated to materials of instruction; address discrepancies between budgets for nonmatching expenses for textbooks, library books, and materials of instruction; justify why computer software was budgeted at \$45,000 when the trend has been much higher.
- Vehicles – address why the cost is more than 14 times higher for FY24 and FY25 than historic levels, why leased vehicles are under contracted services rather than equipment, and where certain expenses were charged.
- ESSER III –formatting details have improved. However, advise why grant positions decreased from nine in FY24 to five in FY25; identify the cost of salaries and bonuses; advise whether positions will be eliminated upon expiration of the grant three months into FY25; identify what \$470,000 in contracted services entails, and what the transfers are.
- LEADS – provide details regard what the \$1.2 million in FY24 salaries entails beyond just one social worker; likewise, what does the \$588,000 in FY25 salaries entail; list the contracted services, breakdown the \$1.2 million in FY25 supplies; list of other charges, and explain how the \$62,000 match that was cut impacted the grant and where that is in the budget.
- Title IIA – identify how the \$175,899 grant is used beyond funding 1.5 positions; provide a description of this position, as well as transfers, indirect, and the maximum indirect that this grant allows.
- After school grants – provide details on the program positions and salaries; the differences between the fixed charges percentages if the pay is extra; and what is included in contracted services and other charges.

The commissioners recessed for five minutes.

With regard to the addition of 108 new positions, Commissioner Bertino stated that the BOE had advised the commissioners that no new positions had been added during that timeframe, yet a year or two later the County is funding half of these positions. He stated that these new hires become additional budget costs that are invisible to the commissioners as far as the approval process. Mr. Tolbert explained that a number of those positions were grant funded, and the others are likely secretaries, food services employees, and custodians. Mr. Taylor agreed to provide the commissioners with line-item details identifying the positions, salaries, and benefit costs for all 108 new positions. In response to questions by Ms. Savage, Mr. Tolbert agreed to provide information regarding the average pay of \$70,903 for secretarial salaries in Administration. Following additional questions, Mr. Taylor advised that all four assistant

superintendents receive the same base salary, so the only difference in their pay is based on longevity. Mr. Tolbert agreed to provide additional information regarding project directors and the average salary for assistant principals. With regard to a request for additional information about BOE practices surrounding hiring and salaries, Mr. Taylor stated that the BOE is governed differently than the commissioners under Maryland law. He noted that the BOE has only three responsibilities: hiring, firing, and oversight of the superintendent; approving the annual BOE budget; and determining policy. It is the superintendent who oversees personnel matters. Therefore, they receive information about new hires after the fact, but are not provided with their salary information. He stated that BOE staff develop the annual budget based on community input, and the BOE does have input into that budget, as they have the ultimate authority over spending. Dr. Apt advised that 66% of WCPS employees have longevity, so their salaries are at the top of the wage scale. He then reviewed the breakdown of the scale for degreed and non-degreed individuals.

Following much discussion, the commissioners recessed for lunch.

The commissioners reconvened their budget work session at 1:15 p.m.

In response to questions and concerns raised by Commissioners Abbott, Bertino, and Fiori regarding graduation ceremony costs, Mr. Tolbert advised that outdoor graduations are more expensive than indoor events, which accounts for the increase in budgeted costs of \$95,000 in FY23 to \$596,000 in FY24. He then reviewed graduation budget cuts, which were later restored due to the awarding of grant funds.

The commissioners discussed concerns that the BOE delays notifying them of categorical budget transfers, which require their approval ahead of the transfer, and they directed the BOE to submit such requests to them in real time. With regard to the mid-year addition of positions, Commissioner Bunting stated that after the FY24 budget was approved, the commissioners considered that to be an iron-clad budget, with BOE officials to live within their means and not to add new positions mid-year. Mr. Tolbert stated that in 2008 the BOE was told to live within the budget appropriation the commissioners set in July and to not come back, so they have tried to do so. Mr. Young confirmed that a new Board of Commissioners is sworn in every four years, and their positions change, so rather than follow the advice of a commissioner that may have left office 16 years ago, BOE officials should adhere to MSDE Financial Reporting requirements, which state that the BOE must seek approval from the commissioners before making any categorical budget transfers. Following further discussion, Mr. Tolbert stated that 95% of new positions added midyear were either grant funded or part of the process to restore food service employees following staffing reductions from COVID.

In response to follow up questions by Commissioner Bunting, Dr. Cook confirmed that if a grant expires, any positions that accompanied that grant are eliminated, and those hired for such positions are aware of this policy ahead of time. In response to a question by Commissioner Fiori, Dr. Apt explained that each tenured teacher who accepts a grant-funded position may take over the position of a first-year teacher if the grant expires. He explained that this is a policy that is built into teacher contracts in every school system where he has worked, but he has never seen such a situation occur.

With regard to questions by Commissioner Bertino regarding the average cost for vehicles increasing by 14 times the prior costs, Mr. Tolbert agreed to add the inventory of vehicles to the budget and to provide that information to the commissioners. In response to questions by Commissioner Fiori, Dr. Cook confirmed that SUVs in the WCPS fleet were purchased with grant funds.

In response to questions by Ms. Savage, Mr. Tolbert confirmed that the BOE had awarded \$2.2 million in ESSR III and LEADS grant funds in the form of bonuses to teachers, support staff, and bus drivers in two separate installments. Teachers received two awards of \$1,125 each, and bus drivers and support staff received two awards of roughly \$900 each. In response to a question by Commissioner Fiori, Mr. Tolbert agreed to provide the commissioners with the number of teachers, support staff, and bus contractors who received bonuses and the amounts that each were paid.

Following some discussion regarding programs, Dr. Cook agreed to provide the commissioners with information and costs associated with Grow Your Own online curriculum and Conscious Discipline, a behavioral health tool implemented for use in pre-k programs that will be extended to middle and high school. Both programs were covered under ESSR grants. School officials invited the commissioners to participate in Conscious Discipline training to take place May 14.

In response to questions by Commissioner Bertino, Mr. Tolbert advised that the BOE receives roughly \$24 million in state and federal grants for school funding annually, including \$8.5 million for teacher pension expenses, and at least 1.5% of LEADS and other program grants are allocated for unrestricted uses. Commissioner Bertino noted that equates to roughly \$1 million that could be allocated to areas, like teachers' salaries, to help offset general fund costs.

With regard to after school programs, Dr. Cook advised that these program positions are filled with existing staff who receive extra pay. In response to questions by Commissioner Elder, Mr. Taylor confirmed that bus contractors are not paid less for running summer school routes, though there are fewer students in these programs.

In response to comments by Commissioner Abbott, Mr. Tolbert confirmed that WCPS has the fourth lowest administrative costs per pupil of any Maryland jurisdiction. With regard to fleet repairs, he advised that the Worcester Technical High School automotive program is not set up to do most of the needed repairs. With regard to questions by Commissioner Abbott regarding new hires, BOE member Katie Addis advised that board members do receive information about employees, including new hires, resignations, and retirements; however, they do not receive any personnel salary information.

As discussions began to wrap up, Commissioner Fiori thanked BOE officials for their patience in both responding to the numerous questions asked and their agreement to provide additional requested information. He then assured BOE officials that it is not his intent to reduce funding for education, but rather to identify ways to use the money more wisely and to assure it is available for what truly matters, including teachers' salaries and the success of students.

Commissioner Bertino advised that the commissioners and BOE need to develop a mindset fixed on how this enterprise can run most efficiently, with the money it has or even less. Specifically, he pointed to the number of recent opportunities the BOE missed to request funding from the Interagency Commission on School Construction (IAC) to pay for smaller, one-time capital projects, like roof replacements. He stated that the missed opportunities could have added up to a great deal of County savings. He also stated that the BOE should seek to identify internal

funding for projects the State refuses to fund, rather than assuming the County will fund them. He then advised that every other County department and agency looks within its own budget to cover such expenses. Mr. Taylor stated that he hears these concerns loud and clear and will begin looking at these types of opportunities differently going forward. Furthermore, he agreed to identify a list of shovel-ready projects that can be submitted to the IAC. Mr. Young noted that the IAC will be making final funding decisions in May and asked if the BOE has completed a review of projects that may be eligible for State funding. Mr. Taylor confirmed the BOE will take a deep dive into what capital projects may meet ICA qualifications for FY25 funding.

Commissioner Purnell thanked the BOE and her fellow commissioners for a long day of conversations. She stated that by working together they can accomplish a lot of good and come to a consensus on many major issues. She confirmed that they will continue to fund teachers and education, which she considers to be the best uses for taxpayer funds. Mr. Taylor responded that the BOE is committed to working together with the commissioners. Mr. Ferrante concurred and thanked everyone for the opportunity to have this open dialogue. He confirmed that the BOE is monitoring expenses and has had difficult conversations with staff about the need to make things thin, lean, and mean. He also confirmed that there is not a lot of excess in the requested FY25 WCPS operating budget, and what is in there is needed to meet the needs of students, teachers, support staff, and bus contractors.

After further discussion, Commissioner Bertino noted that today’s discussion between the commissioners and BOE was unprecedented, but needed, and he thanked everyone for their participation.

The commissioners recessed for five minutes. Commissioner Abbott left the meeting due to a previously scheduled event.

Commission on Aging (COA) Director John Dorrough reviewed the proposed FY25 COA Budget of \$1801,005, representing an increase of \$164,730 or 10.1%.

Lower Shore Area Extension Director Karen Reddersen reviewed the FY25 University of Maryland Extension Agency Budget of \$267,494, representing an increase of \$11,869 or 4.6%.

Board of Elections Director Patricia Jackson reviewed the proposed FY25 Board of Elections Budget of \$1,497,321, representing an increase of \$66,039 or 4.6%.

Health Officer Becky Jones reviewed the proposed FY25 Health Department Budget of \$11,715,307, representing an increase of \$5,856,711 or 100%. This budget variance is due to the State mandate on core funding and doubles the increase from FY24.

Sheriff Matt Crisafulli reviewed the proposed FY25 Sheriff’s Office Budget of \$11,850,864, representing a decrease of (\$176,909) or -1.5%.

Library Director Jennifer Ranck reviewed the proposed FY25 Library Budget of \$3,100,639, representing an increase of \$69,472 or 2.3 %.

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Development Review and Permitting (DRP) Director Jennifer Keener reviewed the proposed FY25 DRP Budget of \$2,202,993 representing an increase of \$18,455 or 0.8%.

Public Works Director Dallas Baker reviewed the proposed FY25 Roads Division Budget of \$4,847,535, representing an increase of \$47,427 or 1.1%; Maintenance Division Budget of \$1,679,652, representing an increase of \$41,879 or 2.6%; and Mosquito Control budget of \$216,773, representing an increase of \$21,275 or 10.6%.

The commissioners answered questions from the press, after which they adjourned at 4:46 p.m. to meet again on April 16, 2024.

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Minutes of the County Commissioners of Worcester County, Maryland

April 16, 2024

Anthony W. Bertino, Jr., president
Madison J. Bunting, Jr., vice president
Caryn G. Abbott
Theodore J. Elder
Eric J. Fiori
Joseph M. Mitrecic
Diana Purnell

Following a motion by Commissioner Bunting, seconded by Commissioner Elder, the commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Weston Young, Deputy Chief Administrative Officer Candace Savage, County Attorney Roscoe Leslie, Public Information Officer Kim Moses, Human Resources Director Stacey Norton and Deputy Director Pat Walls, and Public Works Director Dallas Baker. Topics discussed and actions taken included the following: a personnel update; receiving legal advice from counsel; and performing administrative functions, including discussing Riddle Farm Wastewater Treatment Plant operations.

Following a motion by Commissioner Bunting, seconded by Commissioner Elder, the commissioners unanimously voted to adjourn their closed session at 9:31 a.m.

After the closed session, the commissioners reconvened in open session. Commissioner Bertino called the meeting to order, and following a morning prayer by Rabbi Art Rutberg of Temple Bat Yam and pledge of allegiance, announced the topics discussed during the morning closed session.

The commissioners reviewed and approved the April 2, 2024 open session meeting minutes as presented and closed session meeting minutes as amended.

The commissioners presented a proclamation to Tourism and Economic Development Director Melanie Pursel and County tourism partners recognizing Saturday, April 27, 2024 as Celebrate Trails Day, when the new Summerfield Trails in Snow Hill are to be inaugurated.

The commissioners presented a proclamation to Housing Program Coordinator Davida Washington recognizing April as Fair Housing Month and reflecting on the impact that the County's Housing Rehabilitation Program has made since it began in 1987.

The commissioners presented a proclamation to representatives from the CRICKET Center, Life Crisis, and Department of Social Services recognizing April as National Child

Abuse Prevention Month.

Upon a motion by Commissioner Elder, the commissioners unanimously approved by consent agenda item numbers 2-3 and 5-7 as follows: scheduling a public hearing on the FY25 Solid Waste Enterprise Fund budget for June 4, 2024; bid specifications for the Medical Assistance Transportation program through the Health Department; awarding the lowest responsive bid to purchase and install a new incinerator at Animal Control to ECO Concepts for \$37,781; and recommended FY25 tax rates, certifications, and recommended managers for all 18 tax ditches in the County.

Pursuant to the request of Procurement Officer Nick Rice and upon a motion by Commissioner Elder, the commissioners voted 6-1, with Commissioner Mitrecic voting in opposition, to approve bid specifications for the Berlin Homeowner Convenience Center bulkhead repair project.

Mr. Rice presented a progress report on the Pocomoke Branch Library bid and permit phase, with construction to begin in October 2024 and to be completed in late 2025 or early 2026. He then advised that the State has allocated \$3.99 million in matching construction funds for this project. Library Director Jennifer Ranck advised that the State will provide \$2.2 million for FY24 and \$1.79 million for FY25. In response to questions by Commissioners Abbott and Bertino, Ms. Ranck advised that the Library Board of Trustees is working on plans to relocate Pocomoke Branch Library operations during demolition and construction.

Pursuant to the recommendation of Mr. Rice and upon a motion by Commissioner Fiori, the commissioners unanimously awarded the lowest responsive bid for the roof coating project at the Health Department in Berlin to D-Project, Inc. for \$86,000.

Pursuant to the request of Recreation and Parks Director Kelly Rados and upon a motion by Commissioner Mitrecic, the commissioners unanimously adopted the proposed Park Naming Policy.

Pursuant to the request of County Attorney Roscoe Leslie and upon a motion by Commissioner Bunting, the commissioners unanimously agreed to accept at no cost a conservation easement in the Winding Creek subdivision that is currently owned by the Lower Shore Land Trust (LSLT). Mr. Leslie advised that the County already owns the wetlands surrounding the buffer in Winding Creek and similar conservation easements elsewhere, so staff has experience monitoring them.

Commissioner Fiori advised that some of the leadership of the Board of Education (BOE) have requested that the BOE and County finance teams meet and initiate an open dialogue and collaborate to come up with a few recommendations for budgetary procedures, i.e. formatting.

Following some discussion, a motion by Commissioner Fiori failed 2-5, with Commissioners Abbott and Fiori voting in favor and Commissioners Bertino, Bunting, Elder, Mitrecic, and Purnell voting in opposition, to have County and BOE finance teams meet to provide recommendations to solve funding issues and assure that all teachers and bus drivers

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receive the raises they deserve.

The commissioners answered questions from the press, after which they adjourned their open session meeting to conduct a budget work session. Following the budget work session, the commissioners adjourned to meet again on May 7, 2024.

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Minutes of the County Commissioners of Worcester County, Maryland

April 16, 2024

Budget Work Session

Anthony W. Bertino, Jr., president
Madison J. Bunting, Jr., vice president
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Eric J. Fiori
Joseph M. Mitrecic
Diana Purnell

The commissioners met at 11 a.m. with Chief Administrative Officer Weston Young and Budget Officer Kim Reynolds to conduct a work session to resume their review of Worcester County Departmental Operating Budget Requests for FY25. The requested FY25 Operating Budget currently reflects estimated revenues of \$260,076,878 and requested expenditures of \$270,193,052, which leaves a shortfall of \$10,116,174 that must be reconciled by either reductions in expenditures, additional revenues, or a combination of the two.

Human Resources Director Stacey Norton reviewed the proposed FY25 Human Resources Budget of \$552,381, representing an increase of \$40,217 or 7.9%.

Tourism and Economic Development Director Melanie Pursel reviewed the proposed FY25 Economic Development Budget of \$503,868, representing an increase of \$45,843 or 10%; and the proposed FY25 Tourism Budget of \$1,505,815, representing an increase of \$120,546 or 8.7%.

Chief Administrative Officer Weston Young reviewed the proposed FY25 County Administration Budget of \$1,320,260, representing an increase of \$84,028 or 6.8%; Orphan's Court Budget of \$38,100, representing an increase of \$1,200 or 3.3%; Other General Government Budget of \$3,896,215, representing an increase of \$155,583 or 4.2%; Wor-Wic Community College Budget of \$2,618,000, representing an increase of \$87,758 or 3.5%; Other Natural Resources Budget of \$625,935, representing a flat budget; Taxes Shared with Towns Budget of \$3,630,114, representing an increase of \$509,157 or 16.3%; Grants to Towns of \$7,149,511, representing an increase of \$732,136 or 11.4%; Benefits and Insurance Budget of \$24,268,854, representing a decrease of (\$2,361,164) or -8.9%; Interfund Budget of \$8,387,325, representing the transfer to Water and Wastewater to cover Riddle Farm Wastewater Treatment Plant upgrade shortfall and bypass interconnection and transfer dedicated to reserve to meet the 15% requirement per resolution; Other Social Services Budget of \$854,418, representing an increase of \$324,050 or 61.1%, as outlined in the requests from the County nonprofit organizations; and Other Recreation and Culture Budget of \$101,500, representing an increase of \$21,500 or 26.9%. Commissioner Bertino requested staff provide a year-by-year comparison of budget trends for the nonprofits from 2019 to date for their review at their next budget work session.

The commissioners recessed for lunch.

After lunch, the commissioners resumed their budget discussions. Commissioner Fiori was absent from the afternoon budget session due to a prior commitment.

State's Attorney Kris Heiser reviewed the proposed FY25 State's Attorney's Office Budget of \$3,311,733, representing a decrease of (\$25,802) or -0.8%.

Ocean City Fire Chief Richard Bowers reviewed the proposed FY25 EMS and Fire Department Budget of \$12,212,249, representing an increase of \$1,734,154 or 16.6%.

Fire Marshal Matt Owens reviewed the proposed FY25 Fire Marshal's Office Budget of \$913,933, representing an increase of \$192,605 or 26.7%; FY25 Fire Training Center budget request of \$118,272, representing an increase of \$724 or .6%; and FY25 Emergency Services Operating Budget of \$3,529,512, representing an increase of \$255,438 or 7.8%.

Warden Tim Mulligan reviewed the proposed FY25 County Jail Budget of \$10,376,175, representing a decrease of (\$48,083) or 0.5%.

Public Works Director Dallas Baker reviewed the proposed FY25 Solid Waste Budget of \$4,903,079.46, representing an increase of \$227,694 or 4.9%; FY25 Water and Wastewater Budget of \$17,072,760, representing an increase of \$1,729,522 or 11.3%; Homeowner Convenience Centers Budget of \$730,886, representing a decrease of (\$23,373) or -3.1%; Recycling Budget of \$1,160,170, for an increase of \$208,346 or 22.5%; and Public Works Administration/Fleet Maintenance Budget of \$914,327, for an increase of \$77,906 or 9.3%.

Recreation and Parks Director Kelly Rados and Parks Superintendent Jacob Stephens reviewed the proposed FY25 Recreation Budget of \$2,264,711, representing an increase of \$207,937 or 10.5%; Parks Budget of \$2,25,796, representing a decrease of (\$19,398) or -0.8%; and Boat Landings Budget of \$54,438, representing a decrease of (\$271,700) or -83.3%.

Environmental Programs Director Bob Mitchell reviewed the proposed FY25 Environmental Programs Budget of \$1,970,128, representing an increase of \$64,248 or 1.9%.

Information Technology Director Brian Jones reviewed the proposed FY24 Information Technology Budget of \$720,103, representing an increase of \$31,991 or 4.6%; and Other General Government – IT Budget of \$970,617, representing a decrease of (\$55,113) or -5.4%.

Finance Officer Phil Thompson and Assistant Finance Officer Jessica Wilson reviewed the proposed FY25 Treasurer's Office Budget of \$1,738,647, representing an increase of \$307,288 or 21.5%; Other General Government – MIS (Document Imaging) of \$170,200, representing a decrease of (\$8,900) or -5.5%; and Debt Service of \$10,077,454, representing a decrease of (\$3,121,808) or -23.7%.

The commissioners answered questions from the press, after which they adjourned to meet again on May 7, 2024.

TEL: 410-632-1194
FAX: 410-632-3131
WEB: www.co.worcester.md.us



OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

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

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

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

COMMENDATION

WHEREAS, Senior Corporal Jeff Taylor has contributed 18 years of dedicated service to the Worcester County Jail where he began his career on July 10, 2006; and

WHEREAS, Senior Corporal Taylor's expertise and experience have been instrumental in ensuring the operation of the control center and providing for the security and welfare of the inmate population, as well as the overall management of the Worcester County Jail.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Senior Corporal Jeff Taylor** for his years of devoted service to Worcester County, and we wish him a happy and healthy retirement.

Executed under the Seal of the County of Worcester, State of Maryland, this 7th day of May, in the Year of Our Lord Two Thousand and Twenty-Four.

Anthony W. Bertino, Jr., President

Madison J. Bunting, Jr., Vice President

Caryn G. Abbott

Eric J. Fiori

Theodore J. Elder

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DIANA PURNELL

COMMENDATION

WHEREAS, Faith Coleman has contributed 46 years of dedicated service to Worcester County Government where she began her career on June 29, 1978; and

WHEREAS, Ms. Coleman’s expertise and experience as an office assistant V have been instrumental in the overall management of Worcester County Administration, where she performed complex secretarial duties, to include assisting with special projects and activities supporting the Ethics Board, Police Accountability Board, and Animal Control, as well as the tax sale, code supplements, and legislation.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Faith Coleman** for her years of devoted service to Worcester County, and we wish her a happy and healthy retirement.

Executed under the Seal of the County of Worcester, State of Maryland, this 7th day of May, in the Year of Our Lord Two Thousand and Twenty-Four.



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PROCLAMATION

WHEREAS, with the help of loving foster families, Worcester County youth from all walks of life are empowered to persevere through difficult family circumstances to become successful, productive, and well-respected members of society; and

WHEREAS, this May, National Foster Care Month, we highlight the integral partnerships that exist between professionals within the Department of Social Services and caring residents to build supports, engage youth, and strengthen families that are struggling to overcome crisis situations.

NOW, THEREFORE, we, the County Commissioners of Worcester County, Maryland, do hereby recognize May as **National Foster Care Month** and encourage families to open their hearts and homes to youth living in foster care to bring stability back into their lives.

Executed under the Seal of the County of Worcester, State of Maryland, this 7th day of May, in the Year of Our Lord Two Thousand and Twenty-Four.

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DIANA PURNELL

COMMENDATION

WHEREAS, Terry and Alison Tinker have been named the 2024 Worcester County Foster Parents of the Year for the work they’ve done over more than 30 years to help bring support and stability back into the lives of foster children during times of crisis; and

WHEREAS, foster parents, like Mr. and Mrs. Tinker, fill an urgent need in our community by providing stable homes and helping youth in foster care recognize their intrinsic worth and value to the community, which fuels their confidence and empowers them to realize their full potential.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Terry and Alison Tinker** for opening their hearts and home to the children of Worcester County in State custody, and we thank them for their willingness to serve children living in crisis as foster care parents.

Executed under the Seal of the County of Worcester, State of Maryland, this 7th day of May, in the Year of Our Lord Two Thousand and Twenty-Four.

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DIANA PURNELL

PROCLAMATION

WHEREAS, the 2024 hurricane season runs from June 1 - November 30. Because it only takes one storm to change lives and communities, we join with Worcester County Emergency Services professionals to urge area residents to be storm ready; and

WHEREAS, residents are encouraged to prepare for hurricane season by taking action today to determine their risks, develop an evacuation plan, assemble disaster supplies, get an insurance checkup, strengthen their homes, craft personalized family emergency kits, and be prepared to help their neighbors. Information to help individuals and families craft personalized emergency plans is available at www.co.worcester.md.us by clicking on the Department of Emergency Services.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, proclaim May 5-11 as **Hurricane Preparedness Week** in Worcester County, and we urge residents to understand their risks from hurricanes and take steps today to be prepared.

Executed under the Seal of the County of Worcester, State of Maryland, this 7th day of May, in the Year of Our Lord Two Thousand and Twenty-Four.



Anthony W. Bertino, Jr., President

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DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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

ZONING DIVISION
BUILDING DIVISION
ADMINISTRATIVE DIVISION

DATA RESEARCH DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

Memorandum

To: Weston Young
CC: File
From: Davida Washington
Date: 4/30/2024
Re: Request for Public Hearing for FY2025 Housing Rehabilitation Grant Application

As of January 2024, Worcester County currently has fully expended the last housing rehabilitation grant through the State CDBG Program. This grant was received in 2022 in the amount of \$300,000 for the rehabilitation of 16 owner-occupied homes. At this time, I am proposing that the Commissioners schedule a public hearing as the first step toward enabling me to submit a grant application on behalf of Worcester County in the amount of \$500,000 for the rehabilitation of an additional 16 or more owner-occupied homes County-wide. Attached please find a general program description and evaluation of need for the proposed project.

The requested funds would cover the construction costs, relocation costs and lead testing and clearance costs associated with the continuance of the Worcester County Housing Rehabilitation Program. 100% of the requested \$500,000 in grant funding will be utilized to meet the national objective of benefit to low and moderate income persons. The \$75,000 of required County matching funds will be met through in-kind expenditures associated with the administration of the program over the two year period. Qualifying expenditures include the Program Administrator and Inspector's fees, flood determination reports, credit reports, appraisals, advertising expenses, mailings and office supplies.

Upon Commissioners' approval, please authorize publication of the attached Notice of Public Hearing per CDBG Program requirements. This Notice must be published a minimum of 5 days prior to the date of the public hearing.

HOUSING REHABILITATION GUIDELINES
FOR
WORCESTER COUNTY,
MARYLAND

INTRODUCTION

This rehabilitation plan sets forth the guidelines and procedures governing the operation of the Worcester County Housing Rehabilitation Program.

This program will make available financial and/or technical assistance for the rehabilitation of eligible owner-occupied substandard housing units located in Worcester County.

The legal authority for this rehabilitation program comes from the applicable grant agreement for the Community Development Block Grant Program administered by the Maryland Department of Housing and Community Development.

The local governing bodies, contractors, subcontractors, vendors and applicants for rehabilitation assistance are required to abide by a number of State and Federal laws and may be required to sign documents certifying their compliance.

The Civil Rights Act of 1964
Executive Order 11246 concerning Equal Employment Opportunity
Standards of Conduct for the CDBG recipients – Conflict of Interest
Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity
Standard of Equal Opportunity Construction Contract Specifications
Certification of Non-Segregated Facilities for Contracts over \$10,000
Title VI of Civil Rights Act of 1964
Section 109 of Housing & Community Development Act of 1974
Section 3 Compliance
Age Discrimination Act of 1975
Section 504 Affirmative Action for Handicapped Lead Based Paint Hazards
Access to/Maintenance of Records

Experience with the Program has shown that there are sufficient applicants to utilize the available funds. If this should cease to be the case, the Administration will market the Program via newspaper and television stories, public service announcements, and contacts with civic and charitable organizations.

The County Commissioners shall have the right to waive certain limits and eligibility criteria on a case-by-case basis as justified by unusual circumstances and with the approval of the State (DHCD).

I – ELIGIBILITY

1. Beneficiaries of the Program must be of low-to-moderate income, as defined by income limits provided by the Maryland Department of Housing and Community Development.

The HUD limits for Worcester County, Maryland CDBG program as of June 15, 2023, are as follows:

Persons per Household	Maximum Annual Income
1	\$ 52,850
2	\$ 60,400
3	\$ 67,950
4	\$ 75,500
5	\$ 81,550
6	\$ 87,600
7	\$ 93,650
8	\$ 99,700

2. The dwelling to be rehabilitated must be located within the unincorporated areas of Worcester County or in an incorporated municipality that does not receive CDBG funding.
3. The dwelling must be in substandard condition and economically feasible of being brought into compliance with the standards of the County’s Livability Code. Exceptions may be made for emergency cases to correct an immediate threat to the health and safety of the occupant(s). All health and safety problems will be documented on a separate form.
4. Program emphasis is the rehabilitation of owner-occupied dwellings, however, landlords who rent to persons of low-to-moderate income may be considered for CDBG funded interest subsidies for bank loans, provided such assistance has been approved by the State.
5. Owner-occupants must not own any house other than the one to be rehabilitated under the program and must not have substantial assets which would enable the applicant to secure rehabilitation funds from other sources.
6. If the dwelling lies within a flood zone, the applicant must agree to obtain flood insurance coverage.
7. Vacant dwellings may be considered for rehabilitation if the dwelling has been vacated due to its substandard condition, and if the owner agrees to occupy the dwelling upon completion.
8. Applicants without property insurance must obtain such insurance prior to the initiation of any work.
9. Homes owned by more than one party (other than a husband and wife who reside together) may be rehabilitated even if not all members reside in the home. At least one of the owners must live in the home. All others must sign all program documents, including the application and the final loan documents.
10. The total income of all persons residing in the house will be counted. The income of household members who are presented as residing temporarily in the house will be counted for eligibility purposes until evidence is that the person has moved out.
11. Any property that is in forbearance with their mortgage company or property is bound by a reverse mortgage is **not eligible** for assistance from this program.

12. An applicant may only be assisted one time with CDBG funds. However, a waiver may be requested for emergency assistance or on a case-by-case basis. Requests for waivers should be addressed to the Program Coordinator.
13. CDBG funding is only used for homes constructed after 1978 unless there is documentation demonstrating that there is no lead-based paint in the house at the time of selection.
14. Houses must be inspected for pests and termites prior to approval. The inspections are to be completed by a licensed exterminator. If infestation is discovered, treatment must be provided. Each case file must obtain an inspection report showing issues and completed corrections. The exceptions to this requirement are cases for water and sewer lines and emergency repairs.
15. The County must require a pro-rated repayment if a property owner refinances and receives “cash-out” from the transaction after the rehabilitation has taken place while the lien or loan term is in effect.
16. Smoke alarms must be installed according to local code with a minimum of one on each floor. If they are already in place, they should function properly.
17. No Worcester County employees are eligible for this program. This would be a conflict of interest.

II. APPLICATION PROCEDURES

1. Applications will be accepted continuously. The following must be submitted prior to application review and underwriting: property tax bill; proof of insurance or commitment to obtain such on property; verification of mortgage (if applicable); and proof of income. The following will be acceptable as proof of income: social security or pension award letters, last two pay stubs, W-2 form for the previous year, or income tax returns. Mortgage verification forms will be used. Employment verification forms will be used at the discretion of the Coordinator.
2. The number of applicants which meet eligibility guidelines will be referred to the Program Inspector for completion of a preliminary inspection. This will occur during the times in which the program has sufficient funds to handle the stream of applicants coming in. Preliminary inspections will not be completed for “backlogged” applicants. The purpose of the preliminary inspection is to determine whether the rehabilitation is economically feasible and to determine the health and safety violations which will end in the prioritization of applications. Preliminary inspections will be made in writing and will include the estimated cost.
3. The Coordinator will perform general prioritization of applications for the purpose of presentation to the review board. Priorities are covered in Section III, “Selection”.
4. Excess housing demand will be partially addressed by the prioritization discussed in #3, above. In addition, applicants deemed to have greater repayment ability will be referred to the State Special Loans Programs. Consideration will be given in developing programs which will expend the CDBG funds in a timely manner, but maximize the number of families served.

- A prioritized waiting list will be developed so that as more funds become available, families will be reviewed in priority order. All Special Loans Programs cases will be handled using regular SLP procedures.
5. Cost Benefit Determination: According to Maryland State policies, if the cost to rehabilitate the house is 50% greater than the assessed value as determined by the State Department of Assessments and Tax (SDAT), then CDBG funding cannot be utilized for repairs. Costs for lead abatement are not included in this computation. The State will consider exception requests if there are health and safety issues.
 6. Underwriting will be performed prior to presentation to the Housing Review Board. The Coordinator will utilize the State Special Loans Program underwriting form.
 - a. Applicants who expend more than 31% of their income for housing expenses will be deemed unable to repay a loan (housing expense/gross monthly income).
 - b. Total recurring debt obligations should not exceed 43% (monthly housing expense plus long-term debt/gross monthly income).
 - c. The amount available for repayment: gross monthly income x 43% and long-term debt and housing expenses is subtracted with a 10% optional allowance of unusual household expenses. The remainder is the monthly affordable amount.
 - i. If the amount is <\$100 – a deferred loan is acceptable.
 - ii. If the amount is >\$100 – a deferred payment can be recommended with supporting documentation for consideration of an exception.
 7. The Coordinator will prepare recommendations for action by the Review Board and will provide this material to the Board in advance of the meeting at which action is being requested. To receive a conditional grant, the applicant must meet the criteria of having income below 80% of the AREA median.

III. SELECTION

1. Our efforts will be made to provide assistance on a first-come, first-served basis; however, severity of need will take precedence. Severity of need will be based on the following criteria:
 - One or more occupants of the dwelling is age 62 or older.
 - One or more occupants of the dwelling is handicapped.
 - Condition of the dwelling is a threat to the health and/or safety of the occupants. (Example: Failure of well or septic system)
 - Total household income is below 80% of the County median.
2. The Housing Review Board will meet as needed. The Board will review applications and recommendations from the Program Coordinator and will make decisions as to which shall be funded and the method of financing. These decisions are based upon the feasibility and affordability analysis computations in DCHD underwriting process. Grievances and appeals against the decision of the

Housing Review Board will be made in writing within 30 days after written notification of the Board’s decision. Additional information not presented at the time of the meeting must be requested with the request for an appeal hearing. Appeals will be referred to the Chief Administrative Officer who will act on them within 30 days of receipt. Applicants may further appeal to the County Commissioners within 30 days after the decision of the Chief Administrative Officer. Applicants will be notified of the grievance procedures upon notification of action by the Board on their cases.

3. Upon application approval, the Coordinator will send appropriate documentation to the Maryland Historical Trust for the Section 106 review.
4. The Inspector will perform a detailed, written work-up for each approved case.

IV.STRUCTURE OF FINANCIAL ASSISTANCE

1. The average amount of assistance is expected to be \$20,000. The maximum grant amount will be \$30,000. Total improvements may exceed \$30,000 if the after-rehabilitation value of the dwelling is more than all mortgage amounts and the home can be brought into compliance using what is still considered to be moderate according to rehabilitation guidelines. CDBG Awards exceeding \$30,000 shall be in the form of 0% interest loans; payment amounts to be determined using the Special Loans Program underwriting worksheet. Recipients must make payments as scheduled to the County Treasurer’s Office until the entire principal amount of the debt is retired; there is no expiration on the term of the loans. A loan can be deferred, forgivable, no-interest or amortized at the discretion of the Housing Coordinator and the Housing Board approval. The Board may alternatively elect to supplement the \$30,000 maximum grant amount with loan funding through the State Special Loans Program. Payment and interest would be set by SLP according to their Program guidelines and loans would be serviced through their agency.

2. In cases of the sale or cash-out re-financing of rehabilitated properties, the County must be re-paid the balance of the loan or grant per the terms outlined in the agreement. Reverse mortgages are not permitted while liens are still in effect. The following tiered system applies for liens placed on houses rehabilitated through a CDBG grant:

Tier I- \$0 to \$12,500 grant requires a five (5) year lien.

Tier II- \$12,501 to \$25,000 grant requires a ten (10) year lien.

Tier III- \$25,001 to \$30,000 grant requires a fifteen (15) year lien.

A tiered portion of the grant amount must be repaid if the dwelling is sold after rehabilitation and prior to the expiration of the grant term. Repayment is required according to the following schedule:

For five-year liens:

Sale in the first year:	100% grant repayment
Sale in the second year	80% grant repayment
Sale in the third year	60% grant repayment

Sale in the fourth year	40% grant repayment
Sale in the fifth year	20% grant repayment

The grant mortgage will be released after the fifth year and no repayment is required thereafter.

For ten-year liens:

Sale in the first year:	100% grant repayment
Sale in the second year	90% grant repayment
Sale in the third year	80% grant repayment
Sale in the fourth year	70% grant repayment
Sale in the fifth year	60% grant repayment
Sale in the sixth year	50% grant repayment
Sale in the seventh year	40% grant repayment
Sale in the eighth year	30% grant repayment
Sale in the ninth year	20% grant repayment
Sale in the tenth year	10% grant repayment

The grant mortgage will be released after the tenth year and no repayment is required thereafter.

For fifteen-year liens:

Sale in the first year:	100% grant repayment
Sale in the second year	93% grant repayment
Sale in the third year	87% grant repayment
Sale in the fourth year	80% grant repayment
Sale in the fifth year	73% grant repayment
Sale in the sixth year	67% grant repayment
Sale in the seventh year	60% grant repayment
Sale in the eighth year	53% grant repayment
Sale in the ninth year	47% grant repayment
Sale in the tenth year	40% grant repayment
Sale in the eleventh year	33% grant repayment
Sale in the twelfth year	27% grant repayment
Sale in the thirteenth year	20% grant repayment
Sale in the fourteenth year	13% grant repayment
Sale in the fifteenth year	7% grant repayment

The grant mortgage will be released after the fifteenth year and no repayment is required thereafter.

V. REHABILITATION ACTIVITIES

1. Work to be performed will be determined through an inspection by the Program Inspector. The homeowner will be encouraged to participate in this process. The Program Inspector will prepare a detailed work write-up which will be utilized for solicitation of bids to perform the work. Work on these homes which require septic systems, wells and the installation of bathrooms will be reviewed by the Worcester County Environmental Programs prior to being sent to bid.

- Requirements of the Environmental Programs will be incorporated into the work write-up.
2. The following are considered eligible repairs under the program when such repairs are necessary to bring the property into conformance with the County's Livability Code:
 - a. Improvements to the existing physical structure such as painting and resurfacing of structures or surface elements.
 - b. Roof, wall, floor, and ceiling repairs.
 - c. Replacement of appliances such as range, water heater, water pump.
 - d. Replacements of fixtures such as heating, electrical, plumbing.
 - e. Energy conservation/weatherization improvements.
 - f. Alterations necessary to make the dwelling more accessible for handicapped persons.
 3. The following activities are generally ineligible for rehabilitation assistance:
 - a. New construction, substantial reconstruction, or the finishing of unfinished space such as attics or basements.
 - b. Remodeling or cosmetic improvements.
 - c. Renovation of dilapidated outbuildings.
 - d. Appliances not required by code standards.
 - e. Materials, fixtures, equipment or landscaping of type or quality that exceeds that customarily used in Worcester County for properties of the same general type. The County has developed general specifications which detail the level of materials and workmanship quality.

VI. CONTRACTING

1. At the start of each new grant cycle, Worcester County will establish a qualified contractor list for the various types of housing rehabilitation activities through a publicly advertised Request for Qualifications. Contractors shall complete a Qualification Package to be vetted for inclusion on the list.
.Qualified contractors on the list will be given the opportunity to bid on each job as it is available.
2. Bids will be reviewed for accuracy and responsibility and a recommendation for awarded consistent with the County's purchasing policy. Bids will generally be awarded to the lowest bidder. Worcester County reserves the right to accept or reject any or all bids.
3. The County may limit the number of contracts to be awarded to one contractor during any one bid solicitation and may negotiate with other bidders for remaining contracts.
4. Following award, Worcester County, the Owner, and Contractor Agreement will be executed by the contractor and homeowner. The Program Coordinator will then issue a Notice to Proceed.
5. The contractor may request progress payments as often as needed. Payments are made following inspection by the Program Inspector and upon approval by the Program Coordinator. The contractor may receive up to 75% of the total contract

- in this manner; the final 25% will not be paid until satisfactory completion of a final inspection on applicable projects. The homeowner, Program Inspector, contractor, and Program Coordinator are required to sign-off on the final payment request in order for payment to be processed.
6. All work involving well and septic installation will be bid separately and will not require the certification of the Program Inspector. The Coordinator will work directly with the Environmental Programs Department for this procurement. E.P. will also perform the inspections.
 7. The inspector will obtain the owner's signature on the Certificate of Completion prior to the final payment being made. If there is a dispute, the inspector and Program Coordinator will make the determination and document the reasons for such.
 8. Any homeowner who has problems with the work after its completion, (i.e., leaking pipes) should contact the Program Coordinator who will request the Inspector to ascertain the cause of the problem. If the time frame is within the one-year guarantee period, all efforts will be made to encourage the Contractor to correct the problems voluntarily. Applications for emergency well and septic systems shall be contracted as specified in the attached emergency application process.

VII. PERMITTING PROCESS

1. The Coordinator will send a copy of the final work write-up to the applicable Permitting Department for a permit review. The Permitting Department will respond with a written memo listing the permits required for the project and the code which is used by the jurisdiction. The Coordinator will provide the contractor with a copy of this memo when the Owner-Contractor Agreement is signed.
 - a. The Contractor will contact the property owner to sign the permit and submit the permit to the local Permitting Department along with any required drawings or site plan and all applicable fees.
 - b. The Contractor will notify the Development, Review, and Permitting or applicable jurisdiction and the Coordinator of the construction start date.

VIII. FINAL REHABILITATION DOCUMENTS

1. Once the contract for the work is awarded, the Coordinator will prepare the following documents for signature by the homeowner:
 - Owner-Contractor-Grantee Agreement
 - Lead Paint Notice
 - Grant/Loan Agreement
 - Promissory Note
 - Notice of Right of Rescission
 - FHEO Self Identification Form

In addition, a copy of the work write-up will be included in this mailing.

2. When the documents are returned to the Coordinator, he or she will obtain the signature of the contractor on the Owner-Contractor Agreement. Once this is done, the Contractor will be given a Notice to Proceed.
3. The Grant/Loan Agreement will be recorded in the Office of the Clerk of Court.
4. Copies of the promissory note and Grant/Loan Agreement will be provided to the County Treasurer's Office upon signing and recordation.

**BID AND CONTRACT PROCEDURES
WORCESTER COUNTY HOUSING REHABILITATION PROGRAM**

It shall be the policy of the Worcester County Rehabilitation Program to maximize participation by minority contractors. The Program Coordinator shall consult all available resources for names of minority contractors.

The procedures contained herein apply only to work funded in whole or in part with County CDBG funds. Other agencies which supplement the CDBG funds have the option of using their own procedures only if they are more stringent than CDBG.

I. CONTRACTOR QUALIFICATION

1. As part of the Request for Qualifications to be included on the Qualified Contractor List, the following information will be required to be submitted:
 - a. Adequate liability insurance (\$100,000/\$300,000 for personal injury and \$100,000 for property damage), listing agent's name, amount, expiration date and name of insurer.
 - b. Name of the company bank
 - c. The names of the usual subcontractors
 - d. The names and addresses of at least two (2) recent residential rehabilitation or remodeling customers
 - e. A list of all principal officers of the company
 - f. Number and date of the Maryland Home Improvement License
 - g. Copy of MHIC license
 - h. Number, date and copy of the MDE Lead license if applicable
2. Contractors meeting the qualifications above will be deemed acceptable and will be allowed to bid on the rehabilitation projects. This privilege is contingent on the fact that no contractor is on HUD's debarred list, has filed bankruptcy or is otherwise deemed ineligible. The Housing Program Inspector and the Housing Rehabilitation Program Coordinator will evaluate all bids for completeness, and it will be awarded consistent with the County's purchasing policy.
3. The name of contractors who do not perform satisfactorily will be submitted to the County Commissioners with a recommendation that they not be allowed to bid on future projects.

4. Contractors shall return completed and sealed bid packages to the County Administration no later than the date and time established in the notice. No bids will be accepted after this deadline. Faxed bids are not acceptable.
 5. No items are to be omitted. All bids are to be totaled on the first page of the work write-up and signed by the contractor on the last page. Any bid which contains omitted items will be disqualified.
 6. The jobs are to be bid on an individual basis, group bidding is not allowed.
 7. Any questions concerning the substance of the work write-up should be clarified before the bid is submitted. No change orders may be made without the approval of the Program Coordinator. The submitting of bids shall be taken as a contractor's acknowledgement of the adequacy of the scope of work unless the bid is accompanied by a statement expressing the contractor's questions or concerns.
 8. All bids will be opened publicly and read aloud at a specified time. Bids will be reviewed by the Program Coordinator.
 9. The contract for approved applications will be awarded consistent with the County's purchasing policy. Generally, this will be the low bidder if he or she has met all eligibility criteria, and that the bid covers all items on the work write-up and that the bid appears to be feasible and responsive. The County Commissioners will award the contract at a regular meeting when applicable. It is the general policy of the program to use general contractors. However, there may be instances where work to only one trade is to be done. In these cases, the Coordinator may solicit the appropriate subcontractor. All well and septic work will be bid separately.
- WORCESTER COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.

II. CONTRACT PROCEDURES

1. A contract for construction work financed by a rehabilitation grant or loan shall be undertaken between the grantee, contractor and the property owner. The County will not be a party to such a contract, but will act on the recipient's behalf in bidding, contract award and inspections of work completed.
2. The form of the contract shall be as follows: a single document, containing the general conditions and specifications for the work performed. The bid form is included in the contract by reference.
3. General contract provisions shall be required in all rehabilitation construction contracts, including:
 - A provision that a written "Proceed to Work" order within a "to be determined" number of days is issued; and
 - A provision that the Contractor will be paid the contract price according to a payment schedule specified within the contract when work is satisfactorily completed. Payment will be made as soon as possible after receipt of the contractor's invoice. For final payments,

receipt of release of liens by the contractors, suppliers and laborers involved shall be required.

4. The Contractor shall be required to comply with the following provisions:
 - a. Comply with all County inspection requirements; and
 - b. Perform all work in accordance with applicable standards and requirements, whether covered by the work specifications.

III. OWNER/CONTRACTOR DISPUTES

1. If a dispute between the homeowner and contractor concerning workmanship, quality of materials, or scope of work occurs, the Program Inspector will meet with both parties to discuss their concerns. The Program Inspector will advise the homeowner and contractor, in writing, of the recommended resolution. If both parties are not satisfied with the recommended resolution, they may respond in writing to the Program Coordinator within 10 days of the date of the notice from the Inspector. The Program Coordinator will meet with the homeowner, contractor, and inspector at the property, listen to the concerns of all parties and evaluate the disputed work. The Program Coordinator will respond in writing within 10 days of the meeting. If the homeowner or contractor do not accept the final resolution of the Program, the dispute will be referred for independent arbitration as provided for in the terms of the Worcester County Housing Rehabilitation Owner-Contractor Agreement.

IV. CHANGE ORDERS

1. It is the policy of the Worcester County Housing Rehabilitation Program to carefully evaluate change orders. Every effort will be made to ensure that the work write-ups are complete and accurate representations of the work to be done in accordance with program guidelines. We require contractors to clarify any questions regarding the work write-up prior to the submission of a bid.
2. For other items on which change orders may be required, the following procedures will apply, regardless of whether the request for a change is initiated by the contractor or a homeowner:
 - a. The contractor is required to telephone both the Program Coordinator and the Program Inspector with a verbal explanation of the situation.
 - b. The Program Inspector will visit the job site to render an opinion on the need for the change. If the Program Inspector recommends denial of the change order, this decision shall be final.
 - c. If the Program Inspector finds that the request is justified, he will so inform the Program Coordinator who will render the final judgment. The Inspector will also give his opinion as to the reasonable cost of the proposed change.
 - d. Change orders which would bring the total grant amount above the maximum are not permitted. In cases of this nature, every attempt will be made to substitute a change for an originally approved item which is of lesser importance or to seek funds from other sources.
 - e. The Program Coordinator will require the contractor to fill out and sign a change order form prior to permitting work to proceed. The contractor shall

verify whether any revisions of the issued permit are necessary with the appropriate jurisdiction.

V. RECRUITMENT OF MINORITY, SMALL, AND FEMALE CONTRACTORS

It is the policy of the County to attempt to recruit and assist small, female and minority contractors. The Coordinator will attempt to locate such contractors and include them on the Qualified Contractors List. He/she will consult such sources as the Maryland Department of Transportation Business Directory, the Lower Shore Contractors Association (a minority association), Shore-Up!, and O.U.R. Community, as well as any other group known to have knowledge of minority, small and female contractors.

Housing Rehabilitation Application Process for Emergency Well and Septic Systems Only

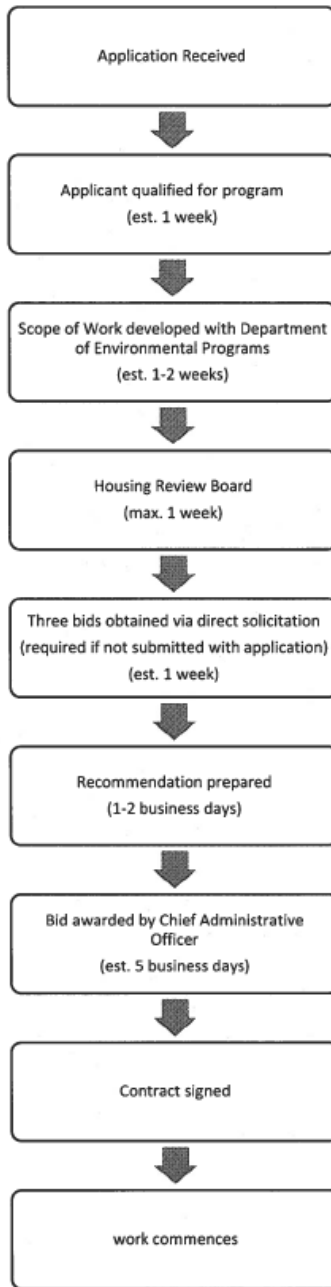
A failure of a well or septic system shall be deemed to be an immediate threat to the health and safety of the occupant(s) and shall be expedited under the emergency application process set forth herein.

1. Applicants shall meet the eligibility requirements for the Program as defined in the Housing Rehabilitation Program Guidelines, Section I - Eligibility. Applications for septic systems shall be reviewed by the Worcester County Department of Environmental Programs (DEP) to determine eligibility for the use of Bay Restoration Funds in conjunction with CDBG funding whenever possible.
2. Applications will be accepted continuously. The following must be submitted prior to application review and underwriting: property tax bill; proof of insurance or commitment to obtain such on property; verification of mortgage (if applicable); and proof of income. The following will be acceptable as proof of income: social security or pension award letters, the last two pay stubs, W-2 form for the previous year, or income tax returns. Mortgage verification forms will be used. Employment verification forms will be used at the discretion of the Program Coordinator.
3. The applicant shall provide the Program Coordinator with the contact information for the licensed well driller or septic installer that made the determination that the well or septic needed repair or replacement to include the name of the company and/or individual, mailing address, phone number, and email address (if available). This information shall be reviewed by the Worcester County DEP for preparation of the scope of work. At their discretion, the Program Coordinator may utilize a third-party to conduct an inspection and prepare a report to verify the nature of the improvements needed.
4. The applicant shall provide the Program Coordinator with the contact information for the licensed well driller or septic installer that made the determination that the well or septic needed repair or replacement to include the name of the company

- and/or individual, mailing address, phone number, and email address (if available). This information shall be reviewed by the Worcester County DEP for preparation of the scope of work. At their discretion, the Program Coordinator may utilize a third-party to conduct an inspection and prepare a report to verify the nature of the improvements needed.
5. Underwriting will be performed prior to presentation to the Housing Review Board. The Program Coordinator will utilize the CDBG Cost Benefit Determination form. Applicants who expend more than 30% of their income for housing expenses shall be deemed unable to repay a loan but shall be eligible for a grant.
 6. The Program Coordinator will prepare recommendations for action by the Housing Review Board. To receive a conditional grant, the applicant must meet the following criteria: have income below 80% of the AREA median OR 62 years of age or older and spending more than 30% of his or her gross income on housing, exclusive of utilities. Application approvals shall occur as outlined in Section III - Selection, utilizing the method of financing outlined in Section IV - Structure of Financial Assistance, from the Housing Rehabilitation Program Guidelines.
 7. Bid Procedures:
 - a. The applicant may submit a minimum of two bids from licensed contractors as a part of their initial application. Bids submitted in this manner will be evaluated for consistency with the final scope of work developed by the Program Coordinator in consultation with the Worcester County DEP. Alternatively, the Program Coordinator may directly solicit a minimum of two bids from the Qualified Contractors List.
 - b. The Program Coordinator shall complete the Vendor/ Cost Documentation Form.
 - c. All bids will be reviewed for accuracy, consistency, and responsibility. All bids should be less than 6 months old. A recommendation for award will be provided by the Program Coordinator.
 - d. The recommendation and bids will be reviewed and awarded by the Chief Administrative Officer (CAO). Bids will generally be awarded to the lowest bidder; however, Worcester County reserves the right to accept or reject any or all bids.
 - e. The recommendation and bids will be reviewed and awarded by the Chief Administrative Officer (CAO). Bids will generally be awarded to the lowest bidder; however, Worcester County reserves the right to accept or reject any or all bids.
 8. The recommendation and bids will be reviewed and awarded by the Chief Administrative Officer (CAO). Bids will generally be awarded to the lowest bidder; however, Worcester County reserves the right to accept or reject any or all bids.
 9. Should the bids exceed the expenditure threshold specified in § CG 4-202, the Program Coordinator shall submit the recommendation to the Worcester County Commissioners for award.

- 10. Following the award, the Program Coordinator will prepare the required documents as outlined in Section VIII - Final Rehabilitation Documents and the contractor shall obtain all required permits from the Worcester County DEP as outlined in Section VII - Permitting Process, of the Worcester County Housing Rehabilitation Program Guidelines.
- 11. All other matters pertaining to the project shall be as governed by the Worcester County Housing Rehabilitation Program Guidelines.

Expedited CDBG Application Procedure Flow
Emergency Well and Septic Systems Only
(Estimated 6 weeks)





Worcester County Administration

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

TO: The Salisbury Daily Times and OC Today Dispatch Group
FROM: Candace Savage, Deputy Chief Administrative Officer
DATE: April 30, 2024
SUBJECT: Worcester County Public Hearing Notice

Please print the attached Public Hearing Notices in The Salisbury Daily Times and Ocean City Digest/OC Today Dispatch on May 16, 2024. Thank you.

NOTICE OF PUBLIC HEARING
ON THE PROGRESS OF
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS
WORCESTER COUNTY, MARYLAND

The County Commissioners of Worcester County, Maryland will conduct a Public Hearing to provide information on the new application for Housing Rehabilitation Grant CDBG Funding for FY25 which is funded under the Maryland Community Development Block Grant Program; a federally funded program designed to assist governments with activities directed toward neighborhood and housing revitalization, economic development, and improved community facilities and services. It is administered by the Department of Housing and Community Development.

The hearing will be held on:

TUESDAY, May 21, 2024
AT 10:30 A.M.
IN THE COUNTY COMMISSIONERS' MEETING ROOM
ROOM 1101 – GOVERNMENT CENTER – ONE WEST MARKET STREET
SNOW HILL, MARYLAND 21863

The Worcester County Commissioners will conduct a Public Hearing to obtain the views of citizens on community, economic development, and housing needs to be considered for submission of an application to the Maryland Community Development Block Grant Program (CDBG). Citizens will have the opportunity to discuss proposed projects and to provide input on other needs to be considered.

