

# 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>

**November 16, 2021**

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 the request to hire a Plant Operator Trainee for Public Works and certain personnel matters; receiving legal advice from Counsel; and performing administrative functions
- 10:00 - Call to Order, Prayer (Reverend Stephanie Clayville St. Mary's Pocomoke), Pledge of Allegiance
- 10:01 - Report on Closed Session; Review and Approval of Minutes of the November 2, 2021 Meeting
- 10:05 - Commendation for life-saving actions by Ocean Pines Clubhouse Bar and Grille employees Rob Ruszin and Judie Scotti, Commendation for multiple County and State public safety personnel and agencies for rapid emergency response to aid a young, injured child.
- 10:10 - Chief Administrative Officer: Administrative Matters  
(County Commissioners' 2022 Meeting Schedule, FY23 Budget Schedule, CY22 Government Holiday Calendar, 2022 MACo Legislative Committee Nominations – Member and Alternate New OSHA Emergency Temporary Standard (ETS) for COVID-19, Public Hearing Request Town of Pocomoke City Expansion of Sewer Planning Area, Worcester County Library Ocean Pines Branch, Heating Valve Replacement Project, Public Works Funding Request Snow Plows/Training/Office Cleaning, Lewis Road Gravity Sewer and Pump Station Design Engineer Selection, Upcoming Board Appointments, Police Body-Worn Camera Mandate Briefing, Summary of Police Accountability Act, Public Safety Building Work Session)
- 11:00 -
- 11:30 -
- 12:00 - Questions from the Press; County Commissioner's Remarks
- Lunch**
- 1:00 PM - Chief Administrative Officer: Administrative Matters (If Necessary)

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2-12

**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 your cell phones & pagers during the meeting!**

## Minutes of the County Commissioners of Worcester County, Maryland

November 2, 2021

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, Finance Officer Phil Thompson, and Lobbyist Paul Ellington. Topics discussed and actions taken included the following: hiring Hunter Lewis as a transfer station attendant within the Solid Waste Division and promoting Barry Morton from maintenance mechanic I to maintenance supervisor within the Maintenance Division of Public Works, and certain personnel matters; receiving legal advice from counsel; and performing administrative functions, including discussing potential board appointments

Following a motion by Commissioner Nordstrom, seconded by Commissioner Bertino, the commissioners unanimously voted to adjourn their closed session at 9:56 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 Dale Brown of the Community Church of Ocean Pines 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 October 19, 2021 meeting as presented.

The commissioners presented a retirement commendation to Maintenance Superintendent Ken Whited for his contributions to Worcester County Government throughout his 15-year career.

The commissioners presented a proclamation recognizing November 15-19, 2021 as American Education Week to Worcester County Public Schools Superintendent Louis H. Taylor.

The commissioners presented commendations to Worcester Technical High School



# DRAFT

(WTHS) students who won gold medals in the following categories during the SkillsUSA Maryland Virtual State Championship in April 2021: Daniel Lugasi for Computer Programing; Kayla McManus Job Skills Demo; Myra Cropper and Daniel Juarez for Mobile Robotics; Dylan Arnold, Luke Davis, William Kozma, Aryavir Sangwan, and Jacob Yankalunas for Quiz Bowl; Jakahi Blunt, Matt Burns, and Jeff Eichelberger for Welding Fabrication; Ascher King for Welding Sculpture; Devin Pilarski for Welding; and Jessica Beck for Prepared Speech. The commissioners also recognized the WTHS instructors and students for representing Worcester County across Maryland and the nation with such excellence that WTHS was honored with a gold award during the annual SkillsUSA National Leadership and Skills Conference in June 2021 for the fifth consecutive year.

The commissioners presented a proclamation recognizing November as National Adoption Month to raise awareness of Worcester County youth in foster care who need stable homes and to honor those who have dedicated their lives to serving these children. The Commissioners extended their gratitude to Worcester County Department of Social Services (DSS) Family Support Worker Terry Edwards and other DSS staff members for their efforts to bring stability back into the lives of children who through no fault of their own have been removed from their families of origin.

In a related matter, Ms. Edwards accepted a commendation from the commissioners on behalf of William and Patricia McDermott, who were named the 2021 Worcester County Adoptive Parent of the Year by DSS, but who were unable to attend due to a prior commitment.

The commissioners conducted a public hearing on the proposed disposal of 0.08848± acre parcel of County-owned land located on the east side of Harrison Avenue near North Main Street in Berlin by way of quitclaim to the Berlin Fire Company (BFC).

Commissioner Mitrecic opened the floor to receive public comment.

BFC President David Fitzgerald thanked the commissioners for considering the request to quitclaim this small parcel to the BFC, which if approved would serve as an extension to the existing property and be used as parking.

There being no further public comment, Commissioner Mitrecic closed the public hearing.

Upon a motion by Commissioner Church, the commissioners unanimously agreed to quitclaim the property to the BFC as requested.

Upon a motion by Commissioner Bertino, the commissioners unanimously approved as a consent agenda the item numbers 2-4, 7, and 8 as follows: bid specifications for the general rehabilitation of a single-family home in the Snow Hill Historic District; bid specifications for Adolescent Clubhouse services for youth ages 12-17; Maryland 911 Board project no. 22-096 for \$1,399.80 to reimburse the County for 911 dispatcher headsets; FY21 sub-recipient State Homeland Security Grant of \$92,273 to sustain grant-approved programs and mission support; and FY21 sub-recipient Emergency Management Performance Grant of \$74,322.39 to support emergency management functions.

Pursuant to requests presented by Emergency Services Director Billy Birch and upon subsequent motions made by Commissioner Bertino, the commissioners unanimously approved



# DRAFT

the following items: Maryland 911 Board project no. 22-102 for \$911,022.55 to reimburse the County for Emergency Services IP Network (ESInet) and Next Generation Core Services (NGCS) implementation; the Carousel Vesta EIM and SMS carrier migration proposal for \$79,178.17 as part of the County's Next Gen 911 transition, though denying the request for staff to sign future documents; and approving the one-time FY21 sub-recipient Emergency Management Performance Grant of \$21,224.56, which includes a 100% County match, with funds to be used to enhance field communications.

The Commissioners met with Superintendent of Schools Louis Taylor to review and discuss the Board of Education's (BOE) proposed FY23 Capital Improvement Plan (CIP) request. Mr. Taylor stated that the CIP, which has been developed in accordance with Maryland Interagency Committee for Public School Construction (IAC) regulations, is a planning document, and he is not here seeking funding for any project today. He further advised that the CIP is consistent with the Worcester County CIP and incorporates all prior recommendations of the commissioners regarding future school construction needs.

Following some discussion and upon a motion by Commissioner Bertino, the commissioners unanimously approved the BOE FY23 CIP as presented.

The commissioners met with Senior Budget Accountant Kim Reynolds to schedule a public hearing on the requested five-year Capital Improvement Plan (CIP) FY23 – FY27. Ms. Reynolds advised the commissioners that projects totaling \$202,291,677 are proposed over the five-year period. She stated that, of the proposed projects, \$9,988,240 or 4.9% are proposed to be funded by the General Fund and \$89,942,034 or 44.4% from general bond funds. The remaining portion would be funded by user fees, grant funds, State match funds, State loans, assigned funds, and enterprise fund bonds. She reminded the commissioners that the CIP is strictly a planning document, and a project's inclusion in the CIP does not constitute funding approval.

Commissioner Bertino reviewed several concerns, noting specifically that the commissioners should have the opportunity to review proposed projects above a certain threshold prior to including these items on future CIPs. He also noted that the \$32 million public safety building and \$15.3 million sports complex should not be included in the current CIP, as the commissioners have not yet discussed the need for these projects. Furthermore, the cost to the County for the proposed sports complex is significantly higher than the \$1.2 million, one-time cost previously proposed by former Recreation, Parks, Tourism, and Economic Development Director Tom Perlozzo. Commissioner Bunting concurred, noting that even though the commissioners previously agreed that no taxpayer money would be used to build a sports complex, this project is now proposed to be bonded in the draft FY23-FY27 CIP. In response to a question by Commissioner Bertino, Chief Administrative Officer Weston Young advised that Program Open Space funds may be used for park development, but may not be utilized for acquisition.

A motion by Commissioner Bertino to remove the proposed public safety building and the sports complex from the FY23-FY27 CIP and schedule a public hearing on the revised document failed 2-5, with Commissioners Bertino and Bunting voting in favor and Commissioners Church, Elder, Mitrecic, Nordstrom, and Purnell voting in opposition.

Following further discussion and upon a motion by Commissioner Nordstrom, the commissioners voted 5-2, with Commissioners Bertino and Bunting voting in opposition, to



schedule a public hearing on December 7, 2021 to receive public comment on the five-year CIP FY23 – FY27 as presented.

The commissioners met with Budget Officer Candace Savage to review the proposed assignment of the FY21 Fund Balance of \$16.1 million. Ms. Savage explained that the Fund Balance is an accumulation of year-end surplus funds over the past several years, and while funds have been assigned to particular projects, they are not restricted by ordinance or resolution.

A motion by Commissioner Nordstrom to allocate \$150,000 as start-up funding to establish a Boys and Girls Club of America in Pocomoke died for lack of a second.

Commissioner Bertino expressed concern that the County should not have lowered the Other Post Employment Benefits (OPEB) contribution from \$2.5 million to \$2.1 million or the HVAC automation system controls in various County buildings from \$350,000 to \$200,000. Instead, he suggested eliminating the \$200,000 increase for the proposed sports complex, delaying track repairs of \$270,000 at Stephen Decatur High School and Pocomoke High School, and eliminating \$85,000 for the Stephen Decatur Middle School (SDMS) partition wall (as it should be included in the bond for the SDMS addition project) to fully fund the OPEB contribution at \$2.5 million and the HVAC project at \$350,000. Mr. Taylor confirmed that the two track resurfacing projects are needed, but could be postponed for one year.

Upon a motion by Commissioner Bertino, the commissioners voted 4-3, with Commissioners Bertino, Bunting, Elder, and Nordstrom voting in favor and Commissioners Church, Mitrecic, and Purnell voting in opposition to adopt Resolution No. 21-24, with the following alterations: eliminating \$85,000 for the SDMS partition wall, delaying funding of \$270,000 for PHS and SDHS track repairs for one year, and reducing funding for the sports complex by \$200,000, while restoring the OPEB contribution to \$2.5 million and the HVAC automation system controls to \$350,000.

Pursuant to the recommendation of Development Review and Permitting Director Jennifer Keener and upon a motion by Commissioner Bunting, the commissioners unanimously approved the 1<sup>st</sup> Amendment to Independent Contractor's Agreement, which includes a fee increase of \$25 per item associated with various Housing Program inspections.

Pursuant to the request of Public Works Director Dallas Baker and upon a motion by Commissioner Bertino, the commissioners unanimously approved a modification to increase the engineering services contract with EA Engineering, Science and Technology for the Newark spray irrigation project by \$20,335.46 to cover continuing technical services due to the extended timetable to complete the project. Mr. Baker stated that funding is available within the existing budget to cover these additional costs.

Pursuant to the request of Mr. Baker and upon a motion by Commissioner Bertino, the commissioners unanimously approved the River Run turnover documents.

Pursuant to the recommendation of Mr. Baker and upon a motion by Commissioner Elder, the commissioners unanimously approved the FY22 vehicle bid recommendations for the purchase of 22 vehicles for various County departments. Mr. Baker advised that several vehicle bids were higher than the approved budget, but overall the cost is still within budget, as several



vehicle bids came in under budget. Commissioner Nordstrom stated that he would like to see future bids go to dealerships located in the County.

The commissioners met with Mr. Baker to discuss the bid protest from Allan Myers representatives to the October 19, 2021 award of the FY22 paving contract to Chesapeake Paving of Salisbury as the local bidder. Allen Myers Superintendent Steve Lambrose advised that his organization is the local contractor for Worcester County, noting that the asphalt plant in Bishopville has been in operation since 1992, was purchased by Allen Myers in 2013, and has paid \$94,523 in County taxes. He stated that the County has awarded this contract to Allen Myers for three out of the nine years his organization has bid on the project.

Following some discussion and upon a motion by Commissioner Church, the commissioners voted to make no changes to the bid award to Chesapeake Paving, but agreed to consider Allan Myers as a local contractor on all future bids.

The commissioners reviewed and discussed various board appointments.

Upon a nomination by Commissioner Church, the commissioners unanimously agreed to appoint Brian Scarborough to the Solid Waste Advisory Committee for a four-year term expiring December 31, 2025.

The commissioners met with Ocean City Fire Department Chief Richard Bowers and Berlin Fire Company President David Fitzgerald to discuss a proposal to amend the requirements for the fire and emergency medical services (EMS) agencies operating in the County to qualify to receive out-of-town-run grant allocations. Currently, an agency vehicle must arrive on scene to receive the \$1,000 per-call out-of-town-run allocation. Chief Administrative Officer Weston Young advised that at the last fire committee meeting, fire company representatives proposed keeping the on-scene requirement in place and adding a \$500 per out-of-town-run grant allocation per agency vehicle for responding only. This would allow apparatus to return to service in their individual jurisdictions while remaining eligible to receive partial grant funding to offset response costs.

Commissioner Nordstrom supported making this short-term fix today and continuing to work on a long-term funding source, noting that these departments should be compensated for the resources they are expending. Commissioner Mitrecic concurred, noting that it could result in long-term savings to the County.

Commissioner Bunting stated that this request should be considered during budget deliberations rather than midyear. Commissioner Bertino concurred. In response to a question by Commissioner Bertino, Commissioner Mitrecic – who serves with Commissioners Bunting and Nordstrom on the Fire Committee – advised that the fire and EMS companies are scheduled to submit their annual financial reports in January 2021. Commissioner Bertino stated that, to establish actual operating costs and identify an adequate funding source to assure the continuity of care of County residents, the commissioners need to review the financial records. These should identify expenditures, including the costs involved in running the equipment, and revenues, including payments and insurance reimbursements. Mr. Young stated that, while overall collections by the fire companies appears to be adequate, there are at least \$400,000 in revenues that could be collected in a more efficient manner.

Following some discussion, a motion by Commissioner Nordstrom to approve the request



as presented failed for lack of a second.

