

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>

March 1st, 2022

	Item #
9:00 AM - Vote to Meet In Closed Session in Commissioners' Meeting Room – Room 1101 Government Center, One West Market Street, Snow Hill, Maryland	
9:01 - Closed Session: Discussion regarding request to hire a Fire Marshal Investigator II with Human Resources and certain personnel matters; discussing a matter directly related to a negotiating strategy; receiving legal advice from Counsel; and performing administrative functions	
10:00 - Call to Order, Prayer (Reverend Stephanie Clayville of St. Mary's Episcopal Church in Pocomoke), Pledge of Allegiance	
10:01 - Report on Closed Session; Review and Approval of Minutes of the February 15 th , 2022 Meeting	
10:02 - Proclamation for March 2022 as Women's History Month; Proclamation for March 2022 as Professional Social Work Month; Proclamation for March 2022 as March for Meals Month; Proclamation for February 15 th , 2022 as School Resource Officer Appreciation Day	
	1
10:05 - Consent Agenda (MD Heritage Harbor Day Grant request, MD Coastal Bays West OC community cleanup request, Sports ETA Symposium request, Commission on Aging Memorandum of Agreement with Maryland Transportation Authority, Housing Rehab Expedited Procedures for Emergency Applications)	
	2-6
10:10 - Chief Administrative Officer: Administrative Matters (FY23 Consolidated Transportation Letter, Reclassification request for Ayres Creek Family Farm, LLC, Amended CIP update for FY23-27, Upcoming Board Appointments)	
	7-10
10:30 - FY2023 Budget Requests for Municipalities and Ocean Pines	
10:45 - Special Legislative Session: Introduction of Emergency Bill 22-1 for Zoning Code Text Amendment	
11:00 - Questions from the Press; County Commissioner's Remarks	
11:15 - Chief Administrative Officer: Administrative Matters (if necessary)	
Lunch	
1:00 PM - Chief Administrative Officer: Administrative Matters (if necessary)	

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

Hearing Assistance Units Available – see Joseph Parker, DCAO

Please be thoughtful and considerate of others. *Turn OFF all cell phones and notification during the meeting!*

Minutes of the County Commissioners of Worcester County, Maryland

February 15, 2022

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

Following a motion by Commissioner Nordstrom, seconded by Commissioner Bertino, 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 Joe Parker, County Attorney Roscoe Leslie, Public Information Officer Kim Moses, Human Resources Director Stacey Norton, and Attorney Joe Moore. Topics discussed and actions taken included the following: strategy or contents of a bid proposal; personnel update and certain personnel matters; acquiring real property for a public purpose; receiving legal advice from counsel; and performing administrative functions, including receiving FY22 monthly financial update.

Following a motion by Commissioner Nordstrom, seconded by Commissioner Bertino, the commissioners unanimously voted to adjourn their closed session at 10:02 a.m.

After the closed session, the commissioners reconvened in open session. Commissioner Mitrecic called the meeting to order, and following a morning prayer by Pastor George Tasker of Abundant Life Apostolic Church of Pocomoke and pledge of allegiance, announced the topics discussed during the morning closed session.

The commissioners reviewed and approved the open and closed session minutes of their February 1, 2022 meeting as presented.

The commissioners presented a retirement commendation to Corporal Lynn Parsons Massey who contributed 10 years of service to the Worcester County Jail.

Upon a motion by Commissioner Bertino, the commissioners unanimously approved by consent agenda item numbers 2-6 as follows: a \$12,000 Youth and Amateur Sports Grant through the Maryland Sports Office within the Maryland Stadium Authority to offset bid fees for the USSSA World Series 2021 event; a special event application from Phil Houck, owner of Crab Alley, to use the West Ocean City commercial harbor parking lot and boat ramp for the Ocean City Power Boat Brand Prix from May 13015, 2022; authorizing Recreation and Parks to apply for a mini grant from the Worcester County Arts Council; accepting a Recreation and

Parks Maintenance and Repair Grant of \$5,000 for general maintenance and repairs at County boat landings; and approving construction of a walking trail at the Berlin Branch Library with Worcester County Library Foundation, Inc. funding of \$5,000.

Atlantic General Hospital (AGH) Board Chairman Greg Shockley and other AGH staff provided an annual update to the commissioners outlining the hospital's community partnerships, FY20-21 financials, partnerships, challenges, new providers, and accomplishments during the past year. Challenges included ongoing physician and nursing shortages, reduced staffing, search for a new chief executive officer, suspension of elective surgeries during the height of the pandemic, and medical liability in Maryland. Accomplishments included opening the AGH Behavioral Health Crisis Center, Mobile Patient Experience App, new technology and equipment purchases, ambient technology, and integrated behavioral health program. Mr. Shockley advised that construction of the new ambulatory center will begin next month and take 18-20 months to complete. He thanked the commissioners for meeting with them and urged them to support the FY23 AGH grant request.

The commissioners reviewed a request from the Board of Education to reallocate \$124,086.69 in funding for the Pocomoke Middle School (PMS) roof replacement project. Deputy Chief Administrative Officer Joe Parker explained that the actual amount of remaining funding from this project is \$113,942, which would result in an over-expenditure of \$10,114.

Upon a motion by Commissioner Bertino, the commissioners unanimously agreed to reallocate available funding of \$113,942 to replace all PMS HVAC rooftop unit gas lines and fund a PMS playground structure.

Commissioner Mitrecic advised that the request for reclassification of the Ayres Creek Family Farm, LLC property has been pulled from the agenda at the request of Attorney Hugh Cropper and will be rescheduled for a future meeting.

Pursuant to the written request of Berlin Mayor Zack Tyndall and upon a motion by Commissioner Purnell, the commissioners conceptually agreed to transfer a 3.4-acre, County-owned property on Flower Street in Berlin, and more specifically identified on Tax Map 301 as Parcel 854, to the Town of Berlin for a community center and agreed to schedule a hearing to receive objections and other public comments on the proposed disposal of this property, which is not being used by the County.

Pursuant to the recommendation of Public Works Director Dallas Baker and upon a motion by Commissioner Nordstrom, the commissioners unanimously approved the use of \$425,000 within the Assigned Fund Balance to complete repairs and improvements to the Fire Marshal's Office, which is located on the third floor of the Worcester County Government Center in Snow Hill.

Pursuant to the recommendation of Mr. Parker and the written request of Delegate Jefferson L. Ghrist of District 36 and upon a motion by Commissioner Nordstrom, the commissioners unanimously agreed to sign a letter of support for House Bill 633 requiring the Kirwan Commission Accountability and Implementation Board (AIB) to implement geographic

diversity in membership by including representatives from the Eastern Shore, with at least one Worcester County representative.

Finance Officer Phil Thompson advised that County staff members are working with Davenport and Company, LLC, the County's financial advisor, to determine whether current market conditions warrant refunding the Correctional Officers Retirement System Pension Contribution Refunding Bonds 2013 Series (\$4,870,000, taxable), Consolidated Public Improvement Bonds 2014 Series (\$33,590,000), and Consolidated Public Improvement Bonds 2015 Series (\$11,115,000). Mr. Thompson stated that obtaining a more favorable rate should result in a one-time County savings of \$1 million.

Following some discussion, Commissioners Bertino, Bunting, Church, Elder, Mitrecic, Nordstrom, and Purnell introduced the three Refunding Bills and agreed to schedule concurrent hearings to obtain public comment on the proposed refunding.

Mr. Thompson met with the commissioners to discuss proposed bond bills and an official intent resolution to use proceeds of general obligation bonds to fund the following Capital Improvement Plan (CIP) projects that are scheduled to be completed in the near term: \$10,024,184 for the Stephen Decatur Middle School addition; \$2,004,000 for the Snow Hill Middle School and Cedar Chapel Special School roof replacement; \$11,198,830 for the sports complex design and development; \$3,050,000 for the public safety logistical storage facility design and development; \$10,995,670 for County Jail Phase 2 improvements; and \$3,550,000 for a belt filter press water and wastewater project in the Ocean Pines Sanitary Service Area.

Commissioner Bertino stated that he could not support the request, as the proposed sports complex has not been vetted, the County has not conducted a hearing to receive public comment on the project, and there has been no land partnership. Commissioner Bunting concurred, noting that the costs and how such a project might be served by water and sewer are still unknown.

Commissioner Church supported moving forward with funding for a future sports complex. Commissioner Purnell concurred.

A motion by Commissioner Bertino to move forward with scheduling a public hearing on the proposed bond bills and official intent resolution, minus the sports complex, failed 3-4, with Commissioners Bertino, Bunting, and Elder voting in favor and Commissioners Church, Mitrecic, Nordstrom, and Purnell voting in opposition.

Upon a motion by Commissioner Nordstrom, the commissioners voted 4-3, with Commissioners Church, Mitrecic, Nordstrom, and Purnell voting in favor and Commissioners Bertino, Bunting, and Elder voting in opposition, to schedule concurrent public hearings to obtain public comment on the proposed general obligation bonds as outlined.

The commissioners met with Deputy Chief Administrative Officer Joe Parker to discuss the automatic increase in salaries and allowances for the county commissioners for the 2022-2026 term, which will increase by 8.5% to reflect the cost of living allowance (COLA) increase awarded to County employees from 2018-2022.

Upon a motion by Commissioner Purnell, the commissioners voted 6-1, with Commissioner Mitrecic voting in opposition, to move forward with the automatic salary and allowance increase as outlined.

Pursuant to the request of Public Works Director Dallas Baker and upon a motion by Commissioner Bertino, the commissioners unanimously agreed to schedule a public hearing on the estimated cost of the belt filter press project at the Ocean Pines Wastewater Treatment Plant (WWTP). Mr. Baker advised that the preliminary engineering study estimated a project cost of \$4.6 million, which will result in an increase of \$7.51 per equivalent dwelling unit (EDU) per quarter. In response to a question by Commissioner Bertino, Mr. Baker confirmed that the County previously estimated a project cost of only \$3.5 million; however, that estimate does not account for inflation or design costs of \$300,000.

The commissioners discussed potential costs associated with leasing space for the State's Attorney's Office in the new Hal Adkins Public Works facility in Ocean City.

Commissioner Purnell recognized the lifetime service of volunteer and community activist Fanny Birkhead, who passed away recently.

The commissioners answered questions from the press.

Following a motion by Commissioner Josh Nordstrom, seconded by Commissioner Chip Bertino, the commissioners unanimously voted to meet in closed session at 11:10 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 Joe Parker, County Attorney Roscoe Leslie, Public Information Officer Kim Moses, and Human Resources Director Stacey Norton. Topics discussed and actions taken included acquiring real property for a public purpose and receiving legal advice from counsel.

After the closed session, the commissioners adjourned to meet again on March 1, 2022.

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



COMMISSIONERS
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MADISON J. BUNTING, JR.
JAMES C. CHURCH
JOSHUA C. NORDSTROM
DIANA PURNELL

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

WESTON S. YOUNG, P.E.
CHIEF ADMINISTRATIVE OFFICER
JOSEPH E. PARKER, III
DEPUTY CHIEF ADMINISTRATIVE OFFICER
ROSCOE R. LESLIE
COUNTY ATTORNEY

PROCLAMATION

WHEREAS, as we celebrate this March as Women's History Month, we reflect on the 2022 theme, "Women Providing Healing, Promoting Hope," recognizing the ceaseless work of women serving as caregivers and frontline workers throughout history, to include those who continue to provide healing and hope during the COVID-19 pandemic; and

WHEREAS, women continue to play critical economic, cultural, and social roles in every sphere of life, constituting a significant portion of the labor force, establishing early charitable, philanthropic, and cultural institutions, securing their own rights of suffrage and equal opportunity, serving in the nation's military, and as leaders in the forefronts of every major social change movement to create a more fair and just society for all.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby proclaim March 2022 as **Women's History Month** and honor the countless women helping to shape our nation.

Executed under the Seal of the County of Worcester, State of Maryland, this 1st day of March, in the Year of Our Lord Two Thousand and Twenty-Two.



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PROCLAMATION

WHEREAS, this March we join with representatives from the Worcester Commission on Aging (WorCOA) to celebrate March for Meals Month to highlight the importance of the Older Americans Act Nutrition Programs, both congregate and home-delivered, and to raise awareness about the escalating problems regarding senior hunger and isolation; and

WHEREAS, WorCOA volunteers and staff, in partnership with MAC, Inc., the Area Agency on Aging, are the backbone of the Meals on Wheels program. As a direct result of their services, nutritious meals are delivered to seniors and individuals with disabilities who are at significant risk of hunger and isolation.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, proclaim March 2022 as **March for Meals Month** and urge citizens to support the Worcester County Meals on Wheels program to combat senior hunger and isolation.

Executed under the Seal of the County of Worcester, State of Maryland, this 1st day of March, in the Year of Our Lord Two Thousand and Twenty-Two.



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PROCLAMATION

WHEREAS, this March we celebrate Professional Social Work Month, recognizing the 2022 theme that “The Time is Right for Social Work,” which embodies how social workers have continued to meet the most pressing challenges of all of our lifetimes, the COVID-19 pandemic; and

WHEREAS, social workers, the largest group of mental healthcare providers in the United States, are trained to help people address personal and systemic barriers to optimal living, and they effect positive change with individuals, families, groups, and entire communities.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby proclaim March 2022 as **Professional Social Work Month** and recognize that social workers enhance human well-being and help meet the basic needs of all people, especially the most vulnerable among us.

Executed under the Seal of the County of Worcester, State of Maryland, this 1st day of March, in the Year of Our Lord Two Thousand and Twenty-Two.



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PROCLAMATION

WHEREAS, we stand with the Worcester County Sheriff's Office to retroactively recognize February 15, 2022 as School Resource Officer Appreciation Day, to honor school-based law enforcement officers who are dedicated to making schools and children safer; and

WHEREAS, school resource officers bridge gaps between youth and law enforcement officers and embrace a triad concept of school policing, serving in informal counseling, education, and law enforcement roles to support the students and communities they serve.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby proclaim February 15, 2022 as **School Resource Officer Appreciation Day** in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 1st day of March, in the Year of Our Lord Two Thousand Twenty-Two.



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Theodore J. Elder, Vice President

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Citizens and Government Working Together



Worcester County Recreation & Parks

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

MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer
Joseph E. Parker III, Deputy Chief Administrative Officer
FROM: Kelly Rados, Director of Recreation & Parks 
DATE: February 18, 2022
SUBJECT: Maryland Heritage Areas Authority – Harbor Day Grant

The Recreation & Parks Department is requesting permission to apply for a Non-Capital Project Grant with the Maryland Heritage Areas Authority for our annual Harbor Day festival. The requested amount would not exceed \$20,000 and must be matched from funds that are already allocated to the event.

In our current Special Event Budget (100.1601.410.6175.070) we have \$38,500 allocated to this event. Of those funds, \$20,000 goes to operational expenses including tents, tables, chairs, stages and entertainment. If we acquire the additional \$20,000 from the grant, we'll be able to offer even more maritime heritage activities to our attendees. Examples include more demonstrations, educational signage and exhibits, photo opportunities, guest speakers, fair style competitions and attractions.

In 2021, the West Ocean City Harbor was included in the Beach to Bay Heritage Area which makes the Harbor Day festival eligible for the grant funding. Harbor Day will take place on October 15, 2022 and is free to the community. Located along Sunset Avenue, the waterfront festival celebrates Worcester County's rich maritime history as well as the exciting sport and commercial fishing industries.

Should you have any questions, please feel free to reach out at your convenience.

Attachments

- Maryland Heritage Areas Authority – Project Grant Guidelines

cc: Allen Swiger, Recreation Superintendent

INTRODUCTION

The Maryland Heritage Areas Authority (“MHAA”) Grant Program is a source of funding designed to assist and encourage the **preservation of historical, archaeological, natural, and cultural resources** and **support economic development through heritage tourism** within heritage areas certified by MHAA. Heritage area grant awards are made from the Maryland Heritage Areas Authority Financing Fund, a non-lapsing, revolving fund into which up to \$6 million is deposited annually. The following is general information about the Heritage Areas Grant Program and instructions for completing the Project Grant application online.

You will find an applicant checklist on Page 27 to assist you in completing your application.

Heritage Tourism is traveling to experience the places and activities that authentically represent the stories and people of the past and present. It includes historic, cultural, and natural resources.

– National Trust for Historic Preservation

DISCLAIMERS

Each applicant shall comply with all applicable federal, state, and local laws and departmental policies and programs regarding drug-, alcohol-, and smoke-free workplaces, access for people with disabilities and equal opportunity in employment, housing and credit practices, and prohibiting discrimination on the basis of race, color, creed, religion, national origin, gender, marital status, familial status, or physical and/or mental disabilities in any aspect of the grant project.

Please be advised that in accordance with provisions of Executive Order 01.01.1983.18, if your application contains any information that may constitute personal information as defined below, you should be aware of the following:

1. Any personal information (“personal information” means any information about a natural person or his/her immediate family which identifies or describes any characteristics including but not limited to education, financial transactions or worth, medical history, criminal or employment record or things done by or to that natural person or his/her immediate family) requested by the Maryland Heritage Areas Authority “MHAA”) and supplied by the applicant will be used principally for MHAA’s determination of the feasibility of the application;
2. Failure to accurately and adequately supply requested information may seriously jeopardize MHAA’s approval of the application;
3. MHAA will permit the subjects of any personal information in an application to inspect, amend, and correct such personal information;
4. Any document supplied to or obtained by MHAA may be a public record generally available for public inspection under the Maryland Public Information Act and COMAR 05.01.02; however, under the Maryland Public Information Act trade secrets, information privileged by law, confidential commercial data, and records describing an individual person’s finances may not be disclosed; and,
5. Personal information supplied to MHAA in an application may be shared with other state, local, or federal government agencies involved with the proposed financing or project.

ELIGIBLE APPLICANTS

Eligible applicants include **non-profit organizations and local jurisdictions, as well as state and federal government agencies**. Non-profit organizations must be in good standing with the State of Maryland Department of Assessments and Taxation, be qualified to do business in Maryland, and have the legal capacity and authority to incur obligations involved under the grant program.

ELIGIBLE EXPENSES AND ACTIVITIES

Eligible activities **must** take place within the boundaries of a certified heritage area, and be consistent with the goals, objectives, strategies, and actions outlined in the approved Certified Heritage Area Management Plan for the heritage area(s) where the grant will take place.

Priority will be given to activities that address the specific goals and objectives identified in the approved Certified Heritage Area Management Plan, or in subsequent planning documents created by the Certified Heritage Area, such as a Five-Year Plan or Annual Work Plan.

Generally, grants will be made as one-time awards, not for ongoing projects or activities that require a multi-year grant commitment. Grants can be awarded to multiple phases of a larger project, however.

Please note that the minimum grant request allowable is \$5,000. For smaller non-capital projects, ask your local heritage area director about their mini-grant program.

Applicants should always discuss their project with their heritage area director and/or the state heritage area staff prior to submitting the full application.

The following types of activities are eligible to receive Project Grant funding:

NON-CAPITAL PROJECTS

\$5,000 - \$50,000

MHAA funds non-capital projects that support and create heritage tourism resources and experiences within the 13 Certified Heritage Areas. Our non-capital projects often fall into the broad categories of planning, interpretation, and programming.

Examples of Non-Capital Project Types

Planning

- Feasibility and Planning Studies
- Research
- Other planning activities that support the Certified Heritage Area

Interpretation

- Interpretive Exhibits, Signage and Brochures
- Interpretive Websites and mobile apps
- Wayfinding Signage – Pedestrian only
- Educational Programs and Materials

Did you know?

Many Certified Heritage Area Management Plans are available online or from the local Certified Heritage Area management entity (see <http://mht.maryland.gov/heritageareas.shtml>)

Programming

*Preference is given to new or pilot programs rather than ongoing activities

- Seminars
- Conferences
- Performances
- Reenactments
- Commemorations
- Festivals

CAPITAL PROJECTS / TARGETED INVESTMENT PROJECTS

\$5,000 - \$100,000

All capital projects must meet the Targeted Investment Project criteria (see below).

MHAA funds capital projects that support and create heritage tourism infrastructure within the 13 Certified Heritage Areas. Broadly, types of capital projects funded include acquisition, development (construction), rehabilitation, and restoration of real properties. MHAA also funds pre-development planning for capital projects as part of the MHAA Capital Grants program.

Examples of Capital Project Types

Acquisition*	Development	Rehabilitation	Restoration	Pre-Development
<ul style="list-style-type: none"> •Fee title of real property •Interest other than fee title (i.e. easement) of real property 	<ul style="list-style-type: none"> •Repair or alteration of an existing building, structure, or site** •New Construction for heritage tourism purposes*** •Trail Construction 	<ul style="list-style-type: none"> •Returning a property to a state of utility** 	<ul style="list-style-type: none"> •Accurately depicting a property as it appeared at a particular period of time •Removal of features from another time period •Reconstruction of missing features from the restoration period 	<ul style="list-style-type: none"> •Plans and specifications •Fees for architectural design and engineering

*Up to 50% of the average of two recent appraisals of the subject property.

**Should allow for contemporary use while retaining historical, architectural and cultural character of building.

***Must have exceptionally significant heritage tourism impact.

Did You Know?

Capital funds can be utilized for heritage tourism projects relating to boats, train cars, trolley cars, wagons and other non-structure resources. The resource must have a lifespan of more than 15 years for the work to qualify as capital expenditures.



Worcester County Recreation & Parks

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MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer
Joseph E. Parker III, Deputy Chief Administrative Officer
FROM: Kelly Rados, Director of Recreation & Parks *KR*
DATE: February 18, 2022
SUBJECT: Maryland Coastal Bays Event Request – October 2, 2022

Please find attached a Special Event application from Maryland Coastal Bays Program, requesting permission to use a portion of the West Ocean City commercial parking lot and boat ramp for the proposed Marine Debris Plunder, a community clean up by land and by sea event on Sunday, October 2, 2022. The Recreation & Parks Department has reviewed this request and supports the request.

The request includes:

1. Use of a small portion of the north end of the parking lot near the restrooms to set-up a tent and banner.
2. Use of one (1) recreational boat launch.
3. Permission to bring in their own dumpster. Dumpster will be delivered on Friday and picked up early Monday morning.

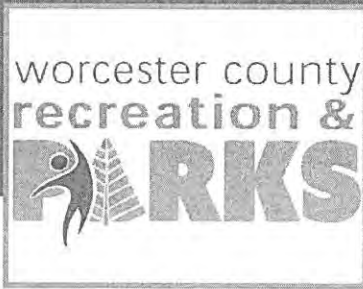
In as much, if you approve, we are recommending the following information to be required:

1. Provide a list of times for the day activities.
2. Work with the Parks Department on the parking lot set-up.
3. On site Point of Contact name, telephone number, etc. to handle any unforeseen issues.
4. Not to block any of the handicapped parking spaces available next to the public restrooms.
5. Provide promotion to Worcester County.
6. Operation of any music or public address system in accordance to any and all Worcester County codes.

Should you have any questions, please feel free to reach out at your convenience.

Attachments

cc: Jacob Stephens, Parks Superintendent
Matt Crisafull, Worcester County Sheriff



worcesterrecandparks.org | 410.632.2144
6030 Public Landing Rd. Snow Hill, MD 21863
specialevents@co.worcester.md.us

SPECIAL EVENT APPLICATION

Complete the following application and return with the \$30.00 application fee made payable to Worcester County. Applications submitted less than 60 days prior to the event must include an additional \$25 late fee. Please take the time to critically think through the details of your event. Once your application has been reviewed, you'll be contacted regarding fees and contracts.

GENERAL EVENT & CONTACT INFORMATION

Event Type: ☒ Community Event ☐ Athletic Event ☐ Other: _____
 Name of the Event: Marine Debris Plunder Contact Person: Sandi Smith
 Event Organization: Maryland Coastal Bays Project Select Entity: ☐ For-Profit ☒ Non-Profit
 Address: 8219 Stephen Decatur Highway
 City: Berlin State: Maryland Zip: 21811
 Cell Phone: 443-783-5293 Email: sandis@mdcoastalbays.org
 Date(s) of Event: Sunday, October 2 Rain Date(s): n/a
 Times of Event: 10-2 Time Set-up Begins: 9:30 am Time Clean-up Ends: 3 pm

Note: Unless given permission from Worcester Recreation and Parks, all events must take place between sunrise and sunset.

Are you requesting a partnership with Worcester County Recreation and Parks? Yes ☐ No ☒

Purpose of the Event (include additional page if needed):

Community clean up by land and by sea.

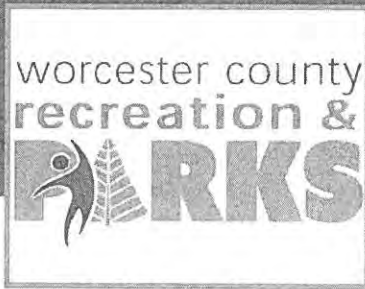
Location of the Event - list all site(s), facilities, park(s) and/or fields you need for your event. In addition, include a site map depicting layout, infrastructure and any hardware to be used:

A small portion of the West Ocean City Harbor. Last year we placed a tent and banners on the north side of the West Ocean City public boat dock restrooms boats and cars could pull up, deliver their debris to volunteers to weigh and place in dumpster we provided, and get their picture taken with Captain Jack Sparrow. It's all advanced registration and no after clean up event. Folks just pull up, drop off and leave. We had no traffic congestion last year as the only congregation of people are the volunteers to help unload, weigh and dispose of trash. The dumpster is donated so it does get dropped off on a Friday and not picked up until early Monday morning.

ATTENDANCE DETAILS

Provide estimates for the following attendance categories for your event:

	Staff/Volunteers	Participants	Spectators	Exhibitors/Vendors
Total:	<u>10</u>	<u>100</u>	<u> </u>	<u>1</u>
% Traveling 30+ miles:	<u>50 percent</u>	<u>10 percent</u>	<u> </u>	<u> </u>

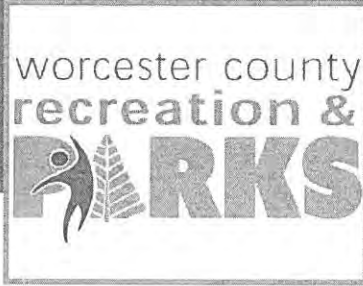


worcesterrecandparks.org | 410.632.2144
6030 Public Landing Rd. Snow Hill, MD 21863
specialevents@co.worcester.md.us

SPECIAL EVENT APPLICATION

PLANNING DETAILS

- Will a door and/or registration fee be charged? Yes ☐ No ☒
If Yes, please elaborate: _____
- Will tents be used for the event? Yes ☒ No ☐
If Yes, list number, size and type of tents: 1 - 10 x 10
- Will air-inflated structure(s) be used? Yes ☐ No ☒
If Yes, list number, size and type: _____
- Will banners or signs be used at the event? Yes ☒ No ☐
If Yes, please elaborate: 2 feather banners so boaters can spot where to pull over
- Are you requesting road closures? Yes ☐ No ☒ If Yes, please provide details on your site map.
If Yes, what arrangements have been made for traffic control? _____
- Are you requesting any special parking needs? Yes ☐ No ☒ If Yes, please provide details on your site map.
If Yes, please elaborate: _____
- Are you requesting on-scene law enforcement? Yes ☐ No ☒
If No, what arrangements have been made for on scene security and crowd control? _____
- Are you requesting on scene medical assistance beyond a normal emergency response? Yes ☐ No ☒
If No, what arrangements have been made? _____
- Will amplified sound be used? Yes ☒ No ☐
If Yes, please elaborate: DJ provides music and and praises participants bringing debris. Sound kept to a minimal
- Do you seek the sales, distribution, possession or consumption of alcoholic beverages? Yes ☐ No ☒
If Yes, please elaborate: _____
- Do you plan to sell or distribute food? Yes ☐ No ☒
If Yes, please elaborate. If interested in the use of a concession stand, please indicate it here: _____
- Describe plans for sanitation provisions, restroom facilities, trash cans and overall event clean-up. We provide a roll out dumpster, provide hand sanitizer for event volunteers, use the public ramp restroom facilities
- Electricity is limited depending on the facility. Do you require electric beyond a 110v outlet? Yes ☐ No ☒
If Yes, please elaborate: _____



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SPECIAL EVENT GUIDELINES

Applicant must CHECK each section indicating as "READ AND UNDERSTOOD BY APPLICANT". Failure to complete all sections will deem the application as incomplete.

☐ **POINT OF CONTACT:** WCRP will be the primary contact for all communications with other impacted Worcester County Departments. Applicant must not contact other departments directly unless authorized by WCRP in writing.

☐ **INSURANCE AND LIABILITY:** All risk are the responsibility of the Event Organizer. There is no insurance or indemnity provided by Worcester County protecting the Event Organizer. The Event Organizer is required to show certificate of insurance for Applicant in the amount \$1,000,000 combined single limit. The Event Organizer must indemnify the County Commissioners of Worcester County, Maryland and its officials, employees, and agents from all liabilities, judgments, settlements, losses, costs, or charges (including attorneys' fees) incurred by the County or any of its officials, employees, or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with the use of the Property by Event Organization or by its members, employees, agents or invitees and program participants. The Event Organizer must include the County Commissioners of Worcester County, Maryland as "additional insured" on the certificate of insurance. The Certificate of Insurance must be submitted 30 days before the event.

☐ **NOISE:** Permission to include music or amplified sound, including megaphones, as part of a special event may be given, provided the compliance with local noise ordinance is assured. Event Organizers should be sensitive to local businesses and residences when preparing sound equipment. WCRP may limit the sound amplification equipment so that it will not unreasonably disturb non-participating persons around the event.

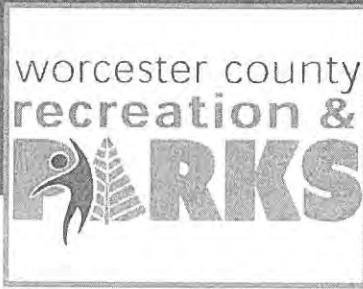
☐ **ELECTRICITY:** All electricity requirements beyond those that already exist at the proposed event location must be provided by an licensed electrician contracted by the Event Organizer. No alterations to existing electrical components is permitted without the approval by WCRP. Generators are highly encouraged when additional electricity is needed.

☐ **TENTS AND INFLATABLE STRUCTURES:** Any tent, canopy, or membrane structures to be erected that measures larger than 12' long OR wide must be preapproved by WCRP. All such structures will be subject to inspection by the Worcester County Fire Marshall. Inflatable displays and play structures may be permitted, but must be pre-approved. A photograph of the intended display with dimensions must be included before approval can be considered. Please make sure to clearly indicate the intended locations of these structures on your site layout.

☐ **BANNERS AND SIGNAGE:** Banners and signage content is subject to approval by WCRP. Placement and removal of banners and signage is the responsibility of the Event Organizer, but location and means of hanging must be approved by WCRP. Please make sure the clearly indicate the intended locations for banners on your site layout.

☐ **ROAD CLOSURES AND PARKING NEEDS:** A state highway permit must be obtained for use of any state property (roads, highway, etc.) This is the responsibility of the applicant independent of the WCRP application process. Event Organizer must keep WCRP notified of all steps and approvals related to such efforts. Non-state roads affected by the event must be reviewed by WCRP for consideration of closure or traffic modification through the application process. If a municipal lot is required for the event, whether for parking or placement of the event footprint, Event Organizer must contact appropriate parties for approvals. Event Organizer must provide said approvals in writing to WCRP. Please make sure to clearly indicate these areas on your site layout.

☐ **SECURITY AND PUBLIC SAFETY :** It is the Event Organizers responsibility to provide security through the Worcester County Sheriff's Department or an approved private entity, if it is deemed necessary by the Worcester County Sheriff's Department. The appropriate number of extra-duty and/or on-duty officers will be determined by the Sheriff or his/her designee in consultation with the Event Organizer. The Event Organizer will be responsible for all costs determined by the Chief of Police.



worcesterrecandparks.org | 410.632.2144
6030 Public Landing Rd. Snow Hill, MD 21863
specialevents@co.worcester.md.us

SPECIAL EVENT GUIDELINES

Applicant must CHECK each section indicating as "READ AND UNDERSTOOD BY APPLICANT". Failure to complete all sections will deem the application as incomplete.

☐ **SANITATION:** Event Organizer agrees to keep park/facility free of trash (fields, dugouts, grounds, parking lot, etc.) and agrees to dispose of all trash. Upon conclusion of the event, all County trash cans must be emptied (permanent and temporary (55 gal) and bags replaced into permanent park trash cans (38 gallon, steel mash receptacles). Event Organizer of large events may be required to provide dumpster. Violation of the Trash Policy may result in a forfeit of the damage/clean up deposit. This may also result in an additional clean up fee of \$50.00 per hour/per employee that was required to clean up the park/facility and an additional \$100 trash disposal fee.

☐ **ALCOHOL:** Only non-profit groups may request to sell alcoholic beverages at an event and must obtain a license from the Worcester County Board of License Commissioners. A "One Day Alcohol Permit" application with a Worcester County Commissioner's signature must be submitted to the County a minimum of 14 days prior to the event, along with the permit fee. A copy of the approved permit must be forwarded to WCRP at least 7 days prior to the event. The original permit must be kept on site at the event and must be available to display if required.

☐ **PORTALETTS AND HANDWASHING:** Event Organizer must provide adequate on-site portlets to facilitate the specific needs of their event. Events that are partnered with WCRP are not exempt from this requirement and are responsible for the costs incurred. Handicapped accessible portlets and handwashing stations are required. All portlets must be maintained daily if contracted for a multiple day event.

☐ **FOOD SALES & CONCESSIONS:** If the event includes food, the Event Organizer is responsible for arranging for all food permits 4 weeks prior to the event from the Worcester County Health Department. Depending on the facility, WCRP may be able to offer use of a concession stand during the event. A fee may be required per booth per event. Inspectors have the right to close booths operating outside of health regulations. All permits must be clearly displayed. Event Organizer is responsible for all clean-up including grease and dump water removal

☐ **VENDING:** The Event Organizer is responsible for procuring vendors for the event. Vendors without a Federal Tax Number or Maryland Business License may be required to secure a Peddlers License from the Worcester County Sheriff's Department. A list of approved vendors must be provided to WCRP 2 weeks prior to the event.

SIGN AND RETURN WITH \$30 APPLICATION FEE AND REQUIRED DOCUMENTATION

☒ Applicant agrees to all responsibilities contained in the application. All information provided is correct and complete. I have read and will comply the Worcester County special event requirement.

Printed Name Sandi Smith Signature: Sandi
Title/Position: Outreach and Marketing Coordinator Date: 02/10/2022

OFFICE USE ONLY: Application Received on: _____ Reviewed by: _____

Application forwarded to the following departments for review: _____

Application status:

☐ Accepted
☐ Accepted pending the following: _____
☐ Rejected due to the following: _____

Date: _____ Staff Initials: _____





Worcester County Recreation & Parks

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

MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer
Joseph E. Parker III, Deputy Chief Administrative Officer

FROM: Kelly Rados, Director of Recreation & Parks

DATE: February 18, 2022 *(Signature)*

SUBJECT: Permission for Out of State Travel – Sports Events & Tourism Association Symposium

This is a request for Kelly Rados, Director of Recreation & Parks and Allen Swiger, Recreation Superintendent, to travel out of the State of Maryland to attend the Sports ETA Symposium, the annual meeting of the Sports Events & Tourism Association (Sports ETA). The 2022 Symposium will be held in Fort Worth, Texas on May 2 – 5, 2022. In the FY22 budget we have proposed for funds to cover the cost of this conference.

The total request for our staff to attend is approximately \$2,700. The expenses associated with the conference are as follows:

A. Registration	\$0
B. Hotel	\$1,200.00
C. Flights	\$1,100.00
D. Meals/Misc.	\$ 400.00

The Registration for the Symposium for both staff to attend is already covered. We currently have a credit for the registration for Kelly due to the event being canceled last year due to Covid. With a MAASA (Mid Atlantic Amateur Sports Alliance) sponsorship, the registration for Allen will be included in this.

Sports ETA is the most essential resource for sports destinations such as Worcester County, Maryland's Coast. The conference will enable us to attend a number of education sessions that are directly applicable to our Department and will allow us to network with a variety of industry experts and colleagues from around the country.

This conference allows us to meet face-to-face with sports event owners during pre-scheduled one-on-one appointment in the Sports Marketplace. These appointments not only save us time and money, but allow us to be more efficient in recruiting new events and tournaments. There are also several, networking opportunities that will allow additional time to engage with sports event owner decision makers.