Citizens will be furnished with information including but not limited to:

- the amount of CDBG funds available for State Fiscal Year 2025;
• the range of activities that may be undertaken with CDBG funds; and
• the proposed projects under consideration by jurisdiction.

The Maryland CDBG Program reflects the State's economic and community development priorities and provides public funds for activities which meet one of the following national objectives, in accordance with the federal Housing Community Development Act of 1974, as amended, that:

1. benefit to low- and moderate-income persons and households;
2. aid in the prevention or elimination of slum or blight;
3. meet other community development needs of an urgent nature, or that are an immediate threat to community health and welfare.

The hearing will be held at the Worcester County Commissioners Meeting, One West Market St., Room 1101, Snow Hill, MD 21863, (time) on Tuesday, May 21, 2024. The draft application will be available for the public to review on May 21, 2024, until June 4, 2024, at the Worcester County Government Building, One West Market St., Room 1201, Snow Hill, MD 21863, during normal business hours.

Efforts will be made to accommodate the disabled and non-English speaking residents with 3 business days advance notice to Candace Savage, Deputy Chief Administrative Officer at 410-632-1194.

WORCESTER COUNTY COMMISSIONERS

Worcester County Sheriff's Office ^{ITEM 3}

Matthew Crisafulli
Sheriff



Nathaniel Passwaters
Chief Deputy

April 26, 2024

To: Weston Young, Chief Administrative Officer
Worcester County Commissioners

RE: FY25 Police Accountability, Community, and Transparency (PACT) Grant

Dear Mr. Young and Worcester County Commissioners,

We respectfully request your approval of our application for the FY25 Police Accountability, Community, and Transparency (PACT) Grant in the amount of \$167,543.

If approved and awarded, this grant will provide the remaining funds needed toward payment #3 of 5 for our body-worn cameras and in-car recording systems. The total payment due for FY25 is \$411,542.14; however, however, the Congressionally Directed Spending award of \$244,000 will cover the bulk of the payment.

Please let me know if more information is needed.

Respectfully submitted,
Carrie Tingle
Finance Administrator

“Proud to Protect, Ready to Serve”

Worcester County Sheriff's Office
One West Market Street, Room 1001
Snow Hill, MD 21863
410-632-1111- phone / 410-632-3070- fax
www.WorcesterSheriff.com

FY 2025 Police Accountability, Community, and Transparency (PACT) Grant Program (PACT)

Applicant: Worcester County Board of County Commissioners

Grant Application Form



Governor's Office of Crime Control and Prevention

Pending Submission

Governor's Office of Crime Control and Prevention
100 Community Place, 1st Floor Crownsville, MD
21032-2042 (410) 697-9338
Email: dlinfo_goccp@maryland.gov

www.goccp.maryland.gov
Wes Moore, Governor
Aruna Miller, Lt. Governor

Application Contents

- Checkboxes for application contents: Cover Sheet, Face Sheet, Summary / Narrative, Budget Summary, Personnel, Operating, Travel, Civil Rights, Service Sites, Assurances, Anti-Lobbying, Services, Equipment, Other.

Form with fields: Date Stamp, OFFICE USE ONLY, Control Number, Application Number, Received By, Date.

Governor's Office of Crime Control & Prevention - Grant Application Form

FY 2025 Police Accountability, Community, and Transparency (PACT) Grant Program (PACT)

Applicant: Worcester County Board of County Commissioners

Project Title: WCSO FY25 PACT Grant

Worcester

Local Government

Start Date: 07/01/2024

Submitted: Pending Submission

DUNS Number: 101119399

End Date: 06/30/2025

Funding Year:

SAM Expiration: 10/9/2024

Applicant:

Implementing Agency:

Worcester County Board of County Commissioners
County Government Center
1 W Market St Rm 1103
Snow Hill, MD 21863 1072
(410) 632-1194 FAX: (410) 632-3131

Worcester County Sheriff's Office
1 West Market Street, Room 1001
Snow Hill, MD 21863 1069
(410) 632-1111 FAX: (410) 632-3070

Authorized Official:

Bertino, Anthony W. President
lwright@co.worcester.md.us
Worcester County Board of County Commissioners
County Government Center
1 W Market St Rm 1103
Snow Hill, MD 21863-1072
(410) 632-1194 FAX: (410) 632-3131

Project Director:

Tingle, Carrie Worcester County Sheriff's
Office Finance Administ
catingle@co.worcester.md.us
Worcester County Board of County Commissioners
County Government Center
1 W Market St Rm 1103
Snow Hill, MD 21863-1072
(410) 632-1111 FAX: (410) 632-3131

Fiscal Officer:

Wright, Lynn Senior Budget Accountant
lwright@co.worcester.md.us
Worcester County Board of County Commissioners
County Government Center
1 W Market St Rm 1103
Snow Hill, MD 21863-1072
(410) 632-1191 FAX: (410) 632-3131

Funding Summary	100.0 %	Grant Funds	\$167,543.00		
	0.0 %	Cash Match	\$0.00		
	0.0 %	In-Kind Match	\$0.00		
		Total Project Funds	\$167,543.00		

Project Summary

The Worcester County Sheriff's Office FY25 PACT Grant program helps to defraying the cost of the state-mandated, unfunded body-worn camera program. While definitely a high-cost endeavor, we are finding that the body-worn program provides increased public transparency and police accountability, as well as increased evidentiary material for criminal prosecution, for the whole of Worcester County. Program funds will go directly to payment 3 of 5 of the purchase contracts.

Problem Statement/Needs Justification

The Worcester County Sheriff's Office is the primary law enforcement agency in Worcester County Maryland. Located within the county are local, partner law enforcement agencies that work with Sheriff's Deputies daily. These municipalities are Ocean City, Ocean Pines, Berlin, Snow Hill, and Pocomoke. We also work alongside the Maryland State Police and National Resources Police as well as neighboring jurisdictions and counties.

The Worcester County Sheriff's Office is committed to providing the highest quality law enforcement service to our citizens and visitors, while fostering community relations through transparency and accountability. In deference to the Maryland mandated requirement that all law enforcement agencies utilize Body Worn Cameras (BWCs) by July 1, 2025, the Worcester County Sheriff's Office began implementing a BWC program in November 2022. To augment our BWC program and remain as transparent as possible, the Worcester County Sheriff's Office also equipped Patrol Deputies vehicles with Axon Fleet 3 in-car video camera systems. These systems were rolled out summer of 2023 and have been a great addition to our BWC program.

Our agency serves and protects a county of 695 square miles, with a year-round population of 52,270+ and a tourist season influx to the greater Ocean City area. The BWC program will provide increased police accountability and public transparency and increase evidentiary material for criminal prosecution.

We utilize the Axon Body 3 on-person camera and the Fleet 3 in-car camera in conjunction with one another. These devices connect via Bluetooth and Wi-Fi and can be activated in numerous ways, so all possible angles and perspectives of an event are captured.

Although the cameras and equipment are state of the art, the true value of the BWC program is in the evidence management tools. We have found that the applications, software, storage, security features, and technical support behind the scenes of this program are invaluable and as such, make up the bulk of the cost of implementing and maintaining the program.

The total cost of our 3rd installment payment is \$411,542.14; however, we have been awarded \$244,000 from a Community Oriented Policing Services grant. The Worcester County Sheriff's Office is requesting PACT grant funding in the total of \$167,543 to offset the remaining cost of the 3rd installment payment of the contracts for our program.

All funds will go toward the cost of all equipment, warranties on all equipment, Evidence.com software used to manage all digital evidence, and secure data storage.

Program Goals and Objectives

Our continued expectations of the BWC program include:

- Capturing thorough digital evidence by recording visually and audibly all aspects and sequences of events from all possible perspectives - To date, we have gathered over 17,223.4 gigabytes of digital evidence
- Promotion of police accountability by providing a complete visual and audio accounting of events
- Increased community transparency by supplying, upon request and in adherence to the Public Information Act, the visual and audio accounting of events to participants, outside individuals, and media - To date, 12 MPIA requests regarding BWC footage have been fulfilled.
- Identification of training points needed upon review of events - Supervisors perform random reviews of BWC footage to determine if and what type of additional trainings deputies may need. Adherence to laws, departmental policies and procedures are reviewed as well, and needed training topics are determined.
- Increased officer safety by maintaining a physical record of occurred events
- Increased efficiency in evidence gathering and submittal - The decision was made to share the uploaded digital evidence with all local allied agencies on a weekly basis, through Evidence.com, to allow all possible evidence to be available to the State's Attorney's Office, other agencies and local advocacy groups for quick evidence assembly.

Program Strategy/Program Logic

We began a staggered deployment of the body worn cameras, starting with our Field Services Division, in January 2023. To date, 103 total body worn cameras and 42 in-car cameras have been issued and are in use. This total includes all sworn Deputies, Fire Marshalls, and Animal Control Officers. Only Patrol vehicles are equipped with in-car camera systems. We continue to train and equip new personnel as they onboard with our agency.

In the time our BWC program and Fleet 3 system has been operational, the benefits of these devices and the software solutions behind the devices have proven to be a very important tool regarding evidence collection, storage, and use. The benefits of this BWC program to the agency and community cannot be overstated. The digital evidence collected by these systems is routinely used in investigations, court proceedings, and public accountability. The cost of this program is extraordinarily high, however the benefits gleaned clearly outweigh the drawbacks of the associated cost.

The BWC package we have implemented includes a virtual scenario-based training component. This component is a first for our Office and will allow our deputies to work through real-life scenarios in a controlled simulated environment. Deputies will be able to define and hone their existing abilities to bring incidents to a successful resolution. The virtual training focuses on verbal and alternate de-escalation tactics as well as the use of force, to allow officers to determine the safest response to an event. We have received all purchased VR equipment and will begin 'Train the Trainer' courses in the very near future.

Program Measurement

Output Measures - The implementation of the BWC program will immediately increase the successful prosecution of cases, resolve civilian complaints filed against deputies, and ensure the quality of service provided to the community is at the highest professional standard.

Initial Outcome Measures – Whether the event captured by the BWC is a routine call or a major incident, having the actual video and audio is paramount to the investigation. Increased solvability factors, added transparency, and professional standards of service are all residual benefits of a well-managed BWC program.

Impacts – In addition to the benefits identified previously we have already seen great value in the areas of evidence accountability, efficiency, and availability.

As of the Q3 of the previously funded FY24 PACT grant, the following performance measures are noted:

- 80 deputies completed individual Implicit Bias training sessions
- 93 deputies received physical fitness agility training – 92 passed
- 13 deputies were screened by a licensed mental health provider
- 65 deputies were trained on the appropriate use of force techniques
- 65 deputies were trained on de-escalation of conflict techniques
- 104 body-worn cameras were deployed
- 76 weapon/holster enabled detection/notification systems for unholstering and/or discharging of a firearm were deployed
- 90% of case prosecutions were assisted by BWCs
- 2 citizens were served by a law enforcement-based victim advocate
- 1 deputy was referred to an Employee Assistance program
- 2 times a BWC was utilized in an internal investigation
- 2% public-facing misconduct database complaints were unfounded or non-sustained
- 100% of cases BWC footage exonerated a deputy

Timeline

Total of funds awarded will be expended in FY25 Q1.

Spending Plan

While the cost of implementing and maintaining the BWC program is high, we are confident that the benefits will continue to outweigh the cost:

- Total cost of program equipment - \$2,136,430.41
- o FY23 - \$490,261.93 – equipment, cloud storage, warranties, licenses, user accesses, software refreshes, tech support - paid
- o FY24 - \$411,542.12 – equipment, cloud storage, warranties, licenses, user accesses, software refreshes, tech support - paid
- o FY25 - \$411,542.12 – equipment, cloud storage, warranties, licenses, user accesses, software refreshes, tech support
- o FY26 - \$411,542.12 – equipment, cloud storage, warranties, licenses, user accesses, software refreshes, tech support
- o FY27 - \$411,542.12 – equipment, cloud storage, warranties, licenses, user accesses, software refreshes, tech support

Management Capabilities

The BWC program for the Worcester County Sheriff's Office is overseen by Lt. Christopher Larmore. Lt. Larmore has served in law enforcement for 20 years and has been successful in many prior project deployments, along with the continued advancements in technology within the Office. Lt. Larmore has overseen our fleet for the past 15 years and supervises the installation and rollout of the in-car camera systems.

In addition, our office has hired and trained (2) new civilian employees to work with Lt. Larmore. These individuals provide end user BWC training, TTT training, support to users, response to all Public Information Act inquiries from the public, the media, and other agencies, as well as to response to evidence requests from the State's Attorney's Office.

Project Director: Carrie Tingle, Financial Administrator (salary is budget funded)

Ms. Carrie Tingle serves as the Financial Administrator and Grants Coordinator for the Worcester County Sheriff's Office. She has a background in finance and has served in governmental environments for the past 15 years.

Financial Officer: Lynn Wright, Senior Budget Accountant (salary is budget funded)

Ms. Lynn Wright holds an Associate Degree of Science in Accounting and a Bachelor of Arts Degree in Human Resources Management. She has 20 years of experience in local government, serving as a Human Resources Manager and later as Accounting Supervisor. Ms. Wright now works with Worcester County to administer grants procurement and compliance, track capital projects, and assist in all phases of budget preparation, maintenance, and analysis of financial data and audit compliance.

Sustainability

As this is a mandated program, funding will need to be secured each fiscal year. Grant opportunities will continue to be researched and applied for.

Applicant Disclosure of Pending Applications Statement

Worcester County Sheriff's Office does not have any pending applications submitted in the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

We have received notification of an award of \$244,000 from The Department of Justice, Office of Community Oriented Policing Services grant and have reduced our PACT grant funds request by that amount. A copy of the COPS award has been uploaded.

Unique Entity Identifier and SAM.GOV Expiration Date

Duns: 10-111-9399

Sam.gov: KEA9KRV8GPG3
Exp: 10/09/2024

Person Completing the Project Narrative

Gregory DeGiovanni
Law Enforcement Support Specialist
Worcester County Sheriff's Office
Office: 410-632-1111 x2263
Fax: 410-632-3070
gdegiovanni@co.worcester.md.us

Carrie Tingle
Finance Administrator
Worcester County Sheriff's Office
Office: 410-632-1111 x2263
Fax: 410-632-3070
catingle@co.worcester.md.us

Control Number:

Project Budget

A. Budget Summary

	Grant Funds	Cash Match	In-Kind Match	Total Award
Personnel	\$0.00	\$0.00	\$0.00	\$0.00
Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$167,543.00	\$0.00	\$0.00	\$167,543.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total	\$167,543.00	\$0.00	\$0.00	\$167,543.00

ITEM 3

Category D - Contractual Services

Control Number:

	Contractual Services	Priority	Funding Type	Quantity	Cost / Unit	Total
1	Cloud storage, warranties, licenses, user accesses, software refreshes, tech support	1	Grant Funds	1	\$167,543.00	\$167,543.00
						\$167,543.00

1. Pymt #3/5 - includes cloud storage, warranties, licenses, user accesses, software refreshes, tech support for BWCs and in-car recorders. Total payment is \$411,542.14 minus \$244,000 federal grant award = \$167,542.14.

V. Civil Rights Requirements

Control Number:

- 1. Civil rights contact person: Norton, Stacey - Director of Human Resources
- 2. Organization: Worcester County Board of County Commissioners
- 3. Address: County Government Center
1 W Market St Rm 1103
Snow Hill, MD 21863-1072
- 4. Telephone Number: (410) 632-0090
- 5. Number of persons employed by the organization unit responsible for implementation of this grant: 17

Project Service Sites

Site 1

Service Site	Worcester County Sheriff's Office
Apt. Suite, No. Street	1 West Market Street, Room 1001
City	Snow Hill
State & Zip	MD 21863-1069

Control Number:

Certified Assurances

THE APPLICANT HEREBY ASSURES AND CERTIFIES THE FOLLOWING:

1. That Federal funds made available under this formula grant will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal Funds, be made available for program activities.

2. That matching funds required to pay the non-Federal portion of the cost of each project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for program activities by the recipient of the grant funds and shall be provided as required in the Grant Award document.

3. That following the first year covered by a Grant Award and each year thereafter, a performance evaluation and assessment report will be submitted to the Governor's Office of Crime Control & Prevention.

4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Control & Prevention shall prescribe to and shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.

5. That the Grantee shall maintain such data and information and submit such reports in such form, at such times, and containing such information as the Governor's Office of Crime Control & Prevention may reasonably require to administer the program.

6. Sub-recipients will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604 (e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000(d)); the Rehabilitation Act of 1973 (29 U.S.C. § 704); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. § 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); and the

Department of Justice (DOJ's) Equal Treatment Regulations (28 C.F.R. pt. 38).

7. That in the event a Federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Grantee, a copy of the finding will be forwarded to the Governor's Office of Crime Control & Prevention.

8. Sub-recipients that are governmental or for-profit entities, that have fifty or more employees and that receive a single award of \$500,000 or more under the Safe Streets Act or other Department of Justice (DOJ) program statutes are required to submit their Equal Employment Opportunity Plan (EEO) to the federal Office of Civil Rights (OCR). The sub-recipients are not required to submit a copy to the Governor's Office of Crime Control & Prevention (GOCCP), but must have a copy available on site for monitoring purposes. Those sub-recipients that are subject to the OCR's EEO Certification Form may access this form at: <http://www.ojp.usdoj.gov/about/ocr/eop.htm>.

9. That the Grantee will comply with all provisions set forth in the Governor's Office of Crime Control & Prevention's General <http://www.goccp.maryland.gov/grants/general-conditions.php> and Special Conditions.

10. That the Grantee will comply with the provisions of 28 CFR applicable to grants and cooperative agreement.

11. Sub-recipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: <http://www.archives.gov/eo/laws/title-vi.html>

CERTIFICATION: I certify that this program will comply with the provisions set forth by the State of Maryland and the Governor's Office of Crime Control and Prevention.

Signature of Authorized Official

Date

Bertino Jr., Anthony W. - President

Name and Title

Certification Regarding Lobbying

Control Number:



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 --

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with

obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph, (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminate for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

OJP FORM 4061/6 (3-91) REPLACES OJP FORMS 406/1/2, AMD 406/14 WHICH ARE OBSOLETE.

ITEM 3

Control Number:

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 312A, GSA Regional Office Building No. 3), Washington DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code)

Check ___ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ___ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Applicant: Worcester County Board of County Commissioners
Address: County Government Center
1 W Market St Rm 1103
Snow Hill, MD 21863 1072

Project Title: WCSO FY25 PACT Grant
Federal ID Number: 52-6001064

Authorized Representative: Bertino Jr., Anthony W. - President

Signature: _____
Signature of Authorized Official Date



WES MOORE
Governor

ARUNA MILLER
Lieutenant Governor

DOROTHY LENNIG
Executive Director

Certification of Applicable Financial Reporting Requirements

Directions: The designated Authorized Official of all GOCPP award applicants must utilize this form to annually certify which reporting requirements apply to the applicant entity. Complete the form, checking one box in all numbered statements. Submit this document with the indicated financial reporting documentation for the most recently ended fiscal year to the GMS with each grant application.

Applicant Entity Name: _____

Fiscal Year: _____

MD Solicitations Act § 6-402 (b)(7): A charitable organization must file an audited financial statement prepared by an independent CPA if the gross income from charitable contributions is at least \$750,000. For organizations with gross annual contributions between \$300,000–\$750,000, financial statements must be reviewed or audited by an independent Certified Public Accountant (CPA).

- 1. The above-named entity is is not required to file an audited financial statement prepared by an independent CPA.
- 2. The above-named entity is is not required to have a financial statement reviewed or audited by an independent CPA.

*2 CFR §200.501(b): **Single audit.** A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with [§200.514](#).*

Grantees that receive money from the federal government (grants, cooperative agreements, etc.) and expend more than \$750,000 of federal dollars in a single fiscal year are required to have Single Audits.

- 3. The above-named entity is is not required to file a Single Audit.

Signature of GOCPP Subrecipient Authorized Official	Print Name	Date
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Date Received: _____	Approved By: _____	Approved Date: _____
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Worcester County Sheriff's Office ^{ITEM 4}

Matthew Crisafulli
Sheriff



Nathaniel Passwaters
Chief Deputy

April 29, 2024

To: Weston Young, Chief Administrative Officer
Worcester County Commissioners

RE: FY25 Overdose and Drug Awareness Coordinator (ODAC) Grant

Dear Mr. Young and Worcester County Commissioners,

We respectfully request your approval of our application for the FY25 Overdose and Drug Awareness Coordinator (ODAC) Grant in the amount of \$72,305.

If approved and awarded, this grant will provide funds to offset the salary of our (current named) Heroin Coordinator position (\$55,619), as well as 30% of fringe costs (\$16,686).

Please let me know if more information is needed.

Respectfully submitted,
Carrie Tingle
Finance Administrator

“Proud to Protect, Ready to Serve”

Worcester County Sheriff's Office
One West Market Street, Room 1001
Snow Hill, MD 21863
410-632-1111- phone / 410-632-3070- fax
www.WorcesterSheriff.com

Maryland Criminal Intelligence Network/ Overdose and Drug Awareness Coordinator (MCIN-ODAC) - 2025 (MCIN-ODAC)

Applicant: Worcester County Board of County Commissioners

Grant Application Form



Governor's Office of Crime Control and Prevention

Pending Submission

Governor's Office of Crime Control and Prevention
100 Community Place, 1st Floor Crownsville, MD
21032-2042 (410) 697-9338
Email: dlinfo_goccp@maryland.gov

www.goccp.maryland.gov
Wes Moore, Governor
Aruna Miller, Lt. Governor

Application Contents

- Checkboxes for application contents: Cover Sheet, Face Sheet, Summary / Narrative, Budget Summary, Personnel, Operating, Travel, Civil Rights, Service Sites, Assurances, Anti-Lobbying, Services, Equipment, Other.

Form with fields: Date Stamp, OFFICE USE ONLY, Control Number, Application Number, Received By, Date.

Governor's Office of Crime Control & Prevention - Grant Application Form

Maryland Criminal Intelligence Network/ Overdose and Drug Awareness Coordinator (MCIN-ODAC) - 2025 (MCIN-ODAC)

Applicant: Worcester County Board of County Commissioners

Project Title: WCSO FY25 ODAC Grant

Worcester

Local Government

Start Date: 07/01/2024

Submitted: Pending Submission

DUNS Number:

End Date: 06/30/2025

Funding Year:

SAM Expiration: 1/1/1900

Applicant:

Implementing Agency:

Worcester County Board of County Commissioners
 County Government Center
 1 W Market St Rm 1103
 Snow Hill, MD 21863 1072
 (410) 632-1194 FAX: (410) 632-3131

Worcester County Sheriff's Office
 1 West Market Street, Room 1001
 Snow Hill, MD 21863 1069
 (410) 632-1111 FAX: (410) 632-3070

Authorized Official:

Bertino, Anthony W. President
 lwright@co.worcester.md.us
 Worcester County Board of County Commissioners
 County Government Center
 1 W Market St Rm 1103
 Snow Hill, MD 21863-1072
 (410) 632-1194 FAX: (410) 632-3131

Project Director:

Tingle, Carrie Worcester County Sheriff's Office Finance Administ
 catingle@co.worcester.md.us
 Worcester County Board of County Commissioners
 County Government Center
 1 W Market St Rm 1103
 Snow Hill, MD 21863-1072
 (410) 632-1111 FAX: (410) 632-3131

Fiscal Officer:

Wright, Lynn Senior Budget Accountant
 lwright@co.worcester.md.us
 Worcester County Board of County Commissioners
 County Government Center
 1 W Market St Rm 1103
 Snow Hill, MD 21863-1072
 (410) 632-1191 FAX: (410) 632-3131

Funding Summary	100.0 %	Grant Funds	\$72,305.00	_____	_____
	0.0 %	Cash Match	\$0.00	_____	_____
	0.0 %	In-Kind Match	\$0.00	_____	_____
		Total Project Funds	\$72,305.00		

Project Summary

The Worcester County Sheriff's Office FY25 ODAC program helps reduce existing gaps in available services and foster collaboration among partner agencies and stakeholders in Worcester County, Maryland. This program's main function is to continue to develop and maintain a robust information sharing infrastructure to enable cross-jurisdictional sharing of accurate and actionable intelligence leading to disruption and dismantlement of criminal networks involved in drug trafficking, gun trafficking, and gang activity. Additional data shared will include overdose statistics, demographic information of those overdosing, drugs involved, and drug related trends. Program funds provide salary and benefits for the position of Overdose and Drug Awareness Coordinator.

Problem Statement/Needs Justification

The Worcester County Sheriff's Office has been a successful participant in this grant funded program since 2016. The current onboard coordinator has served in this position since the awarding of the initial grant. This individual has entered data related to both fatal and non-fatal drug overdoses, other drug investigations, drug seizures, drug arrests, deconflictions, dismantlements and other drug related investigative activities into the Washington/Baltimore HIDTA's Case Explorer. This person has regularly entered telephone records into the W/B HIDTA Communication Analysis Portal (CAP) as well as the W/B HIDTA PLX system. The current coordinator position is embedded in the Worcester County Criminal Enforcement Team, the jurisdiction's multi-agency drug task force, which includes members of the Maryland State Police, Worcester County Sheriff's Office, Ocean City Police Department and has in the past based upon adequate agency staffing, participants from the Ocean Pines Police Department and the Pocomoke Police Department. The current onboard person who fills this position has established a successful record of participated in the monthly W/B HIDTA overdose and drug trend information sharing meeting and has regularly participated in the monthly W/B HIDTA multi-agency criminal analyst roundtable. This person has also proven a valuable and reliable asset in becoming informed and informing others of county, statewide, regional and national drug trends, which has often times directed the prevention, treatment and enforcement activities of the partner agencies in Worcester County. This person has regularly participated in various planning, informational, preventative and enforcement activities with the Criminal Enforcement Team related to the distribution of illegal narcotics including fentanyl, cocaine and other illegal substances. The coordinator was one of the first persons to recognize a shift away from heroin use and overdoses to an increased number of overdoses and other drug activity involving fentanyl and cocaine. The coordinator informed supervisory personnel of this shift which led to a re-focusing of investigative strategies and the coordinator also informed health department partners of this shift which led to a change in prevention and treatment modalities. The coordinator position has served all the jurisdictions of Worcester County.

In 2015, the Criminal Enforcement Team conducted a total of 152 investigations and of those 63 were related to heroin. In the same time period there were 93 arrests made and of those 51 were heroin related. In 2016, there were 79 investigations conducted with 42 of those related to heroin. In 2016, there were at least 28 arrests of which, 13 were related to heroin. In 2016, due to the Overdose and Drug Awareness Coordinator grant program, an individual was added as a member of the Worcester County Criminal Enforcement Team (CET). This individual was an immediate asset in bringing the CET overdose records up to date, getting the data entered into W/B HIDTA's Case Explorer system and helping to familiarize other members of the unit in the use and value of the system.

In 2017, the county had an increase in heroin overdoses. In 2017, CET conducted a three month joint local, state and federal investigation into a Selbyville, Delaware open air drug marketplace that was identified as supplying 96% of the heroin to Worcester County. The Overdose and Drug Awareness Coordinator was instrumental in assisting and gathering information and intelligence prior to and during the investigation of this matter, including telephone analysis. The coordinator also created a laminated card for each investigator in the unit that contained the names and telephone numbers of both local, state and private agencies that were available to provide substance abuse treatment for those suffering from an overdose or to the families of those who had suffered an overdose.

These investigations, arrests and responses to non-fatal and fatal overdoses are conducted by the narcotics task force for the county, which includes only 7 officers in total, and does not include figures from the Ocean City Narcotics Unit, as they run independent investigations and overdose responses in their respective area of responsibility. There are 4 other municipal law enforcement agencies within the county that may conduct small scale traffic related drug investigations and complete arrests that are not included in these figures. The Criminal Enforcement Team and Ocean City Narcotics Unit have investigated a minimum of 549 total overdoses from 2015- March 31, 2024. Since 2017 to present, these investigations have included at least 93 fatal drug overdoses. The majority of these overdoses were due in full or part to fentanyl intoxication and most recently, fentanyl and xylazine intoxication. The current trend in overdoses both fatal and non-fatal involve fentanyl and cocaine.

In 2017, the ODAC provided a presentation on the dangers of illicit fentanyl to attendees of the Worcester Warriors Community Group. Some of those in attendance included, now Maryland State Senator Mary Beth Carozza, former Executive Director Clay Stamp of the Opioid Operational Command Center, former Worcester County State's Attorney and now Worcester County Circuit Court Judge Beau Oglesby, Worcester County Emergency Manager Fred Webster and Ocean City Emergency Manager Joe Theobald, among others.

While the overall overdose numbers were trending downward in 2018, in 2019 Worcester County experienced 64 total overdoses of which 11 were fatal overdoses. Both of these numbers represented a slight increase from 2018. In 2020, the county saw an increase in the total number of overdoses to 72 of which 20 of those were fatal. Calendar year 2020 saw the greatest number of fatal overdoses in Worcester County since numbers began to be reported in 2015. Because of the information obtained and reported by the onboard coordinator, targeted investigative activities were undertaken and a renewed emphasis on collaborative prevention and treatment activities with the health department were increased. In 2021, the overdose numbers decreased and more importantly the fatal overdoses decreased by 33%. During calendar year 2022, Worcester County experienced 48 total overdoses, 41 of which were non-

ITEM 4

fatal and 7 were fatal. These numbers represent a decrease from 2021 in both non-fatal and fatal overdoses. In fact, this is the second lowest number of fatal overdoses recorded in the County since 2015. In 2023, Worcester County experienced 52 total overdoses, 39 of which were non-fatal and 13 of which were fatal which was almost double the amount of fatal overdoses from 2022. To date in 2024, the county has had 11 overdoses, 6 of which have been fatal. This alarming trend in the rise of fatal overdoses was recognized by the Overdose and Drug Awareness Coordinator, partially as a result in the use of fentanyl and cocaine, either by users intentionally using the two substances together or by unknowingly ingesting both powder and crack cocaine without the knowledge of fentanyl being mixed in with the cocaine. The drug trends in the county as well as the state, are pointing to the increase in the availability and use of cocaine and crack cocaine, either used intentionally or unintentionally with fentanyl. The coordinator alerted the supervisory staff of CET regarding this trend and steps were undertaken to respond to overdoses in a different manner, as well as the way drug investigations involving cocaine were conducted. The coordinator also alerted the other community partner stakeholders to this alarming trend. As a result of the coordinator recognizing this trend and reporting it to the various county stakeholders, on March 26, 2024, a collaborative "Community Conversation" public event was held at Stephen Decatur High School, which featured participants from the Worcester County Sheriff's Office, including the onboard heroin coordinator as a presenter, the Worcester County Health Department, the Worcester County School System, Worcester Goes Purple community organization, Atlantic General Hospital and other public and private entities focused on prevention, treatment and recovery efforts. The trend in the intentional or unintentional use of cocaine with fentanyl has created a lethal combination among substance users who may have no tolerance for opioids. We believe this upward trend in fatal overdoses will continue the need for an expansion of coordinated collaborative services among various governmental and community organizations, of which the grant funded Overdose and Drug Awareness Coordinator (ODAC) position will play a vital role. The continued collaboration facilitated by the ODAC among all the involved partner agencies will be made possible by the continuation of the SFY 2025 MCIN-ODAC Grant.

In 2019, the heroin coordinator, actively participated in a Title III wiretap investigation titled "Operation Royal Flush", with analytical support, electronic surveillance support and other case duties. The case resulted in the arrest and conviction of 16 members of a heroin trafficking and distribution group operating in Lower Delaware and Worcester County, Maryland. The heroin coordinator's activities were a such a vital piece of this investigation that he was requested to testify in the motion's hearings of two defendants in Delaware Superior Court regarding some of the information and activities that he had provided in the investigation. In September 2019, Worcester County was recognized and awarded the designation as a High Intensity Drug Trafficking Area, which brought much needed resources to the county. The ODAC was and will continue to be an integral part of the process, through the entry of information into the appropriate W/B HIDTA data bases, participation in the monthly ODAC conference call and the W/B HIDTA Intelligence Support Center monthly roundtable intelligence sharing meetings, arranging training for members of the drug task force for access to and the operation of Case Explorer, the PLX system and the LinX data bases. The coordinator is also a trainer for the Case Explorer database and has access to the W/B HIDTA PMP management system. As a result of the previously awarded grant, the totality of the non-fatal and fatal overdose case reporting has been completely brought up to date and any new overdoses or appropriate drug case work is entered into W/B HIDTA's Case Explorer system in a timely and complete manner.

In 2021, the Worcester County Criminal Enforcement Team again partnered with the Delaware State Police to investigate a multi-state drug trafficking network that was transporting and distributing large amounts of heroin and fentanyl into Delaware, Worcester County, Maryland and other counties on Maryland's Eastern Shore. The Worcester County ODAC was able to provide information to investigating detectives regarding the substances and packaging (stamps) found at the scenes of suspected overdoses or arrests that matched with known packaging being distributed by the drug trafficking organization. Throughout the duration of the case, the ODAC was able to provide drug intelligence to investigators regarding overdoses and arrests that may have been relevant to the investigation. On the day of the take down of the case, the ODAC was detailed to the Delaware State Police command post in order to provide live time updates and intelligence to Maryland law enforcement units who were stationed in Maryland and awaiting instructions on how to proceed with enforcement activities. The investigation resulted in the indictment of 55 subjects, the seizure of 330,605 baggies of heroin with a street value of \$1,653,025.00 along with other various narcotics. At the time, it was the largest seizure of heroin/fentanyl in Delaware history.

The ODAC position has also been active in community outreach efforts and participates in law enforcement liaison working groups, school groups, community groups and public health working groups. The current onboard ODAC participates in the Worcester County Drug Overdose Fatality Review Team, the Worcester County Overdose Prevention Team (OPT) formerly known as the Opioid Intervention Team (OIT), the W/B HIDTA Intelligence Community monthly roundtable, the monthly ODAC information sharing meeting and a Worcester County community group known as Worcester Goes Purple formerly known as, Worcester Warriors Against Opiate Addiction.

In 2017, the coordinator assisted the Sergeant and Corporal of the Criminal Enforcement Team in the training of law enforcement officers from Maryland's Natural Resource Police, who are assigned to duty in the Counties of Worcester, Wicomico and Somerset on Maryland's Eastern Shore. The ODAC was invited to and participated in a panel discussion held by the Worcester County Health Department. In 2017, the ODAC assisted in the writing and other administrative activities associated in obtaining a State of Maryland grant in the amount of \$15,000.00 to be used for the production and airing of public service announcements for the purpose of education and prevention in battling the opioid crisis.

In March 2018, the Worcester County ODAC was a featured presenter at the Annual State of Maryland Crisis Intervention Team Conference held in Ocean City, Maryland. The heroin coordinator/ODAC has established liaison with representatives from Atlantic General Hospital, in which education was provided about heroin stamps. In May 2018, the Worcester County ODAC attended and participated in a roundtable discussion regarding cooperative efforts between hospital officials and law enforcement. In October 2018, the ODAC attended the National Association of Drug Diversion Investigators Conference in Norfolk, Virginia. The information learned at the conference was shared with members of the Criminal Enforcement Team. In May 2018, the Washington-Baltimore HIDTA issued an intelligence bulletin based upon information provided to them about a potentially lethal heroin/fentanyl stamp from the

Worcester County ODAC.

In 2019, the heroin coordinator wrote and submitted a grant to GOCPYVS, administered by the Worcester Health Department, for funding in the amount of \$8,000.00 to cover overtime expenses associated with the "Operation Royal Flush" investigation.

In the fall of 2019, the ODAC presented information about heroin, fentanyl, overdoses and addiction to a group of Worcester County educators including school nurses, health and physical education teachers as well as some administrators.

In 2018 and 2019, the Heroin Coordinator assisted the CET Sergeant in writing a threat assessment for Worcester County that was presented to a Washington-Baltimore HIDTA review group as the basis for attempting to obtain the designation of Worcester County as a High Intensity Drug Trafficking Area (HIDTA). In 2018, Worcester County was not selected for this designation at the time but in 2019 the heroin coordinator updated the threat assessment for 2019 submission to W/B HIDTA and as indicated earlier, the HIDTA designation was awarded to Worcester County.

In February 2020, the ODAC was the featured presenter at the annual Heroin Coordinators Conference in Greenbelt, Maryland and provided a presentation on cross-collaborative law enforcement efforts in heroin trafficking investigations.

In February 2022, the ODAC along with the command supervisor of the Criminal Enforcement Team provided a presentation to several social workers and other employees of the Worcester County Social Services Department.

The Delaware State Police Sussex Drug Unit contacted the ODAC for assistance in the past and the coordinator was able to identify the subscribers to two telephone numbers who were suspected in the distribution of heroin that led to a fatal overdose. The ODAC established and maintains regular communication with the Ocean City Police Department's crime analyst about fatal and non-fatal overdoses, the suspected substances involved and trends in the use, sale and distribution of illegal narcotics, gun possession and gang activity as seen by investigators.

The ODAC was trained in the use of the NCR-LinX national database, which has been utilized to further the investigative activities of the Criminal Enforcement Team. The ODAC regularly provides information to both W/B HIDTA and GOCPYVS about particular heroin stamps that were associated with multiple overdoses for wider regional dissemination. The information provided to W/B HIDTA is regularly featured in W/B HIDTA annual bulletins and in 2020, the Worcester County Heroin Coordinator/ODAC obtained and shared information regarding terms, terminology, rules and procedures about the Bloods street gang. The coordinator assisted the Sergeant of the Criminal Enforcement Team in establishing a Naloxone acquisition and distribution program within the Worcester County Sheriff's Office. Until September 2023, the coordinator, on an as needed basis, scheduled training with the Health Department for Worcester County Deputies and members of other law enforcement officers who are assigned to the Criminal Enforcement Team to receive instruction in the use of Naloxone. The coordinator also ensured that each person who had been trained, receives a Naloxone kit, either provided by the Worcester County Health Department or the Worcester County Sheriff's Office. In September 2023, the coordinator asked for and received permission to turn over the management of the Naloxone education and distribution program for the Worcester County Sheriff's Office to the newly created agency's training division, as it had become increasingly time consuming and was more suitable for the training division personnel to handle. In 2023, the heroin coordinator wrote and submitted a grant request under the Gun Violence Reduction grant program for a three (3) month funding period to reduce gun violence in the county. The grant was awarded to Worcester County and as part of the funding, the Deputies who participated handed out health department rack cards which briefly detailed the dangers and effects of various illegal drugs as well as detailed both county and state resources available for those suffering from substance abuse. The ODAC was instrumental in obtaining these rack cards and establishing a protocol for their distribution. The ODAC will continue to be tasked with community outreach and liaison activities to the providers of rescue assistance (EMS, hospitals and municipal LEOs) to obtain an accurate accounting of the non-fatal and fatal overdoses within the county. The ODAC will continue to participate in the Worcester County Drug Overdose Fatality Review Team, the Opioid Prevention Team and all of the other entities that were previously mentioned, while continuing to conduct liaison and outreach efforts with other stake holders within the community.

In February 2022, the Worcester County ODAC was awarded a State of Maryland Governor's Citation from Governor Larry Hogan for the professionalism, leadership and commendable activities conducted by the individual in this position. This position will continue to serve as the central repository for information required to be placed into W/B HIDTA's Case Explorer and to facilitate the data extraction from all seized cellular phones involved in overdoses and drug investigations countywide. The position will also act as a point of reference from W/B HIDTA to the Criminal Enforcement Team and the Criminal Enforcement Team to the Worcester County Health Department for treatment referral for those persons who have been identified as having experienced non-fatal drug overdoses. The addition of the overdose and drug awareness coordinator position has alleviated the time and administrative demands associated with many of the aforementioned duties previously attempted to be undertaken by investigative members of the Criminal Enforcement Team. Prior to the hiring of the ODAC position, members of the Criminal Enforcement Team had been attempting to manage these demands but it had become unmanageable, given the magnitude of the drug overdose epidemic. It is a goal of this project to enhance the prosecutorial capabilities of the State's Attorney's Office by being able to more accurately investigate these matters and manage the data provided by cellular phones and information obtained at crime scenes. With the introduction of fentanyl and xylazine, as well as the reemergence of cocaine and crack cocaine into the already deadly opioid crisis, the Overdose and Drug Awareness Coordinator position will continue to be a vitally important and indispensable position, in order to track overdoses and various drug packaging associated with these narcotics and provide education and training to members of the Criminal Enforcement Team and other stake holders about these drugs, as well as the ever changing and deadly drug landscape. Through the already established liaison and community connections, the Overdose and Drug Awareness Coordinator can continue to provide timely information to W/B HIDTA and the Governor's Office of Crime Prevention, Youth and Victim Services (GOCPYVS) about regional trends as well as drug trends seen in Worcester County regarding overdoses and the substances associated with those incidents. The Overdose and Drug Awareness

ITEM 4

Coordinator will continue to enter information and intelligence into the W/B HIDTA Case Explorer system about emerging and current drug information, gang activity and other pertinent criminal activity.

Program Goals and Objectives

· Goal- To increase public safety by identifying and prioritizing criminal offenders, drug trafficking organizations, gangs and violent criminal networks who are engaged in the sale and distribution of illegal narcotics leading to fatal and non-fatal overdoses through accurate data analysis throughout Worcester County.

o Objective- Enter 100% of available data (drug investigations, arrests, and overdoses) into Case Explorer for dissemination of all drug-related information to W/B HIDTA.

§ Performance measure- number of cases entered into Case Explorer

o Objective- Perform data mapping, on a monthly basis, of investigations and overdoses within the county to identify patterns and trends

§ Performance measure- number monthly mapping updates provided to Criminal Enforcement team members and other necessary law enforcement persons or agencies.

· Goal- To disrupt and dismantle the activities of targeted criminal offenders, drug trafficking organizations, gangs and violent criminal offenders.

o Objective- Use/continue information sharing and monitoring and coordinate law enforcement and prosecution efforts on targeted offenders and criminal networks.

§ Performance measure-enter number of offenders arrested and/or activities disrupted and/or dismantled.

· Goal- To increase information sharing capabilities on all drug investigations, seizures, arrests, overdoses to improve intelligence sharing and prosecutorial actions.

o Objective- Seizure of all cellular phones at the crime scene of a criminal investigation as it relates to opioids.

§ Performance measure- number of phones seized at crime scenes

o Objective- Use CELLEBRITE, or other extracting software, to retrieve data from seized cellular phones

§ Performance Measure- number of phones with data extracted

o Objective- Examine all overdoses as a crime scene to obtain information that may be used for prosecutorial purposes

§ Performance Measure- number of crime scenes investigated

§ Performance Measure- number of cases prosecuted as a result of seized phones or overdoses tracked.

· Goal- To enhance information sharing across Worcester County to accurately track non-fatal opioid overdoses countywide

o Objective- Conduct outreach within all County agencies and entities that treat overdose patients (hospital, emergency medical services, municipal law enforcement, and Ocean City Police Department Narcotics Unit).

§ Performance measure- number of outreach meetings held

o Objective- Conduct outreach with the Public Health Entity, Worcester County Health Department, to obtain referral information for provision to the subjects of a non-fatal overdose

§ Performance measure- number of meetings held with Worcester County Health Department behavioral health treatment division

§ Performance measure- number of referrals provided to subjects of non-fatal overdose

· Goal- To incorporate a comprehensive gun violence reduction strategy to address the factors that contribute to illegal firearm trafficking, possession and usage of firearms in violent acts.

o Objective- Use covert and overt investigative strategies, technology, electronic and human intelligence to support the identification of individuals illegally possessing, trafficking and using firearms in committing criminal behavior.

§ Performance measure-report the number of firearms seized

§ Performance measure-report the number of persons arrested for illegal possession of firearms.

In requesting continuation of this program grant, the Worcester County Overdose and Drug Awareness Coordinator has successfully met the aforementioned goals and performance measures in all the previous years to include being the recipient of the Maryland Governor's Citation for outstanding accomplishments in 2022. The ODAC continue to enter all non-fatal and fatal overdoses, case initiations, deconflictions, arrests, seizures, disruptions and dismantlements and will continue to share information with other Overdose and Drug Awareness Coordinators, the W/B HIDTA, the health department and other law enforcement and community-based agencies.

Program Strategy/Program Logic

Prior to the awarding of the MCIN-ODAC grant, the Worcester County Criminal Enforcement Team had been sporadically utilizing W/B HIDTA's Case Explorer, but the amount of time devoted to the data capture and reporting had become unmanageable without a dedicated staff person for the task. As overdoses have increased, so have the number of cases targeting individuals selling heroin, fentanyl and cocaine. Without the full-time ODAC position afforded by this grant, it is unlikely the members of the Criminal Enforcement Team would be able to adequately capture the data and report it in a timely, efficient manner. The unit would certainly not be able to devote the time and effort needed to participate in the various stake holder meetings and foster the relationships needed for effective information sharing and community collaboration. The Worcester County Sheriff's Office recently hired a certified digital forensic examiner who has been trained in the use of forensic software, including Cellebrite, for the extraction of cellular phone data but the demands exceeded the capability. The ODAC position works closely with the digital forensic examiner which has enhanced the timely entry and analysis of data captured from seized cellular telephones. Having the ODAC position embedded within the Criminal Enforcement Team, to handle many of the reporting and administrative duties, has allowed the investigators within the unit to maintain focus on their investigative and enforcement activities. The Worcester County Sheriff's Office seeks to retain the current position of Overdose and Drug Awareness Coordinator for Fiscal Year 2025 in order to continue the aforementioned duties and activities that are currently being undertaken and successfully accomplished by the current onboard ODAC.

Program Measurement

Output Measures/Initial Outcome Measures – The output and initial outcome measures for this grant funded program will be the same as have been previously described throughout this document, which includes the entry of non-fatal and fatal heroin/fentanyl overdoses, the entry of case investigations, the entry of event and target deconflictions, the entry of telephone records into the W/B HIDTA CAP, participation and information sharing among various local, state, federal government and non-governmental partners. The Worcester County ODAC provides monthly performance measure outputs and outcomes to the W/B HIDTA - GOCOPYVS MCIN ODAC Program Manager. The ODAC also enters data into the W/B HIDTA Case Explorer system that is part of the annual W/B HIDTA reporting. In requesting the continuation of this program, the output and initial outcome measures to date for Calendar year 2023 and two months of Calendar year 2024, as of February 29, 2024, as reported by and credited to Worcester County Overdose and Drug Awareness Coordinator are as follows:

Total Cases entered into Case Explorer – 155

Total Overdoses entered – 55

Total other Drug Cases entered – 57

Investigations enhanced through HIDTA coordination – 21

Fatal overdoses entered – 15

Non-fatal overdoses entered – 42

Dollar amount seized related to heroin/opioid investigations - \$57,017.00

Vehicles seized related to heroin/opioid investigations – 02

Weight of illicit opioid seized – 125 grams

Number of prescription opioids seized – 227

Number of non-fatal overdose victims referred to treatment – 34

Number of phone extractions uploaded into CAP from overdoses – 03

Number of phone extractions uploaded into CAP from other investigations – 13

Number of Call Detail Records uploaded to CAP from other investigations – 03

In addition, the W/B HIDTA PMP system indicates there were 111 investigative event deconflictions processed and 622 investigative target case deconflictions processed by the Worcester County Criminal Enforcement Team, the majority of which were entered by the Worcester County ODAC. Impacts on the long term outcomes that are anticipated as a result of the continuation of this grant funded position include continue to enhance the efficiency of the Criminal Enforcement Team, lower drug related crime rates, direct more overdose victims into treatment and help prevent repeat overdose victims, increase and enhance information sharing among all stake holders, which will ultimately lead to increased public safety and a better quality of life for both residents and visitors to the county, as well as provide assistance to those suffering from opioid addiction.

Timeline

The Chief Deputy of the Worcester County Sheriff's Office will be the lead person on this project and will be responsible for working with the County Commissioners and county Human Resource Department to ensure retention of this position within the time frame established herein. The lead on this project will work with all county entities to ensure proper procurement and personnel processes are followed. If funds are approved, the Overdose and Drug Awareness Coordinator will be retained and continue in the uninterrupted prescribed duties of the position. The individual currently in the coordinator position already received the pertinent training for the position during the first grant award time frame.

Spending Plan

Personnel costs will be expended evenly in each fiscal quarter.

Management Capabilities

The Worcester Criminal Enforcement Team has the most experience within the jurisdiction at managing narcotics and firearms investigations and the data analysis required within this program. The unit is currently comprised of seven investigators from the Worcester County Sheriff's Office, Maryland State Police, and Ocean City Police Department, some of which are cross designated as task force officers with Homeland Security Investigations, Drug Enforcement Administration and the U.S. Marshals Service, in order to receive federal authority. Prior agencies who have participated in the drug task force include the Ocean Pines Police Department and the Pocomoke Police Department. Due to current staffing shortages, those agencies are currently unable to provide personnel to the task force. The Criminal Enforcement Team falls under the auspices of the Worcester County Sheriff's Office and primarily conducts felony controlled dangerous substance investigations. The Worcester Criminal Enforcement Team utilizes covert and overt personnel to conduct these controlled dangerous substance investigations. The types of controlled dangerous substance investigations that are conducted range from street level distribution investigations to complex multi-state Title III, telephonic intercept investigations. The Criminal Enforcement Team also utilizes various methods of technology to assist them in investigations, including a Cellebrite mobile forensic extraction device. There is currently one civilian examiner that is certified to utilize the Cellebrite device. The device has become an integral part of controlled dangerous substance investigations, specifically overdose investigations. Due to the success with information obtained utilizing the Cellebrite universal forensic extraction device, numerous felony controlled dangerous substance cases were successfully prosecuted, some of which were heroin/fentanyl distribution investigations that stemmed from an overdose. The Criminal Enforcement Team initiated response protocols in 2013 for overdose investigations. Each overdose that occurs, members of the Criminal Enforcement Team will respond when notified in order to further that investigation and also conduct forensic extractions on all cellular telephones that are recovered on any overdose scene.

Project Director: Carrie Tingle, Finance Administrator (salary is budget funded):

Ms. Carrie Tingle serves as the Financial Administrator and Grants Coordinator for the Worcester County Sheriff's Office. She has a background in finance and has served in governmental environments for the past 15 years.

Fiscal Officer: Lynn Wright, Senior Budget Accountant (salary is budget funded):

Ms. Lynn Wright holds an Associate Degree of Science in Accounting and a Bachelor of Arts Degree in Human Resources Management. She has 20 years of experience in local government, serving as a Human Resources Manager and later as Accounting Supervisor. Ms. Wright now works with Worcester County to administer grants procurement and compliance, track capital projects, and assist in all phases of budget preparation, maintenance, and analysis of financial data and audit compliance.

Key Consultant: Chief Deputy Nathaniel J. Passwaters (salary is budget funded):

Chief Deputy Passwaters has over twenty years of law enforcement experience. During those 20 years, Chief Deputy Passwaters has been involved and assigned in a drug enforcement capacity for approximately sixteen of those years. In 2002, Passwaters accepted a position with the Worcester County Sheriff's Office and was assigned to a drug enforcement unit. In 2008, Passwaters became a vital asset in developing the Worcester County Criminal Enforcement Team which is commonly referred to as the Drug Task Force or CET. In 2021, Passwaters was promoted to the rank of Captain and had direct command staff supervisory duties for the Criminal Enforcement Team. In 2022, Captain Passwaters was promoted to Chief Deputy of the Worcester County Sheriff's Office. Following the promotion of Passwaters to Captain, in 2021, Corporal Shane Musgrave was promoted to Sergeant of the Criminal Enforcement Team and has direct day to day supervisory duties over the unit, which includes the Overdose and Drug Awareness Coordinator position. Sergeant Musgrave currently oversees all overt and covert operations and investigations within Worcester County regarding drug enforcement activities. Sergeant Musgrave is also currently cross designated as a task force officer with Homeland Security Investigations. Sergeant Musgrave also conducts outreach presentations with various organizations throughout Worcester County regarding the dangers of substance use and abuse. He often consults with the Overdose and Drug Awareness Coordinator prior to these presentations or is accompanied by the coordinator who assists with the presentation.

Key Consultant- State's Attorney for Worcester County Kristin Heiser:

After receiving a Bachelor of Arts in Criminology and Criminal Justice from the University of Maryland – College Park, Heiser obtained her Juris Doctor from the University of Maryland School of Law. She was admitted to practice in December of 2007 and was soon thereafter appointed as an Assistant State's Attorney for Worcester County. She began handling a wide variety of cases and was assigned as liaison between the State's Attorney's Office and law enforcement agencies on policy matters. In 2011, she accepted a position as an ASA in Wicomico County, to gain a wider breadth of experience handling more difficult cases and managing the District Court Division. She was responsible for the hiring, training and supervision of all new prosecutors in Wicomico County until 2018, when she was successful in her bid to become the State's Attorney for Worcester County, Maryland. She was sworn in as State's Attorney on January 7, 2019, and is now responsible for performing such duties as defined by the Maryland Constitution. These duties include overseeing all divisions of the Office of The State's Attorney and ensuring that each case is handled with the attention and care that justice demands. SA Heiser serves on several committees (both community and law enforcement) including the Drug and Alcohol Council and the Opioid Awareness Task Force.

Requested Personnel- Overdose and Drug Awareness Coordinator

A fulltime staff position, with the duties described herein as an Overdose and Drug Awareness Coordinator, reporting to the Key Consultant Chief Deputy Passwaters. This position is currently funded. The position will continue to be responsible for entering all drug investigations, drug seizures, drug arrests, illegal narcotics overdoses, and other firearms and/or drug-related investigative case activities into W/B HIDTA's Case Explorer, as well as assist with law enforcement drug-related cellular phone extract uploads into W/B HIDTA's CAP.

Sustainability

The Worcester County Sheriff's Office will seek Federal, State, County, and Local resources to continue this program after the grant period ends. The Office will work with other local enforcement agencies to identify resources and sources of funding that may be available.

Applicant Disclosure of Pending Applications Statement

The Worcester County Sheriff's Office does not have pending applications submitted within the last 12 months for federally funded assistance that includes requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

Unique Entity Identifier and SAM.GOV Expiration Date

Duns: 10-111-9399

Sam.gov: KEA9KRV8GPG3

Exp: 10/09/2024

Person Completing the Project Narrative

Timothy Sponaugle
Heroin Coordinator
Worcester County Sheriff's Office
410-632-1111 Phone
410-632-3070 Fax
tsponaugle@co.worcester.md.us

Carrie Tingle
Finance Administrator
Worcester County Sheriff's Office
410-632-1111 Phone
410-632-3070 Fax
catingle@co.worcester.md.us

Project Budget

Control Number:

A. Budget Summary

	Grant Funds	Cash Match	In-Kind Match	Total Award
Personnel	\$72,305.00	\$0.00	\$0.00	\$72,305.00
Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total	\$72,305.00	\$0.00	\$0.00	\$72,305.00

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Category A - Personnel

Control Number:

	Description of Position	Priority	Salary Type	Funding Type	Total
1	Base Salary	1	Salary	Grant Funds	\$55,619.00
2	Fringe Costs, Max 30%	2	Fringe	Grant Funds	\$16,686.00
					\$72,305.00

1. The ODAC position tracks and reports data referencing drug trafficking and use, gun trafficking, and gang activity for cross-jurisdictional information sharing. This position participates in meeting regarding such and decimates information to home and allied agencies. Annual salary is \$55,619 and 100% of the position's time will be devoted to this project. Hourly rate is \$26.74.
2. Annual fringe costs at 30% of salary = \$16,686.