In response to comments by Commissioner Bertino, Chief Bowers advised that the response grant was proposed at the last Fire Committee meeting to address operational issues, primarily concerning whether to continue to a scene or return a piece of emergency apparatus to service. He then recommended implementing the response grant program for six to 12 months to collect the data needed to determine the cost-saving benefits of offering response grants. He further advised that the group provided detailed financial information, public information, which can be reviewed to determine the operational needs of the fire and EMS companies. In response to a question by Commissioner Bertino, Mr. Fitzgerald stated that, while not all companies can afford to hire a certified public accountant to audit their financials, he has received forms identifying the revenues and expenditures from each of the fire companies and is compiling this information; however, each company has submitted financial forms to the County for the past 15 years. Mr. Young explained that the forms the County receives are standard one-page financial sheets, and the County has not received audited information from these companies. Commissioner Elder stated that the existing forms are based on a prior funding formula and are outdated. Thus, these forms must be updated and standardized to reflect current practices.

Following additional discussion and upon a motion by Commissioner Bertino, the commissioners voted 5-2, with Commissioners Mitrecic and Nordstrom voting in opposition, to table a decision on this matter pending receipt of the 2021 financial reports from each of the fire and EMS agencies operating in the County.

Chief Bowers updated the commissioners on the impact of the additional EMS personnel funds for FY22 and the current staffing levels and actions taken by all the EMS organizations using these funds.

The commissioners answered questions from the press, after which they adjourned to meet again on November 16, 2021.



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

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

## COMMENDATION

**WHEREAS**, On Sunday, October 31, 2021 Ocean Pines Clubhouse Bar and Grille Bartender Rob Ruszin and Manager Judie Scotti were at work when a male patron began exhibiting symptoms of cardiac arrest. Both Ruszin and Scotti played a key role in saving this individual's life; and

**WHEREAS**, thanks to their training, experience, and quick response, Ruszin and Scotti were able to remain calm and work as a team to contact 911, to utilize a nearby automated external defibrillator (AED) to shock the victim, and to continue to provide lifesaving assistance until public safety professionals arrived.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Rob Ruszin and Judie Scottie** for their heroic actions.

Executed under the Seal of the County of Worcester, State of Maryland, this 16<sup>th</sup> day of November, in the Year of Our Lord Two Thousand Twenty-One.



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Joseph M. Mitrecic, President

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Theodore J. Elder, Vice President

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Anthony W. Bertino, Jr.

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Madison J. Bunting, Jr.

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James C. Church

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Joshua C. Nordstrom

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Diana Purnell





COMMISSIONERS  
JOSEPH M. MITRECIC, PRESIDENT  
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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

### COMMENDATION

**WHEREAS**, On Saturday, July 24, 2021, public safety personnel from the Maryland State Police (MSP) Trooper 4 Paramedics, Pocomoke City Volunteer Fire Company (PCVFC), Pocomoke City Emergency Medical Services (PEEMS), Stockton Volunteer Fire Company (SVFC), Worcester County Emergency Services (WCES), and the medical staff at Tidal Health and Johns Hopkins responded to aid a young child injured in an ATV accident in Pocomoke; and

**WHEREAS**, there is nothing of greater value than human life, and thanks to the acts of courage and cooperation displayed by the highly-trained professionals with each of these outstanding responding agencies, the life of a one-year old boy who sustained a severe head injury in the accident was saved, and he is expected to make a full recovery.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend the **MSP, PCVFC, PEEMS, SVFC, WCES, Tidal Health, and Johns Hopkins** professionals for their heroic efforts.

Executed under the Seal of the County of Worcester, State of Maryland, this 16<sup>th</sup> day of November, in the Year of Our Lord Two Thousand Twenty-One.



\_\_\_\_\_  
Joseph M. Mitrecic, President

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James C. Church

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Joshua C. Nordstrom

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Diana Purnell



Worcester County Government

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

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November 08, 2021

TO: Weston S. Young, Chief Administrative Officer  
FROM: Joseph E. Parker III, Deputy Chief Administrative Officer  
SUBJECT: Commissioners' Meeting Schedule and Budget Schedule for 2022

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Attached, please find a proposed schedule of the County Commissioners' meeting dates for calendar year 2022 and a proposed Budget Schedule for fiscal year 2023. For informational purposes, I have also attached a copy of the schedule of holidays for 2022 in accordance with the Personnel Rules and Regulations (Section 6.11.A). County Commissioners' meetings are generally held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month, except where such dates fall on a legal holiday or other conflicting event.

Regarding Legislative Sessions, the Code of Public Local Laws of Worcester County, Maryland (Section CG 2-203) provides that the County Commissioners may hold regular Legislative Sessions on the 2<sup>nd</sup> or 3<sup>rd</sup> Tuesday of each month. Since the Commissioners regularly meet on the 3<sup>rd</sup> Tuesday of each month, I have scheduled each 3<sup>rd</sup> Tuesday for a regular Legislative Session.

Please review the proposed Schedule of Meeting Dates and Budget Schedule with the County Commissioners for their approval. If you or the Commissioners should have any questions or concerns with regard to this matter, please feel free to contact



2022

## WORCESTER COUNTY COMMISSIONERS' MEETING DATES

The Worcester County Commissioners have established the following meeting dates for 2022. Regular meetings are generally held on the first and third Tuesday of each month, except where such dates fall on a legal holiday or other scheduling conflict. All meetings will be held in the Worcester County Government Center, Room 1101, One West Market Street, Snow Hill, Maryland with the open session to commence at 10:00 a.m. unless otherwise noted.

January 4, 2022	Regular Meeting
January 18, 2022	Regular Meeting - (Legislative Session)
February 1, 2022	Regular Meeting
February 15, 2022	Regular Meeting - (Legislative Session)
March 1, 2022	Regular Meeting
March 15, 2022	Regular Meeting - (Legislative Session)
March 22, 2022	Budget Work Session - 9am-4pm Discussion with Board of Education. Commissioner Operating Budget Review with selected Departments and Agencies.
March 29, 2022	Budget Work Session - 9am-4pm Commissioner Operating Budget Review with selected Departments and Agencies.
April 5, 2022	Regular Meeting
April 19, 2022	Regular Meeting - (Legislative Session)
May 3, 2022	Regular Meeting – FY23 Budget Public Hearing
May 10, 2022	Budget Work Session - 9am-4pm - Discussion w/ Departments and Personnel Matters
May 17, 2022	Regular Meeting - (Legislative Session)
	Budget Work Session - afternoon (1pm to 4pm)
June 7, 2022	Regular Meeting – FY23 Budget Adoption
	FY21 Enterprise Funds Public Hearing
June 21, 2022	Regular Meeting - (Legislative Session)
	FY23 Water and Wastewater Service Enterprise Fund Budget Adopted
	FY23 Solid Waste Enterprise Fund Budget Adopted
July 5, 2022	Regular Meeting
July 19, 2022	Regular Meeting - (Legislative Session)
August 2, 2022	Regular Meeting
August 16, 2022	Regular Meeting - (Legislative Session)
September 6, 2022	Regular Meeting
September 20, 2022	Regular Meeting - (Legislative Session)
October 4, 2022	Regular Meeting
October 18, 2022	Regular Meeting - (Legislative Session)
November 1, 2022	Regular Meeting
November 15, 2022	Regular Meeting - (Legislative Session)
December 6, 2022	Regular Meeting
December 20, 2022	Regular Meeting - (Legislative Session)

Approved November 17, 2022

Worcester County Government

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**WORCESTER COUNTY**  
**FY2023 Budget Schedule**  
As of November 5, 2021

Monday, December 13, 2021	FY2023 Operating Budget Information Available for Distribution
Thursday, January 27, 2022	Department & Agency Operating Budget finalized in New World Systems
February 9, 10, 11, 2022	Departments meet with County Administrator and Budget Officer
Wednesday, February 16, 2022	Operating Budgets Submitted to County Administrator from Municipals and Ocean Pines Association Board of Education submit to County Administrator MOE for FY2023 Board of Education submit to County Administrator Non-Recurring FY2023
Tuesday, March 1, 2022	County Commissioners review requests of Municipalities & Ocean Pines Association
Tuesday, March 1, 2022	Operating Budget from Board of Education submitted to County Administrator
Tuesday, March 15, 2022	Requested FY2023 Consolidated Operating Budget to Commissioners Non-Recurring MOE Discussion–Deadline to file March 31 Maintenance of Effort Discussion - Deadline to file MOE Waiver is April 1
Tuesday, March 22, 2022	Budget work session/Discussion with Board of Education (9-4) Commissioner Operating Budget Review with Selected Departments/Agencies
Tuesday, March 29, 2022	Commissioner Operating Budget Review with Selected Departments/Agencies (9-4)
Tuesday, May 3, 2022	Requested FY2023 Operating Budget Public Hearing
Tuesday, May 10, 2022	Budget Work Session Discussion with Departments personnel matters
Tuesday, May 17, 2022	Budget Work Session (start 1:00 pm)
Tuesday, June 7, 2022	FY2023 Consolidated General Fund Operating Budget Adopted Proposed FY2021 Enterprise Funds Public Hearing at Government Center
Tuesday, June 21, 2022	FY2023 Water & Wastewater Services Enterprise Fund Budget Adopted FY2023 Solid Waste Enterprise Fund Budgets Adopted





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## Worcester County Government Holiday Schedule Calendar Year 2022

<b>New Year's Day</b>	Observed on Friday, December 31, 2021
<b>Dr. Martin Luther King Jr.'s Birthday</b>	Monday, January 17, 2022
<b>Presidents' Day</b>	Monday, February 21, 2022
<b>Good Friday</b>	Friday, April 15, 2022
<b>Memorial Day</b>	Monday, May 30, 2022
<b>Juneteenth National Independence Day*</b>	Monday, June 20, 2022
<b>Independence Day</b>	Monday, July 4, 2022
<b>Labor Day</b>	Monday, September 5, 2022
<b>Columbus Day</b>	Monday, October 10, 2022
<b>Election Day</b>	Tuesday, November 8, 2022
<b>Veterans' Day</b>	Friday, November 11, 2022
<b>Thanksgiving Day</b>	Thursday, November 24, 2022
<b>American Indian Heritage Day</b>	Friday, November 25, 2022
<b>Christmas Day</b>	Observed on Monday, December 26, 2022

Adopted in accordance with Section 6.11.A of the Worcester County Government Personnel Rules & Regulations.

\*If the U.S. Congress designates another day for observance, the day named by Congress becomes the legal date.



TO: Chief Elected Officials

FROM: Michael Sanderson, Executive Director, MACo

DATE: October 24, 2021

SUBJECT: 2022 Legislative Committee Nominations – Member and Alternate

The work of the Maryland Association of Counties (MACo) Legislative Committee is regarded as one of the organization's most important and challenging functions. Local elected officials serve as members on this body to set legislative direction, advocate, and communicate on behalf of MACo before the Administration and the General Assembly.

MACo's Legislative Committee meets weekly during the General Assembly Session to determine the Association's positions on policy matters. Committee members are also responsible for contacting state legislators at critical points during Session to encourage their local elected colleagues to support county priorities in pending legislation.

As we are nearing January and the start of the 2022 General Assembly Session, we would request that you recommend a nominee and alternate to serve on the Legislative Committee. Again, involvement on the Legislative Committee is critical as MACo strives to protect county resources and further a positive Annapolis presence.

Except in special circumstances arising in charter counties with a separate executive branch, MACo's Legislative Committee is composed of one member from each member subdivision. MACo's By-Laws require each subdivision (the 23 counties and Baltimore City) to nominate an elected official for Committee membership. These nominees are officially "elected" during the Association's Annual Business Meeting, during MACo's Winter Conference at the Hyatt Regency Chesapeake Bay Hotel Cambridge, MD on **Thursday, December 9, 2021**.

To promote full Legislative Committee representation, the By-Laws also provide for the appointment of an alternative member who may cast the subdivision's vote if the subdivision's regular member is absent. Alternate members may participate in Committee deliberations and are urged to attend meetings. Alternate members need not be elected officials.

A charter county with a separate executive branch may have two members and alternates if the Executive and Council each choose to send their own representative. However, the subdivision still has only one vote with both representatives putting forth one-half of a vote.

The Legislative Committee generally meets weekly beginning approximately the third week of January until the first or second week of March during the regular General Assembly Session to determine MACo positions on pending county-relevant legislation. During the interim, the Committee meets twice to formulate Association legislative initiatives and to remain current on pending issues.

Given the ongoing COVID-19 pandemic, details regarding the General Assembly Session and the Legislative Committee meetings are still being finalized. MACo's top priority is the safety of our members. We are considering all factors as we evaluate holding these meetings virtually or in-person and deeply appreciate your patience as we finalize those details. All meetings of the Committee will be announced in advance. Members and alternates will receive reminders and updates by email accordingly. We will provide a full schedule of meetings as it gets closer to the opening of the 2022 General Assembly Session.

To submit your committee member and alternate, please complete the attached nomination form and return it to Allison at [avalliant@mdcounties.org](mailto:avalliant@mdcounties.org) by **Friday, November 19, 2021**. The form lists your jurisdiction's 2021 Legislative Committee Member and Alternate for informational purposes. There is no requirement to change your member and alternate each year – you can choose to keep the same individuals as your representatives but must note that on the form.

Please contact Michael Sanderson, Executive Director, at 410.269.0043 should you have any questions regarding this process.

Thank you for your cooperation.

CC: County Administrators  
County Legislative Staffers  
Assistants to Chief Elected Officials



## RULES AND PROCEDURES OF THE LEGISLATIVE COMMITTEE OF THE MARYLAND ASSOCIATION OF COUNTIES

### A. Proceedings - General

1. Unless otherwise announced all meetings of the Legislative Committee shall begin at 10:30 a.m..
2. The Legislative Committee shall meet monthly and at such other times and with such frequency as may be determined by the Chairperson.
3. Proceedings shall be governed by Roberts Rules of Order.
4. Action by the Legislative Committee will require a quorum which shall be the presence of voting members from at least 13 member jurisdictions.
5. Except as provided elsewhere, action requires an affirmative vote of a majority present at the meeting.
6. A reconsideration of an action taken at a prior meeting requires the affirmative vote of at least three-quarters of the votes present at the meeting.
7. Except upon the specific approval of the Chairperson, no other agenda item shall be considered until the Legislative Committee has completed consideration of all bills on the days agenda.
8. Only members of the Legislative Committee and alternates shall be seated at the table.

### B. Proceedings - Voting (See MACo Constitution, Article VII)

1. Each member subdivision shall have one voting member.
2. For a subdivision which has an executive-council form of government and which cannot agree on a single voting member, the executive and council may each designate a voting member. In such circumstances, the designated voting members shall each have a half vote.
3. A designated alternate member may vote only when the regular member from the jurisdiction is not present.
4. A roll call vote shall be taken at the request of three legislative committee members or alternates or at the discretion of the chairperson.
5. Upon a motion that is seconded by at least two other counties, the vote necessary for the Legislative Committee to take a position on a matter, other than a matter of procedure and other than a motion to take no position on an issue, shall be the affirmative vote of 3/5 of the counties present. The motion shall be made before the vote on the matter.
6. It is the policy of the association that persons shall be advised only of the position of the legislative committee on a specific issue and not of the vote on that issue.