Should you have any questions, please free to reach out at your convenience.



WorCOA

Worcester County Commission on Aging, Inc.

ITEM 5

Our mission is to enhance the quality of life of all Worcester County citizens 50 years and older by providing programs and services that promote active, independent and healthy lifestyles.

TO: Weston Young, Chief Administrative Officer
CC: County Commissioners of Worcester County
Candance Savage, Budget Officer
FROM: John Dorrough, Executive Director
DATE: February 15, 2022

SUBJECT: SSTAP Program in Worcester County

The Worcester Commission on Aging would like to propose a Memorandum of Agreement to clarify the relationship between WorCOA and the County Commissioners of Worcester County dealing with the Specialized Statewide Transportation Assistance Program (SSTAP).

The SSTAP transportation program is designed to assist seniors and people with disabilities to travel in Worcester County for shopping, medical appointments, and socialization events. WorCOA has been the provider for this program since 2019 and has seen the popularity of the program grow each year since. The Maryland Transportation Administration provides formula funding of \$126,975 requiring a \$42,325 local match. Over the last several years we have put this in our Worcester County Annual Budget request with the understanding that the MTA grant amount would be forward funded by Worcester County until we get payment from the state. This Memorandum of Agreement explains that procedure so that each party understands the process.

We have requested forward funding in our FY23 Worcester County Budget with this process in place. WorCOA will be reimbursing the county for all forward funding upon receipt of SSTAP funding reimbursement from the State.

If there are any other questions or concerns, please feel free to contact me at any time.

4767 Snow Hill Road • PO Box 159 • Snow Hill, Maryland 21863
410.632.1277 • FAX 855.230.5496 • info@worcoa.org • www.worcoa.org

Worcester Adult
Medical Day Services
4767 Snow Hill Road
Snow Hill, MD 21863
410.632.0111

Berlin
Senior Center
10129 Old Ocean City Blvd.
Berlin, MD 21811
410.641.0515

Ocean City
Senior Center
104 41st Street
Ocean City, MD 21842
410.289.0824

Snow Hill
Senior Center
4767 Snow Hill Road
Snow Hill, MD 21863
410.632.1277

Pocomoke City
Senior Center
400 Walnut Street
Pocomoke City, MD 21851
410.957.0391

INTER-GOVERNMENTAL FUNDING AGREEMENT

By and Between

Worcester Commission on Aging

And

Worcester County, Maryland

Operation and Management of Worcester County's
Statewide Specialized Transportation Assistance Program Grant Funding

THIS AGREEMENT, effective as of July 1, 2022, is made by and between the Worcester Commission on Aging (hereinafter referred to as "WorCOA"), and County Commissioners of Worcester County, Maryland (hereinafter referred to as Worcester County).

WorCOA and Worcester County do mutually agree as follows:

1. PROGRAM AND SERVICES PROVIDED

- 1.1 Subject to continuing availability of Maryland Transit Administration funding for the Statewide Specialized Transportation Assistance Program (hereinafter "SSTAP"), WorCOA shall be responsible for the management of Worcester County's program. WorCOA shall use this funding to purchase/operate transportation services to operate curb-to-curb (demand response) transportation services for the elderly and disabled population residing in Worcester County.
- 1.2 WorCOA shall oversee and manage the operation of the existing paratransit (demand response) service in Worcester County, which operates Monday through Friday, from 10 a.m. through and including the 2 p.m. run (with service ending at 5 p.m.). Dialysis runs shall be provided as needed Monday through Friday within Worcester County. Appendix A defines the service.

2. TERMS AND TERMINATION

- 2.1 This Agreement shall commence on July 1, 2022 and continue through June 30, 2023. Any party may terminate this Agreement by providing written notice thereof at least sixty (60) days prior thereto. The parties may agree to an earlier termination of this Agreement in writing. This Agreement may be renewed annually on the same terms and conditions contained herein, with the exception of the funding terms as set forth in Paragraph 3.1 below, which shall be renegotiated annually.
- 2.2 All parties hereby express acknowledgment of the possibility of substantial changes in federal regulations applicable to this Agreement and expressly agree to renegotiate this Agreement as necessary to comply with such changes; provided that any increase in the scope of work or cost of performance will be compensated for concordant thereto.
- 2.3 If either party fails to fulfill its obligations under this Agreement properly, in a timely manner, or otherwise violates any provision of the Agreement, the non-breaching party may terminate the

Agreement as follows:

- 2.3.1 Prior to terminating the Agreement, the non-breaching party shall give the party in breach thirty (30) days written notice of such default, and if the party in breach has not cured such default within the thirty (30) day period, the non-breaching party may, by written notice given within five (5) days after expiration this period, terminate the Agreement.
- 2.3.2 The notice shall specify the acts or omissions relied on as cause for termination.

3. COMPENSATION PROVISIONS

- 3.1 Worcester County agrees to allow WorCOA to oversee and submit payment requests to the Maryland Transit Administration on its behalf for the entire amount of SSTAP grant funding awarded. For fiscal year 2022, the SSTAP grant award is one hundred twenty-six thousand, nine hundred seventy-five dollars and no cents (\$126,975.00).
- 3.2 In addition to the State grant award, Worcester County had previously agreed to provide a mandatory twenty-five (25) percent match in order to receive SSTAP funding. This match requirement, in the amount of forty-two thousand, three hundred twenty-five dollars and no cents (\$42,325.00), shall be subject to the same conditions contained in this Agreement; however, the total funding shall be requested from Worcester County throughout the fiscal year in accordance with the purchased service justification. WorCOA will reimburse Worcester County when SSTAP funds are received from the Maryland Transit Administration.
- 3.3 WorCOA shall not request funds in excess of the amount of either the State grant funding, or the Worcester County match funding.

4. GENERAL PROVISIONS AND CONDITIONS

- 4.1 Indemnification.
 - 4.1.1 It is understood and agreed that Worcester County shall not be liable in any claims in tort, contract, or otherwise, for any actions of WorCOA. WorCOA shall indemnify, protect, and hold harmless, Worcester County, its agents, servants, successors, and assigns, to the extent permitted by law, from and against all losses, damages, injuries, claims, demands, and expenses, including legal expenses, of whatsoever nature, arising out of the performance of WorCOA or its employees or agents under this Agreement, up to the amount for which it is found to be liable under the Maryland Tort Claims Act, 12-101 *et seq.*, State Government Article, Maryland Annotated Code.
 - 4.1.2 The indemnities and assumptions of liabilities and obligations herein provided for shall continue in full force and effect notwithstanding the termination of this Agreement, whether by expiration of time, by operation of law, or otherwise
- 4.2 WorCOA shall comply with all applicable federal, state, and local governmental standards and requirements, including licensing and permit laws and ordinances, as are necessary for the lawful providing of the services required by WorCOA under the terms of this Agreement.

- 4.3 The persons performing the services as set forth in this Agreement shall be employees of the WorCOA. WorCOA is responsible for complying with all federal and state laws applicable in its role as employer, including but not limited to tax withholding and Social Security rules related to wages paid to its employees.
- 4.4 WorCOA shall operate under this Agreement so that no person, otherwise qualified, is denied employment or other benefits on the grounds of race, color, sex, creed, national origin, age, marital status, sexual orientation, or physical or mental disability, which would not reasonably preclude the required performance.
- 4.5 WorCOA understands that it must fully comply with the Americans with Disabilities Act.
- 4.6 WorCOA shall not have the right or power to assign, pledge, or otherwise encumber this Agreement or any interest therein without the written consent of Worcester County.

5. MISCELLANEOUS PROVISIONS

- 5.1 This agreement constitutes the entire agreement between WorCOA and Worcester County. No variation or modification of this Agreement and no waiver of its provisions shall be valid unless in writing and signed by the duly authorized officials of both WorCOA and Worcester County.
- 5.2 This Agreement, together with any appendix attached hereto and incorporated herein by reference, represents the complete, total and final understanding of the parties, and no other understandings or representations, oral or written, regarding the subject matter of the Agreement, shall be deemed to exist or to bind the parties hereto at the time of execution.
- 5.3 It is expressly understood and agreed by and between the parties hereto that in the event that any covenants, conditions, or provisions herein contained are held to be invalid by a court of competent jurisdiction, such finding shall not invalidate the remainder of this Agreement; provided, however that the invalidity of any such covenant, condition, or provision does not materially prejudice any parties and their respective rights and obligations contained in the valid covenants, conditions, and provisions of this Agreement.
- 5.4 The terms of this Agreement and its execution are subject to all applicable Maryland laws and regulations and approval of other agencies of the State of Maryland as required under State laws and regulations.
- 5.5 The headings in this Agreement are not part of this Agreement and shall have no effect upon the construction or interpretation of this agreement.

- 5.6 Notice to either WorCOA or Worcester County shall be sufficient if sent by registered mail, postage prepaid to:

WorCOA:

Executive Director
Worcester Commission on Aging
P.O. Box 159
Snow Hill, Maryland 21863

Worcester County:

President
Worcester County Commissioners
1 W. Market St. Room 1103
Snow Hill, Maryland 21863

- 5.7 The failure of either party in any one or more instances to insist upon the performance of any of the terms, covenants, or conditions of this lease, or to exercise any right or privilege in this lease conferred, or the waiver of any breach of any of the terms, covenants, or conditions of this lease, shall not be construed as thereafter waiving any such terms, covenants, conditions, rights, or privileges, but the same shall continue and remain in full force and effect, the same as if no such forbearance.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written:

ATTEST:

WORCESTER COUNTY, MARYLAND

Joseph M. Mitrecic, President

ATTEST:

Melita Jackson

WorCOA

John Dorrough
John Dorrough, Executive Director



*Our mission is to enhance the quality of life for Worcester County citizens 50 years and older.
Our vision is to provide programs and services that promote active, independent and healthy lifestyles.*

Senior Ride Transportation Program

Program Goals

Senior Ride (a.k.a. Statewide Special Transportation Assistance Program) is described in Section 2-103.3 of the Transportation Articles of the Maryland Annotated Code which was amended to provide for a transportation program for elderly and persons with disabilities of Maryland that are **not** sufficiently close to public transportation routes. If a senior or individual with disabilities lives **within** the city limits of Berlin, Pocomoke, Snow Hill, or West Ocean City they will need to call the public transit service which have their own program requirements.

The goals of the Worcester County Commission on Aging (WorCOA) Senior Ride services are to (1) Provide general purpose transportation for both elderly and persons with disabilities; and (2) Encourage and facilitate the efficient use of funds used to provide transportation to elderly and persons with disabilities through the coordination of programs and services. Planned demand routes in rural areas do not operate every day to the same locations. Service is provided to different places on different days of the week ("Senior Ride Zones" as described below) to offer better coverage at a more reasonable cost. This type of service is geared to senior citizens that do not make daily trips and can plan their trips to match the service and who do not have direct access to a public transportation route(s).

Door to Door Service

Transportation services are available for trips to medical appointments, pharmacy, grocery shopping, and/or visiting a friend/family member, however, medical appointments are given priority. Grocery shopping trips have a 3 bag limit (we provide the reusable bags initially).

Senior Ride Destinations

The Transportation Division has established specific days for travel to any out-of-county destination within the region in order to ensure that the Senior Ride Service can serve more clients' needs.

Out-of-County: Worcester County (VA Line to DE Line) Tuesdays & Thursdays – WorCOA will provide regional routes to the Salisbury or Princess Anne areas.

In County: Worcester County (VA Line to DE Line) Monday thru Friday – WorCOA will provide routes **within** Worcester County only.

Worcester Commission on Aging

Community for Life • Worcester Adult Medical Day Services • Senior Care • Senior Ride • Meal On Wheels
Berlin 50plus Center • Ocean City 50plus Center • Pocomoke City 50plus Center • Snow Hill 50plus Center
4767 Snow Hill Road • PO Box 159 • Snow Hill, Maryland 21863
410.632.1277 • FAX 855.230.5496 • info@worcoa.org • www.worcoa.org



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Senior Ride System Guidelines

Transportation Application:

Call **443.366.4327** to complete a transportation application via telephone to become an approved passenger. Please be prepared to share your date of birth to verify age. For individuals with disabilities, WorCOA will help to complete a form that needs to be submitted to your healthcare provider to verify disability. It may take **up to 5** business days to process the age qualifying application and **up to 14** business days to process the ADA application once both parts are received.

Scheduling Transportation:

Call **410.251.0140** to schedule your ride.

Appointments can be made up to 90 days in advance. This service is provided on a "first come, first serve" basis. Due to the varying demand, we may not be able to accommodate your appointment request, however will work with you to schedule on a different day. We urge you to schedule appointments well in advance. Preference will be given to individuals with scheduled medical appointments.

All appointments must be scheduled between 10:00 am and 2:00 pm. All in-county appointments must be over by 4:00 pm, and out-of-county must be over by 3:00 pm due to our last vehicle leaving the area at 3:30 pm. Any passenger with an appointment lasting beyond these times may not be guaranteed a ride home.

Regional (to Salisbury or Princess Anne) trips may take longer. Be prepared with adequate food, water, and/or medications to meet your needs as there may be longer waits before/after appointment.

Transportation Fees:

\$3.00 each way (within Worcester County) – 1 credit

\$3.00 for each additional stop – 1 credit

\$15.00 one/both ways (outside of Worcester County) – 5 credits

\$10.00 cancellation (outside of cancellation timeframes)

\$25.00 no show (if we arrive and ride is canceled/no one home)

Transportation credits are purchased through the transportation administrator by calling **443.366.4327**. Credit/debit cards (must be on file), money orders, checks, and cash are acceptable for payment. Cash is only accepted at our WorCOA Snow Hill site. Credits will be automatically deducted on the day of the scheduled ride.

These rates do not apply to Community for Life members, who utilize units to measure their transportation services. In some situations, it may be more affordable to purchase a Community for Life membership. Please discuss with the Transportation Coordinator.

Worcester Commission on Aging

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Appointment Confirmation:

Transportation passengers will receive a phone call the day before to confirm the need for transportation and pickup time. **Please make sure WorCOA has a working telephone number to confirm appointment. If no contact is made, a ride is not guaranteed.**

Pick-up and Drop off Times:

Pick-up times may vary before and after appointment as we do our best to accommodate all rider's requests. There may be instances where pick-up times are much earlier than anticipated and drop-off times later than anticipated. The times are based upon that day's scheduling and destination locations.

Cancellations/No-shows:

There is no charge if appointments are canceled 24 hours in advance. Voice mail messages should be left for transportation staff at **410.251.0140** if calling before/after hours. Cancellations the day of ride will be charged \$10.00 as long as prior to driver arriving. No-shows will be charged \$25.00 if the bus travels to your house. The no-show fee must be paid prior to scheduling future appointments. Continuous no-show/cancellations will be reviewed for suspension and/or cancellation of transportation services.

50plus Center Transportation

WorCOA provides door-to-door transportation for Worcester County residents attending our four (4) 50plus Centers (in Berlin, Pocomoke, Snow Hill and Ocean City). Program participants are transported to and from the closest centers daily, with funding provided by Senior Ride plus passenger fares. The 50plus participant is charged one credit for each way. Transportation credit payment is arranged through the 50plus Center Program Manager. *Please note that transportation to the Ocean City 50plus (or any Ocean City address – over the bridge) is **only** provided to Community for Life members.

Transportation Mobility Coordination

WorCOA has a Mobility Manager to assist individuals with finding available transportation options. This coordination can help residents better understand how to use the WorCOA Senior Ride, Shore Transit, and Ocean City Transit bus systems and provide guidance on completing Paratransit applications for public transportation.

Severe Weather/Holiday Policy

We are closed all holidays (attached) and during any inclement weather (i.e. days of school closings, severe storms, flooding, etc.). If we must close due to weather, we will work with you to reschedule any appointments.

Worcester Commission on Aging

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DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

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

TEL: 410-632-1200 / FAX: 410-632-3008

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

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

MEMORANDUM

To: Weston S. Young, P.E., Chief Administrative Officer
From: Jennifer K. Keener, AICP, Director *JKK*
Date: February 17, 2022
Re: Housing Rehabilitation Program – Expedited Procedures for Emergency Applications

I am requesting that the County Commissioners consider approval of the establishment of an expedited application and approval process for the use of CDBG funds in certain circumstances under the Housing Rehabilitation program. This process would be strictly limited to emergency well and septic systems which are deemed an immediate threat to the health and safety of the occupants.

The current local program guidelines were not written with these types of emergency situations in mind. Any delays are not only harmful to the health of the residents, but can also be costly. Last year, one such application resulted in the program paying for two emergency pump-outs of the septic tank, funds which could have been expended to assist other applicants in need. Attached you will find two flow charts that illustrate the existing and proposed procedures to better visualize the progression of an application. Overall, this could reduce the estimated processing time from 3 to 6 months down to approximately 6 weeks.

Historically, the program has received approximately two applications per year which could be classified as an emergency. The Maryland CDBG program manual allows a county to directly solicit cost estimates on individual wells and septic systems from at least three contractors. Most replacements will fall well under the expenditure threshold of \$25,000 as set forth in § CG 4-202, therefore I am requesting that the Chief Administrative Officer be given permission to approve the bid recommendations.

Ms. Washington, Housing Rehabilitation Program Coordinator, has discussed this matter with the Housing Review Board and has received their consensus. As stated above, these procedures would be utilized for emergency situations only; well or septic requests that are associated with a typical housing rehabilitation or replacement project would be subject to the standard procedures for public bidding and awarding of the contract.

As always, I will be available to discuss this with you and the Commissioners at your convenience.

cc: Gary Pusey, Deputy Director
Davida Washington, Housing Rehab. Program Coordinator
Bob Mitchell, Director, Dept of Environmental Programs

DRAFT

**Housing Rehabilitation Application Process
for
Emergency Well and Septic Systems Only**

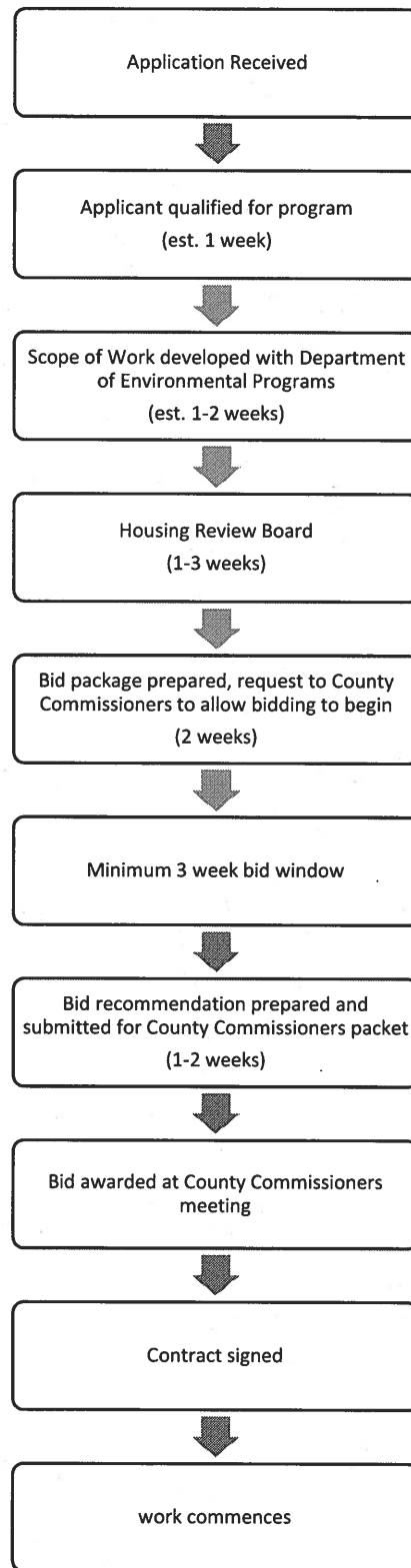
A failure of a well or septic system shall be deemed to be an immediate threat to the health and safety of the occupant(s) and shall be expedited under the emergency application process set forth herein.

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 in order to verify the nature of the improvements needed.
4. 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.
5. The Program Coordinator will prepare recommendations for action by the Housing Review Board. In order to receive a conditional grant, the applicant must meet one of the following criteria: have income below 80% of the AREA median; be 62 years of age or older; or is 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.

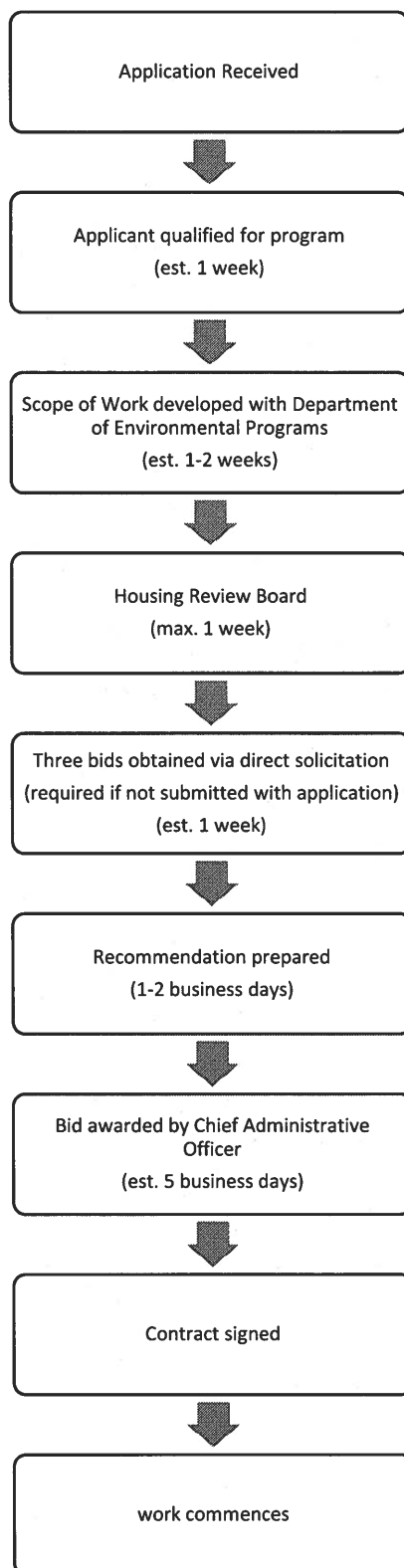
DRAFT**6. Bid Procedures**

- a. The applicant may submit three 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 three bids from licensed contractors.
 - b. The Program Coordinator shall complete the Vendor/ Cost Documentation Form.
 - c. All bids will be reviewed for accuracy, consistency and responsibility. 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.
 - i. 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.
7. 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.
 8. All other matters pertaining to the project shall be as governed by the Worcester County Housing Rehabilitation Program Guidelines.

Current CDBG Application Procedure Flow
Housing Rehabilitation & Well and Septic System Replacements
 (Minimum of 12 weeks)



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





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

DALLAS BAKER JR., P.E.
 DIRECTOR

CHRIS CLASING, P.E.
 DEPUTY DIRECTOR

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

DIVISIONS

MAINTENANCE
 TEL: 410-632-3766
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 TEL: 410-632-5675
 FAX: 410-632-1753

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

MEMORANDUM

TO: Weston Young, P.E., Chief Administrative Officer
 Joseph Parker, Deputy Chief Administrative Officer
FROM: Dallas Baker, Jr., P.E., Director *Dallas Baker*
DATE: February 22, 2022
SUBJECT: FY 23 Consolidated Transportation Program Letter

Attached for the Commissioner's review and comment is the draft FY 23 Consolidated Transportation Program (CTP) priority letter addressed to the Maryland Department of Transportation (MDOT). Each year, the County sends a letter to MDOT and the local State Delegation outlining our priorities to the State's transportation network. At their February 1, 2022 meeting, I updated the Commissioners on the status of several of the projects on the FY 22 CTP letter. MDOT has provided funding for planning phase studies for priorities 1, 4, 5, & 8, and Public Works is working with MDOT to secure grant funding for priority 10. I recommend keeping all requested improvements on the list until they are fully funded for construction. In discussions with MDOT, they indicated the funding for these projects was provided because we listed them in our CTP letter. I also recommend we continue to meet with MDOT at the Summer MACO conference (August 17 – 20, 2022) to discuss these projects with them in person.

Lastly, Public Works reached out to the incorporated municipalities of Ocean City, Berlin, Snow Hill, and Pocomoke to solicit any requests they may have for MDOT. We have received the attached priority letters from Ocean City, Pocomoke City, and Berlin which I recommend we include in our submittal to MDOT.

Attachments

cc: Chris Clasing



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

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 DIRECTOR

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February 22, 2022

Mr. James F. Ports, Jr., Secretary
 Maryland Department of Transportation
 7201 Corporate Center Drive
 Hanover, MD 21076

RE: State Transportation Priorities in Worcester County for 2022

Dear Secretary Ports:

Thank you for the opportunity to present Worcester County's transportation priorities at the upcoming Consolidated Transportation Program tour this coming fall. In advance of that meeting, listed below is the prioritized list of projects we would like to discuss with you and the MDOT team during the tour and at the summer MACO conference in Ocean City, August 17 – 20, 2022.

1. DUALIZE MD 90

Traffic congestion on MD 90 continues to worsen. Ocean City has become a year round tourist destination and development on the north end of Worcester County continues to see record growth in new home and business construction. MD 90 needs to be dualized to address the increased traffic demands. Worcester County recognizes full dualization is a major capital project with a prolonged timeline for completion.

In addition, it is requested MDOT review the possibility of the short term interim improvement of strengthening and widening the shoulders of MD 90 while full dualization is pursued. The shoulders of MD 90 are too narrow and too thin to support sustained vehicular traffic. As such, during most routine maintenance operations by SHA, MD 90 is placed into a flagging operation or one lane is shut down entirely because the presence of the median guardrail. Traffic quickly backs up and significant delays are encountered. By widening and strengthening the shoulders to support temporary vehicular traffic, it will reduce the need to fully close a travel

lane during maintenance or emergency response activities. It is believed this short term improvement could be undertaken quickly while long range planning, permitting, design, and construction moves forward towards full dualization.

2. NEW DRAWBRIDGE ON US 50 ENTERING OCEAN CITY

Similar to MD 90, traffic congestion on US 50 continues to worsen. In recent years, there have been several incidents of the existing drawbridge getting stuck. With Ocean City serving as a year round tourist destination, the US 50 drawbridge needs to be replaced with a more reliable structure and one that can accommodate the increasing traffic congestion issues.

3. DUALIZE MD 589

The north end of Worcester County has experienced significant growth over the last decade and the MD 589 corridor has become heavily congested at all times of the year. More people are living in Ocean Pines year round than ever before and commercial development is increasing. Congestion and delay issues along MD 589 are at or are approaching failing conditions as the road network reaches maximum capacity. MD 589 needs to be dualized to address the congestion issues and increasing safety concerns as additional residents come to the area.

4. SIGNALIZE THE INTERSECTION AT MD 611 & MD 376

During tourist season, MD 376 experiences significant delays and queuing as eastbound traffic waits to turn left onto northbound MD 611. There are several traffic generating businesses north of the intersection (ex. Frontier Town Campground & Water Park, Eagle's Landing Golf Course, Ocean City Airport) as well as numerous residential and commercial developments. The steady stream of traffic to and from Assateague Park does not allow for adequate gaps for traffic to enter onto MD 611. The intersection needs to be signalized to reduce the delay and congestion on MD 376, even if using a seasonal signal operation similar to what was approved for MD 611 and Golf Course Road several years ago.

5. SIGNALIZE THE INTERSECTION AT MD 367 & MD 368 (BISHOPVILLE)

GPS applications such as Google Maps and Waze are sending increasing amounts of traffic down MD 367 and MD 368 as an alternate route to MD 90 instead of the more appropriate and better suited route of US 113. MD 367 & MD 368 are two lane, two way roads intended more to serve residential traffic, not the volume of tourist traffic currently being experienced. Local residents and visitors to the area are getting stuck on MD 368 north bound as they try to turn left on MD 367 west bound. The intersection needs to be signalized to reduce delay and congestion.

6. ELIMINATE FLOODING ON MD 12 NORTH OF SNOW HILL

MD 12 north of Snow Hill floods even during moderate rain events. High water signs have been installed and are left in place year round. The road is lower than surrounding properties and there are no drainage structures to relieve flooding. MD 12 is a designated evacuation route that is impassible during large storms (when the route is needed the most) due to the flooding. The road needs to be raised with drainage structures added to keep the road passable and clear during storm events.

7. CONSTRUCT DEDICATED RIGHT TURN LANE ON SOUTH BOUND ST. MARTINS NECK ROAD AT MD 90

Thanks to GPS apps like Google and Waze, more and more out of town traffic is being directed down St. Martin's Neck Road as a way to bypass traffic slowdowns on US 113 and MD 90. During tourist season traffic backs up as people wait to make left turns off of south bound St. Martin's Neck Road onto east bound MD 90. Currently there is only one south bound lane at the intersection. Local residents wanting to turn right onto west bound MD 90 must wait in long queues. A south bound right turn lane needs to be constructed to better facilitate traffic wanting to head west bound on MD 90.

8. CONSTRUCT APS/CPS PEDESTRIAN TO CROSS US 113 AT MD 346

The intersection of US 113 and MD 346 in Berlin has sidewalks, handicap ramps, and crosswalks on the east and west sides of the intersection but is lacking the necessary amenities for pedestrians to safely cross US 113. APS/CPS and crosswalks need to be added to the north leg of the intersection.

9. DEVELOP AN ACCESS MANAGEMENT STRATEGIC PLAN FOR THE MD 611 CORRIDOR

Residential and commercial development on MD 611 is increasing. There is concern that if the growth continues, traffic congestion will become similar to what is currently experienced on MD 589. An access management plan needs to be developed for the corridor in order to provide a consistent and clearly understood approach as to the placement of access points, traffic signals, access roads, lane designations, pedestrian & bicycle amenities, and right-of-way needs. Future residential & commercial businesses can then reference and use the plan when developing the layout of their developments.

10. CONSTRUCT SHARED USE PATH ON MD 611 FROM US 50 TO ASSATEAGUE PARK

The recent completion of the shared use path on US 50 in West Ocean City has been received and used by the public with great success. Worcester County is requesting SHA begin planning for an extension of the existing path to connect the West Ocean City area to Assateague State Park. With the volume of traffic on MD 611, the numerous traffic generating destinations along the corridor, and MDOT's goal of promoting multimodal travel, extension of the path to one of the largest traffic and tourist generating destinations in Worcester County is a logical project. A phased approach for design and construction could be used to make the project more financially feasible similar to the approach used for the shared use path on MD 413 in Somerset County.

Lastly, Worcester County has received the enclosed priority letters from Ocean City, Pocomoke City, and Berlin which we are including in this submittal to MDOT.

Thank you for your attention to these matters. If you should require any additional information or you should have any questions or concerns with regards to these matters, please feel free to contact me or Weston Young, Chief Administrative Officer, at this office.

Sincerely,

Joseph M. Mitrecic
President

Enclosures

cc: Weston Young, Chief Administrative Officer
Joseph Parker, Deputy Chief Administrative Officer
Dallas Baker, Director of Public Works
Chris Clasing, Deputy Director of Public Works
Jennifer Keener, Director of Development, Review, and Permitting
Terence McGean, City Manager, Town of Ocean City
Jeremy Mason, City Manager, Pocomoke City
Jay Meredith, District Engineer, SHA
Senator Mary Beth Carozza
Delegate Wayne Hartman
Delegate Charles J. Otto



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811
Phone 410-641-2770 Fax 410-641-2316
www.berlinmd.gov

February 21, 2022

Mayor
Zack Tyndall

Vice President
Dean Burrell

Councilmembers
Jay Knerr
Shaneka Nichols
Jack Orris
Troy Purnell

Town Attorney
David Gaskill

Town Administrator
Jeffrey Fleetwood

Hon. Joseph Mitrecic, President
Worcester County Commissioners
1 Market Street, Room 1103
Snow Hill, Maryland 21863

President Mitrecic,

I am writing on behalf of the Mayor and Council, citizens, and business community within the Town of Berlin to respectfully ask the Worcester County Commissioners to add the following projects to their list of State Transportation Priorities for 2022. The following projects are critical to improving the safety of our community:

- **PEDESTRIAN BRIDGE ACROSS RT. 113 at RT. 376 (BAY STREET)**
 - The creation of RT. 113 divided the Town of Berlin. Residents who live west of RT. 113 have access to the town's only grocery store, healthcare providers, Town Hall, and Worcester County library without having to cross a major highway. However, the residents who live east of RT. 113 lack safe access to these vital services. The intersection of RT 113. and RT. 376 is also perceived by residents as unsafe due to incidents from the past. Currently, this intersection is the only marked crosswalk along RT 113 in Berlin for residents to travel between neighborhoods. The Town of Berlin is requesting a pedestrian bridge to help improve pedestrian safety and increase interconnectability between the neighborhoods and districts in town.
- **TRAFFIC SIGNAL RT. 113 and RT. 818 (SOUTH MAIN STREET)**
 - The intersection of RT. 113 and RT. 818 (South Main Street) meets the warrants as determined by the State Highway Administration for a traffic signal. Due to the impacts of the dualization of RT. 113, there is an increase in the volume of traffic traveling through the Town of Berlin. We are requesting the State of Maryland to prioritize and fund this project to improve the safety of this intersection.
- **TRAFFIC SIGNAL RT. 50 and RT. 818 (NORTH MAIN STREET)**
 - The intersection of RT. 50 and RT. 818 (North Main Street) serves as one of the primary entrances to the Town of Berlin. Due to increased traffic along RT. 50 and growth in the area, the safety of this intersection is of concern for our community. The Town of Berlin requests the installation of a traffic light to improve safety for those who live, work in, and visit our town.



- ROUNDABOUT AT INTERSECTION OF RT. 818 (NORTH MAIN STREET) and RT. 346
 - Currently, the intersection of RT. 818 and RT. 346 is a four-way intersection with flashing lights. However, due to increased traffic at this intersection, confusion occurs and often creates unsafe conditions. The Town of Berlin would like to see a roundabout installed at this intersection to improve safety.

The Town of Berlin continues to be committed to working with the Maryland Department of Transportation to improve pedestrian safety along the state highways in town limits. We are prioritizing the addition of crosswalks along several state highways throughout the Town, including RT. 818, RT. 374, RT. 376, RT. 377, AND RT. 346. Many roadways already have ADA pads on the sidewalks, but lack painted crosswalks. Without painted crosswalks on the road, motorists do not give pedestrians the right of way, creating unsafe conditions for those on sidewalks.

The Town of Berlin greatly appreciates the Commissioner's consideration regarding the addition of these projects to the State Transportation Priorities in Worcester County for 2022.

Respectfully,



Zack Tyndall MBA, NRP
Mayor, Town of Berlin



TOWN OF OCEAN CITY

The White Marlin Capital of the World

February 19, 2022

RE: Consolidated Transportation Program Request 2022

Mr. Dallas Baker
Director of Public Works
Worcester County
6113 Timmons Rd
Snow Hill, MD 21863

Dear Mr. Baker:

Thank you for the opportunity to offer input on Worcester County's Consolidated Transportation Program Priority letter to the Maryland Department of Transportation.

Ocean City's highest priority at this time is the full dualization of Maryland Rt. 90 for its full length from Rt 50 to Rt 528. Not only has congestion on Rt 90 worsened over the years, but more frequent breakdowns of the aging Rt 50 drawbridge have placed additional stress on the Rt90 access. In addition, because Rt 90 is a two-lane highway with a barrier, even relatively minor accidents can close the entire highway in one or both directions. This has caused delays in emergency transport and left the City without ambulances on occasion as all are tied up in traffic either transporting to the hospital or attempting to reenter Ocean City from the hospital. Rt 90 also functions as a primary evacuation route off the island. Ocean City does not support the phased approach outlined in the 2021 letter. Ocean City does not believe that adding a center contra flow lane would be an effective or safe alternative. If the project must be phased, then it should be accomplished by fully dualizing segments of the highway, beginning with the segment between Rt 589 to Rt 528 and proceeding westward with future phases.

Ocean City's next priority is the replacement of the Rt 50 Drawbridge for the same reasons outlined in the 2021 letter. The frequency of draw span malfunctions increases each year causing major traffic disruptions. When the draw span is operating properly, the delays caused by the regular half hour openings are the major source of congestion in the Ocean City downtown area. A new reliable draw bridge with a taller clearance would reduce the frequency of openings and help ease congestion on both sides of the bridge.