V. Civil Rights Requirements

Control Number:

- 1. Civil rights contact person: Norton, Stacey - Director of Human Resources
- 2. Organization: Worcester County Board of County Commissioners
- 3. Address: County Government Center
1 W Market St Rm 1103
Snow Hill, MD 21863-1072
- 4. Telephone Number: (410) 632-0090
- 5. Number of persons employed by the organization unit responsible for implementation of this grant: 17

Project Service Sites

Site 1

Service Site	Worcester County Sheriff's Office
Apt. Suite, No. Street	1 West Market Street, Room 1001
City	Snow Hill
State & Zip	MD 21863-1069

Control Number:

Certified Assurances

THE APPLICANT HEREBY ASSURES AND CERTIFIES THE FOLLOWING:

1. That Federal funds made available under this formula grant will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal Funds, be made available for program activities.

2. That matching funds required to pay the non-Federal portion of the cost of each project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for program activities by the recipient of the grant funds and shall be provided as required in the Grant Award document.

3. That following the first year covered by a Grant Award and each year thereafter, a performance evaluation and assessment report will be submitted to the Governor's Office of Crime Control & Prevention.

4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Control & Prevention shall prescribe to and shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.

5. That the Grantee shall maintain such data and information and submit such reports in such form, at such times, and containing such information as the Governor's Office of Crime Control & Prevention may reasonably require to administer the program.

6. Sub-recipients will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604 (e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000(d)); the Rehabilitation Act of 1973 (29 U.S.C. § 704); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. § 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); and the

Department of Justice (DOJ's) Equal Treatment Regulations (28 C.F.R. pt. 38).

7. That in the event a Federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Grantee, a copy of the finding will be forwarded to the Governor's Office of Crime Control & Prevention.

8. Sub-recipients that are governmental or for-profit entities, that have fifty or more employees and that receive a single award of \$500,000 or more under the Safe Streets Act or other Department of Justice (DOJ) program statutes are required to submit their Equal Employment Opportunity Plan (EEO) to the federal Office of Civil Rights (OCR). The sub-recipients are not required to submit a copy to the Governor's Office of Crime Control & Prevention (GOCCP), but must have a copy available on site for monitoring purposes. Those sub-recipients that are subject to the OCR's EEO Certification Form may access this form at: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>.

9. That the Grantee will comply with all provisions set forth in the Governor's Office of Crime Control & Prevention's General <http://www.goccp.maryland.gov/grants/general-conditions.php> and Special Conditions.

10. That the Grantee will comply with the provisions of 28 CFR applicable to grants and cooperative agreement.

11. Sub-recipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: <http://www.archives.gov/eo/laws/title-vi.html>

CERTIFICATION: I certify that this program will comply with the provisions set forth by the State of Maryland and the Governor's Office of Crime Control and Prevention.

Signature of Authorized Official

Date

Bertino Jr., Anthony W. - President

Name and Title

Certification Regarding Lobbying

Control Number:



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 --

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with

obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph, (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminate for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

OJP FORM 4061/6 (3-91) REPLACES OJP FORMS 406/1/2, AMD 406/14 WHICH ARE OBSOLETE.

ITEM 4

Control Number:

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 312A, GSA Regional Office Building No. 3), Washington DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code)

Check ___ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ___ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Applicant: Worcester County Board of County Commissioners
Address: County Government Center
1 W Market St Rm 1103
Snow Hill, MD 21863 1072

Project Title: WCSO FY25 ODAC Grant
Federal ID Number: 52-6001064

Authorized Representative: Bertino Jr., Anthony W. - President

Signature: _____
Signature of Authorized Official Date

Worcester County Sheriff's Office

ITEM 5

Matthew Crisafulli
Sheriff



Nathaniel Passwaters
Chief Deputy

April 26, 2024

To: Weston Young, Chief Administrative Officer
Worcester County Commissioners

RE: FY25 Gun Violence Reduction Grant Program

Dear Mr. Young and Worcester County Commissioners,

We respectfully request your approval of our application for the FY25 Gun Violence Reduction Grant in the amount of \$74,784.

If approved and awarded, this grant will provide funding to offset overtime costs for CET personnel to pursue a gun violence reduction initiative to reduce the illegal possession of firearms and prevent the violence associated.

Please let me know if more information is needed.

Respectfully submitted,
Carrie Tingle
Finance Administrator

“Proud to Protect, Ready to Serve”

Worcester County Sheriff's Office
One West Market Street, Room 1001
Snow Hill, MD 21863
410-632-1111- phone / 410-632-3070- fax
www.WorcesterSheriff.com

Gun Violence Reduction Program - 2025 (GVRG)

Applicant: Worcester County Board of County Commissioners

Grant Application Form



Governor's Office of Crime Control and Prevention

Pending Submission

Governor's Office of Crime Control and Prevention
 100 Community Place, 1st Floor Crownsville, MD
 21032-2042 (410) 697-9338
 Email: dlinfo_goccp@maryland.gov

www.goccp.maryland.gov
 Wes Moore, Governor
 Aruna Miller, Lt. Governor

Application Contents

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Date Stamp:	OFFICE USE ONLY	
	Control Number:	Application Number:
	Received By:	Date:

Governor's Office of Crime Control & Prevention - Grant Application Form

Gun Violence Reduction Program - 2025 (GVRG)

Applicant: Worcester County Board of County Commissioners

Project Title: WCSO FY25 GVR Grant

Worcester Local Government

Start Date: 07/01/2024 **Submitted:** Pending Submission **DUNS Number:** 101119399
End Date: 06/30/2025 **Funding Year:** **SAM Expiration:** 10/9/2024

Applicant:	Implementing Agency:
Worcester County Board of County Commissioners County Government Center 1 W Market St Rm 1103 Snow Hill, MD 21863 1072 (410) 632-1194 FAX: (410) 632-3131	Worcester County Sheriff's Office 1 West Market Street, Room 1001 Snow Hill, MD 21863 1069 (410) 632-1111 FAX: (410) 632-3070

Authorized Official:	President
Bertino, Anthony W. lwright@co.worcester.md.us Worcester County Board of County Commissioners County Government Center 1 W Market St Rm 1103 Snow Hill, MD 21863-1072 (410) 632-1194	FAX: (410) 632-3131

Project Director:	Worcester County Sheriff's Office Finance Administ
Tingle, Carrie catingle@co.worcester.md.us Worcester County Board of County Commissioners County Government Center 1 W Market St Rm 1103 Snow Hill, MD 21863-1072 (410) 632-1111	FAX: (410) 632-3131

Fiscal Officer:	Senior Budget Accountant
Wright, Lynn lwright@co.worcester.md.us Worcester County Board of County Commissioners County Government Center 1 W Market St Rm 1103 Snow Hill, MD 21863-1072 (410) 632-1191	FAX: (410) 632-3131

Funding Summary	100.0 %	Grant Funds	\$74,784.00	<hr/>	<hr/>
	0.0 %	Cash Match	\$0.00	<hr/>	<hr/>
	0.0 %	In-Kind Match	\$0.00	<hr/>	<hr/>
		Total Project Funds	\$74,784.00		

Project Summary

The Worcester County Sheriff's Office's FY25 Gun Violence Reduction program proposes to address an initiative to reduce the illegal possession of firearms by unauthorized persons and prevent the potential for violence associated with the possession and use of those firearms across and throughout Worcester County. The program will be carried out by the members of the Worcester County Criminal Enforcement Team (WCET), which is a task force that consists of members of local, state, and federal law enforcement agencies. Funding is requested in the amount of \$74,784 to cover overtime efforts in this endeavor.

Problem Statement/Needs Justification

In 2023, the Worcester County Sheriff's Office received the SFY 2023 Edward J. Byrne Memorial Justice Assistance Grant for gun violence reduction. This short-term grant was received for the period, 04/01/2023 through 06/30/2023, and resulted in the seizure of 16 firearms. Some examples of those seizures included the seizure of a firearm with an obliterated serial number from two individuals who were validated Crips gang members from another state, both of whom had prior firearms, assault, and drug charges.

Another individual who was contacted illegally possessing a firearm was on Federal Probation for a prior handgun charge and yet another individual was a juvenile from another state. The targeted area for enforcement during the grant reporting period was the area of Berlin and Ocean City, Maryland. It is anticipated that with the receipt of this currently offered grant funding, the WCET will be able to expand its activities throughout the county. Most importantly, during the period in which the 2023 BJAG grant funding program was being implemented, Worcester County did not experience any shootings or known gun-related violence. The SFY 2025 GVRG will allow the Worcester County Sheriff's Office to expand its gun violence reduction activities, throughout the county to other jurisdictions and will allow for the overtime funding of law enforcement personnel to conduct this initiative.

In the past three years, law enforcement has seen a rise in persons illegally possessing firearms, oftentimes while also in possession of illegal narcotics. There have also been reports of assaults involving those firearms, which often happen in crowded public areas.

Historically, the Worcester County Criminal Enforcement Team has partnered with members of the Ocean City Police Department and the Maryland State Police during the beginning of the summer resort season which generally occurs from April 1st through June 30th time frame to address various criminal behavior occurring in the Northern part of Worcester County, which encompasses both Berlin and Ocean City, Maryland. This typically has been a time for recent college and high school graduates and other people to come to the resort and celebrate their graduations, the end of school, and the general summer season. At times, those celebrations would involve low-level drug offenses, behavior associated with the overconsumption of alcohol, and general rowdiness. It was unusual to encounter people with firearms or illegal narcotics such as cocaine, heroin, and/or fentanyl. However, in the past three years, law enforcement has seen a drastic rise in persons illegally possessing firearms, oftentimes while also in possession of illegal narcotics. There have also been reports of assaults involving those firearms, which often happen in crowded public areas. As indicated in the project summary, in 2023, the Worcester County Sheriff's Office received the SFY 2023 Edward J. Byrne Memorial Justice Assistance Grant for gun violence reduction. This short-term grant was received for the period April 01, 2023, through June 30, 2023, and resulted in the seizure of 16 firearms. Some examples of those seizures included the seizure of a firearm with an obliterated serial number from two individuals who were validated Crips gang members from another state, both of whom had prior firearms, assault, and drug charges.

Another individual who was contacted illegally possessing a firearm was on federal probation for a prior handgun charge and yet another individual was a juvenile from another state. For the calendar year 2023, the Worcester County Criminal Enforcement Team was credited with the seizure of 37 total firearms, 10 of which were privately made firearms or as they are commonly referred to as "ghost guns". Two (2) additional firearms were seized that had been fitted with parts to render them fully automatic weapons. In 2022, the Worcester County Criminal Enforcement Team was credited in W/B HIDTA Case Explorer with seizing 57 firearms, 2 of which were "ghost guns".

In 2021, 39 firearms were seized, 9 of which were "ghost guns" and in 2020, 54 firearms were seized. No "ghost guns" were seized in 2020. The number of firearms seized in Worcester County has risen over the past three years and most of them are seized during the April 1st through June 30th time frame, however, based upon the numbers from 2023, over half of the seized weapons occurred at other times throughout the year. Due to the rising number of persons contacted with firearms and the subsequent seizure of those firearms, it has taken more law enforcement time and personnel to address this growing problem, which has strained the budgeted amount of funding available for these enforcement efforts. In addition, like many law enforcement agencies and task force entities, the Worcester County Criminal Enforcement Team is understaffed by four unfilled positions, which will likely result in trying to supplement the task force gun reduction activities with additional uniformed personnel and will need unplanned budget expenditures in the form of overtime funding. Due to the importance of the gun violence reduction efforts, oftentimes times members of the task force must adjust their schedules or limit their work hours so as not to negatively affect the budgeted amount of overtime funding, which results in some narcotics enforcement activities going unfulfilled. Uniformed personnel do not have the benefit of flexible scheduling and their regular duties must be fulfilled, so to request their assistance unbudgeted overtime funds will likely have to be expended.

Program Goals and Objectives

*Goal - To increase public safety by addressing the problem of illegally possessed firearms and report the number of firearms seized and the number of Polymer 80 privately manufactured firearms aka "ghost guns" seized.

*Objective - Conduct a targeted proactive law enforcement approach in seizing firearms from prohibited persons, the removal of illegally privately manufactured firearms from the possession of persons and preventing potential violent acts by the seizure of those firearms.

*Goal – Accurately report the number of seized firearms and the number of persons arrested.

*Objective - Reporting the number and type of seized firearms in the W/B HIDTA Case Explorer system in addition to any other required reporting database or mechanism. Also, report the number of persons arrested in the same databases.

*Goal – Identify and disrupt any individuals or groups involved in the trafficking of firearms and refer those cases for either Federal or State prosecution.

*Objective – Attempt to identify and disrupt any individuals or groups of individuals that may be residing and/or traveling into the area to sell, trade, or distribute firearms. Work with the Worcester County Office of the State's Attorney and our federal partners to refer cases to the Office of the U.S. Attorney to prosecute gun cases for either federal or state prosecution. attempt to identify and disrupt any individuals or groups of individuals that may be traveling into the area to sell, trade, or distribute firearms.

*Goal – Refer to appropriate case and gun seizure information for NIBIN analysis and review.

*Objective- Through collaboration with the appropriate federal or state agency, submit seized firearms and/or ammunition for NIBIN analysis and review. Report any NIBIN hits and make any referrals as the information dictates.

The Worcester County Criminal Enforcement Team is already reporting gun seizures on a bi-monthly basis to a BATFE analyst who is currently detailed to the Washington/Baltimore HIDTA.

The overall objective of this proposed program is to remove illegally possessed firearms from individuals who may use those weapons in the furtherance of criminal activity and/or are prohibited from possessing firearms in the State of Maryland. The Worcester County Sheriff's Office proposes to use its strong law enforcement partnerships to successfully identify, arrest, and prosecute those repeat violent offenders who possess firearms illegally. A successful pro-active approach to gun violence reduction seeks to make the community a safer place to work, live, and visit by deterring those who want to commit violent criminal behavior and/or utilize firearms in the furtherance of the distribution of illegal narcotics.

Program Strategy/Program Logic

The Worcester County Sheriff's Office and more specifically the Worcester County Criminal Enforcement Team will approach the Gun Violence Reduction Program as it has successfully done in the past.

The program will consist of a multi-agency law enforcement approach with members of the Worcester County Sheriff's Office, the Worcester County Criminal Enforcement Team, the Maryland State Police, the Ocean City Police Department, the Snow Hill Police Department, and the Pocomoke Police Department, working together to accomplish the goal. The strategy employed will consist of the use of covert and uniformed personnel conducting pro-active patrols focusing primarily on traffic violations; the use of confidential sources and general intelligence gathering through outreach and interview, as well as the response to calls for service from citizens and members of the business community. Often, those engaged in illegal activity have been contacted through traffic enforcement activities, as they have been driving at excessive speeds, driving under the influence of alcohol or narcotics, driving recklessly, or at times have become upset over some contact with another motor vehicle driver and have engaged in verbal or physical altercations and at times weapons have been displayed in the course of those altercations. By conducting pro-active patrol measures, it is anticipated many potential issues may be avoided and weapons can be seized before they are used or distributed.

Worcester County, Maryland is intersected by two major highways, Maryland State Route 50 and U.S. Route 113. Maryland State Route 50 begins on Maryland's Western Shore and runs through several counties in Maryland terminating in Worcester County. It is a major travel thoroughfare from many places West of Worcester County and is a very heavily traveled road for persons not only from Maryland but from out-of-state locations as well. U.S. Route 113 runs the whole length of Worcester County from North to South and is also a heavily traveled road for primarily out-of-state persons from points North and South of Maryland. Members of Worcester County law enforcement have often seized firearms and narcotics traveling into the county, as well as through the county.

In addition, the Worcester County Criminal Enforcement Team during its narcotic investigations often encounters armed individuals and/or receives information about individuals who may be in possession of firearms or are distributing firearms. This information can generate investigative leads that can be investigated by WCET or can be referred to another MCIN law enforcement entity for further investigation or enforcement activities. A unique element that was undertaken in the previously awarded grant utilized by WCET featured a portion of the initiative in which uniformed officers in the regular context of their duties had contact with various citizens for various reasons and were able to provide those citizens with educational and informative health department "rack cards", provided by the county overdose and drug awareness coordinator, which are informational documents about the dangers of fentanyl, cocaine, and xylazine. The "rack cards" also provide information and contact numbers about local and statewide services that are available for those experiencing substance abuse issues and other problems. Some of the information on the card references the Worcester Safe Station, the Peer Support Warm Line, and the Maryland 211 line for statewide resources. One goal of this outreach will be to help prevent non-fatal and fatal overdoses and to establish a rapport with citizens, both locals, and visitors, who may need services and who may also be able to assist law enforcement with information about other persons who may benefit from those services, or information about other persons that may be distributing narcotics or who are in possession of firearms. While the main goal of this outreach piece is to provide helpful and potentially lifesaving information, a secondary goal for law enforcement is to gather intelligence about possible illegal activities including firearms possession and availability.

Program Measurement

Output Measures – The measurement of this program will be based on the number of illegally possessed firearms seized, ghost guns seized, and the number of persons arrested. These numbers will be reported in the W/B HIDTA Case Explorer system as well as any other required or suggested database or reporting mechanism, such as MCIN.

Another measurement will be the analysis of the percentage of the decrease or increase in gun arrests. The percentage in the decrease or increase of gun-related violence.

The reporting of federal or state prosecutions for firearms will be reported, as will the number of NIBIN hits and the number of MCIN referrals. The reporting will be done in the appropriate format in a timely quarterly manner. Although not required as part of this grant proposal, any overdoses that occur will be entered into the W/B HIDTA Case Explorer system and compared to last year's numbers. In addition, an attempt to determine the amount of rack cards distributed to citizens will be undertaken.

Any narcotics seized because of this program will also be reported in the W/B HIDTA Case Explorer system as well as any other required or suggested database or reporting mechanism, such as MCIN.

Initial Outcome Measures – It is anticipated that a targeted proactive law enforcement approach in gun violence reduction activities will result in an immediate decrease in reported gun-related crime and violence. Through the outreach program, it is anticipated there will be a decrease in reported non-fatal and fatal overdoses, as well as the possibility of persons seeking services of which they may not have been previously aware.

Impacts – An immediate impact will be increased public safety, the reduction of firearm-related crime, the arrest of those who would possess and use firearms in furtherance of criminal activity, and the disruption and dismantlement of any identified gun trafficking organization. The prevention or reduction of persons who would travel into Worcester County and throughout the State illegally possessing firearms and using those firearms to commit criminal acts. Longer-term impacts would be the identification of individuals engaged in firearms trafficking and any subsequent investigation that may result. The sharing of information among other law enforcement agencies that would need to know.

Another immediate impact would be the prevention or reduction of the use of illegally purchased narcotics that may result in poor decision-making, overdose, and/or death. The longer term would be to create an overall awareness of available services to those who may need those services both locally and statewide.

Timeline

The timeline for the proposed initiative will coincide with the available grant funding period indicated as July 1, 2024 – June 30, 2025.

Spending Plan

Personnel overtime costs will be expended over the course of the proposed initiative, which coincides with the available grant funding period indicated as July 1, 2024 – June 30, 2025.

Management Capabilities

The Worcester County Criminal Enforcement Team has the most experience in managing narcotics and firearms trafficking investigations. The unit also has the most experience with traffic interdiction activities. The Sergeant and Corporal of the unit are experienced investigators, have specialized training in traffic interdiction, and have both seized multiple firearms because of vehicle interdiction stops and other investigations. Members of the unit have previously worked in conjunction with members of the Maryland State Police PACE team, the Ocean City Police Department, patrol deputies from the Worcester County Sheriff's Office, and other law enforcement municipalities, in conducting pro-active highway interdiction initiatives and other investigations. The unit is currently comprised of seven investigators, a digital forensic analyst, and a drug intelligence analyst, who also acts as the overdose drug awareness coordinator. The members of the unit are from the Worcester County Sheriff's Office, the Maryland State Police, and the Ocean City Police Department, some of whom are cross designated as task force officers with the Drug Enforcement Administration, the Department of Homeland Security, and the U.S. Marshal's Service. The unit utilizes covert and overt personnel during their

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investigations and conducts narcotics and firearms investigations ranging from street-level narcotics sales, and highway interdiction activities as well as Title III, telephonic intercept investigations. In February 2023, the Criminal Enforcement Team culminated an investigation into an alleged narcotics and firearms trafficker, in which nine (9) firearms were seized, three of which were privately manufactured “ghost guns” and had been modified to be fully automatic.

The Criminal Enforcement Team also responds to all the fatal and non-fatal drug overdoses that occur in the county, outside of Ocean City, Maryland.

Members of the Criminal Enforcement Team, primarily the unit overdose drug awareness coordinator, are also actively engaged in partnerships with other stakeholders such as the health department, the school system, the drug court, and other community organizations in outreach activities related to prevention, treatment, and education of the dangers of the use of illegal drugs. The unit has a digital forensic examiner who also provides support services in the downloading of information from seized telephones to further investigations that are routinely loaded into the Case Explorer Communication Analysis Portal.

Information regarding overdoses, cases being investigated, firearms, narcotics, and currency seizures as well as event deconflictions are regularly and routinely added to the W/B HIDTA Case Explorer database.

Project Director: Carrie Tingle, Financial Administrator (salary is budget funded):

Ms. Carrie Tingle serves as the Financial Administrator and Grants Coordinator for the Worcester County Sheriff's Office. She has a background in finance and has served in governmental environments for the past 15 years.

Fiscal Officer: Lynn Wright, Senior Budget Accountant (salary is budget funded):

Ms. Lynn Wright holds an Associate Degree of Science in Accounting and a Bachelor of Arts Degree in Human Resources Management. She has 20 years of experience in local government, serving as a Human Resources Manager and later as Accounting Supervisor. Ms. Wright now works with Worcester County to administer grants procurement and compliance, track capital projects, and assist in all phases of budget preparation, maintenance, and analysis of financial data and audit compliance.

Key Consultant: Chief Deputy Nathaniel J. Passwaters (salary is budget funded):

Chief Deputy Passwaters has over twenty years of law enforcement experience. During those 20 years, Chief Deputy Passwaters has been involved and assigned in a drug enforcement capacity for approximately sixteen of those years. In 2002, Passwaters accepted a position with the Worcester County Sheriff's Office and was assigned to a drug enforcement unit. In 2008, Passwaters became a vital asset in developing the Worcester County Criminal Enforcement Team which is commonly referred to as the Drug Task Force or CET. In 2021, Passwaters was promoted to the rank of Captain and had direct command staff supervisory duties for the Criminal Enforcement Team. In 2022, Captain Passwaters was promoted to Chief Deputy of the Worcester County Sheriff's Office.

Key Consultant: Sergeant Shane Musgrave (salary is budget funded):

Promoted to Sergeant of the Criminal Enforcement Team in 2021, Shane Musgrave has direct day to day supervisory duties over the unit. Sergeant Musgrave currently oversees all overt and covert operations and investigations within Worcester County regarding drug enforcement activities. Sergeant Musgrave is also currently cross designated as a task force officer with Homeland Security Investigations. Sergeant Musgrave also conducts outreach presentations with various organizations throughout Worcester County regarding the dangers of substance use and abuse.

Key Consultant- State's Attorney for Worcester County Kristin Heiser (salary is budget funded):

After receiving a Bachelor of Arts in Criminology and Criminal Justice from the University of Maryland – College Park, Heiser obtained her Juris Doctor from the University of Maryland School of Law. She was admitted to practice in December of 2007 and was soon thereafter appointed as an Assistant State's Attorney for Worcester County. She began handling a wide variety of cases and was assigned as liaison between the State's Attorney's Office and law enforcement agencies on policy matters. In 2011, she accepted a position as an ASA in Wicomico County, to gain a wider breadth of experience handling more difficult cases and managing the District Court Division. She was responsible for the hiring, training and supervision of all new prosecutors in Wicomico County until 2018, when she was successful in her bid to become the State's Attorney for Worcester County, Maryland. She was sworn in as State's Attorney on January 7, 2019 and is now responsible for performing such duties as defined by the Maryland Constitution. These duties include overseeing all divisions of the Office of The State's Attorney and ensuring that each case is handled with the attention and care that justice demands. SA Heiser serves on several committees (both community and law enforcement) including the Drug and Alcohol Council and the Opioid Awareness Task Force.

Sustainability

Once funding has been expended, if granted, the Worcester County Sheriff's Office will seek to continue this program by utilizing other funding sources from Federal, State, County, and Local resources. The Office will work with other State and Local law enforcement agencies to identify resources and sources of funding that may be available.

Applicant Disclosure of Pending Applications Statement

Worcester County Sheriff's Office does not have any pending applications submitted in the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

Unique Entity Identifier and SAM.GOV Expiration Date

Duns: 10-111-9399

Sam.gov: KEA9KRV8GPG3
Expiration: 10/09/2024

Person Completing the Project Narrative

Shane Musgrave, Sergeant
Worcester County Sheriff's Office
410-632-1111 Phone
410-632-3070 Fax
smusgrave@co.worcester.md.us

Tinothy Sponaugle, Heroin Coordinator
Worcester County Sheriff's Office
410-632-1111 Phone
410-632-3070 Fax
tsponaugle@co.worcester.md.us

Control Number:

Project Budget

A. Budget Summary

	Grant Funds	Cash Match	In-Kind Match	Total Award
Personnel	\$74,784.00	\$0.00	\$0.00	\$74,784.00
Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total	\$74,784.00	\$0.00	\$0.00	\$74,784.00

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Category A - Personnel

Control Number:

	Description of Position	Priority	Salary Type	Funding Type	Total
1	Sergeant	1	Salary	Grant Funds	\$17,701.00
2	Corporal	2	Salary	Grant Funds	\$11,179.00
3	Deputy First Class (1)	3	Salary	Grant Funds	\$10,146.00
4	Deputy First Class (2)	4	Salary	Grant Funds	\$9,656.00
5	Deputy Sheriff	5	Salary	Grant Funds	\$8,844.00
6	Sergeant	6	Fringe	Grant Funds	\$5,310.00
7	Corporal	7	Fringe	Grant Funds	\$3,354.00
8	Deputy First Class (1)	8	Fringe	Grant Funds	\$3,044.00
9	Deputy First Class (2)	9	Fringe	Grant Funds	\$2,897.00
10	Deputy Sheriff	10	Fringe	Grant Funds	\$2,653.00
					\$74,784.00

1. The Sergeant will oversee all operations, facilitate all reporting and manage press releases. Annual salary is \$88,504. He will be devoting 20% of his time to this project. We are requesting \$17,701 in grant funds to support his overtime on this project. His hourly rate is \$42.55, hourly overtime rate is \$63.83.
2. The Corporal will serve as the first-line supervisor to the Deputy and Deputy First Class'. Annual salary is \$74,526. He will be devoting 15% of his time to this project. We are requesting \$11,179 in grant funds to support his overtime on this project. His hourly rate is \$35.83, hourly overtime rate is \$53.75.
3. The Deputy First Class will serve as a case manager and conduct daily operations. Annual salary is \$67,642. He will be devoting 15% of his time to this project. We are requesting \$10,146 in grant funds to support his overtime on this project. His hourly rate is \$32.52, hourly overtime rate is \$48.78.
4. The Deputy First Class will serve as a case manager and conduct daily operations. Annual salary is \$64,376. He will be devoting 15% of his time to this project. We are requesting \$9,656 in grant funds to support his overtime on this project. His hourly rate is \$30.95, hourly overtime rate is \$46.43.
5. The Deputy will serve as a case manager and conduct daily operations. Annual salary is \$58,960. He will be devoting 15% of his time to this project. We are requesting \$8,844 in grant funds to support his overtime on this project. His hourly rate is \$29.48, hourly overtime rate is \$44.22.
6. Fringe costs @ 30% of salary. $\$13,276 * .30 = \$3,983$.
7. Fringe costs @ 30% of salary. $\$11,179 * .30 = \$3,354$.
8. Fringe costs @ 30% of salary. $\$10,146 * .30 = \$3,044$.
9. Fringe costs @ 30% of salary. $\$9,656 * .30 = \$2,897$.
10. Fringe costs @ 30% of salary. $\$8,844 * .30 = \$2,653$.

V. Civil Rights Requirements

Control Number:

- 1. Civil rights contact person: Norton, Stacey - Director of Human Resources
- 2. Organization: Worcester County Board of County Commissioners
- 3. Address: County Government Center
1 W Market St Rm 1103
Snow Hill, MD 21863-1072
- 4. Telephone Number: (410) 632-0090
- 5. Number of persons employed by the organization unit responsible for implementation of this grant: 17

Project Service Sites

Site 1

Service Site	Worcester County Sheriff's Office
Apt. Suite, No. Street	1 West Market Street, Room 1001
City	Snow Hill
State & Zip	MD 21863-1069

Control Number:

Certified Assurances

THE APPLICANT HEREBY ASSURES AND CERTIFIES THE FOLLOWING:

1. That Federal funds made available under this formula grant will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal Funds, be made available for program activities.

2. That matching funds required to pay the non-Federal portion of the cost of each project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for program activities by the recipient of the grant funds and shall be provided as required in the Grant Award document.

3. That following the first year covered by a Grant Award and each year thereafter, a performance evaluation and assessment report will be submitted to the Governor's Office of Crime Control & Prevention.

4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Control & Prevention shall prescribe to and shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.

5. That the Grantee shall maintain such data and information and submit such reports in such form, at such times, and containing such information as the Governor's Office of Crime Control & Prevention may reasonably require to administer the program.

6. Sub-recipients will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604 (e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000(d)); the Rehabilitation Act of 1973 (29 U.S.C. § 704); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. § 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); and the

Department of Justice (DOJ's) Equal Treatment Regulations (28 C.F.R. pt. 38).

7. That in the event a Federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Grantee, a copy of the finding will be forwarded to the Governor's Office of Crime Control & Prevention.

8. Sub-recipients that are governmental or for-profit entities, that have fifty or more employees and that receive a single award of \$500,000 or more under the Safe Streets Act or other Department of Justice (DOJ) program statutes are required to submit their Equal Employment Opportunity Plan (EEO) to the federal Office of Civil Rights (OCR). The sub-recipients are not required to submit a copy to the Governor's Office of Crime Control & Prevention (GOCCP), but must have a copy available on site for monitoring purposes. Those sub-recipients that are subject to the OCR's EEO Certification Form may access this form at: <http://www.ojp.usdoj.gov/about/ocr/eop.htm>.

9. That the Grantee will comply with all provisions set forth in the Governor's Office of Crime Control & Prevention's General <http://www.goccp.maryland.gov/grants/general-conditions.php> and Special Conditions.

10. That the Grantee will comply with the provisions of 28 CFR applicable to grants and cooperative agreement.

11. Sub-recipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: <http://www.archives.gov/eo/laws/title-vi.html>

CERTIFICATION: I certify that this program will comply with the provisions set forth by the State of Maryland and the Governor's Office of Crime Control and Prevention.

Signature of Authorized Official

Date

Bertino Jr., Anthony W. - President

Name and Title

Certification Regarding Lobbying

Control Number:



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 --

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with

obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph, (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminate for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

OJP FORM 4061/6 (3-91) REPLACES OJP FORMS 406/1/2, AMD 406/14 WHICH ARE OBSOLETE.

ITEM 5

Control Number:

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 312A, GSA Regional Office Building No. 3), Washington DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code)

Check ___ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ___ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Applicant: Worcester County Board of County Commissioners
Address: County Government Center
1 W Market St Rm 1103
Snow Hill, MD 21863 1072

Project Title: WCSO FY25 GVR Grant
Federal ID Number: 52-6001064

Authorized Representative: Bertino Jr., Anthony W. - President

Signature: _____
Signature of Authorized Official Date

TEL: 410-632-5623
FAX: 410-632-1753
WEB: co.worcester.md.us



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

DALLAS BAKER JR., P.E.
DIRECTOR

CHRISTOPHER CLASING, P.E.
DEPUTY DIRECTOR

TO: Weston S. Young, P.E., Chief Administrative Officer
Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM: Christopher S. Clasing, P.E., Deputy Director *Chs g*
DATE: April 18, 2024
SUBJECT: Water & Wastewater Division – Small Project Agreement
Lands of Mohamad Ramadan - 12262 Eagles Nest Road

Enclosed for Commissioner review and approval is a Small Project Agreement for Lands of Mohamad Ramadan - 12262 Eagles Nest Road project. This project will extend public sewer service via the Mystic Harbour Service Area for one (1) EDU at the proposed facility.

The design drawings prepared for this project are complete and the project is ready for construction. As with similar small projects, we have required Mr. Mohamad Ramadan to complete the attached standard agreement to demonstrate compliance with County Code, specifically, PW5-307.

This agreement has been reviewed by the County Attorney and it is now being presented for approval.

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

Attachments

CC: Dallas Baker, Jr., P.E., Director
Tony Fascelli, Water & Wastewater Superintendent

WORCESTER COUNTY
SMALL PROJECT
WASTEWATER AND/OR WATER AGREEMENT
Reference PW5-307 Code of Public Local Laws of Worcester County

THIS AGREEMENT made this day of , 2024, by and between THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, in the capacity of the governing body of Mystic Harbour Sanitary Service Area, hereinafter called "Service Area" and Mohamad Ramadan, hereinafter called "Developer." The parties hereto do hereby agree as follows:

A. PROJECT Lands of Mohamad Ramadan - 12262 Eagles Nest Road, hereinafter called "Facilities."

B. LOCATION PROPERTY

Properties affected by this agreement are more particularly described as follows:

Deed Reference 8566/0065 Tax Map 33 Parcel 118

C. SERVICE TO BE PROVIDED Grinder Station and forcemain to connect to existing sewer forcemain and provide sanitary sewer service for one (1) EDU at proposed 3,383 square-foot building including a 1,745 square-foot Mosque assembly area.

D. LEGAL REQUIREMENTS AND PROCEDURE

Developer shall:

1. Upon the execution hereof, deed to Service Area, free and clear of all liens and encumbrances, by special warranty deed: all fee simple parcels and easements required for the operation and construction of Facilities and provide an acceptable title certificate signed by a Maryland attorney.
2. Provide plans as required by Service Area which must be satisfactory to Service Area prior to commencement of construction.
3. In cooperation with Service Area, secure all necessary permits for the benefit of Service Area and transfer the same to the Service Area.
4. Provide any construction bond required by applicable law regulation.
5. Commence construction of Facilities by April 1, 2024 complete construction by March 31, 2025 and Construct Facilities to the satisfaction of Service Area in accordance with all required permits to all applicable standards as established by Service Area.
6. Upon completion of Facilities and final inspection, approval and acceptance by the Service Area transfer all portions of the Facilities not already property of the Service Area free and clear of all liens and encumbrances at which time Service Area shall assume operational control of the Facilities.
7. Post such cash deposits as required by Service Area to provide for operation for not less than one year of operational costs of Facilities.

8. Provide lien releases or evidence of full and final payment to all contractors, engineers and suppliers as required by Service Area.
9. Warrant the construction and performance of Facilities for a period of not less than two years from the date of acceptance by the Service Area.
10. Post a maintenance bond in amounts to guarantee the warranty. Such bond shall be equal to 50% of actual cost of all equipment. Further provide that Service Area may set amounts of such bonds within the parameters hereof.

E. SPECIAL REQUIREMENTS _____

F. CONSTRUCTION AGREEMENTS

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

G. CHARGES, COSTS, FEES AND EXPENSES

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

H. EXCESS CAPACITY-OWNED BY SERVICE AREA

1. Facilities are designed and intended to serve no additional development at this time, as no additional EDUs purchased, and the potential to extend mains and services are unlikely at the westerly end of the development.
2. Any excess capacity of Facilities or of any modification or addition thereto shall be the property of Service Area and shall belong to Service Area. There shall be no recoupment of costs of construction, expenses, fees, operation or installation of Facilities by Developer unless as specifically set forth herein or in a separate written agreement between the parties.

I. MISCELLANEOUS PROVISIONS

1. In any action brought in court under this agreement the, jurisdiction venue shall be exclusively the Circuit Court of Worcester County, Maryland.

2. The provisions of this agreement shall be governed and construed according to the laws of the State of Maryland. The parties' performance of obligations hereunder shall comply with all applicable governmental requirements. Existing and future laws shall supersede this agreement. It is entered into pursuant to Section PW 5-307 of the Code of Public Local Laws of Worcester County.
3. The construction of Facilities pursuant hereto shall constitute an offer of dedication to the County Commissioners of Worcester County for the benefit of Service Area.
4. This agreement shall constitute an encumbrance on lands described in Paragraph B hereof and shall run with the land.
5. Developer and Service Area agree to cooperate in the implementation of this agreement and agree to execute such other and further assurances or additional documents and instruments as it may be reasonably required of or requested by the other party to carry out the provisions hereof.
6. The rights, obligations and duties of Service Area hereunder are delegated (subject to revocation) to the Worcester County Department of Public Works.
7. The Service Area is a governmental body and shall be entitled to all immunities and nothing herein shall negate any governmental entities.
8. All documents executed pursuant hereto shall be subject to the approval of the County Attorney for Worcester County, acting on behalf of Service Area.

SERVICE AREA

Witness

County Commissioners of Worcester County, Maryland

 Weston Young, P.E.
 Chief Administrative Officer

 (SEAL)
 Anthony W. Bertino, Jr., President


Witness:

DEVELOPER

 3/26/2024

RONNIE B. CARPENTER, PE
 (Print Name)

Mohamad Ramadan, Owner
 Print Name and Capacity

 3/26/24
 (SEAL)
 Signature

TEL 410-632-5623
FAX: 410-632-1753
WEB: co.worcester.md.us



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

DALLAS BAKER JR., P.E.
DIRECTOR

CHRISTOPHER CLASING, P.E.
DEPUTY DIRECTOR

TO: Weston S. Young, P.E., Chief Administrative Officer
Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM: Christopher S. Clasing, P.E., Deputy Director of Public Works
DATE: April 18, 2024
SUBJECT: Landings Service Area – Turnover Documents for Bayside Landings
Multi-Family Parcels B, E, F, G, and H Turnover Documents

CS

.....

Public Works is recommending Commissioner approval of the Landings Multi-Family Project, Parcels B, E, F, G, and H, and accepting the public water utilities into the County’s Landings Service Area system for operation.

Enclosed are the turnover documents including: Deed; Bill of Sale and Assignment form executed by the owner for turnover of the facilities; Release of Liens from the prime contractor; Release of Liens from the design engineer. These documents have been reviewed by the County Attorney and are found to be acceptable. A maintenance bond is on file for this phase in the amount of \$86,728.00 to warrant the public water utilities for the next 2-years. As-Built record drawings are on file in the Water and Wastewater Office.

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

cc: Roscoe Leslie, County Attorney
Dallas Baker Jr., P.E., Director
Tony Fascelli, Water/Wastewater Superintendent

Enclosures

DEED, BILL OF SALE
AND
ASSIGNMENT

This Deed, Bill of Sale and Assignment made this _____ day of _____, 2024, by and between Landings at Bayside, LP, "Developer" and County Commissioners of Worcester County, Maryland, "Commissioners".

WHEREAS, Developer, pursuant to all required permits, has constructed a certain Sanitary Facility, "Facility" pursuant to Section 5-307 of Public Works Article, the Code of Public Local Laws of Worcester County, Maryland on property generally described as Landings RPC – Multi-family Parcels B, E, F, G, and H and;

WHEREAS, Facility is now complete, free and clear of all mechanics and materialman's liens and encumbrances and ready to be transferred to Commissioners in accordance with prior Agreements and Section 5-307 as aforesaid, and;

WHEREAS, Facility is fully operational in accordance with all required permits and;

WHEREAS, all real or personal property lien holders have joined in herein or executed separate documents for the purpose of releasing any and all right, title and interest they may have in and to any of the property herein described.

NOW THEREFORE THIS DEED, BILL OF SALE, AND ASSIGNMENT WITNESSETH:

That for good and valuable consideration, receipt and sufficiency which is hereby acknowledged, the parties do hereby agree as follows:

1. All of the following described components, rights, permits, licenses, personal property, real property, easements and being all of the right title and interest of Developer associated with, in, and to Facility are hereby granted, conveyed and transferred unto Commissioners.
Approximately 540 LF of Water Main, quantity 13 Fire Hydrants, and quantity 14 Valves.
2. Commissioners agree that the final inspection has been conducted of Facility and it is approved and accepted.
3. Commissioners hereby accept operational control and ownership of the Facility as herein set forth.
4. Developer warrants and agrees that construction of the Facility is in accordance with all permits and approvals.
5. Developer warrants for a period of two (2) years that the Facility is constructed in a workmanlike manner, in accordance with industry standards, is free and clear of all faulty materials, is properly designed for its intended use, is free of imperfections, and will operate in accordance with its design and further that it is free and clear of all liens and encumbrances and that written releases of all workers and suppliers have been delivered.

- 6. Lienholder hereby releases its lien upon any property hereby transferred.
- 7. Developer shall execute such other and further assurances hereof as Commissioners may require.

IN WITNESS WHEREOF, the hands and seals of the parties hereto, as of the date and year first above written.

DEVELOPER

[Handwritten Signature]

By: [Handwritten Signature] (SEAL)

ON BEHALF OF
COUNTY COMMISSIONERS OF
WORCESTER COUNTY

By: _____ (SEAL)
Weston Young, P.E., Chief Administrative Officer

LIENHOLDER

By: _____ (SEAL)

STATE OF MARYLAND, WORCESTER COUNTY, TO WIT:

I HEREBY CERTIFY, that on this 19th day of March, 2024, before the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared Nick Hammonds, known to me (or satisfactorily proven) to be the Authorized Representative named in the foregoing instrument, and executed the same in the capacity stated and for the purposes herein contained.

[Handwritten Signature]
Notary Public

Commission Expires: 10/9/2026



STATE OF MARYLAND, WORCESTER COUNTY, TO WIT:

ITEM 7

I HEREBY CERTIFY, that on this _____ day of _____, 2023, before the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared _____, known to me (or satisfactorily proven) to be the Chief Administrative Officer of Worcester County, and executed the same as such Chief Administrative Officer for the purposes herein contained.

Notary Public

Commission Expires: _____

STATE OF MARYLAND, WORCESTER COUNTY, TO WIT:

I HEREBY CERTIFY, that on this _____ day of _____, 2023, before the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared _____, known to me (or satisfactorily proven) to be _____, Lienholder, and executed the same in the capacity stated and for the purposes herein contained.

Notary Public

Commission Expires: _____

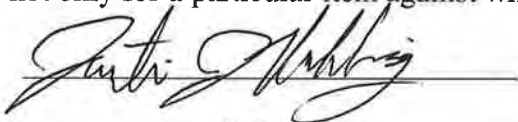
RELEASE OF MECHANIC'S LIENS

The undersigned, general or sub-contractor, has provided services and/or materials for construction and improvements at the property owned by Landings at Bayside, LP and described as follows: Resident, property and improvements located at Tax Map 33, Parcels 159 and 281.

In consideration of the sum of \$1.00 in hand paid, receipt whereof is acknowledged, and other benefits accruing to me, I do hereby waive, release and quit-claim a right that I now have or may hereafter have to lien upon the land and improvements above-described, by virtue of the laws of the State wherein said land is situate, or any amendments of said law; and I do further warrant that I have not and will not assign my claim for payment, not my right to perfect a lien against said property, and that I have the right to exercise this waiver and release thereof.

The subscriber of this instrument respectively warrants that all laborers employed by me have been fully paid and that none of such laborers have any claim, demand, or lien against said premises; and further, that no chattel, mortgage, conditional bill of sale of retention of title agreement has been given or executed by the said owner or any general contractor or other party or any of us, for in or in connection with any material, appliances, machinery, fixtures or furnishings placed on or installed in the aforesaid premises.

It is understood and agreed that the signature(s) affixed hereto are for all services rendered, work done and materials furnished heretofore and hereafter by the signer in any and all capacities, and is not only for a particular item against which the signature is affixed.



J.W. Salm Engineering, Inc.
Treasurer

WITNESS the following signatures this 21 day of March, 2024.

WITNESS:



03/21/2024

RELEASE OF MECHANIC'S LIENS

The undersigned, general or sub-contractor, has provided services and/or materials for construction and improvements at the property owned by Landings at Bayside, LP, and described as follows: Resident, property and improvements located at Landings RPC – Multifamily Parcels, B, E, F, G, and H, water main, fire hydrant, and valve construction

In consideration of the sum of \$280,608.70 in hand paid, receipt whereof is acknowledged, and other benefits accruing to me, I do hereby waive, release and quit-claim a right that I now have or may hereafter have to lien upon the land and improvements above-described, by virtue of the laws of the State wherein said land is situate, or any amendments of said law; and I do further warrant that I have not and will not assign my claim for payment, not my right to perfect a lien against said property, and that I have the right to exercise this waiver and release thereof.

The subscriber of this instrument respectively warrants that all laborers employed by me have been fully paid and that none of such laborers have any claim, demand, or lien against said premises; and further, that no chattel, mortgage, conditional bill of sale of retention of title agreement has been given or executed by the said owner or any general contractor or other party or any of us, for in or in connection with any material, appliances, machinery, fixtures or furnishings placed on or installed in the aforesaid premises.

It is understood and agreed that the signature(s) affixed hereto are for all services rendered, work done and materials furnished heretofore and hereafter by the signer in any and all capacities, and is not only for a particular item against which the signature is affixed.

WITNESS the following signatures and seals this 19th day of March, 2014.

WITNESS:

Alex Bean

(SEAL)



Worcester County

Government Center

Department of Human Resources

One West Market Street, Room 1301

Snow Hill, Maryland 21863-1213

410-632-0090

Fax: 410-632-5614

STACEY E. NORTON
Human Resources Director

PAT WALLS
Deputy Director

To: Weston Young, Chief Administrative Officer
From: Stacey Norton, Human Resources Director
Date: April 29, 2024
Subject: Request to Replace an Office Assistant V Position to a Legislative Analyst

To meet the demands of County Administration, we are requesting to replace an Office Assistant V, G13/21, \$61,610 position with a Legislative Analyst position. The Office Assistant V incumbent will be retiring May 31, 2024.

Attached is the job description for the Legislative Analyst. We are requesting to post is as a G22/1, \$58,302 – G22/6, \$65,978 in hopes of attracting a qualified candidate with experience.

The Legislative Analyst will report to the Chief Administrative Officer. This position will keep the commissioners and staff apprised of bills relative to the county during legislative session, work with commissioners, department heads, local state delegation, and the county’s lobbyist for legislative hearings, write letters of support or opposition as directed, and assist in responding to fiscal notes or information requests. This position will also serve as the back-up to the Senior Public Information Officer and for public information/public relations programs.

Thank you for your consideration.

Attachment

WORCESTER COUNTY JOB OPPORTUNITIES

DEPARTMENT: COUNTY ADMINISTRATION
JOB TITLE: LEGISLATIVE ANALYST
COMPENSATION: CLASSIFIED
GRADE 22/1 \$28.03/\$58,302 – 22/6, \$31.72/\$65,978
APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: This individual will serve as the Legislative Analyst to the Chief Administrative Officer (CAO) and will perform duties delegated within the Commissioners' Office, maintaining the confidentiality of the office.

General Requirements:

- Pre-employment background check.
- Normal work schedule is Monday-Friday 8:00 a.m.-4:30 p.m. in the office.
- May require attendance to meetings, hearings, or events that are in the evening, weekend, or in Annapolis during the legislative session.

Essential Job Duties and Responsibilities:

- Works with commissioners, department heads, local state delegation, and the county's lobbyist for legislative hearings at the state level.
- Keeps CAO, County Commissioners, and staff apprised of bills relative to the county during the legislative session.
- Works with other agencies, groups, and organizations (i.e. MACo) to support county initiatives.
- Writes letters of support or opposition as directed by the CAO or County Commissioners.
- Assists in response to fiscal notes and information requests.
- Responds to requests for information in conjunction with staff, Senior Public Information Officer (Sr. PIO), and County Attorney.
- Assists in responding to inquiries or complaints and provides appropriate information as directed by the CAO.
- Triage CAO email correspondence to ensure prompt and appropriate internal and external communication.
- Attends the County Commissioners' meetings and follows up on Commissioners' directives.
- Assists in coordinating and arranging special events for the County Commissioners.
- Establishes and maintains positive media relations and provides information to assist them in reporting accurate news stories involving Worcester County in conjunction with the Sr. PIO.
- Serves as the back-up to the Sr. PIO.
- Serves as the back-up to taking minutes of the County Commissioners and other Boards as needed.
- Serves as the back-up for public information/public relation's programs, including press releases, commendations, proclamations, constituent letters, etc.
- Provides backup relief for office assistant staff as needed.
- Performs other related duties as directed by the CAO and Deputy CAO.
- Complies with safety programs, procedures, policies, and work safety.

- Ensures confidentiality of information and records and complies with the record retention schedule.
- Displays original thinking and creativity in writing.
- Presents ideas and information in a manner that is easily understood.
- Communicates professionally and accurately.
- Complies with Worcester County Personnel Rules & Regulations.

Qualifications and Skills:

- Possesses a bachelor's degree, preferably in Journalism, Communication, English, or other related studies.
- Has at least five years of experience, preferably in a local government setting or reporting on government business.
- Knows the State of Maryland's Open Meetings Act.
- Has excellent creative writing skills.
- Has exceptional oral and written communication skills necessary to promote a professional and personable relationship with coworkers and the public.
- Establishes and maintains harmonious working relationships with staff and the public using tact, discretion, sound judgment, and professionalism.
- Able to communicate effectively in writing and verbally with staff, retirees, and the public.
- Able to perform work correctly, accurately, and consistently.
- Able to create and maintain spreadsheets.
- Able to compose confidential and non-confidential correspondence and maintain confidentiality.
- Able to follow verbal and written instructions, keep records and logs, and complete written forms accurately.
- Able to apply acquired knowledge to increasingly varied and complex tasks.
- Able to follow directions and meet deadlines timely.
- Able to work effectively with little supervision and minimal direction.
- Able to work in a fast-paced environment with interruptions.
- Able to prepare reports and analyze data as required.
- Experience with social media platforms preferred.
- Experience with Microsoft Word, Excel, Publisher, and PowerPoint.
- Has a team-oriented work ethic and ability to collaborate.
- Self-starter that takes initiative and has a sense of urgency.

Safety Analysis:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)

Sedentary work; constant sitting, viewing; frequent talking, hearing; occasional pushing, pulling, carrying, lifting to 40 lbs. No known significant hazard risk.

TEL: 410-632-5623
FAX: 410-632-1753
WEB: co.worcester.md.us



DALLAS BAKER JR., P.E.
DIRECTOR

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

CHRISTOPHER CLASING, P.E.
DEPUTY DIRECTOR

MEMORANDUM

TO: Weston Young, Chief Administrative Officer
Candace Savage, CGFM. Deputy Chief Administrative Officer
FROM: Derrick Babcock, Fleet Superintendent *[Signature]*
DATE: April 30, 2024
SUBJECT: Vehicle Transfer

.....

Attached for your review is a Vehicle and Equipment Transfer Form, transferring a 1997 Ford F800 6-wheel dump body truck from Public Works Roads to Public Works Solid Waste Division. This vehicle was turned in as surplus and replaced with a new vehicle. This vehicle will be used to repair wash out's and to move materials around the central site landfill only. This vehicle will not be tagged for on road use. I am in agreement with this request and would ask for your approval to formally transfer the 1997 Ford F800.

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

Attachment

cc: Fleet Management
Risk Management
David Candy

**WORCESTER COUNTY
VEHICLE & EQUIPMENT TRANSFER FORM**

Vehicle To Be Transferred:

Year: 1997 **Make:** Ford **Model:** F800

Tag #: _____ **Miles:** 217,757 **Fuel Card #:** _____

VIN #: 1FDYF80EXVVA08902 **Title #:** 25537326

Transferred From: Department/Agency: Worcester County

Division: Public Works Roads (Turned in for Surplus)

Transferred To: Department/Agency: Worcester County

Division: Department Of Public Solid Waste

Vehicle Turned In For Surplus:

Year: _____ **Make:** _____ **Model:** _____

Tag #: _____ **Miles:** _____ **Fuel Card #:** _____

VIN #: _____ **Title #:** _____

Vehicle Transfer Approved By Fleet Management: 

Vehicle Transfer Approved By Public Works Director: 

Date: 4/30/2024



Office of Tourism & Economic Development
107 West Green Street, Snow Hill, MD 21863
(410) 632-3112 • www.MarylandsCoast.org

Memorandum

To: Weston Young, CAO
Candace Savage, Deputy CAO

From: Melanie Pursel, Director, Office of Tourism and Economic Development

Copy: Worcester County Commissioners, Kim Reynolds, Budget Officer, Lynn Wright, Senior Budget Accountant

Date: April 25, 2024

RE: TCC grant- request to repurpose/transfer use of Tri County MD Rural Economic Development grant funding from the Snow Hill Bikeways Project to Bank Street Promenade Project

The Worcester County Commissioners previously approved the Snow Hill Bikeways Phase One implementation project as one of the Tri County Economic Development Grant awardees. Due to infrastructure delays that are required within the town to initiate this project, the town of Snow Hill is requesting to repurpose these funds to another similar economic development project that is further along in the process- The Bank Street Promenade. Please see the attached request letter and supporting documents from the Town of Snow Hill.

I am requesting that a change order be approved to be submitted to the TCC, repurposing the use of the \$100,000 sub grant to the Bank Street Promenade Project, still under the town of Snow Hills management.

Kindly let me know if you have any questions regarding this request.

attachments



MAYOR AND COUNCIL OF SNOW HILL

April 24, 2024

Weston Young
Chief Administrative Officer
1 W. Market St. Room 1103
Snow Hill, MD 21863

Dear Mr. Young,

In August of 2022 the Worcester County Commissioners voted to support the Town of Snow Hill's application for the MD Rural Economic Development Grant. This approval resulted in an award of \$100,000 through the Tri-County Council. With this funding the Town intended to initiate a first phase of implementation of the Snow Hill Bikeways project. The selected segments of this project, per the terms of the grant, had a direct economic development impact by creating safe biking connections to the downtown shopping district. Due to delays in infrastructure projects that must be completed before the suggested improvements along these segments can commence, the Town of Snow Hill requests to repurpose these funds to a similar economic development project: The Bank Street Promenade.

The Bank Street Promenade project will create a curbsless, flexible use shared street. With a curvilinear street design, placemaking enhancements, and strategic landscaping the natural traffic calming effect that makes a project of this nature so attractive will increase driver awareness and reduce speed while improving handicap accessibility and create a gathering space. As the only corridor directly connecting the heart of the downtown shopping district with the Pocomoke River, this project will encourage reciprocal traffic between the two destinations, prolong visit duration, and in turn drive commerce. There are also a number of economic impacts correlated to shared complete street projects including: increased property values, new business attraction and job growth, increased tourism, an decreased vacancy.