## RULES AND PROCEDURES OF THE MACo LEGISLATIVE COMMITTEE

as of August 21, 1993

Page Two of Four Pages

### C. Procedures - Identification of Bills for Consideration

1. MACo staff will review all introduced bills to identify bills that, if adopted, would have an impact on the membership (impact bills).
2. Impact bills will be listed in the Courthouse News that is issued immediately before the Legislative Committee meeting at which the bills may be considered.
3. Impact bills will be reviewed to determine which have a good or reasonable chance of passage (action bills).
4. Action Bills will be thoroughly analyzed by staff and will be listed in the Legislative Committee agenda distributed immediately before the Legislative Committee meeting at which the bills will be considered.

### D. Proceedings - Bill Consideration

1. Staff will make presentations on action bills to the Legislative Committee or, as appropriate, to a standing subcommittee of the Legislative Committee.
2. Any member of the Legislative Committee may move that a bill other than an action bill be considered. The bill will be placed on the legislative committee agenda for consideration upon an affirmative vote of a majority of those members present.
3. A member may move to oppose, support, support with amendments, or take no position on a specific bill subject to consideration.
4. Action bills reviewed by a standing subcommittee which fall within existing policy guidelines or which have been the subject of prior Legislative Committee consideration may be presented to the Legislative Committee as an aggregate for action by consent. Bills proposed for action by consent shall be briefly described to the Legislative Committee by staff or a member of the subcommittee. A member may move that a bill proposed for action by consent be considered individually.
5. Should action be required on a bill or proposed amendment to a bill before consideration by the Legislative Committee is feasible, appropriate action will be determined by the MACo President and Legislative Committee Chairperson, or, if that is not possible, by the Legislative Committee Chairperson or, if that is not possible, by the Executive Director. The determination of appropriate action shall be based upon an assessment of what the legislative committee action on the issue would be. The action shall be reported to the Legislative Committee at its next meeting and shall be considered as having been taken by the legislative committee at that meeting.

RULES AND PROCEDURES OF THE MACo LEGISLATIVE COMMITTEE  
as of August 21, 1993  
Page Three of Four Pages

E. Staff Responsibilities/Guidance

1. In the absence of specific direction from the Legislative Committee Chairperson, the Executive Director will determine whether there will be written or oral testimony, or both, on a bill and whether to request testimony from elected officials.
2. The rationale for the position to be presented by staff shall be determined by referring to the debate before the Legislative Committee. When necessary, further direction may be obtained from the Legislative Committee Chairperson

F. Procedures - Determination of Policy

1. The legislative policy of the Legislative Committee shall be considered and enacted during the interim.
2. There shall be two types of legislative policy, position policy and consideration policy.
3. Position policy shall provide guidance for Legislative Committee or subcommittee action on recurring issues.
4. Consideration policy shall provide guidance for identifying issues or bills which should, or should not be, subject to Legislative Committee consideration.
5. The Legislative Committee Chairperson may appoint a subcommittee to make recommendations regarding proposed policy to the Legislative Committee.

G. Procedures - Establishment of Legislative Initiatives

1. At the first meeting of the Legislative Committee after the conclusion of the regular General Assembly session, the process for establishing the legislative initiatives for the next regular session shall be initiated.
2. The Executive Director and each member jurisdiction, affiliate, and standing subcommittee shall be requested to provide suggestions for proposed legislative initiatives.
3. Legislative initiatives shall be adopted at or before the October meeting of the Legislative Committee except that during the year of a Gubernatorial election, and at the discretion of the president or Chairperson, the adoption of Legislative initiatives may be deferred until after the October meeting.
4. The Legislative Committee Chairperson may appoint a subcommittee to make recommendations regarding proposed legislative initiatives to the Legislative Committee.
5. Except with the specific approval of the officers of the Association, the Legislative Committee shall adopt no more than 4 proposed legislative initiatives.



Page Four of Four Pages

## H. Subcommittees

1. The Legislative Committee shall have two standing subcommittees which shall be the Tax Subcommittee and the Education Subcommittee.
2. The Tax Subcommittee's jurisdiction shall be limited to issues relating to taxes and revenues.
3. The Education Subcommittee's jurisdiction shall be limited to issues relating to education policy.
4. The MACo President, in consultation with the Chairperson of the Legislative Committee, shall appoint the subcommittee chairperson, vice chairperson, and members. No subcommittee shall have more than 15 voting members.
5. The standing subcommittees shall meet at such times as are deemed appropriate and necessary by their chairperson.
6. A subcommittee may review bills within its jurisdiction and make recommendations regarding action bills to the Legislative Committee.
7. The Legislative Committee Chairperson may appoint an ad hoc subcommittee to consider specific issues or any other proposal.
8. During the interim the standing subcommittees shall be requested and given the opportunity to make presentations regarding issues and policy considerations within their jurisdiction.

## I. Affiliates

1. The Legislative Committee Chairperson or the Executive Director may request that an affiliate provide comment on action bills within the affiliate's area of expertise.
2. During the interim each affiliate shall be requested and given the opportunity to make presentations on issues and policy considerations within their areas of expertise.
3. When deemed appropriate, the Legislative Committee Chairperson or Executive Director may request that an affiliate present testimony before the General Assembly on an issue within the affiliate's area of expertise.

Approved 12/3/92

Amended 3/24/93 (Add Section B5; Change Section B5 to Section B6)

Amended 8/21/93 (Change Section B5)

Amended 11/4/93 (Change Section G.3.)



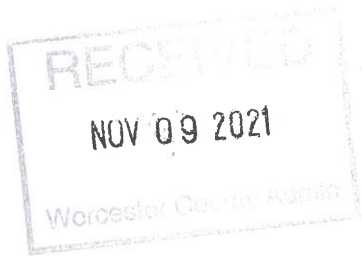
169 Conduit Street  
Annapolis, MD 21401  
(410) 269-0043 (Baltimore Metro)  
(301) 261-1140 (Washington Metro)  
(410) 268-1775 (FAX)  
www.mdcounties.org

Person Completing Form: \_\_\_\_\_  
County: \_\_\_\_\_

ITEM 3

**PLEASE RETURN COMPLETED FORM TO THE  
ASSOCIATION BY Friday, November 19, 2021**  
Email at [avalliant@mdcounties.org](mailto:avalliant@mdcounties.org)

SUBDIVISION	LEGISLATIVE COMMITTEE MEMBER - 2021	LEGISLATIVE COMMITTEE ALTERNATE - 2021	PROPOSED 2022 MEMBER	PROPOSED 2022 ALTERNATE MEMBER
ALLEGANY	Jake Shade	David Caporale		
ANNE ARUNDEL	Steuart Pittman Allison Pickard	Pete Baron Amanda Fiedler		
BALTIMORE CITY	Brandon Scott Odette Ramos	Natasha Mehu Nikki Thompson		
BALTIMORE COUNTY	John Olszewski Izzy Patoka	Chuck Conner Julian Jones		
CALVERT	Earl Hance	Thomas Hutchins		
CAROLINE	Wilbur Levengood	Sara Visintainer		
CARROLL	Steve Wantz	Dennis Frazier		
CECIL	Danielle Hornberger Jackie Gregory	Dan Schneckenburger William Coutz		
CHARLES	Reuben Collins	Amanda Stewart		
DORCHESTER	Lenny Pfeffer	William Nichols		
FREDERICK	Jan Gardner M.C. Keegan-Ayer	Joy Schaefer Ragen Cherney		
GARRETT	James Hinebaugh	Paul Edwards		
HARFORD	Barry Glassman Joe Woods	Larry Richardson Jessica Blake		
HOWARD	Calvin Ball Opel Jones	Maureen Evans Arthurs Deb Jung		
KENT	Robert Jacob	Shelley Heller		
MONTGOMERY	Craig Rice	Andrew Friedson		
PRINCE GEORGE'S	Angela Alsobrooks Todd Turner	Rhea Harris Calvin Hawkins		
QUEEN ANNE'S	Jack Wilson	Chris Corchiarino		
ST. MARY'S	James Guy	Todd Morgan		
SOMERSET	Charles Laird	Craig Mathies, Sr.		
TALBOT	Laura Price	Corey Pack		
WASHINGTON	Charles Burkett	Jeffrey Cline		
WICOMICO	John Psota Larry Dodd	----- John Cannon		
WORCESTER	Chip Bertino	Jim Bunting		



## Worcester County

Government Center

Department of Human Resources  
One West Market Street, Room 1301  
Snow Hill, Maryland 21863-1213  
410-632-0090  
Fax: 410-632-5614

STACEY E. NORTON  
Human Resources Director  
HOPE CARMEAN  
Benefits Manager  
EDDIE CARMAN  
Risk Manager  
JEFF KYGER  
Risk Management Specialist

ANN HANKINS  
Human Resources Specialist  
KELLY BRINKLEY  
Human Resources Specialist  
TARA ARMSTRONG  
Office Assistant V

**To:** Weston Young, Chief Administrative Officer  
**From:** Stacey Norton, Human Resources Director *Stacey Norton*  
**Date:** November 8, 2021  
**Subject:** New OSHA Emergency Temporary Standard (ETS) for COVID-19

### OSHA ETS Summary:

Please be advised that on November 4, 2021, the federal Occupational Safety and Health Administration (OSHA) issued a mandatory emergency temporary standard (ETS) "to protect unvaccinated employees of large employers (100 or more employees) from the risk of contracting COVID-19 by strongly encouraging vaccination. Covered employers must develop, implement, and enforce a mandatory COVID-19 vaccination policy, with an exception for an employer that instead adopts a policy requiring employees to either get vaccinated or elect to undergo regular COVID-19 testing and wear a face covering at work in lieu of vaccinations".

This new ETS requires us to implement a policy and get copies of employee's vaccination records by December 4, 2021. Non-vaccinated employees will be required to wear face coverings starting December 5, 2021. Starting January 5, 2022, employees that are not fully vaccinated will be required to submit a negative COVID-19 test weekly. Employers will also be required to report COVID-19 fatalities and hospitalizations to OSHA.

Employers are required to pay employees up to 4 hours to get a vaccination and existing leave time cannot be used. Employees that may have side effects from the COVID vaccination(s) may use up to two days of existing leave time if they are absent from work. Employers are not required to provide or pay for COVID testing or face coverings.



Failure to comply with this ETS could result in citations from OSHA up to \$13,653 for each violation of the standard. Willful or repeated violations of the ETS can result in fines up to \$136,532. There is also a possibility that federal funding could be withheld if the employer is not compliant.

MOSH has 15 days from November 4, 2021 to adopt this new ruling or issue their own ruling.

OSHA intends to preempt any state or local requirements that ban or limit an employer from requiring vaccination, face covering, or testing.

There are numerous legal challenges to this ETS filed nationwide in multiple federal jurisdictions. OSHA is requesting that these be consolidated into a single case. The United State Court of Appeals for the Fifth Circuit has already issued a stay of the ETS in one case. This is a temporary order pending a formal decision on the ETS being reached on the merits.

Our recommended new policy is attached. We are recommending a policy that employees who choose not be vaccinated will be required to submit to weekly COVID testing starting January 5, 2022.

This ETS expires in 6 months. It is unknown at this time if it will become a permanent standard.

We will continue to provide updates as they become available.

## **Circuit Court Experience with Vaccine Mandate:**

Please be advised that Chief Judge Barbera declared on August 20, 2021 that Maryland Judiciary personnel would be required to provide proof of vaccination against COVID-19 by September 27, 2021. Employees that chose not to get vaccinated were then required to submit a negative COVID-19 test result on a weekly basis in order to enter a Judiciary facility. This order applies to every employee working in the Circuit Court building.

Attachments

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Attachments

## SUMMARY

## COVID-19 Vaccination and Testing ETS



The Occupational Safety and Health Administration (OSHA) has issued an emergency temporary standard (ETS) to minimize the risk of COVID-19 transmission in the workplace. The ETS establishes binding requirements to protect unvaccinated employees of large employers (100 or more employees from the risk of contracting COVID-19 in the workplace.

COVID-19 was not known to exist until January 2020, and since then nearly 745,000 people, many of them workers, have died from the disease in the U.S. alone. At the present time, workers are continually becoming seriously ill and dying as a result of occupational exposures to COVID-19. OSHA expects that the Vaccination and Testing ETS will result in approximately 23 million individuals becoming vaccinated. The agency has conservatively estimated that the ETS will prevent over 6,500 deaths and over 250,000 hospitalizations. In issuing the ETS, OSHA has made several important determinations:

**Unvaccinated Workers Face Grave Danger:**

Unvaccinated workers are much more likely to contract and transmit COVID-19 in the workplace than vaccinated workers. OSHA has determined that many employees in the U.S. who are not fully vaccinated against COVID-19 face grave danger from exposure to COVID-19 in the workplace. This finding of grave danger is based on the severe health consequences associated with exposure to the virus along with evidence demonstrating the transmissibility of the virus in the workplace and the prevalence of infections in employee populations. The evidence for the finding of a grave danger is in Section III.A. of the ETS preamble.

**An ETS is Necessary:**

Workers are becoming seriously ill and dying as a result of occupational exposures to COVID-19, when a simple measure, vaccination, can largely prevent those deaths and illnesses. The ETS protects these workers through the most effective and efficient control available – vaccination – and further protects workers who remain unvaccinated through required regular testing, use of face coverings, and removal of all infected employees from the workplace. OSHA also concludes, based on its

enforcement experience during the pandemic to date, that continued reliance on existing standards and regulations, the General Duty Clause of the OSH Act, and workplace guidance, in lieu of an ETS, is not adequate to protect unvaccinated employees from COVID-19. Thus, OSHA has also determined that an ETS is necessary to protect unvaccinated workers from the risk of contracting COVID-19 at work. The evidence for the need for the ETS is in Section III.B. of the ETS preamble.

**The ETS is Limited to Employers with 100 or More Employees:**

In light of the unique occupational safety and health dangers presented by COVID-19, and against the backdrop of the uncertain economic environment of a pandemic, OSHA is proceeding in a stepwise fashion in addressing the emergency this rule covers. OSHA is confident that employers with 100 or more employees have the administrative capacity to implement the standard's requirements promptly, but is less confident that smaller employers can do so without undue disruption. OSHA needs additional time to assess the capacity of smaller employers, and is seeking comment to help the agency make that determination. Nonetheless, the agency is acting to protect workers now in adopting a standard that will reach two-thirds of all private-sector workers in the nation, including those working in the largest facilities, where the most deadly outbreaks of COVID-19 can occur. Additional information on the scope of the ETS is found in Section VI.B. of the ETS preamble.