Ocean City fully supports all of Worcester County's other requests in the 2021 letter. We believe improving the intersection of Rt 90 and St Martin's Neck Road and the addition of the signal at St Martins Neck Rd in Bishopville are important to improve the movement of local traffic along this Route. We also recognize and fully support the need to dualize Rt 589 given the growth along this corridor.

MAYOR
RICHARD W. MEEHAN

CITY COUNCIL

MATTHEW M. JAMES
President

ANTHONY J. DELUCA
Secretary

PETER S. BUAS
JOHN F. GEHRIG, JR.
J. FRANKLIN KNIGHT
LLOYD MARTIN
MARK L. PADDACK

CITY MANAGER
TERENCE J. MCGEAN, PE

CITY CLERK
DIANA L. CHAVIS, CMC

Town of Ocean City, Maryland

Page 2

Thank you again for your consideration and cooperation in moving these important projects forward. If you have any questions or concerns, please feel free to contact me anytime.

Sincerely,

A handwritten signature in black ink that reads "Terence McGean". The signature is written in a cursive, flowing style.

Terence J. McGean, PE
City Manager

cc: Mayor Richard W. Meehan
City Council Members
Hal Adkins
Paul Mauser
Bill Neville

POCOMOKE CITY, MARYLAND



Dallas Baker Jr., P.E.
Director of Public Works
Worcester County

Mr. Baker,

Thank you for giving Pocomoke City the opportunity to submit our requests to be included on the County's Consolidate Transportation Program. We would like to see the following items considered by Worcester County and MDOT:

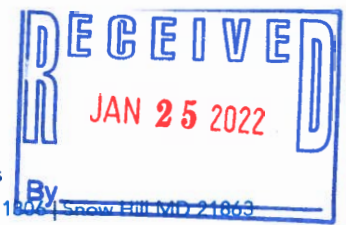
- 1) Pocomoke City Drawbridge – Widely considered to be the iconic symbol of Pocomoke City, the drawbridge is in major need of a re-painting.
- 2) Improved lighting on the highway in the areas between the Old Snow Hill Road/Rt. 13 intersection and the Hardee's / Rt.13 and Rt. 113 intersection.
- 3) Improved lighting at the Stockton Road and Rt. 13 Intersection.

If you should require any additional information on these items, please contact me any time at 410-430-8599 or jeremy@pocomokemd.gov

Sincerely,

A handwritten signature in black ink, appearing to read "J. Mason", is written over a light blue circular background.

Jeremy J. Mason
City Manager
Pocomoke city, MD



Worcester County Department of Environmental Programs
 Worcester County Government Center, 1 West Market Street, Rm 1006
 Tel: (410) 632-1220 | Fax: (410) 632-2012

Memorandum

To: Weston S. Young, P.E., Chief Administrative Officer

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

Subject: Request for Reclassification – Ayres Creek Family Farm, LLC
 Follow up From the Public Hearing Held on 1/18/22

Date: 1/24/22

On January 18, 2022, the County Commissioners held a public hearing for the Ayres Creek Family Farm, LLC amendment/refinement request to convert 8.34 acres of Resources Conservation Area (RCA) to Limited Development Area (LDA). There were submitted comments and presented testimony heard by the Commissioners during the hearing that staff would like to clear up so the matter can proceed.

Below are questions or issues raised in the public hearing that we can provide additional detail and clarification for:

- **Why propose this change, what will be able to be done on the site if the change is approved?**
 If approved by both the County Commissioners and the Critical Area Commission, the property would be able to support a use other than the non-profit office, but any uses would be dependent on the actions of other Divisions and Departments on the existing zoning category and new Critical Area designation. They could include future text amendments and/or a zoning reclassification. Any new uses would be severely limited by the remaining wastewater capacity available to this lot from the shared facility.
- **What can be done if this request isn't approved?**
 No new uses could be permitted. It could be used as an office for an environmental conservation non-profit office or another use permitted by zoning or Critical Area restrictions.
- **Could this be tied into Mystic Harbor wastewater?**
 No. There are no plans to expand the planning area for the Mystic Harbour Sanitary Area. The underlying land use designation of Green Infrastructure and Agriculture for the property also would not be consistent with the Comprehensive Plan for expansion of public sewer.
- **What about lot coverage limitations?**
 The property is limited to 15 percent lot coverage, which is what exists on this lot today. Lot coverage is defined as the percentage of a total lot or parcel that is: occupied by a structure, accessory structure, parking area, driveway, walkway, or roadway; or covered with a paver, permeable pavement, or other any manmade material. Lot coverage includes the ground area covered or occupied by a stairway or impermeable deck, but does not include: a fence or wall that is less than one foot in width that has not been constructed with a footer; a walkway in the Buffer or expanded Buffer, including a stairway, that provides direct access to a community or private pier; a wood mulch pathway; or a deck with gaps to allow water to pass freely. The lot coverage

ITEM 8

seen on the survey of Lot 1 was provided by the applicant's surveyor and verified by the Department. This is also why an up to date survey is required for these types of applications.

- **Could new buildings be placed on the property?**

In short, no, because lot coverage limits have been reached. The only way new structures/lot coverage could be placed on the property is if existing lot coverage was removed. The applicant could propose to remove all existing lot coverage then redevelop. If this were the case, the lot coverage would still be limited to 15 percent of the property area. There is also sanitary capacity considerations for any new construction contemplated. The flow available to Lot 1 is rather limited and addition of bedrooms, for example, to new construction on the lot will consume more flow than say, office space.

- **Could 36 units be built on the lot?**

No, this would not be possible due to multiple regulatory and code restrictions from different programs. A big reason would be that the underlying sanitary capacity available to the lot would not support such an expansion nor would the underlying land use designation support an expansion of public sewer planning areas to the property.

The shared septic facility serves the following structures: the newly constructed main house, an accessory dwelling on the family farm that predates the new main house, an additional house on the lot fronting Assateague road, two (2) lots on Raccoon Lane that were reserved for future houses for the owner's children, and the former clubhouse structure which houses an environmental non-profit. As you can see, the remaining flow available to the clubhouse is very limited. We assign flows based on bedroom #'s and by use for flows from other facilities such as offices.

- **This proposal has not yet been determined an amendment or refinement.**

If the proposal is approved, it will then be forwarded to the Critical Area Commission, where it will be determined if the proposed change is an amendment or refinement. The Critical Area Commissioner will also hold a hearing on the proposed change and vote to approve or not approve the amendment/refinement.

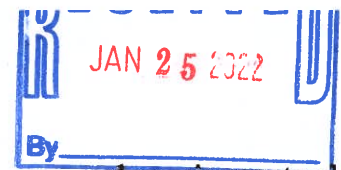
- **The boundary line adjustment done after the prior seven (7) lots were de-consolidated.**

The most recent plat for this area was recorded on July 7, 2020 and consist of Lots 1, 2, and 3 and Parcels 80 and 81. According to this plat, Lot 1 is 9.13 acres in size, with 8.34 acers being located within the Critical Area (specifically the RCA). 1.25 acres of lot coverage exist on the property (see table below):

LOT COVERAGE SUMMARY							
LOT NUMBER	EXISTING DRIVES/WALKS/PATHS	EXISTING BUILDINGS	RCA IN AC.	LDA IN AC.	EX. COVERAGE	LOT OUT OF ACBCA	TOTAL LOT ACRES
1	1.12 AC.	0.13 AC.	8.34	0.0	15%	0.79 AC.	9.13
2	0 AC.	0 AC.	0.903	1.734	0%	0 AC.	2.637
3	0 AC.	0 AC.	1.093	1.78	0%	0 AC.	2.873
PARCEL 81	0.037 AC.	0.03 AC.	2.0	0.0	3.4%	0.00 AC.	2.00
PARCEL 80	1.75 AC.	0.27 AC.	71.50	0.96	0.027%	9.96 AC.	82.42
TOTAL	2.907 AC.	0.43 AC.	83.836 AC.	4.474		10.75 AC.	99.06

- **Structures built before the Law was implemented.**

All structures used for the clubhouse were built prior to the implementation of the Critical Area Law. According to NR 3-108(c)(4), "existing industrial and commercial facilities, including those that directly support agriculture, forestry, aquaculture or residential development shall be allowed in Resource Conservation Areas." According to NR 3-105(a), "the Department shall permit the continuation, but not necessarily the intensification or expansion, of any permitted use or structure legally existing on the date of Program approval, unless the use has been discontinued for more than one year or is otherwise restricted by



existing local ordinances.” This means our local Critical Area and other ordinances and requirements also come into play in future use determinations and approvals.

- **The deduction of Growth Area if this is approved.**

The deduction of the acreage will be 5% of the RCA acreage. “The upland area of the County within the Atlantic Coastal Bays Critical Area comprises about twenty-two thousand nine hundred and fifty-five acres. Within the Atlantic Coastal Bays Critical Area, three thousand four hundred and sixty acres of land are classified as Intensely Developed Area and three thousand one hundred sixteen acres as Limited Development Area. The remaining sixteen thousand three hundred and seventy-nine acres are classified as Resource Conservation Area. The Atlantic Coastal Bays Protection Act permits the County Commissioners to allocate five percent of this area, or eight hundred nineteen acres, for use for future growth as either Intensely Developed Areas or Limited Development Areas.”

So if the proposed mapping mistake of 8.34 acres is changed from RCA to LDA, the amount of RCA lands in the County would actually be 16,175.07 acres, in which five percent of that area could be used for future growth determinations. Currently, the available Growth Allocation acreage is 373.89 acres, so if the new total is 373.48 acres, 0.41 acres will be deducted within the available growth acreage.

Staff would point out we have only utilized 15.8 % of Growth Allocation approved since the Critical Area Law was adopted.

Hopefully, these clarifications are helpful to the County Commissioners in proceeding with this matter. My staff and I will be available to discuss these comments with you and the County Commissioners at your convenience.



Worcester County Government
 One West Market Street | Room 1103 | Snow Hill MD 21863-1195
 (410) 322-1194 | (410) 632-3131 (fax) | admin@co.worcester.md.us | www.co.worcester.md.us

VOTE DELAYED

"NO VOTE UNTIL NEXT SESSION"

December 16, 2021

WSY 1/18/22

TO: *The Daily Times Group and The Ocean City Today Group*
 FROM: Joseph E. Parker III, Deputy Chief Administrative Officer
 SUBJECT: Worcester County Public Hearing on Requested Reclassification of Atlantic Coastal Bays Critical Area Designation

.....
 Please print the attached notice as a display ad at the legal advertising rates per our agreement in *The Daily Times Worcester County Times/Ocean Pines Independent and Ocean City Digest/Ocean City Today* on December 30, 2021 and January 6, 2022. Thank you.

**Notice of Public Hearing
 REQUESTED for Reclassification
 Atlantic Coastal Bays Critical Area**

Pursuant to Section NR 3-110(b) of the Natural Resources Article of the Code of Public Local Laws of Worcester County, Maryland, a request for the reclassification of 8.34 acres of land from Resource Conservation Area (RCA) to Limited Developed Area (LDA) has been submitted to the Worcester County Commissioners by Hugh Cropper, IV, on behalf of Ayres Creek Family Farm, LLC. The applicant alleges that an error occurred in the original district mapping for the area on Parcel 80, Lot 1, as shown on Worcester County Tax Map 33. The Subject primarily is located along the western side of MD Rt. 611, east of Ayres Creek at 8219 Stephen Decatur Highway.

Pursuant to Section NR 3-110(b)(3)D of the Natural Resources Article of the Code of Public Local Laws of Worcester County, Maryland, the County Commissioners will hold a

PUBLIC HEARING
 on
Tuesday, January 18, 2022
at 10:45 A.M.
 in the
 County Commissioners Meeting Room
 Room 1101 - Government Center
 One West Market Street
 Snow Hill, Maryland 21863

At said public hearing, the Commissioners will consider the alleged mapping error and request for reclassification, any staff reports and recommendations, comments of other agencies, the recommendation of the Planning Commission, and any testimony offered before them.

The file containing the request for reclassification and other pertinent information which will be entered into the record of the public hearing are on file and are available for inspection at the Department of Environmental Programs, Worcester County Government Center, One West Market Street, Room 1306, Snow Hill, Maryland 21863-1070 during regular business hours.

ITEM 8

The case file for this application may be reviewed on the on the County Website at <http://www.worcester.md.us>. Questions may be directed to Robert Mitchell, Director of Environmental Programs, by calling 410-632-1220, or by email at bmitchell@co.worcester.md.us.

THE WORCESTER COUNTY COMMISSIONERS



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: Weston S. Young, P.E., Chief Administrative Officer

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

A handwritten signature in blue ink, appearing to be "R. Mitchell".

Subject: Request for Public Hearing
Reclassification – Atlantic Coastal Bays Critical Area

Date: 11/29/21

The Department is in receipt of an application for a Critical Area Reclassification submitted by Hugh Cropper on behalf of Ayres Creek Family Farm, LLC. The reclassification request is for 8.34 acres of land from Resource Conservation Area (RCA) to Limited Development Area (LDA). The applicant alleges that an error occurred in the original district mapping for the area on Parcel 80, Lot 1, as shown on Worcester County Tax Map 33. The subject property is located along the western side of MD Rt 611, east of Ayres Creek, at 8219 Stephen Decatur Highway.

As the attached memorandum from Jenelle Gerthoffer, our Natural Resources Administrator details, these requests are reviewed by the Planning Commission and this application was favorably recommended at their meeting on November 4, 2021. Attached are staff's report, the site plan and property report along with the Planning Commission minutes.

Pursuant to our local law, I would therefore recommend and request the County Commissioners schedule the requisite public hearing necessary to correct our local program designation for the subject property. I have forwarded an electronic copy of the hearing advertisement to County Administration for their review.

Please do not hesitate to contact me should you have any questions.

Attachments




Worcester County

Department of Environmental Programs
Natural Resources Division

Memorandum

To: Robert Mitchell, Director

From: Jenelle Gerthoffer, Natural Resources Administrator 

Subject: Atlantic Coastal Bays Critical Area Amendment/Refinement Request

Date: November 29, 2021

Natural Resources has received an amendment/refinement request from Mr. Hugh Cropper IV of the Law Offices of Booth, Booth, Cropper & Marriner P.C. to seek a mapping mistake on the lands of Ayres Creek Family Farm, LLC located at Tax Map 33 Parcel 80 Lot 1, also known as 8219 Stephen Decatur Highway. The applicant would like to reclassify approximately 8.34 acres, as shown on the attached site plan, from Resource Conservation Area (RCA) to Limited Development Area (LDA).

As per NR 3-110, proposals for growth allocations, shall be reviewed by the Planning Commission, County Commissioners, and Critical Area Commission, but shall first be referred to the Department for review and subsequent recommendation. It is important to mention that this request is not a growth allocation request; however, if granted, the LDA acreage will be deducted from the County's available growth allocation acreage; therefore, this proposed mapping mistake requires your review. In addition, this proposal cannot qualify for a Growth Allocation because Lot 1 does have adjacency to LDA or Intensely Developed Area (IDA) parcels/lots, as required per NR 3-110(b)(2).

Upon original receipt of this request, staff conducted a thorough review as well as forwarding to the State Critical Area Commission (CAC) staff for preliminary review. The Planning Commission made a favorable recommendation and at this time, a request is being made to schedule a public hearing for the proposed amendment/refinement. If the request is approved by the County Commissioners in a following session, the request is then forwarded to the Critical Area Commission for approval or denial.

Citizens and Government Working Together

WORCESTER COUNTY GOVERNMENT CENTER 1 WEST MARKET STREET, ROOM 1306
TEL: 410-632-1220 FAX: 410-632-2012

SNOW HILL, MARYLAND 21159 **19**

When initially mapped, this property was designated as a Resource Conservation Area (RCA) due to the conditions and environmental aspects present at the time of mapping. As you are aware, the RCA designation within the Critical Area program is the most restrictive and is characterized by wetlands, forests, agricultural lands and various other nature dominated environments. Development, redevelopment, and land use activities occurring within this designation shall take place in a manner to conserve, protect, and enhance ecological values of the Critical Area as well as maintain and support agriculture, forestry, aquaculture, and fishery activities.

At the time of initial mapping, it was determined that this parcel did not qualify as an LDA designation per the description under NR 3-107(a)(1-4), as was typical with other golf courses within the Critical Area. It should also be noted that at the time of initial mapping, the boundaries of Lot 1 did not exist (this lot was created in 2020) and the area was part of Parcel 80, a 99.06 acre parcel. Per NR 3-107(a), LDAs "are those areas which are currently developed in low- or moderate-intensity uses. They also contain areas of natural plant and animal habitats. The quality of runoff from these areas has not been substantially altered or impaired. At the time of the initial mapping, these areas shall have at least one of the following features:"

1) Housing density ranging from one dwelling unit per five acres up to four dwelling units per acre.

At the time of initial mapping, housing density did not meet the ranges stated above. The main building on Lot 1 was originally permitted in May of 2001, prior to the implementation of the Atlantic Coastal Bays Critical Area Law, as a clubhouse to serve the adjacent 18-hole golf course. Since the golf course is no longer in place, the original clubhouse now serves as the offices for the Maryland Coastal Bays Program, as approved and permitted through text amendment and Bill #16-3 which was passed on April 19, 2016 and is associated with NR 3-108(d)(9). NR 3-108(d)(9) allows for an office and/or establishment utilized by a nonprofit environmental conservation and land preservation organization, subject to the following that the Organization(s) maintain a non-profit and/or tax-exempt status and that the total use area shall not exceed twenty thousand square feet in area.

2) Areas not dominated by agricultural, wetland, forest, barren land, surface water, or open space.

At the time of initial mapping, the parcel was dominated by open space, forest, and wetlands, as a part of the golf course. The majority of the property was included as open space area and therefore, was not suitable for an LDA or Intensely Developed Area (IDA).

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TEL: 410-632-1220 FAX: 410-632-2012

It should be noted that six out of the seven golf courses located within the Critical Area in Worcester County are also located in either the RCA or LDA. Two are located in the LDA, both of which are associated with a community development. The only golf course located within an IDA in the County is located in Ocean Pines, and was established prior to the implementation of Critical Area regulations.

(3) Areas meeting the conditions of an Intensely Developed Area but comprising less than twenty acres.

The original parcel was larger than 20 acres, it was approximately 99.06 acres. This particular lot is 9.13 acres in total; however, the lot does not appear to meet conditions of and IDA designation.

(4) Areas having public sewer or public water, or both.

At the time of initial mapping, the parcel did not have public water or sewer, neither does it have public water or sewer at the current time. The lot does contain a Shared Facility system for sewage, which is a private/non-public system, to support this parcel and recently created neighboring lots also located within Critical Area boundaries.

Staff understands the motive and purpose of this proposed request to remap the property from RCA to LDA; however, given the current regulatory requirements for such a determination, staff cannot fully support the proposed request as submitted as the request is not consistent with description of the Limited Development Area Designation provided in NR 3-107(a)(1-4).

As noted above, this request is to schedule a public hearing for the proposed amendment/refinement to reclassify 8.34 acres of land, designated as RCA, to LDA, located at on the lands of Ayres Creek Family Farm, LLC located at Tax Map 33 Parcel 80 Lot 1, also known as 8219 Stephen Decatur Highway. If you have any further questions please feel free to contact me at jgerthoffer@co.worcester.md.us. I will make myself available the day that this will be presented in the event any questions are raised.

Attachments: Site Plan;
Environmental Report

cc: David Bradford, EP Deputy Director

Citizens and Government Working Together

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TEL: 410-632-1220 FAX: 410-632-2012



**PO Box 66 Fruitland, Maryland 21826
coastalcompliancesolutions@gmail.com
410-726-8736**

**Atlantic Coastal Bays Critical Area Mapping Mistake
Environmental Report
Ayers Creek Family Farm
(Former Pine Shores South Golf Course)**



**8219 Stephen Decatur Highway, Berlin MD 21811
TAX MAP 33, PARCEL 80, LOT ONE
SDAT 10-019850
Prepared for:
Ayers Creek Family Farm LLC
9428 Stephen Decatur Highway
Berlin, MD 21811**

**Prepared By:
R.D Hand and Associates INC.
12302 Collins Road
Bishopville MD 21813**

**Coastal Compliance Solutions LLC
P.O. Box 66
Fruitland, MD 21826**

"Innovative and efficient permit acquisition and management"

Introduction:

This report is submitted in support of the application of Ayres Creek Family Farm, LLC, Todd E. Burbage, sole and managing member, to reclassify 8.34 acres of Resource Conservation Area (RCA) to Limited Development Area (LDA). The petitioned area is a portion of "LOT ONE" as designated on the Plat entitled "Boundary Line Adjustment Plan and Minor Subdivision Creating Lots 1, 2, & 3" by Frank G. Lynch, Jr. & Associates, Inc., dated June 23, 2020, and recorded among the Land Records of Worcester County, Maryland, in Plat Book SRB 249, Pages 1-4.

Lot One was originally part of the much larger parcel designated as Worcester County Tax Map 33, Parcel 80. Parcel 80 originally included seven parcels, which were previously consolidated in connection with a golf course and other amenities and re-assembled/re-subdivided by virtue of the aforementioned Boundary Line Adjustment Plat.

The 99.06 acre assemblage of properties will be referred to as Parcel 80. A portion of Parcel 80 lies outside the Atlantic Coastal Bays Critical Area (CA). In fact, a portion of Lot One lies outside the Atlantic Coastal Bays Critical Area, so this request is limited to 8.34 acres. Lot 1 is 9.13 acres, in total.

As will be explained in more detail later in this report, Worcester County Code, Section NR 3-108 governs RCA's. Specifically, Section NR 3-108(d)(2) permits "a golf course, excluding principal buildings and/or structures such as the clubhouse, pro-shop, parking lot, etc....". In this case, the golf course clubhouse, restaurant, snack bar (including liquor license), pro-shop, parking lot, etc. were all located on the 8.34 acres which is the subject of this request, as of the effective date of the CA. This was a mapping mistake, and this serves as the basis for the application.

In accordance with the requirements of the Atlantic Coastal Bays Critical Area Law (CA), Regulations and Local Program, this report has been prepared to address standards as defined in Code of Maryland Annotated Regulations (COMAR), most specifically in Section 27.01.01.03 and NR 3-110(a) Worcester County Code of Public Local Laws. As detailed in further sections, this report will specify and describe the request for the program refinement, detailing the evidence for the mistake rectification request. Further, details on existing impacts and existing habitat and resources, coupled with a specific understanding of why this program refinement and mapping mistake requested is warranted.

Subdivision History:

Prior to 1965, the farm consisted of seven separate parcels known as Worcester County Tax Map 33, Parcels 76, 77, 79, 80, 81, and 234, under single ownership.

The seven parcels were consolidated by virtue of a Declaration of Consolidation dated September 3, 1997 and recorded among the Land Records of Worcester County, Maryland in Liber RHO No. 2477, Folio 60. The Declaration of Consolidation was temporary, and once the "Golf Course Development" ceased to exist, the Declaration of Consolidation was, by its own terms, released and extinguished.

The consolidated parcel was known as Tax Map 33, Parcel 80 (99.06 acres).

On or about May 5, 2020, the property owner entered into a Shared Facility Agreement with the Worcester County Commissioners with respect to an on-site septic system, approved for three thousand five hundred (3,500) gallons per day. The Shared Facility Agreement is recorded among the Land Records, as aforesaid, in Liber SRB No. 7671, Folio 388, and it is memorialized in Worcester County Commissioners' Resolution No. 20-8.

By virtue of a plat dated June 23, 2020, the property was reassembled and resubdivided into five lots as designated on the Plat entitled "Boundary Line Adjustment Plan and Minor Subdivision Creating Lots 1, 2,



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 coastalcompliancesolutions@gmail.com
 410-726-8736

and 3" by Frank G. Lynch, Jr. & Associates, Inc., dated June 23, 2020, and recorded among the Land Records as aforesaid, in Plat Book SRB No. 249, Pages 1-4.

This application concerns Lot One as designated on said plat, which is 9.13 acres. The portion of Lot One in the Critical Area is 8.34 acres.

Additionally, the aforesaid Shared Facility is located on Lot One.

Background:

Prior to 1995, Parcel 80 was a working farm.

On September 5, 1996, the former owner, Mumford, Inc., Charles E. Mumford, III, President, was granted conditional site plan approval by the Worcester County Planning Commission for an 18 hole golf course, together with other amenities, originally known as the "Ayres Creek Golf Course" and later known as "The Creek Club." These improvements were proposed on the entirety of Parcel 80 (99.06 acres). Specifically, the clubhouse and pro-shop were located on Lot One. Construction commenced shortly thereafter, and on March 26, 1998, a Certificate of Occupancy was issued by Worcester County for a temporary clubhouse (24" x 44") on Lot One. Additional improvements were added including a clubhouse, separate golf cart storage building, ten station driving range, 18 hole putting course, with all required parking, among other things, on Lot One.

Maintenance buildings, bridges, and incidental structures associated with the golf course were built throughout Parcel 80.

In approximately 2001, the Creek Club was acquired by new owners, and renamed "Pine Shore South Golf Course." The clubhouse underwent substantial renovation, with the inclusion of a renovated pro-shop, retail area, and restaurant. An outside screened porch was added for seating associated with the restaurant/bar. The kitchen was renovated, and the new owners obtained a liquor license, all on the petitioned area, being a portion of Lot One. These structures and amenities were in full operation as of the effective date of the CA.

This serves as the basis for the program refinement. Although golf courses are permitted in an RCA, principal buildings and/or structures such as the clubhouse, pro-shop, parking lot, etc. are specifically prohibited. In this case, all of those amenities were constructed on Lot One, which is the subject of this request.

Additionally, and perhaps more importantly, at the time the septic requirement for a golf course was three thousand five hundred (3,500) gallons per day. An on-site sand mound/septic system was constructed on Lot One, in the petitioned area, to serve these uses. It has since been approved as a Shared Facility by the Worcester County Commissioners, and that Shared Facilities Agreement is recorded among the Land Records, as aforesaid.

Current Conditions:

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Parcel 80 is now known as the Ayres Creek Family Farm. It was purchased in 2014 out of foreclosure by Mr. Burbage from the bank. It is more widely known locally as the previous Pine Shores South Golf Course, an 18-hole working golf course with an existing pro-shop, maintenance building and restaurant. The existing maintenance buildings in recent years have been converted to storage and the pro-shop/restaurant has been utilized as a nonprofit environmental conservation organization location for the Maryland Coastal Bays Program. This use was authorized by virtue of a recent text amendment, namely the addition of NR3-108 (d) (9)

Parcel 80 has been maintained and planted in agriculture, mostly for hunting and recreating by the owner. As such, a conservation plan was composed and filed and approved by the Worcester County Soil Conservation District along with the Maryland Department of Agriculture, that codifies the current farming practices onsite. In the petitioned mistake area, there are many remnants of the former golf course with the associated pro-shop/restaurant that has been converted to the current use of a nonprofit environmental conservation and/or land preservation organization.

Parcel 80 is approximately 99 acres, of which approximately 81 acres are located within the limits of the CA. This application is proposing to reclassify under the basis of mistake, 8.34 acres of Resource Conservation Area (RCA) to Limited Development Area (LDA).

Change in Designation and Consistency with the Comprehensive Plan and Zoning:

The current land use designation in the CA is Resource Conservation Area (RCA). This application proposes to amend that designation only a portion of the property, a portion almost completely out of the Critical Area to Limited Developed Area (LDA). Since this request is a refinement to amend the original Critical Area Mapping, adjacency to existing LDA is not a requirement unlike as would be in a growth allocation request.

The site is currently zoned E-1 Estate District and more closely matches the LDA designation as opposed to the RCA designation given at the time of the original mapping. As noted in the Worcester County Comprehensive Plan (pages 20 and 26) the elimination of the Estate Zone is encouraged and reclassifying to something more appropriate is suggested.

The current existing wastewater disposal system, that is permitted and installed is sized to accommodate wastewater from a higher intensity use, such as office, restaurant, and pro-shop to more commercial in nature used. It is currently approved for over 3,000 gallons per day of wastewater.

Forest Identification and Protection:

Within the proposed mistake area are some scattered small trees and a portion of the expanded 100-foot buffer due to an existing blue line stream. Outside of that, the existing commercial area was and has remained unforested and abuts a former stormwater management facility. By virtue of redesignation of this area from RCA to LDA, there will be no impact on forest or habitat protection areas.

Stormwater Management:

As a currently developed site with Stormwater Management, the previous site best management practices (BMP) have been installed and can be utilized for site quantity controls. There is an existing wet detention pond adjacent to the proposed mistake area, which provides ample existing stormwater management for the mistake area.

Soil Erosion and Sediment Control:

Erosion and sediment control approval is not needed as part of the mistake/refinement of the proposed area.

Lot Coverage:



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 coastalcompliancesolutions@gmail.com
 410-726-8736

As mentioned previously, the petitioned mistake area was utilized for a golf course restaurant and pro-shop and clubhouse for many years prior to the current owner purchasing it. Site improvements and existing lot coverage within the petitioned mistake area equal 1.24 acres or approximately 15% of lot coverage.

Mitigation for Clearing and Afforestation:

There is no requirement for mitigation as no clearing is proposed as part of the requested mistake refinement.

Buffer Management Plan:

There is no requirement for submission of a buffer management plan as part of the requested mistake refinement.

Habitat Protection Areas:

The expanded 100-foot buffer along the existing blue line stream is the only habitat protection area located within the petitioned mistake area. It is proposed to be unaffected by this refinement.

Section NR 3-107(a):

Section NR3-107(a) describes LDA'S as those areas which are currently developed in low or moderate – intensity uses. Currently, the site meets this definition, inasmuch as it is operated as a non-profit environmental conservation and/or land preservation organization. At the time of the initial mapping, these areas shall have **at least** one of the following features:

(1) Housing density ranging from one dwelling unit per 5 acres up to 4 dwelling units per acre – there was no residential housing on the site at the time of initial mapping.

(2) Areas not dominated by agricultural, wetland, forest, barren land, surface water or open space – the applicant contends that the site meets this requirement. At the time of initial mapping, the site contained a clubhouse, renovated pro shop, retail area, and restaurant. There was an outside screened porch for seating associated with the restaurant/bar. There was a full kitchen, as well as associated parking and storage. The area was not dominated by agricultural or open space uses.

(3) Areas meeting the conditions of an Intensely Developed Area but comprising less than 20 acres – The applicant contends the site meets this requirement. Section NR3-106(a) provides that, at the time of initial mapping, IDA's shall have at least one of four features listed in that statute. Subsection (2) refers to industrial, institutional or commercial uses concentrated in the area. At the time of initial mapping, the site was known as the Pine Shores South Golf Course and the clubhouse had recently undergone renovation. There was a pro shop, retail area, and restaurant. There was outside seating for a restaurant/bar. In 2002, there was a liquor license issued for the site; these are clearly commercial uses, which meet the intent of Section NR 3-106(a)(2). The area is less than 20 acres.

(4) Areas having public sewer or public water, or both – The applicant contends that the site meets the

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intent of this section. The site is served by a commercially sized wastewater treatment system which serves other parcels/lots within the Critical Area, and the approved use of the environmental non-profit office on site. The wastewater treatment system has been approved as a "Shared Facility" by the Worcester County Commissioners, and a Shared Facility Agreement has been filed among the Land Records of Worcester County, Maryland. As such, the Worcester County Commissioners have the right to assume control and operation of the Facility, therefore making it a quasi-public sewer, and meeting the intent of subsection (4).

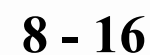
In conclusion, the applicant contends that, at the time of initial mapping, the site met three of the four features.

Summary:

As described above and denoted on the attached exhibit, the proposed 8.34 acre mapping mistake redesignation will have no material impact on the resources located with the Atlantic Coastal Bays Critical Area. The existing use predated the enactment of the Atlantic Coastal Bays Critical Area Law and is well documented by public aerial photograph and through previously issued County authorizations.

In conclusion, at the time of the original mapping, Lot One was mistakenly designated RCA. Due to the existing principal buildings and/or structures such as the clubhouse, pro-shop, parking lot, restaurant, snack bar, golf cart storage building, driving range, and putting course, it should have been designated LDA. The reclassification will correct this mapping mistake and bring the property into compliance.

(7/14/2021)



WORCESTER COUNTY PLANNING COMMISSION MEETING MINUTES – November 4, 2021

Meeting Date: November 4, 2021

Time: 1:00 P.M.

Location: Worcester County Government Office Building, Room 1102

Attendance:

Planning Commission

Jerry Barbierri, Chair
Rick Wells, Vice Chair
Marlene Ott, Secretary
Ken Church
Mary Knight

Staff

Jennifer Keener, Director, DRP
Gary Pusey, Deputy Director, DRP
Stu White, DRP Specialist
Bob Mitchell, Director, Environmental Programs
Dave Bradford, Deputy Director, Environmental Pgms.
Jenelle Gerthoffer, Natural Resources Administrator
Joy Birch, Natural Resources Specialist
Roscoe Leslie, County Attorney

I. Call to Order

II. Administrative Matters

A. Review and approval of minutes, October 7, 2021

As the first item of business, the Planning Commission reviewed the minutes of the October 7, 2021 meeting.

A motion was made by Ms. Ott, seconded by M. Wells, and carried unanimously to approve the minutes.

B. Board of Zoning Appeals Agenda, November 10, 2021

No hearing scheduled for November.

C. Technical Review Committee Agenda, November 10, 2021

No meeting scheduled for November.

III. Ayres Creek Family Farm, LLC Atlantic Coastal Bays Critical Area Amendment/Refinement Request

- A.** As the next item of business, the Planning Commission reviewed an application associated with the Ayres Creek Family Farm, LLC Atlantic Coastal Bays Critical Area Amendment/Refinement Request to reclassify 8.34 acres of Resource Conservation Area (RCA) to Limited Development Area (LDA). This request is for Tax Map 33, Parcel 80, Lot 1 located at 8219 Stephen Decatur Highway. Planning Commission members previously received a survey of the property, the Critical Area report, and a report by Natural Resources staff.

Mr. Hugh Cropper and Mr. Chris McCabe represented the applicant. Mr. Cropper presented his argument that he believed the property should have been designated as LDA when the Critical

**WORCESTER COUNTY PLANNING COMMISSION
MEETING MINUTES – November 4, 2021**

Area maps were first created because the property and area within the Critical Area included a clubhouse that serviced the adjacent golf course use. It was noted that this clubhouse had received all proper permits and its liquor license in 2002. Mr. Cropper referenced NR 3-108(d)(2), which allows for golf courses, but not principal buildings and/or structures, to be permitted in the RCA. Mr. Cropper also stated that some properties are partially located within the Critical Area, including this one and that this lot was originally part of parcel 80, which is also partially located outside the Critical Area. He also cited NR 3-107(a)(3) and mentioned that Lot 1 is less than 20 acres in size, so it could possibly even be considered an Intensely Developed Area (IDA).

Planning Commission member Ken Church asked Mr. Cropper if permits for the clubhouse were approved by Worcester County, to which Mr. Cropper replied yes. Mr. Cropper stated that Ms. Keener had provided him with all past permits associated with the petitioned area.

Following the brief discussion, a motion was made by Ms. Knight, seconded by Mr. Church, to approve the reclassification of the 8.34 acres of Resource Conservation Area to a Limited Development Area and recommended that they forward a favorable recommendation to the County Commissioners. There were five (5) Commission members present at this meeting, and four (4) out of the five (5) supported the recommendation, with one (1) Member against.

IV. Comprehensive Water and Sewerage Plan Amendment

- A. As the next item of business, the Planning Commission reviewed an application associated with the expansion of the Pocomoke City Sewer Planning Area to serve a single property, the Royal Farm store located just south of the Virginia state line in New Church Virginia in the *Master Water and Sewerage Plan (The Plan)*. The Town of Pocomoke City submitted the amendment. Robert Mitchell, Director of Environmental Programs, presented the staff report to the Planning Commission and Jeremy Mason, City Manager for Pocomoke City, was also present and participated in the presentation.

Mr. Mitchell explained that the applicant requests the inclusion of the store's flow, estimated at 2,250 gpd, in the Sewer Planning Area of Pocomoke City. This flow would amount to nine (9) EDUs of flow according to the Town's planning figures. The store will connect to a previously installed line completed in 2010 that serves the Virginia Rest Area Plaza, which is also located in New Church, Virginia, south of this property. That plaza tied into an existing force main that runs south from the corporate limits of Pocomoke City to the Virginia state line. The amendment for that prior connection was approved in 2010 under Worcester County Commissioner Resolution No. 10-11. That amendment also provided for the sewer main widening project that would assist with the delivery of sewage from the southern end of their service area to the plant.