The whole project, as proposed, incorporates Town owned, privately owned, and County owned properties. With letters of consent from the private property owners, the Town is prepared to move forward with the first phase of the project: the West Green Street to Willow Street block. Improvements to this block will include

Municipal Building • P.O. Box 348 • Snow Hill, Maryland 21863
Telephone: 410.632.2080 • Fax: 410.632.2858

ITEM 10

resurfacing the street and sidewalks with pavers at one flush grade, enhanced landscaping to create a lush and engaging environment, seating and interactive art fixtures. With the repurposed funds an award from the Rural Maryland Economic Development Grant added to funds awarded by the MD Heritage Areas Authority and financial match from the Town of Snow Hill and Downtown Snow Hill, Inc for this project, we will be able to commence construction of the first block in the fall of 2024.

I appreciate your consideration to repurpose the awarded MD Rural Economic Development Grant to the Bank Street Promenade project. Enclosed you will find the formal Change Order request as well as supporting documentation.

Sincerely,



Lorissa McAllister
Director of Economic Development
Main Street Manager

**Rural Maryland Economic Development Fund
Project Change Order**

Project Name _____

Project Administrator _____

Project Administrator Primary Contact _____

Phone Number _____ **Email** _____

Date _____

Instructions: Complete all sections below that are applicable to the requested Project Change Order.

Project Change Order Summary (100 words or less)

Describe changes to the expected outcomes of the project with the Project Change Order.

Describe any changes to the anticipated economic development impact of this project due to the Project Change Order.

Does the Project Change Order impact other funds that were included in the original project application? Describe the change to any other funds being leveraged and their source.

**Rural Maryland Economic Development Fund
Project Change Order**

Does the Project Change Order impact any partnerships that were included in the original project application? Describe the change to any partnerships that will be leveraged for this project.

Describe any changes in the way success and/or economic impact will be measured as a result of the Project Change Order.

Does the Project Change Order impact project timeline and key milestones that were included in the original project application? Describe the change to any project timelines and key milestones.

- Attach any other supporting materials that would be useful in understanding the project change order, such as feasibility studies, local economic development strategic plans, or other related document.
- Complete Attachment A: Proposed Budget Change Order and Attachment B: Project Change Order Budget Narrative.

Rural Maryland Economic Development Fund
Project Change Order

Attachment A: Proposed Budget Change Order

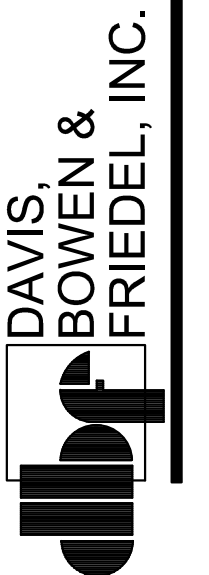
Show all applicable Project Change Order budget amounts (leave blank if no budget changes). Note this sheet does not automatically calculate totals.

Estimated Expenses	Funds Approved	Revised Request	Increase/ Decrease	Justification: Provide a narrative that explains the requested change in each budget line item. Be concise but complete.
A. Salaries & Wages				
B. Fringe Benefits				
C. Travel				
D. Equipment				
E.				
F.				
G.				
TOTAL DIRECT COSTS				
H. Other Costs				
Materials & Supplies				
Pubs./Documentation				
Consultant Services				
Subcontracts				
Other:				
Other:				
Other:				
TOTAL OTHER COSTS				
TOTAL Project Cost*				

*Total Project Cost should equal the sum of Direct Costs and Other Costs

Professional Certification. I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed Professional Engineer under the laws of the State of Maryland. License No. 31100, Expiration Date: 1/21/25.

ARCHITECTS ENGINEERS SURVEYORS
 SALISBURY, MARYLAND (410) 543-2900
 WILFORD, DELAWARE (302) 424-1441
 EASTON, MARYLAND (410) 770-1744



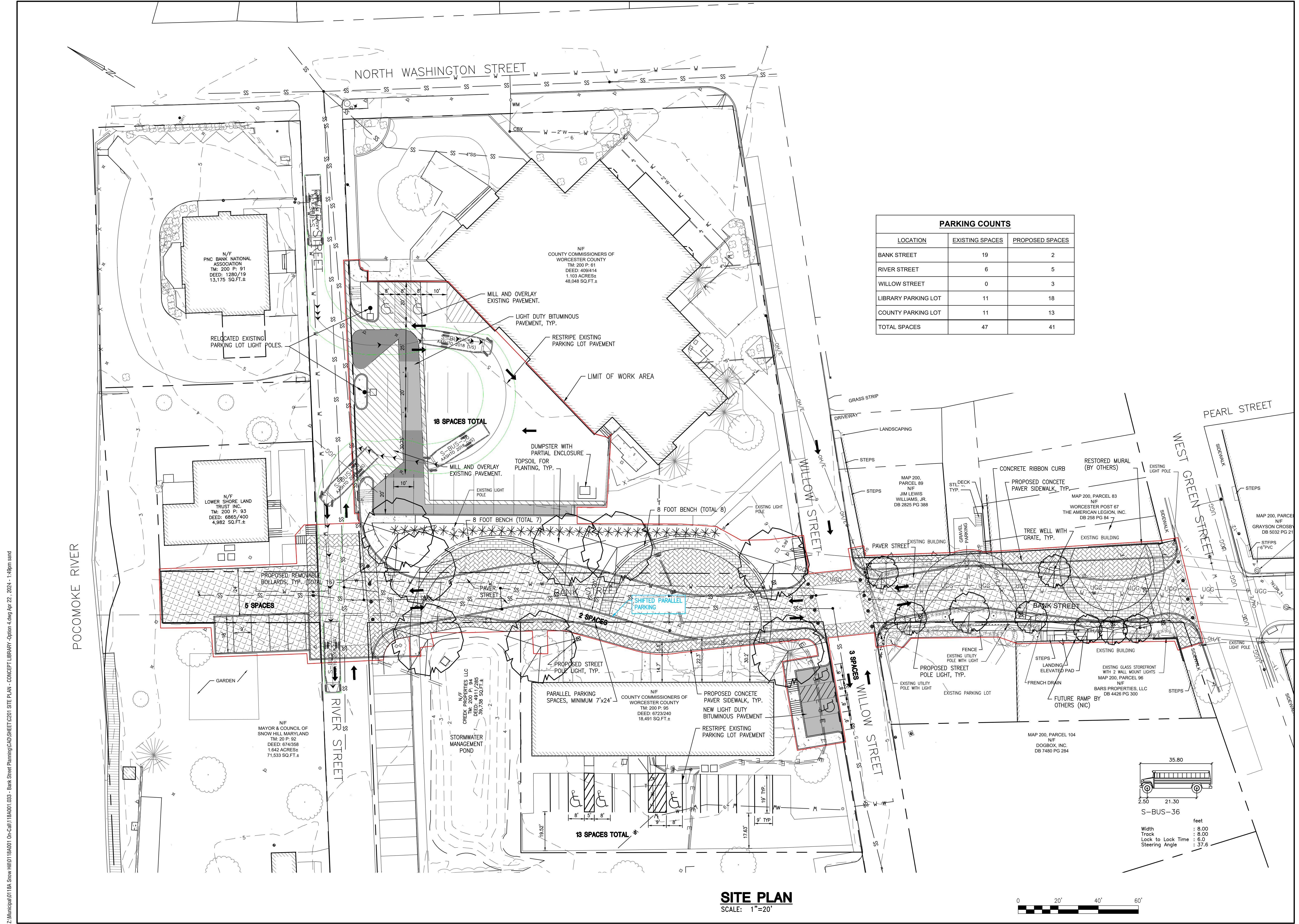
SITE PLAN - OPTION 4

BANK STREET
TOWN OF SNOW HILL
WORCESTER COUNTY, MARYLAND

Revisions:

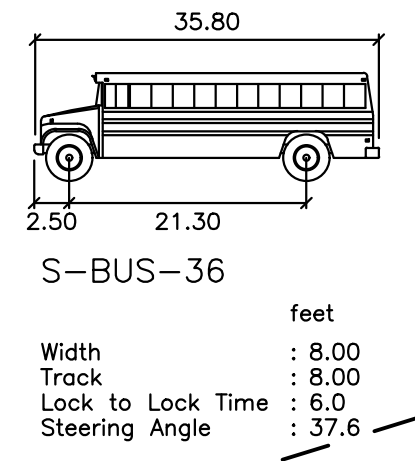
Date: APRIL 22, 2024
 Scale: AS SHOWN
 Dwn. By: DLS
 Proj. No.: 0118A033
 Dwg. No.:

C202



PARKING COUNTS

LOCATION	EXISTING SPACES	PROPOSED SPACES
BANK STREET	19	2
RIVER STREET	6	5
WILLOW STREET	0	3
LIBRARY PARKING LOT	11	18
COUNTY PARKING LOT	11	13
TOTAL SPACES	47	41



SITE PLAN
 SCALE: 1"=20'



Z:\municipal\0118A_Snow Hill\0118A001 On-Call\118A001 033 - Bank Street Planning\CAD\SHEET\C202 SITE PLAN - CONCEPT LIBRARY - Option 4.dwg Apr 22, 2024, 1:49pm sand



**DAVIS
BOWEN &
FRIEDEL, INC.**

ARCHITECTS • ENGINEERS • SURVEYORS

601 E. MAIN STREET, SUITE 100
SALISBURY, MARYLAND 21804
PHONE: 410-543-9091, FAX: 410-543-4172

**PRELIMINARY CONSTRUCTION COST ESTIMATE
SNOW HILL BANK STREET - STREETScape - OPTION 4
WEST GREEN STREET TO WILLOW STREET
DBF #0118A001.033
APRIL 22, 2024**

LINE ITEM	UNIT COST	QUANTITY	TOTAL
CLEARING & DEMOLITION			
Curb	\$4.50 per LF	352	\$1,584.00
Sidewalk	\$5.00 per SF	1,870	\$9,350.00
Mill & Overlay - Roadway	\$8.00 per SY	553	\$4,424.00
PAVEMENT			
Sidewalk Pavers (2 1/2" thick)	\$15.00 per SF	1,965	\$29,475.00
Road Pavers (3" thick)	\$15.00 per SF	3,564	\$53,460.00
Concrete Curb Ribbon, flush, 6"	\$33.00 per LF	365	\$12,045.00
MISCELLANEOUS			
Removable Bollards	\$1,000.00 EA	8	\$8,000.00
Street Pole Light	\$3,000.00 EA	3	\$9,000.00
STORMWATER			
Excavation	8.00 CY	0	\$0.00
Bioretention Filter/Planting Media	25.00 CY	3.7	\$92.50
Bioretention Surface Mulch (3" thick)	15.00 CY	0.9	\$13.50
Bioretention Stone Reservoir (8" depth)	20.00 CY	0	\$0.00
Bioretention Herbaceous Plants	0.95 EA	0	\$0.00
SUB-TOTAL			\$127,444.00
Contingency 20%			\$25,488.80
Mobilization 5%			\$7,646.64



July 15, 2022

*Ring W. Lardner, P.E.
W. Zachary Crouch, P.E.
Michael E. Wheelleton, AIA, LEED GA
Jason P. Loar, P.E.
Jamie L. Sechler, P.E.
Michael R. Wigley, AIA, LEED AP*

Town of Snow Hill
103 Bank Street, PO Box 348
Snow Hill, Maryland 21863

Attn: Mr. Rick Pollitt
Town Manager

Re: **PROPOSAL – Professional Surveying & Engineering Services**
Bank Street Streetscape Design & Permitting
Snow Hill, Maryland
DBF # P0118A22.024

Dear Mr. Pollitt:

Davis, Bowen & Friedel, Inc. (DBF) is pleased to present this proposal for professional engineering and landscape architecture services associated with the Bank Street Streetscape which is located between West Green Street and Willow Street. This proposal includes improvements to the road and sidewalk areas, and landscaping.

Based on this understanding, our scope of services will be as follows:

A. LIMITED TOPOGRAPHIC & EXISTING CONDITIONS SURVEY

Utilizing the existing boundary plan prepared by our office, we'll perform limited field and office work necessary to compile a topographic and existing conditions survey. Our topographic information includes the roadway grades, sidewalks, buildings, storm drains, and utilities. DBF will coordinate with the Town to request the Miss Utility locates prior to the survey.

Lump Sum Fee: \$2,000.00

B. BUDGET ESTIMATE

Based upon the concept plans prepared by Godwin Design Studio, we will prepare a preliminary cost estimate. After the DBF plans have been approved by the Town and permitting agencies, an updated budgetary construction estimate will be provided.

Lump Sum Fee: \$1,500.00

C. GEOTECHNICAL SOIL INVESTIGATION

Utilizing the geotechnical engineer of your choice, we will coordinate the performance of these borings with your geotechnical sub-consultant, as well as perform the survey stakeout work necessary to field locate the soil borings. Please note the following cost is only for coordination and soil boring location and report analysis services and does not include the cost for performance of the geotechnical services.

Lump Sum Fee: \$500.00

For budgeting purposes, we estimate the costs for the geotechnical investigation to be approximately \$2,500.00.

D. CIVIL / SITE CONSTRUCTION DOCUMENT PREPARATION

We will prepare the construction documents necessary for submission to the following agencies:

- Town of Snow Hill Public Works
- Worcester Soil Conservation District (Erosion & Sediment Control)
- Fire Department for coordination
- Critical Area Commission permit coordination

Stormwater Management is not included, as no additional impervious area is being created. The construction documents will consist of a Title Sheet, Site Plan, Grading and Drainage Plan, Erosion & Sediment Control Plan, Landscape Plan. All documents will be prepared in accordance with reviewing agencies standard practices, checklists, and regulations. The following fee also includes the preparation of the final site plan.

Lump Sum Fee: \$16,000.00

E. PROJECT PERMITTING

Upon completion of construction documents, we will prepare the necessary application forms and submit to above listed agencies for project review and approval. We will address the agency comments upon their review and attend any coordination meetings as required. Once we have received all agency approvals, we will submit to the Town of Snow Hill Public Works for distribution of approved construction documents. Since the scope of the agency review comments cannot be defined, we propose to perform project permitting services on an hourly basis. We have provided the following estimate for budgetary purposes; however, this is only an estimate and may vary depending on the extent of agency comments received.

Estimated Fee: \$8,000.00

Please note that the above estimate excludes any and all agency permitting fees which are to be paid directly by your office at the time of agency submission.

F. EXCLUSIONS/ADDITONAL SERVICES

Professional services excluded from this proposal, which are not anticipated to be necessary to complete the current scope of services, include:

- Stormwater management design
- Geotechnical Investigations
- Architectural design services
- Archaeological surveys and permitting
- Phase 1 & 2 Environmental Assessments
- Wetlands Investigation (Delineation or Jurisdictional Determination)
- Upgrades to existing sanitary sewer and waters.
- Off-site utility designs
- Traffic impact studies or evaluations
- Off-site roadway or traffic signal improvements
- Site Irrigation Plans/Design
- Construction stakeout

- Bidding or construction administration services
- Construction inspection services
- Building permits
- Reimbursable expenses
- Fees required by government agencies for review, permitting and inspection are not included.

If necessary, these services can be performed under a separate contract or on a unit price basis in accordance with our attached fee schedule.

We propose to complete the proposed scope of services as described above for the fees identified above. Billing of lump sum fees will be based upon percentage of work completed during the previous month. Hourly or estimated fees, additional services, and direct or reimbursable expenses will be provided on an hourly and unit price basis and invoiced for work completed during the previous month in accordance with the enclosed Schedule of Rates No. 48. We will not exceed the estimated fees without first notifying you and receiving written authorization to continue. Please refer to the attached schedule of rates for other terms and conditions.

Should you find this proposal acceptable please indicate by signing and dating below. Please retain one copy for your records and return one copy to this office. Receipt of a signed proposal constitutes our notice to proceed, unless otherwise specified.

Should you have any questions, comments, concerns, or would like to discuss this further please give me a call at your convenience. We look forward to another successful project with the Town of Snow Hill and appreciate the opportunity to be of continued service.

Sincerely,
DAVIS, BOWEN AND FRIEDEL, INC.



Joshua J. Taylor, PE
Associate / Sr. Municipal Engineer

N:\Promotional\Proposals\2022\PO118A22.024 - Bank St Streetscape.docx

Enclosure

Cc: Ms. Lorissa McAllister, Town of Snow Hill

Accepted By: _____ Date: _____

TOWN OF SNOW HILL

DAVIS, BOWEN & FRIEDEL, INC. ("DBF")
SCHEDULE OF RATES AND GENERAL CONDITIONS
 SCHEDULE NO. 48
 Effective January 1, 2021

ITEM 10

CLASSIFICATION	HOURLY RATE
Principal	\$190.00
Senior Architect, Sr. Landscape Architect, Sr. Engineer, Sr. Surveyor	\$160.00
Architect, Landscape Architect, Engineer, Surveyor	\$130.00
Senior Manager: Architecture, Landscape Architecture, Engineering, Surveying	\$145.00
Manager: Architecture, Landscape Architecture, Engineering, Surveying	\$115.00
Construction Administrator	\$130.00
Senior Designer	\$120.00
Designer	\$110.00
GIS Specialist	\$120.00
Computer Graphics Designer	\$100.00
CAD I	\$95.00
CAD II	\$85.00
1 Person Survey Crew	\$115.00
2 Person Survey Crew	\$150.00
3 Person Survey Crew & UAV Crew (Excluding Equipment Charge)	\$190.00
Resident Project Representative	\$85.00
Computer Administrator	\$100.00
Administrative Support	\$60.00
Travel	\$0.55/mile
Direct Expense	Cost + 10%
UAV Equipment Charge	\$100/mission
Prints (In-house Reproduction)	\$2.50/sheet
Overtime	(1.5xHourly Rate)
24x36 Mounted Prints	\$90 (First Board)/ \$40 (Additional Boards from the Same Order)

GENERAL CONDITIONS

INVOICES & PAYMENT

Invoices are sent monthly or sooner if project is complete. Payment Terms: Net 30 days of invoice date. Any invoice not paid within 30 days shall bear interest at 1.0% per month (12% annually). If required to engage legal counsel to collect an overdue invoice, DBF shall be entitled to also recover its costs of collection, including counsel fees and expenses. DBF reserves the right to adjust its schedule of rates annually. Any such adjustments will be effective within 30 days after written notification to the client.

TERMINATION OF CONTRACT

Client may terminate this agreement upon seven days' prior written notice to DBF for convenience or cause. DBF may terminate this agreement for cause upon seven days' prior written notice to client. Failure of client to pay invoices when due shall be cause for immediate suspension and ultimate termination of services, at DBF's sole discretion. This agreement may be terminated by either party for any reason with 30 days advance notice.

LIMITATION OF LIABILITY

Client agrees to limit DBF's liability related to any errors or omissions to a sum that shall not exceed the total professional fee for the project.

INDEMNIFICATION

Client and DBF each agree to indemnify and hold the other harmless, and their respective officers, employees, agents and representatives, from and against liability for all claims, losses, damages and expenses, including reasonable attorney's fees caused by the other's negligence. To the extent such claims, losses, damages, or expenses are caused by the joint or concurrent negligence of client and DBF, the same shall be borne by each party in proportion to its negligence. This shall in no way affect the limitation of DBF's liability expressed in the preceding paragraph.

FORCE MAJEURE

Neither party shall be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without its negligence.

CONSTRUCTION PHASE SERVICES

If this agreement provides for any construction phase services by DBF, it is understood that the contractor, not DBF, is solely responsible for the construction of the project, and that DBF shall not be responsible for the acts or omissions of any contractor, subcontractor, or material supplier; for safety precautions, programs or enforcement; or for construction means, methods, techniques, sequences and procedures employed by the contractor, its subcontractors or suppliers.

N:\FORMS\DoNotDelete\Rates2020 - Rates Draft\SCHEDULE OF RATES AND GC NO. 48 Municipal_040120.doc

OWNERSHIP OF DOCUMENTS

All documents prepared or furnished by DBF pursuant to this agreement, including electronic media, are instruments of DBF's professional service, and DBF shall retain an ownership and property interest therein. DBF grants client, during the period of DBF's service, a license to use such documents for the purpose of constructing, occupying, and maintaining the project. Reuse or modification of any such documents by client or client's agents, without DBF's written permission, shall be at client's sole risk, and client agrees to indemnify and hold DBF harmless from all claims, damages and expenses, including attorneys' fees, arising out of such reuse by client or by others acting through or with the consent of client.

USE OF DIGITAL MEDIA

Copies of documents that may be relied upon by client are limited to the printed copies (also known as hard copies) that are signed or sealed by DBF. Files in digital media format or text, data, graphic or other types that are furnished by DBF to client are only for convenience of client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. AutoCAD, or other similar files in dwg format, will be made available to Users only at the discretion of DBF and only following mutual acceptance of the Digital Media Release Agreement prepared by DBF. DBF reserves the right to separately charge a fee for the release of selected files.

SUCCESSORS & ASSIGNS

The client and DBF bind themselves, their partners, successors, assigns and legal representatives to the other party to this agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this agreement. Neither party shall assign, sublet, or transfer any interest in this agreement without the written consent of the other.

MISCELLANEOUS PROVISIONS

Unless otherwise specified, this agreement shall be governed by laws of the State in which the work is performed, and the courts of such State shall have exclusive jurisdiction over any disputes hereunder. If this schedule is incorporated or referenced in an agreement with client, the terms of this schedule shall prevail in the event of any conflict with the terms of such agreement.

REIMBURSABLE EXPENSES

Other expenses known as direct expenses incurred in the interest of the project (including travel, toll communications, postage, delivery, photographs, subcontract engineering, testing or other consultants, renderings, models, etc.) will be billed monthly at DBF's actual cost plus ten percent.

ITEM 10

SNOW HILL Downtown - Bank Street Promenade Project April, 2024

TREE SPECIES		SIZE	QUANTITY	PRICE	TOTAL PRICE	
Willow Oak	<i>Quercus phellos</i>	25 gal/2-2/12" C	1	\$180	\$180	
"Autumn Brilliance" Serviceberry	<i>Amelanchier arborea</i>	15 gallon 5-6 ft.	2	\$115	\$230	
Blackgum	<i>Nyssa sylvatica</i>	15 gallon 7-8 ft.	1	\$180	\$180	
Redbud	<i>Cercis canadensis</i>	15 gallon 7-8 ft.	2	\$145	\$290	
SHRUB, GRASS & PERENNIAL SPECIES		SIZE	QUANTITY	PRICE	TOTAL PRICE	
Inkberry Holly compacta "Gem Box"	<i>Ilex glabra</i>	3 gal	22	\$30	\$660	
Pink Muhly grass	<i>Muhlenbergia capillaris</i>	3 gal	18	\$22	\$396	
Sedge - border plan	<i>Carex pensylvanica</i>	1 gal	25	\$12.50	\$313	
Black-eyed Susans	<i>Rudbeckia goldstrum</i>	1 gal	11	\$10	\$110	
Blanket Flower	<i>Gallardia Arizonia Sun</i>	4"	7	\$9	\$54	
Pink Whirling Butter	Gaura	4"	9	\$9	\$81	
Coreopsis "American Dream"	Coreopsis	1 gal	9	\$12.50	\$112.50	
PROPOSED PLANTING SUBTOTAL:					\$2,607	
CONTRACTOR Price for Plant delivery & installation					\$2,400.00	
Mulch Estimate for topdressing		Cubic Yard+Install	11	\$36	\$578	
River Rock for bed edging along Paver area		1-3" size/ton+deliver	12	\$140	\$620	
COMBINED LANDSCAPE ESTIMATE ~ based on suggested plants					\$6,205	
10 % variable should be considered based on availability and time for project implementatio					\$621	

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Butterflies Outdoor Musical Park Instrument - Freenotes Harmony Park

Free Shipping Made in USA



HARMONY PARK SKU: Freenotes Butterflies Ensemble IG LEAD TIME: 2 TO 4 WEEKS

Embark on a musical journey with the Butterflies Outdoor Musical Park Instrument. This botanical-inspired creation offers a unique appeal as a standalone feature or a perfect complement to the Flower Collection for a harmonious natural look. Each Butterfly, varying in size, height, and color, brings its own set of 4 melodious notes that resonate with clarity and beauty. Constructed with anodized aluminum bells and a sturdy steel powder coat frame, these instruments promise resilience and longevity in outdoor environments. The Butterflies, available in four distinct colors, each come equipped with a mallet, enabling both solo and collaborative play experiences. Proudly made in the USA, these musical installations offer versatility with customizable mounting options and are backed by a 5-year limited warranty. Transform your park into a captivating arena of colors and sounds with these alluring musical butterflies, inviting everyone to engage in a symphony of play and exploration.

Color: All Four



10 - 14

Mount: In-Ground

In-Ground ▼

Price: \$5,584.95

Shipping calculated at checkout

Quantity:

- 1 +

Add to Quote

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More payment options

Features

FEATURES

- 4 Unique Colors
- 2 Notes per Butterfly
- 1 Mallet per Butterfly

MATERIALS

- Anodized Aluminum Bells
- Steel Powder Coat Frame

Specifications

 Made In USA

CUSTOMIZE

Portable, In-Ground or Surface Mount

Resources & Manuals

 [Installation Manual](#)

 [Product Flyer](#)

Harmony Park Warranty

All Harmony Park products carry a 5-year limited warranty on all standard/stock instruments and posts. All custom instruments and posts carry a 90 day warranty.

[Full Warranty](#)

Estimate Shipping

State

Alabama ▼

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Contrabass Chimes Outdoor Musical Park Instrument - Freenotes Harmony Park

Free Shipping Made in USA

[HARMONY PARK](#) SKU: CCH-IG LEAD TIME: 2 TO 4 WEEKS

The Contrabass Chimes are a striking and powerful addition to outdoor musical parks, creating an impressive visual and auditory experience. Towering at heights between seven to nine feet, these chimes are made from heavy-duty, anodized aluminum, ensuring durability and a commanding presence. Their design allows for deep resonance, with pitches one octave below middle C, producing rich, gong-like tones. The set features seven chimes, each accompanied by four mallets secured with coated steel cables, facilitating a mesmerizing surround-sound effect, especially when arranged in a horseshoe configuration. Crafted in the USA, these chimes come with a 5-year limited warranty, guaranteeing their enduring role as a significant musical highlight in any environment. They are more than just instruments; they are monumental features that resonate with deep, soulful tones, enhancing the musical landscape of parks and recreational spaces.

Mount: In Ground

10 - 16

In Ground

Price: \$8,062.95

Shipping calculated at checkout

Quantity:

-	1	+
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Add to Quote

Add to Cart

Buy with

More payment options

Features

FEATURES

Seven Chimes

Four Durable Mallets

MATERIALS

Anodized Aluminum

Specifications

Installed Dimensions

143 in x 45 in x 13 in



Made In USA

CUSTOMIZE

Portable, In-Ground or Surface Mount

Resources & Manuals

[Installation Manual](#)

[Product Flyer](#)

Harmony Park Warranty

All Harmony Park products carry a 5-year limited warranty on all standard/stock instruments and posts. All custom instruments and posts carry a 90 day warranty.

[Full Warranty](#)

Estimate Shipping

State

▼

Zip code

10 - 17

Request a Quote Today!

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Home > Strong and Safe Commercial Bike Racks > Fixit Plus Bike Repair Station

< Prev Next >



Click on image to zoom



Fixit Plus Bike Repair Station

DERO SKU: FX-P/AK4-FT-EPX-BLK LEAD TIME: 4 TO 6 WEEKS

The Fixit Plus includes all the tools necessary to perform basic bike repairs and maintenance, from changing a flat to adjusting brakes and derailleurs. Stainless steel cables and tamper-proof fasteners securely attach tools to the stand, while the hanging arms allow pedals and wheels to spin freely while making adjustments. Add a second hanger for double sided access to the tools!

Tools included:

- Philips and flat head screwdrivers

- 2.5, 3, 4, 5, 6, 8mm Allen wrenches
- T25 Torx wrench
- 32mm Headset wrench
- 15mm Pedal wrench
- 8, 9, 10, 11mm box wrenches
- Tire levers (2)

Finish: Powder Coat

Powder Coat ▼

Options: With Air Kit 4

With Air Kit 4 ▼

Color:
Black
Black

Price: \$2,661.62

Shipping calculated at checkout

Quantity:

-
1
+

[Add to Quote](#)

Add to Cart

Buy with

[More payment options](#)

Features

FEATURES

- Hanger arms accommodate most types of bikes
- QR code takes smart phone users to comprehensive bike repair web site
- Large surface area for sponsorship, branding, or way-finding signage
- Tools are secured with braided stainless steel aircraft cables
- Screwdrivers and Allen Wrenches are on swivel connectors for easier use
- Includes most commonly used tools for simple bike maintenance
- Tamper-resistant fasteners included

MATERIALS

- Sturdy powder coated steel posts
- Stainless steel cables

Specifications

Capacity	1 Bicycle
Equipment Weight	75 lb
Installed Dimensions	20 in 36 in
Use Zone	90 in x 45 in

SPECIFICATION DETAILS

- Main body: 6" x .154" tube
- Bike Hanger: 1.5" sch. 40 pipe, 1/4" plate

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Click on image to zoom



10 - 20

Harp Outdoor Musical Park Instrument - Freenotes Harmony Park

Free Shipping Made in USA

[HARMONY PARK](#) SKU: HRP-IG LEAD TIME: 2 TO 4 WEEKS

The Harp Outdoor Musical Park Instrument is an exquisite fusion of art and music. This sculptural instrument, with its 11 heavenly-sounding chimes, brings a serene and melodious presence to any outdoor setting. Each chime, made from 11 note anodized aluminum, is designed to soothe both players and listeners, creating a tranquil musical experience. The Harp is not only an instrument but a striking sculpture, offering aesthetic beauty along with delightful sounds. It is available in portable, in-ground, or surface mount options, and is made in the USA. A 5-year limited warranty assures its durability and long-lasting charm in your musical park.

Mount: Inground/Surface

Inground/Surface ▼

Price: \$6,183.45

Shipping calculated at checkout

Quantity:

- 1 +

Add to Quote

Add to Cart

Buy with

More payment options

Features


FEATURES

- 11 Chimes
- 11 Note Anodized Aluminum Chimes
- Two Attached Mallets

MATERIALS

Anodized Aluminum Chimes

Specifications

 Made In USA

SPECIFICATION DETAILS

Spec sheet can be viewed [here](#)

CUSTOMIZE

Portable, In-Ground or Surface Mount

Resources & Manuals

 [Installation Manual](#)

Request a Quote Today!

fun@willygoat.com 888.920.4628 [Download Buyer's Guide](#)

Home > Stepping Stones > Hop Rocks Steppers - Set of 6
Next >



0 0
Cart Quote



Click on image to zoom



Hop Rocks Steppers - Set of 6

Made in USA



EPSTONE SKU: EPHR-6PC-SG LEAD TIME: 8 WEEKS

The Hop Rocks Steppers Set of 6 brings nature-themed fun to playgrounds, enhancing balance, coordination, and agility among children. Mimicking natural rocks, these steppers can be arranged in countless ways to create challenging paths. Perfect for stimulating active and imaginative play, they encourage kids to hop and balance from one stone to another. Their adaptable design allows for varied height settings, making them a versatile and engaging addition to any outdoor play or learning environment, promoting physical activity and creative play scenarios.

Color: Slate Grey



Price: \$2,887.40

Shipping calculated at checkout



Request a Quote Today!

sales@willygoat.com 888.920.4628 [Download Buyer's Guide](#)



⁰ ⁰
Cart Quote



Click on image to zoom



Horizons Bicycle Rack

Save \$93.56



10 - 23

[ULTRA PLAY SYSTEMS](#)

SKU: 5020SM

LEAD TIME: 6 TO 8 WEEKS

Give your patrons and visitors a place to lock up their bikes and make a design statement at the same time. This modern design gives the illusion of a buried large hoop and comes in many different colors. This eye-catching rack could serve as a unique barrier bollard, gives kids an interesting structure to play around, and provides the secure spot for bikes.

Mount: Surface

Surface ▼

Color:
Black



Black Blue White Green Red Burgundy Beige Brown

Dark Grey Matte Black Orange Royal Purple Sky Blue Spring Green Ultra Blue Yellow

Champagne

Price: \$606.44 MSRP \$700.00

Shipping calculated at checkout

Quantity:

- 1 +

Add to Quote

Add to Cart

Buy with

More payment options

Features

FEATURES

Available in a wide variety of [powder-coating options \(found here\)](#) or hot-dip galvanized

Available In-ground or surface mounting options

Specifications

Capacity	2 Bicycles
Equipment Weight	27 lb
Post Diameter	2 in

SPECIFICATION DETAILS

Framework is 2-inch square with 11 gauge steel tubing

[Inground Specification Sheet here](#)

[Surface Mount Specification Sheet here](#)

CUSTOMIZE

Available in a wide variety of [powder-coating options \(found here\)](#) or hot-dip galvanized

Available In-ground or surface mounting options

Resources & Manuals

Request a Quote Today!

fun@willygoat.com 888.920.4628 Download Buyer's Guide

ITEM 10



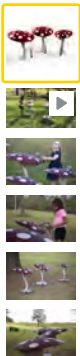
Cart 0 Quote 1

Home > Musical Elements > Mushrooms Ensemble Musical Park Instr...

< Prev Next >



Click on image to zoom



Mushrooms Ensemble Musical Park Instruments - Freenotes Harmony Park

Free Shipping Made in USA



10 - 25

The Mushrooms Ensemble brings a whimsical and sonorous element to your musical garden. These charming mushroom-shaped instruments emit a deep, gong-like sound when struck, enchanting children and adults alike. The red anodized concave caps are playfully adorned with white spots, creating a visually appealing display, especially when installed in multiples. These USA-made instruments add a magical touch to any playground or park, encouraging interactive play and musical discovery. They come with a 5-year limited warranty from Harmony Park, ensuring their longevity and durability in outdoor settings.

Mount: In Ground

In Ground ▼

Price: \$7,716.45

Shipping calculated at checkout

Quantity:

- 1 +

[Add to Quote](#)

[Add to Cart](#)

[Buy with](#)

[More payment options](#)

Specifications

 **Made In USA**

CUSTOMIZE

Portable, In-Ground or Surface Mount

Resources & Manuals

[Installation Manual](#)

[Product Flyer](#)

Harmony Park Warranty

All Harmony Park products carry a 5-year limited warranty on all standard/stock instruments and posts. All custom instruments and posts carry a 90 day warranty.

[Full Warranty](#)

Estimate Shipping

State

Alabama ▼

Zip code

POLYWOOD®

[Home](#) / [Categories](#) / [Dining Furniture](#) / Nautical Highback Chair 5-Piece Dining Set

NAUTICAL

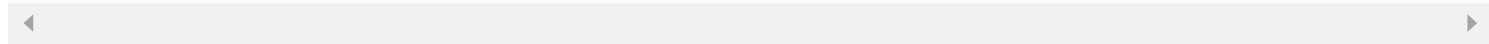
SKU#: PWS124-1

Nautical Highback Chair 5-Piece Dining Set

It's easy to appreciate the comfort and convenience that the Nautical Highback Chair 5-Piece Dining Set provides.

1. Select POLYWOOD Color

<p>SLATE GREY</p> <hr/> <p>\$1,795.00</p> <p>BUILT TO ORDER</p> <p><small>Ships within 8 - 10 Business Days</small></p>	<p>BLACK</p> <hr/> <p>\$1,795.00</p> <p>BUILT TO ORDER</p> <p><small>Ships within 8 - 10 Business Days</small></p>	<p>TEAK</p> <hr/> <p>\$1,895.00</p> <p>BUILT TO ORDER</p> <p><small>Ships within 8 - 10 Business Days</small></p>	<p>GREEN</p> <hr/> <p>\$1,895.00</p> <p>BUILT TO ORDER</p> <p><small>Ships within 8 - 10 Business Days</small></p>	<p>MAHOGANY</p> <hr/> <p>\$1,895.00</p> <p>BUILT TO ORDER</p> <p><small>Ships within 8 - 10 Business Days</small></p>	<p>WHITE</p> <hr/> <p>\$1,995.00</p> <p>BUILT TO ORDER</p> <p><small>Ships within 8 - 10 Business Days</small></p>	<p>SAND</p> <hr/> <p>\$1,995.00</p> <p>BUILT TO ORDER</p> <p><small>Ships within 8 - 10 Business Days</small></p>
--	---	--	---	--	---	--



2. Shop Accessories (Optional) ▼

\$1,795.00+

i Select a color to see estimated lead time

[Shipping Policy](#)

1 ▼

ADD TO CART

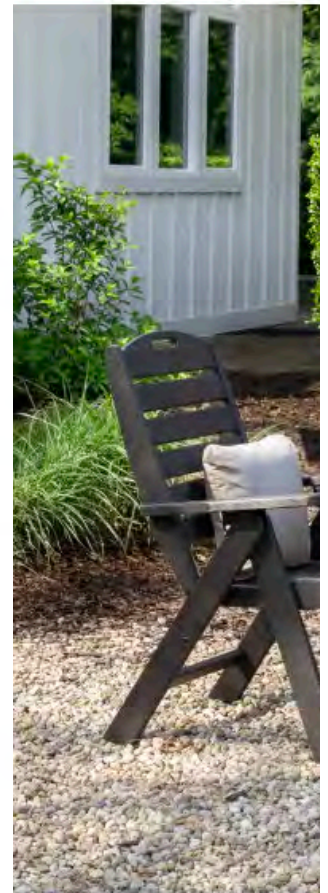
[☆ Add to Wish List](#)

4.7 ★★★★★
Google
Customer Reviews



10 - 27

ITEM 10



What's Included**ITEM 10****4 x Nautical Folding Highback Chair**

95"W x 95"D x 39"H

SKU: NCH38

**1 x Nautical 44" Dining Table**

95"W x 95"D x 39"H

SKU: NCT44

[PRODUCT DETAILS](#) [CUSTOMER GALLERY](#) [REVIEWS AND Q&A](#) [BEST SELLERS IN THIS COLLECTION](#)
[ADD TO CART](#)
Product Details**Product Details**

Your outdoor deck will soon become the whole family's favorite port of call when you furnish it with the Nautical Highback Chair 5-Piece Dining Set. Relaxed enough for casual dining yet perfectly suited for elegant affairs, this set includes four Nautical Highback Chairs that provide comfortable seating and three-position adjustable backs. They also fold flat for easy storage and transportation. In addition, the set comes with a Nautical 44" Dining Table. This furniture is easy to clean and requires very little maintenance to retain its good looks. And because it's constructed of genuine POLYWOOD lumber, you can count on its durability to withstand most weather conditions.

Pairs with:

- [Seat Cushion - 17"D x 17.5"W x 2.5"H \(XPWS0006\)](#)
- [9' Tilt Market Umbrella & Base \(PWUMB\)](#)

Additional Info:
[Warranty](#) [Care & Maintenance](#) [Assembly Information](#) [Our Materials](#) [Returns](#) [Help Center](#) [↗](#)
Features

- Set includes (4) Nautical Highback Chairs and (1) Nautical 44" Dining Table
- Chairs feature comfortably contoured seats and handles in headrests
- Adjustable backs have three positions for greater comfort and support
- Table leg design allows for ample legroom; table outfitted with 1.625" center hole for standard umbrella (sold separately); hole cover included
- Built to withstand a range of climates including hot sun, snowy winters, and strong coastal winds
- Constructed of genuine POLYWOOD® lumber that's infinitely recyclable and sustainably made from recycled and reusable plastic
- Durable, all-weather lumber not prone to splinter, crack, chip, peel, or rot
- 20-year residential warranty; 3-year commercial warranty
- Cleans easily with soap, water, and a soft-bristle brush

- UV protectant and color continuously throughout the HDPE material; requires no painting or waterproofing
- Marine-grade quality hardware
- Made in the USA
- Assembly required

Set Weight & Dimensions

Overall Set Weight 192 lbs

Recommended Minimum Space 95" W X 39" H X 95" D

**Dimensions are based on pictured configurations*

Individual Item Dimensions

Nautical Folding Highback Chair 25.5" W x 38.5" H x 25.75" D

Nautical 44" Dining Table 42.5" W x 29" H x 42.5" D

Made using recycled plastic

Constructed of genuine POLYWOOD® lumber, a proprietary material which includes landfill-bound and ocean-bound plastics



Milk Jugs



Laundry Detergent



Cleaning Products



Shampoo & Conditioner



Look for the #2 Label



20-Year Warranty

We believe in our product and stand behind its quality and durability. That's why genuine POLYWOOD lumber is backed by an exceptional 20-year warranty.



Weather Resistance

Our all-weather material is built to withstand all four seasons and a range of climates including hot sun, snowy winters, salt spray, and heavy winds.





Color-Stay Technology

UV inhibitors and stabilizers protect our lumber from harmful environmental degradation and, along with light stable pigments, run continuously throughout the material.



Low Maintenance





Genuine POLYWOOD lumber cleans easily with soap and water, can be disinfected with a homemade bleach mixture and requires no painting, staining, or waterproofing.



Durability

Our furniture is built to last — rigorous testing ensures POLYWOOD won't splinter, crack, peel, or rot.



Customer Gallery



Customer Gallery



Reviews and Q&A



Reviews and Q&A

5.0



9 Reviews, 6 Q&As

5
4
3
2
1

WRITE A REVIEW

ASK A QUESTION

REVIEWS QUESTIONS

Search Reviews

Size Weight Looks Chairs Table Set Put Polywood

Rating

Images & Videos

9 Reviews

Sort: Select

Nancy R. Verified Buyer 08/11/23



Solid build, narrow seat

Solidly built. The chair are narrower in the seat than I expected. It's fine for me, as I'm of normal weight and stature. But this could be a problem with wider, heavier people.

WAS THIS REVIEW HELPFUL? [thumbs up] [thumbs down]

Maureen W. Verified Buyer



07/05/23

Nautical Highback Chair Dining Set

Love this new addition to our POLLYWOOD outdoor furniture collection. The folding chairs are easy to move about and extremely comfortable. The table is the perfect size for our deck.





Board of Directors

Chair – Hugh Cropper, IV

Vice Chair – Judith Stribling

Treasurer – Suzy Taylor

*Secretary – Charlene
Sharpe*

Tracy Causey-Jeffery

Anthony DiPaolo

Mike Dryden

Meegan Kennedy

Colin McAllister

Rachel Pennington

Bruce Robson



Lower Shore Land Trust

100 River Street

Snow Hill, Maryland 21863

443-234-5587

www.lowershorelandtrust.org

April 7, 2023

Maryland Heritage Areas Authority
Maryland Historical Trust
100 Community Place
Crownsville, MD 21032

Dear MHAA Grant Administrator,

The Lower Shore Land Trust is pleased to support the Maryland Heritage Areas Authority grant application that the Town of Snow Hill is submitting for the redesigning of The Bank Street Promenade. We will be aiding the Town in selecting the correct plants for the design, based on the beds and planters available in the final implementation. Additionally, we will advise on the content development of a revolving program of storyboards, which visitors will read as they walk along the corridor.

We fully support this project phase of the beautification of Bank Street. Critical to this project, LSLT is pleased to provide recommendations of native plants for landscaping and will support efforts to reduce stormwater runoff impacting the Pocomoke River. This scenic treasure provides recreational opportunities for visitors and locals, and this project will highlight the importance of protecting our natural resources.

Previous investments by MHAA to LSLT have provided resources that promote and educate visitors to Snow Hill about the benefits of native plants, pollinators and the cultural and natural heritage of the region. This project significantly builds on those investments.

Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in black ink that reads "Kate Patton".

Kate Patton
Executive Director



WES MOORE
Governor
ARUNA MILLER
Lt. Governor
JACOB R. DAY
Secretary
JULIA GLANZ
Deputy Secretary

Lorissa McAllister
Town of Snow Hill
Director of Economic Development
Main Street Manager
103 Bank Street
Snow Hill, MD 21863

Dear Ms. McAllister,

It is my pleasure to write a letter of support for the proposed Bank Street Promenade that will create a people-friendly shared street connecting Downtown Snow Hill with the Pocomoke River.

Under the Moore-Miller Administration, the DHDC has emphasized creating Lovable Places that are aesthetically pleasing, promote walkability and accessibility, and encourage community gathering. The Bank Street Promenade is designed to meet these standards while improving functionality. Once completed, this project will serve the Snow Hill community and attract visitors as a centerpiece of the Worcester County Seat.

While this letter does not guarantee a financial award, I do encourage you to engage in the competitive processes as applicable grants become available. In the meantime, please feel free to contact our office if there are any ways in which we may be of further assistance. I look forward to seeing the Bank Street Promenade come to fruition.

Sincerely,

A handwritten signature in black ink, appearing to read "Jake Day". The signature is written in a cursive style with a vertical line extending downwards from the bottom of the signature.

Jake Day
Secretary
Department of Housing and Community Development





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: Nicholas W. Rice, Procurement Officer
 DATE: May 7, 2024
 RE: Request to Award – Pocomoke City Transfer Station Concrete Pad

Please see the attached bid tabulation for the Pocomoke City Transfer Station Concrete Pad project. Public Works is requesting the Commissioner’s approval to award this project to the lowest responsive and responsible vendor, INL Construction, LLC, in the amount of \$47,150. Bids were due and opened on April 18, 2024 at 2:30pm. Nine bids were received.

Funding for these services is available in New World under Project Code – Recycle HOCC Imp (Recycling and Home Owner Convenience Ctr Repair Upgrades).

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

Concrete Pad at Pocomoke City Transfer Station	
Thursday, April 18, 2024 at 2:30pm	
Bid Tabulation	
<u>Vendor Name</u>	<u>Base Bid</u>
Dade Star Group , LLC	\$47,275.00
Evans Builders Inc.	\$52,221.00
Cornish Concrete Construction	\$81,110.00
INL Construction, LLC	\$47,150.00
Stratified	\$59,500.00
East Coast Masonry	\$56,600.00
HCE LLC	\$59,000.00
Harkins Concrete	\$67,000.00
Delaware Environmental Construction Services	\$47,375.00



WORCESTER COUNTY, MARYLAND

OFFICE OF THE COUNTY COMMISSIONERS
 1 WEST MARKET STREET, ROOM 1103
 SNOW HILL, MARYLAND 21863
 410-632-1194
 FAX: 410-632-3131

Weston Young
 Chief Administrative Officer

Nicholas W. Rice, CPPO, CPPB, NIGP-CPP
 Procurement Officer

CONTRACT

THIS CONTRACT, made on Tuesday, May 7, 2024, between the County Commissioners of Worcester County, Maryland (“County”); and INL Construction, LLC (“Successful Vendor”).

WITNESSED: That for and in consideration for payment and agreements hereinafter mentioned:

1. Successful Vendor will commence and complete the POCOMOKE CITY TRANSFER STATION CONCRETE PAD.
2. Successful Vendor will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Bid Documents unless the period for completion is extended otherwise.
4. Successful Vendor agrees to perform all of the Work described in the Contract Documents and comply with the terms therein for the sum of \$47,150.00 (forty-seven thousand one hundred fifty dollars and no cents).
5. The term ‘Contract Documents’ means and includes the following:
 - a. This Contract
 - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
 - c. Advertisement
 - d. Section I: Introduction
 - e. Section II: General Information
 - f. Section III: General Conditions
 - g. Section IV: Bid Specifications
 - h. Form of Bid
 - i. References
 - j. Exceptions
 - k. Individual Principal
 - l. Vendor’s Affidavit of Qualification to Bid
 - m. Non-Collusive Affidavit
 - n. Addenda
 - o. Successful Vendor’s Completed Bid Documents
 - p. Notice of Award

- q. Notice to Proceed
- 6. Any inconsistency or conflict between the Contract Documents shall be resolved in their order listed above.
- 7. The County will pay the Successful Vendor in the manner and at such times as set forth in the Bid Documents.
- 8. This Contract will be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Contract in duplicate each of which will be deemed an original on the date first above written.

ATTEST:

**COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND**

Anthony W. Bertino, Jr.
President
Date:

WITNESS:

**CONTRACTOR:
INL CONSTRUCTION, LLC**

By:
Title:
Date:



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: Nicholas W. Rice, Procurement Officer
DATE: May 7, 2024
RE: Request to Award – Newark Effluent Spray Irrigation Site Maintenance

Public works is requesting the Commissioner's approval to award this project to the lowest responsive and responsible vendor, Douglas and Hollie McCall, per the amounts list on their attached Form of Bid. Bids were due and opening on Wednesday, April 17, 2024 at 2:30pm. One bid was received.

Funding is available and will be broken down as follows:

- General Site Planting will be charged to Newark System Maintenance Wastewater Treatment Plant Maintenance, 550.6500.030.
- Cutting/raking/harvesting/bailing have been rolled into one cost per bale and will be charged to the Landfill account Building Site Expenses Buildings and Grounds Maintenance, 680.7002.6550.020.
- The price for hauling is not applicable as the bidder has indicated they do not provide that service. The landfill is able to haul the hay from the site using our truck. Water & Wastewater staff and Solid Waste staff will be able to load the trucks.
- Wastewater operators will have to maintain and coordinate the development of the MDE required nutrient management plan.

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

**Worcester County Administration
1 West Market Street, Room 1103
Snow Hill, Maryland 21863**



INVITATION FOR BID

PROJECT:	Newark Effluent Spray Irrigation Site Maintenance
DEPARTMENT:	_____

VENDOR:

NAME:	<u>Douglas + Hollie McCall</u>
ADDRESS:	<u>1541 Snow Hill Rd</u> <u>Stockton, MD 21864</u>

BID OPENING:

DATE:	<u>Wednesday, April 17, 2024</u>
TIME:	<u>3:00 PM</u>

FORM OF BID

To whom it may concern:

We hereby submit our Bid Documents for "NEWARK EFFLUENT SPRAY IRRIGATION SITE MAINTENANCE" as indicated in the Bid Documents. Having carefully examined the Bid Documents and having received clarification on all items of conflict or upon which any doubt arose, the undersigned hereby requests consideration of our Vendor for award of the referenced Bid.

ITEM	DESCRIPTION	UNIT OF MEASURE	EXTENDED PRICE
1	General Site Planting – Effluent Wastewater Spray Area	Lump Sum <i>for planting</i>	<i>with County supplier seed, we can prepare \$260/hr</i>
2	Cutting, raking, harvesting	Per Harvest	<i>Small squares \$ 3.50 per bale</i>
3	Hay Bailing: • 4' X 5' round bales • 3' X 4' X 8' rectangle bales • 4' X 4' X 8' rectangle bales	Each	<i>Price per bale includes all 4x4 PDS \$ 50 per ball</i>
4	Hauling (County Landfill, 7091 Central Site Lane Newark, MD 21841)	Per Harvest	<i>will notify Dave Candy that bales are done & ready for pickup by County</i>

Have you included your certificate of good standing with the State of Maryland? (See Section I, Subsection H.1 for more information.) (Yes)___ (No)___ Check One. *N/A*

Is your company currently involved in any active litigation? (Yes)___ (No) Check One.

Is your company currently involved in any mergers or acquisitions? (Yes)___ (No) Check One.

The Vendor agrees that their bid will be good for at least sixty days unless otherwise indicated in the bid specifications.

5. Bale discretion will be made by Supervisor @ County Landfill prior to cutting

6. Turning on of pivot prior to baling + turning over to County will cause re-raking @ price of \$200/hr

Note: This bid form must be signed by an officer of your company or an authorized agent for this bid to be considered valid by the county.

Dave McCall

Sign for Identification

Hollie McCall
Douglas McCall

Printed Name

Owners

Title

hollie @ worroa.org

Email

REFERENCES

List three references for which the Vendor has provided Goods/Services similar to those requested in the Bid Document within the last 12-36 months. Include contact name, address, telephone number, email address and services provided.

Company Name:	Worcester County Public Works	Company Name:	Private Person
Type of Project:	Cut, Rake, & Bale Hay, Square & Round	Type of Project:	<input checked="" type="checkbox"/> Cut, Rake + Bale Hay
Address:	Newark & Stewart Sprav	Address:	Onley Rd
Town, State, Zip Code:	Irrigation Site Maintainance	Town, State, Zip Code:	Girdle tree, MD
Contact Person:	Dave Candy	Contact Person:	Daniel Bacon
Telephone Number:	410-251-8315	Telephone Number:	410-600-5097
Email:	August & Oct 2023	Email:	
Date of Service:		Date of Service:	Since Spring of 2017
Company Name:	Private Person		
Type of Project:	Cut, Rake & Bale Hay		
Address:	George Island landing		
Town, State, Zip Code:	Stockton, MD		
Contact Person:	Patricia Ward		
Telephone Number:	410-726-5595		
Email:			
Date of Service:	Since Spring 2020		

Hallee McCall

Sign for Identification

Hollie McCall
Douglas McCall

Printed Name

EXCEPTIONS

The undersigned hereby certifies that, except as listed below, or on separate sheets attached hereto, the enclosed Completed Bid Document covers all items as specified.

EXCEPTIONS:

(If none, write none) _____

How did you hear about this solicitation?

- Worcester County's Website
- eMaryland Marketplace Advantage (eMMA)
- Newspaper Advertisement
- Direct email

Other County accepted bid to do this property from us last year.

The vendor hereby acknowledges receipt of the following addenda.

<u>Number</u>	<u>Date</u>	<u>Initials</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Hollie McCall

Sign for Identification

Hollie McCall
Douglas McCall
Printed Name

INDIVIDUAL PRINCIPAL

Vendor Name: _____
Signed By: _____ In the presence of: _____
Address of Vendor: _____ Town, State, Zip _____
Telephone No.: _____ Fax: _____ Email: _____

CO-PARTNERSHIP PRINCIPAL

Name of Co-Partnership: Douglas + Hollie McCall
Address: 1541 Snow Hill Rd Town, State, Zip
Stockton, MD 21864
Telephone No.: 443-397-0344 + 443-523-4900 Fax: _____

Signed By: _____ In the presence of: _____

Partner

Witness

Signed By: Hollie McCall In the presence of: [Signature]

Partner

Witness

Signed By: [Signature] In the presence of: [Signature]

Partner

Witness

CORPORATE PRINCIPAL

Name of Corporation: _____
Address: _____ Town, State, Zip

Telephone No.: _____ Fax: _____

Signed By: _____ In the presence of: _____

President

Witness

Attest: _____

Corporate Secretary

Affix Corporate Seal

VENDOR'S AFFIDAVIT OF QUALIFICATION TO BID

I HEREBY AFFIRM THAT:

We Douglas & Hollie McCall am the _____
(Printed Name) (title)

and the duly authorized representative of the Vendor of

_____ whose address is _____
(name of corporation) N/A (not Corporation
just private parties)

and that I possess the legal authority to make this affidavit on behalf of myself and the Vendor for which I am acting.

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

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

none

I acknowledge that this affidavit is to be furnished to the County, I acknowledge that, if the representations set forth in this affidavit are not true and correct, the County may terminate any Contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with section 16D of Article 78A of the Annotated Code of Maryland, which provides that certain persons who have been convicted of or have admitted to bribery, attempted bribery or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions.

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

Hollie McCall
Sign for Identification

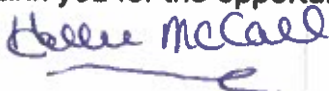
Hollie McCall
Douglas McCall
Printed Name

April 12, 2024

To whom it may concern,

We, Douglas and Hollie McCall, are submitting a bid for the rights to hay the property known as **NEWARK EFFLUENT SPRAY IRRIGATION SITE MAINTENANCE**. We started haying this property towards the end of summer last year and did so with the approval of Wade Pusey and Dave Candy in August and then again in October. We would like to have the chance to continue doing this on that property again this year.