**The ETS is Feasible:**

OSHA has evaluated the feasibility of this ETS and has determined that the requirements of the ETS are both economically and technologically feasible. The evidence for feasibility is found in Section IV. of the ETS preamble. The specific



requirements of the ETS are outlined and described in the Summary and Explanation, which is in Section VI. of the ETS preamble.

#### **The ETS Preempts State and Local Laws:**

OSHA intends the ETS to address comprehensively the occupational safety and health issues of vaccination, wearing face coverings, and testing for COVID-19. Thus, the standard is intended to preempt States, and political subdivisions of States, from adopting and enforcing workplace requirements relating to these issues, except under the authority of a Federally-approved State Plan. In particular, OSHA intends to preempt any State or local requirements that ban or limit an employer from requiring vaccination, face covering, or testing. Additional information on the preemption of State and local laws is found in Section VI.A. of the ETS preamble.

#### **The ETS Also Serves as a Proposed Rule:**

Although this ETS takes effect immediately, it also serves as a proposal under Section 6(b) of the OSH Act for a final standard. Accordingly, OSHA seeks comment on all aspects of this ETS and how it would be adopted as a final standard. OSHA encourages commenters to explain why they prefer or disfavor particular policy choices, and to include any relevant studies, experiences, anecdotes or other information that may help support the comment. Stakeholders may submit comments and attachments, identified by Docket No. OSHA-2021-0007, electronically at [www.regulations.gov](http://www.regulations.gov). Follow the instructions online for making electronic submissions.

#### **OSHA May Revise or Update the ETS:**

OSHA will continue to monitor trends in COVID-19 infections and death as more of the workforce and the general population become fully vaccinated against COVID-19 and as the pandemic continues to evolve. Where OSHA finds a grave danger from the virus no longer exists, or new information indicates a change in measures necessary to address the grave danger, OSHA may update this ETS, as appropriate.

This fact sheet highlights some of the additional requirements of the ETS; employers should consult the standard for full details. Read the full text of the ETS at: [www.osha.gov/coronavirus/ets2](http://www.osha.gov/coronavirus/ets2).

### **Understanding the ETS**

- **Employers covered by the ETS.** The ETS generally applies to employers in all workplaces that are under OSHA's authority and jurisdiction, including industries as diverse as manufacturing, retail, delivery services, warehouses, meatpacking, agriculture, construction, logging, maritime, and healthcare. Within these industries, all employers that have a total of at least 100 employees firm- or corporate-wide, at any time the ETS is in effect, are covered.
- **Workplaces not covered by the ETS.** This standard does not apply to workplaces covered under the Safer Federal Workforce Task Force COVID-19 Workplace Safety: Guidance for Federal Contractors and Subcontractors or in settings where employees provide healthcare services or healthcare support services when subject to the requirements of the Healthcare ETS (29 CFR 1910.502).
- **Employees of covered employers not subject to the requirements.** The ETS does not apply to employees who do not report to a workplace where other individuals such as coworkers or customers are present, employees while they are working from home, or employees who work exclusively outdoors.
- **Effective Dates.** The ETS is effective immediately upon publication in Federal Register. To comply, employers must ensure provisions are addressed in the workplace by the following dates:
  - 30 days after publication: All requirements other than testing for employees who have not completed their entire primary vaccination dose(s)
  - 60 days after publication: Testing for employees who have not received all doses required for a primary vaccination

### **How to Protect Workers from COVID-19**

The ETS establishes minimum vaccination, vaccination verification, face covering, and testing requirements to address the grave danger of COVID-19 in the workplace. The key requirements of the ETS are:

**Employer Policy on Vaccination.** The ETS requires covered employers to develop, implement, and enforce a mandatory COVID-19 vaccination policy, with an exception for employers that instead establish, implement, and enforce a policy allowing

employees who are not fully vaccinated to elect to undergo weekly COVID-19 testing and wear a face covering at the workplace.

**Determination of employee vaccination status.** The ETS requires employers to determine the vaccination status of each employee, obtain acceptable proof of vaccination, maintain records of each employee's vaccination status, and maintain a roster of each employee's vaccination status.

**Employer support for employee vaccination.** The ETS requires employers to support vaccination by providing employees reasonable time, including up to four hours of paid time, to receive each vaccination dose, and reasonable time and paid sick leave to recover from side effects experienced following each dose.

**COVID-19 testing for employees who are not fully vaccinated.** The ETS requires employers to ensure that each employee who is not fully vaccinated is tested for COVID-19 at least weekly (if in the workplace at least once a week) or within 7 days before returning to work (if away from the workplace for a week or longer). The ETS does not require employers to pay for any costs associated with testing. However employer payment for testing may be required by other laws, regulations, or collective bargaining agreements or other collectively negotiated agreements. In addition, nothing prohibits employers from voluntarily assuming the costs associated with testing.

**Employee notification to employer of a positive COVID-19 test and removal.** The ETS requires employers to: (1) require employees to promptly provide notice when they receive a positive COVID-19 test or are diagnosed with COVID-19; (2) immediately remove any employee from the workplace, regardless of vaccination status, who received a positive COVID-19 test or is diagnosed with COVID-19 by a licensed healthcare provider; (3) keep removed employees out of the workplace until they meet criteria for returning to work.

**Face coverings.** The ETS requires employers to ensure that each employee who is not fully vaccinated wears a face covering when indoors or

when occupying a vehicle with another person for work purposes, except in certain limited circumstances. Employers must not prevent any employee, regardless of vaccination status, from voluntarily wearing a face covering unless it creates a serious workplace hazard (e.g., interfering with the safe operation of equipment).

**Information provided to employees.** The ETS requires employers to provide employees the following in a language and at a literacy level the employees understand: (1) information about the requirements of the ETS and workplace policies and procedures established to implement the ETS; (2) the CDC document "Key Things to Know About COVID-19 Vaccines"; (3) information about protections against retaliation and discrimination; and (4) information about laws that provide for criminal penalties for knowingly supplying false statements or documentation.

**Reporting COVID-19 fatalities and hospitalizations to OSHA.** The ETS requires employers to report work-related COVID-19 fatalities to OSHA within 8 hours of learning about them, and work-related COVID-19 in-patient hospitalizations within 24 hours of the employer learning about the hospitalization.

**Availability of records.** The ETS requires employers to make available for examination and copying an employee's COVID-19 vaccine documentation and any COVID-19 test results to that employee and to anyone having written authorized consent of that employee. Employers are also required to make available to an employee, or an employee representative, the aggregate number of fully vaccinated employees at a workplace along with the total number of employees at that workplace.

### Additional Information

Visit [www.osha.gov/coronavirus](http://www.osha.gov/coronavirus) for additional information on:

- COVID-19 Laws and regulations
- COVID-19 Enforcement policies
- Compliance assistance materials and guidance
- Worker's Rights (including how/when to file a safety and health or whistleblower complaint).

This summary is intended to provide information about the COVID-19 Emergency Temporary Standard. The Occupational Safety and Health Act requires employers to comply with safety and health standards promulgated by OSHA or by a state with an OSHA-approved state plan. However, this summary is not itself a standard or regulation, and it creates no new legal obligations.

**Worcester County Government Vaccination, Testing, and Face Covering Policy****Purpose:**

Because of Federal mandates, Worcester County Government encourages all employees to receive a COVID-19 vaccination to protect themselves and other employees. However, should an employee choose not to be vaccinated, this policy's sections on testing and face coverings will apply. This policy complies with OSHA's Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501). If OSHA's Emergency Temporary Standard on Vaccination and Testing or equivalent Maryland policy is no longer in effect, then this policy will expire and no longer apply.

**Scope:**

This COVID-19 Policy on vaccination, testing, and face covering use applies to all employees of Worcester County Government.

All employees are encouraged to be fully vaccinated. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as Johnson & Johnson's vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. Employees who are not fully vaccinated will be required to wear a face covering at the workplace starting December 5, 2021 and provide a verified negative COVID-19 test weekly starting January 5, 2022.

Employees at the Worcester County Jail are also subject to the State of Maryland Health Department testing requirements.

All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination to the Human Resources Department by December 4, 2021. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated, their testing results. Employees not in compliance with this policy will be subject to an unpaid suspension of five days and may be subject to a recommendation for termination.

Employees that choose not to get vaccinated will be required to submit to weekly COVID-19 testing starting January 5, 2022. Employees may be legally entitled to a reasonable accommodation if they cannot wear a face covering (as otherwise required by this policy) because of a disability, or if the provisions in this policy for testing for COVID-19, and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance. Requests for exceptions and reasonable accommodations must be submitted in writing to the Human Resources Director with medical documentation from their medical provider or place of worship on letterhead. All such requests will be handled in accordance with applicable laws and regulations and Worcester County Government's policies and procedures.



## **Procedures:**

### **Overview and General Information**

#### **Vaccination**

Any Worcester County Government employee that chooses not to be fully vaccinated against COVID-19 by January 4, 2022 will be subject to the regular testing and face covering requirements of the policy.

Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine as stated above. An employee will be considered partially vaccinated if they have received only one dose of a two-dose vaccine.

Employees may choose where they get their vaccination or COVID-19 testing (i.e. Health Department, Pharmacy, Hospital, Urgent Care Clinic, or medical provider etc.). Vaccination and testing are at the employee's expense.

#### **Testing and Face Coverings**

All employees who are not fully vaccinated as of December 5, 2021 will be required to wear a face covering when in the workplace starting December 5, 2021 and will be required to undergo regular COVID-19 testing starting on January 5, 2022. Policies and procedures for testing and face coverings are described in the relevant sections of this policy.

### **Vaccination Status and Acceptable Forms of Proof of Vaccination**

#### **Vaccinated Employees**

All vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status must be submitted to the Human Resources office.

Acceptable proof of vaccination status is:

1. The record of immunization from a health care provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances Worcester County Government will still accept the state immunization record as acceptable proof of vaccination.

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

“I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties.”

An employee who attests to their vaccination status in this way should to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine. Employees who are dishonest will be subject to a recommendation for discharge.

## **All Employees**

All employees, both vaccinated and unvaccinated, must inform Worcester County Government of their vaccination status. The following table outlines the requirements for submitting vaccination status documentation.

Vaccination Status	Instructions	Deadline(s)
Employees who are fully vaccinated.	Submit proof of vaccination that indicates full vaccination.	12/5/2021
Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series).	Submit proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained.	12/5/2021
Employees who are not vaccinated.	Submit statement that you are unvaccinated, but are planning to receive a vaccination by the deadline.	12/5/2021
	Submit statement that you are unvaccinated and not planning to receive a vaccination.	

## **Supporting COVID-19 Vaccination**

An employee may take up to four hours of miscellaneous time per dose for themselves to travel to the vaccination site, receive a vaccination, and return to work. This means a maximum of eight hours of miscellaneous time for employees receiving two doses. If an employee spends less time getting the vaccine, only the necessary amount of miscellaneous time will be granted for their time absent. Miscellaneous time will only be authorized during the employee’s regularly scheduled shift and advance notice and approval from their Supervisor is required. Employees who take longer than four hours to get the vaccine will need to use existing accrued leave time to cover time exceeding four hours. If an

employee is vaccinated outside of their approved regularly scheduled hours they will not be compensated. Employees that already received their COVID-19 vaccination prior to this policy are not eligible for this new miscellaneous time.

Employees may utilize up to two workdays of accrued leave immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. The employee must notify their Supervisor of their absence and provide proof of their COVID-19 vaccination.

## **Employee Notification of COVID-19 and Removal from the Workplace**

Worcester County Government will require employees to promptly notify their supervisor when they have tested positive for COVID-19, have been diagnosed with COVID-19 by a licensed healthcare provider, or are required to quarantine due to direct contact with another person that has tested COVID-19 positive. They will be required to submit medical documentation from the Health Department or licensed medical provider that they have been released to return to work before they can return to work.

Employees that are absent due to COVID-19 may use any of their existing accrued leave time to be paid while they are absent. The time off may be counted as Family and Medical Leave if applicable.

## **Medical Removal from the Workplace**

Worcester County Government has also implemented a policy for keeping COVID-19 positive employees from the workplace in certain circumstances. Worcester County Government employees will not be allowed to remain at work once they have received a positive COVID-19 test, have been diagnosed with COVID-19 by a licensed healthcare provider, or have been notified by the Health Department that they need to quarantine. The employee will need to leave the workplace immediately.

## **Return to Work Criteria**

An employee that tests positive for COVID-19 or who has to self-quarantine may return to work once they have been released to work by the Health Department or a licensed healthcare provider. They will need to provide medical documentation from the Health Department or licensed healthcare provider to their Supervisor that they have been released back to work.

## **COVID-19 Testing**

All employees who are not fully vaccinated by January 4, 2022 will be required to comply with this policy for testing.

Employees who report to the workplace at least once every seven days:

- (A) must be tested for COVID-19 at least once every seven days; and
- (B) must provide documentation of the most recent COVID-19 test result to the supervisor no later than the seventh day following the date on which the employee last provided a test result.

Any employee who does not report to the workplace during a period of seven or more days:

- (A) must be tested for COVID-19 within seven days prior to returning to the workplace; and
- (B) must provide documentation of that test result to [the supervisor] upon return to the workplace.

If an employee does not provide documentation of a COVID-19 test result as required by this policy, they will not be allowed to work until they provide a negative test result. Employees not in compliance with this policy will be subject to an unpaid suspension of five days and may be subject to a recommendation for termination if they do not comply.

Employees who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 calendar days following the date of their positive test or diagnosis.

Employees of the Worcester County Jail may be subject to additional testing requirements as mandated by State of Maryland Health Department guidelines.

## **Face Coverings**

Worcester County Government will require all employees who are not fully vaccinated to wear a face covering starting December 5, 2021. The Worcester County Jail and Circuit Court already have policies in place requiring face coverings.

Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

Employees who are not fully vaccinated must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. Policies and procedures for face coverings will be implemented, along with the other provisions required by OSHA's COVID-19



Vaccination and Testing ETS, as part of a multi-layered infection control approach for unvaccinated workers.

Employees will be responsible to provide their own face covering at their expense and change them daily.

The following are exceptions to Worcester County Government's requirements for face coverings:

1. When an employee is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
3. When an employee is wearing a respirator or facemask.
4. Where Worcester County Government has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

Employees of the Worcester County Jail will be required to wear face coverings and personal protective equipment as required by the State of Maryland Health Department.

**New Hires:**

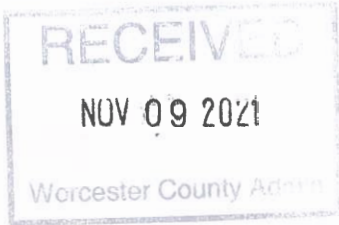
All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

**Confidentiality and Privacy:**

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

**Questions:**

Please direct any questions regarding this policy to the Human Resources Director at 410-632-0090.