**WORCESTER COUNTY PLANNING COMMISSION
MEETING MINUTES – November 4, 2021**

Mr. Mitchell further explained that the current onsite septic system serving the property has failed and the option for repair is limited to a connection to public sewer. He noted that the Pocomoke City Wastewater Treatment Plant (WWTP) is already receiving their sewage as part of their septage receiving flow as the store is on a pump-and-haul arrangement at the present time. That use of the current septic system as a holding tank which needs pumping out every few days is a costly expense for the store's owner. The lack of a sufficient septic repair option, a desire on the town's part to avoid a blighted property on a major route into town, and an existing sewer line that runs right in front of the store are just some of the reasons behind the consideration on the town's part to plan for this connection. They would also like to secure a working relationship with the Royal Farms ownership group in hopes of an expansion within town limits for another store in the near future. The corporation will pay all infrastructure, connection, and associated town charges for this sewer hookup. Besides the visitor's center, this is the only location over the Virginia line that the town will support a tie-in to their WWTP. Mr. Mason confirmed Mr. Mitchell's statements and added that they do not want a blighted Rt. 13 commercial corridor and would not consider this connection, save for the fact they are already receiving the septage from the store and the connecting sewer line is already adjacent along the front of the property.

Mr. Mitchell also reviewed a previously approved amendment (SW-2003-06), that approved the corridor of properties south of the town boundary to the Virginia state line. The town has annexed the median of Route 13 to the state line and the area was designated S-1 by the same amendment. This provides adjacency of an S-1 planning area for the subject property requested in this amendment. The transmission line is currently designated as a restricted access line and this amendment requests that designation remain, save for the addition of the subject property.

Mr. Church questioned how this was advantageous if tax revenue from out-of-state companies would not benefit the Town or the County. Mr. Mitchell noted they are already servicing the station right now, as they do treat septage from septic pump-outs delivered from the Town of Chincoteague and much of the northern Eastern Shore of Virginia. It is a revenue item for the Town of Pocomoke. He also added that the elimination of the septic system was in the best interest of the watershed as this was part of the Lower Pocomoke watershed and elimination of the large septic by connection could be credited toward nutrient reduction for the Chesapeake Bay. Mr. Mason confirmed that statement and added that the revenue helps fund the salaries of his WWTP staff and helps with operating costs. Mr. Mason also stated that the oil company behind the Royal Farm store was not defunct and was an abandoned property. Since Royal Farms remodeled their store before the septic failed, they have the added expense of paying for the remodeled store and the costly pump-and-haul arrangement they are currently funding.

Mr. Wells asked if the line was sized for just the store and no other connections. Mr. Mitchell responded that the line was telescoped in size down Rt. 13 to the state line and would only be

**WORCESTER COUNTY PLANNING COMMISSION
MEETING MINUTES – November 4, 2021**

able to handle a limited number of connections. The line on the Virginia side is to be designated denied access and will only be available to the previous Travel Plaza connection and this property if approved.

Ms. Knight spoke in favor of assisting the Town with their business development efforts. Mr. Mason spoke again of not wanting to have derelict and closed commercial properties in this service corridor and their relationship with Royal Farms that they want to cultivate for additional development within the Town's corporate limits. Mr. Mitchell finished by noting the corridor's importance in the Town's comprehensive plan and the assistance and cooperation of the County in working with the Towns to help their economic development efforts noted in the County's *Comprehensive Plan*.

Following the discussion, a motion was made by Ms. Knight, seconded by Ms. Ott, and to find this application consistent with the *Comprehensive Plan* and recommended that they forward a favorable recommendation to the County Commissioners. The vote was 3-2 with Commissioners Church and Wells opposed. This vote is treated as a favorable recommendation.

- IV. Adjourn** – A motion to adjourn was made by Ms. Ott and seconded by Mr. Wells. The Planning Commission adjourned at 1:35 P.M.

Jerry Barbierri, Chair

Stuart White, DRP Specialist

From: zajacjj@aol.com <zajacjj@aol.com>
Sent: Monday, January 17, 2022 10:38 AM
To: commissioners <commissioners@co.worcester.md.us>
Cc: dstelzner@aol.com
Subject: *EXTERNAL*:Request for Reclassification Ayres Creek Family Farm

CAUTION: This email originated from an external email domain which carries the additional risk that it may be a phishing email and/or contain malware.

Worcester County Commissioners

re: Request for Reclassification
Ayres Creek Family Farm
01/18/2022

Commissioners,

I do not believe that an error was made in the mapping of the subject property and urge the Commissioners to deny the request.

I have resided at South Point for over 20 years, and during that time, have grown to appreciate the decisions made by the then commissioners to preserve and protect the rte 611 corridor to Assateague by Critical Area and Resource Conservation Area mapping. Each year well over a million visitors, in addition to local residents, enjoy the scenic roadway towards Assateague.

Nearby rte 611 traffic intersections at rte 376 and South Point rd are already strained and dangerous, with numerous serious accidents occurring. They were not designed for and cannot safely handle the lineup of motor homes and truck rigged campers that lineup during the travel months.

Changing the underlying RCA designation would also serve as a precedent for future requests from similar property owners along that corridor further exacerbating the situation.

I ask that you support and reconfirm the vision established by your predecessors, and not reclassify this parcel.

Respectively,

John Zajac
6540 South Point Road.
Berlin, 21811

Statement of Diane L. Stelzner

11701 Bay Landing Dr.

Berlin, Md 21811

January 18, 2022

Submitted to the Worcester County Commission
In Response to Public Hearing Requested for Reclassification of
Designated Resource Conservation Area

Commissioners, thank you for allowing me to share my views and concerns about the request before you.

I am here as a citizen, with no interest other than the integrity of the regulatory protections adopted by this Commission to:

- preserve our most critical natural resources, and
- manage future development in a manner consistent with the critical area's designations

Frankly, I am here because you already granted one concession to this developer in 2016 that made environmental sense. You weren't told then there is a mistake in the critical area's designation, so don't make a mistake today.

Regardless of how the developer proposes to subdivide his property, establish new street addresses, add entrances or even change the ownership of pieces, the boundaries of the 99.06 acres of land classified as Resource Conservation Area in 2002 remain the same. The boundaries of the RCA do not change because of ownership changes or zoning actions after 2002.

The RCA boundaries were not changed because of the text amendment you adopted in 2016. That amendment affirmed and preserved the RCA designation while giving this same applicant more than what otherwise would be permitted under an RCA designation.

So today, you are being rewarded for the accommodation in 2016. The developer alleges not only that there is a mistake in the original classification, but by implication that your text amendment permitting use by an environmental organization was in error.

At issue is essentially the same property and buildings you found good cause to allow to be reused within the 99.06-acre resource conservation area, the good cause being housing for a legitimate environmental organization and its programs.

By adopting the text amendment in 2016, you affirmed the existing, most protective resource conservation area designation for the entire 99.06-acre property known as Tax Map 33, Parcel 80. You explicitly recognized the buildings and facilities on the 8.34-acre portion of Parcel 80 were properly grandfathered as stipulated by the rules applicable to the critical areas maps adopted in 2002.

Nothing has occurred to justify changing the designation. Alterations such as building lots created by the developer have always been available, provided the impact and densities are consistent with the classification adopted in 2002 and compliant with zoning requirements. The applicant simply wants you to create the opportunity to do more development than is now available to him, or at least enhance his options.

The applicant claims because there are buildings and parking, the 8.34 acres proposed for reclassification “almost” meet the requirements for a less restrictive critical area designation. He proposes the critical area map be refined, separating the 8.34 acres from the 99.06 acres, and new Limited Development Area map boundaries be established so the 8.34 acres can be developed more intensely.

So, when we pull the veneer away, what’s the new goal here?

Among other things, under the resource conservation area designation in place since 2002, the 99.06-acre Parcel 80 can be developed at a density equivalent to one dwelling unit per 20 acres (NR 3-108(c)(3)). Approximately 5 units.

If you conclude you made a mistake, and that the 2002 Resource Conservation Area designation is wrong, the suggested Limited Development Area designation for the 8.34 acres would create the opportunity to seek an increase in the potential development density, up to 4 units per acre (NR-3-107(a)(1)). Approximately 32 units or possibly 36 units.

Given this 8.34-acre portion of the former golf course property once included a club house, bar with liquor license, and restaurant, the developer’s imagination and his ability to secure commercial use through zoning changes define what might be proposed for a valuable piece of land with a more permissive critical area designation.

I am not here to argue zoning, because development proposals, potential tax revenue and zoning don’t drive what can be done in the critical areas. Development and zoning can change, but the critical area maps overlay zoning and subdivision maps. Critical area designations have permanence.

Counsel for the developer has done some good lawyering here, manipulating the facts so you see this property as the developer sees it. The first four paragraphs of the developer’s report filed in support of this request include so many false or manipulated facts, reality is almost lost. Here are some real facts:

- Lot 1, as described in the introduction of the applicant's report (Atlantic Coastal Bays Critical Area Mapping Mistake, Coastal Compliance Solutions), is a creation of the developer. Its boundaries do not exist on the critical areas map. This Lot 1 was created in 2020 to show new building lots that can already be developed under the RCA. Lot 1 coincides with the 8.34 acres proposed for redesignation.

Here are the facts: When the developer purchased the 99.06 property in 2014, he purchased one, 99.06-acre property. The former golf course, comprised of 99.06 acres, was listed on Tax Map 33 as a single lot, golf course development, at least since 1997 (source: Coastal Compliance Solutions, Subdivision History). The entire Parcel 80 was designated as a resource conservation area in 2002. A development proposed in 2020 must be consistent with the critical area designation adopted in 2002 (NR 3-103(b)).

- The developer suggests the former golf course that operated on Parcel 80 was created from an assemblage of properties in the distant past. That's a good bit of history that means nothing here.

Here are the facts: The 99.06-acre golf course was a single property when classified resource conservation area in 2002. The history of ownership means nothing. The golf course business failed. The only thing that survived is a 99.09-acre property purchased by the Ayres Creek Family Farm, LLC. for \$1.35 million in 2014. The RCA critical area classification adopted in 2002 was not affected by the business failure or property sale.

The critical areas law established tough requirements. Uses are tied to those stipulated in 2002 when the maps were adopted. When a developer claims mistakes were made in mapping, and that his refinements are what the legislature intended, you should believe and rely on what the rules say, not the developer's interpretation of legislative intent.

Intent is specifically addressed in the critical areas law. The law says: "the Maryland General Assembly passed the Atlantic Coastal Bays Protection Act for the purpose of preserving, protecting, and improving... "(NR-3-101-(a).

The rules say that when there is a dispute regarding the map boundaries, the property boundaries existing when the map designations were adopted should apply (NR3-103(b) and NR3-103(c)(1)(B)).

The applicant's proposed refinement would redraw the boundaries of a 99.06-acre resource conservation area, carving out about 10 percent of the acreage and redesignating this 8.34 acres as a Limited Development Area. A limited development area designation permits more intense

development and is less restrictive than the existing resource conservation area. The law says in the case of conflicting provisions, the stronger provision shall apply (NR 3-101-(i)(2)).

The applicant contends the substance of the mistake is that buildings and parking lots are uses inconsistent with a resource conservation area designation. Resource classifications are based on the predominant use existing at the time the maps were adopted on June 1, 2002 (NR-3-103(b)).

The golf course and buildings existed in 2002. The golf course use, including use of the buildings, was appropriately grandfathered as part of the 2002 resource area designation (NR 3-105(a)). Existing uses can continue, but not expand, unless operations cease for more than one year. If reuse is sought after operations cease, approval must be in accordance with the variance procedures (NR-3-111).

The applicant is not seeking a variance. The applicant sought and obtained a text amendment in 2016 authorizing continued use of the buildings located on the 8.34 acres portion of the 99.06 acres designated RCA. This text amendment restricted use to occupancy by a legitimate environmental organization (NR-3-108(d)(9)).

The applicant claims that prior to establishment of the golf course, Parcel 80 was once several lots in agricultural use, combined to form the former golf course and, by agreement, the combination was subject to dissolution.

Any agreement by the former owners of the golf course died and was invalidated when the business failed, and the property was sold in foreclosure. Whether the applicant would be bound to this preexisting agreement if it existed and was assumed in the purchase is a due diligence question with no role in critical area classifications. Classifications are based on uses and development in existence on June 1, 2002 (NR3-103(b)).

According to the Maryland Department of Assessments and Taxation, the entire 99.06-acre Parcel 80 was purchased as one lot in a non-arms-length transaction for \$1.35 million by Ayres Creek Family Farm, LLC. Ayres Creek Family Farm is not a farm; its bylaws state the corporation was formed to buy, manage and develop real estate.

No new subdivisions or lot boundaries were recorded by the former golf course owners or Ayres Creek Family Farm, LLC prior to adoption of the resource area classification in 2002 or prior to the purchase of the 99.06-acre property in 2014. Where there is uncertainty regarding boundaries of land classifications areas as drawn on the maps due to errors in the map and/or overlay registration, the classification coincides with the property line (NR-3-103(c)(1)(B)).

The developer, this applicant, agreed with the classification when he asked the Worcester County Commission to adopt a text amendment allowing use of the buildings. You adopted the text amendment (NR3-108(d)(9)) The developer agreed to use of the facilities only by a legitimate environmental organization.

The applicant also claims the 8.34 acres should be in a less restrictive Limited Development Classification because there is a wastewater treatment plant on the property. To use the property

as requested by the developer in 2016, an environmental organization would have to show there is adequate wastewater treatment to secure an occupancy permit.

The 8.34 acres is not a separate parcel. It represents a portion of Parcel 80 designated as a distinct lot by the developer. The entire Parcel 80 meets all of the requirements for a resource conservation area designation (NR-3-108(a)). There was no approved sewage treatment system operating on the 99.06-acre property when it was purchased in 2014. Use of the buildings, commercial or otherwise, was not permitted until the text amendment was adopted.

The “shared facility” agreement was approved by Worcester County on May 5, 2020. It permits the developer to use a shared system to provide sewage treatment to buildable lots on Parcel 80. The number of buildable lots is limited to what is allowed in a Resource Conservation Area.

The shared facilities agreement is associated with a proposed Boundary Line Adjustment Plan and Minor Subdivision Creating Lots 1, 2 & 3” dated June 23, 2020. The developer is entitled to low intensity development in the designated Resource Conservation area. Low intensity development is defined as density not to exceed one dwelling unit per 20 acres (NR3-108(c)(3)).

The critical areas regulations include a variance process and specific procedures that must be followed for considering conforming and nonconforming lot configurations (COMAR 27 01.02.08). The applicant does not appear to be asking for a variance.

The request asks to find a mistake in the mapping. If the 99.06 acres is one parcel designated RCA, and that designation includes grandfathering the buildings. The RCA designation has stood for much longer than this developer has owned the property. The developer knew of the designation when the property was purchased in 2014.

My commissioners, you do not need to consider this matter further.

Ayres Creek Family Farm, which is owned by Mr. Todd Burbage, currently can split the property into different parcels, to sell or to develop each or all within the limitations established for a Resource Conservation Area. His use options were known and have not been unduly restricted. How he complies is a matter for the Planning and Zoning staff to consider. Only you can recommend changing the underlying RCA designation.

Unlike zoning classifications, the goal of the critical areas program is to preserve and protect uses of land in existence in 2002. If there was a mistake in the original critical area’s designation, there has been ample opportunity over the past eight years this developer has owned the property to seek the changes he now desires.

He did try to alter the use of the property when he asked to build a campground. That request was rejected. This is simply another effort to achieve a change that he believes will enhance the development value of his property. This request also should be rejected.

In summary, no mistake was made in the original classification of this approximately 99.06-acre property. In fact, all of the reasons being advance by the applicant could have been argued in 2016, when the appropriateness of the current classification for the entire parcel, including the

ITEM 8

8.34 acres at issue now, was affirmed by the text amendment (NR3-108(d)(9) requested by this developer and adopted.

Today, the developer is having his public hearing. You will serve the public's interest and specific intent of the law by taking no further action or rejecting the request.

From: dstelzner@aol.com <dstelzner@aol.com>

Sent: Sunday, January 23, 2022 2:11 PM

To: commissioners <commissioners@co.worcester.md.us>

Cc: michael.lecompte@comcast.net; trottierrj@gmail.com; brian.d.julian@outlook.com;

ocjanl@gmail.com; rickinoc@comcast.net; zajacjj@aol.com; Weston S. Young

<weston.young@co.worcester.md.us>; Robert Mitchell <bmittchell@co.worcester.md.us>; Roscoe Leslie <roscoe.leslie@co.worcester.md.us>

Subject: *EXTERNAL*:Request for reclassification - Atlantic Coastal Bays Critical Area

CAUTION: This email originated from an external email domain which carries the additional risk that it may be a phishing email and/or contain malware.

Subject: Supplement to my January 18, 2022 testimony in the matter of the Ayres Creek Family Farm request to Reclassify Critical Areas

Thank you for allowing me to testify during the January 18, 2022, public hearing regarding Ayres Creek Family Farm, LLC 's request to reclassify 8.34 acres of critical areas property from resource conservation area (RCA) to Limited Development Area (LDA).

During the public hearing several members of the Commission asked both the developer's attorney, Hugh Cropper IV, and the head of Worcester County's Department of Environmental Programs, Robert Mitchell, to comment on my statement, specifically my conclusion that changing the property classification to LDA would open the door to building up to 36 dwelling units.

I was not asked to react to Mr. Cropper's or Mr. Mitchell's comments. I believe the record is incomplete without some clarifications:

- First, I do not agree with Mr. Cropper's assertion that the RCA classification adopted in 2002 was a mistake that inadvertently created a nonconforming use in need of correction. The critical area rules are clear: maps and classifications are based on the prevailing conditions and use at the time of adoption on June 1, 2002. The rules include a grandfather clause mechanism for permitting continuation of otherwise nonconforming uses, including structures, densities and commercial uses.

I did not hear Mr. Cropper or his expert witness dispute the existence of the grandfather provision or challenge the appropriateness of its application to the RCA property in 2002. Frankly, I don't recall they acknowledged the existence of this grandfather provision.

- Second, Ayres Creek Family Farm LLC is a real estate entity, chartered by the State of Maryland and wholly owned by Mr. Todd Burbage. That fact is important only because as a well-established developer, Mr. Burbage knew he did not acquire an operating golf course, complete with various licenses, and subject to any operating conditions or agreements that predate his acquisition. His purchase in 2014 of the 99.06 acres after foreclosure did not change the RCA classification. Mr. Cropper did not claim Mr. Burbage purchased anything

more than **one 99.06-acre parcel of land** with structures that was classified RCA. I believe he agreed the history of the land prior to his client's acquisition is immaterial.

- Third, the Lot 1 referred to by Mr. Cropper is merely a creation of the applicant. It did not exist on June 1, 2002. The boundaries of this new Lot 1 were established to satisfy the developer's goals, including uses that would not be permitted under a RCA classification. Commercial leasing is permitted by regulation with limitations agreed to by the applicant in 2016.

- Fourth, under the critical area regulations, a map or boundary refinement is not the mechanism for considering variances. The rules include specific standards and procedures for seeking hardship variances.

So, getting back to the question: How did I conclude that agreeing to the reclassification would open the door, creating an opportunity to construct up to 36 dwelling units (or equivalent commercial space), on the 9+ acres in total proposed for the LDA classification? An LDA is characterized as having up to 4 units per acre. Build vertically if acreage is limited.

If Worcester County is willing to let the applicant to create a new parcel designed for a LDA, the applicant arguably should be entitled to use the property in any way permitted in an LDA.

The commercial uses had ceased until restored by Worcester County in 2016. Mr. Cropper indicated it is likely he would seek elimination of the leasing restriction now limiting commercial use.

Mr. Mitchell said the suggested density is not possible, given current zoning, the lack of sewage treatment capacity, and other factors.

Critical area classifications are not based on zoning today, yesterday or in the future. They have permanence. Zoning is subject to change all the time.

Should the nearly 25 year old sewage treatment system fail, Ayres Creek Family Farm, LLC certainly can seek a connection to Mystic Harbor. Service is being extended, terminating near Assateague Rd., just across the street from the applicant's property.

Thank you again for your time and interest,

Sincerely,
Diane Stelzner
11701 Bay Landing Dr
Berlin, MD 21811
301-908-7772

January 24, 2022

To: Worcester County Commissioners

From: South Point Association Executive Committee

Subject: Ayres Creek Family Farm LLC request for Critical Area Reclassification

The South Point Executive Committee respectfully requests that you include this expression of opposition in the public hearing record established for the Ayres Creek Family Farm LLC's (the Developer) request to change the critical area designation for his property at 8219 Stephen Decatur Highway.

We were unable to convene a meeting of the Executive Committee and prepare a statement in time to attend the January 18, 2022, public meeting requested by the applicant. However, two of our members did provide testimony in their individual capacity. By unanimous agreement, the Executive Committee on January 25, 2022, held an open meeting and approved sending you our endorsement of the testimony in opposition to the application presented during the public hearing.

As Ms. Jan Adamchak testified, the proposed change to a less protective Limited Development Area seems inconsistent with the goals and objectives of our comprehensive planning. Moreover, the likely request down the road to free the property of the commercial use restriction adopted by the Worcester County Commissioners in 2016 will result in more traffic on a single lane highway designated as an emergency roadway. The congestion during the summer clearly demonstrates traffic to and from the state and federal beaches is already more than the roadway can safely carry.

Ms. Diane Stelzner noted in her testimony the grandfather provisions in Worcester County's critical area regulations, as well as the 2016 text amendment, affirm the appropriateness of the resource conservation area designation Worcester County adopted in 2016 at the request of this same developer.

After reviewing the presentation by the developer's attorney, Mr. Hugh Cropper IV, we conclude the "mistake" he alleged is a contrived argument with no basis in law or regulation. The 2002 critical area map designating this property a resource conservation area is valid and appropriate. The alleged nonconformity was fully recognized and accommodated in the legislation and implementing regulations.

The applicant has failed to show any hardship or other justification for changing the designation that has stood for nearly 20 years. His proposed map refinement cures a problem that does not exist.

We respectfully urge the Commission to reject the request and close this matter. The applicant has had his public hearing. If additional information is brought forward, we request another public hearing be held. Thank you for your strong consideration.

Michael A. LeCompte, President

Roland J. Trottier, Vice President

Diane Steltzier, Secretary

Brian Jullian, Treasurer

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JOSEPH E. PARKER, III
DEPUTY CHIEF ADMINISTRATIVE OFFICER
ROSCOE R. LESLIE
COUNTY ATTORNEY

February 22, 2022

TO: Weston Young, Chief Administrative Officer
Worcester County Commissioners

FROM: Kim Reynolds, Senior Budget Accountant 

RE: Amended Capital Improvement Plan FY2023 through FY2027

Please find attached, the Amended Fiscal Year 2023 through Fiscal Year 2027 Five-Year Capital Improvement Plan. The Plan Summary by Category indicates projects totaling \$200,321,677 are requested over the five-year period. Of these projects listed in fiscal years 2023 and 2024, \$41,832,684 will be funded through general obligation bonds. The Capital Improvement Plan has been amended to accurately reflect the projects that will be bonded for FY2023/2024 projects. Of the changes, the most significant are the removal of the Ocean Pines Spray Irrigation (\$3,250,000) and the updated Ocean Pines Belt Filter Press project from \$3,550,000 to \$4,600,000. The remaining portion would come from grant funds, state match funds, user fees, assigned funds, private donations.

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

REQUESTED PLAN SUMMARY BY CATEGORY

2/22/2022

WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN
FY 2023 TO FY 2027 PROJECT SUMMARY

Project Category	2023	2024	2025	2026	2027	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete *	Total Project Cost
General Government	17,433,333	21,947,967	21,412,968	0	0	60,794,268	30.35%	0	0	60,794,268
Public Safety	8,852,610	5,500,000	17,250,000	15,250,000	0	46,852,610	23.39%	2,483,060	0	49,335,670
Public Works	6,493,000	9,530,000	4,200,000	2,070,000	2,630,000	24,923,000	12.44%	1,195,550	0	26,118,550
Recreation & Parks	13,987,930	9,811,000	0	0	0	23,798,930	11.88%	3,710,451	0	27,509,381
Public Schools	7,004,481	5,050,523	1,564,969	2,974,195	24,211,624	40,805,792	20.37%	8,731,131	92,172,095	141,709,018
Community College	416,777	0	150,885	2,471,640	107,775	3,147,077	1.57%	2,341,972	0	5,489,049
TOTAL	54,188,131	51,839,490	44,578,822	22,765,835	26,949,399	200,321,677	100.00%	18,462,164	92,172,095	310,955,936

Source of Funds	2023	2024	2025	2026	2027	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete	Total Project Cost
General Fund	1,530,000	2,650,000	1,500,000	1,837,244	2,470,996	9,988,240	4.99%	1,025,000	1,755,752	12,768,992
User Fees	620,000	400,000	400,000	0	0	1,420,000	0.71%	0	0	1,420,000
Grant Funds	18,579,433	28,535,333	17,333,334	0	0	64,448,100	32.17%	2,057,451	0	66,505,551
State Match	0	3,711,000	1,700,000	921,000	5,573,000	11,905,000	5.94%	4,814,000	18,110,000	34,829,000
State Loan	2,100,000	1,300,000	200,000	0	0	3,600,000	1.80%	0	0	3,600,000
Assigned Funds	3,659,150	4,589,157	2,637,519	250,000	0	11,135,826	5.56%	5,579,577	0	16,715,403
Private Donation	1,000,000	0	0	0	0	1,000,000	0.50%	0	0	1,000,000
Enterprise Bonds	0	4,600,000	2,100,000	570,000	1,130,000	8,400,000	4.19%	0	0	8,400,000
General Bonds	26,192,548	6,054,000	18,707,969	19,187,591	17,775,403	87,917,511	43.89%	4,986,136	72,306,343	165,209,990
ARPA Funds	507,000	0	0	0	0	507,000	0.25%	0	0	507,000
TOTAL	54,188,131	51,839,490	44,578,822	22,765,835	26,949,399	200,321,677	100.00%	18,462,164	92,172,095	310,955,936

* Balance to Complete - Years FY2028 and future

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FY 2023 TO FY 2027 SUMMARY BY PROJECT REQUESTED

2/18/2022

WORCESTER COUNTY FIVE YEAR CAPITAL IMPROVEMENT PLAN

		FY2023	FY2024	FY2025	FY2026	FY2027	Prior Allocation	Balance To Complete	TOTAL
General Government Facilities									
	New Pocomoke Library	100,000	3,914,634	4,079,634					8,094,268
	Broadband Infrastructure	17,333,333	17,333,333	17,333,334					52,000,000
	Snow Hill Library Building Improvements		700,000						700,000
	Total General Government Facilities	17,433,333	21,947,967	21,412,968	0	0	0	0	60,794,268
Public Safety									
	Worcester County Jail Improvement Project	8,472,610	1,000,000				2,483,060		11,955,670
	Fire/EMS Paging System	30,000	650,000						680,000
	Outdoor Warning Siren System	50,000	800,000						850,000
	Public Safety Logistical Storage Facility	200,000	3,050,000						3,250,000
	Public Safety Building	100,000	0	17,250,000	15,250,000				32,600,000
	Total Public Safety	8,852,610	5,500,000	17,250,000	15,250,000	0	2,483,060	0	49,335,670
Public Works									
	Asphalt Overlay/Pavement Preservation of Roads	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000		8,500,000
	Berlin Roads Building Renovation	320,000					123,550		443,550
	Gradall XL4100 V 6X4		500,000						500,000
Water Wastewater									
	Lewis Road Sewer Extension	1,953,000					72,000		2,025,000
	Ocean Pines Belt Filter Press		4,600,000						4,600,000
	Mystic Harbour Water Treatment Plant Rehabilitation	1,400,000							1,400,000
	Mystic Harbour Water Treatment Plant Solids Dewatering & Storage Repair	700,000	1,300,000	200,000					2,200,000
	Landings Water Tower Rehabilitation and Painting		580,000						580,000
	Riddle Farm Water Tower Rehabilitation, Painting & Lowering		650,000						650,000
	Mystic Harbour Water Treatment Plant Expansion & Effluent Disposal System			2,100,000					2,100,000
	Riddle Farm & Mystic Harbour Effluent Disposal Interconnection				570,000	1,130,000			1,700,000
Solid Waste									
	Solid Waste Cell 1 Pump Station	620,000							620,000
	Administration Scale House Renovations & Addition		400,000	400,000					800,000
	Total Public Works	6,493,000	9,530,000	4,200,000	2,070,000	2,630,000	1,195,550	0	26,118,550
Recreation & Parks									
	West Ocean City Commercial Harbor	400,000					1,125,000		1,525,000
	Worcester County Sports Complex	12,998,930					2,585,451		15,584,381
	Ocean City Inlet & Harbor Navigation Improvement Project	589,000	9,811,000						10,400,000
	Total Recreation & Parks	13,987,930	9,811,000	0	0	0	3,710,451	0	27,509,381

ITEM 9

FY 2023 TO FY 2027 SUMMARY BY PROJECT REQUESTED

2/18/2022

WORCESTER COUNTY FIVE YEAR CAPITAL IMPROVEMENT PLAN

	FY2023	FY2024	FY2025	FY2026	FY2027	Prior Allocation	Balance To Complete	TOTAL
Public Schools								
Stephen Decatur Middle School Addition	6,521,108					8,731,131		15,252,239
Snow Hill Middle/Cedar Chapel School - Roof Replace	103,000	3,826,000						3,929,000
Buckingham Elementary Replacement School	380,373	1,224,523	1,457,969	703,951	23,240,628		39,557,851	66,565,295
Pocomoke Elementary School - Roof Replacement			107,000	1,933,000				2,040,000
Snow Hill Elementary Replacement School				337,244	970,996		52,614,244	53,922,484
Total Public Schools	7,004,481	5,050,523	1,564,969	2,974,195	24,211,624	8,731,131	92,172,095	141,709,018
Wor-Wic Community College								
Wor-Wic Applied Technology Building	416,777					2,341,972		2,758,749
Wor-Wic Learning Commons Building			150,885	2,471,640	107,775			2,730,300
Total Wor-Wic	416,777	0	150,885	2,471,640	107,775	2,341,972	0	5,489,049
CAPITAL PROJECT SUMMARY - BY SOURCE OF FUNDS								
Source of Funds	FY2023	FY2024	FY2025	FY2026	FY2027	Prior Allocation	Balance to Complete	TOTAL
General Fund	1,530,000	2,650,000	1,500,000	1,837,244	2,470,996	1,025,000	1,755,752	12,768,992
User Fees	620,000	400,000	400,000					1,420,000
Grant Funds	18,579,433	28,535,333	17,333,334			2,057,451		66,505,551
State Match		3,711,000	1,700,000	921,000	5,573,000	4,814,000	18,110,000	34,829,000
State Loan	2,100,000	1,300,000	200,000					3,600,000
Assigned Funds	3,659,150	4,589,157	2,637,519	250,000		5,579,577		16,715,403
Private Donation	1,000,000							1,000,000
Enterprise Bonds		4,600,000	2,100,000	570,000	1,130,000			8,400,000
General Bonds	26,192,548	6,054,000	18,707,969	19,187,591	17,775,403	4,986,136	72,306,343	165,209,990
ARPA Funds	507,000							507,000
TOTAL	54,188,131	51,839,490	44,578,822	22,765,835	26,949,399	18,462,164	92,172,095	310,955,936

Project: New Pocomoke Library

Dept Head, Title & Phone #: Jennifer Ranck, Library Director, 410-632-2600

Project Summary: New Pocomoke Library

Purpose: To replace the current 51-year old facility with a new, larger building.

Location: Downtown Pocomoke

Impacts on General Fund Operating, Personnel or Maintenance: There will be increased costs for personnel because an increase in the size of the staff will be required. There will be an increase in some building operations costs because it is a larger building (custodial). Repair and maintenance costs will go down significantly in the first few years of the new building's operation.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	100,000	385,000	110,000					595,000
Land Acquisition								0
Site Work								0
Construction		3,529,634	3,529,634					7,059,268
Equipment/Furnishings			440,000					440,000
Other								0
EXPENDITURES								

TOTAL	100,000	3,914,634	4,079,634	0	0	0	0	8,094,268
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match		1,700,000	1,700,000					3,400,000
State Loan								0
Assigned Funds	100,000	2,214,634	2,379,634					4,694,268
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	100,000	3,914,634	4,079,634	0	0	0	0	8,094,268
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PROJECTED OPERATING IMPACTS	0	0	34,000	34,000	34,000			102,000
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Project: New Pocomoke Library

Complete the following questions.

Project scope.

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

Worcester County Library completed a Facilities Master Plan in 2013. The Berlin Branch Library replacement project was identified as the first priority; building improvements to the Pocomoke Branch Library were identified as the second priority. The Pocomoke Branch opened in 1970 with an addition constructed in 2004. The addition provided much needed space but much of the library's furniture and shelving was re-used and many of building systems are in need of replacement. This project will address the following problems: 1) the lack of flexible space for collaborative work for patrons and staff; 2) the need for upgraded electrical and data systems; 3) the need for upgraded heating, ventilation, air conditioning and lighting; 4) roof and window replacement; and 5) accessibility issues. In September 2021, Worcester County Commissioners signed an agreement with the City of Pocomoke to use a downtown site for the new library, if a Strategic Demolition grant is successful. If the grant is not successful, the library would like to move forward with plans for a new branch on the current site, Market Street.

County benefit.

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

The residents and visitors to Pocomoke City and the surrounding areas will benefit from this project. Many of the building's systems are nearing the "end of useful life" and a new facility will help maintain proper temperatures, improve lighting, and reduce the library's overall energy use. New flooring and furnishings will improve overall functionality and enable the library to reallocate collection space, create a dedicated young adult space, reconfigure staff area, and revise public service desk. Adjacent to the children's area, the lack of separation limits the use of the YA section. Due to space and wiring constraints, the library's 3D printer is housed on the other side of the building. Lack of programming space within the collection spaces limit the kinds of programs and equipment that the library can offer. The branch is often the recipient of discarded furniture. The mix of hodgepodge shelving negatively affects the overall character and layout of the branch. Library staff are continually weeding and shifting collections due to lack of space. The library would like to purchase additional non-fiction picture books for the Children's area to support Common Core curriculum and school readiness but there is no room to expand library collections. Dated HVAC equipment continues to fail. The circulation desk is crowded and there is little room to store held items and interlibrary loan materials for customers. The staff office and staff kitchen also serve as storage spaces. Many library operations must take place at the circulation desk in between assisting customers and checking out materials. The circulation desk is not accessible for those in wheelchairs and obstructs flow for all users. A more welcoming desk would improve the patron experience. A new building will enable the library to create inspiring and defined spaces that will facilitate greater and higher quality use by its visitors. The addition of quiet study and the possibility of a small conference room will expand the types of activities that can take place in the library. Additional places for visitors to plug in their own devices will enable users to research, complete online classes, and communicate in a more comfortable setting. New shelving will allow for the print collections to be displayed in a functional manner and easier to access by all patrons. The library will increase aisle widths to 42" to meet ADA preferred guidelines. The projected increase for library use is 15%. A well-designed staff area will increase productivity and staff morale. Efficient electrical and data communications systems will modernize technology for now and future reconfiguration. The library will also strive to minimize its environmental footprint and will explore the opportunities to use sustainable building materials, incorporate natural light to reduce energy costs, and other design elements that are cost effective and environmentally friendly. The library is central to the Pocomoke community and serves as the cultural and learning center. The space, if renovated and expanded, will support modern usage and technology and enable the library to meet the needs of the current and evolving community.

Cost estimate.

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

The cost estimate is based on figures developed by Whiting Turner in May 2020 when an alternate site was being considered. An additional 5% has been included to account for escalation.

Project: New Pocomoke Library

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

This project was first requested in FY 2019 and several options for facility upgrades and other locations have been discussed. An alternative downtown Pocomoke site was considered in Spring 2020 but upon further evaluation the location was not viable. The library will apply for construction funding through the Public Library Capital Grant program in FY 24.

Urgency.

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

The Pocomoke library is over 50 years old and some building systems are at the end of their life cycle. Building improvements should lower ongoing operating costs.

Project: Broadband Infrastructure

Dept Head, Title & Phone #: Brian Jones Director of IT 410-726-5823

Project Summary: County-wide broadband project.