Thank you for the opportunity to submit this bid for the above-named property,

A handwritten signature in blue ink that reads "Hollie McCall". The signature is written in a cursive style with a horizontal line underneath the name.

Douglas and Hollie McCall



WORCESTER COUNTY, MARYLAND

OFFICE OF THE COUNTY COMMISSIONERS
 1 WEST MARKET STREET, ROOM 1103
 SNOW HILL, MARYLAND 21863
 410-632-1194
 FAX: 410-632-3131

Weston Young
 Chief Administrative Officer

Nicholas W. Rice, CPPO, CPPB, NIGP-CPP
 Procurement Officer

CONTRACT

THIS CONTRACT, made on Tuesday, May 7, 2024, between the County Commissioners of Worcester County, Maryland ("County"); and Douglas and Hollie McCall ("Successful Vendor").

WITNESSED: That for and in consideration for payment and agreements hereinafter mentioned:

1. Successful Vendor will commence and complete the NEWARK EFFLUENT SPRAY IRRIGATION SITE MAINTENANCE.
2. Successful Vendor will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Bid Documents unless the period for completion is extended otherwise.
4. Successful Vendor agrees to perform all of the Work described in the Contract Documents and comply with the terms therein per the amounts shown in the Form of Bid.
5. The term 'Contract Documents' means and includes the following:
 - a. This Contract
 - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
 - c. Advertisement
 - d. Section I: Introduction
 - e. Section II: General Information
 - f. Section III: General Conditions
 - g. Section IV: Bid Specifications
 - h. Form of Bid
 - i. References
 - j. Exceptions
 - k. Individual Principal
 - l. Vendor's Affidavit of Qualification to Bid
 - m. Non-Collusive Affidavit
 - n. Addenda
 - o. Successful Vendor's Completed Bid Documents
 - p. Notice of Award
 - q. Notice to Proceed

6. Any inconsistency or conflict between the Contract Documents shall be resolved in their order listed above.
7. The County will pay the Successful Vendor in the manner and at such times as set forth in the Bid Documents.
8. This Contract will be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Contract in duplicate each of which will be deemed an original on the date first above written.

ATTEST:

**COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND**

Anthony W. Bertino, Jr.
President
Date:

WITNESS:

**CONTRACTOR:
DOUGLAS AND HOLLIE MCCALL**

By:
Title:
Date:



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: Nicholas W. Rice, Procurement Officer
 DATE: May 7, 2024
 RE: Jail Generator Update

I've been working with Warden Mulligan and our county engineer, Bill Bradshaw on locating a replacement generator for the jail. Below is what we've gathered so far:

Given our load requirements we need to maintain a 275kw or larger model, but it's proving difficult to find this exact size since many manufacturers have discontinued it.

We have received the following informal quotes to purchase a new generator.

<u>Unit</u>	<u>Amount</u>	<u>Vendor</u>	<u>Lead Time</u>	<u>Notes</u>
275kw Diesel	\$84,950	Elite Power	32-35+ weeks	
275kw Diesel	\$135,000	Fidelity	32-35+ weeks	
350kw Diesel	\$120,000	Elite Power	In stock (4/30)	Would require an electrical engineer
275kw Propane	\$295,175	Fidelity	40 weeks	Would require propane tank


Carter Machinery and Kelly Generator & Equipment have also been contacted for quotes on both diesel and propane units. We are still waiting for a response.

For generator rentals, I've gathered four quotes ranging from \$6000 to \$7500 per month. These quotes are from United Rentals, Carter, Fidelity, and Sunbelt Rentals.

The only company that has been willing to provide a quote to rebuild the current generator is Fidelity which was quoted at \$39,062.

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

WORCESTER COUNTY
LIBRARY

To: Weston Young, Chief Administrative Officer
From: Jennifer Ranck, Library Director 
Date: April 29, 2024
Re: Pocomoke Project

Enclosed with this memo is the latest cost estimate for the Pocomoke Branch Library from Keller Brothers Inc. The design team has spent the last several weeks evaluating and integrating cost estimates from Whiting Turner and Keller, as well as developing alternates for the project. The current cost estimate is \$8,140,030. This does not include an owner's contingency or FFE costs, and is running \$658/SF.

As instructed at the last Commissioner's meeting, I am putting together a state library capital grant application for the library's FFE estimated at \$550,000 (total). This funding will be available July 2025 should the grant be awarded and requires a 50% match from the County (\$275,000). The application requires a professional cost estimate and I plan to use the enclosed estimate.

If this estimate is not acceptable and the design team needs to meet the \$600/SF goal, there will likely be several months of redesign required as well as additional architectural fees. I will not be able to apply for additional grant funds for FFE because we should have enough to complete the project with the additional State funding (\$3,999,000).

Please let me know if you need additional information and I look forward to your direction.



Worcester County Library - Pocomoke Branch
 2954 Chaneyville Rd, Owings, MD 20736
DD Level Budget Estimate **4/26/24**

A Project for
 Worcester County
 with The Design Group

Project Square Footage: 12,365 New Construction

#	CSI Division	Budget Amount
1	General Requirements / RFP Pricing	\$882,646
1	Allowance Schedule	\$50,000
1	Professional Services	\$33,465
2	Existing Conditions	\$100,000
3	Concrete	\$282,992
4	Masonry	\$282,186
5	Metals	\$85,308
6	Wood & Plastics	\$538,050
7	Thermal & Moisture Protection	\$831,805
8	Openings	\$375,880
9	Finishes	\$543,287
10	Specialties	\$82,650
11	Equipment	\$8,000
12	Furnishings	\$13,850
13	Special Construction	\$0
14	Conveying Systems	\$0
21	Fire Protection	\$135,000
22	Plumbing	\$377,023
23	Heating, Ventilating, & Air Conditioning	\$1,267,695
26-28	Electrical & Low-Voltage Systems	\$757,505
31	Earthwork	\$202,849
32	Exterior Improvements	\$344,536
33	Site Utilities	\$266,800
Cost of Work Subtotal		\$7,461,526
	General Liability Insurance	\$13,431
	Builder's Risk Insurance	\$8,954
	Bond Fee	\$59,692
Cost of Work Total		\$7,543,603
	Additional Contingencies and Cost Items	
	Design Elaboration Contingency	\$223,846
	Material Escalation Contingency	\$149,231
	Construction Contingency	\$149,231
	Installation / Relocation of Underground Electrical Facilities	\$11,120
	Permit Fees	\$25,000
	Commissioning	\$15,000
	Site Geotech Support	\$23,000
Total Budget Estimate		\$8,140,030

Alternates	
Alternate #1 - Metal Stud Framing ILO Wood	TBD
Alternate #2 - Children's Porch	\$70,000
Alternate #3 - Metal Roof ILO Asphalt Shingle	TBD
Alternate #4 - Metal Panel ILO Fiber Cement	TBD
Alternate #5 - Lighting Protection System	TBD

Job Name: Worcester County Library - Pocomoke Branch

Sheet Title: Budget Summary

Owner: Worcester County
 Architect: The Design Group
 CM: Keller

Renovation SF: 0.00
 New Construction SF: 12,365.00

Code	Account	Quantity	Unit	Unit Cost	Cost	Division Total
Division 1 - GENERAL REQUIREMENTS / RFP PRICING						
Form of Proposal Pricing						
	Project Personnel	1.00	LS	\$ 402,530.00	\$ 402,530	
	Vehicle Expenses	1.00	LS	\$ 12,556.00	\$ 12,556	
	Safety and Site Security	1.00	LS	\$ 13,900.00	\$ 13,900	
	Temporary Field Facilities	1.00	LS	\$ 44,900.00	\$ 44,900	
	Field Office Supplies	1.00	LS	\$ 8,000.00	\$ 8,000	
	Temporary Utilities	1.00	LS	\$ 16,500.00	\$ 16,500	
	Waste Management	1.00	LS	\$ 32,050.00	\$ 32,050	
	Material Handling	1.00	LS	\$ 2,700.00	\$ 2,700	
	Misc. Materials and Small Tools	1.00	LS	\$ 2,500.00	\$ 2,500	
	Project Management Software	1.00	LS	\$ 13,500.00	\$ 13,500	
	Close-Out	1.00	LS	\$ 1,000.00	\$ 1,000	
	Construction Management Fee	1.00	LS	\$ 297,000.00	\$ 297,000	
	Additional Items to be Bid as Part of Trade Packages					
	Temp Barriers, Protection, Supports	1.00	LS	\$ 25,000.00	\$ 25,000	
	Final Cleaning	12,365.00	Square Feet	\$ 0.85	\$ 10,510	
TOTAL - DIVISION 1						\$ 882,646.25
Division 1 - ALLOWANCE SCHEDULE						
	Mock-Up Systems Allowance	1.00	Allowance	\$ -	\$ -	in place mockup ILO separate
	Building Envelope Testing and Inspections	1.00	LS	\$ 50,000.00	\$ 50,000	
TOTAL - ALLOWANCE						\$ 50,000
Division 1 - PROFESSIONAL SERVICES						
	Field Engineering	1.00	LS	\$ 33,465.00	\$ 33,465	
	Include Site As-Built Drawings			\$ -	\$ -	
TOTAL - PROFESSIONAL SERVICES						\$ 33,465
Division 2 - EXISTING CONDITIONS						
	Demo existing library	1.00	LS	\$ 65,000.00	\$ 65,000	
	Hazmat Allowance	1.00	Allow	\$ 35,000.00	\$ 35,000	
TOTAL - DIVISION 2						\$ 100,000
Division 3 - CONCRETE						
03 30 00	Cast-In-Place Concrete					
	Foundation - Column footings	11.75	CY	\$ 950.00	\$ 11,163	
	Foundation - Perimeter wall footings	48.15	CY	\$ 900.00	\$ 43,333	
	Foundation - Porch wall footings	7.48	CY	\$ 900.00	\$ 6,733	
	Foundation - Strip footing at bearing walls	20.63	CY	\$ 900.00	\$ 18,567	
	Slab on grade - 5" thick 3000 psi	10,948.00	SF	\$ 12.00	\$ 131,376	
	Slab on grade - Entry Porch and ramp	181.00	SF	\$ 16.00	\$ 2,896	
	Slab on grade - Service Porch and ramp	81.00	SF	\$ 16.00	\$ 1,296	
	Slab on grade - Children's Lawn Porch	88.00	SF	\$ 16.00	\$ 1,408	
	Slab on grade - Community Rm exit	25.00	SF	\$ 16.00	\$ 400	
	Walls - Foundation walls -3'-0" height x 1'-2" thick	1,560.00	SF	\$ -	\$ -	replaced by CMU/brick
	Walls - Front and rear porch walls -3'-0" height x 1'-0" thick	303.00	SF	\$ 46.00	\$ 13,938	
	Foundation wall backfill	207.00	CY	\$ 35.00	\$ 7,245	
	Floor Slabs -2" slab on metal deck at Upper Lvl	1,417.00	SF	\$ 11.00	\$ 15,587	
	Stairs - Entry porch stairs	3.00	Treads	\$ 350.00	\$ 1,050	
	Stairs - Service porch stairs	1.00	Treads	\$ 350.00	\$ 350	
	Stairs - Children's lawn porch stairs	1.00	Treads	\$ 350.00	\$ 350	
	Stairs - Community Rm exit stairs	2.00	Treads	\$ 350.00	\$ 700	
	Pads - MEP	1.00	CY	\$ 1,600.00	\$ 1,600	
	Crane / Pumps	1.00	Allow	\$ 25,000.00	\$ 25,000	
TOTAL - DIVISION 3						\$ 282,992
Division 4 - MASONRY						
04 20 00	Unit Masonry					
	Brick veneer	4,100.00	SF	\$ 42.00	\$ 172,200	add brick to cover CMU fdn
	Exterior CMU walls	1,971.50	SF	\$ 33.00	\$ 65,060	add CMU for fdn walls
	Interior CMU walls	960.00	SF	\$ 29.00	\$ 27,840	
	Precast lintels	5.00	EA	\$ 550.00	\$ 2,750	
04 72 00	Architectural Cast Stone					
	Cast stone sills	432.00	LF	\$ 28.00	\$ 12,096	
	Cast stone headers/lintels	80.00	LF	\$ 28.00	\$ 2,240	
TOTAL - DIVISION 4						\$ 282,186

Job Name: **Worcester County Library - Pocomoke Branch**

Sheet Title: **Budget Summary**

Owner: Worcester County
 Architect: The Design Group
 CM: Keller

Renovation SF: 0.00
 New Construction SF: 12,365.00

Code	Account	Quantity	Unit	Unit Cost	Cost	Division Total
Division 5 - METALS						
	Structural Steel					
	Steel beams - W16x26	0.21	TN	\$ 20,000.00	\$ 4,160	
	Steel joints - 12K3	0.17	TN	\$ 20,000.00	\$ 3,477	
	Composite metal deck	1,417.00	SF	\$ 13.00	\$ 18,421	
	Misc Metals					
	Mech Equip Dunnage	1.00	LS	\$ 8,000.00	\$ 8,000	
	Exterior grate and frame	1.00	EA	\$ 5,000.00	\$ 5,000	
	Misc. Additional	1.00	LS	\$ 15,000.00	\$ 15,000	
05 52 00	Aluminum Handrails and Railings					
	Exterior stair, ramps, and porch railings	125.00	LF	\$ 190.00	\$ 23,750	
	Handrail at Utility Stairs	60.00	LF	\$ 125.00	\$ 7,500	
					\$ -	
TOTAL - DIVISION 5						\$ 85,308
Division 6 - WOOD & PLASTICS						
	Wood Framing and Trusses					
	Wood Beams					
	Glum 6-3/4"x15"	250.00	LF	\$ 60.00	\$ 15,000	
	Glum 6-3/4"x27"	187.00	LF	\$ 76.00	\$ 14,212	
	LVL 11-7/8" (3 each)	98.00	LF	\$ 43.20	\$ 4,234	
	LVL 16" (3 each)	28.00	LF	\$ 60.00	\$ 1,680	
	2x10 (3 each)	127.00	LF	\$ 26.00	\$ 3,302	
	2x10 (2 each)	56.00	LF	\$ 19.20	\$ 1,075	
	Trusses and Rafters					
	2x10 rafters (1 each)	5,568.00	LF	\$ 16.00	\$ 89,088	
	2x10 rafters (2 each)	2,250.00	LF	\$ 28.00	\$ 63,000	
	LVL 9-1/4" rafters	131.00	LF	\$ 40.00	\$ 5,240	
	Pre-engineered trusses - 24' long, 28 total	658.00	LF	\$ 64.00	\$ 42,112	
	Wood Columns					
	12" round wood columns	193.00	LF	\$ 130.00	\$ 25,090	
	6x6 PT columns	193.00	LF	\$ 88.00	\$ 16,984	
	4x4 columns	20.00	LF	\$ 72.00	\$ 1,440	
	2x8 columns (5 each)	140.00	LF	\$ 48.00	\$ 6,720	
	Wood Headers					
	2x10 (3 each)	657.00	LF	\$ 36.00	\$ 23,652	
	2x12 (3 each)	109.00	LF	\$ 43.20	\$ 4,709	
	Wood Outriggers					
	2x10 outriggers (2 each)	120.00	LF	\$ 12.00	\$ 1,440	
	Wood Framing					
	Exterior walls - 2x8 studs	8,319.00	SFW	\$ 4.00	\$ 33,276	
	Exterior wall - Sheathing	8,319.00	SFW	\$ 4.50	\$ 37,436	
	Interior walls - <i>assume</i> 2x6 studs (ceiling high)	3,780.00	SFW	\$ 1.60	\$ 6,048	
	Interior walls - <i>assume</i> 2x8 studs at Community Room and Gallery (deck high)	4,056.00	SFW	\$ 2.40	\$ 9,734	
	Plywood backerboards in Electrical and IT Rooms	640.00	SF	\$ 6.00	\$ 3,840	
	Misc					
	Framing and decking for Reading/Story Time Area stage	176.00	SF	\$ 20.00	\$ 3,520	
	Framing and decking for ramp to Reading/Story Time Area	97.00	SF	\$ 20.00	\$ 1,940	
	Steps and railing to Reading/Story Time Area stage	1.00	LS	\$ 600.00	\$ 600	
	Composite decking at Reading/Story Time Area stage and ramp	273.00	SF	\$ 8.00	\$ 2,184	
	Misc. Additional Rough Carpentry	1.00	LS	\$ 15,000.00	\$ 15,000	
06 81 00	Composite Railings					
	Railing at Reading/Story Time Area stage and ramp	98.00	LF	\$ 55.00	\$ 5,390	
06 20 00	Finish Carpentry					
	Stain grade cherry window sills and stools at exterior windows	326.00	LF	\$ 18.00	\$ 5,868	
	Stain grade cherry window sills and stools at interior windows	141.20	LF	\$ 18.00	\$ 2,542	
	Stain grade cherry trim at HW door frames	442.00	LF	\$ 16.00	\$ 7,072	
06 43 00	Wood Stairs and Railings					
	Wood stairs from 1st Floor to Upper Level	1.00	FLT	\$ 6,500.00	\$ 6,500	
06 41 16	Architectural Cabinets					
	Workroom table with PLAM cabinets and posts - Allowance	1.00	Allow	\$ 2,500.00	\$ 2,500	
	Wet Projects PLAM lower cabinets	8.50	LF	\$ 350.00	\$ 2,975	
	Kitchen PLAM lower cabinets	14.00	LF	\$ 350.00	\$ 4,900	
	Kitchen PLAM upper cabinets	3.00	LF	\$ 250.00	\$ 750	
	Kitchen PLAM full height pantry	3.00	LF	\$ 550.00	\$ 1,650	
	Restrooms PLAM lower cabinets	14.00	LF	\$ 350.00	\$ 4,900	
	Break Room PLAM lower cabinets	10.00	LF	\$ 350.00	\$ 3,500	
	Break Room PLAM upper cabinets	5.25	LF	\$ 250.00	\$ 1,313	
	History Room cherry half height bookshelves	12.50	LF	\$ 450.00	\$ 5,625	
	History Room cherry full height bookshelves	15.25	LF	\$ 650.00	\$ 9,913	
	History Room glass display cabinets	1.00	EA	\$ 4,500.00	\$ 4,500	
	Copy Center PLAM lower cabinets	3.25	LF	\$ 350.00	\$ 1,138	

Job Name: **Worcester County Library - Pocomoke Branch**

Sheet Title: **Budget Summary**

Owner: Worcester County
 Architect: The Design Group
 CM: Keller

Renovation SF: 0.00
 New Construction SF: 12,365.00

Code	Account	Quantity	Unit	Unit Cost	Cost	Division Total
	Circulation Desk cherry panels	20.00	LF	\$ 500.00	\$ 10,000	
	Circulation Back Wall	13.00	LF	\$ 450.00	\$ 5,850	
	Idea Box lower cabinets	9.00	LF	\$ 450.00	\$ 4,050	Material TBD
	Idea Box upper cabinets	9.00	LF	\$ 350.00	\$ 3,150	Material TBD
12 36 23.13	Plastic Laminate Countertops					
	Workroom PLAM countertops	32.00	SF	\$ 35.00	\$ 1,120	
	Wet Projects PLAM countertops	17.00	SF	\$ 35.00	\$ 595	
	Kitchen PLAM countertops	33.00	SF	\$ 35.00	\$ 1,155	
	Restrooms PLAM countertops	28.00	SF	\$ 35.00	\$ 980	
	Break Room PLAM countertops	20.00	SF	\$ 35.00	\$ 700	
	History Room PLAM countertops with cherry trim	22.00	SF	\$ 40.00	\$ 880	
	Copy Center PLAM countertops	6.50	SF	\$ 35.00	\$ 228	
	Circulation Desk solid surface countertop	50.00	SF	\$ 65.00	\$ 3,250	
	Circulation Back Wall PLAM countertops with cherry trim	26.00	SF	\$ 40.00	\$ 1,040	
	Idea Box countertop	22.50	SF	\$ 65.00	\$ 1,463	Material TBD
TOTAL - DIVISION 6						\$ 538,050
Division 7 - THERMAL & MOISTURE PROTECTION						
07 10 00	Damproofing and Waterproofing	2,000.00	SF	\$ 4.00	\$ 8,000	
07 20 00	Thermal Protection					
	Insulation in exterior brick wood framed walls	3,674.00	SF	\$ 3.00	\$ 11,022	cellulose ILO mineral wool
07 21 29	Cellulose Insulation	1.00	quote	\$ -	\$ -	
	Insulation in exterior metal panel wood framed walls	4,645.00	SF	\$ 3.00	\$ 13,935	cellulose ILO mineral wool
07 27 03	Closed-Cell Spray Polyurethan Foam Air Barrier					
	Spray foam behind brick - 2"	3,674.00	SF	\$ 8.00	\$ 29,392	
07 27 13	SA Air Vapor Barrier					
	Air barrier on sheathing at metal panels	4,645.00	SF	\$ 5.00	\$ 23,225	
07 42 13	Fiber Cement Siding	4,645.00	SF	\$ 22.00	\$ 102,190	
	Rigid Insulation - 1-1/2" foil faced behind fiber cement	4,645.00	SF	\$ 4.00	\$ 18,580	
07 46 46	Fiber Cement Siding (for soffits)					
	Fiber cement soffit at entry porch	694.00	SF	\$ 18.00	\$ 12,492	
	Fiber cement soffit at service porch	135.00	SF	\$ 18.00	\$ 2,430	
	Fiber cement soffit at over hangs	2,379.00	SF	\$ 18.00	\$ 42,822	
06 65 00	Exterior Synthetic Trim					
	Paint grade poly ash trim around all windows	1,332.00	LF	\$ 27.00	\$ 35,964	
	Paint grade poly ash trim around soffits	276.60	LF	\$ 20.00	\$ 5,532	
	Paint grade poly ash two part frieze where brick meets flat soffit					Unclear where detail 1/A5.6 applies
07 61 00	Sheet Metal Roofing					
	Asphalt Shingles	13,226.00	SF	\$ 20.00	\$ 264,520	metal to be add all per 4-2 meeting
	EPDM membrane roofing	3,985.00	SF	\$ 26.00	\$ 103,610	
	Roof sheathing	17,211.00	SF	\$ 6.00	\$ 103,266	
07 62 00	Sheet Metal Flashing and Trim					
	Metal fascia - 9"	770.00	LF	\$ 22.00	\$ 16,940	
	Valley and hip flashing	140.00	LF	\$ 22.00	\$ 3,080	
	Ridge cap	106.00	SF	\$ 20.00	\$ 2,120	
	Metal wrap over projecting wood outriggers and projections	1,191.00	SF	\$ 15.00	\$ 17,865	
07 62 13	Sheet Metal Gutters and Downspouts					
	Gutters - 6" half round	259.00	LF	\$ 15.00	\$ 3,885	
	Downspouts	229.00	LF	\$ 15.00	\$ 3,435	
07 72 53	Snow Guards					w/Standing Seam Roofing
						\$ -
07 84 00	Fire Stopping					w/Trades
						\$ -
07 84 13	Fire Protection, HVAC & Plumbing Penetration Firestopping					w/MEP
						\$ -
07 92 00	Joint Sealants					\$ -
	Misc Allowance	1.00	LS	\$ 7,500.00	\$ 7,500	
TOTAL - DIVISION 7						\$ 831,805

Job Name: **Worcester County Library - Pocomoke Branch**

Sheet Title: **Budget Summary**

Owner: Worcester County
 Architect: The Design Group
 CM: Keller

Renovation SF: 0.00
 New Construction SF: 12,365.00

Code	Account	Quantity	Unit	Unit Cost	Cost	Division Total
Division 8 - DOORS & WINDOWS						
	Door Assemblies and Hardware				\$ -	
	Furnish	1.00	LS	\$ 116,600.00	\$ 116,600	
08 11 13	Hollow Metal Doors and Frames				\$ -	
	Hollow metal frames	12.00	EA		\$ -	
	Heavy duty steel doors	1.00	EA		\$ -	
	Heavy duty steel frames	1.00	EA		\$ -	
08 14 00	Wood Doors				\$ -	
	SC wood doors, two panel swinging patio half glass, 2P-SPHG	2.00	EA		\$ -	
	SC wood doors, two panel full glass, 2P-FG	7.00	EA		\$ -	
	SC wood doors, two panel no glass, 2P	18.00	EA		\$ -	
	SC wood doors, two panel half glass, 2P-HG	3.00	EA		\$ -	
	Wood frames	14.00	EA		\$ -	
08 71 00	Door Hardware				\$ -	
	Hardware sets	37.00	EA		\$ -	
08 37 23	Metal Clad Wood Panel Doors				\$ -	
	Metal clad wood doors, two panel swinging patio half glass, 2P-SPHG	5.00	EA		\$ -	
	Metal clad wood doors, two panel swinging patio no glass, 2P-SP	1.00	EA		\$ -	
	Metal clad wood frames	6.00	EA		\$ -	
	ADA operators	2.00	EA		\$ -	
	Labor to Install	1.00	LS	\$ 26,000.00	\$ 26,000	
08 31 13	Access Doors and Frames	1.00	LS	\$ 2,500.00	\$ 2,500	
08 54 13, 08 80 00	Fiberglass Windows					
	Fixed fiberglass exterior windows, white	1,580.00	SF	\$ 120.00	\$ 189,600	
	Fixed fiberglass interior windows, white @ Vestibule	57.00	SF	\$ 120.00	\$ 6,840	
	Frosting on Restroom windows	47.50	SF	\$ 16.00	\$ 760	
	Interior glass windows	353.00	SF	\$ 85.00	\$ 30,005	
08 90 00	Louvers and Vents					
	Aluminum louvers with bird mesh	55.00	SF	\$ 65.00	\$ 3,575	
TOTAL - DIVISION 8					\$	375,880

Job Name: Worcester County Library - Pocomoke Branch

Sheet Title: Budget Summary

Owner: Worcester County
 Architect: The Design Group
 CM: Keller

Renovation SF: 0.00
 New Construction SF: 12,365.00

Code	Account	Quantity	Unit	Unit Cost	Cost	Division Total
Division 9 - FINISHES						
09 21 16, 09 21 16.23	Gypsum Board and Shaft Wall Assemblies	1.00	LS	\$ 224,500.00	\$ 224,500	
	Drywall on wood framed exterior walls	8,319.00	SFW	\$ -	\$ -	
	Drywall on wood framed interior walls (both sides)	15,672.00	SFW	\$ -	\$ -	
	Drywall ceilings	1,745.00	SF	\$ -	\$ -	
	Drywall ceilings in Adult Stacks seating area	383.00	SF	\$ -	\$ -	
	Drywall bulkhead	211.00	LF	\$ -	\$ -	
	Install DFH	37.00	EA	\$ -	\$ -	
	Install FEC	5.00	EA	\$ -	\$ -	
	Install TA	57.00	EA	\$ -	\$ -	
09 51 23	Install TA					
	ACT - School Zone with Prelude XL grille	688.00	SF	\$ -	\$ -	
09 51 00	Acoustic Ceilings					
	Wood fiber AC panels Type A in Childers, Adult Stacks, and Community Room	5,768.00	SF	\$ 18.50	\$ 106,708	
	Wood fiber AC panels Type B in Circulation	511.00	SF	\$ 18.50	\$ 9,454	
	Wood ceilings in History and Gallery	724.00	SF	\$ 20.00	\$ 14,480	
06 64 00	Plastic Paneling					
	FRP panels in Janitors Closet	16.00	SF	\$ 12.00	\$ 192	
	FRP panels on wet walls in Unisex Restroom and Staff Restroom	120.00	SF	\$ 12.00	\$ 1,440	
09 30 00	Tiling					
	Porcelain floor tile in Vestibule, Gallery, and Hall 1	840.00	SF	\$ 16.00	\$ 13,440	
	Porcelain base tile in Vestibule, Gallery, and Hall 1	191.00	LF	\$ 12.00	\$ 2,292	
	Crack isolation membrane at floor tile	840.00	SF	\$ 3.00	\$ 2,520	
09 65 00	Flooring Systems	1.00	LS	\$ 101,615.00	\$ 101,615	
	Resilient Tile Flooring				\$ -	
	Tiling flooring	3,763.00	SF	\$ -	\$ -	
	Base in Public / Staff Rooms	1,382.00	LF	\$ -	\$ -	
	Base in Utility Rooms	189.00	LF	\$ -	\$ -	
	Rubber treads and risers at Utility Stairs	17.00	EA	\$ -	\$ -	
09 65 13	Resilient Sheet Flooring				\$ -	
	Resilient sheet flooring with integral base	680.00	SF	\$ -	\$ -	
09 68 13	Carpet Tile Flooring				\$ -	
	Carpet tile Type A	372.78	SY	\$ -	\$ -	
	Carpet tile Type B	142.33	SY	\$ -	\$ -	
12 48 13	Entrance Floor Mats and Frames	1.00	Allow	\$ 5,000.00	\$ 5,000	Carried as allowance as not shown yet
12 48 16	Exterior Mats and Grates				\$ -	
					\$ -	
09 91 00	Painting				\$ -	
	Gallery and Vestibule	729.00	GSF	\$ 4.00	\$ 2,916	
	Library	5,609.00	GSF	\$ 4.00	\$ 22,436	
	Meeting Room/Offices	2,842.00	GSF	\$ 3.00	\$ 8,526	
	Support/Restroom	1,294.00	GSF	\$ 3.00	\$ 3,882	
	BOH/MEP	2,033.00	GSF	\$ 2.00	\$ 4,066	
	Concrete coating on floors	1,455.00	SF	\$ 4.00	\$ 5,820	
	Misc. Additional (Trim, Rails, Doors, Frames, etc)	1.00	LS	\$ 14,000.00	\$ 14,000	
					\$ -	
09 93 00	Staining and Transparent Finishing					w/Painting
09 96 00	High Performance Coatings					w/Painting
TOTAL - DIVISION 9					\$	543,287

Job Name: **Worcester County Library - Pocomoke Branch**

Sheet Title: **Budget Summary**

Owner: Worcester County
 Architect: The Design Group
 CM: Keller

Renovation SF: 0.00
 New Construction SF: 12,365.00

Code	Account	Quantity	Unit	Unit Cost	Cost	Division Total
Division 10 - SPECIALTIES						
10 11 00	Visual Display Units	1.00	Allow	\$ 15,000.00	\$ 15,000	Carried as allowance as not shown yet
10 14 00	Signage	1.00	Allow	\$ 10,000.00	\$ 10,000	Carried as allowance as not shown yet
10 14 19	Dimensions Letter Signage	1.00	LS	\$ 7,500.00	\$ 7,500	Carried as allowance as details not provided
10 14 23	Panel Signage					w/Signage Allowance
	Monument sign	1.00	Allow	\$ -	\$ -	omitted per 4-2 meeting
10 21 13	Toilet Compartments					
	Toilet compartments	6.00	Stall	\$ 1,500.00	\$ 9,000	
	Urinal screen	2.00	EA	\$ 450.00	\$ 900	
10 28 00	Toilet, Bath and Laundry Accessories	1.00	LS	\$ 22,300.00	\$ 22,300	
	Grab bars	12.00	EA		\$ -	
	Mirror	7.00	EA		\$ -	
	Robe Hooks	8.00	EA		\$ -	
	Soap Dispenser	6.00	EA		\$ -	
	Toilet Paper Dispenser	8.00	EA		\$ -	
	Utility Shelf	1.00	EA		\$ -	
	Baby Changing Station	2.00	EA		\$ -	
	Adult Changing Station	1.00	EA		\$ -	
10 28 13.14	Electric Hand Dryers				\$ -	
	Hand Dryers	6.00	EA		\$ -	
	Splash Guard	6.00	EA		\$ -	
10 44 00	Fire Protection Specialties	5.00	EA	\$ 250.00	\$ 1,250	
	Knox Box	1.00	EA	\$ 1,500.00	\$ 1,500	
10 75 16	Ground Set Flagpoles	1.00	Allow	\$ 8,500.00	\$ 8,500	
	Lockers in Breakroom	6.00	EA	\$ 450.00	\$ 2,700	
	Corner guards (allowance - none shown)	1.00	Allow	\$ 4,000.00	\$ 4,000	Carried as allowance as not shown yet
	TOTAL - DIVISION 10					\$ 82,650
Division 11 - EQUIPMENT						
11 31 00	Residential Appliances					
	Refrigerator in Breakroom	1.00	EA	\$ 1,500.00	\$ 1,500	
	Refrigerator in Kitchen	1.00	EA	\$ 1,500.00	\$ 1,500	
11 52 13	Projection Screens Motorized	1.00	Allow	\$ 5,000.00	\$ 5,000	Carried as allowance as not shown yet
	TOTAL - DIVISION 11					\$ 8,000
Division 12 - FURNISHINGS						
12 15 00	Art Hanging and Display Systems	1.00	Allow	\$ 2,000.00	\$ 2,000	Carried as allowance as not shown yet
12 24 13	Roller Window Shades	1,580.00	SF	\$ 7.50	\$ 11,850	
	TOTAL - DIVISION 12					\$ 13,850
Division 21-23 - MECHANICAL						
Section 21	Sprinkler				\$ -	
	Backflow preventer	1.00	EA	\$ 6,500.00	\$ 6,500	
	Fire supply flow test, flush / test incoming service	1.00	EA	\$ 1,800.00	\$ 1,800	
	Fire pump assembly and controller	1.00	EA	\$ -	\$ -	omitted per 4-2 meeting
	Sprinkler Systems	1.00	LS	\$ 126,700.00	\$ 126,700	
Section 22	Plumbing	1.00	LS	\$ 377,023.00	\$ 377,023	fine tuned from prior estimate
	Cut, cap, make safe for existing building	1.00	LS		\$ -	
	Incoming domestic water line with backflow preventer	1.00	LS		\$ -	
	Domestic booster pump	1.00	LS		\$ -	
	Recirculating pump	1.00	LS		\$ -	
	Roughin for Staff Restroom	1.00	EA		\$ -	
	Roughin for Breakroom	1.00	EA		\$ -	
	Roughin for Kitchen	1.00	EA		\$ -	
	Roughin for Unisex Restroom	1.00	EA		\$ -	
	Roughin for Men's and Women's Restrooms	2.00	EA		\$ -	
	Roughin for Wet Projects	1.00	EA		\$ -	
	Roughin for Lower Level Mech Room	1.00	EA		\$ -	
	Roughin for Upper Level Mech Room	1.00	EA		\$ -	
	Fixtures				\$ -	
	Staff & Unisex Restrooms				\$ -	
	Sink LAV-1 / Faucet	2.00	EA		\$ -	
	Toilet WC-1A	2.00	EA		\$ -	
	Breakroom, Kitchen, Wet Projects				\$ -	
	Sink S1-A / Faucet	3.00	EA		\$ -	
	Men's and Women's Restroom				\$ -	
	Sink LAV-2 / Faucet	3.00	EA		\$ -	
	ADA Sink LAV-2A / Faucet	2.00	EA		\$ -	
	Toilets WC-1	4.00	EA		\$ -	
	ADA Toilets WC-1A	2.00	EA		\$ -	
	Urinal U-1	1.00	EA		\$ -	
	ADA Urinal U-1A	1.00	EA		\$ -	
	Water fountain EWC-1	1.00	EA		\$ -	
	Janitor sink JS-1	1.00	EA		\$ -	
	Floor drains / sinks FD-1, FS-1, FS-2	15.00	EA		\$ -	
	Hose bibs HB-1, HYD-1, HYD-2	3.00	EA		\$ -	

Job Name: **Worcester County Library - Pocumoke Branch**

Sheet Title: **Budget Summary**

Owner: Worcester County
 Architect: The Design Group
 CM: Keller

Renovation SF: 0.00
 New Construction SF: 12,365.00

Code	Account	Quantity	Unit	Unit Cost	Cost	Division Total
Section 23	HVAC	1.00	LS	\$ 1,267,695.00	\$ 1,267,695	fine tuned from prior estimate
	Cut, cap, make safe for existing building	1.00	LS		\$ -	
	Ductwork, grills, diffusers, t-stats, dampers, etc. Equipment	12,365.00	GSF		\$ -	
	Split systems - AHU-1 and CU-1	1,400.00	CFM		\$ -	
	Split systems - AHU-2 and CU-2	800.00	CFM		\$ -	
	Split systems - AHU-3 and CU-3	750.00	CFM		\$ -	
	Split systems - AHU-4 and CU-4	700.00	CFM		\$ -	
	Split systems - AHU-5 and CU-5	500.00	CFM		\$ -	
	Split systems - AHU-6 and CU-6	1,600.00	CFM		\$ -	
	Split systems - AHU-7 and CU-7	400.00	CFM		\$ -	
	Split systems - AHU-8 and CU-8	800.00	CFM		\$ -	
	Heat pump - HPI-1 / HPO-1	1.00	EA		\$ -	
	Condensing unit 1 servicing ERV	1.00	EA		\$ -	
	Energy recover unit - ERV-1	1.00	EA		\$ -	
	Gas boilers	2.00	EA		\$ -	
	Unit heaters	2.00	EA		\$ -	
	Heating water pumps	4.00	EA		\$ -	
	Toilet exhausters fans	4.00	EA		\$ -	
	Startup / Testing and Balancing	1.00	LS		\$ -	
	Controls / Control wiring	1.00	EA		\$ -	
	Temporary Heating	4.00	MO		\$ -	
TOTAL - DIVISION 21-23						\$ 1,779,718
Division 26-28 - ELECTRICAL						
Section 26	Electrical					
	Cut, cap, make safe for existing building/site	1.00	LS	\$ 5,000.00	\$ 5,000	
	General electrical service/power	12,365.00	SF	\$ 16.00	\$ 197,840	
	Transformer	1.00	EA	\$ 75,000.00	\$ 75,000	
	Portable emergency generator	1.00	EA	\$ -	\$ -	omitted per 4-2 meeting
	Emergency generator docking station	1.00	EA	\$ 5,000.00	\$ 5,000	
	General lighting / fixture	12,365.00	SF	\$ 9.00	\$ 111,285	assuming alt light fixture mfrs
	Fixture allowance for featured fixtures	1.00	Allow	\$ 50,000.00	\$ 50,000	
	Site light poles including underground power to light poles	5.00	EA	\$ 9,000.00	\$ 45,000	
Section 27	Communications (Cabling)	12,365.00	GSF	\$ 9.00	\$ 111,285	
Section 28	Safety and Security					
	Fire Alarms	12,365.00	GSF	\$ 3.00	\$ 37,095	
	Additional Security Systems	1.00	LS	\$ 120,000.00	\$ 120,000	
	Security Alarm Systems				\$ -	
	Door Access Control				\$ -	
	IP Camera System				\$ -	
TOTAL - DIVISION 26-28						\$ 757,505
Division 31 - EARTHWORK						
	Site Preparation					
	Clear and grub	54,077.00	SF	\$ 0.50	\$ 27,039	
	Demo at existing sidewalk	4,640.00	SF	\$ 3.00	\$ 13,920	
	Remove concrete pad	100.00	SF	\$ 10.00	\$ 1,000	
	Demo at existing asphalt parking lot	14,157.00	SF	\$ 2.50	\$ 35,393	
	Demo at existing asphalt at Vine St	5,200.00	SF	\$ 2.50	\$ 13,000	
	Allowance for remove existing time capsule	1.00	Allow	\$ 2,500.00	\$ 2,500	
	Sediment and Erosion Control					
	Silt fence	860.00	LF	\$ 8.00	\$ 6,880	
	Inlet protection	8.00	EA	\$ 650.00	\$ 5,200	
	Construction entrance w/ stone and wash rack	1.00	EA	\$ 10,000.00	\$ 10,000	
	Misc Maintenance of SEC Measures	1.00	LS	\$ 5,000.00	\$ 5,000	
	Earthwork					
	Misc Grading	6,008.56	SY	\$ 4.00	\$ 24,034	Not Included
	Allowance for rock / leveling existing subgrade					
	Haul utility, foundation spoils by other trades	932.01	CY	\$ 32.00	\$ 29,824	
	Perimeter backfill at building	55.63	CY	\$ 55.00	\$ 3,060	
	Misc Staging Areas and Access Roads	1.00	LS	\$ 20,000.00	\$ 20,000	
31 31 16	Termite Controls	1.00	Allow	\$ 6,000.00	\$ 6,000	
TOTAL - DIVISION 31						\$ 202,849

Job Name: **Worcester County Library - Pocomoke Branch**

Sheet Title: **Budget Summary**

Owner: Worcester County
 Architect: The Design Group
 CM: Keller

Renovation SF: 0.00
 New Construction SF: 12,365.00

Code	Account	Quantity	Unit	Unit Cost	Cost	Division Total
Division 32 - EXTERIOR IMPROVEMENTS						
	Asphalt Paving					
	Patching for utilities	17.78	SY	\$ 250.00	\$ 4,444	
	Replace Asphalt paving at Vine St	577.78	SY	\$ 60.00	\$ 34,667	
	Asphalt mill/overlay for 3rd, 4th, and Market St.	260.89	SY	\$ 45.00	\$ 11,740	
	Asphalt parking lot	1,283.00	SY	\$ 50.00	\$ 64,150	
	Striping and signage at parking lot	1.00	LS	\$ 3,500.00	\$ 3,500	
	Striping and signage at Market St	1.00	LS	\$ 2,500.00	\$ 2,500	
	Traffic Control	4.00	Days	\$ 1,700.00	\$ 6,800	
	Site Concrete					
	On-site curb and gutter at parking lot	653.00	LF	\$ 35.00	\$ 22,855	
	On-site curb and gutter at Vine St	400.00	LF	\$ 35.00	\$ 14,000	
	MDOT curb and gutter	587.00	LF	\$ 35.00	\$ 20,545	
	On-site sidewalk	2,435.00	SF	\$ 12.00	\$ 29,220	
	MDOT sidewalk	3,455.00	SF	\$ 12.00	\$ 41,460	
	MDOT concrete entrance apron	1.00	LS	\$ 2,500.00	\$ 2,500	
	Footers for site fencing	1.00	Allow	\$ 1,800.00	\$ 1,800	
	Footers for flag pole	1.00	EA	\$ 800.00	\$ 800	
	Concrete pad for bike rack	1.00	EA	\$ 500.00	\$ 500	
	Transformer Pad	1.00	LS	\$ 2,000.00	\$ 2,000	
	Traffic Control	3.00	Days	\$ 1,700.00	\$ 5,100	
	Fencing					
	Mech yard fencing - 6'-0" vinyl privacy fencing	50.00	LF	\$ 110.00	\$ 5,500	
	Children's play yard 5'-0" picket fence	153.00	LF	\$ 85.00	\$ 13,005	
	Landscaping and Site Furnishing					
	Landscaping allowance (including plantings, glass, sod)	1.00	Allow	\$ 45,000.00	\$ 45,000	
	Allowance for care / Arborist for existing to remain trees	1.00	Allow	\$ 5,950.00	\$ 5,950	
	Allowance for removal of trees for reuse	1.00	Allow	\$ 5,000.00	\$ 5,000	
	Bike rack	1.00	EA	\$ 1,500.00	\$ 1,500	
					\$ -	
TOTAL - DIVISION 32						\$ 344,536
Division 33 - SITE UTILITIES						
	Wet Utilities					
	Remove existing water line	100.00	LF	\$ 35.00	\$ 3,500	
	Remove existing sanitary line	90.00	LF	\$ 35.00	\$ 3,150	
	6" domestic water line	9.00	LF	\$ 250.00	\$ 2,250	
	3" domestic water line	44.00	LF	\$ 250.00	\$ 11,000	
	Water meter vault	1.00	EA	\$ 5,000.00	\$ 5,000	
	Connection to existing water	1.00	LS	\$ 5,000.00	\$ 5,000	
	6" fire line	46.00	LF	\$ 250.00	\$ 11,500	
	Connection to new water	1.00	LS	\$ 2,500.00	\$ 2,500	
	6" sanitary service	89.00	LF	\$ 180.00	\$ 16,020	
	Connection to sanitary	1.00	LS	\$ 5,000.00	\$ 5,000	
	18" storm drain	404.00	LF	\$ 120.00	\$ 48,480	
	Connection to storm	1.00	LS	\$ 5,000.00	\$ 5,000	
	Stormwater Management					
	Micro-bioretenation facility SWM-1	670.00	SF	\$ 55.00	\$ 36,850	
	Micro-bioretenation facility SWM-2	390.00	SF	\$ 55.00	\$ 21,450	
	Micro-bioretenation facility SWM-3	400.00	SF	\$ 55.00	\$ 22,000	
	Micro-bioretenation facility SWM-4	450.00	SF	\$ 55.00	\$ 24,750	
	Misc. Traffic Control	3.00	Days	\$ 1,700.00	\$ 5,100	
	Electrical Utilities					
	Underground electrical service	103.00	LF	\$ 250.00	\$ 25,750	
	Allowance for protection and bracing of existing to remain utility poles	3.00	EA	\$ 2,500.00	\$ 7,500	
	Allowance for protection/removal/reinstallation of existing light pole	1.00	EA	\$ 5,000.00	\$ 5,000	
					\$ -	
TOTAL - DIVISION 33						\$ 266,800

Job Name: Worcester County Library - Pocomoke Branch

Sheet Title: Budget Summary

Owner: Worcester County
 Architect: The Design Group
 CM: Keller

Renovation SF: 0.00
 New Construction SF: 12,365.00

Code	Account	Quantity	Unit	Unit Cost	Cost	Division Total
Division 1	GENERAL REQUIREMENTS			\$	882,646	
Division 1	ALLOWANCE SCHEDULE			\$	50,000	
Division 1	PROFESSIONAL SERVICES			\$	33,465	
Division 2	EXISTING CONDITIONS			\$	100,000	
Division 3	CONCRETE			\$	282,992	
Division 4	MASONRY			\$	282,186	
Division 5	METALS			\$	85,308	
Division 6	WOODS & PLASTICS			\$	538,050	
Division 7	THERMAL & MOISTURE PROTECTION			\$	831,805	
Division 8	DOORS & WINDOWS			\$	375,880	
Division 9	FINISHES			\$	543,287	
Division 10	SPECIALTIES			\$	82,650	
Division 11	EQUIPMENT			\$	8,000	
Division 12	FURNISHINGS			\$	13,850	
Division 13	SPECIAL CONSTRUCTION			\$	-	
Division 14	CONVEYING SYSTEMS			\$	-	
Division 20 M	MECHANICAL			\$	1,779,718	
Division 20 E	ELECTRICAL			\$	757,505	
Division 31	EARTHWORK			\$	202,849	
Division 32	EXTERIOR IMPROVEMENTS			\$	344,536	
Division 33	SITE UTILITIES			\$	266,800	
SUB-TOTAL				\$	7,461,526	
	GENERAL LIABILITY INSURANCE	0.18%	\$		13,430.75	
	BUILDERS RISK INSURANCE	0.12%	\$		8,953.83	
	BOND FEE	0.80%	\$		59,692.21	
BUDGET TOTAL				\$	7,543,603	
	Design Elaboration Contingency (3%)		\$		223,846	
	Material Escalation Contingency (2%)		\$		149,231	
	Construction Contingency (2%)		\$		149,231	
	Installation / Relocation of Underground Electrical Facilities		\$		11,120	To be paid directly by owner
	Permit Fees		\$		25,000	To be paid directly by owner
	Commissioning		\$		15,000	To be paid directly by owner
	Site Geotech Support		\$		23,000	To be paid directly by owner (\$13,000 already spent)
Total w/ Additional Costs				\$	8,140,030	



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: April 25, 2024
RE: Proposed Private Lane Names – Salt Life Park

Attached please find a memo from Kelly Henry, Technical Services Manager, relative to a request that was received for the naming of three private lanes within the proposed Salt Life Park manufactured home park currently under development in West Ocean City. The property owner is proposing to name the private lanes “Salt Life Lane, Ocean Life Lane, and Beach Life Lane”. We are requesting your approval of the private road names so that we may assign the permanent addresses.

If approved, I have taken the liberty of drafting a resolution to that effect which is attached. An electronic copy will be sent to your office as well. As always, I will be available to discuss this matter with you and the County Commissioners at your convenience.

Attachment

cc: Roscoe Leslie, County Attorney
Matt Owens, Fire Marshal & Director of Dept. of Emergency Services
Kevin Lynch, County Roads Superintendent, DPW
Kelly Henry, Technical Services Manager

RESOLUTION NO. 24-___

**RESOLUTION NAMING PRIVATE LANES
OFF OF OLD BRIDGE ROAD (MD ROUTE 707)
IN WEST OCEAN CITY AS
SALT LIFE LANE, OCEAN LIFE LANE
AND
BEACH LIFE LANE**

WHEREAS, the Worcester County Commissioners have adopted an Inventory of Public Roads of Worcester County in accordance with § PW 1-202 of the Code of Public Local Laws of Worcester County, Maryland; and

WHEREAS, in accordance with the provisions of § PS 6-101(e) of the Code of Public Local Laws of Worcester County, Maryland, the Worcester County Commissioners are to name all private lanes which have three or more inhabitable structures, including houses, mobile homes, businesses or other structures, selecting a name which is not the same or similar to another private lane or a public road listed in the Inventory of Public Roads of Worcester County, Maryland; and

WHEREAS, the County Commissioners have received a request to name the internal travelways within the manufactured home park development known as Salt Life Park and off of Old Bridge Road (MD Route 707) as private lanes; and

WHEREAS, the applicant has suggested that Salt Life Lane, Ocean Life Lane, and Beach Life Lane are appropriate names which are not the same or similar to another private lane name or public road name in the Inventory of Public Roads of Worcester County, Maryland.

NOW, THEREFORE, BE IT RESOLVED that:

Section 1. The proposed private lanes within the Salt Life Park development, located on the southerly side of Old Bridge Road (MD Route 707) in West Ocean City in the Tenth Tax District of Worcester County, Maryland as shown on Worcester County Tax Map 26, Parcel 191, Lot C1 are hereby named **Salt Life Lane, Ocean Life Lane, and Beach Life Lane**, for which a sign will be erected by the Roads Division of the Worcester County Department of Public Works.

Section 2. Executed this _____ day of _____, 2024. This Resolution shall be effective immediately.



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

TO: Jennifer K. Keener; Director
FROM: Kelly L. Henry, Technical Services Division Manager
DATE: April 15, 2024
RE: Private Road Name Request – Salt Life Park – Phase III

A thirty-four (34) lot mobile home park is being developed off Old Bridge Road in West Ocean City, “Salt Life Park – Phase III”. Within this phase the new lots will be situated on three (3) private lanes. In accordance with Public Safety Article 6-101(e), all private lanes which have three or more habitable structures shall be named by the County Commissioners.

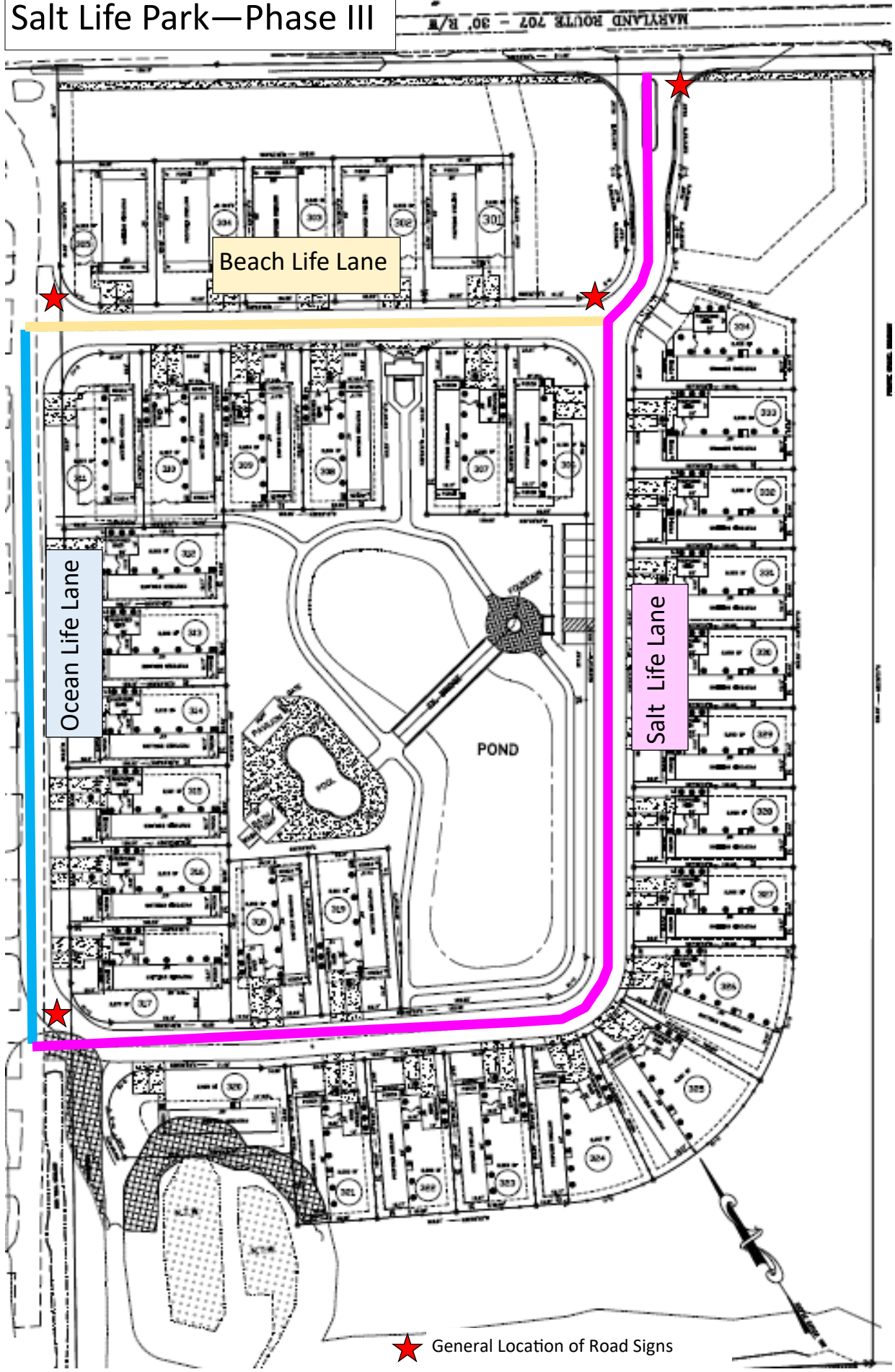
According to the State Department of Assessment & Taxation records the property is owned by Salt Life Park, LLC. The property owner has submitted the following names for consideration: Salt Life Lane, Ocean Life Lane, and Beach Life Lane. I have compared these names with the names listed in the County Roads Inventory and the County’s GIS Road centerline database. All three (3) names are acceptable.

I would like to request that the Commissioners approve the private road names of Salt Life Lane, Ocean Life Lane, and Beach Life Lane. As always, I am available to discuss this matter in greater detail if necessary. For your reference I have attached the application, road name analysis, and site plan. Please inform me of the meeting in which this will be discussed so that I may inform the property owner if he wants to attend. Thank you for your time and consideration.