**Worcester County**  
Department of Environmental Programs

## Memorandum

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

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

**Subject:** **Public Hearing Request**  
Town of Pocomoke City  
Expansion of Sewer Planning Area  
Case No. (SW-2021-03)

**Date:** November 8, 2021

The Planning Commission met on November 4, 2021, and reviewed this application. We are writing to forward the Planning Commission's finding of consistency with the *Comprehensive Development Plan* and their recommendation to amend the *Comprehensive Water and Sewerage Plan* for an amendment to expand the sewer planning area to include a single property in *The Plan* for the Town of Pocomoke City.

The Town of Pocomoke City, Maryland is the applicant for this amendment. This amendment seeks to expand the sewer planning area to add the Royal Farm store in New Church Virginia. 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 amounts 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.

The current onsite septic system serving the property has failed and the option for repair is limited to a connection to public sewer. 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.

The County Commissioners, after reviewing this request, may approve or disapprove the proposed amendment. Enclosed are the following attachments:

1. Environmental Program's transmittal letter and report to the Planning Commission; and
2. Minutes for this case before Planning Commission meeting on November 4, 2021.

At his time, we are respectfully requesting the public hearing be scheduled. A draft advertisement has been forwarded to County Administration under separate cover. As always, I am available at any time for the presentation and to answer any questions on this matter.

Attachment

cc: WS File – Town of Pocomoke City (SW-2021-03)

**Attachment 1**

**Planning Commission  
Staff Report and  
Applicaiton**





DEPARTMENT OF  
ENVIRONMENTAL PROGRAMS

**Worcester County**

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1306

SNOW HILL, MARYLAND 21863

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

LAND PRESERVATION PROGRAMS  
STORMWATER MANAGEMENT  
SEDIMENT & EROSION CONTROL  
SHORELINE CONSTRUCTION  
AGRICULTURAL PRESERVATION  
ADVISORY BOARD

WELL & SEPTIC  
WATER & SEWER PLANNING  
PLUMBING & GAS  
CRITICAL AREAS  
FOREST CONSERVATION  
COMMUNITY HYGIENE

October 27, 2021

Worcester County Planning Commission  
Worcester County Courthouse  
1 West Market Street, Room 1201  
Snow Hill, MD 21863

RE: Transmittal-Comprehensive Water and Sewerage  
Plan Amendment –Town of Pocomoke City  
Sanitary Area – Expansion of Sewer Planning Area  
(SW-2021-03)

Dear Commissioners:

We are writing to forward the proposed *Worcester County Comprehensive Water and Sewerage Plan (The Plan)* amendment to expand the S-1 sewer planning area for the Pocomoke City Sanitary Area in *The Plan*, for your review and comment to the County Commissioners. According to Chapter One, Section 1.4.2 of *The Plan* ("Application for Amendments"), the applicant submitted a complete application and we have attached it.

The Town of Pocomoke City, Maryland is the applicant for this amendment. This amendment seeks to expand the sewer planning area to add the Royal Farm store in New Church Virginia. 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 amounts 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 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.

The current onsite septic system serving the property has failed and the option for repair is limited to a connection to public sewer. 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

October 27, 2021

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.

There was 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.

The Planning Commission is tasked by Section 1.4 of *The Plan* ("Procedures for Plan Amendments") to make a finding as to whether this amendment would be consistent with The Comprehensive Plan. The Planning Commission may also submit its project comments and recommendations. The findings and comments will be submitted to the County Commissioners. The County Commissioners will hold a public hearing and then take action on the proposal.

### **Comprehensive Plan Policies**

The Comprehensive Plan designates the area(s) designated for improvements (Maryland side) as Municipalities as they are within the municipal boundaries of Pocomoke City.

Municipalities are defined (p.12) as follows:

- "The towns with their existing public services are expected to take up much of the county's projected growth. This will occur through infill and through logical annexations. To minimize unnecessary land consumption, the majority of the towns' growth should occur through infill. Appropriate public service expansions should be planned."

The comprehensive plan goes on to state:

Chapter One, "Introduction" states:

- Provide for adequate public services to facilitate the desired amount and pattern of growth (p.8).

Chapter Three, "Natural Resources", under Total Maximum Daily Loads (TMDLs) states:

- Provides a goal that Worcester County recognizes the value of and is committed to conservation and protection of the following natural resources (...) clean surface and ground water (p.33).
- Worcester County recognizes the value of and is committed to conservation and protection of the following natural resources...clean surface and ground water (p. 33).
- Improve water bodies on the "Impaired Water Bodies (303d) List" to the point of their removal from this list (p. 33).
- To address the county's responsibility, all reasonable opportunities to improve water quality should be undertaken as a part of good faith efforts to meet the TMDL standards." (p.36)

WS Amendment Case No. 2021-03

October 27, 2021

Chapter Four, “Economy” States:

- Work with the towns to help their economic development efforts (p.58).

Chapter Six, “Public Infrastructure” states:

- Consistent with the development philosophy, facilities and services necessary for the health, safety, and general welfare shall be cost effectively provided (p.70).
- Require new development “pay its way” by providing adequate public facilities to meet the infrastructure demand it creates (p.70).
- Plan for efficient operation, maintenance, and upgrades to existing sanitary systems as appropriate (p. 73).
- Sewer systems should be sized to serve their service areas planned for land uses (p. 74).

### Staff’s Comments

Staff comments are submitted below for your consideration.

1. The Pocomoke City WWTP has adequate available sewer capacity to handle this addition of flow.
2. The designation of (S-6, no planned service) for the intervening properties between the Virginia Visitor’s Center and the Maryland State Line, save for the subject property of this amendment, will deny access to the sewer line for any adjacent Virginia property owners. Only the existing customer, the Visitor’s Center, and the Royal Farms store will be allowed to connect to the sewer line.
3. This additional connection will not result in growth inconsistent with the Pocomoke’s and the County’s comprehensive plans. The Pocomoke City Comprehensive Plan states that the city “actively promotes and supports the economic vitality in the region supporting development in its industrial park and along the US Rt. 13 corridor.
4. The abandonment of the current commercially-sized conventional septic system without treatment will improve water quality in the Lower Pocomoke watershed.
5. Pocomoke City already receives the wastewater from this facility as septage received in their WWTP because of the current pump-and-haul operating arrangement. A connection will supply metered usage revenue for the town in perpetuity.
6. *The Plan* states that proposed amendments must be consistent with *The Comprehensive Plan* and existing zoning classifications. As proposed, this connection project for single commercial property appears to be consistent with *The Comprehensive Plan* and existing zoning.

If you need further information, please contact us.

WS Amendment Case No. 2021-03

October 27, 2021

If you have any questions, please do not hesitate to contact me at (410) 632-1220.

Sincerely,

A handwritten signature in blue ink, appearing to be "R. Mitchell", written over a circular stamp or seal.

Robert J. Mitchell, LEHS, REHS/RS  
Director

**Attachments**

cc: WS Amendment File (SW 2021-03)



# **Attachment 1**

# **Application**

## POCOMOKE CITY, MARYLAND



To: Robert Mitchell, LEHS, REHS/RS  
Director, Department of Environmental Programs  
Worcester County

October 20, 2021

From: Jeremy Mason  
City Manager- Pocomoke City

RE: Royal Farms tie-in to Pocomoke City sewer main

Mr. Mitchell,

Below are some bullet-points for consideration by Worcester County when addressing the proposed amendment to the Comprehensive Plan:

- 1) The Pocomoke City wastewater facility is already receiving the septage from the Royal Farms holding tank via pump trucks and will continue to do so until the sewer main is tapped into. Currently, the existing on-site septic is beyond repair.
- 2) Pocomoke City sees this as a way to support commerce on the Rt 13 commercial corridor and to avoid the possibility of future blighted, closed or failing businesses on the corridor due to lack of sewer availability, which would also inhibit future commercial development.
- 3) This tie-in will be maintenance-free for the City of Pocomoke and Worcester County (Royal farms will maintain the connection in perpetuity)
- 4) The tie-in will allow for a better protected area environmentally through the elimination of a failing drain field and potential sewer spills on a neighboring property (Worcester County)
- 5) To help develop a cooperative relationship with Royal Farms with the hope that they may build a store in Pocomoke City.
- 6) The Royal Farms tie-in will provide metered-usage revenue for the City of Pocomoke in perpetuity.
- 7) The Royal Farms store is the only location over the Virginia line that Pocomoke City will support to tie-in. No other location over the Virginia line will be considered in the future.

Sincerely,

Jeremy J. Mason

REQUEST FOR AMENDMENT  
TO  
THE WORCESTER COUNTY WATER AND SEWERAGE PLAN

\*\*\*\*\*

Mail or Present to: Department of Environmental Programs  
Government Center, Room 1306  
One West Market Street  
Snow Hill, Maryland 21863

All appropriate forms and profiles describing the request must be completed and attached hereto (Existing Sewerage System; Existing Water System; Planned Sewerage System; Planned Water System; profiles regarding same, etc.). Pertinent changes to tables currently contained in the Worcester County Water and Sewerage Plan and a copy of the proposed revised map must be submitted in conjunction with this request as well.

Review fees are as follows:

- A) Minor Water and Sewerage Plan Amendments (not pertaining to the addition or deletion of a water or sewer system): \$100.00  
B) Major Water and Sewerage Plan Amendments (pertaining to the addition or deletion of a water or sewer system): \$500.00

Type of Amendment: \_\_\_\_\_ Water \_\_\_\_\_ ☒ Sewerage \_\_\_\_\_  
Other \_\_\_\_\_  
Character of Amendment: ☒ Addition \_\_\_\_\_ Deletion \_\_\_\_\_  
Change

Applicant's Name, Mailing Address, Phone Number and Appropriate Contact Person:

City of Pocomoke  
101 CLARKE AVE  
PO. Box 29  
Pocomoke City, MD 21851

Owner's Name, Mailing Address, Phone Number and Appropriate Contact Person (if different from applicant):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Identification: Royal Farms 2497 LANford Hwy New Church  
Tax Map(s) \_\_\_\_\_ Parcel(s) \_\_\_\_\_ Tax Virginia 23415

## EXISTING SEWERAGE SYSTEM

System Name: Pocomoke City Sewer System

Area Served: Pocomoke City Limits And Annexed Areas

Owned By: City of Pocomoke

Operated By: City of Pocomoke

	Current	2010	2020
Population (EDUs, if App.):			
Served:			<u>4,200</u>
Unserved:			
GPCD (EDUs, if App.):			
Capacity (MGD):			
Demand:			
Planned:			
Collection System:	<u>Combined Gravity and pump stations</u>		
Treatment Plant:			
Location:	<u>1634 DUNN SWAMP RD Pocomoke City MD 21851</u>		
Type:	<u>ENR BIOLOGIC TREATMENT PLANT</u>		
	<u>Enhanced NUTRIENT REMOVAL</u>		
Site Size (Acres):			
Occupied:	<u>Est. 125 Acres</u>		
Vacant:	<u>NO</u>		
Site Capacity (MGD):			
Secondary:	<u>NONE</u>		
Advanced:	<u>1.4 mgd</u>		
Existing Capacity (MGD):	<u>1.4 mgd</u>		
Existing Flow (MGD):			
Average:	<u>0.550 mgd</u>		
Peak:	<u>1.2 mgd (in storm conditions)</u>		
Sludge Disposal:	<u>NONE</u>		
Discharge:			
Type of Discharge:	<u>Effluent discharge to Pocomoke River</u>		
Location of Discharge:	<u>(Not Exposed) Mc Michael Ave Pocomoke City</u>		

NPDES Permit: \_\_\_\_\_

Planned Expansion, Alteration, Abandonment or Other Changes, Allocation, Agreements, Policies, Facility Plan, Etc.:

Royal Farms store in New Church, VA to hook sewer discharge to Pocomoke City Sewer MAIN. Grease trap will continue to collect grease on site AND NOT IN Sewer MAIN.



## PLANNED SEWERAGE SYSTEM

System Name: Pocomoke City Sewer System

Priority Category: ASAP

Area to be Served: Royal Farms store - New Church, VA

Population to be Served (EDUs, if App.): Store Customers

To Be Constructed By: To be contracted by Royal Farms

To Be Owned By: Sewer MAIN owned by City of Pocomoke  
Lateral to MAIN from store owned by Royal Farms

To Be Operated By: MAIN to be operated by the City of Pocomoke  
Lateral and Pump Station owned by Royal Farms

Planned Collection System: Sewer MAIN

Planned Treatment Facility:

Type: Pocomoke City WASTEWATER Treatment PLANT

Capacity (MGD): 1.4 mgd

Discharge:

Type: Effluent to Pocomoke River - Gravity

Location: McMichael Ave Pocomoke City, MD

Estimated Cost and Source of Funding: Royal Farms

Estimated Begin Construction: ASAP

Estimated Complete Construction: 1 year


# ITEM 5

District \_\_\_\_\_

Nearby Roads: MARVA ROAD / RT 13 / LANR FORD Highway

Community: \_\_\_\_\_

Signatures: \_\_\_\_\_

 City of Pocomoke  
Jeremy J. MASON  
City Manager

0/5/2021

Owner

Date

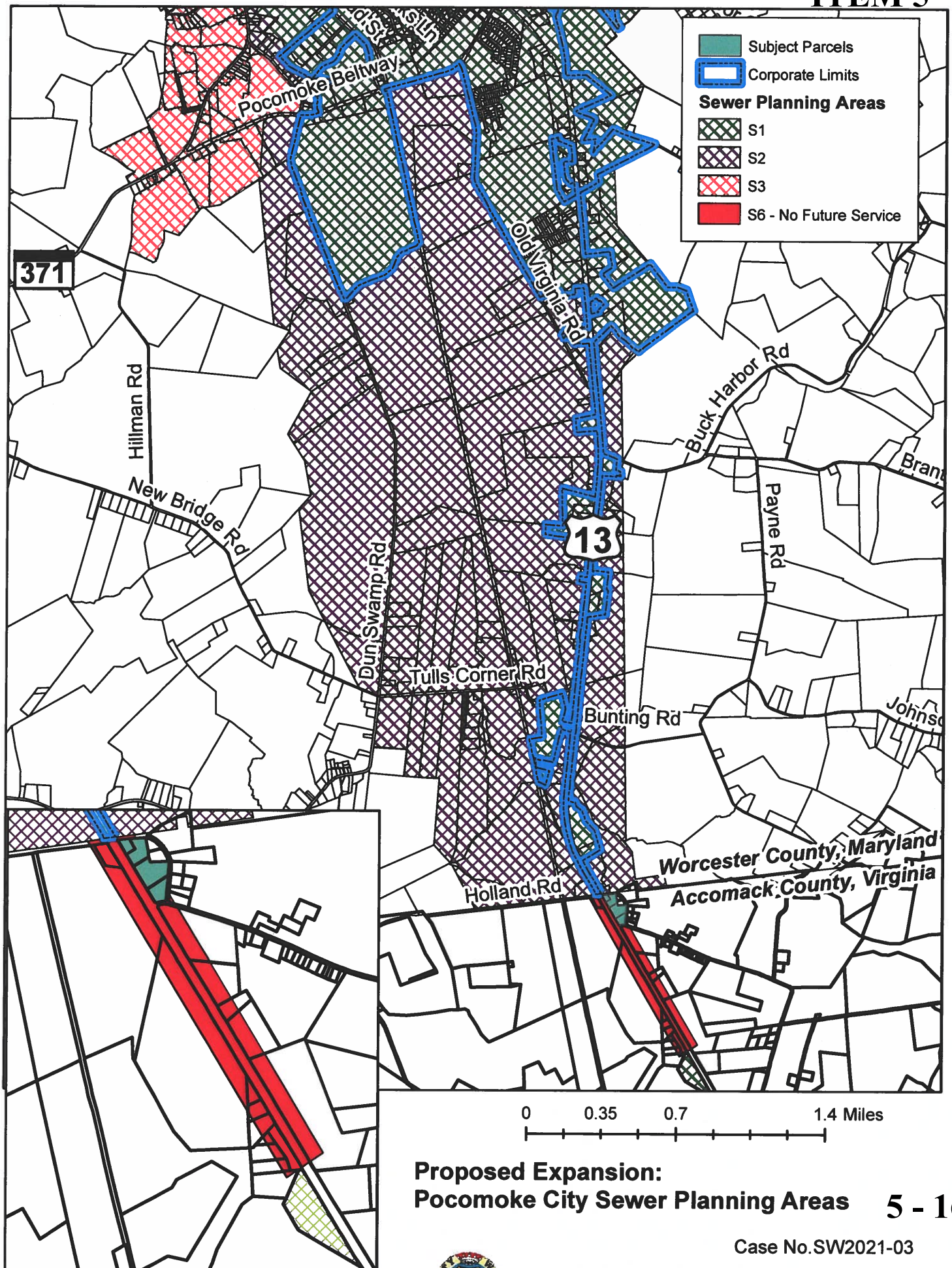
Date

Applicant

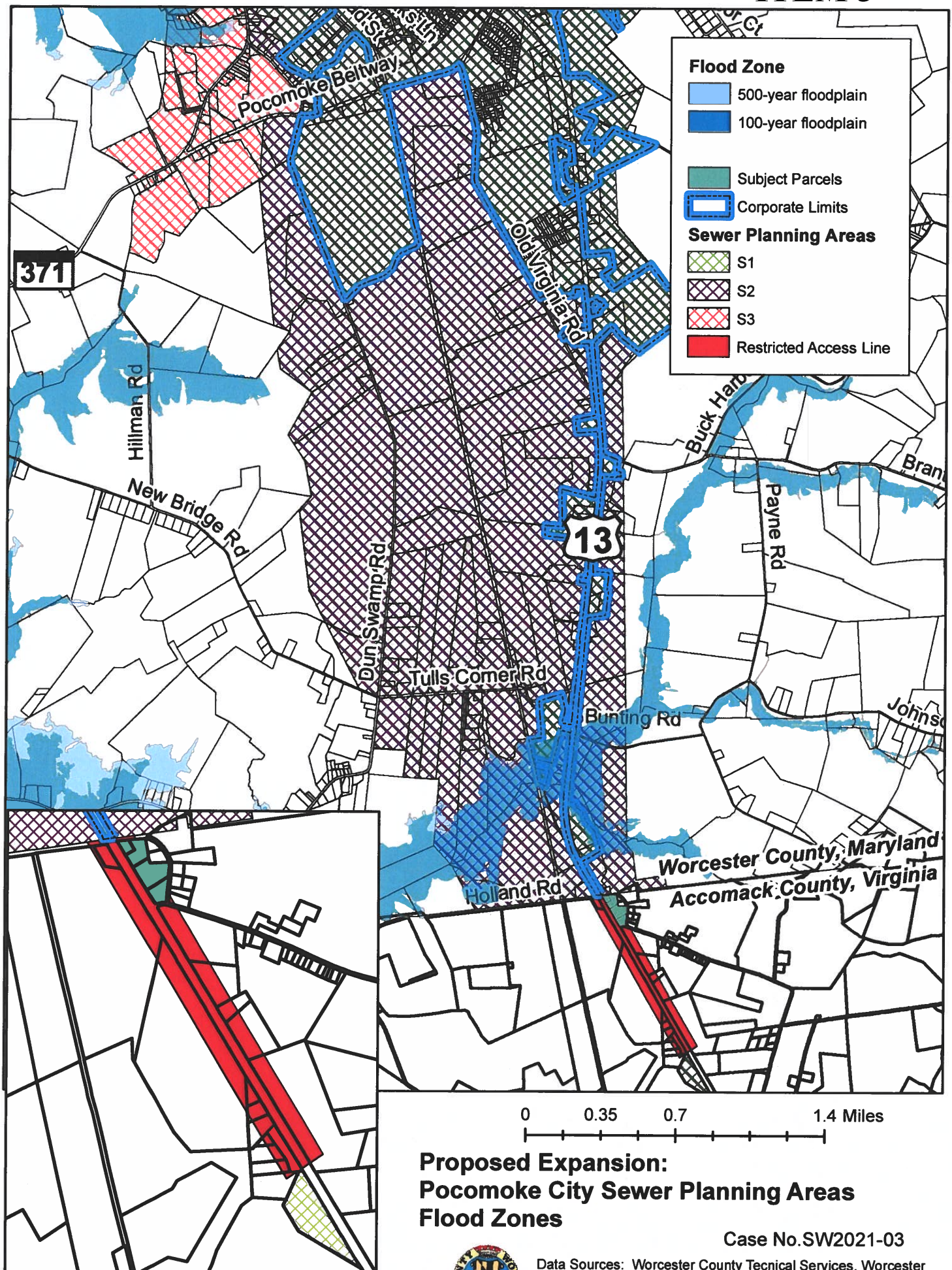
## **Attachment 2**

# **Maps**

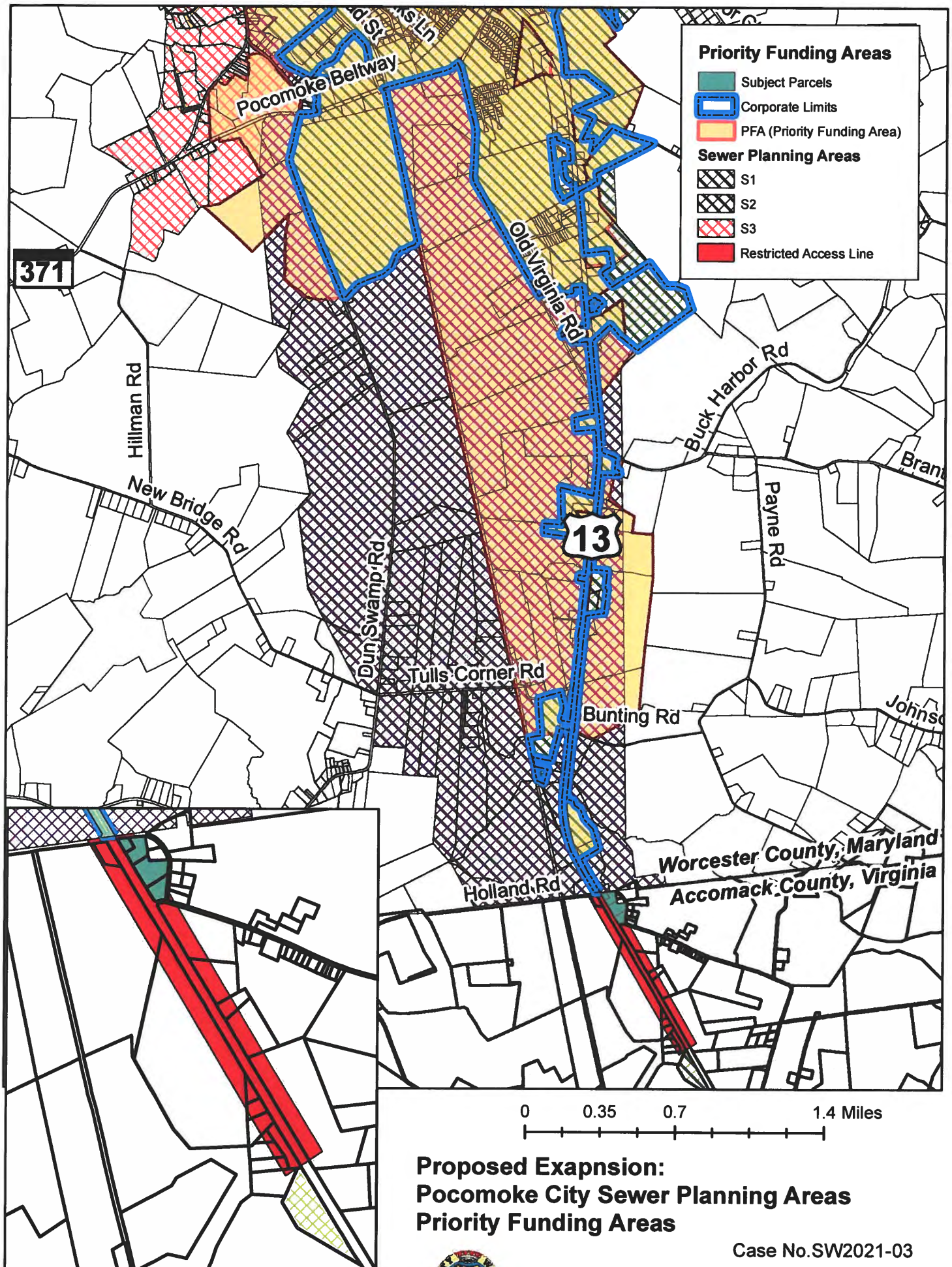












0 0.35 0.7 1.4 Miles

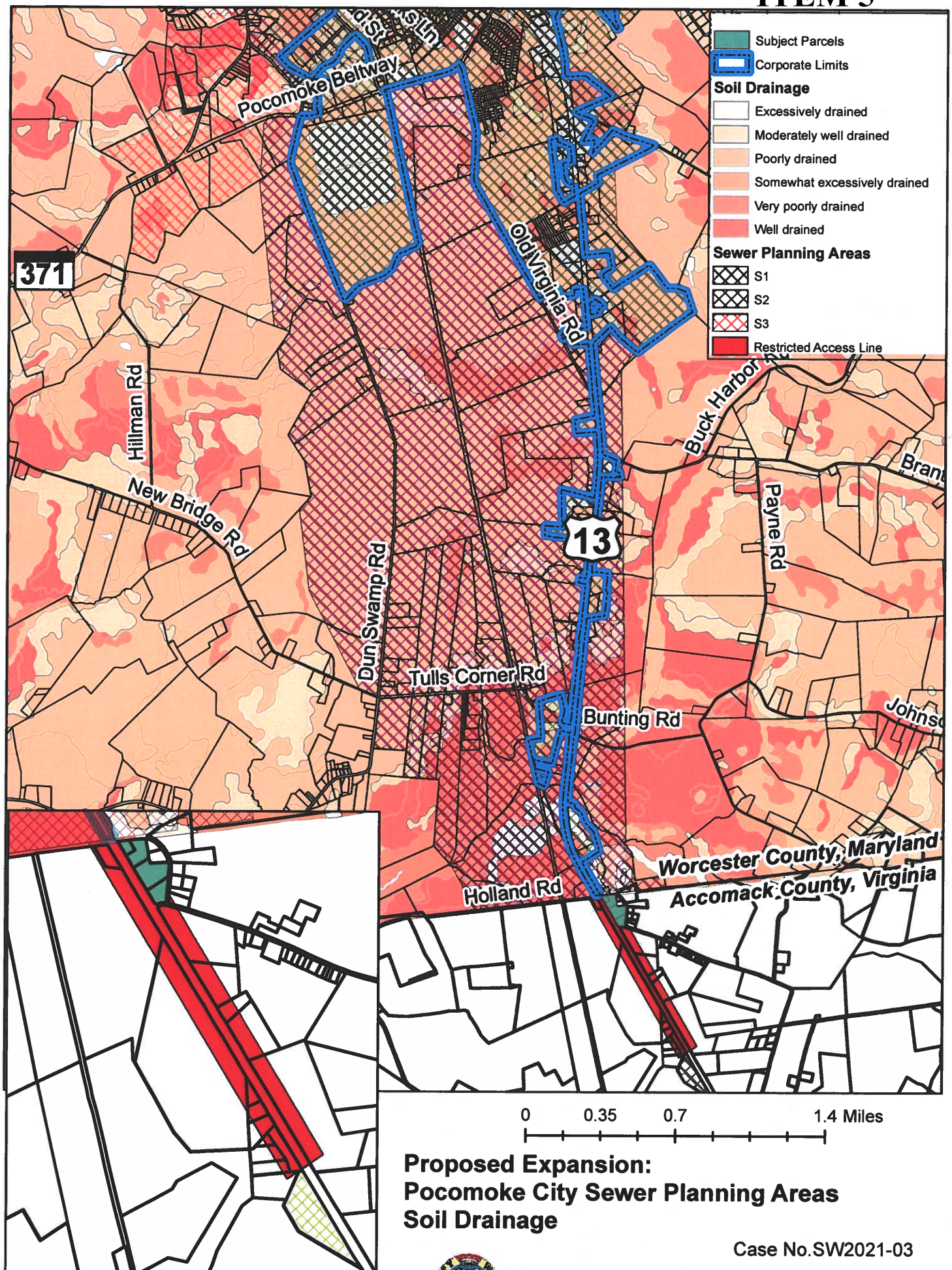
**Proposed Expansion:**  
**Pocomoke City Sewer Planning Areas**  
**Priority Funding Areas**