Purpose: To provide high speed broadband to all unserved and underserved areas of Worcester County.

Location: Worcester County unserved areas as identified by a feasibility study.

Impacts on General Fund Operating, Personnel or Maintenance: No impacts from general fund budget. Potential of up to 100% grant funding.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	17,333,333	17,333,333	17,333,334					52,000,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								
TOTAL	17,333,333	17,333,333	17,333,334	0	0	0	0	52,000,000

SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds	16,333,333	17,333,333	17,333,334					51,000,000
State Match								0
State Loan								0
Assigned Funds	1,000,000							1,000,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0
TOTAL	17,333,333	17,333,333	17,333,334	0	0	0	0	52,000,000

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Broadband Infrastructure

Complete the following questions.

Project scope.

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

There are no mandates by federal law, however there are several pushed from the Governors office to provide internet for all. The project scope is often determined by the need from the feasibility study from CTC and the driving force of the elected officials priority areas.

County benefit.

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

This would allow all residents in unserved areas of the county to have broadband access. This will also help drive down the cost for those in the county already served.

Cost estimate.

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

We hired a consultant a few years ago that did a broadband feasibility study as well as broadband study. They were able to map the areas listed by the FCC as unserved. This allowed us to reach for grants we were never able to do previously.

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

N/A

Urgency.

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

Since the wide spread of COVID, the ability to telework or virtual schooling from home has had a huge impact for citizens without broadband capabilities. We want to be proactive should the spread continue or continue to effect the residents of the county. We are also seeing an uptick in the need to have medical care via internet services.

Project: Snow Hill Library Building Improvements

Dept. Head, Title & Phone #: Jennifer Ranck, Library Director, 410-632-2600

Project Summary: Snow Hill Library Building Improvements

Purpose: Replace HVAC system and make energy improvements to plumbing and lighting systems

Location: Snow Hill Library - 307 N. Washington Street, Snow Hill, Maryland 21863

Impacts on General Fund Operating, Personnel or Maintenance:

No impact to personnel. The operating and maintenance costs should decrease with more efficient equipment.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design		64,000						64,000
Land Acquisition								0
Site Work								0
Construction		636,000						636,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								

TOTAL	0	700,000	0	0	0	0	0	700,000
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds		350,000						350,000
State Match								0
State Loan								0
Assigned Funds		350,000						350,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	0	700,000	0	0	0	0	0	700,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			700,000
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Project: Snow Hill Library Building Improvements

Complete the following questions.

Project scope.

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

The Worcester County Library completed a Facilities Master Plan in 2013. Building improvements to the Snow Hill Branch Library were identified as the third priority after the Berlin Branch Library replacement project and building improvements to the Pocomoke Branch Library. The Snow Hill branch was built in 1974 and is in good shape architecturally but the building's mechanical systems are in need of replacement. Some of the lighting has been upgraded, but improvements are needed in the staff areas and meeting room. The building's plumbing, including domestic water heater and restroom fixtures, need to be upgraded as well. The Library is currently updating our Facility Plan in FY 23 and will share results of the plan with County Commissioners, County Administration, and Department of Public Works.

County benefit.

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

The residents and visitors to Snow Hill and the surrounding areas will benefit from this project. The Snow Hill branch houses the library's Worcester Room which contains the local history collection and includes some unique and one-of-a-kind items. Replacing the HVAC will help maintain proper will help preserve those items. Improvements made to the lighting and plumbing will reduce the library's overall energy use.

Cost estimate.

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

Preliminary estimates were calculated in 2012 by Entech Engineers. Figures have been adjusted, using the Berlin library project as a recent comparison. Engineering/Design fees (\$64,000); HVAC replacement (including air handling units, circulating pumps, and controls (\$361,000); plumbing and lighting improvements (\$275,000). Increased the overall estimate by approximately 5% from the FY 22 CIP to account for escalation. In September 2021, the HVAC unit for the Worcester Room for our local history collection was replaced at a cost of approximately \$21,000 (using funds from the library's periodical savings due to Covid).

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

This project was first submitted in FY 2019, and has been requested for approval in the FY 2024 budget. The library will apply for a matching grant Library Capital Grant program through the Maryland State Library. Anticipated grant application deadline for FY24 grant is May 2022. The timing of this project has been delayed due to the priority of the Pocomoke library project.

Urgency.

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

This project is necessary but not time critical; although the age of the building equipment is a concern. Building improvements should lower ongoing operating costs.

Project: Worcester County Jail Improvements Phase 2

Dept Head, Title & Phone #: Fulton Holland, Warden, 410-632-1300/ Bill Bradshaw, Engineer

Project Summary: This project includes replacement of heating, ventilating equipment and ductwork, controls, fire alarms and electrical for the 1980's original housing units and 1988 work release addition housing unit. Also included is HVAC equipment for corridors and office areas in the 1980 and 1988 building areas and multipurpose rooms. This project includes roof replacement/repair for the original building. Maintenance and replacement of exterior steel coatings, kitchen doors, lighting in renovated areas, building controls and shower enclosures are also included.

Purpose: This project improves the 40 year old building sections heating, ventilating, and air conditioning equipment to current standards and will mitigate future outages and disruptions due to leaks and equipment failure. It is crucial to improve the air conditioning/ventilation due to overheating and unsafe work conditions for Correctional Officers wearing full PPE and the pandemic.

Location: Worcester County Jail, 5022 Joyner Road Snow Hill, MD

Impacts on General Fund Operating, Personnel or Maintenance: This project does not increase the number of employees required for the jail. This project will also result in the reduction of maintenance costs associated with the upkeep of the current 30 year old system components. Additionally, the project will increase energy costs to air condition parts of the building and decrease energy costs in areas where equipment is replaced for heating and ventilating. Additional utility costs for air conditioning and savings in heating and ventilating efficiency will offset. If lighting replacement options are approved, electrical savings will result.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	98,940					483,060		582,000
Land Acquisition								0
Site Work								0
Construction	8,333,670	1,000,000				2,000,000		11,333,670
Equipment/Furnishings								0
Other	40,000							40,000
EXPENDITURES								

TOTAL	8,472,610	1,000,000	0	0	0	2,483,060	0	11,955,670
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds						1,000,000		1,000,000
Private Donation								0
Enterprise Bonds								0
General Bonds	8,472,610	1,000,000				1,483,060		10,955,670
								0
								0

TOTAL	8,472,610	1,000,000	0	0	0	2,483,060	0	11,955,670
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Worcester County Jail Improvements Phase 2

Complete the following questions.

Project scope.

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

The project scope was determined by the HVAC and supporting Electrical Engineering Study/Feasibility Analysis completed by Gipe Associates. Equipment failures during the winter 2016-2017 escalated the need for replacement of critical equipment based on operational priority and completed as phase 1 previously. The remaining improvements are generally designed to replace 40 year old equipment, improve building conditions including ventilation and space conditioning in select areas to improve working conditions for Correctional Officers. Phase 2 also includes roof repairs and replacement of the original facility, painting of outdoor steel security enclosures, and select replacement of interior doors and shower areas.

County benefit.

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

The County improves reliability by replacing 40 year old systems with a newer, more efficient system components. The occupants benefit by improving building ventilation and conditioning. If this project is not funded, or if it is delayed, the County will continue to pay increasing maintenance costs and fund emergency repairs.

Cost estimate.

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

This estimate was prepared by Gipe Engineering based on detailed design and updated 3/5/21 - attached for reference.

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

The original request based on engineering assessment of the entire facility is planned to be funded in 2 phases. Phase 1 work has been completed during 2019 budgeted at \$3.5 million (\$3.4 million spent as of 9/15/20). Phase 1 work has revealed additional priority items including interior kitchen doors and exterior structures which are recommended to be included in phase 2. Prior Phase 2 estimates include the escalated balance from the original 2014 engineering study minus phase 1. The current phase 2 estimate is based on detailed design completed by Gipe Engineering. This project is released for competitive bidding as of 9/21/21.

Urgency.

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

If not completed antiquated equipment will continue to fail, cause the need for emergency repairs and operational disruptions which is more costly than addressing the issues on a planned basis. Phase 1 work was prioritized to address critical building infrastructure. There remains original 1980's vintage equipment serving the original housing units of the facility targeted in this phase 2. Phase 2 improvements specifically

Project: FIRE/EMS Paging System**Dept Head, Title & Phone #:**

Billy Birch, Director of Emergency Services

Project Summary: This project seeks to replace the current VHF Paging System used to alert volunteer Fire/EMS personnel.**Purpose:** Voice paging is a critical component of alerting Fire/EMS personnel. The current system was installed in 2005 and upon replacement will have reached 17-18 years old, exceeding it's life expectancy.**Location:** Countywide**Impacts on General Fund Operating, Personnel or Maintenance:** Execution of this project will impact general fund unless grant funding is identified.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	30,000							30,000
Land Acquisition								0
Site Work								0
Construction								0
Equipment/Furnishings		650,000						650,000
Other								0
EXPENDITURES								

TOTAL	30,000	650,000	0	0	0	0	0	680,000
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SOURCES OF FUNDS								
General Fund	30,000	650,000						680,000
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	30,000	650,000	0	0	0	0	0	680,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: FIRE/EMS Paging System

Complete the following questions.

Project scope.

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

The scope of this project will include design/engineering, equipment procurement, installation and decommissioning of previous equipment. There is no legal requirement for this project.

County benefit.

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

This project benefits all residents of Worcester County by ensuring reliable alerting of Fire/EMS personnel. This project will be designed around NFPA 1221 standards and may directly impact ISO ratings this resulting in a reduction of insurance premiums within Worcester County.

Cost estimate.

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

Project cost estimated using actual numbers obtained from vendors for similar scope projects.

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

This project has been added as support and parts availability for current equipment has expired.

Urgency.

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

This is a critical project as the reliability of this service is essential for the alerting of Fire/EMS personnel.

Project: Outdoor Warning Siren System

Dept Head, Title & Phone #:

Billy Birch, Director of Emergency Services

Project Summary: This project seeks to replace the outdoor public warning system/fire siren system countywide. Current sirens within the system are aged 30 years and older are not backed up by battery power during a power outage and some distant sirens have communications issues.

Purpose: This project is being undertaken based upon concern expressed by the County Commissioners and fire service.

Location: Countywide

Impacts on General Fund Operating, Personnel or Maintenance: Execution of this project will impact general fund unless grant funding is identified.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	50,000							50,000
Land Acquisition								0
Site Work		50,000						50,000
Construction		750,000						750,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								

TOTAL	50,000	800,000	0	0	0	0	0	850,000
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	50,000	800,000						850,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	50,000	800,000	0	0	0	0	0	850,000
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PROJECTED OPERATING IMPACTS	0	1,500	5,200	5,200	5,200			17,100
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Project: Outdoor Warning Siren System

Complete the following questions.

Project scope.

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

Scope includes an engineering study on siren placement utilizing an external consultant, system design/ordering, and installation. Scope was determined by staff experience in similar projects. Historically, most sirens currently in use within Worcester County were provided by the Federal Office of Civil Defense and turned over to volunteer fire companies by Worcester County. Those sirens are of significant vintage and now face reliability issues.

County benefit.

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

In addition to their use by volunteer fire companies, the core function of outdoor sirens is to alert the public to a critical emergency requiring their action. These situations range from tornadoes to evacuations, and even an enemy attack. This project, while replacing current sirens, seeks to extend the public warning function of outdoor sirens to critically underserved residents and visitors.

Cost estimate.

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

Cost estimates for this project are based upon a "best guess" approach at this point in time. The estimate could be seriously impacted by site selection issues, connectivity issues, and similar items currently unknown. A critical item of the first year study will be to identify these issues and develop a direct project cost.

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

This project is being requested at this time due to urgency expressed by the County Commissioners related to the reliability of the current system.

Urgency.

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

System reliability will likely continue to be an issue should this project not be funded.

Project: Public Safety Logistical Storage Facility

Dept Head, Title & Phone #: Jeff McMahon, Fire Marshal, 410-632-5666

Combined submission on behalf of Public Safety for the Department of Emergency Services, the Sheriff's Office and the Fire Marshal's Office

Project Summary: A new building to house vehicle and storage for the Departments of Emergency Services, the Sheriff's Office and the Fire Marshal's Office. This building will hold the current 22 vehicles and the many trailers used by the three departments. Plus store all the Logistic Staging Area (LSA) inventory and supplies for all emergency preparation, to include pandemics, weather related emergencies, hazardous materials responses (CBRNE) and a secure impound facility for the Sheriff's Office.

Purpose: Currently there is a need due to no covered storage for vehicles and trailers containing expensive and sensitive equipment with the need to respond quickly. Although the County currently leases space for the LSA, the accessibility and security of the lease space is not desirable.

Location: The proposed location is on the Fire Training Center grounds owned by the County (12 acres of cleared land/adjacent to a proposed Public Safety Building).

Impacts on General Fund Operating, Personnel or Maintenance: The impacts, from a financial standpoint would be high. Partial funding for the project may qualify under grants provided from multiple sources, however that funding cannot be guaranteed. From a Personnel standpoint, no immediate additional personnel is projected for this project. Obviously there would be an increase in maintenance cost due to the larger size building.

	FY23	FY24	FY25	FY26	FY27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	100,000							100,000
Land Acquisition	0							0
Site Work	100,000	50,000						150,000
Construction		2,750,000						2,750,000
Equipment/Furnishings		50,000						50,000
Other		200,000						200,000
EXPENDITURES								

TOTAL	200,000	3,050,000	0	0	0	0	0	3,250,000
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	200,000							200,000
Private Donation								0
Enterprise Bonds								0
General Bonds		3,050,000						3,050,000
								0
								0

TOTAL	200,000	3,050,000	0	0	0	0	0	3,250,000
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PROJECTED OPERATING IMPACTS	0	19,900	(22,600)	(19,600)	(16,600)			(38,900)
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Project: Public Safety Logistical Storage Facility

Complete the following questions.

Project scope.

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

The project was discussed between the 3 public safety departments of Emergency Services, the Sheriff's Office and the Fire Marshal's Office. A larger "warehouse - clear span" style building is needed for several purposes. To include current vehicles inside (out of the weather) storage of critical response vehicles for a multitude array of purposes to support emergency management, law enforcement and hazardous materials and CBRNE (Chemical, Biological, Radiological, Nuclear and Explosive) type incidents.

County benefit.

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

The project benefits the entire county. In addition to critical needs for county operated public safety departments, it also supplements the County's volunteer fire and EMS services and the incorporated towns. Not completing this project will further enhance the deterioration of current, as well as future, vehicles and apparatus that is damaged by exposure to weather elements currently being stored outside.

Cost estimate.

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

The cost estimate was difficult to determine due to the current environment of supplies and materials. At this time building product cost vary day-to-day and have steadily increased over the past two years. There was no scope study performed, the demand for this is driven by the pandemic, the need for the LSA and the protection of current assets exceeding \$1,000,000 in value. A square foot estimate was not used because it is based on a "clear-span" type building. Similar Maryland recently constructed projects were researched by other county, state or federal agencies. The cost is a "best guess". A concern of material cost exist due to the current building industry material and labor problems.

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

There is no CIP Timing. This project was driven by the pandemic, the need for a LSA and to reduce damage to current emergency equipment and vehicles stored outside. In the past two years the County has added to the vehicles and equipment which is stored outside in the harsh weather conditions.

Urgency.

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

We consider this project critical. Protecting current assets is crucial. Planning to mitigate any of the emergencies this project could aide is a must for emergency management planning and preparation. Not funding or planning for this project will further hamper the growth and technology changes which occur between regional and national emergencies.

Project: Public Safety Building

Dept Head, Title & Phone #:

Sheriff Matthew Crisafulli 410-632-1111

Project Summary:

Construction of Public Safety Facility

Purpose: To house the Sheriff's Office and Emergency Services, with potentially locating other agencies to the building such as the Fire Marshal's Office and a Child Advocacy Center.

Location: Parcel of land adjacent to Health Dept/Jail off of Route 113 or on the 12 acres of land where the Fire Training Center is located.

Impacts on General Fund Operating, Personnel or Maintenance:

The new building amounts are based on the new MSP Cumberland Barrack that was recently opened and Wicomico County Public Safety Building.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	100,000		1,250,000					1,350,000
Land Acquisition								0
Site Work			1,000,000					1,000,000
Construction			15,000,000	15,000,000				30,000,000
Equipment/Furnishings				250,000				250,000
Other								0
EXPENDITURES								

TOTAL	100,000	0	17,250,000	15,250,000	0	0	0	32,600,000
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	100,000			250,000				350,000
Private Donation								0
Enterprise Bonds								0
General Bonds			17,250,000	15,000,000				32,250,000
								0
								0

TOTAL	100,000	0	17,250,000	15,250,000	0	0	0	32,600,000
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PROJECTED OPERATING IMPACTS	0	0	0	250,500	251,500			502,000
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Project: Public Safety Building

Complete the following questions.

Project scope.

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

Current facilities are beyond capacity.

County benefit.

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

Consolidation of Public Safety into one building will allow for improved coordination between departments and offices. This will also allow for future growth as mandated by the State Legislature.

Cost estimate.

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

The best guess at costs comes from Wicomico County Public Safety facility and Cumberland County MSP Barrick.

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

N/A

Urgency.

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

All of Public Safety have out grown existing spaces.

Project: Asphalt Overlay/Pavement Preservation of County Roads

Dept Head, Title & Phone #: Dallas Baker Jr., P.E., Public Works Director, 410-632-5623

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

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

Location: Various roads throughout Worcester County

Impacts on General Fund Operating, Personnel or Maintenance:

In FY10 the Highway User Revenue was cut significantly, therefore the General Fund has been funding the cost of our paving projects. The Highway User Revenue has not been restored which means the General Fund will have to continue funding our paving projects. By doing so this puts a strain on the County's General Fund Budget and also limits how much paving we are able to provide to the Citizens and guests of Worcester County.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000		8,500,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								

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

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

Complete the following questions.

Project scope.

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

To preserve and maintain the roads within Worcester County to allow for safe travel for the citizens and guests. It is not mandated by State or Federal Law. We do receive Highway User Revenue funds to cover transportation costs, however this allocation has been significantly reduced since FY10.

County benefit.

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

This would benefit the County in general since the project covers all roads maintained by the County. Delay or discontinued funding will enhance deterioration of roads leading to unsafe travel. This could ultimately result in major road repairs leading to a more costly alternative than simply preserving and overlaying the roads.

Cost estimate.

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

Estimate is based on paving projects prior to HUR funding cuts. Although our estimate is higher than previous funding, we feel that the roads in Worcester County are in need of more preservation and maintenance, also the price per ton for hot mix asphalt has increased tremendously along with fuel costs resulting in higher contractor costs and less roads being paved for the same amount of money. The additional funding would result in a regular surface treatment and overlays which would provide safer travels for all.

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

NA

Urgency.

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

It is vital to continue to preserve and maintain our County Roads. By addressing the road maintenance/resurfacing issues early on rather than later, it will avoid costly repairs down the road. If not continued it can lead to a more significant impact not only financially but safety issues for the traveling public and property owners.

Project: Renovation of Berlin Roads Division Building**Dept Head, Title & Phone #:** Department of Public Works, Dallas Baker - Director P.E., 410-632-5623**Project Summary:** Replace roof system and renovate existing second floor to create office space.**Purpose:** Renovation**Location:** 10146 North Main Street, Berlin, MD**Impacts on General Fund Operating, Personnel or Maintenance:** Relocation of Roads Division personnel while renovation work is in progress.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design						23,550		23,550
Land Acquisition								0
Site Work								0
Construction	120,000					100,000		220,000
Equipment/Furnishings	200,000							200,000
Other								0
EXPENDITURES								

TOTAL	320,000	0	0	0	0	123,550	0	443,550
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	320,000					123,550		443,550
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	320,000	0	0	0	0	123,550	0	443,550
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Renovation of Berlin Roads Division Building

Complete the following questions.

Project scope.

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

This requested project is in response to County Administration's need to establish office spaces in the Northern portion of the County. The project scope will replace the building's failing roof system, renovate the second story floorplan, installation of a fiber optic communication system, fire alarm system upgrade for second floor users, purchase of office desk systems with file storage.

County benefit.

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

This project will benefit county staff by reducing overcrowding in other facilities.

Cost estimate.

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

Architectural fees were obtained following a meeting with a local firm. Communication requirements and associated pricing was obtained from the County's IT department. Fire alarm system requirements with pricing was obtained from the County's fire and security contractor. Generator, office furnishings, etc. were estimated as end user requirements are still pending.

CIP Timing.

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

This project can be accomplished in phases with replacement of the roof system being paramount. Renovation to create office spaces should follow the roof replacement work.

Urgency.

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

As with all buildings, preventing intrusion of rain water is key to longevity of the structure. Therefore, installation of a new roof system should occur without delay.

Project: Gradall XL4100 V 6X4

Dept Head, Title & Phone #:Dallas Baker Jr. P.E.,Director Of Public Works 410-632-5623

Project Summary: To acquire a gradall to perform daily job duties to the citizens of Worcester County.**Purpose:** Adding another gradall to our fleet would be a tremendous asset. We would be able to respond to emergency calls during storm events faster by having a gradall at our central shop in Snow Hill. We would be able to start and finish more projects in a timely manner by having another gradall to perform the work.**Location:** Worcester County Roads**Impacts on General Fund Operating, Personnel or Maintenance:** General preventative maintenance such as but not limited to filters, oil, tires, batteries etc.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design								0
Land Acquisition								0
Site Work								0
Construction								0
Equipment/Furnishings		500,000						500,000
Other								0
EXPENDITURES								

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

TOTAL	0	500,000	0	0	0	0	0	500,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Gradall XL4100 V 6X4

Complete the following questions.

Project scope.

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

NA

County benefit.

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

All citizens and guests of Worcester County would benefit, we would be able to respond to emergency calls for trees, washed out roads etc. faster by adding another gradall to cover more area of the County. We would also benefit by having a backup should another gradall go down for maintenance or repairs. We would be able to respond to work orders for pipes and ditching faster by having another gradall and crew available to perform the work and not have to wait for a gradall to become available which would ultimately result in improved times for work to be completed.

Cost estimate.

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

The cost estimate was developed from Gradall through a Source-Well contract.

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

NA

Urgency.

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

The urgency to acquire a Gradall now would be that the price for them will only increase in future years, with that being said it is best to buy one now before our current Gradalls fail and begin to cost more money in repairs and outside repairs which would result in more money being spent on older equipment. It would be in the County's best intentions to acquire a Gradall sooner then later to save tax payer money in the long run and add a valuable piece of equipment to our fleet so we may provide the best service to the citizens and guests of Worcester County in a timely manner.

Project: Lewis Road Sewer Extension

Dept Head, Title & Phone #: Dallas Baker, P.E., Director of Public Works 410-632-5623

Project Summary: Extension of sanitary sewer lines along Lewis Road to serve approximately 50 homes.**Purpose:** The project is proposed to eliminate approximately 50 septic systems in an area of high groundwater.**Location:** Lewis Road behind the Landings WWTP**Impacts on General Fund Operating, Personnel or Maintenance:** The project will have no impact in the general funds operating, personnel or maintenance expenses. Operating expenses will be paid from user fees.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	98,000					72,000		170,000
Land Acquisition								0
Site Work								0
Construction	1,855,000							1,855,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								

TOTAL	1,953,000	0	0	0	0	72,000	0	2,025,000
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds	1,446,000					72,000		1,518,000
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
ARPA	507,000							507,000
								0

TOTAL	1,953,000	0	0	0	0	72,000	0	2,025,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Lewis Road Sewer Extension

Complete the following questions.

Project scope.

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

This project involves constructing a pipeline along Lewis Road and connecting all the homes in the community to this pipeline which will connect the community to the Landings wastewater treatment plant. The project has had a preliminary engineering report prepared for the method of transmission and service to the community. This report was mandated by USDA funding requirements. This project was a priority of the County Commissioners in the Fiscal Year 2017/2018.

County benefit.

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

The primary benefit of this project is reduction of nutrients into the Coastal Bays and the connection of a community of poorly performing and failing septic's to public sewer. If this project is not done we will lose the USDA Funding and the community will continue to suffer with failing systems and the poorly drained soils in the area that will continue to contribute to the failure of systems in the future.

Cost estimate.

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

Estimate was completed as a part of the preliminary engineering report. The report developed the scope of the project cost estimates and potential funding sources.

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

This was a priority of the 2017/2018 County Commissioners. Timing of the Project will depend on available funding.

Urgency.

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

This project is a priority and we have secured a great deal of funding to complete it.

Project: Ocean Pines Belt Filter Press

Dept Head, Title & Phone #: Dallas Baker Jr., P.E., P.E., Director of Public Works 410-632-5623

Project Summary: Improvements in the Ocean Pines Service Area Includes:

-Replacing the Belt Filter Press

Purpose: The project is proposed to replacing an aging pieces of equipment and enhance solid handling at the WWTP.

Location: Ocean Pines Service Area

Impacts on General Fund Operating, Personnel or Maintenance: The project will have no impact on the general fund Operating, Personnel or Maintenance expenses.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design		300,000						300,000
Land Acquisition								0
Site Work								0
Construction		4,300,000						4,300,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								

TOTAL	0	4,600,000	0	0	0	0	0	4,600,000
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Designated Funds								0
Private Donation								0
Enterprise Bonds		4,600,000						4,600,000
General Bonds								0
								0
								0

TOTAL	0	4,600,000	0	0	0	0	0	4,600,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0	0	0	0
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Project: Ocean Pines Belt Filter Press

Complete the following questions.

Project scope.

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

The existing belt press at the Ocean Pines Wastewater Treatment Plant was installed in 1996. Since that time, it has undergone major repairs but is no longer reliable. We are looking at the use of newer technologies now available to be installed at the treatment plant.

County benefit.

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

The primary benefit of this project increases efficiency of the Ocean Pines Wastewater Treatment Plant solids handling activities.

Cost estimate.

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

The cost estimate for the Belt Filter Press was taken from a preliminary engineering study conducted by George, Miles & Buhr in June 2021. The estimated impact to sewer debt service (EDU's) will increase the rate by \$7.51 per EDU per quarter assuming a 15 year bond. This estimate does not factor in interest rates on bond projects.

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

The ongoing project is a part of a long term program of system upgrades for the entire Ocean Pines Water and Wastewater Systems.

Urgency.

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

This project needs to be completed as a part of ongoing long term upgrades to the 50-year old Ocean Pines Water and Wastewater systems.

Project: Mystic Harbour Water Treatment Plant Rehabilitation**Dept Head, Title & Phone #:** Dallas Baker Jr., P.E. Director - 410-632-5623

Project Summary: Rehabilitation of the Mystic Harbour water treatment plant building and equipment. The project includes rehabilitation of the exterior and interior of the Water Treatment building at Mystic Harbour. The exterior of the building needs a new roof, repair of the concrete block and either painting or siding to make the building more aesthetically acceptable. The building interior requires a new interior ceiling, cleaning and painting of the walls, sandblasting and painting of the interior piping and filters. In addition, there are a number of electrical improvements needed, safety issues addressed and chemical feed systems upgraded to current standards.

Purpose:

To extend the life of the building

Location:

Mystic Harbour

Impacts on General Fund Operating, Personnel or Maintenance:

Project will be constructed and operated using Enterprise Funds.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	200,000							0
Land Acquisition								0
Site Work								0
Construction	1,200,000							0
Equipment/Furnishings								0
Other								0
EXPENDITURES								

TOTAL	1,400,000	0	0	0	0	0	0	0
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan	1,400,000							1,400,000
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	1,400,000	0	0	0	0	0	0	1,400,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Mystic Harbour Water Treatment Plant Rehabilitation

Complete the following questions.

Project scope.

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

The Mystic Harbour Water Treatment Plant was constructed in 1975 and has been in continuous use since. The building the treatment equipment is housed in has never been updated. There are holes in the roof, corroded electrical panels, corroded equipment and support. In fall of 2021, local engineering firm George, Miles & Buhr conducted a feasibility study for rehabilitating the building. Their findings include rehabilitation of the exterior and interior of the building. The exterior of the building needs a new roof, repair of the concrete block and either painting or siding to make the building more aesthetically acceptable. The building interior requires a new interior ceiling, cleaning and painting of the walls, sandblasting and painting of the interior piping and filters. In addition, there are a number of electrical improvements needed, safety issues addressed and chemical feed systems upgraded to current standards.

County benefit.

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

The project is required to maintain the operations of the Mystic Harbour Water system.

Cost estimate.

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

The cost estimate is from the preliminary engineering study conducted in December 2021. The estimated impact to water debt service (EDU's) will increase the rate by \$7.78 per EDU per quarter if a loan is acquired.

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

This project will need to be initiated in the next year. This is the first time this project is on the CIP.

Urgency.

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

Continued development within the West Ocean City/Mystic Harbour Area will require adequate treatment and effluent disposal capacity. To continue well controlled economic growth in this area, these facilities are required.

Project: Mystic Harbour Wastewater Treatment Plant Solids Dewatering & Storage Building Repair

Dept Head, Title & Phone #: Dallas Baker Jr., P.E. Director - 410-632-5623

Project Summary: Mystic Harbour Solids Dewatering Upgrade, storage building repair

Purpose: Resolving the solids dewatering problems at the Mystic Harbour Wastewater Treatment Plant and rehabilitating the storage building.

Location: Mystic Harbour/West Ocean City

Impacts on General Fund Operating, Personnel or Maintenance: Project will be constructed and operated after applying for USDA Loan funding.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	50,000	200,000						250,000
Land Acquisition								0
Site Work								0
Construction	650,000	1,100,000	200,000					1,950,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								

TOTAL	700,000	1,300,000	200,000	0	0	0	0	2,200,000
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan	700,000	1,300,000	200,000					2,200,000
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	700,000	1,300,000	200,000	0	0	0	0	2,200,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Mystic Harbour Wastewater Treatment Plant Solids Dewatering & Storage Building Repair

Complete the following questions.

Project scope.

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

This project includes improvement to the Mystic Harbour Wastewater Treatment Plant by construction of needed improvements to the sludge handling facilities. In addition, the scope of work includes improvements to the on-site storage building.

A detailed report has been prepared for the Water Treatment Plant to identify the needed improvements to the water treatment plant. The report addressed the needed improvements and estimated the cost of each. Some of the the minor items will be addressed in the annual operating budget but the major improvements will require capital funds.

County benefit.

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

The purpose of this project is to permanently resolve the handling of bio-solids at the Mystic Harbour Wastewater Treatment Plant. The rehabilitation is required to maintain the operation of the Mystic Harbour Water system.

Cost estimate.

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

The cost estimate for the sludge handling systems was taken from a recently completed study of alternatives to resolve the issue. The cost estimate for effluent disposal was a historical "best guess" based on recent experience with disposal of effluent. A detailed report and condition assessment was completed for the Water Treatment Plant.

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

There is no change to the timing for this project.

Urgency.

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

Continued development within the West Ocean City/Mystic Harbour Area will require adequate public utilities. The only County owned wastewater facility in this area is the Mystic Harbour Wastewater Treatment Plant. To continue well controlled economic growth in this area, these plant improvements are required.

The Water Treatment Plant is the primary supplier of water to the Mystic Harbour and West Ocean City Area.

Project: Landings Water Tower Rehabilitation and Painting

Dept Head, Title & Phone #: Dallas Baker Jr., PE Director of Public Works
410-632-5632

Project Summary: Painting and rehabilitation of the Landings Water Tower.

Purpose: Extending the life of the Landings Water Tower

Location: Landings Service Area

Impacts on General Fund Operating, Personnel or Maintenance: None - Work to be completed under the Enterprise Fund.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design		30,000						30,000
Land Acquisition								0
Site Work								0
Construction		550,000						550,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								

TOTAL	0	580,000	0	0	0	0	0	580,000
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds		580,000						580,000
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	0	580,000	0	0	0	0	0	580,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Landings Water Tower Rehabilitation and Painting

Complete the following questions.

Project scope.

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

Repainting and miscellaneous improvements to the Landings Water Tower.

County benefit.

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

Extending the life of an important water storage tower.

Cost estimate.

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

Estimated developed from water tower inspection in December 2021 and historical costs from other tower painting projects. The estimated impact to water debt service (EDU's) will increase the rate by \$24.17 per EDU per quarter if a loan is obtained.

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

First time on the CIP

Urgency.

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

Waiting will just increase the deterioration and increase rehabilitation cost.

Project: Riddle Farm Water Tower Rehabilitation, Painting & Lowering

Dept Head, Title & Phone #: Dallas Baker Jr., PE Director of Public Works
410-632-5632

Project Summary: Painting, Lowering and rehabilitation of the Riddle Farm Water Tower

Purpose: Extend the life of the Riddle Farm Water Tower and to lower the tower and bring it to the same hydraulic elevation as surrounding service areas.

Location: Riddle Farm Service Area

Impacts on General Fund Operating, Personnel or Maintenance: None - Work to be completed under the Enterprise Fund.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design		50,000						50,000
Land Acquisition								0
Site Work								0
Construction		600,000						600,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								

TOTAL	0	650,000	0	0	0	0	0	650,000
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds		650,000						650,000
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	0	650,000	0	0	0	0	0	650,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Riddle Farm Water Tower Rehabilitation, Painting & Lowering

Complete the following questions.

Project scope.

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

Repainting, lowering and miscellaneous improvements to the Riddle Farm Water Tower.

County benefit.

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

Extending the life of an important water storage tower. Lowering the tower will allow for better compatibility with adjoining service areas.

Cost estimate.

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

Estimate developed from water tower inspection in December 2021 and historical costs from other tower painting projects.

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

First time on the CIP

Urgency.

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

Waiting will increase the deterioration and increase rehabilitation cost

Project: Mystic Harbour Water Treatment Plant Expansion & Effluent Disposal System**Dept Head, Title & Phone #:** Dallas Baker Jr., P.E. Director - 410-632-5623**Project Summary:** Mystic Harbour Treatment Plant expansion and improvements to the effluent disposal systems.**Purpose:**

Expanding the Mystic Harbour Treatment Plant and consolidating the effluent disposal system to optimize the effluent disposal systems. The following activities are proposed:

- 1) Rehabilitate the Assateague Point Lagoon and convert into a wastewater effluent holding facility.
- 2) Expand the Mystic Harbour Wastewater Treatment Plant by placing treatment unit tank 4 into service (150,999 gpd)
- 3) Interconnect effluent piping from Mystic Harbour and Landings to allow more disposal options.

Location:

Mystic Harbour, West Ocean City, Landings and Assateague Point

Impacts on General Fund Operating, Personnel or Maintenance:

Project will be constructed and operated using Enterprise Funds.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design			100,000					100,000
Land Acquisition								0
Site Work								0
Construction			2,000,000					2,000,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								

TOTAL	0	0	2,100,000	0	0	0	0	2,100,000
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds			2,100,000					2,100,000
General Bonds								0
								0
								0

TOTAL	0	0	2,100,000	0	0	0	0	2,100,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Mystic Harbour Water Treatment Plant Expansion & Effluent Disposal System

Complete the following questions.

Project scope.

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

This project includes combining the Mystic Harbour, Landings and Assateague Point Service areas for the purpose of effluent disposal. The lagoon at Assateague Point will have the lagoon liner, which has outlived its useful life. The liner needs to be replaced and the lagoon will then function as an effluent holding pond.

County benefit.

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

The purpose of this project is to provide a needed treatment plant capacity and related effluent disposal by taking most advantage of the available resources.

Cost estimate.

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

The cost estimate for the lagoon rehabilitation was taken from a recently completed study of the facility. The cost of the effluent disposal lines was taken from recently opened unit pipe bids. The cost for opening treatment tank 4 was internally estimated.

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

This project will need to be initiated in the next year or two to have the capacity available when the current available EDU's are assigned.

Urgency.

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

Continued development within the West Ocean City/Mystic Harbour Area will require adequate treatment and effluent disposal capacity. To continue well controlled economic growth in this area, these facilities are required.

Project: Riddle Farm and Mystic Harbour Effluent Disposal Interconnection

Dept Head, Title & Phone #: Dallas Baker Jr., P.E. Director of Public Works 410-632-5623

Project Summary: An interconnection between the effluent disposal systems in Riddle Farm and Mystic Harbour would benefit both service areas by offering multiple options for effluent disposal.

Purpose: To improve the ability of the treatment plant operators to dispose of treatment plant effluent.