Attachments (3)

Cc: Roscoe Leslie, County Attorney
Matt Owens, Director Department of Emergency Services & Office of Fire Marshal
Kevin Lynch, Superintendent Roads Division

Salt Life Park—Phase III



★ General Location of Road Signs

Salt Life Park - Phase III - Road Name Comparison

Salt Life Lane	
Existing Road Name	Area
North Salt Pond Way	Berlin - Assateague Point
Salt Grass Point Road	Bishopville
Salt Grass Road	Ocean Pines
Salt Point Road	Bishopville - Bay View Estates
Salt Spray Drive	Berlin - Whitehorse Park
Salty Way	Ocean Pines
South Salt Pond Way	Berlin - Assateague Point
Wildlife Drive	Berlin - Bayside/Landings

Ocean Life Lane	
Existing Road Name	Area
Ocean Campground Lane	Berlin - Assateague Island
Ocean Drive	Berlin - Assateague Island
Ocean Expressway	Berlin
Ocean Gateway	Whaleyville, Berlin, WOC
Ocean Highway	Pocomoke City
Ocean Parkway	Berlin - Ocean Pines
Old Ocean City Boulevard	Berlin
Old Ocean City Road	Whaleyville, Berlin
Wildlife Drive	Berlin - Bayside/Landings

Beach Life Lane	
Existing Road Name	Area
Beach Access Lane	Ocean City
Beach Break Lane	Berlin - Oceans East
Beach Court	Berlin - Ocean Pines
Beach Side Drive	Ocean City
Beach Side Mews	Ocean City
Beach Walk Lane	Ocean City
Beach Walk Mews	Ocean City
Beachcomber Lane	Ocean City
Wildlife Drive	Berlin - Bayside/Landings

Technical Services Division - Khenry 04152024



DEPARTMENT OF EMERGENCY SERVICES

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1002
SNOW HILL, MARYLAND 21863-1193
TEL:410.632.1311 / FAX: 410.632.2141

John W. Birch, Jr., Director
James Hamilton, Deputy Director

PRIVATE ROAD NAME APPLICATION

I, Mark Odachowski on behalf of Salt Life Park, LLC , am applying to the Worcester County Commissioners for a request to name 3 private roads within Salt Life Park – Phase III located at Tax Map No. 26, Parcel 191, Lot C1 having an SDAT Account ID No. 24-10-769725 off of Old Bridge Road in West Ocean City.

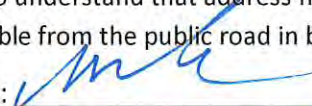
Circle one: **New Lane Name** or Change Existing Road Name

List below a minimum of three road name proposals to be considered.

Existing Road Name	Proposed Road Name
	SALT LIFE LANE
N/A	

Pursuant to Section PS 6-101(e) of the County Code a private lane serving 3 or more habitable structures or lots is to be designated with a name approved by the Department of Emergency Services and adopted by the County Commissioners.

We also understand that address numbers must be posted at the entrance to the private lane so they are visible from the public road in both directions and on individual houses.

Signed:  Date: 04-14-24 Phone /Email MARKO@ROYAL PLUS ELECTRIC.COM
 Signed: PRES. SALT LIFE PARK LLC Date: _____ Phone /Email _____

Each property owner on the requested private lane must complete a form.

Please return this form to: Department of Development Review & Permitting - Kelly Henry, Technical Services Division Manager – khenry@co.worcester.md.us – Worcester Government Center - 1 West Market Street – Snow Hill, Maryland 21863 – 410-632-1200, extension 1130



DEPARTMENT OF EMERGENCY SERVICES

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1002
SNOW HILL, MARYLAND 21863-1193
TEL:410.632.1311 / FAX: 410.632.2141

John W. Birch, Jr., Director
James Hamilton, Deputy Director

PRIVATE ROAD NAME APPLICATION

I, Mark Odachowski on behalf of Salt Life Park, LLC , am applying to the Worcester County Commissioners for a request to name 3 private roads within Salt Life Park – Phase III located at Tax Map No. 26, Parcel 191, Lot C1 having an SDAT Account ID No. 24-10-769725 off of Old Bridge Road in West Ocean City.

Circle one: New Lane Name or Change Existing Road Name

List below a minimum of three road name proposals to be considered.

Table with 2 columns: Existing Road Name, Proposed Road Name. Row 1: N/A, OCEAN LIFE LANE

Pursuant to Section PS 6-101(e) of the County Code a private lane serving 3 or more habitable structures or lots is to be designated with a name approved by the Department of Emergency Services and adopted by the County Commissioners.

We also understand that address numbers must be posted at the entrance to the private lane so they are visible from the public road in both directions and on individual houses.

Signed: [Signature] Date: 04-14-24 Phone /Email 443-944-1702
PRESIDENT SALT LIFE PARK LLC MARK@ROYALALPS-ELECTRIC.COM

Each property owner on the requested private lane must complete a form.

Please return this form to: Department of Development Review & Permitting - Kelly Henry, Technical Services Division Manager – khenry@co.worcester.md.us – Worcester Government Center - 1 West Market Street – Snow Hill, Maryland 21863 – 410-632-1200, extension 1130



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PRIVATE ROAD NAME APPLICATION

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Circle one: **New Lane Name** or Change Existing Road Name

List below a minimum of three road name proposals to be considered.

Existing Road Name	Proposed Road Name
N/A	BEACH LIFE LANE

Pursuant to Section PS 6-101(e) of the County Code a private lane serving 3 or more habitable structures or lots is to be designated with a name approved by the Department of Emergency Services and adopted by the County Commissioners.

We also understand that address numbers must be posted at the entrance to the private lane so they are visible from the public road in both directions and on individual houses.

Signed: [Signature] Date: 04-14-24 Phone /Email 443-944-1702 **MARKO@ROYALPLUS ELECTRIC.COM**
 Signed: PRESIDENT SALT LIFE PARK LLC Date: _____ Phone /Email _____

Each property owner on the requested private lane must complete a form.

Please return this form to: Department of Development Review & Permitting - Kelly Henry, Technical Services Division Manager – khenry@co.worcester.md.us – Worcester Government Center - 1 West Market Street – Snow Hill, Maryland 21863 – 410-632-1200, extension 1130



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

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ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

MEMORANDUM

To: Weston S. Young, P.E., Chief Administrative Officer
From: Jennifer K. Keener, AICP, Director
Date: April 25, 2024
Re: Planning Commission Recommendation – Add a new subsection §ZS 1-201(c)(34) – Farm-based Slaughterhouses in the A-1 Agricultural District

On April 4, 2024, the Planning Commission reviewed the proposed text amendment submitted by Mr. Mark Cropper, on behalf of his client Bob Ewell, to add a special exception use to the A-1 Agricultural District for a slaughterhouse no larger than 600 square feet in gross floor area, provided it is on a farm where the livestock are raised or maintained. Following the discussion, the board gave a favorable recommendation. 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

Mr. Mark Cropper, Mr. Bob Ewell, Mr. Rod Ewell and Greg Wilkens, surveyor, were present for the review. Mr. Cropper inquired of Mr. Bob Ewell how long he has raised cattle, which was 65 years, with 30 of those being on the specific property where they are seeking a slaughter facility. They have always maintained cattle on the farm (12 months out of the year), and they have slaughtered some of his own cattle for personal use. The remainder is required to be transported to another state to be slaughtered and returned. Messrs. Ewell recently opened a roadside stand on US Route 113 (Worcester Highway), just north of Croppers Island Road. They also sell custom cut beef which is from Mr. Bob Ewell's cattle raised on his farm. The purpose of the text amendment is to eliminate the transportation of cattle to the slaughter facility and conduct the slaughtering activity in a way that is minimally disturbing and offensive to his neighbors on Croppers Island Road.

Mr. Cropper read the specific standards for the proposed text amendment. He noted that the significant setbacks and separation distance were to ensure to the Planning Commission, County Commissioners, and the neighbors that the use will be so far away from other uses along Croppers Island Road, it won't be seen or heard; "out of sight out of mind". Should the County Commissioners look favorably upon amendment, Mr. Ewell would have a refrigerated pickup truck deliver meat from slaughter facility to the roadside stand once per week.

Submitted as Applicant's Exhibit No. 1 was a three-page document outlining Friesla's Modular Meat Harvest Unit. Mr. Cropper stated that a cow walks in, the door is shut, and steaks come out the other end. The neighbors won't smell it, hear it, or know it is even happening. The proposed unit would be a total of 600 square feet, which is only a small portion of the generic building rendering in the exhibit. While this is proposed for the A-1 Agricultural District, Mr. Cropper noted that he recommended including it in the A-2 Agricultural District as well, as referenced in Ms. Tremblay's staff comments.

Submitted as Applicant's Exhibit No. 2 was a Google aerial photograph of the subject property. Mr. Wilkens identified the proposed location of the slaughterhouse, listed the proposed setbacks, and stated that it was over 1,500 feet from the facility to an adjoining dwelling. The building would not be visible from Croppers Island Road.

Submitted as Applicant's Exhibit No. 3 was an estimated annual cost (\$34,000) to have cows slaughtered off-site in Conowingo, Maryland. Mr. Cropper stated that is an agricultural use on agricultural land and asked that the Planning Commission give it a favorable recommendation.

The Planning Commission inquired about the process involved. Mr. Rod Ewell stated that if approved, on the day of slaughter, the facility will have a USDA certified inspector who is required to be on-site to inspect all aspects of the process. Darling International will pick up the remaining materials, and no waste will be processed on the farm. Mr. Cropper stated that the amendment is proposed as a special exception, therefore even if County Commissioners were to look favorable upon it, Messrs. Ewell would still need Board of Zoning Appeals approval of the use on this specific property. Mr. Barbierri noted that staff had provided copies of the public comments that were sent in and they are part of the record.

Mrs. Wimbrow asked how the cows were killed, which was by a stun gun. While she was initially against the use, she grew up on a farm, and is familiar with the general process. While she had reservations, she felt slightly better by the special exception process. Mr. Church stated that he was reassured that they will hire a professional to take care of the remains. Mr. Barbierri expressed concern that text amendments are applicable county-wide, and the testimony today was primarily geared toward Mr. Ewell's property. Mrs. Knight was concerned about the terminology of a slaughterhouse. She went through the slaughtering process for poultry in Accomack County, and would prefer to have different language used, as "slaughter" has a negative connotation. She stated that in reading all the letters of concern, she found that there was nothing very specific, rather a focus on general environment, water quality, and negative impacts on health and safety. However, individuals did not provide any specific examples of those negative impacts. Ms. Drew noted that large farming equipment already travels the road on a regular basis. She's been to many hog killings, she's a poultry grower, and noted that Messer's. Ewell could construct a poultry or hog farm, both of which would be more impactful than the proposed slaughter facility. Upon inquiry of how many properties could be impacted, staff noted that the 2017 Agricultural Census listed 39 farms, and the recently released 2022 Agricultural Census listed 38 farms. The census did not identify specific property locations, and staff acknowledged that it is only as good as the data reported.

ITEM 16

Mr. Mitchell outlined the comments in his staff report and noted that he does not support the expansion of the use into the A-2 District. He recommended enhanced language for consideration of the special exception, like that provided in the I-2 Heavy Industrial District. Mr. Cropper believes that the Board of Zoning Appeals already has the right to impose additional standards as they deem necessary without such an amendment.

Following the discussion, a motion was made by Mrs. Knight to provide a favorable recommendation on the text amendment with additional language pertaining to the additional measures that the Board of Zoning Appeals may take for the use. Ms. Ott seconded the motion, and the motion carried 5 to 1 with Mr. Barbierri opposed.

cc: Mark Cropper, attorney for the applicant
Matt Laick, Deputy Director
Kristen Tremblay, Zoning Administrator
Roscoe Leslie, County Attorney
file

PLANNING COMMISSION'S RECOMMENDATION

A BILL ENTITLED

AN ACT Concerning

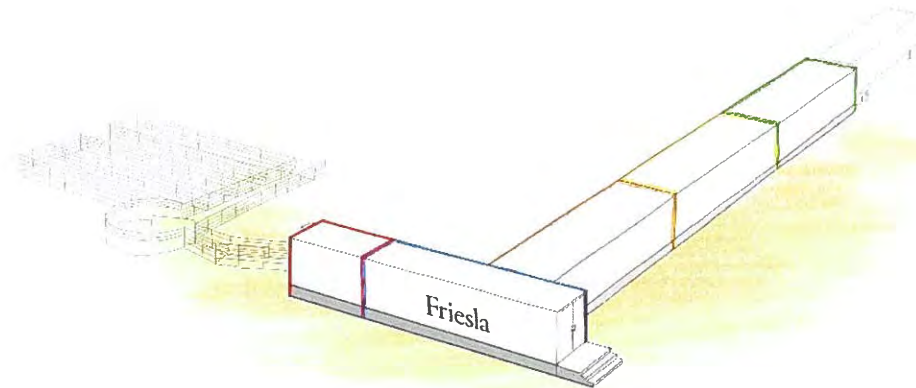
Zoning – Farm-based Slaughterhouses in the A-1 Agricultural District

For the purpose of amending the Zoning and Subdivision Control Article to allow as a special exception use a structure for the slaughtering and processing of livestock raised or maintained on the farm.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-201(c)(34) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be renumbered as § ZS 1-201(c)(35) and a new subsection § ZS 1-201(c)(34) be enacted to read as follows:

- (34) On a farm as defined herein, the use of a structure for the slaughtering and processing of livestock raised or maintained on the farm, excluding rendering plants or facilities, not to exceed six hundred square feet in gross floor area. Minimum lot requirements shall be: lot area, one hundred and forty acres; lot width, two hundred feet; front yard setback, two hundred feet; each side yard setback, two hundred feet; and rear yard setback, two hundred feet. Furthermore, all structures shall be located no less than four hundred feet from any residential structure on an adjacent property or public road, and no variance to this requirement is permitted notwithstanding the provisions of § ZS 1-116(c)(4). THE BOARD OF ZONING APPEALS MAY REQUIRE ADDITIONAL BUFFERS OR SETBACKS TO ADEQUATELY PROTECT THE PUBLIC FROM HAZARD.

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.



* Not proposed
size or layout

Model PS-1

Friesla's Meat Processing System Model PS-1 is a USDA-compliant meat processing system that enables the onsite, start-to-finish production of 75 head of cattle per week. The scalable system includes Friesla's Kill & Bleed Module (10' x 15'—outlined in red), Meat Harvest Unit (10' x 36'—blue), Carcass Cooler (12' x 50'—orange), Cut & Wrap Module (12' x 50'—yellow), and Finished Goods Freezer (12' x 50'—green).

Enables a processing capacity of 75 head of cattle per week

Modular Meat Harvest Unit

Built with a heavy duty steel frame and rugged aluminum body construction, the Friesla Modular Meat Harvest Unit is built to be transported to your site and set on a concrete pad or footings. Over the past decade, this turnkey, USDA compliant unit — now in its fourth generation of design — has been used to process meat on farms and ranches in the USA, Canada, and South America.

The Modular Meat Harvest Unit's dimensions are typically 50 feet long, 10 feet high (floor to meat rail), and 10 feet wide. Our team of meat industry and regulatory experts design and help you deploy it to maximize efficiency in your meat processing. Once the unit is delivered to your location, simply connect it to on-site water and power to begin harvesting.

Each self-contained modular unit includes a restrainer or knock-box, blood collection tank, hoist and meat rail hanging system, hide puller, water storage, electric water heater, plumbing, drainage, refrigeration, waterproofed electrical, and all other installed equipment required for operation under USDA inspection. The interior's smooth sides and coved edges enable easy cleaning to help prevent bacterial growth.

Carcass Aging Cooler

Between an animal's slaughtering and when it is cut and wrapped, the USDA requires the meat to be chilled to and maintained at a specific temperature to inhibit bacterial growth. Cooling or aging times vary depending on the animals being harvested.

Friesla's Carcass Aging Cooler is a purpose-designed module built for USDA-approved storage and aging of meat prior to cut and wrap. The cooling units are centrally located and circulate air at a low velocity to ensure proper aging of full-length half carcasses.

The large 12-foot-wide by 50-foot-long Carcass Aging Cooler has capacity to hold 50 head or 100 halves of beef. With a high rail design at 10 feet, you can hang full-length half carcasses, eliminating waste when quartering for the aging process. The intricate meat rail system also includes a separate bypass rail for animals that do not require aging.

Capacity can be increased by adding additional Carcass Aging Coolers to the original module. Connect with us to learn more.

Cut and Wrap Module

Friesla's movable Cut and Wrap Module is a purpose-designed, transportable module for cutting and packaging chilled animal carcasses onsite in preparation for distribution.

Whether your animals are slaughtered at a large abattoir or on your farm, the status quo after cooling is to deliver the meat to a separate cut and wrap facility. Surrendering oversight and quality control at this stage disrupts your ownership of the process.

Developed as an integral part of [Friesla's Meat Processing Systems](#), the Cut and Wrap Module is an integral part of the slaughter-to-sale meat processing ecosystem. The module is designed by Friesla's team of butchers, engineers, and compliance consultants to fit your site plan and comply with USDA regulations. When connected with Friesla's Mobile or Modular [Meat Harvest Unit](#) and [Carcass Cooler](#), it enables a seamless, one-stop system that can be expanded as your operations grow.

Friesla's purpose-designed Cut and Wrap Module is built in a brand new, modularized format, enabling its durability, economic efficiency, and ease of transportation. The module is equipped with a meat rail hanging system for easy carcass handling, stainless steel tables, bright LED lighting, cooling system, waterproof electrical system, plumbing with hot water, floor drains, and an easy-to-clean floor, walls, and ceiling. Our team will help you decide which processing equipment—such as a band saw, grinder, vacuum packer, etc.—will be needed in your module. At the start and completion of cutting and wrapping, processing personnel can access the Carcass Cooler and [Finished Goods Freezer](#) through insulated doors located at each end of the Cut and Wrap Module, or through an exterior-facing man door.

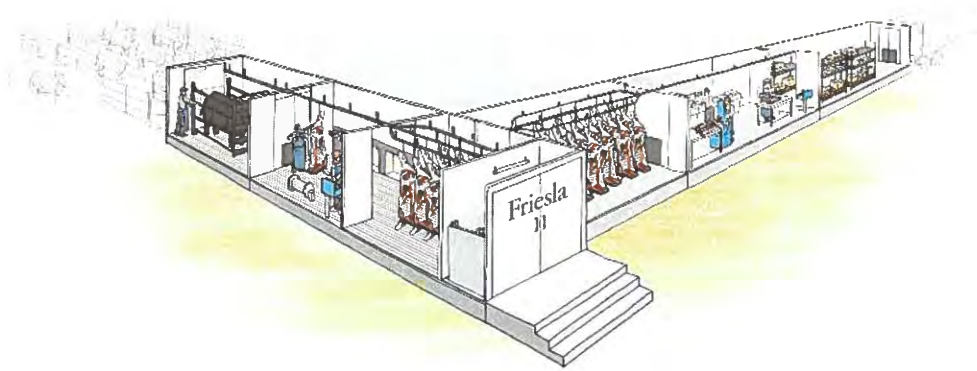
Finished Goods Freezer

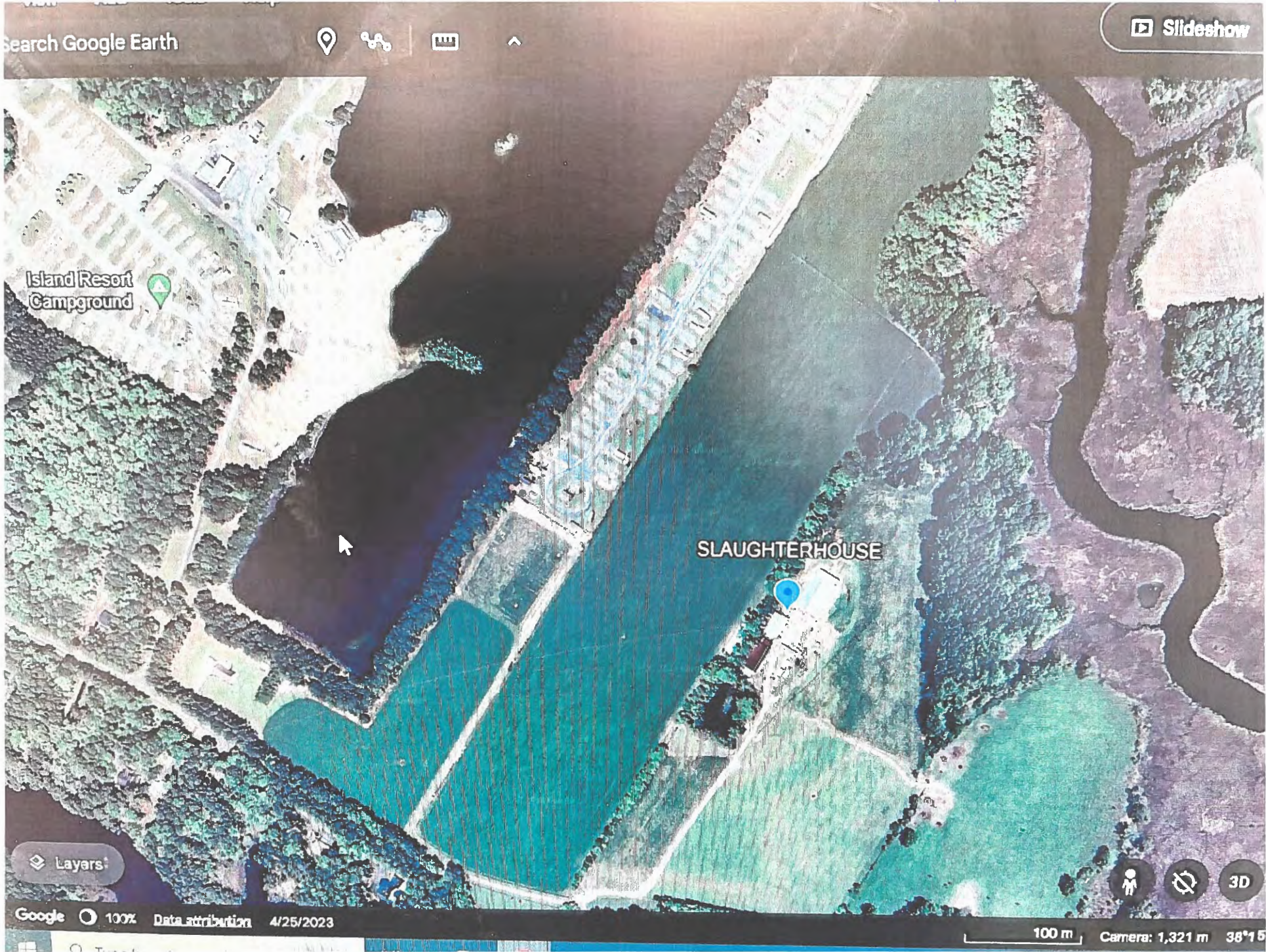
Friesla's Finished Goods Freezer is a high capacity walk-in freezer that interconnects with the Cut and Wrap Module, completing the ecosystem of modular meat processing equipment. Once the meat is cut and wrapped, it is offloaded from the Cut and Wrap Module into the Finished Goods Freezer through an insulated door.

The 12-foot-wide by 50-foot-long unit with a self-contained refrigeration cooling system chills processed meat to freezing temperatures. Options for the freezer include high-capacity racking

which allows pallets or totes to be stored underneath. When the meat is ready for distribution, it is offloaded through the unit's full-swing insulated doors.

The costs of Friesla's Finished Goods Freezers vary depending on specifications. Connect with us to learn more.





Yearly Cost of Processing to Conowingo, Maryland

Applicant's
Exhibit
#3

ITEM 16

	<u>Per Month</u>	<u>Per Year</u>
<u>Slaughter Fees</u>		
36 steers per year	\$ 3,600.00	\$ 10,800.00
3 x 12 months at \$100/steer slaughter fee		
<u>Transportation</u>		
Mileage - 366 miles		
Lease of refrigerated truck/month	\$ 245.00	\$ 2,940.00
Ford truck and cattle trailer	\$ 490.00	\$ 5,880.00
Hauling to/from processing plant fuel charge	\$ 150.00	\$ 1,800.00
<u>Human Resources</u>		
3 workers per day @ \$25/hour. 14 hours/day	\$ 1,050.00	\$ 12,600.00
Total cost per year		<u><u>\$ 34,020.00</u></u>

We have contacted several USDA-approved processing facilities and this was the closest that would accommodate what we were asking for.

Galvinell Meat Co. Inc
461 Ragan Road
Conowingo, MD 21918

Table 1. County Summary Highlights: 2022 (continued)

[For meaning of abbreviations and symbols, see introductory text.]

Item	Somerset	Talbot	Washington	Wicomico	Worcester
Farms number	244	357	869	384	361
Land in farms acres	63,019	96,228	121,251	69,906	104,121
Average size of farm acres	258	270	140	182	288
Median size of farm acres	78	67	50	41	63
Estimated market value of land and buildings:					
Average per farm dollars	2,053,576	2,493,288	1,209,385	1,390,983	2,374,224
Average per acre dollars	7,951	9,250	8,668	7,641	8,232
Estimated market value of all machinery and equipment \$1,000	56,882	63,748	137,704	89,283	87,166
Average per farm dollars	233,121	178,565	158,463	232,508	241,458
Farms by size:					
1 to 9 acres	18	37	140	56	43
10 to 49 acres	74	126	288	159	114
50 to 179 acres	77	87	253	94	118
180 to 499 acres	44	60	149	35	36
500 to 999 acres	18	21	30	23	30
1,000 acres or more	13	26	9	17	20
Total cropland farms	158	296	655	269	246
..... acres	41,089	78,560	84,464	50,460	75,107
Harvested cropland farms	113	218	592	203	181
..... acres	38,471	73,150	75,410	46,439	69,738
Irrigated land farms	9	33	56	62	35
..... acres	286	5,674	479	14,090	5,323
Market value of agricultural products sold \$1,000	288,475	109,705	167,907	396,840	289,182
Average per farm dollars	1,182,277	307,298	193,219	1,033,437	801,059
Crops, including nursery and greenhouse crops \$1,000	33,789	67,495	55,297	97,962	55,247
Livestock, poultry, and their products \$1,000	254,686	42,210	112,610	298,878	233,935
Farms by value of sales:					
Less than \$2,500	64	118	267	143	122
\$2,500 to \$4,999	8	21	62	23	10
\$5,000 to \$9,999	10	34	102	14	24
\$10,000 to \$24,999	15	26	100	32	47
\$25,000 to \$49,999	15	38	78	31	10
\$50,000 to \$99,999	9	14	65	17	19
\$100,000 or more	123	106	195	124	129
Government payments farms	92	169	161	140	129
..... \$1,000	856	1,470	1,970	1,460	1,115
Total income from farm-related sources farms	127	152	337	133	155
..... \$1,000	2,290	3,731	6,647	1,560	5,356
Total farm production expenses \$1,000	210,947	77,643	123,537	286,252	199,427
Average per farm dollars	864,537	217,486	142,160	745,449	552,430
Net cash farm income of the operations farms	244	357	869	384	361
..... \$1,000	80,674	37,264	52,987	113,607	96,226
Average per farm dollars	330,633	104,380	60,975	295,852	266,555
Livestock and poultry:					
Cattle and calves inventory farms	12	22	393	25	21
..... number	334	982	36,191	598	394
Beef cows farms	11	17	266	21	17
..... number	177	216	7,068	330	(D)
Milk cows farms	-	3	94	-	2
..... number	-	311	10,815	-	(D)
Cattle and calves sold farms	7	10	343	12	15
..... number	124	344	19,341	258	113
Hogs and pigs inventory farms	-	2	36	6	13
..... number	-	(D)	3,497	59	546
Hogs and pigs sold farms	-	2	22	3	13
..... number	-	(D)	5,222	(D)	426
Sheep and lambs inventory farms	6	25	81	7	4
..... number	127	615	3,551	(D)	448
Layers inventory farms	10	26	165	27	19
..... number	7,224	1,276	(D)	655	(D)
Broilers and other meat-type chickens sold farms	90	23	13	85	71
..... number	43,310,068	7,125,165	1,681	49,917,462	44,436,121
Selected crops harvested:					
Corn for grain farms	59	96	212	85	91
..... acres	15,573	28,914	17,619	16,692	30,033
..... bushels	2,210,247	4,593,659	2,915,399	2,358,051	4,642,243
Corn for silage or greenchop farms	-	4	76	1	-
..... acres	-	(D)	5,359	(D)	-
..... tons	-	(D)	109,539	(D)	-
Wheat for grain, all farms	36	65	126	29	25
..... acres	7,682	14,038	8,884	2,142	5,190
..... bushels	603,219	994,266	708,729	96,571	286,818
Other spring wheat for grain farms	3	-	1	1	-
..... acres	30	-	(D)	(D)	-
..... bushels	270	-	(D)	(D)	-
Winter wheat for grain farms	33	65	125	29	25
..... acres	7,652	14,038	(D)	(D)	5,190
..... bushels	602,949	994,266	(D)	(D)	286,818
Oats for grain farms	1	1	3	3	-
..... acres	(D)	(D)	21	224	-
..... bushels	(D)	(D)	1,038	(D)	-
Barley for grain farms	1	4	52	3	1
..... acres	(D)	819	2,107	(D)	(D)
..... bushels	(D)	(D)	173,292	(D)	(D)

38

--continued



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

GOVERNMENT CENTER
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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
Date: March 26, 2024
Re: Text Amendment Application – Add a new subsection §ZS 1-201(c)(34) – Farm-based Slaughterhouses in the A-1 Agricultural District

Mark Cropper, on behalf of his client Bob Ewell, has submitted a text amendment application to add a special exception use to the A-1 Agricultural District for a slaughterhouse no larger than 600 square feet in gross floor area, provided it is on a farm where the livestock are raised or maintained. 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

Agriculture is a permitted use in the A-1 Agricultural District, and the definition includes the raising of livestock for sale. However, the slaughtering of livestock is only allowed as a special exception in the I-2 Heavy Industrial District (map attached). As drafted, the amendment would only permit the slaughtering of livestock raised on the farm property where the activity is to occur. It would not allow the livestock from other farms, nor would it allow any rendering activities to be conducted on-site.

DISCUSSION

As some of you may recall, the applicant submitted a similar request in 2022 for a slaughterhouse to be accessory to a roadside stand. Staff were not supportive of the accessory use and recommended several other revisions to the proposed language. Ultimately, that amendment was withdrawn. The current amendment is being proposed as a special exception in the A-1 District which would require review of a specific application before the Board of Zoning Appeals before any use can be permitted.

As referenced in the attached memo from Mr. Bob Mitchell, Director, Department of Environmental Programs, slaughterhouses are highly regulated by the U.S. Department of Agriculture (USDA) Food

Safety and Inspection Service. A July 2018 report listed 17 commercial livestock slaughterhouses in the state of Maryland, with the closest location being in Queen Anne’s County (attached). Another facility is in Dover, Delaware. The scale of these facilities is much different than the current request, as Ms. Kristen Tremblay, AICP, Zoning Administrator, points out in her memo by comparing the Tyson plant in Temperanceville, Virginia to the proposed 600 square foot limit in the text amendment.

In considering the impact of the use within Worcester County, the 2017 Census of Agriculture states that there are 39 farms in Worcester County that have livestock such as cows, hogs, pigs, sheep and lambs. It is unknown how many of those farms would meet the lot requirements and separation distances proposed within the amendment, or how many would be able to economically support their own processing activities on-site. The quantity of livestock processed would also be dependent upon the type, number and age of livestock maintained on the farm.

The draft language refers to “the use of a structure” for the slaughtering and processing activities. This means that there shall be no outdoor activities occurring with this use, which will help to minimize the potential impacts to adjoining properties. In addition, since rendering facilities are not permitted under this use, any operator will be required to contain all waste products in a proper tank for pick up and disposal at a rendering plant. Mr. Mitchell has provided detailed information on this topic in his memo. He also provides a short discussion on the applicability of the use to conservation easement programs that are regulated by the county.

As a special exception, any specific application before the Board of Zoning Appeals will need to properly address the operational requirements, and show how it “[w]ill not be detrimental to the use, peaceful enjoyment, economic value or development of surrounding properties or surrounding neighborhoods; will cause no objectionable noise, vibration, fumes, odors, dust, glare or physical activity; and will not have a detrimental effect on ground- or surface water quality” as well as “not adversely affect the health, safety, morals, security or general welfare of residents, workers or visitors in the area” (§ ZS 1-116(c)(3)), among other standards. Ms. Tremblay is recommending that language be added to the current amendment to require landscape screening as defined in § ZS 1-322.

Similar zoning provisions can be found in other Maryland jurisdictions:

- Montgomery County: On-farm slaughtering in the agricultural district as an accessory use.
- Carroll County: Slaughterhouses in the agricultural zone by special exception.
- Baltimore County: Slaughterhouses are an “agricultural-support” use in the agricultural zone by special exception.
- Howard County: Slaughtering is an agribusiness conditional use in two rural zones.
- Washington County: “Rural Business” floating zone (public hearing required) designed to support the agricultural industry; allows slaughterhouses as a permitted use.
- Charles County: Slaughterhouses in the agricultural conservation zone by special exception.

RECOMMENDATION

Overall, the staff finds that the proposed language is fairly restrictive in terms of lot requirements and the proposal for a separation distance to adjoining residential structures and the public road. While the use can be considered intensive, the size of the operation is limited by various factors. Any such request will be required to be reviewed by the Board of Zoning Appeals and show that it can provide

adequate infrastructure to support the use and protections for those adjoining property owners who may be affected. As always, I will be available at your upcoming meeting to discuss any questions or concerns that you have regarding the proposed amendment.

cc: Roscoe Leslie, County Attorney
Matt Laick, GISP, Deputy Director
Kristen Tremblay, AICP, Zoning Administrator
file

A BILL ENTITLED

AN ACT Concerning

Zoning – Farm-based Slaughterhouses in the A-1 Agricultural District

For the purpose of amending the Zoning and Subdivision Control Article to allow as a special exception use a structure for the slaughtering and processing of livestock raised or maintained on the farm.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-201(c)(34) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be renumbered as § ZS 1-201(c)(35) and a new subsection § ZS 1-201(c)(34) be enacted to read as follows:

- (34) On a farm as defined herein, the use of a structure for the slaughtering and processing of livestock raised or maintained on the farm, excluding rendering plants or facilities, not to exceed six hundred square feet in gross floor area. Minimum lot requirements shall be: lot area, one hundred and forty acres; lot width, two hundred feet; front yard setback, two hundred feet; each side yard setback, two hundred feet; and rear yard setback, two hundred feet. Furthermore, all structures shall be located no less than four hundred feet from any residential structure on an adjacent property or public road, and no variance to this requirement is permitted notwithstanding the provisions of § ZS 1-116(c)(4).

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.



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: Jennifer K. Keener, AICP, Director; Matthew Laick, GISP, Deputy Director
From: Kristen M. Tremblay, AICP, Zoning Administrator
Date: March 20, 2024
Re: Zoning Ordinance Proposed Text Amendment – Text Change §ZS 1-210(c)(34) Farm-based Slaughterhouses in the A-1 Agricultural District.

.....
Thank you for providing me with an opportunity to comment on the proposed text amendment requested by Mr. Mark Cropper, on behalf of his client Bob Ewell.

The proposed text amendment seeks to allow a farm-based slaughterhouse up to 600 square feet in size on the same farm where the cattle are raised. The proposal includes significant setbacks of 200 feet from all property lines, as well as 400 feet from any residential structures on adjacent properties with no variance relief permitted by the Board of Zoning Appeals.

I believe the proposal raises good questions about the types of activities that are held on today’s farms that should be contemplated. As the intensity of agriculture has increased by orders of magnitude from the ‘traditional family farm’ to ‘Big Ag,’ our general perceptions of agriculture have shifted to a much larger view. There is a general trend for some new and old farm owners to return to this once idealized farm size to produce goods for consumption by the health conscious and gourmards; many examples of this can be found when speaking to vendors at local farmer’s markets. The more recent advent of ‘agritourism’ also supports this paradigm shift.

From this request, the proposal’s cap of 600 square feet sets the expectation of size, which is drastically different from what most folks perceive slaughterhouses to be as common knowledge. For example, the Tyson Plant in Temperanceville, Virginia, including rendering facilities, has a footprint approximately 50 acres in size, which equates to 2,178,000 square feet. The impacts of a facility of this size are substantial in comparison to the impacts that could be created by 600 square feet which cannot process nearly as much livestock over time, nor have comparable impacts to a large facility.

The request proposes the amendment to the Special Exceptions section of the A-1 Agricultural Zoning District. As such, any requests for this type of land use would be subject to additional, site-specific review and provide another layer of review to determine any conditions that would be applicable to each property.

While generally supportive of the request due to the small scale proposed, and the implication that this would be managed by ‘family farms’ as opposed to ‘Big Ag,’ if the Commissioners agree, I would also recommend that the text amendment be included in the A-2 Agricultural District as well, as that district has more intensive uses and would also be appropriate to include in the text amendment.

Additionally, I would like to ensure that no waste by-products are processed on site and are taken to a rendering facility off-site.

Lastly, it is my strong recommendation that the area proposed for a slaughterhouse be visually ‘screened’ and not be visible to the public. A fence or evergreen hedge would be appropriate.

‘Screening’ as defined by the code is as follows under Zoning Code Section §ZS1-322(e)(1):

(1) Where the terms "screened," "visually screened," or "densely landscaped" appear in this Title in reference to landscaping for a particular use or structure, such landscaping shall be in accordance with the following provisions:

- A. The vegetation shall be thickly planted and of such species that it will provide a complete visual barrier and thus obscure the use or structure from sight from adjacent properties once the vegetation reaches maturity or within five years, whichever comes first.*
- B. Planting shall be located in such a manner that the vegetation at maturity shall not encroach onto adjacent properties.*

Please let me know if you have any other questions.



Worcester County Department of Environmental Programs

Worcester County Government Center, 1 West Market Street, Rm 1306 | Snow Hill MD 21863

Tel: (410) 632-1220 | Fax: (410) 632-2012

Memorandum

To: Jennifer Keener, AICP, Director, DDRP

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

A handwritten signature in blue ink, appearing to be "RJM", is written over the name of the sender.

Subject: **Text Amendment Application**
Farm-based Slaughterhouses in the A-1 Agricultural District

Date: 3/25/24

Thank you for providing the above referenced text amendment package for our review and comment. This zoning text amendment would allow as a special exception, proposed as Subsection § ZS 1-201(c) (34), the use of structure for the slaughtering and processing of livestock raised or maintained on the farm. It is apparent that the applicant desires more control over the processing of their farm-raised animals as the closest available slaughterhouses will process received livestock in bulk with livestock from other farms. A return of all the processable meat from the applicant's delivered livestock may very well be mixed in with any other animals slaughtered and processed that day at the facility. That is the situation the applicant appears to want to avoid so the meat they provide for sale in their farm stand will be guaranteed to come from the livestock they raise on their farm.

With the exception of dairy products, the processing of red meat is probably the most regulated food in the United States. Since Maryland no longer has a state inspection program to inspect any facilities that slaughter and cut meat for resale, all meat and poultry offered for sale in Maryland must be slaughtered and chilled in a facility inspected by the U.S. Department of Agriculture's Food Safety and Inspection Service (USDA). The Worcester County Environmental Health Department would not inspect or permit the slaughterhouse facility per se, they would be confirming that meat sold in retail operations came from a USDA inspected and approved slaughterhouse as a part of their food service licensing procedures. The processing, packaging, and labeling operations must take place in the USDA approved facility. The processed meat, when transported back to a retail facility, must use a truck with appropriate refrigeration and would need to be maintained at the proper holding temperature.

Currently, slaughterhouses are allowed under special exception in the I-2, Heavy Industrial zoning district under § ZS 1-213 (c) (1). These uses, along with rendering, were most probably originally intended for large poultry processing plants that possessed advanced wastewater treatment and other industrial facilities necessary to support large-scale meat processing operations. The allowed use under that Subtitle also carries a directive that the Board of Zoning Appeals (BZA) shall "require construction and/or additional setbacks to adequately protect the public from hazards." In the proposed text amendment language extending the slaughterhouse use to the A-1 district, the additional setbacks are addressed with large distance requirements for setbacks along with a minimum lot requirement of 140 acres.

The slaughterhouse process for beef includes water usage for carcass washing, process cleanup, and waste conveyance. Blood and offal are usually separated from the wastewater and containerized as they have commodity value for renderers. To get an idea of the volume of water usage needed, a cursory review of available literature

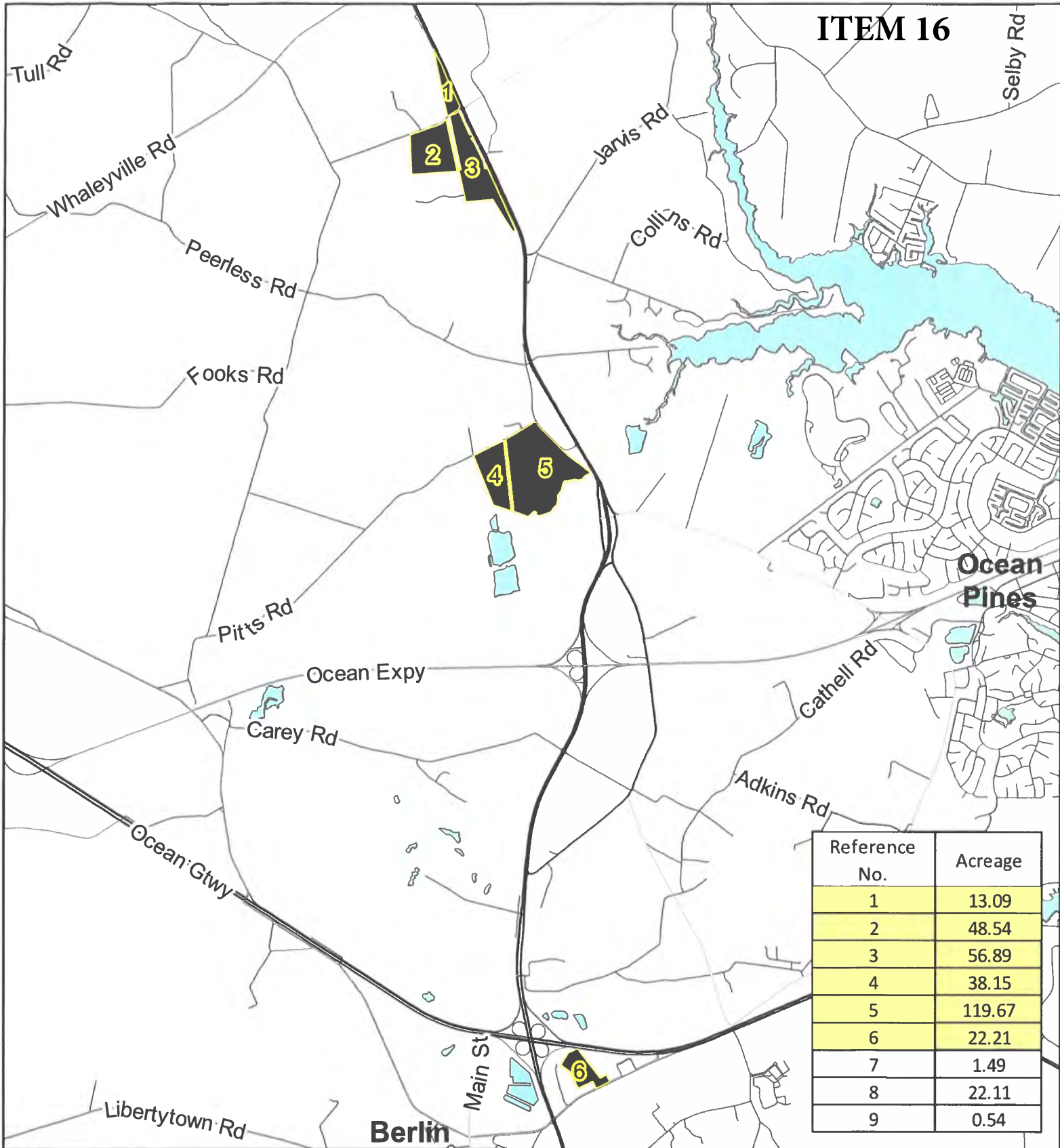
ITEM 16

reveals a range of 500-2,000 gallons per 1,000 pounds of body weight. Depending on the production capacity of the facility, that wastewater volume could be quite large, necessitating appropriately sized infrastructure to accommodate that flow. Of course, a potable water supply will be needed as well as wastewater treatment for the non-domestic wastewater generated from the slaughtering process. If the applicant wants the wastewater from the slaughter to discharge to ground via septic, it will need a groundwater discharge permit issued from MDE. That will come with treatment requirements. A holding tank for the wastewater does get considered for this category of operation as treatment for this type of wastewater is so expensive. Any holding tanks will need to follow MDE's requirements for non-domestic wastewater. There will also be trimmings that will consist of bulk solids that will need to be containerized in different storage vessels and not washed into a holding tank. These containers need to be vermin-proof and need to be emptied by a renderer on an appropriate schedule. They may need to be held under refrigeration depending on the requirements of the rendering contractor and if the presence of unsecured and unrefrigerated trimmings becomes a vector for an infestation of flies or other vermin. The USDA approval may also have requirements for a bathroom for their inspectors to use. If such facilities are present, approved sewage disposal would need to be provided separately from the industrial discharge if the industrial wastewater were all to be containerized and sent to the renderer.

Regarding our conservation easement programs, MALPF would allow this practice to take place on easement-protected lands provided that the livestock processed were raised on the same farm. Rural Legacy does not allow CAFOs and does not allow most commercial or industrial uses even if related to the primary agricultural activities conducted on the farm.

As a use allowed by special exception from BZA, affirmative findings from the Board for the questions under Subsection § ZS 1-116 would apply. The amendment draft's extensive setback and lot area requirements notwithstanding, the Board will need to consider whether the application for a future slaughterhouse has taken measures to ensure the health and safety and general welfare of the neighboring residents and that the facilities are not unduly detrimental to the environment of the County. Within the A-1 Agricultural zoning district it is the intent that in this district there: "shall be no basis, under this Title, for recourse against the effects of any normal farming or forestry operation as permitted in this district, including but not limited to noise, odor, vibration, fumes, dust or glare." This specific amendment authorizes another use in this district, an intensive one, where issues peculiar to slaughtering facilities will need to be satisfactorily addressed by the applicant to secure the special exception. For this use, we may need to have the Board go a step further in this instance. Considering this proposed use is such an intensified activity, one that could have significant impact on the surrounding community, I would suggest that it may be appropriate to add language to the amendment that will direct the Board to consider additional measures, when necessary, to adequately protect the public health and the environment.

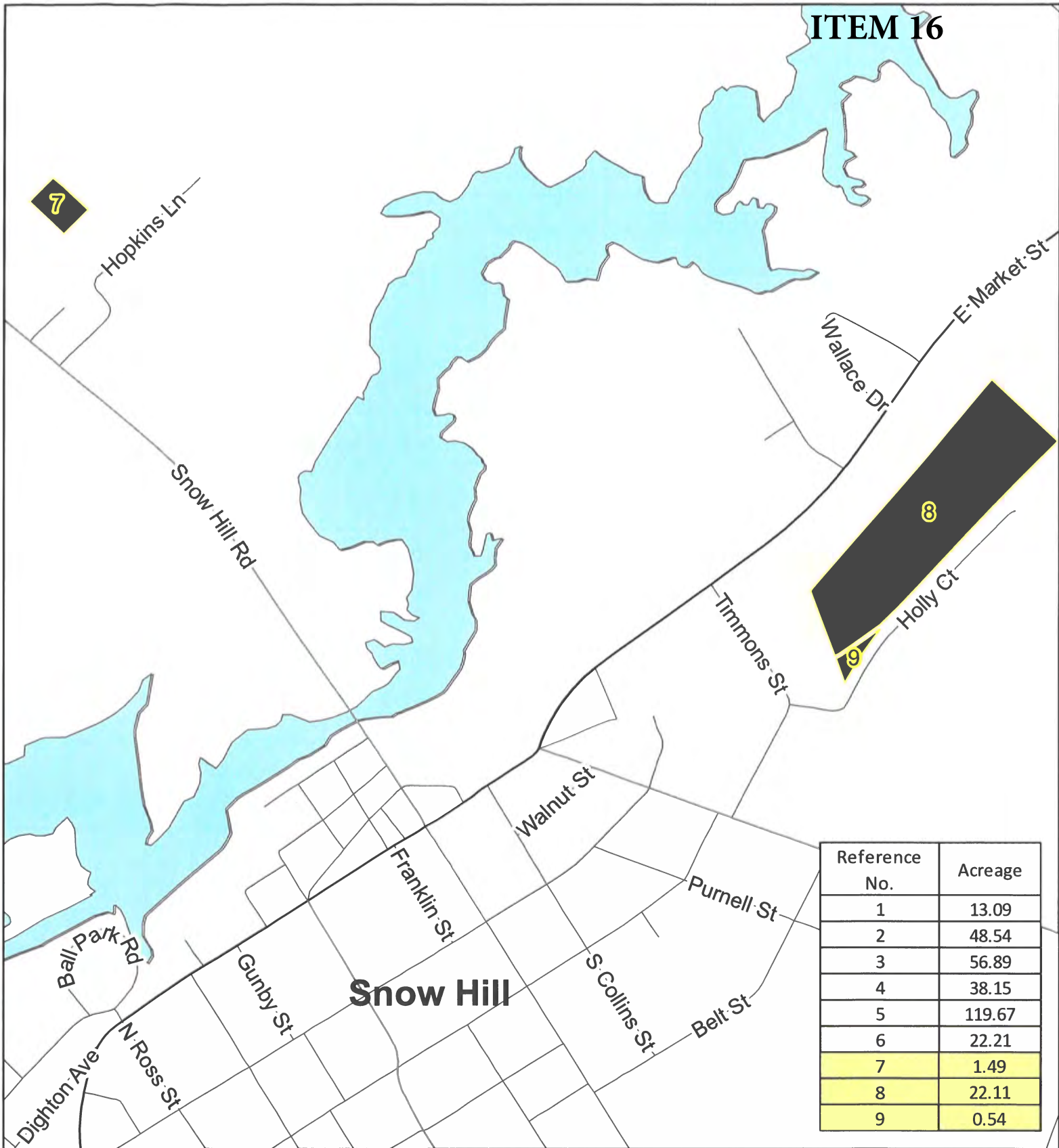
As always, I will be available to discuss the proposed amendment further with the Planning Commission when it is scheduled for discussion.



Lands Designated as I-2 Heavy Industrial Zoning District

DEPARTMENT OF DEVELOPMENT REVIEW & PERMITTING
Technical Services Division





Reference No.	Acreege
1	13.09
2	48.54
3	56.89
4	38.15
5	119.67
6	22.21
7	1.49
8	22.11
9	0.54

Lands Designated as I-2 Heavy Industrial Zoning District



DEPARTMENT OF DEVELOPMENT REVIEW & PERMITTING
 Technical Services Division

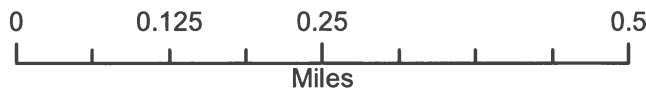


Table 1. **County Summary Highlights: 2017** (continued)

[For meaning of abbreviations and symbols, see introductory text.]