Case No. SW2021-03

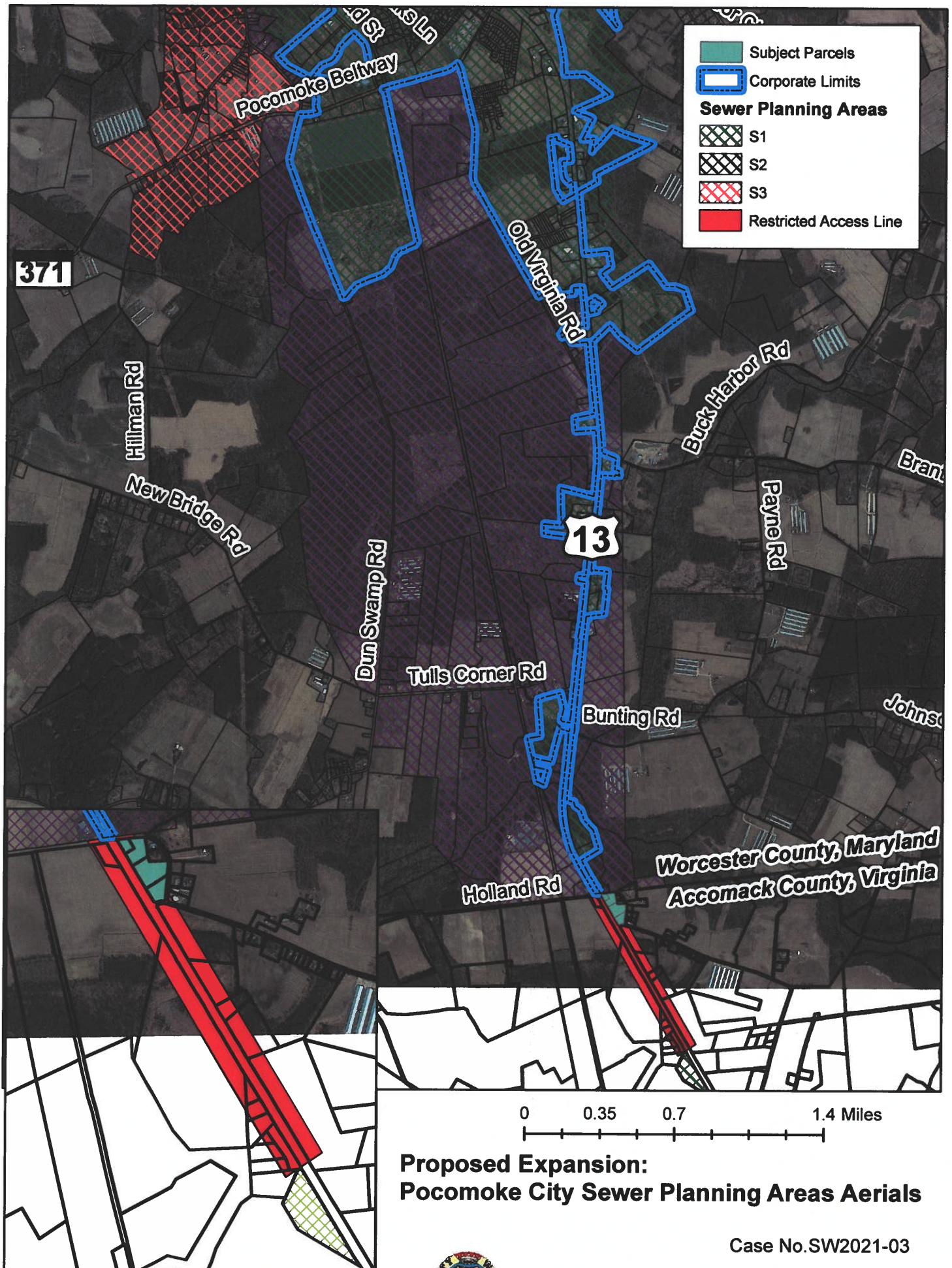
Data Sources: Worcester County Technical Services, Worcester County Environmental Programs and Accomack County, Virginia



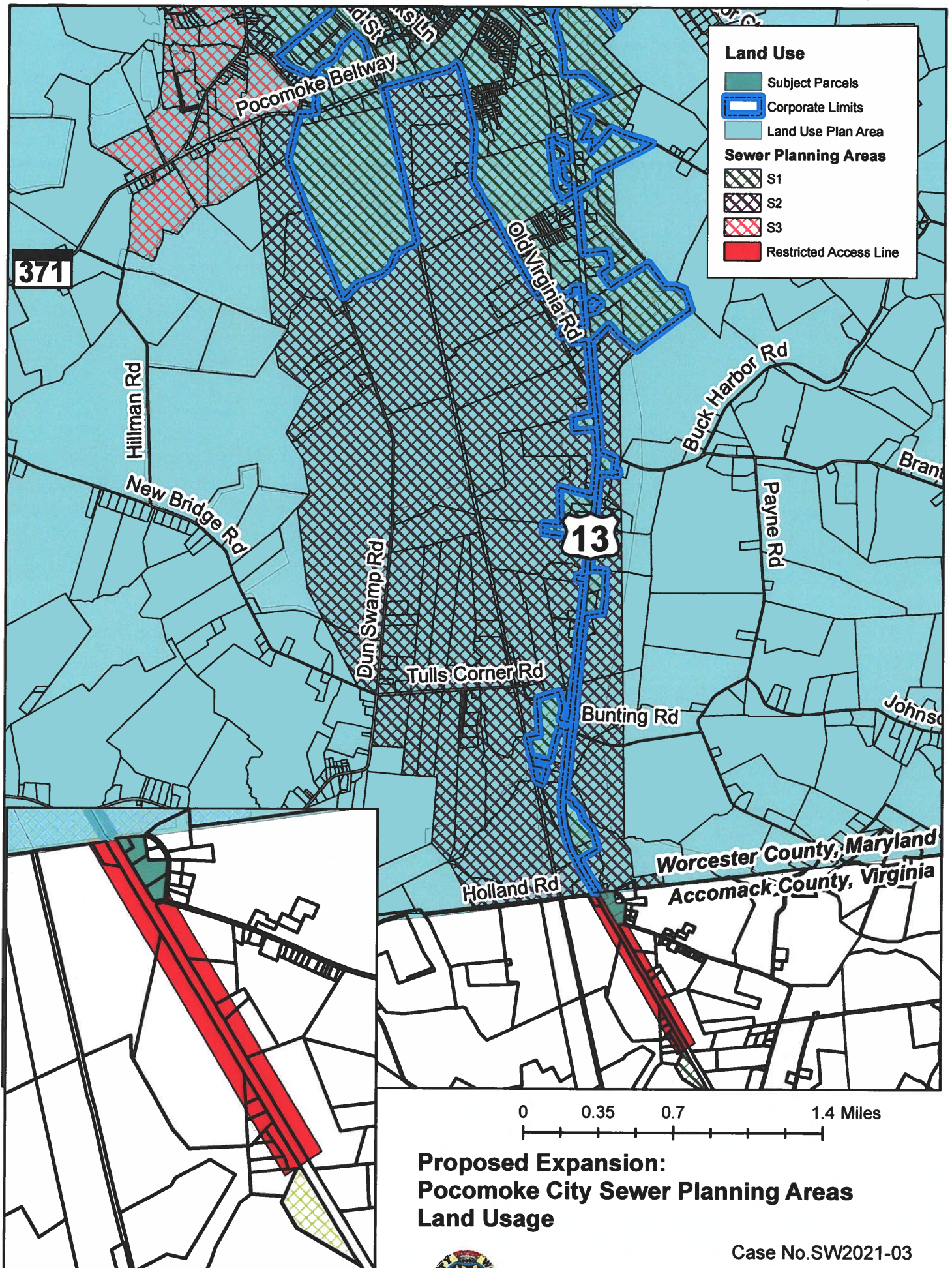




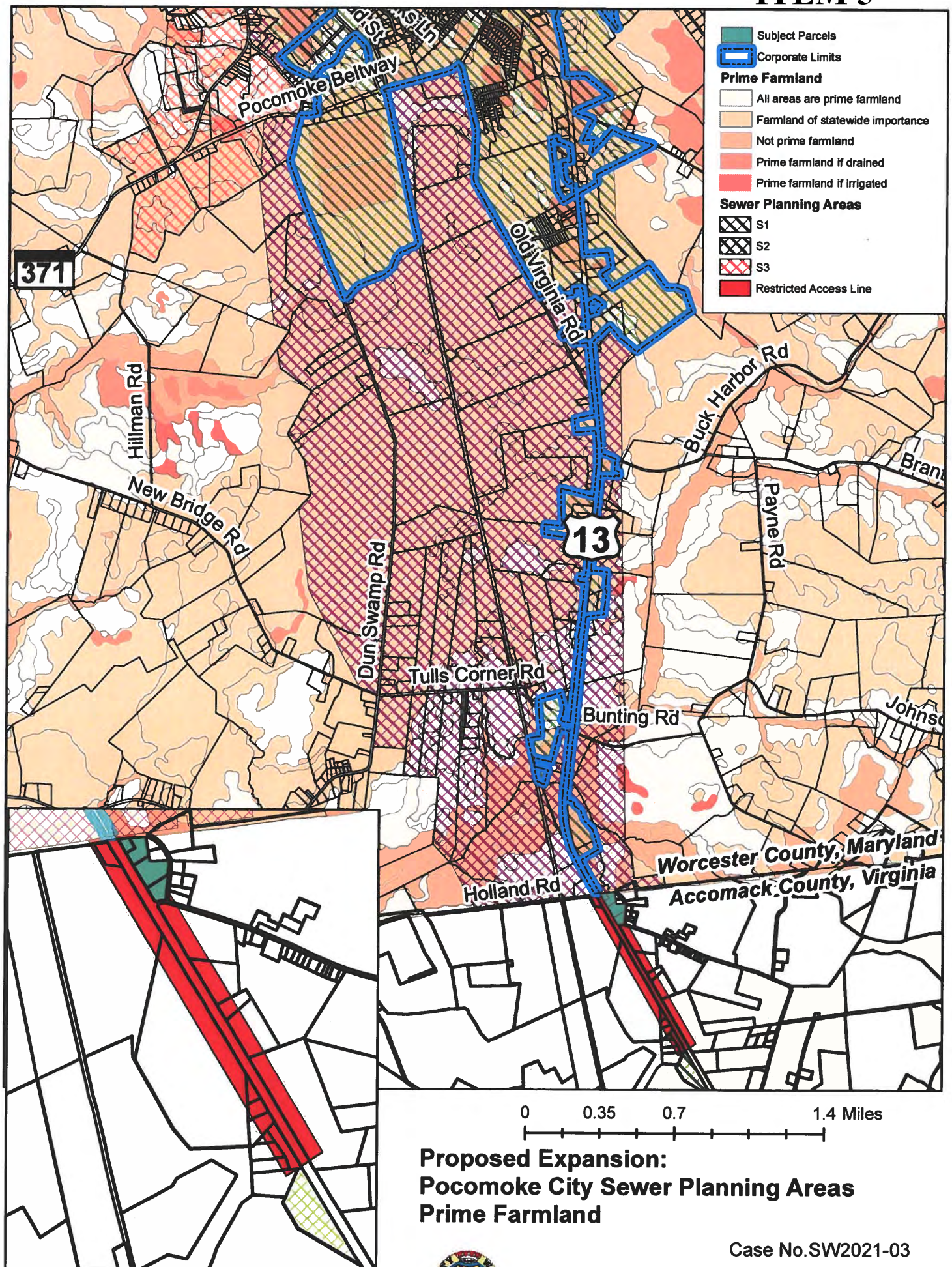




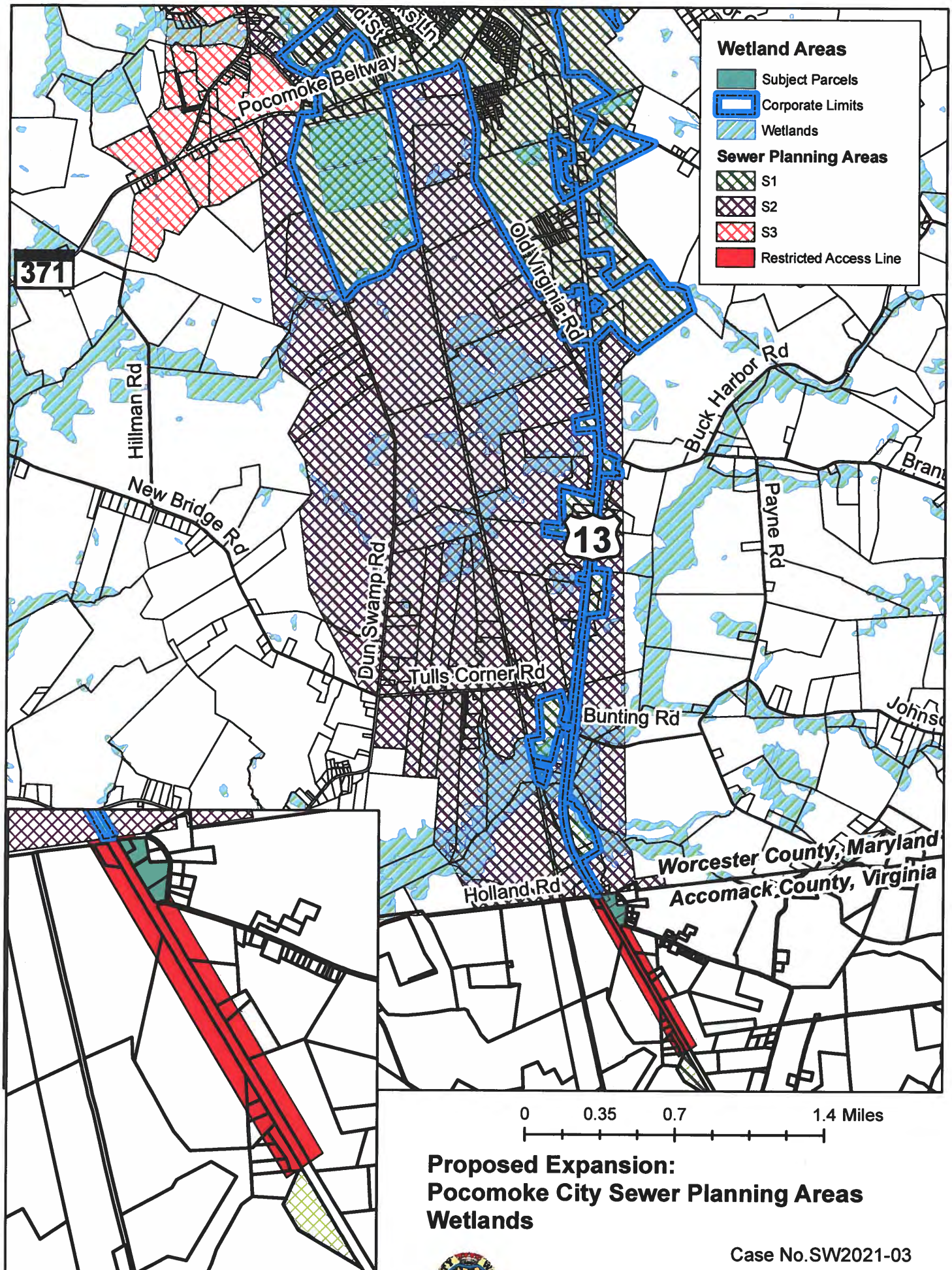














## **Attachment 2**

# **Planning Commission Minutes**

#### IV. Comprehensive Water and Sewerage Plan Amendment

- A. As the next item of business, the Planning Commission reviewed an application associated to expand 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.