Location: Riddle Farm/Mystic Harbour

Impacts on General Fund Operating, Personnel or Maintenance: None - All work to be done under the Enterprise fund.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design				70,000	80,000			150,000
Land Acquisition					50,000			50,000
Site Work								0
Construction				500,000	1,000,000			1,500,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								

TOTAL	0	0	0	570,000	1,130,000	0	0	1,700,000
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds				570,000	1,130,000			1,700,000
General Bonds								0
								0
								0

TOTAL	0	0	0	570,000	1,130,000	0	0	1,700,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Riddle Farm and Mystic Harbour Effluent Disposal Interconnection

Complete the following questions.

Project scope.

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

The concept for this project would be to interconnect the effluent disposal systems from the Riddle Farm Service Area with the effluent disposal systems serving Mystic Harbour and Landings. By making this interconnection, all plants would have the ability to dispose of effluent from multiple sources - the 36 hole golf courses at Riddle Farm, the 18 holes of golf courses at Eagle's Landing, the injection wells at Mystic Harbour or at Landings, or the spray irrigation system at Assateague Point. With all of these choices, reliable effluent disposal would be available for the foreseeable future.

County benefit.

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

Reliable effluent disposal systems are key to continued use of the current wastewater treatment systems.

Cost estimate.

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

No specific studies have been completed at this time. Estimate was based on measured pipeline lengths and current unit prices.

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

First time on the CIP.

Urgency.

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

Growth continues to be reliant on viable effluent disposal.

Project: Solid Waste Cell 1 Pump Station**Dept Head, Title & Phone #:** Mike Mitchell, Solid Waste Superintendent, 410-632-3177**Project Summary:** Rehabilitation of Cell 1 leachate pump stations (four).**Purpose:** Replace existing leachate pumps, piping, valves, appurtenances and controls. Rehabilitate existing pump houses. Four pump stations in total, all equipment is original, installed in 1990.**Location:** Central Landfill**Impacts on General Fund Operating, Personnel or Maintenance:** None

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	70,000							70,000
Land Acquisition								0
Site Work								0
Construction	550,000							550,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								

TOTAL	620,000	0	0	0	0	0	0	620,000
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SOURCES OF FUNDS								
General Fund								0
User Fees	620,000							620,000
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	620,000	0	0	0	0	0	0	620,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Solid Waste Cell 1 Pump Station

Complete the following questions.

Project scope.

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

Replace 30 year old pumps, piping, valves, appurtenances, and controls in 4 leachate pump stations. MDE landfill permit only allows 12" of leachate on top of the cell liner. The pumps are needed to remove the leachate from the bottom of the cell 1 and keep leachate levels below the permitted level.

County benefit.

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

The County benefits by not receiving fines from MDE for violating our permit.

Cost estimate.

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

The cost estimate based on discussions with the engineering firm contracted to oversee regulatory compliance at the landfill.

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

This is a new project that was added for FY23.

Urgency.

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

This project is critical.

Project: Solid Waste Administration Scale House Renovation & Addition

Dept Head, Title & Phone #: Mike Mitchell, Solid Waste Superintendent, 410-632-3177

Project Summary: Administration Scale House Renovation and Addition

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

Location: Central Landfill

Impacts on General Fund Operating, Personnel or Maintenance: None

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design		50,000						50,000
Land Acquisition								0
Site Work								0
Construction		350,000	350,000					700,000
Equipment/Furnishings			50,000					50,000
Other								0
EXPENDITURES								
TOTAL	0	400,000	400,000	0	0	0	0	800,000

SOURCES OF FUNDS								
General Fund								0
User Fees		400,000	400,000					800,000
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0
TOTAL	0	400,000	400,000	0	0	0	0	800,000

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Solid Waste Administration Scale House Renovation & Addition

Complete the following questions.

Project scope.

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

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

County benefit.

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

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

Cost estimate.

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

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

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

This is a new project that was added for FY23 and FY24.

Urgency.

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

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

Project: West Ocean City Commercial Harbor

Dept Head, Title & Phone #: Kelly Rados, Director of Recreation & Parks

Project Summary: West Ocean City Commercial Harbor Bulkhead

Purpose: Repair and replacement bulkhead

Location: West Ocean City Commercial Harbor

Impacts on General Fund Operating, Personnel or Maintenance:

Current commercial fishing leases are tied to the site. The failing bulkhead will impact the general fund since there is no grant funding available for operations and maintenance. Waterway grant funding is only available for publicly used areas, not for commercially leased sites.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design						25,000		25,000
Land Acquisition						0		0
Site Work						50,000		50,000
Construction	400,000					1,000,000		1,400,000
Equipment/Furnishings								0
Other						50,000		50,000
EXPENDITURES								

TOTAL	400,000	0	0	0	0	1,125,000	0	1,525,000
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SOURCES OF FUNDS								
General Fund						25,000		25,000
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	400,000					1,100,000		1,500,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	400,000	0	0	0	0	1,125,000	0	1,525,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: West Ocean City Commercial Harbor

Complete the following questions.

Project scope.

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

There is 900 feet of deteriorated steel bulkhead at the West Ocean City Commercial Harbor. Steel sheeting, tie backs, etc. are in desperate need of replacement.

County benefit.

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

This project will help maintain the future of the commercial harbor and fishing industry. It insures continuation of revenues from leased spaces.

Cost estimate.

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

There was \$25,000 of engineering completed in FY2020-2021 general fund budget, completed by Stacey Hart & Associates. Previous estimate of the project was \$1,100,000. Estimate has since increased to \$1,500,000 due to increased material costs.

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

Project needs to be completed as soon as possible.

Urgency.

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

Urgent - Pending failure with any future storms possible. There is no grant funding available for "Commercial" operations.

Project: Ocean City Inlet and Harbor Navigation Improvement Project

Dept Head, Title & Phone #: Robert Mitchell, Director, Dept. of Env. Programs 410-632-1220

Project Summary: Building a structure to alter patterns for sediment deposit, deepening the channel and realigning the channel to deeper water.

Purpose: This is a project to provide a long-term solution to manage the shoaling in the Ocean City Inlet and provide for the safety of vessels using that waterway.

Location: Ocean City Inlet, Ocean City, Maryland

Impacts on General Fund Operating, Personnel or Maintenance:

The project will have a slight impact on the General Fund to provide the local contributions needed to provide the 10% local match that Maryland DNR cannot cover.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	189,000	189,000						378,000
Land Acquisition								0
Site Work								0
Construction	400,000	9,622,000						10,022,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								

TOTAL	589,000	9,811,000	0	0	0	0	0	10,400,000
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds		9,622,000						9,622,000
State Match		189,000						189,000
State Loan								0
Assigned Funds	589,000							589,000
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	589,000	9,811,000	0	0	0	0	0	10,400,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Ocean City Inlet and Harbor Navigation Improvement Project

Complete the following questions.

Project scope.

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

This scope and the solutions were determined after design and modeling done by the US Army Corps of Engineers. Authority for Army Corps Navigation improvement projects are authorized by Section 107 of the Federal River and Harbor Act of 1960. The Corps utilized extensive local interviews and information in the design and modeling done for this project's proposed construction solutions.

County benefit.

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

This is a navigational improvement project designed to improve safety and provide a long term solution to the shoaling in the Ocean City Inlet. Section 107 projects are formulated for commercial navigation. Economic justification for projects based on analysis of operating costs for commercial vessels. Benefits of navigation improvements must outweigh costs (benefit to cost ratio) to proceed. They do in this case as was presented to the County in a Corps Open House meeting on the project held in Worcester County on 8-17-21.

Cost estimate.

How was the cost estimate developed? Was there a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Give us the back up information. Is the estimate your "best guess", please tell us. Are there any concerns with your estimate? We would note that the Corps included 39% figure for contingencies in their project estimate, as stated in the August 2021 presentation.

Estimate was completed as a part of the ongoing design and modeling required for projects of this type. The design and modeling report considered storm effects and different design options. Engineers estimate is between \$8.4 to \$10.4 million to complete the project. The concerns really are with the local input, the amount that MD DNR can contribute to the 10% local input required. The 400,000 bond estimate was if the project went to the higher estimate figure and Worcester has to fund the local contribution by ourselves.

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

This project was pledged \$300,000 by the County and \$300,000 by MDE/DNR to provide the initial local contribution needed to get this very important project through design and modeling stage to construction.

Urgency.

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

The shoaling in the Ocean City Inlet is getting worse with each passing year and is a danger to vessels operating in the channel. A long term solution is desperately needed now. Federal by pass funding for the the Assateague Island Restoration Project will cease in 2027. After that time we will be dependent on maintenance and emergency funds to clean the inlet. This Section 107 project is the only was to complete a long term solution for the area.

Project: Worcester County Sports Complex

Dept Head, Title & Phone #: Kelly Rados, Director of Recreation & Parks, 410-632-2144 x2502

Project Summary: Multi-Purpose Sports Complex

Purpose: To acquire approximately 100 acres for the development of a sports complex (multi-purpose fields, tournament central with restrooms, parking and concessions) with a conceptual plan for recreation and travel sports in the Northern end of the county. Park amenities would also include walking trails, ponds and a playground. The main purpose for this project is to provide Worcester County residents and guests more recreational programming and event opportunities by providing additional field space.

Location: Northern Worcester County

Impacts on General Fund Operating, Personnel or Maintenance: The project would increase cost in the form of utilities, irrigation cost, field maintenance equipment/supplies and personnel, if not privately managed as intended.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	123,930							123,930
Land Acquisition						2,385,451		2,385,451
Site Work	5,000,000							5,000,000
Construction	7,350,000							7,350,000
Equipment/Furnishings	525,000							525,000
Other								0
EXPENDITURES								

TOTAL	12,998,930	0	0	0	0	2,385,451	0	15,384,381
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds	800,100					1,985,451		2,785,551
State Match								0
State Loan								0
Assigned Funds						400,000		400,000
Private Donation	1,000,000							1,000,000
Enterprise Bonds								0
General Bonds	11,198,830							11,198,830
								0
								0

TOTAL	12,998,930	0	0	0	0	2,385,451	0	15,384,381
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PROJECTED OPERATING IMPACTS	0	0	(146,000)	(155,200)	(166,240)			(467,440)
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Project: Worcester County Sports Complex

Complete the following questions.

Project scope.

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

Design and development of land in the northern section of the county for the construction of a sports complex. The need was identified in the previous survey associated with the LPPRP, and supported by the population proximity analysis.

County benefit.

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

It increases our capacity to drive "in house" revenue. Enhances capacity to host tournament play, providing an economic benefit for Worcester County businesses. It would offer large benefits by creating more programming opportunity for county citizens in the north.

Cost estimate.

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

Cost estimated was provided to us by a design and development company, based on similar projects. Cost of materials continue to increase along with availability.

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

Unknowns with regard to amounts of future POS funding allocations may cause an adjustment in the time line.

Urgency.

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

The most urgent aspect is the availability of supplies and the rising costs of materials associated with development and construction.

Project: Stephen Decatur Middle School Addition

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

Project Summary: Addition to Stephen Decatur Middle School

Purpose: Provide additional classrooms to alleviate overcrowding and eliminate nine portable classrooms.

Location: 9815 Seahawk Road, Berlin, MD. 21811

Impacts on General Fund Operating, Personnel or Maintenance:

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
	(FY20-21-22)							
Engineering/Design	65,769					544,231		610,000
Land Acquisition								0
Site Work	492,887					492,887		985,774
Construction	4,825,600					6,007,486		10,833,086
Equipment/Furnishings	489,630					1,047,749		1,537,379
Other (Construction Manager)	647,222					638,778		1,286,000
EXPENDITURES								

TOTAL	6,521,108	0	0	0	0	8,731,131	0	15,252,239
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match						4,814,000		4,814,000
State Loan								0
Assigned Funds						414,055		414,055
Private Donation								0
Enterprise Bonds								0
General Bonds	6,521,108					3,503,076		10,024,184
								0
								0

TOTAL	6,521,108	0	0	0	0	8,731,131	0	15,252,239
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Stephen Decatur Middle School Addition

Complete the following questions.

Project scope.

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

Stephen Decatur Middle School was constructed in 1997. During design of the new school, building systems were provided to allow for a 12-15 classroom addition in anticipation of future population growth in the north end of the county. SDMS currently utilizes nine portable classrooms for instruction. Projected SDMS enrollment projections indicate continued growth to 730 students. The design process has developed a 25,000 square foot addition.

County benefit.

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

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

Cost estimate.

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

Construction bids for the project were received in June 2021. Bids were approved by the Worcester County Board of Education in September 2021 and by the Worcester County Commissioners on October 5, 2021.

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

The approval of funding for the Stephen Decatur Middle School Addition project determines the start of the Snow Hill Middle/Cedar Chapel Special School roof replacement project. The State of Maryland Interagency Commission on School Construction approved \$4,814,000 state funding for the SDMS Addition project in the FY 2022 Capital Improvement Program.

Urgency.

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

Enrollment projections through 2028 indicate that the SDMS student population will grow from a total of enrollment of 686 students to 730 students in 2027. These students will be enrolled in a school with a local-rated capacity of 638 students and a school at which nine portable classrooms are currently being utilized for additional instructional space.

Project: Snow Hill Middle/Cedar Chapel Special School - Roof Replacement

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

Project Summary: Replace Roof - Snow Hill Middle School / Cedar Chapel Special School

Purpose: Demolish existing and install 107,175 square feet of new roof.

Location: 522/510 Coulbourne Lane, Snow Hill, MD, 21863

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

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design	103,000							103,000
Land Acquisition								0
Site Work								0
Construction		3,826,000						3,826,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								

TOTAL	103,000	3,826,000	0	0	0	0	0	3,929,000
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match		1,822,000						1,822,000
State Loan								0
Assigned Funds	103,000							103,000
Private Donation								0
Enterprise Bonds								0
General Bonds		2,004,000						2,004,000
								0
								0

TOTAL	103,000	3,826,000	0	0	0	0	0	3,929,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Snow Hill Middle/Cedar Chapel Special School - Roof Replacement

Complete the following questions.

Project scope.

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

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

County benefit.

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

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

Cost estimate.

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

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Pocomoke Middle School Roof Replacement project (bid in December 2020) and through discussion with roof manufacturer regarding current and projected roof replacement square foot costs. There are no concerns with the estimate.

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

The Snow Hill Middle/Cedar Chapel Special School roof replacement project request timing is consistent with previous Board of Education and County Capital Improvement Programs. Funding approval for this project will determine the start of the following major construction project, a roof replacement project at Pocomoke Elementary School.

Urgency.

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

As stated above, the Snow Hill Middle School and Cedar Chapel Special School roofs continues to deteriorate over time. The project is the second in a series of three major roof replacement projects (PMS, SHMS/CCSS and PES).

Project: Buckingham Elementary Replacement School

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

Project Summary: Buckingham Elementary Replacement School**Purpose:** Demolish existing school and construct replacement school. A Feasibility Study will be executed in summer/fall 2022 to investigate construction options including renovation/addition or replacement school.**Location:** 100 Buckingham Road, Berlin, Md. 21811**Impacts on General Fund Operating, Personnel or Maintenance:** The Buckingham Elementary Replacement School will provide more square footage than the existing 49,000 square feet school. However, with energy efficiency elements included in the future design of the replacement school and new building systems requiring minimum maintenance costs, the impact on general funds is not expected to rise significantly.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
	(FY28 - 29)							
Engineering/Design	380,373	1,224,523	1,457,969	163,754	300,330	0	398,695	3,925,644
Land Acquisition								0
Site Work								0
Construction					20,217,068	0	33,695,113	53,912,181
Equipment/Furnishings				19,600	1,013,380	0	2,722,007	3,754,987
Other (Construction Manager)				520,597	1,709,850	0	2,742,036	4,972,483
EXPENDITURES								

TOTAL	380,373	1,224,523	1,457,969	703,951	23,240,628	0	39,557,851	66,565,295
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match					5,573,000		5,573,000	11,146,000
State Loan								0
Assigned Funds	380,373	1,224,523						1,604,896
Private Donation								0
Enterprise Bonds								0
General Bonds			1,457,969	703,951	17,667,628		33,984,851	53,814,399
								0
								0

TOTAL	380,373	1,224,523	1,457,969	703,951	23,240,628	0	39,557,851	66,565,295
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Buckingham Elementary Replacement School

Complete the following questions.

Project scope.

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

The Buckingham Elementary School project will begin with a Feasibility Study, scheduled for summer/fall 2022. The Study will provide a comprehensive evaluation of the existing school, providing data on the schools' condition, systems and instructional deficiencies. The Study will also provide the architectural/engineering recommendation regarding renovation and addition to the existing school or construction of a replacement school. This project is tentatively being titled "Replacement School".

County benefit.

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

Completion of the construction project will provide current and future students, faculty and Buckingham Elementary parents and community with a complete upgrade to the existing 43-year-old facility.

Cost estimate.

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

Preliminary, pre-design cost estimate was developed by the BOE Facilities Department through school construction cost estimating worksheet developed and updated through execution of six major school construction projects, including the Showell Elementary Replacement School project, over the past twenty years. There are no concerns with the conceptual estimate.

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

The Buckingham Elementary School project request timing is consistent with previous Board of Education and County Capital Improvement Programs.

Urgency.

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

Buckingham Elementary is a 43-year-old facility with aging structural/mechanical/electrical systems and five portable classrooms utilized for instructional space. Maintenance and repair costs will only increase as the building systems continue to age.

Project: Pocomoke Elementary School - Roof Replacement

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

Project Summary: Replace Roof - Pocomoke Elementary School

Purpose: Demolish existing roof and install 52,512 square feet of new roof.

Location: 2119 Pocomoke Beltway, Pocomoke, MD. 21863

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

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design			107,000					107,000
Land Acquisition								0
Site Work								0
Construction				1,933,000				1,933,000
Equipment/Furnishings								0
Other								0
EXPENDITURES								

TOTAL	0	0	107,000	1,933,000	0	0	0	2,040,000
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match				921,000				921,000
State Loan								0
Assigned Funds			107,000					107,000
Private Donation								0
Enterprise Bonds								0
General Bonds				1,012,000				1,012,000
								0
								0

TOTAL	0	0	107,000	1,933,000	0	0	0	2,040,000
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Pocomoke Elementary School - Roof Replacement

Complete the following questions.

Project scope.

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

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

County benefit.

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

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

Cost estimate.

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

Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Pocomoke Middle School Roof Replacement (bid in December 2020) and through discussion with roof manufacturer regarding current and projected roof replacement square foot costs. There are no concerns with the estimate.

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

The Pocomoke Elementary School roof replacement project request timing is consistent with previous Board of Education and County Capital Improvement Programs. Funding approval for this project will determine the start of the following major construction project, a renovation or replacement school at Buckingham Elementary.

Urgency.

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

As stated above, the Pocomoke Elementary School roof continues to deteriorate over time. The project is the third in a series of three major roof replacement projects (PMS, SHMS/CCSS and PES).

Project: Snow Hill Elementary Replacement School

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

Project Summary: Snow Hill Elementary Replacement School

Purpose:

Demolish existing school and construct replacement school. A Feasibility Study will be executed in summer/fall 2025 to investigate construction options including renovation/addition or replacement school.

Location: 515 Coulbourne Lane, Snow Hill, MD, 21863

Impacts on General Fund Operating, Personnel or Maintenance:

The Snow Hill Elementary Replacement School will provide more square footage than the existing 40,500 square foot school. However, with energy efficiency elements included in the future design of the replacement school and new building systems requiring minimum maintenance costs, the impact on general funds is not expected to rise significantly.

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete (FY 28-32)	Total Project Cost
Engineering/Design				337,244	970,996	0	1,866,123	3,174,363
Land Acquisition								0
Site Work								0
Construction						0	43,525,919	43,525,919
Equipment/Furnishings						0	3,207,676	3,207,676
Other (Construction Manager)						0	4,014,526	4,014,526
EXPENDITURES								

TOTAL	0	0	0	337,244	970,996	0	52,614,244	53,922,484
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SOURCES OF FUNDS								
General Fund				337,244	970,996	0	1,755,752	3,063,992
User Fees								0
Grant Funds								0
State Match							12,537,000	12,537,000
State Loan								0
Assigned Funds								0
Private Donation								0
Enterprise Bonds								0
General Bonds							38,321,492	38,321,492
								0
								0

TOTAL	0	0	0	337,244	970,996	0	52,614,244	53,922,484
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Snow Hill Elementary Replacement School

Complete the following questions.

Project scope.

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

The Snow Hill Elementary School project will begin with a Feasibility Study, scheduled for summer/fall 2025. The Study will provide a comprehensive evaluation of the existing school, providing data on the schools' condition, systems and instructional deficiencies. The Study will also provide the architectural/engineering recommendation regarding renovation and addition to the existing school or construction of a replacement school. This project is tentatively being titled "Replacement School".

County benefit.

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

Completion of the construction project will provide current and future students, faculty and Snow Hill Elementary parents and community with a complete upgrade to the existing 42-year-old facility.

Cost estimate.

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

Preliminary, pre-design cost estimate was developed by the BOE Facilities Department through school construction cost estimating worksheet developed and updated through execution of six major school construction projects, including the Showell Elementary Replacement School project, over the past twenty years. There are no concerns with the conceptual estimate.

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

The Snow Hill Elementary School project request timing is consistent with previous Board of Education and County Capital Improvement Programs.

Urgency.

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

Snow Hill Elementary is a 42-year-old facility with aging structural/mechanical/electrical systems and five portable classrooms utilized for instructional space. Maintenance and repair costs will only increase as the building systems continue to age.

Project: Wor-Wic Applied Technology Building

Dept Head, Title & Phone #:

Jennifer Sandt, Wor-Wic Community College, Vice President for Administrative Services, 410-334-2911

Project Summary:

Construct a new applied technology building and roadway/parking infrastructure.

Purpose:

Wor-Wic is proposing to build a new 40,000 S.F. building, reconfigure internal circulatory roads and the campus' main entrance, expand the campus' existing utility services, and expand the existing Brunkhorst Hall parking lot.

The purpose of this building is to assist the college with meeting its strategic goals to strengthen the alignment of programs and courses with local employer needs and expand facilities to address student and institutional needs. The roadway and parking lot enhancements are necessary to improve the flow of traffic and improve pedestrian safety.

Location:

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

Impacts on General Fund Operating, Personnel or Maintenance:

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design						145,784		145,784
Land Acquisition								0
Site Work								0
Construction	191,672					2,196,188		2,387,860
Equipment/Furnishings	225,105							225,105
Other								0
EXPENDITURES								

TOTAL	416,777	0	0	0	0	2,341,972	0	2,758,749
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds	416,777					2,341,972		2,758,749
Private Donation								0
Enterprise Bonds								0
General Bonds								0
								0
								0

TOTAL	416,777	0	0	0	0	2,341,972	0	2,758,749
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Wor-Wic Applied Technology Building

Complete the following questions.

Project scope.

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

Wor-Wic is committed to continuing its role as an economic driver for the Lower Eastern Shore. In order to retain and attract new industries and keep the local workforce competitive, the college must provide its constituents with state-of-the-art technical training facilities. According to the Georgetown Center on Education and the Workforce, by 2020, the US is expected to face a shortage of 5 million workers equipped with technical certificates and credentials.

In order to respond to the workforce needs of the community, Wor-Wic is planning to add associate degrees in industrial technology, supply chain management and alternative energy with career or industry certificates in the areas of electrical, heating, ventilation and air conditioning (HVAC), welding, plumbing, logistics, wind and solar within the next 5 years. Over the past few years, the college has increased its nursing, radiologic technology and emergency services programs, and expanded its program offerings to include occupational therapist assistant and physical therapy assistant programs. Allied health programs expanded again in FY 2020 with the approval of the computed tomography (CT) certificate. The college also plans to add magnetic resonance imaging (MRI) and medical coder certificates, and an associate degree in sleep technology by 2029.

The IT department moved into Shockley Hall in 2011. There were 11 employees housed within the IT department when they moved into the new building, and the suite was already too small to accommodate them. There are currently 16 employees housed within the suite. At present, the IT suite does not include a storage area to store or receive new equipment, and there is not any space to triage or troubleshoot computers and AV equipment, or stage new equipment.

The allied health department has outgrown its space on the third floor of Shockley Hall. There are faculty and staff doubling-up in offices and receptionist areas that have been converted into desk space for associates. In order to offer additional allied health programs and maintain the proper delivery of current academic offerings in allied health, we will need additional staffing and additional space for allied health offices.

The inadequacy of space will prevent the college from offering any new credit applied technology programs, and will prevent the current allied health programs from growing. The lack of facilities will also prohibit the college from expanding its non-credit courses in the skilled trades areas.

The growth of the campus has impacted/exaggerated our pedestrian and vehicular circulation issues. Prior to building Fulton-Owen Hall and Shockley Hall, the north-south campus drive between South Lots 1 and 2 extending north to the west side of the north lot was outside the academic core. At one point, the road was one-way to the north to allow vehicular traffic to exit under Brunkhorst Hall and Maner Technology Center to Walston Switch Road. However, the road was converted to two-way traffic to reduce the bottleneck of vehicles at peak times during the day by educating campus visitors to use the Shortbridge and Longridge Road exits. While converting the road to two-way traffic resolved a vehicular circulation issue, it created a pedestrian safety concern for individuals that have to cross the street to get to Fulton-Owen Hall and Shockley Hall, and it did not improve the safety of pedestrians crossing the street between Brunkhorst Hall and the Maner Technology Center. After the entrance road improvements are complete, the north-south campus drive between South Lots 1 and 2 extending north to the west side of the north lot will be replaced by a fire lane/pedestrian way, improving pedestrian safety while allowing access to service and emergency vehicles. Similarly, the exit road between Brunkhorst Hall and Maner Technology Center will be eliminated, also improving pedestrian safety and allowing traffic to exit the campus more directly to Walston Switch Road. These vehicular circulation improvements, which are included in the master plan, are the solutions for long-term improvement to campus pedestrian safety and traffic circulation.

County benefit.

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

Citizens attend courses at Wor-Wic Community College

Project: Wor-Wic Applied Technology Building

Cost estimate.

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

The estimate for the building was provided by a construction management company in April 2019. The State pays for 75% of approved capital projects for Wor-Wic. Wicomico and Worcester Counties share the remaining 25% of the cost. Construction bids were due to Whiting-Turner in late June 2021, and the bids came in over budget. The college is requesting an additional \$2,000,753 in FY '23 from the State, \$475,245 from Wicomico County and \$191,672 from Worcester County to fund the construction overage. Unfortunately, the construction industry has experienced a sharp rise in the price of common construction materials due to labor shortages, supply chain disruptions and the hoarding of materials.

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

NA

Urgency.

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

The college will be in deficit of almost 97,734 square feet by 2027 per the MHEC 2018 NASF inventory report. In order to grow, we need more space. The lack of sufficient numbers of contemporary, flexible instructional and learning spaces has directly and indirectly curtailed the college's ability to fully develop the inherent potential of its credit and non-credit course offerings.

Project: Wor-Wic Learning Commons Building

Dept Head, Title & Phone #:

Jennifer Sandt, Wor-Wic Community College, Vice President for Administrative Services, 410-334-2911

Project Summary:

Construct a new 40,000 GSF Learning Commons building to the east of the Hazel Center, and in the location of a portion of our existing South 1 parking lot.

Purpose:

Wor-Wic is proposing to build a new building to assist the college with meeting its strategic goals to provide students with educational experiences and support services that help them achieve their goals through college completion and workforce preparation.

Location:

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

Impacts on General Fund Operating, Personnel or Maintenance:

NA

	FY 23	FY 24	FY 25	FY 26	FY 27	Prior Allocation	Balance to Complete	Total Project Cost
Engineering/Design			150,885					150,885
Land Acquisition								0
Site Work								0
Construction				2,471,640				2,471,640
Equipment/Furnishings					107,775			107,775
Other								0
EXPENDITURES								

TOTAL	0	0	150,885	2,471,640	107,775	0	0	2,730,300
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SOURCES OF FUNDS								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0
Assigned Funds			150,885					150,885
Private Donation								0
Enterprise Bonds								0
General Bonds				2,471,640	107,775			2,579,415
								0
								0

TOTAL	0	0	150,885	2,471,640	107,775	0	0	2,730,300
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PROJECTED OPERATING IMPACTS	0	0	0	0	0			0
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Project: Wor-Wic Learning Commons Building

Complete the following questions.

Project scope.

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

The college proposes to build a 40,000 GSF learning commons on the college campus. The learning commons will be located to the east of the Hazel Center, and in the location of a portion of our existing South 1 parking lot.

This building is a major shift for the College, proposing to consolidate library services to more of a hub strategy. It is envisioned as a true learning center serving to supplement the learning experience of classrooms and labs, and encouraging group study and collaboration. The new building would include a resource center and office space for library services staff, centralizing the existing resource centers by relocating the largest center on campus from Brunkhorst Hall and eliminating the smaller centers in other buildings. Tutoring services, TRIO support services (laboratory and office space), Veterans services (laboratory, lounge and offices), the testing center, mathematics laboratory, reading and writing center service, and offices for student services staff whose job responsibilities include student development and success will relocate from Brunkhorst Hall to this proposed building. Moving functions from Brunkhorst allows the students to interact with students from other majors, frees up space in Brunkhorst Hall on the 2nd and 3rd floors to create additional faculty offices, converts some spaces back to laboratories and classrooms, and relocates some of the business office functions, HR, marketing and development from the Brunkhorst Hall first floor to enlarge and create a "one stop" student services admissions/registration office in that first floor space. The counseling and disability services office suite with an assistive technology lab/testing site will move from the first floor of the Maner Technology Center, and a computer laboratory will move from Fulton-Owen Hall. The proposed new building will also include large study spaces and group study rooms.

Additional parking will need to be considered before the start of, or as part of the learning commons project since the building will reside on part of our existing South 1 parking lot.

County benefit.

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

Citizens attend courses at Wor-Wic Community College

Cost estimate.

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

The estimate for the building was provided by a construction management company in April 2019 and is based on the estimate provided to build the applied technology building. The State pays for 75% of approved capital projects for Wor-Wic. Wicomico and Worcester Counties share the remaining 25% of the cost.

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

NA

Urgency.

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

The college will be in deficit of almost 97,734 square feet by 2027 per the MHEC 2018 NASF inventory report. Classrooms and labs in existing buildings have been converted to resource centers, tutoring rooms, the advising center, TRIO support services, Veterans services, etc. over the years. This new building will enable the college to centralize student support services and convert existing space back to classrooms and labs, and create additional employee offices.



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OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

WESTON S. YOUNG, P.E.
CHIEF ADMINISTRATIVE OFFICER
JOSEPH E. PARKER, III
DEPUTY CHIEF ADMINISTRATIVE OFFICER
ROSCOE R. LESLIE
COUNTY ATTORNEY

February 17, 2022

TO: Worcester County Commissioners
FROM: Karen Hammer, Administrative Assistant V
SUBJECT: Upcoming Board Appointments - Terms Beginning January 1, 2022

Attached, please find copies of the Board Summary sheets for all County Boards or Commissions (14), which have current or upcoming vacancies (25). The annual report for each board is also included. I have circled the members whose terms have expired or will expire on each of these boards.

Action Item: Adult Public Guardianship Board-Roberta Baldwin, Dept. of Social Services and Melissa Banks, Public Health Nurse – are available for reappointment.

President Mitrecic - You have One (1) positions open:

- Marie Campione-Lawrence (**Resigned**) - Social Services Advisory Board

Vice President Elder – You have One (1) position needed:

- Robert Clarke – Term Ending – Dec. 21- Economic Development Advisory Board

Commissioner Bertino – You have One (1) positions needed:

- Cathy Gallagher – **Resigned** - Social Services Advisory Board

Commissioner Bunting – You have One (1) position needed:

- David Deutsch - Term Ending – Dec. 21- Ethics Board

Commissioner Nordstrom - You have Three (3) position needed:

- Glen Holland – Term Ending – Dec. 21 – Agricultural Preservation Advisory Board
- Mark Frostrom – Term Ending – Dec. 21 - LMB
- Sharon Dryden - **Resigned** – Social Services Advisory Board

Commissioner Church – You have Nine (9) position open:

- Duane Duncan - Term Ending – Dec. 21- Board of Electrical Examiners
- Bruce Spangler - Term Ending – Dec. 21- Ethics Board
- Norman Bunting – Term Ending – Dec. 21 – Recreation Advisory Board
- Martin Kwesko – Term Ending – Dec. 21-Water & Sewer Advisory Council, Mystic Harbour
- Richard Jendrek – passed – Water & Sewer Advisory Council, Mystic Harbour



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COUNTY ATTORNEY

- Bruce Burns -passed - Water & Sewer Advisory Council, Mystic Harbour
- Todd Ferrante – Term Ending-Dec. 21- Water & Sewer Advisory Council, West Ocean City
- Keith Swanton - Term Ending-Dec. 21- Water & Sewer Advisory Council, West Ocean City
- Elizabeth Rodier - Term Ending-Dec. 21- Commission for Women- Not a Reappointment

Commissioner Purnell – You have assigned all positions

All Commissioners:

- **(3) – Adult Public Guardianship Board- (2) Terms Ending: Available for Reappointment - Roberta Baldwin and Melissa Banks, (1) Vacancy/Resignation – Dr. Kenneth Widra – Psychiatrist – The Health Department is researching for a suitable candidate for this position.**
- **(1) -Drug and Alcohol Abuse Council - 1 Position - (Passing of Dr. Cragway, Jr., also Knowledgeable of Substance Abuse Treatment), Mr. Orris hopes to have recommendations for The Commissioners later this year, however, if the Commissioners have someone they'd like to appoint, please advise.**
- **(4) - At Large position on Local Development Council For the Ocean Downs Casino-4 yr. Mark Wittmyer (Business – Ocean Pines) Terms Ending – Dec. 21 for (3) – Gee Williams (Church), Bob Gilmore (Bertino), David Massey (At-Large- Business O.P.)**
- **(1) - Water and Sewer Advisory Council – Ocean Pines– (1) Term Ending and Resignation Dec. 21.- Gregory Sauter**
- **(3) - Water and Sewer Advisory Council – Mystic Harbour (Passing of Richard Jendrek and Bruce Burns) (1) – Term Ending-Dec. 21- Martin Kwesko**
- **(2) - Water and Sewer Advisory Council- West Ocean City – (2) Term Endings – Dec. 21 – Todd Ferrante and Keith Swanton**
- **(1) – Commission for Women –Elizabeth Rodier, (Church) does not choose to be reappointed.**

Pending Board Appointments - By Commissioner

District 1 - Nordstrom p. 6 - Agricultural Preservation Board - Glen Holland
 p. 12 - LMB - Mark Frostrom
 p. 15 - Social Services - Sharon Dryden

District 2 - Purnell

Thank you! All of your positions are assigned.

District 3 - Church p. 10 - Electrical Examiners - Duane Duncan
 p. 11 - Ethics Board - Bruce Spangler
 p. 14 - Recreation Advisory Board - Norman Bunting
 p. 17 - Water & Sewer - Mystic Harbour - Martin Kwesko
 p. 17 - Water & Sewer - Mystic Harbour - Richard Jendrek
 p. 17 - Water & Sewer - Mystic Harbour - Bruce Burns
 p. 19 - Water and Sewer Advisory Council- West Ocean City- Todd Ferrante.
 p. 19 - Water and Sewer Advisory Board -West Ocean City - Keith Swanton
 p. 20 - Commission for Women - Elizabeth Rodier

District 4 - Elder p. 9 - Economic Development – Robert Clarke

District 5 - Bertino p. 15 - Social Services Advisory Board – Cathy Gallagher

District 6 - Bunting p. 11 – Ethics Board – David Deutsch

District 7 - Mitrecic p. 15 - Social Services Advisory Board – Maire Campione Lawrence

All Commissioners

p. 4 (3) – Adult Public Guardianship Board- (2) Terms Ending, (1) Vacancy - Psychiatrist

p. 7 (1) -Drug and Alcohol Abuse Council - 1 Position - (Passing of Dr. Cragway, Jr., also Knowledgeable of Substance Abuse Treatment), Mr. Orris hopes to have recommendations for The Commissioners later this year, however, if the Commissioners have someone they'd like to appoint, please advise.

p. 13 (4) - At Large position on Local Development Council For the Ocean Downs Casino-4 yr. Mark Wittmyer (Business – Ocean Pines) Terms Ending – Dec. 21 for (3) – Gee Williams (Church), Bob Gilmore (Bertino), David Massey (At-Large- Business O.P.)

p. 17 (3) - Water and Sewer Advisory Council – Mystic Harbour (Passing of Richard Jendrek and Bruce Burns) (1) – Term Ending-Dec. 21- Martin Kwesko

p. 18 (1) - Water and Sewer Advisory Council, Ocean Pines – (1) Term Ending - Gregory Sauter

p. 19 (2) - Water and Sewer Advisory Council- West Ocean City – (2) Term Endings – Dec. 21 – Todd Ferrante and Keith Swanton

p. 20 (1) – Commission for Women – Elizabeth Rodier (Church) does not choose to be reappointed.