Item	St. Mary's	Somerset	Talbot	Washington	Wicomico	Worcester
Farmsnumber	615	255	317	877	494	369
Land in farmsacres	61,803	59,440	93,622	119,248	88,559	99,239
Average size of farmacres	100	233	295	136	179	269
Median size of farmacres	36	60	75	48	42	50
Estimated market value of land and buildings:						
Average per farmdollars	999,805	1,334,676	2,075,678	1,095,597	1,261,012	1,425,500
Average per acredollars	9,949	5,726	7,028	8,057	7,034	5,300
Estimated market value of all machinery and equipment\$1,000	46,386	44,215	50,319	106,394	78,239	68,215
Average per farmdollars	75,425	173,390	158,736	121,316	158,378	184,865
Farms by size:						
1 to 9 acres	84	27	35	157	80	50
10 to 49 acres	268	81	106	284	182	132
50 to 179 acres	196	75	84	232	132	93
180 to 499 acres	47	43	39	172	54	47
500 to 999 acres	11	19	20	22	22	18
1,000 acres or more	9	10	33	10	24	29
Total croplandfarms	505	149	267	662	331	237
.....acres	36,993	37,979	81,105	82,229	65,589	71,572
Harvested croplandfarms	448	102	192	599	238	171
.....acres	32,050	34,958	76,591	74,609	60,094	66,019
Irrigated landfarms	113	10	40	46	87	19
.....acres	689	295	8,253	551	10,969	5,918
Market value of agricultural products sold (see text)\$1,000	25,955	262,201	68,535	153,725	303,984	249,131
Average per farmdollars	42,203	1,028,241	216,198	175,285	615,352	675,153
Crops, including nursery and greenhouse crops\$1,000	20,465	22,101	43,177	38,050	68,341	37,690
Livestock, poultry, and their products\$1,000	5,490	240,100	25,358	115,675	235,642	211,442
Farms by value of sales:						
Less than \$2,500	202	84	123	275	192	124
\$2,500 to \$4,999	83	11	14	93	25	12
\$5,000 to \$9,999	67	7	16	76	14	27
\$10,000 to \$24,999	106	15	26	95	41	25
\$25,000 to \$49,999	55	6	22	88	20	21
\$50,000 to \$99,999	48	12	32	34	27	14
\$100,000 or more	54	120	84	216	175	146
Government payments (see text)farms	120	132	185	156	218	191
.....\$1,000	970	1,875	3,891	995	2,410	3,630
Total income from farm-related sourcesfarms	223	135	159	359	200	188
.....\$1,000	2,555	2,534	3,733	7,783	2,690	3,313
Total farm production expenses\$1,000	25,826	179,636	53,650	119,345	212,063	171,090
Average per farmdollars	41,993	704,454	169,244	136,083	429,277	463,659
Net cash farm income of the operationsfarms	615	255	317	877	494	369
.....\$1,000	3,654	86,975	22,508	43,158	97,021	84,984
Average per farmdollars	5,941	341,079	71,003	49,211	196,399	230,310
Livestock and poultry:						
Cattle and calves inventoryfarms	139	19	20	454	37	30
.....number	2,607	518	1,322	44,028	923	488
Beef cowsfarms	106	18	14	262	35	25
.....number	1,415	(D)	419	7,202	559	412
Milk cowsfarms	36	2	3	127	-	5
.....number	234	(D)	244	13,023	-	5
Cattle and calves soldfarms	116	7	14	387	21	14
.....number	1,175	152	260	21,182	393	187
Hogs and pigs inventoryfarms	50	2	3	60	11	2
.....number	997	(D)	18	2,191	194	(D)
Hogs and pigs soldfarms	33	1	5	47	3	-
.....number	2,036	(D)	49	5,762	45	-
Sheep and lambs inventoryfarms	37	6	21	78	19	7
.....number	581	393	392	3,775	207	428
Layers inventory (see text)farms	142	7	35	189	31	23
.....number	7,013	(D)	1,591	(D)	851	25,379
Broilers and other meat-type chickens soldfarms	28	92	25	17	123	111
.....number	19,970	62,226,553	6,864,628	3,645	57,869,664	63,739,795
Selected crops harvested:						
Corn for grainfarms	160	51	104	218	111	94
.....acres	9,973	13,042	29,753	16,652	24,766	29,781
.....bushels	1,372,752	2,320,420	4,645,108	2,915,481	3,905,319	4,933,937
Corn for silage or greenchopfarms	14	-	2	133	2	1
.....acres	127	-	(D)	8,874	(D)	(D)
.....tons	1,918	-	(D)	182,982	(D)	(D)
Wheat for grain, allfarms	54	33	74	105	29	22
.....acres	5,447	7,040	14,795	6,816	3,338	4,924
.....bushels	341,661	557,238	940,673	517,687	236,983	372,192
Winter wheat for grainfarms	54	33	74	105	29	22
.....acres	5,447	7,040	14,795	6,816	3,338	4,924
.....bushels	341,661	557,238	940,673	517,687	236,983	372,192
Oats for grainfarms	14	1	1	3	1	-
.....acres	149	(D)	(D)	30	(D)	-
.....bushels	12,175	(D)	(D)	2,358	(D)	-
Barley for grainfarms	21	6	14	75	7	5
.....acres	451	998	2,165	2,309	310	362
.....bushels	29,894	93,591	202,628	164,070	21,455	31,251
Sorghum for grainfarms	10	1	12	5	13	2
.....acres	300	(D)	1,000	344	879	(D)
.....bushels	21,344	(D)	86,261	27,754	44,530	(D)
Sorghum for silage or greenchopfarms	-	-	-	14	-	-
.....acres	-	-	-	485	-	-
.....tons	-	-	-	7,428	-	-

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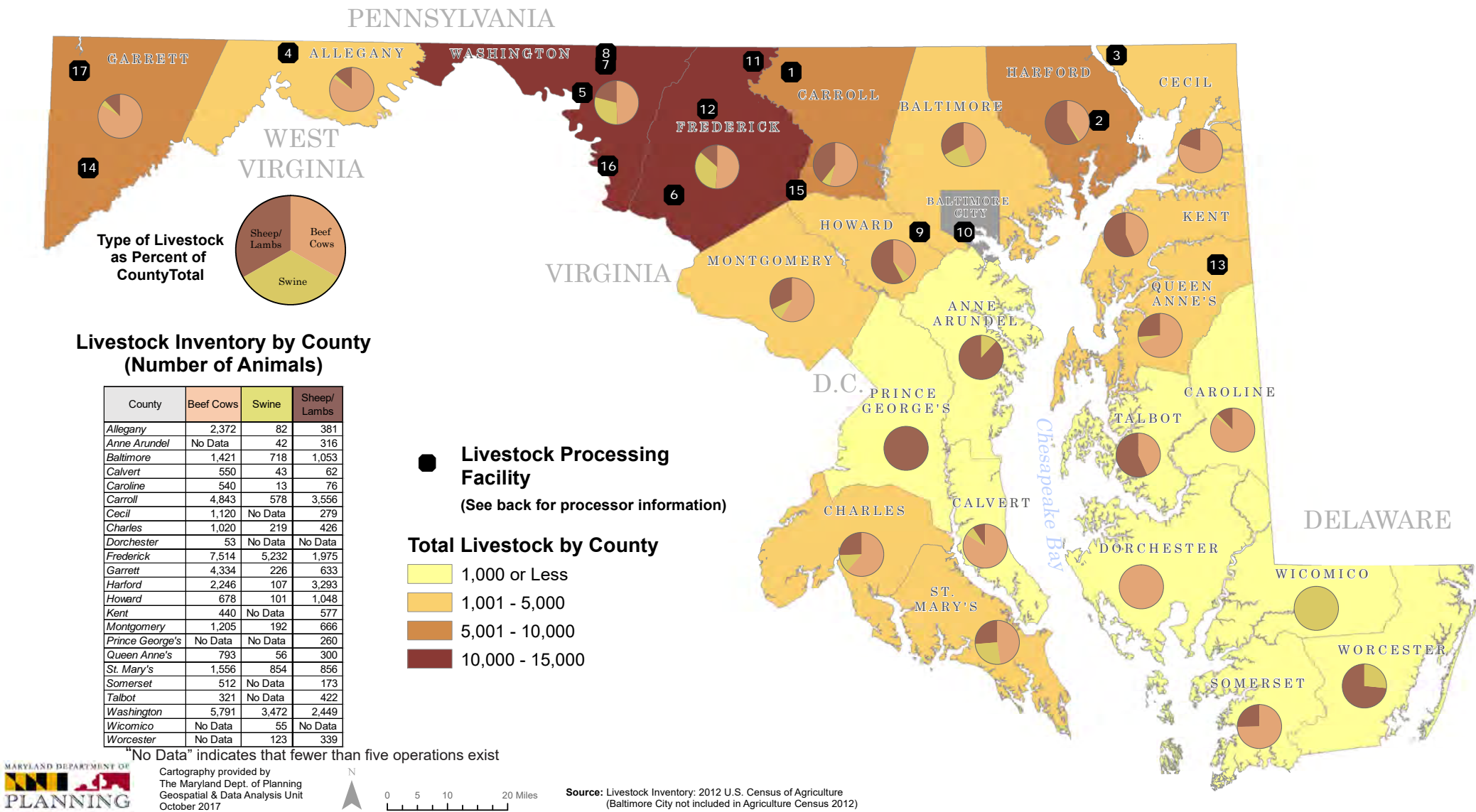
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USDA Inspected Livestock Processing Facilities in Maryland

Livestock Processing Facilities

In this flyer, the map indicates the livestock population of each county in Maryland and the location of USDA inspected livestock processing facilities; the table provides more information about the processors.

For corrections and updates please contact Daniel Rosen, daniel.rosen@maryland.gov



Beef farm in Kennedyville, Maryland.
Photo credit: Edwin Remsberg



Livestock Processing Facilities

Name [location on map indicated by number]	Address	City	State	Zip	County	Phone Number	Beef	Lamb	Goat	Swine	Vacuum Pack	Kosher	Halal	Processing Services	Sales Outlet
1. A & W Country Meats, Inc.	12 Middle St.	Taneytown	MD	21787	Carroll	(410) 756-2420	✓	✓	✓	✓				Cut, Wrap, Freeze, Cure, Smoke	Retail Store, Wholesale
2. Bowman's Butcher Shop	3452 Churchville Rd.	Aberdeen	MD	21001	Harford	(410) 914-5607	✓	✓	✓	✓				Custom Processor	Retail Store
3. Galvinell Meat Company, Inc.	461 Ragan Rd.	Conowingo	MD	21918	Cecil	(410) 378-3032	✓	✓	✓	✓	✓			Cut, Wrap, Freeze, Cure, Smoke, Lard, Scrapple	Retail Store, Wholesale Delivery to Schools, Restaurants, Clubs, Bars
4. Greise Brothers Packing, Inc.	11901 Greise Farm Rd., NE	Cumberland	MD	21502	Allegany	(240) 362-2826	✓	✓	✓	✓	✓		✓	Cut, Wrap, Freeze, Sausage, Hamburger, Curing Done Elsewhere	Halal Products to Ethnic Markets VA, MD, and DC
5. Hamzah Slaughter House LLC	15680 Clear Spring Rd.	Williamsport	MD	21795	Washington	(301) 223-8651	✓	✓	✓						
6. Hemps Meats, Inc.	3740 Jefferson Pike	Jefferson	MD	21755	Frederick	(301) 473-5700 (800) 974-5405	✓	✓						Cut, Wrap, Freeze, Sausage	Retail Store
7. Hoffman's Quality Meats	13225 Cearfoss Pike	Hagerstown	MD	21740	Washington	(301) 739-2332 (800) 356-3193	✓	✓	✓	✓	✓			Cut, Wrap, Freeze, Further Processing, Lunch Meats, Sausage, Bacon, Hot Dogs, Salami, Bologna	Retail Store, Wholesale, and Storage
8. Horst Meats	17807 Reiff Church Rd.	Hagerstown	MD	21740	Washington	(301) 733-1089	✓	✓	✓	✓				Cut, Wrap, Freeze, Sausage, Bacon, Ham, Retail with Small Deli	Retail Store with Small Deli
9. J. W. Treuth & Sons, Inc.	328 Oella Avenue	Catonsville	MD	21228	Baltimore	(410) 465-4650	✓					✓		Primarily slaughter and quarter (Primal Cuts) Can do smaller cuts and Ground Beef	Retail Store, Unprocessed Meat Sold to Facilities for Processing and Distribution
10. Oldline Custom Meat Co., LLC	1600 S. Monroe St.	Baltimore	MD	21230		(410) 962-5530	✓	✓				✓		Harvest, Dry Age Cut, Package, Vacuum Seal	
11. Shriver Meats	16436 Four Points Bridge Rd.	Emmitsburg	MD	21727	Frederick	(301) 447-2255	✓							Cut, Wrap, Freeze, Ground Beef	Retail Store, Wholesale to a Few Local Restaurants
12. Shuff's Meats, Inc.	12247 Baugher Rd.	Thurmont	MD	21788	Frederick	(301) 271-2231	✓	✓	✓	✓	✓			Cut, Wrap, Freeze, Smoke Sausage	Retail Store, Wholesale Mostly to Restaurants
13. Sudlersville Frozen Meat Locker	204 E. Main St.	Sudlersville	MD	21668	Queen Anne's	(410) 438-3106	✓	✓	✓	✓	✓			Cut, Wrap, Freeze, Sausage, Scrapple	Retail Store, Wholesale to a Couple of Restaurants
14. The Butcher Block	2482 Maryland Highway	Mt. Lake Park	MD	21550	Garrett	(301) 334-4140	✓	✓		✓	✓			Cut, Wrap, Freeze, Sausage, Rabbits	Retail Store, Wholesale
15. Wagner Meats, LLC	604 N. Main St.	Mount Airy	MD	21771	Frederick	(301) 829-0500	✓	✓		✓	✓			Cut, Wrap, Freeze, Smoke, Sausage	Retail Store, Wholesale
16. Woodlawn Farms Slaughterhouse	4233 Harpers Ferry Rd.	Sharpsburg	MD	21782	Washington	(301) 432-8632	✓	✓	✓	✓	✓			Cut, Wrap, Freeze, Smoke, Sausage	Retail Store, Wholesale to Restaurants and Stores, Farmers Markets
17. Working H Meats & Market	5481 Friendsville Rd. (Rt. 42)	Friendsville	MD	21531	Garrett	(301) 750-5039	✓	✓	✓	✓	✓			Cut, Wrap, Grind, Freeze, Further Processing (Sausage, Bacon, Ham, Smoked Whole Hog, Meat Sticks)	Retail Store, Wholesale to Restaurants and stores, Farmers Market

Source: USDA Food Safety Inspection Service's *Meat, Poultry, and Egg Inspection Directory*, July 2018, and company websites. To confirm all available services, please contact the processor directly.



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: Roscoe Leslie, County Attorney
Kristen Tremblay, AICP, Zoning Administrator
Matthew Laick, GISP, Deputy Director
From: Jennifer Keener, AICP, Director
Date: February 20, 2024
Re: Text Amendment Application – Add a new subsection §ZS 1-201(c)(34) – Farm-based Slaughterhouses in the A-1 Agricultural District

Mark Cropper, on behalf of his client Bob Ewell, has submitted a text amendment application to add a special exception use to the A-1 Agricultural District for a small scale (600 square foot) slaughterhouse, provided it is on a farm where the livestock are raised or maintained. A copy of the draft bill language is attached for your consideration.

Currently, the slaughtering and processing of livestock is prohibited in the A-1 Agricultural District, as it is currently a special exception use in the I-2 Heavy Industrial District. As drafted, it would only permit the slaughtering of livestock raised on the farm property where the slaughtering is to occur. It would not allow the slaughtering of livestock from other farms, nor would it allow any rendering facilities or activities to be conducted on-site.

I intend to present this amendment at the April 4, 2024, Planning Commission meeting. Therefore, please send any comments you may have on the application by Wednesday, March 20, 2024, so that I may finalize the staff report.

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



Worcester County Commissioners
Worcester County Government Center
Once West Market Street, Room 1103
Snow Hill, MD 21863

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

(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: 2/14/2024

Date Reviewed by Planning Commission: _____

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 x
- 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: ZS 1-201(c)(34) and make existing (34) now (35)

B. Page Number: ZS 1:II:7

C. Proposed revised text, addition or deletion:

(34) On a farm as defined herein, the use of a structure for the slaughtering and processing of livestock raised or maintained on the farm, excluding rendering plants or facilities, not to exceed six hundred square feet in gross floor area. Minimum lot requirements shall be: Lot area, one hundred forty acres; lot width, two hundred feet; front yard setback two hundred feet; each side yard setback two hundred feet; and rear yard setback two hundred feet. Furthermore, all structures shall be located no less than four hundred feet from any residential structure on an adjacent property or public road and no variance to this requirement is permitted notwithstanding the provisions of Section ZS 1-116(c)(4).

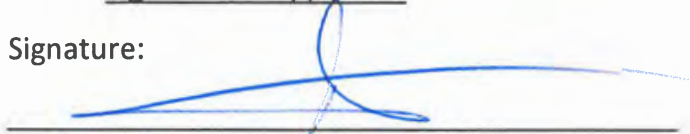
III. Reasons for Requesting Text Change.

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

At present, if a farmer raising cattle or other farm animals wishes to slaughter the animals raised on the farm for butchering and sale to the public, it must transport the animals off-site to be slaughtered elsewhere, often out of state, and then returned to the site for final butchering and sale. Without this text amendment, the farmer can slaughter farm animals for his or her own use and consumption, but it cannot sell the butchered animals to the general public. This amendment will allow for that to occur.

IV. Signature of Applicants

Signature:



Printed Name of Applicant:

Mark Spencer Cropper

Mailing Address: **6200 Coastal Highway, Suite 200, Ocean City, MD 21842**

Phone Number: **(410) 723-1400**

Email: mcropper@ajgalaw.com

Date: 02.14.2024

V. Signature of Attorney

Signature:



Printed Name of Applicant:

Mark Spencer Cropper

Mailing Address: **6200 Coastal Highway, Suite 200, Ocean City, MD 21842**

Phone Number: **(410) 723-1400**

Email: mcropper@ajgalaw.com

Date: 02.14.2024

VI. General Information Relating to the Text Change Process.



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, P.E., Chief Administrative Officer
From: Jennifer K. Keener, AICP, Director
Date: April 25, 2024
Re: Planning Commission Recommendation – Add a new subsection §ZS 1-201(c)(34) – Private, noncommercial buildings for the storage of personal property in the A-1 Agricultural District

On April 4, 2024, the Planning Commission reviewed the proposed text amendment submitted by Mr. Jonathan Anders to add a special exception use to the A-1 Agricultural District to allow private, noncommercial buildings for the storage of personal property. Following the discussion, the board gave a favorable recommendation. 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

Mr. Jonathan Anders, applicant, and Mr. Jeff Mahan were present for the review. Mr. Anders explained that there were three partners in the venture who have common interests in the personal storage of cars, ATV's, minibikes and other similar items. They secured thirty acres on Worcester Highway and sought a contractor to assist them in constructing a pole building. The selected contractor misled them into believing that they could permit the structure as an agricultural pole building and use it for personal storage. The contractor also cut corners on the construction of the building. After seeking assistance from a new contractor, they learned that they needed to have a principal structure on the property to use the pole building for personal storage.

Mr. Anders explained that he applied for the text amendment because they didn't want to put a dwelling on the property that they had no intention of renting out. They also didn't want to run a business from the building. Mr. Mahan advised that there are other property owners that wish to use their property and/or buildings in a similar fashion.

The Planning Commission acknowledged Messrs. Anders' and Mahan's specific property circumstances, however noted that a text amendment applies countywide. Upon several questions, staff clarified that the proposed text amendment does not require that the property be under agricultural

production, only that it would be permitted in the A-1 Agricultural zoning district as a special exception. Mr. Mahan stated that there are many agricultural buildings illegally utilized for personal storage now. Mr. Anders stated that the proposed use is as a special exception, so the county would have oversight for inspection. Upon concerns that the agricultural zoning district should be limited to agricultural uses, Mr. Mahan reiterated that to fix their specific issue, they could have a personal storage structure provided they put a dwelling on the property.

Following the discussion, a motion was made by Mrs. Knight to provide a favorable recommendation on the text amendment. Mrs. Wimbrow seconded the motion, and the motion carried with three in favor, Mr. Barbierrri opposed, and Ms. Ott and Mr. Church abstaining.

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



DEPARTMENT OF
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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
Date: March 26, 2024
Re: Text Amendment Application – Add a new subsection §ZS 1-201(c)(34) – Private, noncommercial buildings for the storage of personal property in the A-1 Agricultural District

Jonathan Anders has submitted a text amendment application to add a special exception use to the A-1 Agricultural District to allow private, noncommercial buildings for the storage of personal 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, § ZS 1-305(p)(3) limits accessory buildings (sheds, pole barns, garages, etc.) to no more than 500 square feet for personal storage without having a principal use/ dwelling on the property. There is no limitation on the size of an accessory building if there is a principal use/ dwelling.

Agricultural storage buildings are allowed to exceed 500 square feet in gross floor area without having a principal use/ dwelling, but must be located on an active farm, and used for agricultural storage only. The use is permitted in the A and E Districts by right, and the RP District by special exception. As defined in § ZS 1-103, agriculture includes forestry, dairying, pasturage, crop growth, horticulture, floriculture, viticulture, the raising of livestock and poultry (definitions can be found on page 3 of this staff report).

Accessory buildings for personal storage under 500 square feet in gross floor area and agricultural buildings of any size are permitted under zoning permits, with only a final inspection required to verify placement. Accessory buildings for personal storage that meet or exceed 500 square

feet in gross floor area require a building permit and are subject to all applicable building and energy codes.

DISCUSSION

Ms. Kristen Tremblay, AICP, Zoning Administrator, points out in her memo that DRP routinely receives inquiries to permit structures for personal storage. The requested amendment would allow an applicant to seek a special exception for a building of any size to store personal property without having a principal residence in the A-1 Agricultural District. The building would be subject to the same principal building setbacks as a single-family dwelling in the zoning district and have an enhanced lot area (20 acres). The language as drafted only allows the building to be used for the storage of personal property and does not permit commercial storage or warehousing for a business. The department has determined that the proposed 20-acre minimum lot area would impact 1,716 parcels throughout the county (see attached map).

As part of any zoning permit application for an agricultural structure, staff verify that the property is under agricultural production, meeting the zoning definitions of “Agriculture” and “Farm”. For example, requests for properties under crop production are easily verified via aerial imagery. For agricultural structures associated with a forestry activity, the department requires a copy of a Forest Management Plan. Once the Certificate of Use and Occupancy is issued, the department will only conduct a follow-up inspection to verify that the building is being used for the specified purpose if a nuisance complaint is filed.

If this amendment were to be approved and a property owner wished to convert an existing building from agricultural to personal storage, a permit would be required. Structures at or above 500 square feet in gross floor area would be required to comply with all applicable building and energy codes in effect at the time of application as a change in use. Retrofitting a former agricultural structure may be difficult, since there are no requirements for plans or inspections of footers, foundations, truss systems, or insulation requirements under a zoning permit. It will likely result in engineering expenses for evaluation of code compliance, as well as the expense of improvements to bring the building up to code.

Regarding concerns relative to the storage of personal property outside of the building, this would best be addressed under § PH 1-101(a)(4) Nuisances, which limits the outdoor storage or accumulation of personal property to no greater than 100 square feet if the storage area is not visually screened from adjoining public road rights-of-way and adjoining properties or contained within the building.

RECOMMENDATION

Overall, the staff finds that this is a policy decision regarding whether to allow traditional accessory structures to be principal permitted structures. The requirement to obtain a special exception, as well as the applicable building code and energy code requirements may detract a property owner from seeking the necessary approvals for such a use. As always, I will be available at your upcoming meeting to discuss any questions or concerns that you have in regard to the proposed amendment.

cc: Roscoe Leslie, County Attorney
Matt Laick, GISP, Deputy Director
Kristen Tremblay, AICP, Zoning Administrator
File

Existing definitions and code references:

AGRICULTURE - The use of land, buildings and structures for forestry, dairying, pasturage, crop growth, horticulture, floriculture, viticulture, the raising of livestock and poultry for sale and including other conventional agriculture uses and structures such as farm offices, commercial and noncommercial greenhouses and nurseries, noncommercial fertilizer storage, noncommercial maintenance, storage and repair facilities, farm ponds, noncommercial grain dryers, barns, poultry and hog houses and the storage and application of manure produced by farm animals or poultry. The term "agriculture" shall not include commercial grain dryers or dwellings and shall not include the storage or application of sewage sludge. See definition of "farm."

FARM - A lot or parcel of five or more acres which is conscientiously and consistently managed for bona fide agricultural purposes.

NONCOMMERCIAL - Any activity conducted for personal use or enjoyment without the intent of realizing a profit through the sale of goods or services, or any use or activity conducted by a nonprofit organization.

PRIVATE - Any land or structure not owned and operated by a public or quasi-public jurisdiction or organization.

§ ZS 1-305(p)(3): No accessory use or structure shall be permitted on a lot unless the principal use or structure was in existence previously or until construction of the principal structure is diligently pursued; provided, however, that a single customary residential accessory structure less than five hundred square feet in area, a single private dock, boat ramp or pier abutting a single-family lot may be constructed for the exclusive, personal use of the lot owner.

§ PH 1-101(a)(4): Other than as provided in Subsections (a)(4)A and B below, the outdoor storage or accumulation of personal property occupying greater than one hundred square feet of land area per parcel or lot, including but not limited to the following: appliances, appliance parts, furniture, linens, household goods, lawn mowers, auto, truck, boat, recreational vehicle, motorcycle or bicycle parts, scrap metal, glass, scrap paper, bicycles, wire, electrical or plumbing parts and fixtures, tools, building supplies and materials not in storage for existing permitted construction activity on the site.

- A. When the storage or accumulation of personal property as described in Subsection (a)(4) above is visually screened from adjoining public road rights-of-way and adjoining properties or contained wholly within a completely enclosed structure, the storage or accumulation of personal property may occupy greater than one hundred square feet of land area per parcel or lot.
- B. The provisions of this subsection shall not apply to properties utilized for bona fide agricultural purposes.

APPLICANT’S VERSION

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

BILL 24-__

BY:
INTRODUCED:

A BILL ENTITLED

AN ACT Concerning

Zoning – Private, noncommercial storage buildings in the A-1 Agricultural District

For the purpose of amending the Zoning and Subdivision Control Article to allow as a special exception use private, noncommercial buildings for the storage of personal property without a principal residence.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-201(c)(34) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be renumbered as § ZS 1-210(c)(35) and a new subsection § ZS 1-210(c)(34) be enacted to read as follows:

- (34) Private, noncommercial buildings for the storage of personal property. Minimum lot requirements shall be: lot area, twenty acres; lot width, two hundred feet; front yard setback, thirty-five feet [see § ZS 1-305(b) hereof]; each side yard setback, twenty feet; and rear yard setback, fifty feet.

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 _____, 2024.

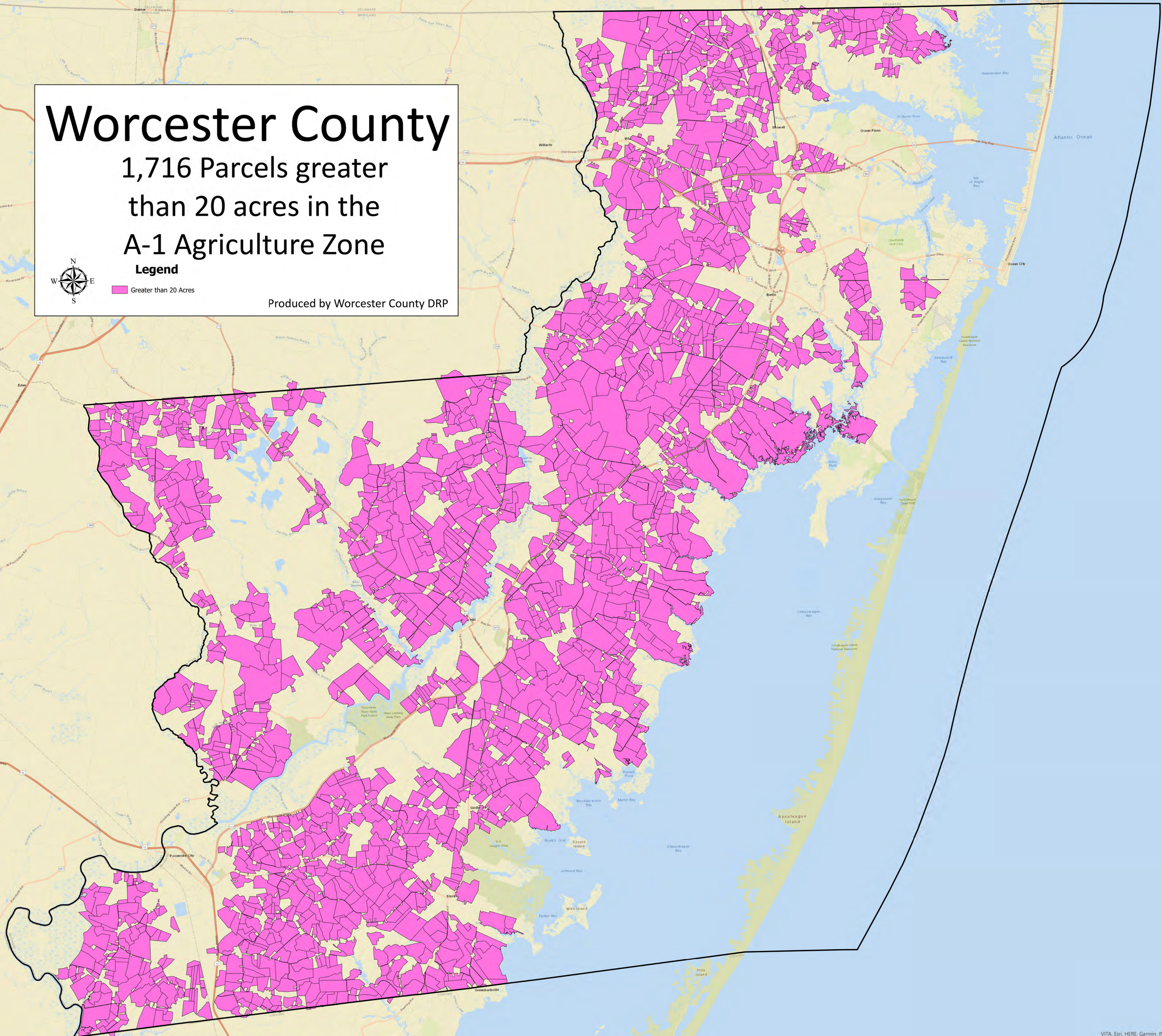
Worcester County

1,716 Parcels greater than 20 acres in the A-1 Agriculture Zone



Legend
Greater than 20 Acres

Produced by Worcester County DRP





DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

GOVERNMENT CENTER
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SNOW HILL, MARYLAND 21863
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ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

MEMORANDUM

To: Jennifer K. Keener, AICP, Director; Matthew Laick, GISP, Deputy Director
From: Kristen M. Tremblay, AICP, Zoning Administrator
Date: March 20, 2024
Re: Zoning Ordinance Proposed Text Amendment – Add a new subsection ZS1-201(c)(34)
– Private, noncommercial storage buildings in the A-1 Agricultural District

.....
Thank you for providing me with an opportunity to comment on the proposed text amendment requested by Jonathan Anders.

The proposed text amendment seeks to allow a private, noncommercial storage building as a special exception in the A-1 Agricultural District.

Personal storage is traditionally viewed as an accessory to principle uses on properties. I have had multiple inquiries of a similar vein in order to place a pole barn for personal storage with no other land uses proposed, so there is some interest beyond the applicant in doing this type of land use. However, I do not feel that a traditional ‘accessory’ land use should be permitted as a ‘principle’ land use.

I would be concerned that the personal storage component could spill out into the entire property - not just within enclosed walls or that business property would also be stored in these structures. Enforcement of ‘personal property only’ would be problematic and difficult to accomplish on a quotidian basis. There is no suggestion by the applicant that this use would be ‘screened’ or otherwise blocked from public view or subject to landscaping requirements.

In the A-1 Agricultural District, an accessory ‘personal storage barn’ is permissible in conjunction with another principle use such as a residence.

I do not believe the code should be amended at this time.

Please let me know if you have any other questions.



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ZONING DIVISION
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TECHNICAL SERVICES DIVISION

MEMORANDUM

To: Roscoe Leslie, County Attorney
Kristen Tremblay, AICP, Zoning Administrator
Matthew Laick, GISP, Deputy Director
From: Jennifer Keener, AICP, Director
Date: February 29, 2024
Re: Text Amendment Application – Add a new subsection §ZS 1-201(c)(34) – Private, noncommercial storage buildings in the A-1 Agricultural District

Jonathan Anders has submitted a text amendment application to add a special exception use to the A-1 Agricultural District to allow private, noncommercial storage buildings. A copy of the draft bill language is attached for your consideration.

Currently, § ZS 1-305(p)(3) limits accessory buildings (sheds, pole barns, garages, etc.) to no more than 500 square feet for personal storage without having a principal use/ dwelling on the property. Only agricultural storage buildings are allowed to exceed this size, but must be located on an active farm, and used for agricultural storage only. Agricultural structures and accessory buildings under 500 square feet in gross floor area are permitted under zoning permits, with only a final inspection required for placement.

The request would allow a building of any size for the storage of personal property without having a principal residence. Structures over 500 square feet would be required to comply with all applicable building and energy codes in effect at the time of application for a building permit. The department has determined that the proposed 20-acre minimum lot area would impact 1,716 parcels throughout the county.

I intend to present this amendment at the April 4, 2024, Planning Commission meeting. Therefore, please send any comments you may have on the application by Wednesday, March 20, 2024, so that I may finalize the staff report.

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



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 _____

Date Reviewed by the Planning Commission _____

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: ZS 1:II


b. Page Number: 7

c. Proposed revised text, addition or deletion:
 See attached request.

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:

IV. Signature of Applicants

Signature(s): 

Printed Name(s): JONATHAN W. ANDERS

Mailing Address: 11702 TURVILLE LANE, BERLIN, MD. 21811

Phone Number: 443-841-2096

Email: JANDERS@BENECURV.COM

Date: 2/22/24

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.



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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ZONING DIVISION
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ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer
FROM: Jennifer K. Keener, AICP, Director
DATE: April 30, 2024
RE: Comprehensive Plan – Requested Amendment to the Land Use Map

I have received the attached request from Mark Cropper, on behalf of his client, for consideration of an amendment to the 2006 Comprehensive Plan’s Land Use Map. Comprehensive Plan amendments can only be initiated by the legislative body. Since the impact of this request will affect much more than one individual parcel as described below, it is my recommendation that this request be considered during the planning process already underway. The initial draft of the updated Land Use Map is scheduled for release this summer to allow public comment. If the County Commissioners wish to proceed with a separate amendment, I would recommend that we obtain a quote for this work scope from the consultant to assist us in processing this request to prevent overlapping initiatives.

Background:

The subject property is on MD Route 589 across from the racetrack/ casino. During the 2018 sectional rezoning under which the parcel and 15 others were rezoned from E-1 Estate District to C-2 General Commercial District, the inconsistency of the proposed zoning (commercial) with the existing Land Use Map designation (agricultural) was fully acknowledged. Members of both the Planning Commission and County Commissioners expressed concerns about the capacity for growth along MD Route 589, including transportation demands and the availability of public utilities, all of which are examined during the comprehensive plan update process. At the time, the Planning Commission and the applicants understood that if the amendment were approved, any uses would be limited by the septic capacity of the properties until such time as the inconsistency was addressed in a future Comprehensive Plan. Map amendments, water and sewer amendments, and other regulatory changes must consider the consistency of the proposed change with the planned land use. This information was relayed to the new property owner last summer prior to their recent purchase after a lengthy due diligence period.

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

GUY R. AYRES, III (1973-2019)
 M. DEAN JENKINS
 JAMES W. ALMAND
 WILLIAM E. ESHAM, III
 MARK SPENCER CROPPER
 BRUCE F. BRIGHT
 HEATHER E. STANSBURY
 MAUREEN F. L. HOWARTH
 RYAN D. BODLEY
 BRADFORD F. KIRBY
 VICTORIA O'NEILL
 SPENCER AYRES CROPPER

EMAIL ADDRESS:
 mcropper@ajgalaw.com

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

February 14, 2024

OF COUNSEL
 HAROLD B. GORDY, JR.
 ALVIN I. FREDERICK

Worcester County Government Center
 Dept. of Development Review and Permitting
 Attn: Jennifer Keener, Director
 1 West Market Street, Room 1201
 Snow Hill, MD 21863

RE: Change of Land Use Designation/Tax Map 21, Parcel 79

Dear Jennifer:

As you know from our various telephone conversations and emails, I represent Racetrack Plaza, LLC, a Maryland limited liability company ("Racetrack"), whose principals are Michael Lupacchini and Robin Lupton. On or about January 8, 2024, Racetrack purchased certain unimproved real property located on the west side of MD Rt. 589, south of Gum Point Rd. with a mailing address of 10329 Racetrack Road, Berlin, MD, which is also identified as Tax Map 21, Parcel 79 and comprises approximately 9.16 acres of land (the "Property"). Although my clients have been performing due diligence to determine the development potential of the Property for the last 18 months or so, they finally acquired it and are ready to proceed with the development process.

It is my client's desire to develop the Property consistent with its underlying zoning classification which is predominantly C-2 (General Commercial District). However, it has been realized that proceeding with any commercial development is significantly hampered by the fact that its land use designation on the Worcester County Comprehensive Land Use Map (the "Map") remains "Agricultural" which is clearly inconsistent with its zoning classification. Therefore, this letter is to request that Worcester County correct the Map designation for the Property to be consistent with its zoning classification.

To better understand the background for this request, I offer the following information. Prior to the update to the Worcester County Comprehensive Land Use Plan (the "Plan") and Map in 2006, 2.46 acres of the Property were zoned RP (Resource Protection District) and 6.7 acres were zoned E-1 (Estate District), for a total of 9.16 acres. On September 28, 2017, and on behalf of the prior owners of the Property (the Nock family), I filed an Application For Amendment of Official Zoning Map (the "Application") to change the E-1 zoned portion of the Property to C-2 (or, in the alternative, C-1 if the C-2 was denied). During that process, the Worcester County Commissioners (the "Commissioners") decided to consider the Application along with other properties in the surrounding neighborhood as a sectional rezoning instead of numerous separate independent rezonings (the "Sectional Rezoning"). After extensive debate and public hearings, and pursuant to a Formal Notice of Zoning Action dated January 11, 2019 (the "Notice"), the Commissioners decided to approve the Application as part of the Sectional Rezoning and changed the zoning classification of the E-1

zoned portion of the Property to C-2 along with the other properties identified in the Notice. Doing so, however, resulted in the new zoning classification being inconsistent with its land use designation as reflected on the Map. In hindsight, I respectfully submit that the land use designation should have been changed (corrected) when the change in zoning took place.

This inconsistency creates a problem for Racetrack in proceeding with the development of the Property. In order to seek utilities (water and/or sewer), the Worcester County Comprehensive Water and Sewer Plan must be amended to authorize such services be extended to the Property. After that request is first considered by the Commissioners (and if approved), it is then forwarded to the State Dept. of Planning for its concurrence. As long as the Property remains in the agricultural land use category on the Map, it is highly unlikely that either the Commissioners or the State will approve the request regardless of it being zoned for commercial development. In fact, according to Bob Mitchell, Director of the Department of Environmental Programs, changing the land use designation must be completed before any further efforts are undertaken to develop the Property. This includes, to the extent necessary, seeking a growth allocation pursuant to the Atlantic Coastal Bays Critical Area law ("CAL"). Any such request will also be prohibited until the land use designation on the Map has been changed.

On a separate but somewhat related note, Racetrack informed me that the Worcester County Dept. of Assessments and Taxation increased the real property tax assessment of the Property by approximately 200% after its rezoning in 2019. While such an increase may seem justified and warranted if the Property can be utilized at its "highest and best use" pursuant to its zoning classification, such an increase is certainly not appropriate where the inconsistent land use designation essentially prevents Racetrack from realizing that potential.

There should be no doubt that the land use designation of the Property should be consistent with its zoning classification. Unless and until that occurs, the true potential for the Property cannot be realized. The only question for the Commissioners is how long should Racetrack be required to wait for that to happen. I am aware that the update to the Comprehensive Land Use Plan and Map is presently underway. But, in reality, it just began. To my knowledge, there have been no public informational meetings, public hearings or meetings of the Planning Commission to truly commence this process. If my memory is correct (and as confirmed by you), the most recent update began in approximately 2001/2002, the Land Use Plan and Map were adopted in 2006 and the Comprehensive Zoning Map and zoning code weren't adopted until 2009. Although I understand that the "Request For Proposals" recently sent to consultants to facilitate this update requests a much shorter timeline, there is no assurance that will happen. Therefore, if this update follows a similar path and timeline as before, the Map and Plan won't be adopted until approximately 2029. In the interim, Racetrack would be unable to proceed with its development plans for 5 more years. Accordingly, it is respectfully requested that the Commissioners consider this independent application for a change of land use designation now versus Racetrack being forced to wait many more years while also paying increased taxes for land that it is unable to utilize for its highest and best use.

Should you have any questions about this letter or need additional information to process this request, do not hesitate to give me a call. Otherwise, your anticipated cooperation is appreciated.

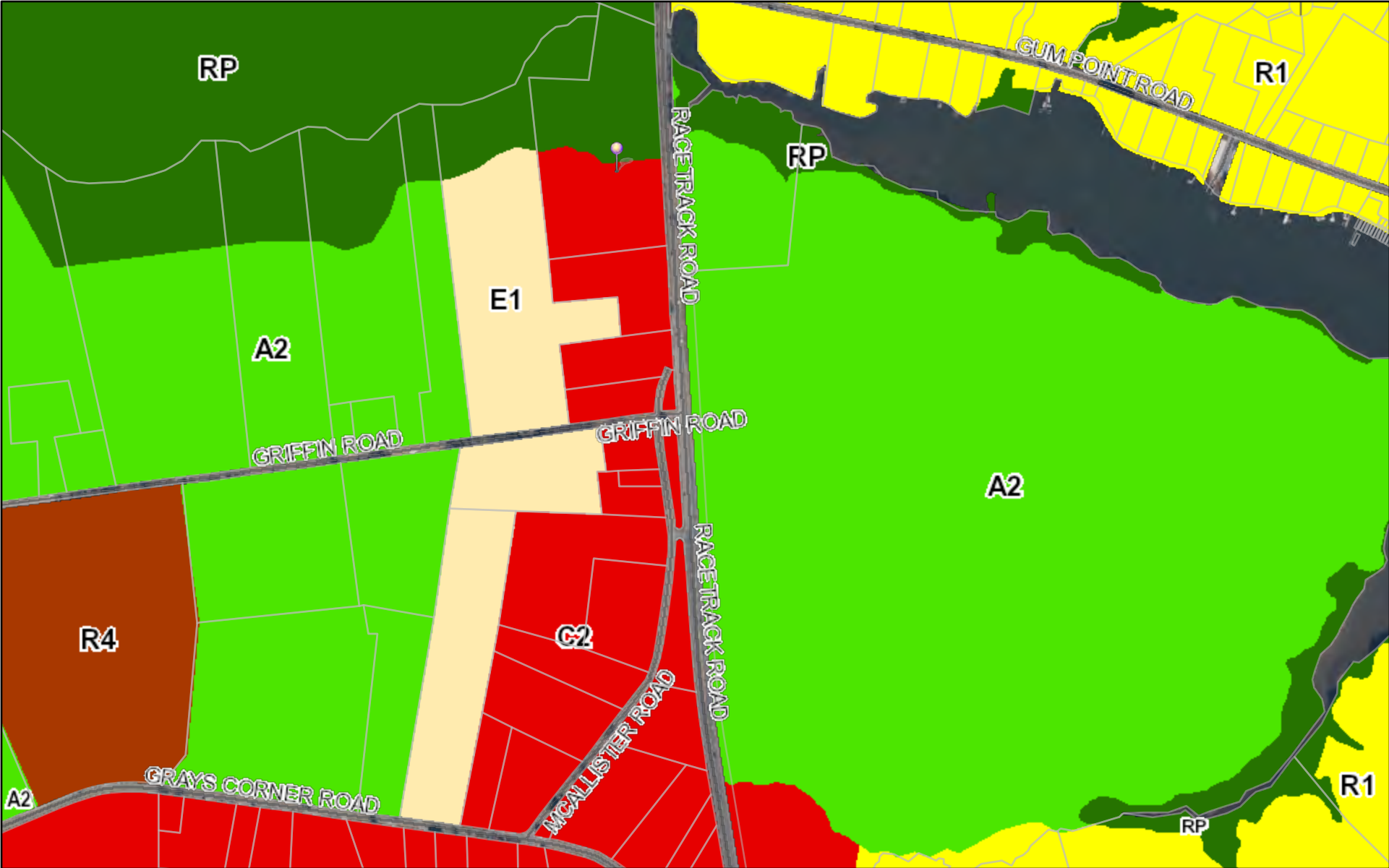
Very truly yours,

A handwritten signature in blue ink, consisting of a large, stylized loop followed by a long horizontal line that tapers to the right.


Mark Spencer Cropper


Zoning Map

ITEM 18

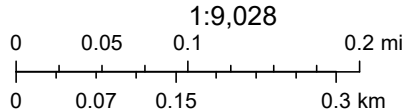


3/5/2024, 4:21:40 PM

Override 1  Zoning

Centerlines  A1 - Agricultural

A2 - Agricultural

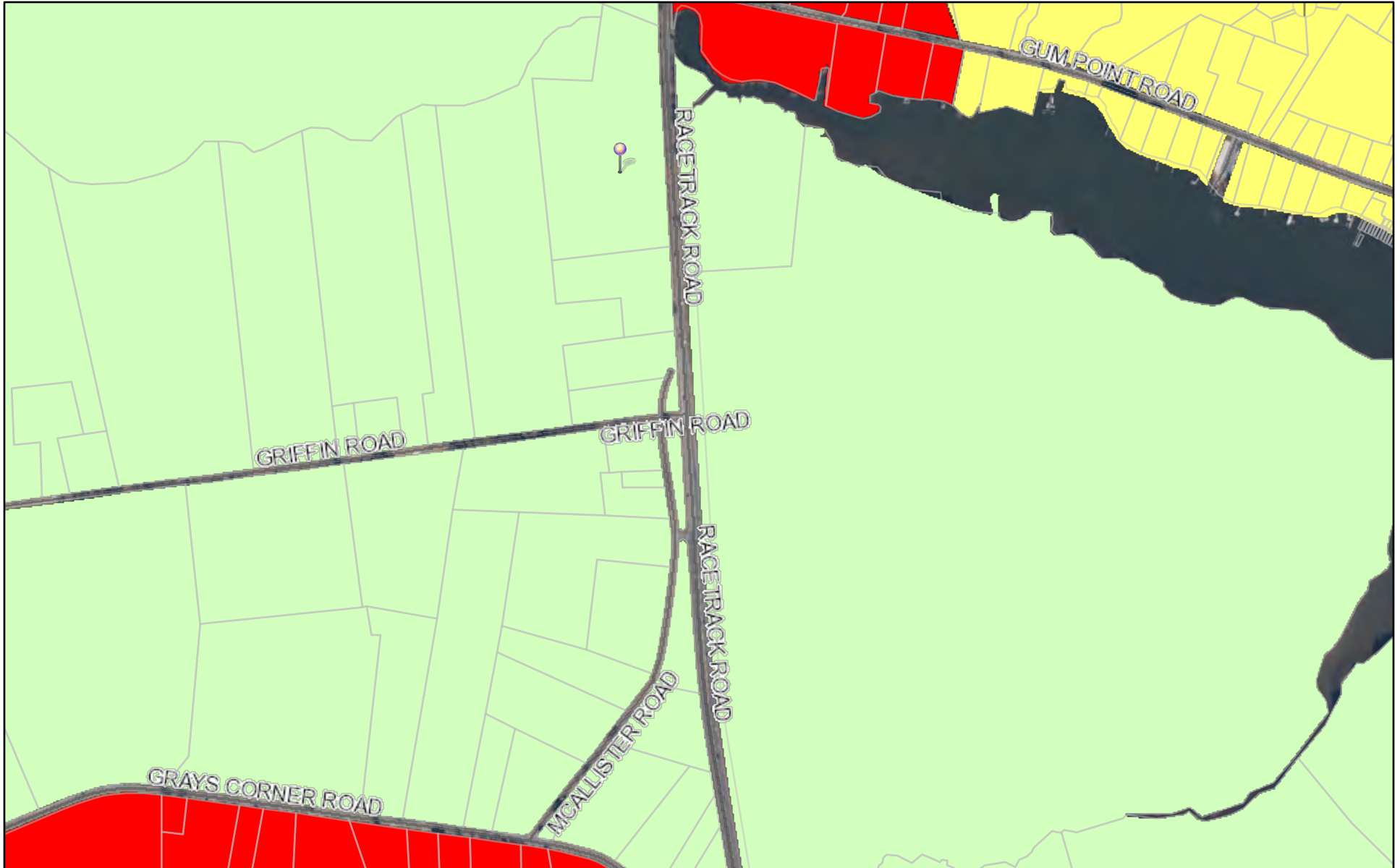


18 - 4




DRP ArcGIS Web Map
This map is intended for planning purposes only and not for regulatory application.

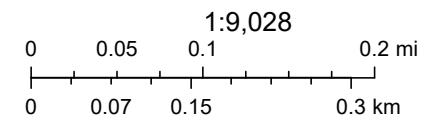
Land Use Map

ITEM 18



3/5/2024, 4:23:04 PM

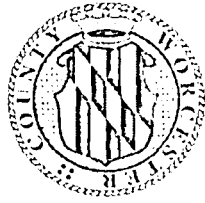
-  Override 1
-  Centerlines
-  Landuse Plan 2006 Agriculture
-  Green Infrastructure
-  Village
-  Existing Developed Area
-  Growth Area
-  Institutional
-  Commercial Center
-  Industrial
-  Municipality
-  Orthos 2022
-  Red: Band_1



18 - 5

DRP ArcGIS Web Map


This map is intended for planning purposes only and not for regulatory application.



Worcester County
Department of Environmental Programs

Memorandum

To: Edward A. Tudor, Director, DDRP
Phyllis Wimbrow, Deputy Director, DDRP

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

Subject: Proposed Sectional Rezoning
MD Route 589, McAllister Road, Griffin Road, and Greys Corner Road
Supplemental Comments for any Sectional Rezoning Discussions

Date: 4/3/18

As the MD Rt. 589 Sectional Rezoning matter will be discussed at the next Planning Commission meeting, it is appropriate to add some supplemental comments for the meeting. We wanted to make sure a broader commentary was provided to reinforce these points for all of the potential properties that may be involved in this general geographic area.

As shown on the attached map, there is a small portion within the ACBCA that is presently designated as a Resource Conservation Area (RCA) and in this area new commercial activities cannot be established. Any proposed development of the parcel will need to be located outside of this portion of RCA. It is assumed that the prior applicants/additional properties within this sectional zoning proposal will have any commercial zoning reclassification boundaries approved outside the RCA portion and it is requested that this requirement be considered by any decision rendered by the Planning Commission in this case. New commercial uses are prohibited in the RCA, unless the use is explicitly authorized under a local program amendment. We have had no such amendments approved for any of the subject/potential properties that could be a part of this sectional discussion.

Regarding the properties not already commented upon for previous cases, those properties have a designation of Sewer Service Category S-6 (*no Planned Service*). Well and septic services provided each are typical of those found county-wide for residential properties. To add capacity to support expanded uses on these properties would require seasonal testing.

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Regarding the use of public sanitary capacity, we would offer that the previous comments provided for the individual cases would also apply to the other properties. The owners would need to amend the *Master Water and Sewerage Plan* to include their properties in the sewer and water planning areas for the Ocean Pines Sanitary Area. We do have an inconsistent land use, agriculture, which is incompatible with the provision of public services. The land use designation in the current *Comprehensive Plan* has to be addressed in any future amendment to the *Master Water and Sewerage Plan* through either an amendment to the *Comprehensive Plan* itself or some other means. That should be considered by the applicants should they be successful in this endeavor. To garner approval of an amendment to bring public sewer to this property to serve commercial uses will need the land use designation in the *Comprehensive Plan* amended.

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

Attachment

cc: David Bradford

Minutes of the County Commissioners of Worcester County, Maryland

December 18, 2018

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

Following a motion by Commissioner Nordstrom, seconded by Commissioner Church, the Commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions, permitted under the provisions of Section GP 3-104. Also present at the closed session were Harold L. Higgins, Chief Administrative Officer; Kelly Shannahan, Assistant Chief Administrative Officer; Maureen Howarth, County Attorney; Kim Moses, Public Information Officer; Stacey Norton, Human Resources Director; and Sheriff Matt Crisafulli. Topics discussed and actions taken included: posting to fill two vacant Communications Clerk Trainee positions; reviewing personnel changes in the Sheriff' Office, including the promotion of Mark Titanski from Corporal to Chief Deputy and Colonel Doug Dods from Chief Deputy to Operations Officer; reviewing personnel changes within the State's Attorney's Office; receiving legal advice from counsel; and performing administrative functions, including: reviewing schedule changes in the Sheriff's Office, vacancies within the County Jail and Public Works Roads Division, employee medical leave update, and Human Resources activity updates, including wreath decorating contest, annual souper bowl and food drive, cereal drive, and blood drive; drawing for an outstanding employee; discussing potential board appointments; scheduling annual County fire services dinner meeting; reviewing invitations to the Board of Education and State's Attorney-elect Kristin Heiser's swearing in ceremonies; receiving FY19 monthly financial update; and approving a typographical correction to Resolution No. 18-26 (Sea Oaks Village RPC).

Following a motion by Commissioner Mitrecic, seconded by Commissioner Bertino, the Commissioners unanimously voted to adjourn their closed session at 10:00 a.m.

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

The Commissioners reviewed and approved the minutes of their December 4, 2018 open session as amended and closed session as presented.

The Commissioners presented retirement commendations to Emergency Services Director Fred Webster, who will retire December 30, 2018 after 17 years of public service, and to former Orphans Court Chief Judge William D. Shockley and Register of Wills Charlotte Kerbin Cathell, who retired recently after 32 years and 20 years of public service, respectively. The Commissioners thanked Mr. Webster, Judge Shockley, and Ms. Cathell for their lasting contributions to Worcester County and Commissioner Bertino recited a poem he had written to commemorate Ms. Cathell's retirement.

Pursuant to the written recommendation of Housing Program Administrator Jo Ellen Bynum and upon a motion by Commissioner Mitrecic, the Commissioners unanimously awarded the low bid for a housing rehabilitation project located in Ocean Pines to Shoreman Construction Company, Inc. of Delmar, Maryland at a total cost of \$34,485.

Pursuant to the request of Senior Budget Accountant Kim Reynolds and upon a motion by Commissioner Elder, the Commissioners unanimously approved the Request for Proposals (RFP) for the Diakonia, Inc. shelter renovation project, with project costs to be paid for with Community Development Block Grant (CDBG) funds.

Pursuant to the request of Berlin Fire Company President David Fitzgerald and upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized Commission President Purnell to sign the Section 147(f) Approval and Written Agreement, authorizing tax-exempt financing not to exceed \$800,000 to construct a new fire station at 10845 Ocean Gateway in Berlin. In response to a question by Commissioner Church, Mr. Fitzgerald advised that construction is scheduled to begin in February 2019 and be complete by summer 2019.

The Commissioners conducted a public hearing on the proposed comprehensive sectional reclassification of the E-1 Estate and A-1 Agricultural Zoned properties located to the north of Grays Corner Road, on the easterly and westerly sides of McAllister Road, northerly and southerly sides of Griffin Road, and the westerly side of MD Rt. 589 (Racetrack Road) in the Third Tax District of Worcester County. Development Review and Permitting (DRP) Director Ed Tudor provided the zoning and land use history along with an overview of the proposed comprehensive sectional reclassification. Mr. Tudor explained that the lands were originally zoned A-1 Agricultural in 1965 and were rezoned to E-1 Estate with the Comprehensive Rezoning of 1992. He advised that the 2006 County Comprehensive Plan called for the deletion of the Estate land use category and associated E-1 zoning district, and during the 2009 comprehensive rezoning, several property owners within the study area requested a commercial classification; however, staff and the Planning Commission concluded that sufficient commercial zoning was already in place along the U.S. Rt. 50 corridor and on MD Rt. 589 to serve the needs of residents and the traveling public in light of the number of unutilized or underutilized commercial properties in the area. Therefore, the Planning Commission and staff had recommended the portion zoned E-1 be given an R-1 Rural Residential District zoning designation; however, the Commissioners chose to retain the E-1 zoning classification. Mr. Tudor advised that more recently, based on the five rezoning case numbers 399, 400, 401, 402, and 415 seeking to rezone properties in the above-referenced area from E-1 to C-2 General

Commercial, or alternatively C-1 Neighborhood Commercial zoning, on March 1, 2018 the Planning Commission recommended initiating a sectional rezoning of the properties, and that request was approved by the County Commissioners on April 3, 2018. The Planning Commission subsequently discussed the proposal at several meetings throughout 2018 and concluded that to place commercial zoning in the area would be inappropriate, and recommended that the area remain zoned E-1 Estate until the next Comprehensive Development Plan and Comprehensive Rezoning of the County based on the following reasons: the substantial existing residential areas; McAllister Road is not adequate for commercial usage; there is already an abundance of traffic on MD Route 589; and public water and sewer services are not yet available. Commissioner Purnell opened the floor to receive public comment.

Mark Cropper, attorney in the five rezoning case numbers 399, 400, 401, 402, and 415 (the "589 properties"), stated that his clients, whose properties are zoned E-1, not A-1, and total 19.1 acres, are seeking a change in zoning classification to C-2 or alternatively C-1. He introduced his letter dated June 21, 2018 to the Planning Commission to support the requested rezoning of the 589 properties. Specifically, Mr. Cropper pointed to Rezoning Case Nos. 392 and 396 which involved properties just north of the 589 properties, and which resulted in rezoning those properties from A-1 to C-2, based on a change in the character of the neighborhood to commercial, and the definition of the neighborhood included the 589 properties. He further stated that Case No. 392 was appealed to the Court of Special Appeals (Silver Fox, LLC et. al versus Walter M. Stansell, Jr., et. al) upon which the court upheld the decision of the Commissioners to rezone the property. Mr. Cropper pointed out that he does not represent the other land owners whose properties are also being considered for rezoning, as part of the sectional reclassification.

Mark Cropper called on Hugh Cropper, the attorney who handled the rezoning of the properties in Rezoning Case Nos. 392 and 396. Hugh Cropper reviewed the details of said rezoning cases, noting that both properties were located roughly one mile from the Casino at Ocean Downs which is directly across the highway from the 589 properties, and he agreed that the properties being represented by Mark Cropper are in the defined neighborhood and are in much closer proximity to the casino than those of his clients and thus more heavily impacted. He further agreed with Mark Cropper's assertion that MD Rt. 589 in the vicinity of the five properties consists of five lanes, including acceleration and deceleration lanes, making that area even more well suited to handle additional traffic that could be generated if the subject properties are rezoned and developed for commercial use than the properties he represented. He then reviewed the history of the Estate zone classification, noting that it was meant for use on large lots in areas such as South Point, Showell, and Bishopville and not on the small lots on MD Rt. 589 near the casino. He concurred with Mark Cropper that the Estate zone did not represent smart growth, and for that reason the County's own comprehensive plan called for its elimination, though that has yet to occur.