ADULT PUBLIC GUARDIANSHIP BOARD**ITEM 10**

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>
Roberta Baldwin	Local Dept. Rep. - Social Services	03-06-09-12-15-18, 18-21
Melissa Banks	Public Health Nurse	*02-03-06-09-12-15-18, 18-21
Dr. Kenneth Widra	Psychiatrist	18-21
Dr. William Greer	Physician	07-10-13-16-19, 19-22
Richard Collins	Lawyer	95-98-01-04-07-10-13-16-19-22
Nancy Howard	Lay Person	*17-19, 19-22
Connie Wessels	Lay Person	*15-16-19, 19-22
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

Available
For
Appointment
Resigned

* = Appointed to fill an unexpired term

ADULT PUBLIC GUARDIANSHIP BOARD
(Continued)

ITEM 10

Prior Members:

Dr. Donald Harting
Maude Love
Thomas Wall
Dr. Dorothy Holzworth
B. Randall Coates
Kevin Douglas
Sheldon Chandler
Martha Duncan
Dr. Francis Townsend
Luther Schultz
Mark Bainum
Thomas Mulligan
Dr. Paul FloryBarbara Duerr
Craig Horseman
Faye Thornes
Mary Leister
Joyce Bell
Ranndolph Barr
Elsie Briddell
John Sauer
Dr. Timothy Bainum
Ernestine Bailey
Terri Selby (92-95)
Pauline Robbins (92-95)
Darryl Hagey
Dr. Ritchie Shoemaker (92-95)
Barry Johansson (93-96)
Albert Straw (91-97)
Nate Pearson (95-98)

Since 1972

Dr. William Greer, III (95-98)
Rev. Arthur L. George (95-99)
Irvin Greene (96-99)
Mary Leister (93-99)
Otho Aydelotte, Jr. (93-99)
Shirley D'Aprix (98-00)
Theresa Bruner (91-02)
Tony Devereaux (93-02)
Dr. William Krone (98-02)
David Hatfield (99-03)
Dr. Kimberly Richardson (02-03)
Ina Hiller (91-03)
Dr. David Pytlewski (91-06)
Jerry Halter (99-06)
Dr. Glenn Arzadon (04-07)
Madeline Waters (99-08)
Mimi Peuser (03-08)
Dr. Gergana Dimitrova
(07-08)Carolyn Cordial (08-13)
June Walker (02-13)
Bruce Broman (00-14)
Lori Carson (13-14)
Pattie Tingle (15-16)
The Rev. Guy H. Butler (99-17)Debbie
Ritter (07-17)
Dean Perdue (08-17)
Dr. Dia Arpon *(10-18)

* = Appointed to fill an unexpired term

ITEM 10

AGRICULTURAL PRESERVATION ADVISORY BOARD

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

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting (policy)

Meetings: As Needed

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

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

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

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Terms (Year)</u>	<i>Term Ended</i>
Glen Holland (O-O)	Nordstrom	D-1, Pocomoke	13-17, 17-21	
Ed Phillips (O-O)	Elder	D-4, Whaleyville	05-10-14-18, 18-22	
Alan Hudson (O-O)	Elder	D-4, Berlin	14-18, 18-22	
Billy Thompson (O-O)	Purnell	D-2, Berlin	19-23	
Curt Lambertson	Elder	D-4, Snow Hill	15-19, 19-23	
Kelley Gravenor	Elder	D-4, Snow Hill	*14-16-20, 20-24	
Kathy Drew	Bunting	D-6, Bishopville	**	
			06-09-13-17-2	
			1,21-25	

Prior Members:

Norman Ellis	Lieselotte Pennewell (93-98)	George Lee Clayville (00-14)
Richard Bradford	Carlton Magee (90-00)	Sandra Frazier (03-14)
Charles Fulton	Harry Mitchell (90-00)	Donnie Powell (06-15)
Elmer Hastings	Frank Baker (98-01)	Bill Bruning(O-O) (11-19)
David Stevens	Ed Anderson (98-03)	
Curtis Shockley	Robert Gray (00-05)	
Gerald Redden	Orlando Bishop (01-06)	
William Sirman, Jr.	Roger Richardson (96-07)	
Harold Purnell	Anne Hastings (06-11)	
Chauncy Henry (96-97)	Earl Ludey (07-13)	

* = Appointed to fill an unexpired term

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

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

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>At-Large Members</u>	<u>Years of Term(s)</u>
Eric Gray (Christina Purcell)	Substance Abuse Treatment Provider	*15-18, 18-22
Sue Abell-Rodden	Recipient of Addictions Treatment Services	10-14-18, 18-22
Colonel Doug Dods	Knowledgeable on Substance Abuse Issues	04-10 (advisory), 10-14-18,
		18-22
Jim Freeman, Jr.	Knowledgeable on Substance Abuse Issues	04-11-15, 15-19, 19-23
Jennifer LaMade	Knowledgeable on Substance Abuse Issues	*12-15, 15-19, 19-23
Mimi Dean	Substance Abuse Prevention Provider	*18-19, 19-23
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 <i>Deceased</i>
Rev. James Jones	Knowledge of Substance Abuse Issues	*21-25
Tina Simmons	Knowledge of Substance Abuse Treatment	21-25

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

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

Donna Bounds

Warden, Worcester County Jail

Ex-Officio, Indefinite

Advisory Members

Lt. Earl W. Starner

Charles "Buddy" Jenkins

Chief Ross Buzzuro (Lt. Rick Moreck)

Leslie Brown

James Mcquire, P.D.

Shane Ferguson

Jessica Sexauer, Director

Maryland State Police

Business Community - Jolly Roger Amusements

Ocean City Police Dept.

Hudson Health Services, Inc.

Health Care Professional - Pharmacist

Wor-Wic Community College Rep.

Local Behavioral Health Authority

Since 2004

Since 2018

Since 2018

Since 2018

Prior Members:

Vince Gisriel

Michael McDermott

Marion Butler, Jr.

Judge Richard Bloxom

Paula Erdie

Tom Cetola

Gary James (04-08)

Vickie Wrenn

Deborah Winder

Garry Mumford

Judge Theodore Eschenburg

Andrea Hamilton

Fannie Birkhead

Sharon DeMar Reilly

Lisa Gebhardt

Jenna Miller

Dick Stegmaier

Paul Ford

Megan Griffiths

Ed Barber

Eloise Henry-Gordy

Lt. Lee Brumley

Ptl. Noal Waters

Ptl. Vicki Fisher

Chief John Groncki

Chief Arnold Downing

Frank Pappas

Captain William Harden

Linda Busick (06-10)

Sheriff Chuck Martin

Joel Todd

Diane Anderson (07-10)

Joyce Baum (04-10)

James Yost (08-10)

Ira "Buck" Shockley (04-13)

Teresa Fields (08-13)

Frederick Grant (04-13)

Doris Moxley (04-14)

Commissioner Merrill Lockfaw

Kelly Green (08-14)

Sheila Warner - Juvenile Services

Chief Bernadette DiPino - OCPD

Chief Kirk Daugherty -SHPD

Mike Shamburek - Hudson Health

Shirleen Church - BOE

Since 2004

Tracy Tilghman (14-15)

Marty Pusey (04-15)

Debbie Goeller

Peter Buesgens

Aaron Dale

Garry Mumford

Sharon Smith

Jennifer Standish

Karen Johnson (14-17)

Rev. Bill Sterling (13-17)

Kat Gunby (16-18)

William McDermott

Sheriff Reggie Mason

Colleen Wareing (*06-19)

Rev. Matthew D'Amario(*18-21)

Donna Nordstron *(19-21)

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

ECONOMIC DEVELOPMENT ADVISORY BOARD ITEM 10

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

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting as expense allowance

Meetings: At least quarterly, more frequently as necessary

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

Staff Contact: Economic Development Department - Melanie Pursel (410-632-3110)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Term(s)</u>	
Robert Clarke	D-4, Elder	Snow Hill	*08-09-13-17, 17-21	Term Ended
Steven Habeger	D-5, Bertino	Ocean Pines	19-23	
Natoshia Collick Owens	D-2, Purnell	Ocean Pines	*15-19, 19-23	
Joe Schanno	D-3, Church	West Ocean City	*19-20, 20-24	
Marc Scher	D-1, Nordstrom	Pocomoke	*19-20, 20-24	
Robert Fisher	D-6, Bunting	Snow Hill	87-17-21, 21-25	
Ashley Harrison	D-7, Mitrecic	Ocean City	19-21, 21-25	

Prior Members: Since 1972

George Gering
Margaret Quillin
Robert W. Todd
Charles Fulton
E. Thomas Northam
Charles Bailey
Terry Blades
Roy Davenport
M. Bruce Matthews
Barbara Tull
Tawney Krauss
Dr. Francis Ruffo
William Smith
Saunders Marshall
Elsie Marshall
Halcolm Bailey
Norman Cathell
Mary Humphreys

Theodore Brueckman
Shirley Pilchard
W. Leonard Brown
Charles Nichols (92-97)
Jeff Robbins (97-98)
Colleen Smith (94-98)
Tommy Fitzpatrick (97-99)
John Rogers (92-98)
Jennifer Lynch (98-99)
Don Hastings (92-99)
Jerry Redden (92-00)
Keith Mason (98-00)
Bob Pusey (99-00)
Harold Scrimgeour (00-02)
Scott Savage (98-03)
Gabriel Purnell (91-03)
Michael Avara (99-03)
Annette Cropper (00-04)
Billie Laws (91-08)

Anne Taylor (95-08)
Mary Mackin (04-08)
Thomas W. Davis, Sr. (99-09)
Mickey Ashby (00-12)
Priscilla Pennington-Zytkowicz (09-14)
Barbara Purnell (08-15)
Timothy Collins (03-15)
Joshua Nordstrom (12-16)
William Sparrow (16-18)
Greg Shockley (14-18)
Tom Terry (15-19)
John Glorioso (08-19)
Ralph Shockley (*08-21)

* = Appointed to fill an unexpired term

BOARD OF ELECTRICAL EXAMINERS

Reference: Public Local Law BR §2-203

Appointed by: County Commissioners

Function: Regulatory
Regulate licensing of electricians in Worcester County.

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

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

Meetings: As Needed (1 per month)

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

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

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>	
Duane Duncan (ME-5)	D-3, Church	Berlin	*05-12-15-18, 18-21	Term Ended
Roy M. Case (ME)	D-2, Purnell	Berlin	10-13-16-19, 19-22	
Carl Smith (ME-5)	D-4, Elder	Snow Hill	98-10-13-16-19, 19-22	
J.T. Novak (ME-5)	D-5, Bertino	Ocean Pines	07-10-13-16-19, 19-22	
Michael Patchett (ME-5)	D-7, Mitrecic	West Ocean City	08-11-14-17-20, 20-23	
Kenneth Lambertson (ME-5)		D-1, Nordstrom	Pocomoke	
			96-11-14-17-20,	
			20-23	
Steve Kolarik (EG-5)	D-6, Bunting	Bishopville	12-21, 21-24	

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

Prior Members: (Since 1972)

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

* = Appointed to fill an unexpired term

Updated: November 16, 2021
Printed: February 17, 2022

ETHICS BOARD

ITEM 10

Reference: Public Local Law, Section CG 5-103

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting

Meetings: As Necessary

Special Provisions:

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

Current Members:

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

Terms
Ended

Prior Members: (Since 1972)

J.D. Quillin, III
Charles Nelson
Garbriel Purnell
Barbara Derrickson
Henry P. Walters
William Long
L. Richard Phillips (93-98)
Marigold Henry (94-98)
Louis Granados (94-99)
Kathy Philips (90-00)
Mary Yenney (98-05)
Bill Ochse (99-07)
Randall Mariner (00-08)

Wallace D. Stein (02-08)
William Kuhn (90-09)
Walter Kissel (05-09)
Marion Chambers (07-11)
Jay Knerr (11-14)
Robert I. Givens, Jr. (98-14)
Diana Purnell (09-14)
Kevin Douglas (08-16)
Lee W. Baker (08-16)
Richard Passwater (09-17)
Jeff Knepper (16-21)

* = Appointed to fill an unexpired term

WORCESTER COUNTY'S INITIATIVE TO PRESERVE FAMILIES BOARD

ITEM 10

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

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

Appointed by: County Commissioners

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

Compensation: \$100 Per Meeting for Private Sector Members

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

Meetings: Monthly

Staff Contact: Jessica Sexauer, Director, Local Management Board - (410) 632-3648
 Jennifer LaMade - Local Management Board - (410) 632-3648

Current Members:

Member's Name	Nominated By	Resides/Representing	Years of Term(s)
Mark Frostrom	At-Large - Nordstrom	Pocomoke City	*99-12-15-18, 18-21
Jennifer LaMade	<i>Ex officio</i>	Core Service Agency	Indefinite
Rebecca Jones	<i>Ex officio</i>	Health Department	Indefinite
Spencer "Lee" Tracey	<i>Ex officio</i>	Juvenile Justice	Indefinite
Louis H. Taylor	<i>Ex officio</i>	Board of Education	Indefinite
Roberta Baldwin	<i>Ex officio</i>	Department of Social Services	Indefinite
Theophilus Hobbs IV	At-Large - D. Purnell	Snow Hill	19-22
Dr. Mark Bowen	At-Large - J. Purnell	Snow Hill	20-23
Amy Rothermel	At-Large - Mitrecic	Ocean City	17-20, 20-23

Term Ended

Prior Members (since 1994):

Tim King (97)	Kathy Simon	Ira Shockley (03-19)
Sandra Oliver (94-97)	Vickie Stoner Wrenn	Eloise Henry-Gordy *(07-20)
Velmar Collins (94-97)	Robin Travers	
Catherine Barbierrri (95-97)	Jordan Taylor (09)	
Ruth Geddie (95-98)	Aaron Marshall (09)	
Rev. Arthur George (94-99)	Allen Bunting (09)	
Kathey Danna (94-99)	LaTrele Crawford (09)	
Sharon Teagle (97-99)	Sheriff Charles T. Martin	
Jeanne Lynch (98-00)	Joel Todd, State's Attorney	
Jamie Albright (99-01)	Ed Montgomery (05-10)	
Patricia Selig (97-01)	Edward S. Lee (07-10)	
Rev. Lehman Tomlin (99-02)	Toni Keiser (07-10)	
Sharon Doss	Judy Baumgartner (07-10)	
Rick Lambertson	Claudia Nagle (09-10)	
Cyndy B. Howell	Megan O'Donnell (10)	
Sandra Lanier (94-04)	Kiana Smith (10)	
Dr. James Roberts (98-04)	Christopher Bunting (10)	
Dawn Townsend (01-04)	Simi Chawla (10)	
Pat Boykin (01-05)	Jerry Redden	
Jeannette Tresler (02-05)	Jennifer Standish	1, 2020
Lou Taylor (02-05)	Anne C. Turner	
Paula Erdie	Marty Pusey	17, 2020
Rev. Pearl Johnson (05-07)	Virgil L. Shockley	
Peter Fox (05-07)	Dr. Jon Andes (96-12)	
Lou Etta McClafflin (04-07)	Dr. Ethel M. Hines (07-13)	
Bruce Spangler (04-07)	Deborah Goeller	
Sharon DeMar Reilly	Andrea Watkins (13-17)	
	Sheila Warner (Indefinite)	

Updated: December

Printed: November

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

ITEM 10

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
Gee Williams °	Dist. 3 - Church	Resident - Berlin	09-13-17, 17-21
Bob Gilmore	Dist. 5 - Bertino	Resident - Ocean Pines	*19-21
David Massey °	At-Large	Business - Ocean Pines	09-13-17, 17-21
Bobbi Sample	Ocean Downs Casino	Ocean Downs Casino	17-indefinite
Cam Bunting °	At-Large	Business - Berlin	*09-10-14-18, 18-22
Matt Gordon	Dist. 1 - Nordstrom	Resident - Pocomoke	19-22
Mary Beth Carozza		Maryland Senator	14-18, 18-22
Wayne A. Hartman		Maryland Delegate	18-22
Charles Otto		Maryland Delegate	14-18, 18-22
Roxane Rounds	Dist. 2 - Purnell	Resident - Berlin	*14-15-19, 19-23
Michael Donnelly	Dist. 7 - Mitrecic	Resident - Ocean City	*16-19, 19-23
Steve Ashcraft	Dist. 6 - Bunting	Resident - Ocean Pines	*19-20, 20-24
Gary Weber	Dist. 4 - Elder	Resident - Snow Hill	*19-20, 20-24
Mayor Rick Meehan °	At-Large	Business - Ocean City	*09-12-16-20-24

*Terms
Ended*

Prior Members:

Since 2009

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

Todd Ferrante ° (09-16)
Joe Cavilla (12-17)
James N. Mathias, Jr. ° (09-18)
Ron Taylor ° (09-14)
James Rosenberg (09-19)
Rod Murray ° (*09-19)

Charlie Dorman (12-19)

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

RECREATION ADVISORY BOARD

ITEM 10

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

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting expense allowance, subject to funding

Meetings: At least quarterly, more frequently as necessary

Special Provisions: One member nominated by each County Commissioner

Staff Support: Recreation and Parks Department - Lisa Gebhardt (410) 632-2144

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Norman Bunting, Jr.	D-3, Church	Berlin	*16-17, 17-21
Alvin Handy	D-2, Purnell	Ocean City	06-10-14-18, 18-22
John Gehrig	D-7, Mitrecic	Ocean City	14-18, 18-22
Joseph Stigler	D-4, Elder	Snow Hill	*21-23
Mike Hooks	D-1, Nordstrom	Pocomoke	12-16-20, 20-24
Missy Denault	D-5, Bertino	Berlin	*15-16-20, 20-24
William Gabeler	D-6, Bunting	Ocean Pines	21-25

Term Ended

Prior Members: Since 1972

Howard Taylor	Cyrus Teter	Gregory Purnell (83-96)	Sonya Bounds (12-15)
Arthur Shockley	Warren Mitchell	Vernon Redden, Jr. (83-98)	Burton Anderson (05-15)
Rev. Ray Holsey	Edith Barnes	Richard Ramsay (93-98)	William Regan (02-16)
William Tingle	Glen Phillips	Mike Daisy (98-99)	Shawn Johnson (15-19)
Mace Foxwell	Gerald Long	Cam Bunting (95-00)	Devin Bataille (19-20)
Nelson Townsend	Lou Ann Garton	Charlie Jones (98-03)	Chris Klebe (*11-21)
J.D. Townsend	Milton Warren	Rick Morris (03-05)	
Robert Miller	Ann Hale	Gregory Purnell (97-06)	
Jon Stripling	Claude Hall, Jr.	George "Eddie" Young (99-08)	
Hinson Finney	Vernon Davis	Barbara Kissel (00-09)	
John D. Smack, Sr.	Rick Morris	Alfred Harrison (92-10)	
Richard Street	Joe Lieb	Janet Rosensteel (09-10)	
Ben Nelson	Donald Shockley	Tim Cadotte (02-12)	
Shirley Truitt	Fulton Holland (93-95)	Craig Glover (08-12)	
		Joe Mitrecic (10-14)	

* = Appointed to fill an unexpired term

SOCIAL SERVICES ADVISORY BOARD

ITEM 10

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

Appointed by: County Commissioners

Functions: Advisory
Review activities of the local Social Services Department and make recommendations to the State Department of Human Resources.
Act as liaison between Social Services Dept. and County Commissioners.
Advocate social services programs on local, state and federal level.

Number/Term: 9 to 13 members/3 years
Terms expire June 30th

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

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

Special Provisions: Members to be persons with high degree of interest, capacity & objectivity, who in aggregate give a countywide representative character.
Maximum 2 consecutive terms, minimum 1-year between reappointment
Members must attend at least 50% of meetings
One member (ex officio) must be a County Commissioner
Except County Commissioner, members may not hold public office.

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

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>	
Cathy Gallagher	D-5, Bertino	Ocean Pines	*13-14-17, 17-20	Resigned
Sharon Dryden	D-1, Nordstrom	Pocomoke City	*20-21	
Diana Purnell	ex officio - Commissioner		14-18, 18-22	
Voncelia Brown	D-3, Church	Berlin	16-19, 19-22	
Mary White	At-Large	Berlin	*17-19, 19-22	
Maria Campione-Lawren	D-7, Mitrecic	Ocean City	16-19, 19-22	Resigned
Nancy Howard	D-2, Purnell	Ocean City	09-16-17-20, 20-23	
Karen Hammer	D-4, Elder	Snow Hill	21-24	
Harry Hammond	D-6, Bunting	Bishopville	15-21, 21- 24	

* = Appointed to fill an unexpired term

SOCIAL SERVICES BOARD
(Continued)

ITEM 10

Prior Members: (Since 1972)

James Dryden	Jeanne Lynch (00-02)
Sheldon Chandler	Michael Reilly (00-03)
Richard Bunting	Oliver Waters, Sr. (97-03)
Anthony Purnell	Charles Hinz (02-04)
Richard Martin	Prentiss Miles (94-06)
Edward Hill	Lakeshia Townsend (03-06)
John Davis	Betty May (02-06)
Thomas Shockley	Robert "BJ" Corbin (01-06)
Michael Delano	William Decoligny (03-06)
Rev. James Seymour	Grace Smearman (99-07)
Pauline Robertson	Ann Almand (04-07)
Josephine Anderson	Norma Polk-Miles (06-08)
Wendell White	Anthony Bowen (96-08)
Steven Cress	Jeanette Tressler (06-09)
Odetta C. Perdue	Rev. Ronnie White (08-10)
Raymond Redden	Belle Redden (09-11)
Hinson Finney	E. Nadine Miller (07-11)
Ira Hancock	Mary Yenney (06-13)
Robert Ward	Dr. Nancy Dorman (07-13)
Elsie Bowen	Susan Canfora (11-13)
Faye Thornes	Judy Boggs (02-14)
Frederick Fletcher	Jeff Kelchner (06-15)
Rev. Thomas Wall	Laura McDermott (11-15)
Richard Bundick	Emma Klein (08-15)
Carmen Shrouck	Wes McCabe (13-16)
Maude Love	Nancy Howard (09-16)
Reginald T. Hancock	Judy Stinebiser (13-16)
Elsie Briddell	Arlette Bright (11-17)
Juanita Merrill	Tracey Cottman (15-17)
Raymond R. Jarvis, III	Ronnie White (18-19)
Edward O. Thomas	Wayne Ayer *(19-20)
Theo Hauck	Faith Coleman (15-21)
Marie Doughty	
James Taylor	
K. Bennett Bozman	
Wilson Duncan	
Connie Quillin	
Lela Hopson	
Dorothy Holzworth	
Doris Jarvis	
Eugene Birckett	
Eric Rauch	
Oliver Waters, Sr.	
Floyd F. Bassett, Jr.	
Warner Wilson	
Mance McCall	
Louise Matthews	
Geraldine Thweat (92-98)	
Darryl Hagy (95-98)	
Richard Bunting (96-99)	
John E. Bloxom (98-00)	
Katie Briddell (87-90, 93-00)	
Thomas J. Wall, Sr. (95-01)	
Mike Pennington (98-01)	
Desire Becketts (98-01)	
Naomi Washington (01-02)	
Lehman Tomlin, Jr. (01-02)	

* = Appointed to fill an unexpired term

Updated: November 16, 2021
Printed: February 17, 2022

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

ITEM 10

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	Term Ended
Richard Jendrek ^C	Bay Vista I	05-10-14-18, 18-22	Deceased
Matthew Kraeuter	Ocean Reef	19-22	
Joseph Weitzell ^C	Mystic Harbour	05-11-15-19, 19-23	
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	

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
OCEAN PINES SERVICE AREA**

ITEM 10

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

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

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

Compensation: \$100.00/ Meeting

Meetings: Monthly

Special Provisions: Must be residents of Ocean Pines Service Area

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

Current Members:

<u>Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Gregory R. Sauter, P.E.	Ocean Pines	17-21
James Spicknall	Ocean Pines	07-10-14-18, 18-22
Frederick Stiehl	Ocean Pines	*06-08-12-16-20, 20-24
John F. (Jack) Collins, Jr.	Ocean Pines	*18-21, 21-25
William Gabeler	Ocean Pines	22 - 26

Resigned

Prior Members: (Since 1993)

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

* = Appointed to fill an unexpired term

**WATER AND SEWER ADVISORY COUNCIL
WEST OCEAN CITY SERVICE AREA**

ITEM 10

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>
Todd Ferrante	West Ocean City	13-17, 17-21
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

Terms Ended

Prior Members: (Since 1993)

Eleanor Kelly^c (93-96) Andrew Delcorro (*14-19)
John Mick^c (93-95)
Frank Gunion^c (93-96)
Carolyn Cummins (95-99)
Roger Horth (96-04)
Whaley Brittingham^c (93-13)
Ralph Giove^c (93-14)
Chris Smack (04-14)

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

COMMISSION FOR WOMEN

ITEM 10

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: Tamara White and Coleen Colson, Co-Chair
Worcester County Commission for Women - P.O. Box 1712, Berlin, MD 21811

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Elizabeth Rodier	D-3, Church	Bishopville	18-21
Mary E. (Liz) Mumford	At-Large	W. Ocean City	*16, 16-19, 19-22
Coleen Colson	Dept of Social Services		19-22
Hope Carmean	D-4, Elder	Snow Hill	*15-16-19, 19-22
Windy Phillips	Board of Education		19-22
Tamara White	D-1, Nordstrom	Pocomoke City	17-20, 20-23
Kris Heiser	Public Safety – State Attorney Office		21-24
Susan Childs	D-6, Bunting	Berlin	21-24
Terri Shockley	At-Large	Snow Hill	17-20, 20-23
Laura Morrison	At-Large	Pocomoke	*19-20, 20-23
Kelly O'Keane	Health Department		17-20, 20-23
Vanessa Alban	D-5, Bertino	Ocean Pines	17-20, 20-23
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

Resigned

Prior Members: Since 1995

Ellen Pilchard^c (95-97)
Helen Henson^c (95-97)
Barbara Beaubien^c (95-97)
Sandy Wilkinson^c (95-97)
Helen Fisher^c (95-98)
Bernard Bond^c (95-98)
Jo Campbell^c (95-98)
Karen Holck^c (95-98)
Judy Boggs^c (95-98)
Mary Elizabeth Fears^c (95-98)
Pamela McCabe^c (95-98)
Teresa Hammerbacher^c (95-98)
Bonnie Platter (98-00)
Marie Velong^c (95-99)
Carole P. Voss (98-00)
Martha Bennett (97-00)

Patricia Ilczuk-Lavanceau (98-99)
Lil Wilkinson (00-01)
Diana Purnell^c (95-01)
Colleen McGuire (99-01)
Wendy Boggs McGill (00-02)
Lynne Boyd (98-01)
Barbara Trader^c (95-02)
Heather Cook (01-02)
Vyoletus Ayres (98-03)
Terri Taylor (01-03)
Christine Selzer (03)
Linda C. Busick (00-03)
Gloria Bassich (98-03)
Carolyn Porter (01-04)
Martha Pusey (97-03)
Teole Brittingham (97-04)

Catherine W. Stevens (02-04)
Hattie Beckwith (00-04)
Mary Ann Bennett (98-04)
Rita Vaeth (03-04)
Sharyn O'Hare (97-04)
Patricia Layman (04-05)
Mary M. Walker (03-05)
Norma Polk Miles (03-05)
Roseann Bridgman (03-06)
Sharon Landis (03-06)

* = Appointed to fill an unexpired term

^c = Charter member

Prior Members: Since 1995 (continued)

Dr. Mary Dale Craig (02-06)	Michelle Bankert *(14-18)
Dee Shorts (04-07)	Nancy Fortney (12-18)
Ellen Payne (01-07)	Cristi Graham (17-18)
Mary Beth Quillen (05-08)	Alice Jean Ennis (14-17)
Marge SeBour (06-08)	Lauren Mathias Williams *(16-18)
Meg Gerety (04-07)	Teola Brittingham *(16-18)
Linda Dearing (02-08)	Jeannine Jerscheid *(18-19)
Angela Hayes (08)	Shannon Chapman (*17-19)
Susan Schwarten (04-08)	Julie Phillips (13-19)
Marilyn James (06-08)	Bess Cropper (15-19)
Merilee Horvat (06-09)	Kelly Riwniak *(19-20)
Jody Falter (06-09)	
Kathy Muncy (08-09)	
Germaine Smith Garner (03-09)	
Nancy Howard (09-10)	
Barbara Witherow (07-10)	
Doris Moxley (04-10)	
Evelyne Tyndall (07-10)	
Sharone Grant (03-10)	
Lorraine Fasciocco (07-10)	
Kay Cardinale (08-10)	
Rita Lawson (05-11)	
Cindi McQuay (10-11)	
Linda Skidmore (05-11)	
Kutresa Lankford-Purnell (10-11)	
Monna Van Ess (08-11)	
Barbara Passwater (09-12)	
Cassandra Rox (11-12)	
Diane McGraw (08-12)	
Dawn Jones (09-12)	
Cheryl K. Jacobs (11)	
Doris Moxley (10-13)	
Kutresa Lankford-Purnell (10-12)	
Terry Edwards (10-13)	
Dr. Donna Main (10-13)	
Beverly Thomas (10-13)	
Caroline Bloxom (14)	
Tracy Tilghman (11-14)	
Joan Gentile (12-14)	
Carolyn Dorman (13-16)	
Arlene Page (12-15)	
Shirley Dale (12-16)	
Dawn Cordrey Hodge (13-16)	
Carol Rose (14-16)	
Mary Beth Quillen (13-16)	
Debbie Farlow (13-17)	
Corporal Lisa Maurer (13-17)	
Laura McDermott (11-16)	
Charlotte Cathell (09-17)	
Eloise Henry-Gordy (08-17)	

* = 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: County Commissioners
Weston S. Young, Chief Administrative Officer
FROM: Candace Savage, Budget Officer *CS*
DATE: February 22, 2022
RE: FY2023 Budget Requests- Municipalities and Ocean Pines

Attached please find the Fiscal Year 2023 letters from the Towns and Ocean Pines: Pocomoke City, Berlin, Snow Hill, Ocean City and Ocean Pines Association. We have scheduled to meet with the Towns and Ocean Pines Association at 10:30 a.m. on Tuesday, March 1, 2022 to discuss their grant requests.

Also included is the following:

- Page 2 Attachment A: FY2022 tax rates for the municipalities as provided by Maryland Department of Assessments & Taxation
- Page 3 Attachment B: FY2022 constant yield tax rates for municipalities as provided by Maryland Department of Assessments & Taxation
- Page 4 Attachment C: FY2023 letter sent in January, 2022 (Pocomoke City attached)
- Behind each Town and Ocean Pines Association letter is a worksheet which summarizes the FY2022 total paid County grants and pass thru monies and FY2023 Request:
 - Page 5 Pocomoke City
 - Page 7 Town of Berlin
 - Page 9 Town of Snow Hill
 - Page 12 Town of Ocean City
 - Page 16 Ocean Pines Association

:CS
Attachments

Attachment A



Below is a list of counties in Maryland, and their property tax rates in effect on July 1, 2021. *All rates are shown per \$100 of assessment.

Municipal Tax Rates

	FY2022		
JURISDICTION	REAL	PERSONAL	UTILITY
Berlin	.8150	1.7000	
Ocean City	.4561	1.1400	
Pocomoke City			
Owner	.9375		
Non-Owner	1.1311	2.0000	2.4000
Snow Hill	.8600	1.8200	
STATE	.1120		.2800

CONSTANT YIELD TAX RATE 2022

This is a summary of the constant yield tax rate certification (CYTR) sheets that were mailed to local governments on Monday, February 14, 2022. The constant yield tax rate is the tax rate that a jurisdiction would have to impose in order to obtain the same amount of property tax revenue in fiscal year 2023 as it received in fiscal year 2022. If a jurisdiction plans to set a tax rate higher than the constant yield rate, the jurisdiction must advertise the tax increase and hold a public hearing before setting the tax rate for fiscal 2023. Municipalities are exempt from these requirements if maintaining the same tax rate would raise less than \$25,000 more revenue in fiscal 2023 than in fiscal 2022. In some parts of some counties, there may be additional taxes levied for special purposes. These tax levies are not included in these tax rates.

Jurisdiction	7/1/2021 Net Assessable Real Property Base		7/1/2021 Tax Rate		7/1/2021 Potential Revenue		7/1/2022 Net Assessable Real Property Base		7/1/2022 Constant Yield Tax Rate
Berlin	481,534,886	X	0.8150	=	3,924,509	÷	499,291,425	=	0.7860
Ocean City	9,306,036,804	X	0.4561	=	42,444,834	÷	9,377,067,491	=	0.4526
Pocomoke City -Owner Occupied	102,140,051	X	0.9375	=	957,563	÷	102,730,571	=	0.9321
Pocomoke City -NonOwner Occupied	153,379,945	X	1.1311	=	1,734,881	÷	154,316,838	=	1.1242
Snow Hill	111,819,252	X	0.8600	=	961,646	÷	113,609,654	=	0.8464



Attachment C

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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

January 18, 2022

WESTON S. YOUNG, P.E.
CHIEF ADMINISTRATIVE OFFICER
JOSEPH E. PARKER, III
DEPUTY CHIEF ADMINISTRATIVE OFFICER
ROSCOE R. LESLIE
COUNTY ATTORNEY

Ms. Susan Marshall-Harrison, Mayor
Pocomoke City Mayor & Council
P. O. Box 29
Pocomoke City, MD 21851

Dear Ms. Marshall-Harrison:

The County Commissioners cordially invite you and the Council to our usual meeting with municipal officials to discuss grant requests on Tuesday, March 1, 2022 at 10:30 a.m. in the Commissioners Meeting Room of the County Government Center.

We recognize the County's obligation to provide a certain level of service to the citizens of Worcester County and it is our hope to be able to provide some level of funding to each of the municipalities. Please submit your request for any County grant funding to our Budget Officer, Candace Savage, by Wednesday, February 16, 2022, by mail or email at csavage@co.worcester.md.us.

The Commissioners and I will do our very best to ensure that the financial resources available to the County are allocated in a manner, which will bring about the best possible service to all of the people.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Mitrecic", with a long horizontal flourish extending to the right.

Joseph M. Mitrecic
President

Cc: Jeremy Mason, City Manager
Janet Wilson, Finance Director

JMM/cs

POCOMOKE CITY, MARYLAND

ITEM 11



February 14th, 2022

President Mitrecic, Worcester County Commissioners and Mr. Young,

Thank you for the opportunity to present Pocomoke City's budget requests for County funding in FY 2023. We certainly understand the difficulties faced in granting fund requests with limited revenue, and Pocomoke City is grateful for the funding assistance that has been provided by Worcester County in previous years. Our funding requests for FY 2023 are as follows:

- 1) In FY 2022, the County provided Pocomoke City \$465,000.00 in unrestricted grant funds. We are requesting that the County consider granting in FY2023 that same amount, with a 10% increase, equating to \$511,500. Every year, these funds are crucial for maintaining the City's General Fund that supports our Public Works Department, Water Department, Police Force, EMS, Fire Department and Waste Water facilities.
- 2) An allocation in the amount of \$46,807.00, the equivalent of 10% of funds received by Worcester County from table games revenue at Ocean Downs Casino. Last year the County granted Pocomoke City the percentage of the table games in the form of an infrastructure grant. We hope that it is the County's intent to do the same this year, as Pocomoke City has several infrastructure improvements needs that could be funded by this grant.
- 3) Any additional funding in the form of Fire Grants and Ambulance Grants based on the County's funding formula for out-of-town fire calls and EMS calls.

On behalf of the Pocomoke City Mayor and Council, thank you for your continued support of Pocomoke City and we look forward to continuing our work with Worcester County to improve the quality of life for the residents of Pocomoke City and all of Worcester County.