In response to questions by Commissioner Bertino, Mark Cropper agreed that the proposed reclassification could impact property owners he does not represent, though he felt the commercial zoning classification would increase the permitted uses in the area and thus benefit

all of the property owners. Mr. Tudor advised that the Commissioners are able to determine which properties, if any, to rezone. For example, they could choose to rezone 50% of the properties, 75%, or none, though he cautioned that the homes on any properties rezoned to C-1 or C-2 commercial would become non-conforming uses, requiring homeowners to apply for special exceptions from the Board of Zoning Appeals when seeking to make changes to their homes. In response to a question by Commissioner Elder, DRP Deputy Director Phyllis Wimbrow advised that DRP staff sent notifications to all impacted property owners. In response to a question by Commissioner Bunting, Mr. Cropper stated that his clients would like their properties to be rezoned C-2.

Mr. Cropper called on his client, James C. Motsko of Ocean City, an area realtor who represents the Nock property, which is one of the five properties being represented by Mr. Cropper. Mr. Motsko stated that the Nock property has been on the market for eight years, and he will not be able to sell the property unless it is rezoned for commercial use because it is located directly opposite the casino and a boat dealership, making it undesirable for residential use.

Mr. Cropper called on his client, Steve Machan of McAllister Road. Mr. Machan stated that he requested his property be rezoned from E-1 to commercial in 2006 and again during the 2009 comprehensive rezoning, at which time the County Commissioners denied his rezoning request and assured him that they were in the process of eliminating the E-1 zoning classification. He made a third request based on rezoning cases 392 and 396, but his request was denied a third time, though his property is located closer to and more immediately impacted by the casino than either of the properties in those rezoning cases. He asked the Commissioners to support this request today to rezone his property for commercial use.

Mr. Cropper called on his client, Goodwin Hunt Taylor, III, of McAllister Road, who stated that his property was being used for commercial purposes when he bought it in 2011 and it is still being used for commercial purposes today. He stated that residential zoning is not appropriate for his property, and he requested the Commissioners rezone his property C-2 or, alternatively, C-1. Mr. Cropper called on his client, Kevin Evans, owner of the former Planted Pleasures, located on MD Rt. 589. Mr. Evans stated that the Commissioners denied his 2009 request to rezone his property from E-1 to commercial; however, the County had assured him the E-1 zoning would be eliminated and his property would be granted a new zoning classification, which has not happened. He stated that only commercial zoning is appropriate for his property.

Mr. Cropper provided closing comments, reiterating that the neighborhood has been defined as commercial in nature twice in recent years with rezoning cases 392 and 396, properties that were rezoned from A-1 to commercial based on a change in the character of the neighborhood, and the inappropriateness of E-1 zoning on MD Rt. 589 in the area of the casino. He pointed out that the five properties being considered for rezoning today sit closer to the casino than either of those rezoning cases. He stated that in spite of recommendations from County staff and the Planning Commission based on the Comprehensive Land Use Plan, which calls for the elimination of the Estate Zone, the Commissioners failed to eliminate the E-1 zone during the 2009 Comprehensive Rezoning. He pointed out that the Worcester County Comprehensive Land Use Plan is applauded Statewide as one of the best planning documents ever developed, and he urged the

Commissioners to adhere to this plan by granting the rezoning requests before them today rather than postponing these rezoning requests until the next comprehensive rezoning, which has yet to be scheduled. He reiterated that the Estate zoning is inappropriate for this area, noting that his clients' properties cannot and will not sell under their current zoning classifications because residential zoning is highly inappropriate for these sites. He reiterated that the 2006 Comprehensive Land Use Plan calls for the elimination of the Estate zone, and he asked how long the Commissioners expect his clients to wait before the County follows through with rezoning their properties to meet the goals of the plan.

In response to a question by Commissioner Bunting, Mr. Cropper reviewed the differences between the various commercial zoning classifications. Commissioner Bunting suggested that perhaps only the properties fronting on MD Route 589 should be zoned commercial.

In response to a question by Commissioner Bertino, Public Works Director John Tustin stated that McAllister Road is roughly 22 feet wide and the road would likely need to be upgraded if the zoning is changed from E-1 to commercial. Commissioner Bunting added that McAllister Road has a 30-foot wide right-of-way.

Don Giancoli of Glen Riddle urged the Commissioners to support the recommendations of County staff and the Planning Commission, noting that factors in Rezoning Cases 392 and 396 don't apply to this area. He expressed concern regarding the domino effect of rezoning these properties which would lead to more nearby properties being rezoned commercial too, if the Commissioners agree with the logic of the argument presented by Mr. Cropper. He stated that it doesn't make sense to rezone these properties with no traffic study and no coordination of how that is going to coordinate into the overall development of MD Rt. 589. He added that common sense indicates that there is already too much traffic on MD Route 589 and rezoning these properties to commercial zoning will only make it worse. He concluded that staff has suggested a more prudent way of proceeding with future development in this area, and these properties should not be zoned commercial.

Steve Rakow, attorney for the Ocean Downs Casino, stated that his client opposes any rezoning of these properties prior to review of the County Comprehensive Plan scheduled for 2021 for the following reasons: there is sufficient existing underutilized or unutilized commercially-zoned properties already available for development in that area; there is no provision for public sewer services, and the casino will not grant access through their property and overburden the sewer system for commercial development on MD Rt. 589; and there should be no change in development patterns permitted in the area until a traffic study is completed; and MD Route 589 should be widened to 4-lanes before any commercial development is permitted in the area. Commissioner Purnell closed the public hearing.

In response to a question by Commissioner Bertino regarding water and sewer, Environmental Programs Director Bob Mitchell stated that the subject properties are not in the planning area for Ocean Pines, so any future commercial developed would be required to include onsite septic services.

In follow up to comments made by Mark Cropper, Ms. Howarth addressed the following legal points. First, the Court of Special Appeals agreed with the Circuit Court that it was not going to substitute its judgement in place of the County Commissioners on the appropriateness of the neighborhood in Rezoning Case No. 392, and that the issue was fairly debatable. She emphasized that the Court did not say that the definition of the neighborhood was correct, as that's not the reviewed standard. Additionally, she pointed out that this is a comprehensive rezoning, not a piece-meal rezoning, and the Commissioners are not required to consider the definition of the neighborhood or a change in the character of the neighborhood. Those are not the standards for a comprehensive rezoning. Rather when considering a comprehensive rezoning, the Commissioners are required to look at the local and regional needs and all property owners in the planning area, you consider broad policy considerations, including whether the comprehensive rezoning takes into account future public needs and purposes, whether it is designed to provide an adequate potential for orderly growth in the future, to satisfy local and regional needs, and ultimately whether it bears a relationship to the public health, safety, and general welfare. Commissioner Bertino stated that he could not support the proposed sectional rezoning for the following reasons: the needed water and sewer is not available to serve the area, existing homeowners would be required to take the additional step of applying for a special exception to make improvements to their own properties, it would place additional traffic on an already impacted MD Rt. 589 when funding has yet to be identified to upgrade the road, and McAllister Road would need to be upgraded to support commercial development of these properties.

After much discussion and upon a motion by Commissioner Bunting, the Commissioners voted 5-2, with Commissioners Bertino and Nordstrom voting in opposition, to amend the boundary line on the comprehensive reclassification map submitted to include only those properties shown on Tax Map 21 as Parcels 32, 71, 79, 83, 84, 87, 88, 94, 97, 110, 111, 114, 151, 219, 265 and 276 along MD Rt. 589 and McAllister Road which are currently zoned E-1 Estate or A-1 Agricultural to be considered for this comprehensive sectional reclassification.

Upon a motion by Commissioner Bunting, the Commissioners voted 5-2, with Commissioners Bertino and Nordstrom voting in opposition, to rezone the above referenced properties in the MD Rt. 589, McAllister Road, and Griffin Road area from E-1 Estate or A-1 Agricultural to C-2 General Commercial zoning district.

The Commissioners recessed for five minutes.

The Commissioners reviewed proposed bond bills and the Official Intent Resolution, to include the financing schedule provided by the County's financial advisor, Joe Mason of Davenport & Company, LLC. The bond bills include \$37 million to replace Showell Elementary School (SES), \$1.4 million, which has been reduced from \$1.5 million for a new turf athletic field and track at Stephen Decatur High School (SDHS), \$3.328 million for completion of Central Landfill Cell No. 5, \$3.25 million for water and wastewater projects in the Ocean Pines and Riddle Farm Sanitary Service Areas (SSA); and the Official Intent Resolution to use the bond proceeds to reimburse expenses incurred for each of these projects prior to the issuance of the bonds. Chief Administrative Officer Harold Higgins advised that there are two changes to the resolution. The



Worcester County Administration

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

To: Commissioners
From: Roscoe R. Leslie
Date: April 30, 2024
RE: Glen Riddle Wastewater Treatment Plant Expansion //
EDU Purchase

In 2016, the County entered into a public-private partnership with WGC EDU, LLC (WGC) to expand the Glen Riddle Wastewater Treatment Plant by 266 Equivalent Dwelling Units (EDUs). WGC financed the expansion. Under the contract with WGC, the County sells the EDUs to property owners and passes a large portion of the proceeds on the WGC as compensation for the initial financing.

Third parties recently made offers to purchase the remaining EDU capacity and tendered full payment to the County. Currently, the Glen Riddle plant is not operating at full capacity and needs repairs that are expected to take at least another year. Therefore, the County is unable to provide additional sewer capacity at this time.

But the County is obligated to compensate WGC for satisfying its obligations to locate EDU purchasers under the agreement.

Accordingly, we recommend that the County compensate WGC under the contract and become the holders of the EDUs while the plant is being repaired.

As of April 17, 2024, 173 of the 266 EDUs remained unpurchased. The offers to purchase were for \$4,071,555, of which, WGC is entitled to \$3,018,622.



COMMISSIONERS
 Anthony W. Bertino, Jr., PRESIDENT
 Madison J. Bunting, Jr. Vice PRESIDENT
 Caryn Abbott
 Theodore Elder
 Eric J. Fiori
 Joseph M. Mitreic
 Diana Purnell

OFFICE OF THE
 COUNTY COMMISSIONERS
Worcester County
 GOVERNMENT CENTER
 ONE WEST MARKET STREET • ROOM 1103
 SNOW HILL, MARYLAND
 21863-1195

WESTONS, YOUNG, P.E.
 CHIEF ADMINISTRATIVE OFFICER
 CANDACE I. SAVAGE
 DEPUTY ADMINISTRATIVE OFFICER
 ROSCOER, LESLIE
 COUNTY ATTORNEY

April 18, 2024

To: Worcester County Commissioners
 From: Karen Hammer, Administrative Assistant V
 SUBJECT: Upcoming Board Appointments - Terms Beginning January 1, 2024

President Bertino – You have Two (2) positions open:

- George Solyak – Term Ending – Agricultural Reconciliation Bd.
- Maria C- Lawrence – Term Ending Dec. 2023 – Housing Review Board

Commissioner Purnell – You have filled all your positions, Thank you!

Commissioner Bunting - You have One (1) position open:

- Susan Childs – Resigned – April 2022 – Commission for Women

Commissioner Abbott – You have One (1) position open:

- Matt Gordon moves to At Large, Business (Wittmyer) – Ocean Pines – Vacancy Dist. 1 – Resident

Commissioner Mitreic – You have Two (2) Positions open:

- Bill Paul – Term Expiring Dec. 2023 – Building Code Appeals Board
- Michael Donnelly- Term Expiring Dec. 2023 – LDCODC – Available to Reappoint

Commissioner Elder - You have filled all your positions, Thank you!

Commissioner Fiori - You have Eight (8) positions open:

- Martin Kwesko - **Resigned** - Dec. 21- Water & Sewer Advisory Council, Mystic Harbour
- Joseph Weitzell – passed - Water & Sewer Advisory Council, Mystic Harbour
- Richard Jendrek- passed- Water & Sewer Advisory Council, Mystic Harbour
- Bruce Bums -passed- Water & Sewer Advisory Council, Mystic Harbour
- Keith Swanton -Term Ended-Dec. 21- Water & Sewer Advisory Council, West Ocean City
- Deborah Stanley – Term Ending Dec. 2023 - Water & Sewer Advisory Council, West Ocean City
- Gail Fowler – Term Ending Dec. 2023 - Water & Sewer Advisory Council, West Ocean City
- Elizabeth Rodier -Term Ending-Dec. 21- Commission for Women- Not a Reappointment

All Commissioners:

(5)-Adult Public Guardianship Board-

4- Terms Expiring Dec. 2023-attached summary in open session

1 - Term Expired - Ms. Wessels, (Roberta Baldwin will potentially help search for a viable replacement, if necessary).

(1)-Drug and Alcohol Abuse Council – (1Deceased) (Dr. Cragway)

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

2- Previously Expired Terms - **Mark Wittmyer At-Large -Suggested Replacement, Matt Gordon, which leaves a vacancy in District 1- (Resident) – Abbott. Expired Term David Massey (At-Large-Business O.P.), Term Expiring 1 - (Mitrecic) Michael Donnelly- Suggested Reappointment.**

(4)- Water and Sewer Advisory Council - Mystic Harbour 3- (Passing of Richard Jendrek, Bruce Burns and Joseph Weitzell)

1-Term Ended-Martin Kwesko

(3)- Water and Sewer Advisory Council- West Ocean City- 1 Term Ended-Dec. 21 – Keith Swanton

2 – Terms Expiring Dec. 2023, Deborah Stanley, Gail Fowler

(2 - Total): Commission for Women:

(2) Resigned -Elizabeth Rodier, (Fiori) and Susan Childs (Bunting)

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 disabilities
1 member must be a person with a physical disability

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

Current Members:

<u>Member's Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
Connie Wessels	Lay Person	*15-16-19, 19-22 (Term Expired)
Brandy Trader	Non-profit Soc. Service Rep.	*15-17, 17-20, 20-23
LuAnn Siler	Commission on Aging Rep.	17-20, 20-23
Jack Ferry	Professional in field of disabilities	*14-14-17-20, 20-23
Thomas Donoway	Person with physical disability	17-20, 20-23
Roberta Baldwin	Local Dept. Rep. - Social Services	03-06-09-12-15-18-21-24
Melissa Banks	Public Health Nurse	*02-03-06-09-12-15-18-21-24
Dr. Ovais Khalid	Psychiatrist	23-26
Dr. William Greer	Physician	07-10-13-16-19-22-25
Richard Collins	Lawyer	95-16-19-22-25
Nancy Howard	Lay Person	*17-19, 19-22-25

* = 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
Stacey Esham	Forestry Bd.	Yes	Berlin	12-16-20, 20-24
Brooks Clayville	Farm Bureau	Yes	Snow Hill	00-04-08-12-16-20, 20-24
Dean Ennis	Farm Bureau	Yes	Pocomoke	06-10-14-18-22-26
Tom Babcock	At-Large	No	Whaleyville	14-18-22-26

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)

* = Initial terms staggered

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 Kenner, Director
Development Review & Permitting (410-632-1200, ext. 1100)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Bill Paul	D-7 - Mitrecic	Ocean Pines	15-19, 19-23
Kevin Holland	D-1 - Abbott	Pocomoke	96-04-08-12-16-20, 20-24
James Spicknall	D-5 - Bertino	Ocean Pines	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

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)

* = Appointed to fill an unexpired term

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>
Kim Moses	Knowledgeable on Substance Abuse Issues	08-12-16-20, 20-24
Dr. Roy W. Cragway, Jr.	Knowledgeable on Substance Abuse Issues	*17-20, 20-24 - deceased
Rev. James Jones	Knowledge of Substance Abuse Issues	*21-25
Tina Simmons	Knowledge of Substance Abuse Treatment	21-25
Eric Gray (Christina Purcell)	Substance Abuse Treatment Provider	*15-18-22-26
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

Ex-Officio Members

Rebecca Jones	Health Officer	Ex-Officio, Indefinite
Roberta Baldwin	Social Services Director	Ex-Officio, Indefinite
Spencer Lee Tracy, Jr.	Juvenile Services, Regional Director	Ex-Officio, Indefinite
Trudy Brown	Parole & Probation, Regional Director	Ex-Officio, Indefinite
Kris Heiser	State's Attorney	Ex-Officio, Indefinite
Burton Anderson	District Public Defender	Ex-Officio, Indefinite
Sheriff Matt Crisafulli	County Sheriff	Ex-Officio, Indefinite
William Gordy (Eloise Henry Gordy)	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
Judge Gerald Purnell (Tracy Simpson)	District Court Administrative Judge	Ex-Officio, Indefinite
Donna Bounds	Warden, Worcester County Jail	Ex-Officio, Indefinite

Advisory Members

* Appointed to a partial term for proper staggering, or to fill a vacant 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
Felicia Green	D-2, Purnell	Ocean Pines	*21-24
Keri-Ann F. Byrd	D-1, Abbott	Pocomoke	22-25
Debbie Hileman	D-6, Bunting	Ocean Pines	10-13-16-19-22-25
Don Furbay	D-3, Fiori	W. Ocean City	23-26
Charlie Murphy	D-7, Mitrecic	Ocean City	*23-26
Scott Tingle	D-4, Elder	Snow Hill	14-17-20-23-26

Prior Members:

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

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

ITEM 20

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	17-indefinite
Mary Beth Carozza	Indefinite	Maryland Senator	14-indefinite
Wayne A. Hartman	Indefinite	Maryland Delegate	18-indefinite
Charles Otto	Indefinite	Maryland Delegate	14-indefinite
Michael Donnelly	Dist. 7 - Mitrecic	Resident - Ocean City	*16-19, 19-23
Steve Ashcraft	Dist. 6 - Bunting	Resident - Ocean Pines	*19-20, 20-24
Kerrie Bunting	Dist. 4 - Elder	Resident - Snow Hill	*22-24
Mayor Rick Meehan ^c	At-Large	Business - Ocean City	*09-12-16-20-24
Bob Gilmore	Dist. 5 - Bertino	Resident - Ocean Pines	*19-21, 21-25
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

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)

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

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

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

Appointed by: County Commissioners

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

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

Compensation: \$100.00/meeting

Meetings: Monthly or As-Needed

Special Provisions: Must be residents of Mystic Harbour Service Area

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

Current Members:

<u>Member's Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Martin Kwesko	Mystic Harbour	13-17, 17-21 (Resigned)
Richard Jendrek ^C	Bay Vista I	05-10-14-18, 18-22 (deceased)
Joseph Weitzell	Mystic Harbour	05-11-15-19, 19-23 (deceased)
Bruce Burns	Deer Point	19-23 (deceased)
David Dypsky	Teal Marsh Center	*10-12-16, 16-20, 20-24
Stan Cygam	Whispering Woods	*18-20, 20-24
Matthew Kraeuter	Ocean Reef	*19-22, 23-27

Prior Members: (Since 2005)

John Pinnero ^C (05-06)	Carol Ann Beres (14-18)
Brandon Phillips ^C (05-06)	Bob Hunt (*06-19)
William Bradshaw ^C (05-08)	
Buddy Jones (06-08)	
Lee Trice ^C (05-10)	
W. Charles Friesen ^C (05-13)	
Alma Seidel (08-14)	
Gerri Moler (08-16)	
Mary Martinez (16-18)	

^C = Charter member - Initial Terms Staggered in 2005
* = 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
Deborah Maphis	West Ocean City	95-99-03-07-11-15-19, 19-23
Gail Fowler	West Ocean City	99-03-07-11-15-19, 19-23
Blake Haley	West Ocean City	*19-20, 20-24
Todd Ferrante	West Ocean City	13-17-21-25

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)

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: Coleen Colson, Chair and , Laura Morrison, Co-Chair
 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>
Elizabeth Rodier	D-3, Fiori	Bishopville	18-21(Resigned)
Susan Childs	D-6, Bunting	Berlin	21-24(Resigned)
Dr. Darlene Jackson- Bowen	D-2, Purnell	Pocomoke	*19-21, 21-24
Kimberly List	D-7, Mitrecic	Ocean City	18- 21, 21-24
Gwendolyn Lehman	At-Large	OP, Berlin	*19-21, 21-24
Jocelyn Briddell	At-Large	Berlin	23-26
Coleen Colson	Dept of Social Services		19-22-25
Windy Phillips	Board of Education		19-22-25
Laura Morrison	At-Large	Pocomoke	*19-20-23-26
Crystal Bell, MPA	Health Department		*22-23-26
Judith Giffin	D-5, Bertino	Ocean Pines	*22-23-26
Jeannine Jerscheid	Public Safety – Sheriff’s Office		23-26
Kathleen Palmer	D-1, Abbott	Pocomoke City	23-26
Sharnell Tull	At-Large	Pocomoke	23 -26
Joan Scott	D-4, Elder	Newark	23-26

Prior Members: Since 1995

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

* = Appointed to fill an unexpired term

^c = Charter member



Worcester County Administration

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

TO: Worcester County Commissioners
FROM: Weston S. Young, Chief Administrative Officer
Kim Reynolds, Budget Officer
DATE: March 13, 2024
RE: FY2025 Notice of Public Hearing Requested Operating Budget Advertisement

Attached please find a copy of the required advertisement that will be placed in the newspapers for the Notice of Public Hearing for the FY2025 Requested Operating Budget. The meeting will be held at the Government Center.

We plan to advertise with the following options:

If you wish to speak or attend in person, we encourage you to pre-register by calling the County Administration office at 410-632-1194. Speakers will be allowed to address the County Commissioners for up to two (2) minutes. Public Comment may also be submitted in advance by email at wcheating@co.worcester.md.us or in writing received on or before 4:00 PM Eastern Standard Time on Monday, May 6, 2024 in the County Commissioners' Office at Room 1103 Government Center, One West Market Street, Snow Hill, MD 21863. All commenters must identify themselves by their full name and address to be included in the public record. Written comments received by the deadline will be read into the record by Worcester County staff during the public comment portion of the meeting. Anyone not planning to speak may view the public hearing live on the County website at <https://worcestercountymd.swagit.com/live>. The Public Hearing will be held at:

6:00 P.M., Tuesday, May 7, 2024
WORCESTER COUNTY GOVERNMENT CENTER, SNOW HILL, MD

The advertisement for the Notice of Public Hearing FY2025 Requested Operating Budget is legally required to run at least once a week for two weeks. It will be advertised during the weeks of April 18 and April 25, 2024.

Attachment: Notice of Public Hearing

S:\Commissioners\Budget\KimR Budget\FY25 Budget\FY25 Public Budget Hearing Memo.docx

WORCESTER COUNTY NOTICE OF PUBLIC HEARING FY 2025 REQUESTED OPERATING BUDGETS

The Worcester County Commissioners will hold a public hearing to receive comments on the Fiscal Year 2025 Operating Budgets as requested by the Agencies and Departments which are funded by the Worcester County Commissioners. If you wish to speak or attend in person, we encourage you to pre-register by calling the County Administration office at 410-632-1194. Speakers will be allowed to address the County Commissioners for up to two (2) minutes. Public Comment may also be submitted in advance by email at wchearing@co.worcester.md.us or in writing received on or before 4:00 PM Eastern Standard Time on Monday, May 6, 2024 in the County Commissioners' Office at Room 1103 Government Center, One West Market Street, Snow Hill, MD 21863. All commenters must identify themselves by their full name and address to be included in the public record. Written comments received by the deadline will be read into the record by Worcester County staff during the public comment portion of the meeting. Anyone not planning to speak may view the public hearing live on the County website at <https://worcestercountymd.swagit.com/live>. The Public Hearing will be held at:

**6:00 P.M., Tuesday, May 7, 2024
WORCESTER COUNTY GOVERNMENT CENTER, SNOW HILL, MD**

General Fund requested expenditures exceed available revenues (based upon current tax rates) by \$10,116,174. This difference must be reconciled by the County Commissioners either through reductions in expenditures or increases in taxes, fees and/or use of Budget Stabilization Funds. Copies of the requested budgets are available for public inspection on the Worcester County website at www.co.worcester.md.us.

GENERAL FUND ESTIMATED REVENUES			
	Requested Budget		Requested Budget
Property Taxes	\$ 173,274,956	Licenses & Permits	2,768,190
Income Taxes	47,000,000	Charges for Services	1,927,478
Other Local Taxes	16,910,000	Fines & Forfeits	31,000
State Shared	3,571,155	Interest	6,000,000
Federal Grants	1,333,099	Misc/Sale of Assets/& Other	617,891
State Grants	5,438,734	Transfer In – Casino/Local Impact	1,204,375
TOTAL ESTIMATED REVENUES			<u>\$260,076,878</u>

GENERAL FUND REQUESTED EXPENDITURES			
	Requested Budget		Requested Budget
Board of Education: Operating Expenses	\$109,572,071	Library	3,746,264
Debt Payments to be paid on behalf	7,678,694		
Boat Landings	54,438	Maintenance	2,132,224
Circuit Court	2,025,411	Mosquito Control	234,426
Commission On Aging	1,801,005	Natural Resources	625,935
County Administration	1,655,834	Orphan's Court	66,592
Debt Service (less Education Debt)	2,398,760	Other General Government	3,212,215
Development Review & Permitting	2,768,307	Other General Government: (State Dept. of Assessment Operating Exp)	685,000
Economic Development	561,608	Parks	2,407,873
Elections	1,498,587	Public Works Administration	1,183,057

ITEM 21

Emergency Services	4,242,329	Recreation	2,624,606
Environmental Programs	2,501,701	Recreation & Culture	101,500
Extension Office	267,494	Recycling	1,279,495
Fire Marshal	1,112,617	Sheriff	14,163,820
Grants to Towns	7,149,511	Social Service Groups	854,418
Health Department	11,715,307	State's Attorney	4,152,203
Homeowner Convenience Centers	896,276	Taxes Shared w/ Towns	3,630,114
Human Resources	701,134	Tourism	1,587,792
Information Technology	925,111	Treasurer	2,253,920
Retirement, Other Insurance & OPEB all-employees:	24,268,854	Vol. Fire Co. & Ambulance Co.	12,212,249
Jail	12,653,593	Wor-Wic Community College	2,618,000
Roads	5,585,382	Interfund Charges	8,387,325
TOTAL REQUESTED EXPENDITURES <u>\$270,193,052</u>			

ITEM 21

WORCESTER COUNTY Summary FY2025 Revenue Estimate

	FY2025 Estimate	FY2024 Estimate	(\$) Difference (%)	
Property Taxes	\$ 173,274,956	\$ 159,420,860	\$ 13,854,096	8.7%
Income Taxes	47,000,000	40,000,000	\$ 7,000,000	17.5%
Other Local Taxes	16,910,000	13,575,000	\$ 3,335,000	24.6%
State Shared	3,571,155	2,870,169	\$ 700,986	24.4%
Licenses & Permits	2,768,190	2,728,390	\$ 39,800	1.5%
Charges for Services	1,927,478	1,649,615	\$ 277,863	16.8%
Interest on Investments	6,000,000	5,000,000	\$ 1,000,000	20.0%
Fines & Forfeits	31,000	27,765	\$ 3,235	11.7%
Misc./Sale of Assets/Other Revenue	617,891	598,892	\$ 18,999	3.2%
Federal Grants	1,333,099	865,299	\$ 467,800	54.1%
State Grants	5,438,734	6,761,294	\$ (1,322,560)	-19.6%
Transfers In - Casino/Local Impact	1,204,375	2,392,943	\$ (1,188,568)	-49.7%
Transfers In - Prior Year Surplus	0	0	\$ -	N/A
TOTAL REVENUES	\$ 260,076,878	\$ 235,890,227	\$ 24,186,651	10.25%

FY 2025 Requested General Fund Budget

	FY2025 Requested	FY2024 Adopted	(\$) Difference (%)	
County Commissioners & Admin.				
Personnel Services	1,202,756	1,172,276	30,480	2.6%
Supplies & Materials	59,829	55,261	4,568	8.3%
Maintenance & Services	50,125	49,410	715	1.4%
Other Charges	64,717	63,136	1,581	2.5%
Interfund Charges	0	(103,851)	103,851	-100.0%
Capital Equipment	0	0	0	N/A
Subtotal	1,377,427	1,236,232	141,195	11.4%
Benefits (Insurance & Taxes)	278,407	0	278,407	N/A
Total with Benefits	1,655,834	1,236,232	419,602	33.9%

Circuit Court

Personnel Services	1,229,595	1,172,153	57,442	4.9%
Supplies & Materials	364,278	334,860	29,418	8.8%
Maintenance & Services	110,465	108,765	1,700	1.6%
Other Charges	10,400	8,932	1,468	16.4%
Capital Equipment	0	0	0	N/A
Subtotal	1,714,738	1,624,710	90,028	5.5%
Benefits (Insurance & Taxes)	310,673	0	310,673	N/A
Total with Benefits	2,025,411	1,624,710	400,701	24.7%

ITEM 21

	FY2025 Requested	FY2024 Adopted	(\$) Difference (%)	
Orphan's Court				
Personnel Services	28,500	28,500	0	0.0%
Supplies & Materials	2,800	1,600	1,200	75.0%
Other Charges	6,800	6,800	0	0.0%
Subtotal	38,100	36,900	1,200	3.3%
Benefits (Insurance & Taxes)	28,492	0	28,492	N/A
Total with Benefits	66,592	36,900	29,692	80.5%

State's Attorney				
Personnel Services	3,409,946	3,121,361	288,585	9.2%
Supplies & Materials	91,446	104,772	(13,326)	-12.7%
Maintenance & Services	24,250	18,150	6,100	33.6%
Other Charges	24,350	24,450	(100)	-0.4%
Capital Equipment	0	43,000	(43,000)	-100.0%
Subtotal	3,549,992	3,311,733	238,259	7.2%
Benefits (Insurance & Taxes)	602,211	0	602,211	N/A
Total with Benefits	4,152,203	3,311,733	840,470	25.4%

Treasurer				
Personnel Services	1,706,150	1,523,703	182,447	12.0%
Supplies & Materials	185,235	172,910	12,325	7.1%
Maintenance & Services	2,900	2,500	400	16.0%
Other Charges	17,550	9,260	8,290	89.5%
Interfund Charges	0	(277,014)	277,014	-100.0%
Capital Equipment	0	0	0	N/A
Subtotal	1,911,835	1,431,359	480,476	33.6%
Benefits (Insurance & Taxes)	342,085	0	342,085	N/A
Total with Benefits	2,253,920	1,431,359	822,561	57.5%

Elections Office				
Personnel Services	659,192	640,677	18,515	2.9%
Supplies & Materials	670,011	616,372	53,639	8.7%
Maintenance & Services	152,887	153,830	(943)	-0.6%
Other Charges	15,231	20,078	(4,847)	-24.1%
Capital Equipment	0	0	0	N/A
Subtotal	1,497,321	1,430,957	66,364	4.6%
Benefits (Insurance & Taxes)	1,266	0	1,266	N/A
Total with Benefits	1,498,587	1,430,957	67,630	4.7%

Human Resources				
Personnel Services	498,946	532,400	(33,454)	-6.3%
Supplies & Materials	28,640	22,940	5,700	24.8%
Maintenance & Services	48,100	29,500	18,600	63.1%
Other Charges	5,200	4,500	700	15.6%
Interfund Charges	0	(77,176)	77,176	-100.0%
Capital Equipment	0	0	0	N/A
Subtotal	580,886	512,164	68,722	13.4%
Benefits (Insurance & Taxes)	120,248	0	120,248	N/A
Total with Benefits	701,134	512,164	188,970	36.9%

ITEM 21

	FY2025 Requested	FY2024 Adopted	(\$) Difference (%)	
Development Review & Permitting				
Personnel Services	1,839,652	1,828,948	10,704	0.6%
Supplies & Materials	303,075	245,622	57,453	23.4%
Maintenance & Services	104,961	186,910	(81,949)	-43.8%
Other Charges	52,996	41,983	11,013	26.2%
Interfund Charges	0	(100,375)	100,375	-100.0%
Capital Equipment	0	0	0	N/A
Subtotal	2,300,684	2,203,088	97,596	4.4%
Benefits (Insurance & Taxes)	467,623	0	467,623	N/A
Total with Benefits	2,768,307	2,203,088	565,219	25.7%

Environmental Programs				
Personnel Services	1,484,218	1,341,975	142,243	10.6%
Supplies & Materials	396,393	1,884,411	(1,488,018)	-79.0%
Maintenance & Services	121,705	102,045	19,660	19.3%
Other Charges	6,164	5,300	864	16.3%
Interfund Charges	0	(32,041)	32,041	-100.0%
Capital Equipment	50,000	0	50,000	N/A
Subtotal	2,058,480	3,301,690	(1,243,210)	-37.7%
Benefits (Insurance & Taxes)	443,221	0	443,221	N/A
Total with Benefits	2,501,701	3,301,690	(799,989)	-24.2%

Information Technology				
Personnel Services	732,285	688,640	43,645	6.3%
Supplies & Materials	20,200	23,900	(3,700)	-15.5%
Maintenance & Services	2,840	2,840	0	0.0%
Other Charges	7,600	7,600	0	0.0%
Interfund Charges	0	(34,868)	34,868	-100.0%
Capital Equipment	0	0	0	N/A
Subtotal	762,925	688,112	74,813	10.9%
Benefits (Insurance & Taxes)	162,186	0	162,186	N/A
Total with Benefits	925,111	688,112	236,999	34.4%

Other General Government				
Supplies & Materials	1,399,979	1,268,884	131,095	10.3%
Maintenance & Services	986,862	955,094	31,768	3.3%
Other Charges	1,510,374	1,367,654	142,720	10.4%
Capital Equipment	0	150,000	(150,000)	-100.0%
Subtotal	3,897,215	3,741,632	155,583	4.2%
Benefits (Insurance & Taxes)	0	0	0	N/A
Total with Benefits	3,897,215	3,741,632	155,583	4.2%

Sheriff's Department				
Personnel Services	8,905,192	8,222,583	682,609	8.3%
Supplies & Materials	1,547,028	1,529,722	17,306	1.1%
Maintenance & Services	846,922	700,567	146,355	20.9%
Other Charges	216,500	135,370	81,130	59.9%
Capital Equipment	790,000	913,984	(123,984)	-13.6%
Subtotal	12,305,642	11,502,226	803,416	7.0%
Benefits (Insurance & Taxes)	1,858,178	0	1,858,178	N/A
Total with Benefits	14,163,820	11,502,226	2,661,594	23.1%

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	FY2025 Requested	FY2024 Adopted	(\$) Difference (%)	
Emergency Services				
Personnel Services	2,482,672	2,096,067	386,605	18.4%
Supplies & Materials	879,109	971,097	(91,988)	-9.5%
Maintenance & Services	226,572	182,010	44,562	24.5%
Other Charges	23,800	24,900	(1,100)	-4.4%
Capital Equipment	95,000	0	95,000	N/A
Subtotal	3,707,153	3,274,074	433,079	13.2%
Benefits (Insurance & Taxes)	535,176	0	535,176	N/A
Total with Benefits	4,242,329	3,274,074	968,255	29.6%

County Jail				
Personnel Services	7,366,558	6,980,427	386,131	5.5%
Supplies & Materials	969,139	831,308	137,831	16.6%
Maintenance & Services	2,419,813	2,223,384	196,429	8.8%
Other Charges	10,056	16,056	(6,000)	-37.4%
Capital Equipment	13,895	325,000	(311,105)	-95.7%
Subtotal	10,779,461	10,376,175	403,286	3.9%
Benefits (Insurance & Taxes)	1,874,132	0	1,874,132	N/A
Total with Benefits	12,653,593	10,376,175	2,277,418	21.9%

Fire Marshal's Office				
Personnel Services	641,785	594,095	47,690	8.0%
Supplies & Materials	68,755	67,363	1,392	2.1%
Maintenance & Services	54,360	50,360	4,000	7.9%
Other Charges	11,565	9,510	2,055	21.6%
Capital Equipment	176,000	0	176,000	N/A
Subtotal	952,465	721,328	231,137	32.0%
Benefits (Insurance & Taxes)	160,152	0	160,152	N/A
Total with Benefits	1,112,617	721,328	391,289	54.2%

Volunteer Fire & Ambulance				
Supplies & Materials	82,200	83,000	(800)	-1.0%
Maintenance & Services	23,072	21,548	1,524	7.1%
Other Charges	12,106,977	10,373,547	1,733,430	16.7%
Capital Equipment	0	0	0	N/A
Subtotal	12,212,249	10,478,095	1,734,154	16.6%
Benefits (Insurance & Taxes)		0	0	N/A
Total with Benefits	12,212,249	10,478,095	1,734,154	16.6%

Public Works Department				
Personnel Services	637,433	695,499	(58,066)	-8.3%
Supplies & Materials	29,340	23,870	5,470	22.9%
Maintenance & Services	225,546	207,046	18,500	8.9%
Other Charges	13,750	15,090	(1,340)	-8.9%
Interfund Charges	0	(105,084)	105,084	-100.0%
Capital Equipment	76,000	0	76,000	N/A
Subtotal	982,069	836,421	145,648	17.4%
Benefits (Insurance & Taxes)	200,988	0	200,988	N/A
Total with Benefits	1,183,057	836,421	346,636	41.4%

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	FY2025 Requested	FY2024 Adopted	(\$) Difference (%)	
Maintenance Division				
Personnel Services	1,448,272	1,359,605	88,667	6.5%
Supplies & Materials	98,547	88,154	10,393	11.8%
Maintenance & Services	100,908	99,564	1,344	1.3%
Other Charges	17,550	11,000	6,550	59.5%
Capital Equipment	103,750	79,450	24,300	30.6%
Subtotal	1,769,027	1,637,773	131,254	8.0%
Benefits (Insurance & Taxes)	363,197	0	363,197	N/A
Total with Benefits	2,132,224	1,637,773	494,451	30.2%

Roads Division				
Personnel Services	1,926,660	1,807,122	119,538	6.6%
Supplies & Materials	1,439,398	1,377,102	62,296	4.5%
Maintenance & Services	851,868	803,965	47,903	6.0%
Other Charges	10,113	12,301	(2,188)	-17.8%
Capital Equipment	732,200	512,645	219,555	42.8%
Subtotal	4,960,239	4,513,135	447,104	9.9%
Benefits (Insurance & Taxes)	625,143	0	625,143	N/A
Total with Benefits	5,585,382	4,513,135	1,072,247	23.8%

Boat Landings				
Supplies & Materials	5,000	280,000	(275,000)	-98.2%
Maintenance & Services	49,438	46,138	3,300	7.2%
Capital Equipment	0	0	0	N/A
Subtotal	54,438	326,138	(271,700)	-83.3%
Benefits (Insurance & Taxes)		0	0	N/A
Total with Benefits	54,438	326,138	(271,700)	-83.3%

Homeowner Convenience Centers				
Personnel Services	399,178	278,872	120,306	43.1%
Supplies & Materials	12,200	10,700	1,500	14.0%
Maintenance & Services	315,560	264,736	50,824	19.2%
Other Charges	1,000	1,000	0	0.0%
Interfund Charges	70,461	198,951	(128,490)	-64.6%
Capital Equipment	0	0	0	N/A
Subtotal	798,399	754,259	44,140	5.9%
Benefits (Insurance & Taxes)	97,877	0	97,877	N/A
Total with Benefits	896,276	754,259	142,017	18.8%

Recycling				
Personnel Services	479,388	475,932	3,456	0.7%
Supplies & Materials	19,590	19,590	0	0.0%
Maintenance & Services	271,410	226,457	44,953	19.9%
Other Charges	1,000	1,000	0	0.0%
Interfund Charges	154,530	183,045	(28,515)	-15.6%
Capital Equipment	200,000	18,000	182,000	1011.1%
Subtotal	1,125,918	924,024	201,894	21.8%
Benefits (Insurance & Taxes)	153,577	0	153,577	N/A
Total with Benefits	1,279,495	924,024	355,471	38.5%

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	FY2025 Requested	FY2024 Adopted	(\$) Difference (%)	
Health Department				
Supplies & Materials	0	0	0	N/A
Maintenance & Services	458,116	437,870	20,246	4.6%
Other Charges	11,257,191	5,420,726	5,836,465	107.7%
Capital Equipment	0	0	0	N/A
Subtotal	11,715,307	5,858,596	5,856,711	100.0%
Benefits (Insurance & Taxes)	0	0	0	N/A
Total with Benefits	11,715,307	5,858,596	5,856,711	100.0%

Mosquito Control Division				
Personnel Services	71,607	67,248	4,359	6.5%
Supplies & Materials	3,325	3,550	(225)	-6.3%
Maintenance & Services	29,750	27,250	2,500	9.2%
Other Charges	95,200	70,200	25,000	35.6%
Capital Equipment	21,250	32,250	(11,000)	-34.1%
Subtotal	221,132	200,498	20,634	10.3%
Benefits (Insurance & Taxes)	13,294	0	13,294	N/A
Total with Benefits	234,426	200,498	33,928	16.9%

Commission on Aging				
Supplies & Materials	174,975	173,802	1,173	0.7%
Maintenance & Services	198,200	188,600	9,600	5.1%
Other Charges	1,427,830	1,272,900	154,930	12.2%
Capital Equipment	0	0	0	N/A
Subtotal	1,801,005	1,635,302	165,703	10.1%
Benefits (Insurance & Taxes)	0	0	0	N/A
Total with Benefits	1,801,005	1,635,302	165,703	10.1%

Social Service Groups				
Other Charges	854,418	530,368	324,050	61.1%
	854,418	530,368	324,050	61.1%

Wor-Wic Community College				
Other Charges	2,618,000	2,530,242	87,758	3.5%
Capital Equipment	0	0	0	N/A
	2,618,000	2,530,242	87,758	3.5%

Board of Education				
BOE Operating Budget	136,314,579	126,705,070	9,609,509	7.6%
Interfund Charges (State & Other Funding)	(26,742,508)	(25,939,751)	(802,757)	3.1%
County Required Local Share/MOE	99,501,419	100,006,640	(505,221)	-0.5%
County Required Share Teacher Pension	818,722	758,679	60,043	7.9%
<i>Additional Funding Requested Above MOE</i>	<i>9,251,930</i>	<i>0</i>	<i>9,251,930</i>	<i>N/A</i>
BOE Debt Service	7,678,694	10,797,206	(3,118,512)	-28.9%
Total Operating & Debt Service	117,250,765	111,562,525	5,688,240	5.1%

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	FY2025 Requested	FY2024 Adopted	(\$) Difference (%)	
Recreation Department				
Personnel Services	1,378,138	1,161,636	216,502	18.6%
Supplies & Materials	631,255	530,565	100,690	19.0%
Maintenance & Services	245,678	210,590	35,088	16.7%
Other Charges	41,853	45,630	(3,777)	-8.3%
Capital Equipment	38,000	37,500	500	1.3%
Subtotal	2,334,924	1,985,921	349,003	17.6%
Benefits (Insurance & Taxes)	289,682	0	289,682	N/A
Total with Benefits	2,624,606	1,985,921	638,685	32.2%

Parks Department				
Personnel Services	556,121	526,923	29,198	5.5%
Supplies & Materials	1,423,284	1,553,325	(130,041)	-8.4%
Maintenance & Services	148,766	139,815	8,951	6.4%
Other Charges	11,245	12,600	(1,355)	-10.8%
Capital Equipment	106,000	101,000	5,000	5.0%
Subtotal	2,245,416	2,333,663	(88,247)	-3.8%
Benefits (Insurance & Taxes)	162,457	0	162,457	N/A
Total with Benefits	2,407,873	2,333,663	74,210	3.2%

Library				
Personnel Services	2,317,654	2,200,460	117,194	5.3%
Supplies & Materials	469,975	469,810	165	0.0%
Maintenance & Services	341,507	334,157	7,350	2.2%
Other Charges	11,000	11,200	(200)	-1.8%
Capital Equipment	25,000	0	25,000	N/A
Subtotal	3,165,136	3,015,627	149,509	5.0%
Benefits (Insurance & Taxes)	581,128	0	581,128	N/A
Total with Benefits	3,746,264	3,015,627	730,637	24.2%

Recreation & Culture				
Other Charges	101,500	80,000	21,500	26.9%
	101,500	80,000	21,500	26.9%

Extension Service				
Supplies & Materials	19,799	17,014	2,785	16.4%
Maintenance & Services	195	2,980	(2,785)	-93.5%
Other Charges	247,500	235,631	11,869	5.0%
Capital Equipment	0	0	0	N/A
	267,494	255,625	11,869	4.6%

Natural Resources				
Supplies & Materials	73,935	73,935	0	0.0%
Other Charges	552,000	552,000	0	0.0%
	625,935	625,935	0	0.0%

Economic Development Department				
Personnel Services	161,321	144,992	16,329	11.3%
Supplies & Materials	218,840	221,500	(2,660)	-1.2%
Maintenance & Services	48,575	46,750	1,825	3.9%
Other Charges	20,620	14,783	5,837	39.5%
Capital Equipment	64,500	30,000	34,500	115.0%
Subtotal	513,856	458,025	55,831	12.2%
Benefits (Insurance & Taxes)	47,752	0	47,752	N/A
Total with Benefits	561,608	458,025	103,583	22.6%

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	FY2025 Requested	FY2024 Adopted	(\$) Difference (%)	
Tourism Department				
Personnel Services	350,045	327,707	22,338	6.8%
Supplies & Materials	320,700	236,778	83,922	35.4%
Maintenance & Services	845,558	812,734	32,824	4.0%
Other Charges	12,850	8,050	4,800	59.6%
Subtotal	1,529,153	1,385,269	143,884	10.4%
Benefits (Insurance & Taxes)	58,639	0	58,639	N/A
Total with Benefits	1,587,792	1,385,269	202,523	14.6%
Taxes Shared W/Towns				
Other Charges	3,630,114	3,120,957	509,157	16.3%
	3,630,114	3,120,957	509,157	16.3%
Grants to Towns				
Supplies & Materials	150,000		150,000	N/A
Other Charges	6,999,511	6,417,375	582,136	9.1%
	7,149,511	6,417,375	732,136	11.4%
Insurance & Benefits				
Maintenance & Services	10,000	5,000	5,000	100.0%
Retirement, OPEB & Other Insurance	24,258,854	26,625,018	(2,366,164)	-8.9%
	24,268,854	26,630,018	(2,361,164)	-8.9%
Debt Service				
Interfund Charges	10,077,454	13,199,262	(3,121,808)	-23.7%
Less: Alloc. Brd of Ed Debt	(7,678,694)	(10,797,206)	3,118,512	-28.9%
	2,398,760	2,402,056	(3,296)	-0.1%
Interfund Charges				
Transfers Out to Other Funds	4,500,000	0	4,500,000	N/A
Transfers Out to Reserve Fund	3,887,325	0	3,887,325	N/A
	8,387,325	0	8,387,325	N/A
TOTAL EXPENDITURES	\$ 270,193,052	\$ 235,890,227	\$ 34,302,825	14.5%

Board of Education

- The Board of Education has requested \$109,632,071. School construction debt is paid by the County on behalf of the Board of Education. It is not reflected in the Board's budget; however, it is included in the County's operating budget. The Board's operating and capital budget request is \$109,632,071 plus debt of \$7,678,694 which totals \$117,310,765 or 54.9% of the County's total estimated revenue.

*Construction projects and restricted programs are currently funded through fund balance.

Board of Education Requested Salary Increase:

The Board of Education submission includes the following salary request:

- The salary package for the Board of Education reflects a payroll increase of \$4,815,792, this includes a step increase for all eligible employees, a 6% COLA for certificated employees and a 6.5% COLA for support staff employees.
- The bus contracts account proposed increase is \$397,678 and includes an increase in the hourly rate from \$25.50 per hour to \$26.50 per hour, increase in per mile rate from \$1.742 per mile to \$1.91 per mile.
- Starting Teacher pay would increase from \$50,275 to \$53,291.
- A health insurance increase is based on the estimated premium increase of 12.65% is also included \$1,672,981.

*** Board of Education Requested Salary and Benefit Increase is based on the FY25 Requested vs FY24 Approved Budget. Note these numbers may differ than what is reflected in the BOE FY25 Requested Budget letter.*

Board of Education

	FY2025 Requested Budget	FY2024 Adopted Budget	Dollar Variance +/- FY2024
UNRESTRICTED BUDGET			
County Funding			
Major State Aid Programs (Blueprint) Local Share:			
Foundation Program (Base)	58,579,596	57,234,086	1,345,510
College & Career Ready (CCR)	207,245	348,392	(141,147)
Compensatory Education	20,104,954	19,704,029	400,925
Concentration of Poverty	403,717	87,352	316,365
English Learners	1,160,049	948,497	211,552
Special Education	5,349,861	4,652,751	697,110
Transitional Supplemental Instruction (TSI)	204,138	383,103	(178,965)
Pre-kindergarten	4,226,036	3,577,806	648,230
Career Ladder for Educators (NBC Teacher Salary)	60,733	53,017	7,716
Additional Funding to meet Maintenance of Effort (MOE)	9,205,090	13,017,607	(3,812,517)
MINIMUM COUNTY APPROPRIATION	99,501,419	100,006,640	(505,221)
Additional Funding Requested Above MOE	9,251,930	-	9,251,930
TOTAL UNRESTRICTED COUNTY APPROPRIATION	108,753,349	100,006,640	8,746,709
County Appropriation Retirement for Non-Teachers	818,722	758,679	60,043
County Appropriation School Construction	60,000	815,000	(755,000)
TOTAL COUNTY APPROPRIATION	109,632,071	101,580,319	8,051,752
State & Other Funding Sources			
Major State Aid Programs (Blueprint) State Share:			
Foundation Program (Base)	8,374,379	8,276,124	98,255
Compensatory Education	10,168,367	9,988,240	180,127
English Learners	598,862	490,866	107,996
Special Education	2,746,036	2,391,661	354,375
Transportation	4,062,401	4,000,397	62,004
Other	792,463	792,463	-
TOTAL STATE & OTHER FUNDING	26,742,508	25,939,751	802,757
TOTAL UNRESTRICTED BUDGET	136,374,579	127,520,070	8,854,509

	FY2025 Requested Budget	FY2024 Adopted Budget	Dollar Variance +/- FY2024
RESTRICTED BUDGET			
Restricted Major State Aid Programs (Blueprint) State Share:			
Pre-kindergarten	1,043,395	885,884	157,511
Concentration of Poverty	1,730,573	1,110,118	620,455
College & Career Ready (CCR)	65,875	108,043	(42,168)
Transitional Supplemental Instruction	54,774	103,777	(49,003)
National Board Certified	19,267	16,983	2,284
Restricted Programs Local: Pocomoke Middle Grant	85,049	85,049	-
Restricted Federal Funds	7,077,461	9,199,030	(2,121,569)
Restricted State Funding Early Childcare & Education	990,000	990,000	-
Restricted State Funding Adult Education	172,075	172,075	-
Restricted State Funding Teachers Retirement/Pension	8,533,000	6,931,771	1,601,229
TOTAL RESTRICTED BUDGET	19,771,469	19,602,730	168,739

*Document created by County Administration

BOARD OF EDUCATION OF WORCESTER COUNTY

REVENUES

REVENUE SOURCE	ACTUAL FY 21	ACTUAL FY 22	ACTUAL FY 23	APPROVED FY 24	REQUESTED FY 25
UNRESTRICTED REVENUES					
COUNTY					
Appropriation - Current Expense	\$93,792,139 0	\$96,341,968 0	\$100,085,947 0	\$99,706,640	\$108,453,349
STATE (Thornton Funding) *					
Foundation Program	7,060,853	7,019,022	7,989,804	8,276,124	8,374,379
Special Education	1,681,440	1,671,021	2,166,970	2,391,661	2,746,036
Transportation	3,404,374	3,392,268	3,697,479	4,000,397	4,062,401
Compensatory Education	7,558,634	7,827,456	7,980,405	9,988,240	10,168,367
Limited English Proficiency	429,674	409,696	448,740	490,866	598,862
OTHER					
Tuition	100,804	106,305	151,473	70,000	70,000
Other	154,721	98,184	159,692	10,000	10,000
Prior Year's Fund Balance	567,011	567,011	567,011	567,011	567,011
Interest	2,226	2,087	133,950	70,000	70,000
FY23 One Time - Sale of iPads for New Lease			1,348,387		
Restricted Programs Reimbursements	22,956	25,629	26,672	75,452	75,452
TOTAL UNRESTRICTED REVENUE	\$114,774,832	\$117,460,647	\$124,756,530	\$125,646,391	\$135,195,857
OTHER REQUESTS - COUNTY					
RECURRING					
Appropriation - Technology	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Appropriation - Capital Outlay	100,000	100,000	100,000	100,000	100,000
NONRECURRING					
Appropriation - Technology	0	0	0	0	0
Appropriation - School Construction	633,000	295,800	205,000	815,000	60,000
OTHER					
Appropriation - Retirement Expenses	624,039	648,942	689,670	758,679	818,722
Appropriation - County Share of Teacher Pension	***	***	***	***	***
TOTAL OTHER REQUESTS - COUNTY	\$1,557,039	\$1,244,742	\$1,194,670	\$1,873,679	\$1,178,722
TOTAL COUNTY APPROPRIATION	95,349,178	97,586,710	101,280,617	101,580,319	109,632,071
TOTAL BUDGET - ALL FUNDS	\$116,331,871	\$118,705,389	\$125,951,200	\$127,520,070	\$136,374,579

* State funding is based upon current law. Subject to final legislative action, these amounts could change.
Any decrease in State funding would result in an increased amount being requested from the County.

*** Effective for FY17, this amount is now included under the budget category of Fixed Charges.

RESTRICTED PROGRAMS - LOCAL, STATE AND FEDERAL

ITEM 21

Restricted funds listed below can only be spent as authorized by the administering agency (State and Federal government). The level of funding indicated for each program is an estimate. Projects may be discontinued or reduced in scope depending upon funds allocated by the funding source.

TOTAL ANTICIPATED RESTRICTED FUNDING		\$19,771,468	
	ACTUAL	ESTIMATED	
	FY 24	FY 25	
<u>FEDERAL FUNDS</u>			
Title I Educationally Disadvantaged	\$2,193,127	\$2,193,127	
Title III Language Acquisition	18,033	18,033	
Special Education	2,100,000	2,100,000	
JR ROTC Program	128,000	128,000	
Title IIA, Systems of Support for Excellent Teaching & Leading	274,299	274,299	
Career & Technology Education	100,000	100,000	
Adult Education	79,495	79,495	
Title IV Student Support and Academic Enrichment	174,507	174,507	
ESSER I	0	0 *	
ESSER II Grant	211,569	0 *	
ESSER III Grant	3,750,000	2,000,000 *	
Student Tutoring, Summer School, Trauma/Behavior	170,000	10,000	
<u>STATE FUNDS</u>			
Judy Hoyer Early Childcare And Education	990,000	990,000	
Adult Education	172,075	172,075	
Blueprint for Maryland's Future			
Pre-Kindergarten	885,884	1,043,395	
Concentration of Poverty	1,110,118	1,730,573	
College & Career Ready (CCR)	108,043	65,875	
Transitional Supplemental Instruction	103,777	54,774	
National Board Certified	16,983	19,267	
Teachers Retirement & Pension	6,931,771	8,533,000	
<u>LOCAL FUNDS</u>			
Pocomoke Middle School Grant	85,049	85,049	
TOTAL RESTRICTED REVENUE	\$19,602,730	\$19,771,468	

*CARES/ESSER funding was awarded to assist with additional expenses related to the COVID pandemic. Round 1 expired September 30, 2022, Round 2 expired September 30, 2023 and Round 3 expires September 30, 2024.