Respectfully,

Jeremy J. Mason
City Manager- Pocomoke City, Maryland

GRANTS TO TOWNS - FY2023
Request 3/1/22 - Pocomoke City

	Pocomoke City FY22 Approved	Pocomoke City FY23 Request
<u>COUNTY GRANTS TO TOWNS</u>		
Unrestricted Grant	465,000	465,000
Unrestricted Grant Grant increase		46,500
Infrastructure Grant	32,490	46,807
(1) Ambulance Grant- Vol Fire Co ***Included in 1105 Budget	693,779	686,832
Restricted Fire Grant	55,000	78,000
	1,278,759	1,355,629
* Cnty Grant Vol. Fire Dept - based on code	221,660	221,341
(2) Supplemental Cnty Grant Vol. Fire Dept	28,340	28,659
Sub-Total County Grants & Debt	1,528,759	1,605,629
Tourism Marketing On-Behalf	4,500	4,500
<u>SHARED REVENUES</u>		
* Income Tax	265,000	265,000
* Liquor License Distribution	7,031	7,031
	272,031	272,031
<u>STATE AID PASS THRU</u>		
* Fire Co. Aid-State Pass Thru Vol Fire-est	33,118	31,937
* Fire Co. Aid-State Pass Thru Towns-est	18	520
TOTAL	\$ 1,838,426	\$ 1,914,617

* Mandated by State or County Code

(1) Ambulance Grant calculated FY2023 rates based on CY2021 runs

(2) Fire Grant supplement approved from General Fund FY14-FY22



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410-641-2770 Fax 410-641-2316

www.berlinmd.gov

February 16, 2022

Mayor

Zack Tyndall

Vice President

Dean Burrell

Councilmembers

Jay Knerr

Shaneka Nichols

Jack Orris

Troy Purnell

Town Attorney

David Gaskill

Town Administrator

Jeffrey Fleetwood



Hon. Joseph Mitrecic, President
Worcester County Commissioners
1 Market Street, Room 1103
Snow Hill, Maryland 21863

President Mitrecic,

I am writing on behalf of the Mayor and Council, citizens, and business community within the Town of Berlin to respectfully ask for \$660,796 in grant funding from Worcester County for FY23.

- **Public Safety:** The Town of Berlin was grateful to receive \$465,000 from Worcester County last year to help offset a portion of our public safety funding for police, fire, and EMS services. We respectfully ask for the same level of funding for these services this year.
- **Rails-to-Trails program:** Last year, the Commissioners helped fund a portion of the matching funds needed to apply for Phase One. This year, we request \$73,796 in funding assistance from the Worcester County Commissioners to complete Phase two of the Rails-to-Trails program. By utilizing the Maryland & Delaware Railroad right-of-way, the ultimate goal of this project is to help connect the Town of Berlin with the Town of Snow Hill through a passive-use recreation pathway.
- **Flower Street Roundabout:** Flower Street is both a town and county road. It is also the main thoroughfare for busses traveling to and from our public schools. In the Flower Street neighborhood, speeding has also been identified as a concern among residents. A roundabout will help reduce the ability of vehicles to speed and improve the safety of our community. Phase One of the project consists of design and construction engineering services and land acquisitions, easements, and property surveys. This phase is projected to cost \$244,000. The Town of Berlin is requesting \$122,000 in funding assistance from the Worcester County Commissioners.

The Town of Berlin is grateful for the grant provided each fiscal year by the County Commissioners. I realize this request is a 30.88% increase from the grant we received in FY22. However, this grant request includes funding for services and initiatives within the Town of Berlin that also impact Worcester County.

I look forward to attending your meeting on March 1, 2022, to discuss these requests in more detail and answer any questions.

Respectfully,

Zack Tyndall, MBA, NRP
Mayor, Town of Berlin

GRANTS TO TOWNS - FY2023 Request 3/1/22 - Berlin

	Berlin FY22 Approved	Berlin FY23 Request
<u>COUNTY GRANTS TO TOWNS</u>		
Unrestricted Grant	465,000	465,000
Rails -to-Trails funds to offset grant	39,875	73,796
Flower Street Roundabout - Phase One		122,000
Restricted Fire Grant	214,000	218,000
	718,875	878,796
* Cnty Grant Vol. Fire Dept	221,660	221,341
(1) Supplemental Cnty Grant Vol. Fire Dept	28,340	28,659
(2) Ambulance Grant- Vol Fire Co ***Included in 1105 Budget	842,135	868,220
	1,092,135	1,118,220
Sub-Total County Grants & Debt	1,811,010	1,997,016
Tourism Marketing On-Behalf	4,500	4,500
<u>SHARED REVENUES</u>		
* Income Tax	537,000	537,000
* Liquor License Distribution	20,438	20,438
	557,438	557,438
<u>STATE AID PASS THRU</u>		
* Fire Co. Aid-State Pass Thru Vol Fire-est	33,119	31,937
* Fire Co. Aid-State Pass Thru Towns-est	10,801	10,674
TOTAL	\$ 2,416,868	\$ 2,601,565

* Mandated by State or County Code

(1) Fire Grant supplement approved from General Fund FY14-FY22

(2) Ambulance Grant calculated FY2023 rates based on CY2021 runs



MAYOR AND COUNCIL OF SNOW HILL

February 16, 2022

Mr. Joseph Mitrecic, President
 Worcester County Commissioners
 One West Market Street
 Snow Hill, MD 21863

Dear Commissioner Mitrecic:

Thank you for the opportunity to present our request for County Funding for Fiscal Year 2022-23. It is refreshing that the Worcester County Commissioners understand that municipal residents are county citizens, too, and that you generously provide this opportunity for all of our citizens to share in addressing the needs of our greater community. Serving as the county seat for Worcester County places Snow Hill in a unique category as the municipality that provides the governmental services necessary to support various county interests from public health and safety to public schools, water and sewer, parks and recreation and other infrastructure. As such, the Town of Snow Hill makes the first impression on many who visit our schools, court house and county offices as well as provides for the working environment of your employees and guests.

One exciting new project underway in Snow Hill is the current Bikeway Feasibility Study being conducted by Toole Design out of Silver Spring, Maryland. The \$60,000 study is funded with a State of Maryland grant of \$48,000 with a \$12,000 local match. The study will recommend a plan to enhance and expand bicycling opportunities throughout town, connecting schools, downtown, county recreation facilities and our park system and beyond with a path to the State Park at Shad Landing. The project will not only emphasize physical fitness and exercise but further promote Snow Hill and Worcester County as a new destination spot for tourists beyond those seeking to enjoy only canoeing and kayaking. We have preliminary estimates from our consultant that a budget of approximately \$230,000 will be necessary to implement the first phase of the Plan. We intend to pursue grant funding, and we ask that you consider this project as an additional part of your contribution in lieu of taxes.

Approximately \$1,000,000 is spent every year to maintain the Wastewater Treatment Plant in Snow Hill. We service over two thousand citizens who pay full rates for water and sewer service.

However, the heaviest demand on our water and wastewater systems is generated by a wide number of large county facilities such as schools, courthouse, corrections and other county locations. Operation of the wastewater treatment plant is labor intensive. However, we have a plan to install a number of probes that will allow us to make much of the treatment process automatic as opposed to manual, making the process more efficient and saving significant costs in electricity and labor, hence our request of an additional \$225,000 recognizing the county's impact on our wastewater operations.

Accordingly, our requests for this year are as follows:

UNRESTRICTED GRANT: \$500,000

The Town of Snow Hill deeply appreciates the traditional unrestricted grant of \$465,000 which helps us balance our budgetary needs in public safety and public works. Additionally, our Police Department is coping with the necessity of updating our police fleet and meeting the rising costs of equipment and maintenance. An additional \$35,000 for public safety will address these specific needs and would be tax dollars well-spent.


**PAYMENT IN-LIEU OF \$250,000 (to include \$50,000 contribution to
TAXES: implement Phase One of Bikeways Plan)**

TABLE GAME REVENUE: \$46,807 (equivalent 10% of table game revenue)

**WASTEWATER \$225,000 (install probes to partially transition
TREATMENT: from manual to automatic operation, saving labor
 and electrical expenses)**

Thank you for your time and consideration. As colleagues in the business of providing services to our constituents, we realize that our needs and demands far exceed our ability to address in total. But we also understand that by pooling our resources and working collaboratively, we can achieve so much to enhance the quality of life of our residents and make our citizens proud to call Snow Hill and Worcester County our home. We look forward to continuing to work with you and your staff in meeting our obligations to our citizens.

Regards,



Dr. Jennifer R. Jewell

Mayor

GRANTS TO TOWNS - FY2023 Request 3/1/22 - Snow Hill

	Snow Hill FY22 Approved	Snow Hill FY23 Request
<u>COUNTY GRANTS TO TOWNS</u>		
Unrestricted Grant	465,000	465,000
Unrestricted Grant increase		35,000
Other Grants - in lieu	200,000	200,000
Other Grants - in lieu Aerator	35,000	
Other Grants - in lieu Bikeways Plan		50,000
Wastewater system inflow & infiltration	50,000	
Wastewater Treatment probes		225,000
Infrastrure Grant	32,490	46,807
Restricted Fire Grant	73,000	80,000
	855,490	1,101,807
* Cnty Grant Vol. Fire Dept	221,660	221,341
(1) Supplemental Cnty Grant Vol. Fire Dept	28,340	28,659
(2) Ambulance Grant- Vol Fire Co ***Included in 1105 Budget	741,799	703,922
	991,799	953,922
Sub-Total County Grants & Debt	1,847,289	2,055,729
Tourism Marketing On-Behalf	4,500	4,500
<u>SHARED REVENUES</u>		
Income Tax	139,000	139,000
* Liquor License Distribution	4,688	4,688
	143,688	143,688
<u>STATE AID PASS THRU</u>		
* Fire Co. Aid-State Pass Thru Vol Fire-est	33,119	31,937
* Fire Co. Aid-State Pass Thru Towns-est	2,234	2,288
TOTAL	\$ 2,030,830	\$ 2,238,142

* Mandated by State or County Code

(1) Fire Grant supplement approved from General Fund FY14-FY22

(2) Ambulance Grant calculated FY2023 rates based on CY2021 runs



TOWN OF OCEAN CITY

The White Marlin Capital of the World

February 16, 2022

Mr. Joseph Mitrecic
President
Worcester County Commissioners
Government Center
One West Market Street – Room 1103
Snow Hill, MD 21863-1195

Dear Honorable President Mitrecic and Distinguished Worcester County Commissioners:

The Mayor and Council look forward to meeting with the County Commissioners to discuss grants for FY23. In order to allow you time to prepare for our meeting, please find the summation of our requests.

We would request that the undesignated grant be increased by 2.5% in the FY23 County Budget. This Undesignated Grant helps to offset the cost of services that Ocean City provides in lieu of the County providing these services. We further request that the grants for Recreation, OCDC, the Convention Bureau, Tourism, and the Park and Ride be continued to be funded as they were in FY22.

We would like to thank the Commissioners for recognizing our concerns with regard to the cost to Ocean City taxpayers of providing EMS service to the West Ocean City area and working with the town to develop a formula to fully fund and reimburse the town for providing this essential service in the FY21 Budget. This was a major milestone and a true example of how working together we can resolve important issues that face both the City and the County. We would again request that this formula be applied in the FY23 Budget. The total cost to provide this service in 2021, over and above grants received and revenue collected, was \$365,182. We would request a grant in the amount of \$365,182 to allow us to continue to provide this service in FY23. In addition, we would request a continuation of the supplemental funding for full EMS coverage during peak hours that was funded at \$115,000 in the FY22 budget.

We would also like to thank the Commissioners for agreeing to work with our Fire Chief Rich Bowers and Fire Departments throughout the county to explore developing a revenue source to fund this service in the unincorporated areas of Worcester County. This again is important to all Worcester County residents.

Public Safety remains our number one priority and the town is moving ahead with purchasing body worn cameras, ahead of the 2025 state mandate, with a plan to have them operational and in the field prior to Memorial Day of 2022. We feel very strongly that this is important for the safety of our officers, residents and visitors. We want to thank the Commissioners for supporting the staffing requests made by the State's Attorney Kris Heiser which she feels are necessary to implement this program. We realize

MAYOR
RICHARD W. MEEHAN

CITY COUNCIL

MATTHEW M. JAMES
President

ANTHONY J. DELUCA
Secretary

PETER S. BUAS
JOHN F. GEHRIG, JR.
J. FRANKLIN KNIGHT
LLOYD MARTIN
MARK L. PADDACK

CITY MANAGER
TERENCE J. MCGEAN, PE

CITY CLERK
DIANA L. CHAVIS, CMC

implementation could result in the immediate need for additional office space for the States Attorney's Office and we are committed to working with the States Attorney and the Commissioners to assist with providing this space. We have offered temporary office space available immediately, at no cost to the county, at the new Public Works Complex at 65th Street. We have also offered a longer term solution to build out the 2nd floor area at this complex to accommodate the States Attorney's requirements. This second option would allow the county the time necessary to develop a long-term plan for the States Attorney's Offices.

We want to thank the Commissioners for aggressively looking for a site to purchase to build a First-Class Sports Complex to host major tournaments and sporting events that can be the catalyst for future economic success. We recently took a trip to Virginia Beach, along with President Mitrecic and County Administrator Weston Young, and were graciously greeted by local officials. We were given a tour of their fabulous new 285,000 sq/ft indoor facility and all of their outdoor facilities. These facilities were impressive and one of the things that they repeated a number of times was the opportunities these facilities provided for local Virginia Beach residents. The County's proposed complex will provide this same exciting opportunity for Worcester County residents. Now is the time to take advantage of the tourism related infrastructure we have in place to support this type of positive economic development. We look forward to working with you on this project and building a partnership that will benefit all of Worcester County. We continue to believe working together is the future.

In closing we believe the above requests are reasonable and important and we look forward to meeting with you to discuss these vital issues.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard W. Meehan". The signature is fluid and cursive, with the first name "Richard" being the most prominent.

Richard W. Meehan
Mayor

**Cost of Career Division Response to West Ocean City:
Actual for FY 21**

Calls for Service to West Ocean City:	
Calendar 2021 Emergency Medical Calls	737
Total Career Division Calls for Service	5,931
% of West OC Response to Total	12.43%
Total Career Division FY 21 Expenses	8,415,767
% of Budget for West Ocean City Response (18.38%)	1,045,763
West Ocean City Patient Revenue Collected	204,124
Worcester County Grants for Ambulance Service:	
415 credit runs @ \$760 per run	315,400
322 non-transports @ \$190 per run	61,180
Per Paramedic Funding (.1243 of total received)	64,636
Ambulance Funding (.1243 of total received)	12,430
Funding for 24/7 coverage (.1243 of total received)	7,458
Funding for coverage during peak hours	14,295
Mileage supplement .1243 x 8,515	1,058
Total Worcester County Grants Received for West OC	476,457
Total Revenue Received for West OC Calls	680,581
Town of Ocean City Contribution to West OC Calls	365,182

GRANTS TO TOWNS - FY2023

Request 3/1/22 - Ocean City

	Ocean City FY22 Approved	Ocean City FY23 Request
COUNTY GRANTS TO TOWNS		
Ocean City Unrestricted Grant	2,552,250	2,616,056
Unrestricted Grant Grant increase 2.5%	63,806	65,401
Convention Bureau	50,000	50,000
Recreation Grant	100,000	100,000
Tourism Marketing	400,000	400,000
Other Grants - Park & Ride	80,000	80,000
OC Fire Marshall new robot for bomb squad	77,000	
OCPD Avililon Mobile camera with mast	14,180	
Downtown Redevelopment	100,000	100,000
Restricted Fire Grant	183,000	199,000
	3,620,236	3,610,457
Ocean City MOU Additional Request	-	-
Sub-Total	3,620,236	3,610,457
(1) Ambulance Grant ***Included in 1105 budget	1,659,655	1,744,529
(1) EMS Services to WOC	323,350	365,182
* Cnty Grant Vol. Fire Dept-General Fund Bgt	221,660	221,341
(2) Supplemental Cnty Grant Vol. Fire Dept	28,340	28,659
Ambulance Grant- Vol Fire Co	n/a	n/a
DEBT SERVICE FOR BENEFIT OF OCEAN CITY		
Beach Maintenance-DNR Fund	460,000	490,000
	2,693,005	2,849,711
Sub-Total County Grants & Debt	6,313,241	6,460,168
Tourism Marketing On-Behalf	270,000	270,000
SHARED REVENUES		
* Income Tax	1,359,000	1,359,000
* Bingo License Receipts	200	200
* Liquor License Distribution	310,000	310,000
	1,669,200	1,669,200
STATE AID PASS THRUS		
* Fire Co. Aid-State Pass Thru Vol Fire-est	33,119	31,937
* Fire Co. Aid-State Pass Thru Towns-est	35,464	34,800
TOTAL	\$ 8,321,024	\$ 8,466,105

* Mandated by State or County Code

(1) Ambulance Grant calculated FY2023 rates based on CY2021 runs

(2) Fire Grant supplement approved from General Fund FY14-FY22



OCEAN PINES ASSOCIATION, INC.

239 Ocean Parkway • Ocean Pines, Maryland 21811

Telephone: 410-641-7717 • Fax: 410-641-5581

February 11, 2022

Ms. Candace Savage, Budget Officer
Worcester County Government Center
One West Market Street
Snow Hill, Maryland 21863

Dear Ms. Savage:

This request is being submitted to you in accordance with the letter dated January 18, 2022 from President Joseph Mitrecic. President Mitrecic asked that the Ocean Pines Association provide details on funding requests to assist with developing the Worcester County Budget for the coming fiscal year.

The 8,482 properties within Ocean Pines include a year-round population of approximately 12,000 which represents a significant percentage of the overall county population. In addition to the county residents that live and own property in Ocean Pines, the Association shares the use of its physical assets with thousands of guests who come to the area to visit each year. These physical assets include eighty-two miles of road, associated bridges, five pools, a golf course, several restaurants, and numerous parks and playgrounds. Additional services that the Association provides to the residents of the county when they are in Ocean Pines include public safety services and various recreation programming that include classes for physical fitness and wellness, educational forums, along with children's camps and other activities.

The summary information noted above is the general reference regarding our request for funding. We believe the Commissioners and other members of the leadership team recognize the Association for the asset that it is to the County through its consideration of funding for this upcoming year.

As we have requested in the past, and to align with the County's budget structure, our requests fall into three categories: Public Safety, Roads and Bridges, and Tourism/Parks and Recreation.

Public Safety

The County has consistently provided grant funding for the dedicated purpose of supporting the Ocean Pines Police Department. We appreciate this financial support and request that the County continue to provide a level of funding commensurate with the importance of this public safety service.

The annual report submitted by the Ocean Pines Police Department shows the number of calls in 2021 for mutual aid and assisting other agencies including joint agency operations at 362 and a total number of calls for service at 14,115. These service calls generated by citizens and police personnel in the field included both criminal and non-criminal incidents. Throughout most of the year the departments were challenged with COVID 19 issues that restricted our opportunity to upgrade equipment or supplies. Your help in providing much needed funding is imperative to meet the related and growing needs for recruitment, training, and time.

To assist us in meeting the current and increasing demands on our police force, we respectfully request Public Safety funding in the form of a grant in the amount of \$550,000 and ask for your consideration.

Roads & Bridges

The 82 miles of roads in Ocean Pines carry the traffic load for thousands of both resident and non-resident vehicles every day. Along with the responsibility to maintain 4 bridges to comply with the appropriate safety standards, we also have 387 drainage pipes that cross under existing roads. As that infrastructure is more than 50 years old, much of it is in dire need of replacement. We must also maintain each of the residential driveway pipes throughout our community.

This past year Ocean Pines has taken a more aggressive approach in maintaining our roadways and repairing drainage pipes. Specific plans have been developed and work is being done in these areas in conjunction with those plans. If funding from the County were to be made available, these projects could continue, and we would be able to alleviate road and drainage problems that currently impact many of our property owners. Also, should the County open any discussions regarding available Casino funds and the impact associated with the establishment of table games, Ocean Pines would be very interested in participating in the hopes that we could potentially share benefits with the County residents in Ocean Pines if such funding became available.

To assist us in meeting the infrastructure needs of our portion of the county, we respectfully request funding in the amount of \$150,000 and ask for your consideration.

Tourism / Parks & Recreation

Tourism is a vital part of the economic engine of Worcester County and the assets of Ocean Pines play a key part in helping the County with its tourism objectives. Thousands of tourists stay in Ocean Pines and participate in activities throughout the year, not just during the summer. Besides our proximity to the beach, visitors are drawn to Ocean Pines by our many amenities, programs, sporting events, and special events.

Our Recreation & Parks Department operates seven days a week, year-round, to meet the needs of our residents, visitors, and tourists. We offer many no-fee amenities and activities, including concerts and movies in the park, holiday events, basketball courts, soccer fields, playgrounds, a skate park, walking trails and other special event programs that are open to the

public and well attended by residents and non-residents alike. However, there are considerable maintenance and operations costs associated with these “free” amenities; most of which is considerably borne by the residents.

To assist us in continuing to execute high-quality events and programming for the community at-large and our visiting guests to the county, we respectfully request Tourism funding in the amount of \$25,000 and Recreation & Parks funding in the amount of \$40,000.

We appreciate your consideration of our funding request and look forward to continuing the role that the Ocean Pines Association has in the overall success and quality of life achieved in Worcester County.

Respectfully submitted,



Dr. Colette Horn (on behalf of the Ocean Pines Board of Directors)
President, Ocean Pines Association, Inc.

ITEM 11

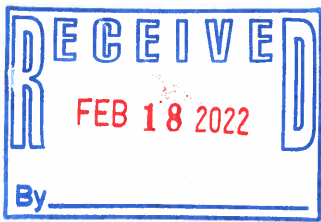
GRANTS TO TOWNS - FY2023 Request 3/1/22 - Ocean Pines Association

	<u>Ocean Pines FY22 Approved</u>	<u>Ocean Pines FY23 Request</u>
<u>COUNTY GRANTS TO TOWNS</u>		
County Street Grants By Agreement	122,942	131,463
Roads & Bridge Repairs		150,000
Recreation Grant	10,000	40,000
Tourism		25,000
Police Aid	475,000	550,000
Restricted Fire Grant	42,000	66,000
	649,942	962,463
* Cnty Grant Vol. Fire Dept	221,660	221,341
(1) Supplemental Cnty Grant Vol. Fire Dept	28,340	28,659
(2) Ambulance Grant- Vol Fire Co ***Included in 1105 Budget	623,990	619,940
	873,990	869,940
Sub-Total County Grants & Debt	1,523,932	1,832,403
<u>STATE AID PASS THRU</u>		
* Fire Co. Aid-State Pass Thru Vol Fire-est	33,119	31,937
TOTAL	\$ 1,557,051	\$ 1,864,340

* Mandated by State or County Code

(1) Fire Grant supplement approved from General Fund FY14-FY22

(2) Ambulance Grant calculated FY2023 rates based on CY2021 runs



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 *JKK*
Date: February 18, 2022
Re: Request for Introduction and Scheduling of a Public Hearing – Text Amendment to
§ ZS 1-313(b)(1) Townhouses

I am requesting that the Worcester County Commissioners consider the introduction of a proposed text amendment to § ZS 1-313(b)(1) Townhouses at their upcoming meeting as an emergency bill. If introduced, a draft notice for the required public hearing is attached for your use.

Mr. Cropper, on behalf of his client, has filed the attached text amendment application to modify one of the provisions of § ZS 1-313 Townhouses such that it is a design recommendation, rather than a requirement. This particular section establishes the maximum length and overall number of units that an individual townhouse building may contain, and will read as follows if the proposed amendment is approved:

- (1) No series of attached townhouse units ~~shall~~ **should** contain more than ten such units nor exceed two hundred feet in length.

The Planning Commission is scheduled to formally review the proposed amendment and provide a recommendation at their meeting on March 3, 2022. Staff will forward the recommendation to you in advance of the public hearing.

Thank you for your attention to this matter. Should you have any questions or require additional information, please do not hesitate to contact me.

cc: Gary Pusey, Deputy Director

NOTICE OF INTRODUCTION OF EMERGENCY BILL 22-____
WORCESTER COUNTY COMMISSIONERS

Take Notice that Emergency Bill 22-__ (Zoning – Townhouses) was introduced by Commissioners _____ on _____, 2022.

A fair summary of the bill is as follows:

§ ZS 1-313(b)(1). (Repeals and reenacts this provision of the Townhouse section to modify the language so that the maximum number of ten units in a series of townhouse units and the maximum length of two hundred feet for a series of townhouses is a design recommendation and not a requirement.)

A Public Hearing

will be held on Emergency Bill 22-____ at the Commissioners' Meeting Room, Room 1101 – Government Center, One West Market Street, Snow Hill, Maryland on **Tuesday**, _____, **2022 at ____ a.m.**

This is only a fair summary of the bill. A full copy of the bill is posted on the Legislative Bulletin Board in the main hall of the Worcester County Government Center outside Room 1103, is available for public inspection in Room 1103 of the Worcester County Government Center. A full copy of the bill is also available on the County Website at www.co.worcester.md.us.

THE WORCESTER COUNTY COMMISSIONERS

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

EMERGENCY BILL 22-

BY:

INTRODUCED:

AN EMERGENCY BILL ENTITLED

AN ACT Concerning

Zoning – Townhouses

For the purpose of amending the Zoning and Subdivision Control Article to no longer require that a series of townhouse units must be restricted to ten units and a maximum length of two hundred feet.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that existing Subsection § ZS 1-313(b)(1) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be amended to read as follows:

- (1) No series of attached townhouse units should contain more than ten such units nor exceed two hundred feet in length.

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill, having been declared an Emergency Bill, shall take effect immediately upon its passage.

PASSED this _____ day of _____, 2022.

ATTEST:

**COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND**



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: Worcester County Planning Commission
From: Gary Pusey, Deputy Director *GP*
Date: February 18, 2022
Re: Text Amendment Application – §ZS 1-313(b)(1) Townhouses – Amend the text to allow the Planning Commission to:
(1) Increase the 200 foot maximum length requirement for a series of townhouse units; and
(2) Increase the maximum number of units (10) for a series of townhouse units

Hugh Cropper has submitted a text amendment application on behalf of Kathy Clark to amend the Townhouse section in the Zoning Code so that the maximum length requirement (200') and maximum number of units (10) for a series of townhouse units is a recommendation as opposed to a requirement. If approved, this would allow the Planning Commission to increase the length and number of townhouse units during its plan review process.

The amendment consists of changing the word "shall" to "should," so that §ZS 1-313(b)(1) would read as follows:

- (1) No series of attached townhouse units ~~shall~~ **should** contain more than ten such units nor exceed two hundred feet in length.

Following our customary practice, once the text amendment application was received, it was reviewed by Jennifer Keener, Director; Kristen Tremblay, Zoning Administrator; Roscoe Leslie, County Attorney and Planning Commission Attorney; and myself for comment. Staff comments relative to this request are summarized in the "Discussion" section below, along with an analysis of the request.

Please note that the initial application submitted requested only that the 200' length be increased to 225'. Staff suggested, and Mr. Cropper agreed, that the application instead be revised to change the word "shall" to "should" as noted above. This would provide the Planning Commission with the flexibility to approve both an increase in the number of attached units and

the entire length if warranted. The original application, along with an email from Mr. Cropper agreeing to the revision, is attached to this memo.

As is the case with all text amendment applications, the Planning Commission reviews the request and makes a recommendation to the County Commissioners. If at least one member of the County Commissioners is willing to introduce 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.

DISCUSSION

This application was submitted in response to the Shady Side Village RPC Step III Review by the Planning Commission at its Feb. 3, 2022 meeting when an issue arose about the 215' length that was being proposed. As a result, Mr. Cropper submitted this application to allow the Planning Commission to have more flexibility when approving townhouse developments.

Comments included here are based on DRP Staff's review of the request, including those provided by the Director and the Zoning Administrator that are attached to this memo.

As the Director notes, the existing language has been in place since 1974, when an amendment to the 1965 Zoning Code established multi-family and townhouse dwellings as a permitted use in the R-3 Apartment District. However, only the townhouse section contained standards limiting the number of units and length of the series of townhouses; no such restrictions were included for multi-family buildings, resulting in townhouse projects being held to a more restrictive standard.

Townhouse projects are subject to the requirements contained in §ZS 1-313 of the County's Zoning Code. If this amendment is approved, the Director notes that the Planning Commission still has the ability to attach conditions or make modifications to a townhouse project to ensure compliance with the Code by virtue of §ZS 1-313(b)(10). The wording of this section is as follows:

§ZS 1-313(b)(10) - In granting site plan approval under § ZS 1-325 hereof, the Planning Commission may attach such additional conditions or make such modifications to the project as it deems necessary to ensure full compliance with the provisions and intent of this Title.

In addition to the requirements contained in §ZS 1-313 (Townhouses), townhouse projects that have more than 20 units are also subject to the RPC requirements. Under those requirements, Section §ZS 1-315(j) contains design standards related to scale, layout, landscaping and architectural style, which provides the Planning Commission with the authority to restrict the size of an individual townhouse building should the scale, including the length of a building, be deemed inappropriate.

SUMMARY

Staff supports the proposed amendment.

With the approval of plans by the Planning Commission, a developer will have more flexibility to design a townhouse project without having to strictly comply with the requirements limiting the length of a townhouse project and the number of units allowed that are now in the Code. The Commission has the ability to attach conditions or require modifications to projects to ensure compliance with the provisions and intent of the Code through existing language contained in the Townhouse and RPC Sections of the Code.

A draft bill is attached for the Commission's review.

Should you have any questions or require additional information, please do not hesitate to contact me.

Attachments

cc: Jennifer Keener, AICP, Director
Roscoe Leslie, County Attorney
Kristen Tremblay, Zoning Administrator
Hugh Cropper IV, Attorney for the Applicant



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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<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: Gary Pusey, Deputy Director
From: Jennifer Keener, AICP, Director JKK
Date: February 15, 2022
Re: Text Amendment Application – § ZS 1-313(b)(1) Townhouses

This memorandum is in response to your request for comments on the text amendment submitted by Hugh Cropper, IV, Esq. on behalf of his client, Kathy Clark. The language proposes to modify the provisions of the townhouse section to establish the maximum individual building length by dimension (200 feet) and overall number of units (10 units) as a recommendation (“should”), as opposed to a requirement (“shall”). Overall, I have no issue with the proposed amendment as drafted.

This language has been in place since a 1974 comprehensive amendment to the 1965 Zoning Code established multi-family and townhouse dwellings as a permitted use in the R-3 Apartment District. Unlike townhouses, multi-family buildings have never had a similar constraint on the length or number of units. Therefore, townhouse developments have always been held to a more restrictive design standard.

The townhouse section in § ZS 1-313(b)(10) gives the Planning Commission the ability to attach additional conditions or make modifications to the project as it determines necessary to ensure full compliance with provisions and intent of the Zoning Code. For developments over twenty units, the project will also be subject to the Residential Planned Community requirements, which entails additional design standards such as scale, layout, landscaping and architectural style to be applied to the overall project per § ZS 1-315(j). Therefore, the Planning Commission would still maintain the authority to restrict the size of an individual townhouse building should the scale, including the length of a building, be deemed inappropriate.

Should you have any additional questions or need additional information, please let me know. I will be available to discuss this matter with the Planning Commission at their upcoming meeting.



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MEMORANDUM

To: Jennifer K. Keener, AICP, Director
Gary R. Pusey, Deputy Director
From: Kristen M. Tremblay, AICP, Zoning Administrator
Date: February 14, 2022
Re: Zoning Ordinance Proposed Text Amendment - § ZS 1-313(b)(1) to allow the Planning Commission to adjust the 200-foot maximum length requirement for a series of townhouse units.

.....

Thank you for providing me with an opportunity to comment on the proposed text amendment requested by Hugh Cropper.

The proposed text amendment seeks to allow a series of attached townhouse units to consist of a length greater than 200 feet and has been proposed as follows:

- (1) "No series of attached townhouse units ~~shall~~ should contain more than ten such units nor exceed two hundred feet in length."

I do not have any concerns with the proposed text amendment regarding the total length of the structure, but perhaps the total number of units should remain mandatory and offer the following amended language for consideration:

- (1) "No series of attached townhouse units shall contain more than ten such units. It is also intended that a series of attached townhouse units should not exceed two hundred feet in total length.

Please let me know if you have any other questions regarding this proposed text amendment.



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MEMORANDUM

To: Jennifer Keener, AICP, Director
Roscoe Leslie, County Attorney
Kristen Tremblay, AICP, Zoning Administrator
From: Gary Pusey, Deputy Director GP
Date: February 10, 2022
Re: Text Amendment Application –Revise the text of §ZS 1-313(b)(1) to allow the Planning Commission to adjust the 200 foot maximum length requirement for a series of townhouse units

Hugh Cropper is submitting a text amendment application to amend the Townhouse section in the Zoning Code to allow the 200' maximum length requirement for a series of townhouse units to be increased by the Planning Commission during its Residential Planned Community (RPC) review.

The Shady Side Village RPC Step III Review was discussed at the Planning Commission's Feb. 3, 2020 meeting and an issue arose about the 215' length that was being proposed, and the Commission did not approve the plans for that reason. In response, Mr. Cropper is submitting this application to allow the Planning Commission to have the flexibility to approve a length greater than 200'.

The amendment consists of changing the word "shall" to "should," so that §ZS 1-313(b)(1) would read as follows:

- (1) No series of attached townhouse units ~~shall~~ **should** contain more than ten such units nor exceed two hundred feet in length.

Staff has agreed to process the application expeditiously so that it can be presented to the Planning Commission at its March 3, 2022 meeting, and can possibly be considered by the County Commissioners on March 15 as emergency legislation. In order to meet this time frame, please provide any comments you may have by this Friday, Feb. 18, 2022. (If this deadline presents a problem, please let me know.)

If you have questions or need additional information, please let me know. Thanks!

Gary R. Pusey

From: Hugh Cropper <hcropper@bbcmlaw.com>
Sent: Thursday, February 10, 2022 7:52 PM
To: Gary R. Pusey
Cc: Jennifer Keener
Subject: *EXTERNAL*:Re: TH Text Amendment

CAUTION: This email originated from an external email domain which carries the additional risk that it may be a phishing email and/or contain malware.

I will amend my request, per your email. Will change shall to should.

Will let you know about rezonings.

Visiting colleges with kids the next couple of days. Thanks. Hugh.

Sent from my iPhone

On Feb 10, 2022, at 8:18 AM, Gary R. Pusey <gpusey@co.worcester.md.us> wrote:

Good morning Hugh,

We received your text amendment application yesterday, so this will be scheduled for the 3/3/2022 PC meeting.

Jen and I have been discussing this since the PC meeting last week, and we'd like to give you an option for you to consider. Instead of changing the 200' length, would you consider changing the word "shall" in that same sentence [1-313(b)(1)] to "should" so that it reads "No series of attached townhouse units should contain more than ten such units nor exceed two hundred feet in length"?

We're OK with either one and will support either one so it's up to you. Just thinking that if a similar situation arises in the future where someone may want a length to be more than 225' we're back to where we were and that "should" would give the PC the flexibility to approve a length of any amount. But it's up to you.

Also, at the moment the text amendment is the only item on the 3/3 agenda. Are you planning on bringing the Top View and Raynes rezoning cases back for 3/3 also, or do you want those to be continued to a future date?

Thanks!

Gary R. Pusey
Deputy Director
Dept. of Development Review & Permitting
Worcester County Government Center
One West Market St. – Room 1201
Snow Hill, MD 21863

Worcester County Commissioners
 Government Office Building
 One West Market Street, Room 1103
 Snow Hill, Maryland 21863

PETITION FOR AMENDMENT OF 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: 2/9/2022

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. XXX

B. Taxpayer of Worcester County. XXX

C. Governmental Agency _____
 (Name of Agency)

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

A. Section Number: ZS 1-313 (b) (1)

B. Page Number: 165

C. Proposed revised text, addition or deletion:

Change "two hundred" feet to "two hundred twenty-five feet."

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:

see attached

IV. Signature of Applicants

Signature:

[Signature], attorney

Printed Name of Applicant: Kathleen M. Clark

Mailing Address: 12319 Ocean Gateway, Suite 304

Phone Number: 410-213-1633

E-Mail: kclark@monogrambuilders.com

Date: February 9, 2022

Signature of Attorney

Signature:

[Signature]

Printed Name of Attorney: Hugh Cropper IV

Mailing Address: 9927 Stephen Decatur Hwy., F-12, Ocean City, Maryland 21842

Phone Number: 410-213-2681

E-Mail: hcropper@bbcmlaw.com

Date: February 9, 2022

V. General Information Relating to the Text Change Request.

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

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