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 pumpouts 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 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.

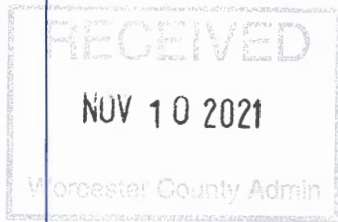
Ms. Knight spoke in favor of assisting the Town with their business development efforts. Mr. Mason spoke again of not wanting to have derelict and closed commercial properties in this service corridor and their relationship with Royal Farms that they want to cultivate for additional development within 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.



**Worcester County**  
**DEPARTMENT OF PUBLIC WORKS**

6113 TIMMONS ROAD  
 SNOW HILL, MARYLAND 21863



**DALLAS BAKER JR., P.E.**  
 DIRECTOR

**JOHN S. ROSS, P.E.**  
 DEPUTY DIRECTOR

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

## MEMORANDUM

**TO:** Weston Young, P.E., Chief Administrative Officer  
**FROM:** Dallas Baker Jr., P.E., Director *Dallas Baker*  
**DATE:** November 8, 2021  
**SUBJECT:** Worcester County Library – Ocean Pines Branch  
 Heating Valve Replacement Project

### DIVISIONS

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

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

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

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

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

Wilfre Co. Mechanical has completed replacement of the heating valves and controls associated with Phase I & Phase II of the heating valve replacement project at the Ocean Pines Library. Testing of the installed products provided that there was possibly insufficient loop water flow through the heating components. Gipe Associates, Inc. reviewed the system design and found additional deficiencies related to the original design. Gipe has recommended installation of additional valves and a flow meter to resolve the issues. Proposals for the additional work required are summarized below and attached for review.

ITEM	DESCRIPTION	AMT.
1	Gipe Associates, Inc. – Provide heating system field evaluations, produce heating system diagrams, provide final system balancing recommendations and drawings	2,800.00
2	Wilfre Co. Mechanical - Install additional valves to existing system design	4,884.00
3	CJ Weisman Balancing, LLC – Provide testing of heating system after installation of valves	3,360.00
4	Condor Technologies – Supply and install replacement heating system chemicals for water treatment	486.20
5	Tri State Insulation – Supply and install piping and valve insulation for additional valves	500.00

**TOTAL \$12,030.20**



In closing, at this point this project cannot be completed without additional funding to modify the system per the engineer's recommendations. Funding, \$80,000.00, is designated in the Assigned Fund Balance for this project. It is paramount that the heating deficiencies get resolved to meet the current and future heating demands of this facility. As such, I am hereby requesting the additional funding totaling \$12,030.20 as shown above to complete this project.

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

Attachments

cc: Michael Hutchinson



**Gipe Associates, Inc.**  
CONSULTING ENGINEERS

PB.#: 21499  
Easton Office

August 30, 2021

Mr. Kenneth J. Whited, Maintenance Superintendent  
Worcester County  
Department of Public Works  
Maintenance Division  
6113 Timmons Road  
Snow Hill, MD 21863

Project: Worcester County Library – Ocean Pines Branch – As-Built – HW Piping Systems  
Reference: Fee Proposal

Dear Ken:

We are pleased to submit our fee proposal for the performance of mechanical engineering services/as-built drawing services on the above referenced project.

The scope of our work would include creation of hot water system as-built drawings for the hydronic system at the Worcester County Library – Ocean Pines Branch located in Berlin, Maryland. We will visit the site, verify new valves, control valves, circuit setters, and autoflow valves and incorporate the same into an as-built drawing. We will remove all drawing layers so that only the heating water piping is shown on the heating system as-built drawing.

Our services would include the following:

1. Field investigations which may be necessary for the mechanical phases of work. Investigations will be based on visual observations and review of existing building drawings.
2. Preparation of the as-built heating water plans for the heating system.
  - a. Consultation during the Testing and Balancing phase concerning the work we draft.
  - b. Review of close-out documents such as test/balance reports.
  - c. Preparation of heating water system record drawings based on Contractor's red-line markups. Upon completion of the construction, we shall compile for, and deliver to, the Owner a set of Record Drawings conforming to the construction records of the Contractor as provided to us. This set of documents shall consist of corrected plans showing the reported location of the Work. The information submitted by the Contractor and incorporated by us into the Record Drawing will be assumed to be reliable, and Gipe Associates will not be responsible for the accuracy of this

1220 East Joppa Road  
Suite 223  
Towson, Maryland 21286  
TEL 410.832.2420  
FAX 410.832.2418

8719 Brooks Drive,  
Post Office Box 1147  
Easton, Maryland 21601  
TEL 410.822.8688  
FAX 410.822.6306

information, nor the any errors or omissions which may appear in the Record Drawing as a result. We will deliver these drawings in AutoCAD version 2013 format.

We would bill our services on a flat hourly basis at the following billing rates which include personnel salaries, overhead, and profit.

Principals	\$245.00 per hour
Project Managers	\$155.00 per hour
Project Engineers	\$115.00 per hour
Design Engineers	\$ 90.00 per hour
Clerical	\$ 65.00 per hour

\* We estimate that our total fee would not exceed \$2,800.00. If we approach this estimated fee, we would advise you of any expected additional costs and obtain approval before proceeding.

In addition to our above fee, we would be reimbursed for direct out-of-pocket expenses plus 10%, for expenses such as travel, outside reproductions, overnight/messenger deliveries, include in-house printing per drawing at \$0.60 each for 18 x 24, \$1.20 each for 24 x 36, \$1.75 each for 30 x 42, plotting at \$5.00 per Plot, 8-1/2 x 11 copy work at \$0.10 per copy, and 11 x 17 copy work at \$0.15 per copy. We estimate our reimbursables would not exceed \$300.00. If we approach this estimated fee, we would advise you of any expected additional cost and obtain approval before proceeding.

Fees would be due and payable monthly directly to the Easton PO address based on our invoices showing the hours spent and reimbursables. Payments not received within 45 days of invoice date would be subject to an additional charge of 1-1/2 percent per month (18% per annum). Gipe Associates, Inc. reserves the right to stop work on this project if payment is not received within 45 days of billing.

The following services are *not included* in the above fee:

- Preliminary studies, reports or feasibility analysis.
- Reproduction of plans, specifications, or other contract documents for review or for bidding purposes, unless covered under reimbursable expenses.
- Commissioning of equipment and systems.
- Completion of energy efficiency rebate forms for Utility Companies, or Tax Agencies

This agreement may be terminated by either party after giving thirty days written notice of the intent to terminate to the other party and by payment of the balance due to Gipe Associates, Inc. This balance will be arrived at by a tabulation of hours spent times the hourly rates at the time of termination plus any reimbursable expense due to termination.

If you are not a corporation and subsequent to the making of this agreement you incorporate your business with or without the knowledge of Gipe Associates, Inc., you agree to be jointly and severally liable to Gipe Associates, Inc. for any indebtedness incurred by or transferred to such corporation. If you are a corporation or partnership and you are not a general partner, your signing this letter warrants that you are duly authorized to do so and you agree to be jointly and severally liable with the corporation or partnership for any indebtedness owing by them to Gipe Associates, Inc.

Page 3 of 3  
P.B. #: 21499  
August 30, 2021

In the event that your account with Gipe Associates, Inc. becomes delinquent and past due, and Gipe Associates, Inc. engages the services of an attorney to collect the account, then, subject to the applicable law, you and any person jointly and severally liable with you, agree to reimburse to Gipe Associates, Inc. attorney's fees in an amount equal to 20% of the amount due, whether or not litigation is commenced and court costs.

Ownership of plans, maps, drawings and all other documents, including original drawings, field notes and data are to remain the property of Gipe Associates, Inc. as instruments of service. Upon payment of all services billed, the Owner may at his expense obtain a set of reproducible record prints and drawings and copies of other documents in consideration of which the Owner will use them solely in connection with this project and no other project.

Neither this contract nor any rights or duties hereunder may be assigned or delegated to any other person or entity without the express written consent of Gipe Associates, Inc.

We appreciate the opportunity of submitting this proposal. If these terms are agreeable, please sign and return one copy of this proposal as a letter of intent.

Very truly yours,

GIPE ASSOCIATES, INC.

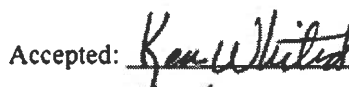
WORCESTER COUNTY  
DEPT. OF PUBLIC WORKS



David R. Hoffman, P. E., LEED AP  
President

DRH/pvm

Accepted: \_\_\_\_\_



Date: 8/31/2021



**TO: Worcester County Department of Public Works**  
**6113 Timmons Road**  
**Snow Hill, MD 21863**

**PROJECT: Ocean Pines Library Heating Water System**

**DATE: 10-18-21**

**ATTENTION: Ken Whited 410-632-3766 Cell 443-783-0046**

This price is based on the following. AS Built drawings form Dave Hoffman.

- Shut down heating water system.
- Drain heating water system.
- Install 3 new auto flow valves is locations per Gipe drawing.
- Install Flowmeter device in HWS line in location per Gipe drawing.
- Remove auto flow valve for HWR line per Gipe drawing.
- Re Fill heating water system.
- Remove air for heating water system.
- Reenergize heating system.

**Notes:**

- Water treatment after reenergizing the heating water system will be by others.

**PRICE: \$4,884.00**

**AUTHORIZED SIGNATURE: *Joshua Harrison***

**ACCEPTANCE FOR PAYMENT SIGNATURE: \_\_\_\_\_**

**PRINTED NAME: \_\_\_\_\_**

**DATE: \_\_\_\_\_**



**CJ WEISMAN BALANCING, LLC**

Testing and Balancing Air ~ Water ~ Sound  
 8363 Aveley Manor Lane  
 Easton, MD 21601  
 443-496-0625  
[chris@cjweismanbalancing.com](mailto:chris@cjweismanbalancing.com)

**Bid Proposal for Testing and Balancing Services****Bid Date: October 25, 2021****Project: Worcester County Ocean Pines Library Additional Air & Water Testing****Location: Ocean Pines, Md****Attn: Ken Whited**

We are pleased to submit our proposal for the balancing work for the above referenced project. This Proposal is good for sixty days from the bid date above and shall become an attachment to any contract issued.

Air &amp; Water Balancing

**Total****\$3,360.00**

**Scope of Work:** Perform final balancing after Wilfre installs the additional auto flow valves and the flow meter circuit sensor. In addition to evaluating the heating loop, I will need you to perform air balancing for the locked up sheave on AHU-1, the duct leakage on UF-1 and the lack of a balance damper in the Janitor's closet with all deficiencies as listed in the attached summary. The sheave, leaking duct and balance damper will be repaired by the HVACR mechanics that work for the Worcester County Maintenance Division. Your heating loop and air side evaluation would have to occur after Wilfre and Worcester County have completed their work.

**Testing & Balancing Contract Between:****Balancing Agency: CJ Weisman Balancing, LLC****AND****The Client:****Item I: SERVICES TO BE PROVIDED ACCORDING TO CONTRACT**

CJ Weisman Balancing, LLC, agrees to provide Testing & Balancing Services according to **Specification Section: AABC Standards and Scope of Work as per 10-21-21 email** will become part of the Contractual Agreement. This service will be provided upon written notification that the systems to be Tested & Balanced are completely installed and operational. Upon written notification from the client, CJ Weisman Balancing, LLC will schedule the work to be performed. If additional problem solving is required, outside the scope of specifications, CJ Weisman

Balancing, LLC, will perform this work after approval from the client at a predetermined rate. This price does not include the cost of changing any sheaves, pulley, or belts, unless noted in the bid documents.

After the project has been Tested & Balanced to the best of the systems installed capability according to the Associated Air Balance Council (AABC) standards and Procedures, a typewritten report will be issued bearing the stamp of the certified Testing & Balancing Engineer employed by CJ Weisman Balancing, LLC.

## **Item II: PAYMENT FOR WORK COMPLETED**

It is further agreed that CJ Weisman Balancing, LLC will receive progress payments for work completed as billed. Payment will be made within a 30-day net term from the day of billing. Billing will include pre-balancing engineering review and report preparation. The client agrees to follow these terms and conditions. The client also agrees to incur any legal expenses necessary to collect monies owed to CJ Weisman Balancing, LLC.

## **Item III: ISSUANCE OF FINAL TESTING AND BALANCING REPORT**

The client also agrees to have all progress payments paid and current before issuance of the Final Testing & Balancing Report. The final Testing & Balancing Report will not be issued until all invoices payable to CJ Weisman Balancing, LLC are current less retainage for the project.

**CERTIFICATION:** We certify and agree to all terms and conditions of this contract.

CJ Weisman Balancing, LLC.



BY: *Christian J. Weisman*, President, TBE and CxA

DATE: 10/25/2021

ACCEPTED BY: \_\_\_\_\_

FIRM'S NAME: \_\_\_\_\_

ADDRESS, PHONE AND EMAIL \_\_\_\_\_

\_\_\_\_\_

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

PURCHASE ORDER # \_\_\_\_\_

State of Maryland Business License # 20171008

State of Delaware Business License #2017602258



A Division of Azure Water Services, LLC.  
110 N. Main St., Ste H  
Camden, DE 19934

## Quote

Date	Quote No.
10/22/2021	20785

*Engineered Solutions for your Water*

## Bill To

Worcester County Dept. of Public Works  
Attn: Maintenance Division  
6113 Timmons Road  
Snow Hill, MD 21863

## Ship To

Worcester County Dept of Public Works  
Attn: Maintenance Division  
6113 Timmons Road  
Snow Hill, MD 21863

Freight Terms		Net 30	Project/Job		Expiration Date		11/21/2021
Item	Description		Qty	U/M	Price Per	Total	
1260/005	47# Pail - Closed System Inhibitor Plus Shipping Charges		2	ea	243.10	486.20	
			Total		\$486.20		

Phone #	Fax #	E-mail	Web Site
302.698.4444	302.295.3693	orders@condortechnologies.com	www.condortechnologies.com

Ken Whited

**From:** David Armstrong <tristateinsulation@hotmail.com>  
**Sent:** Friday, October 22, 2021 9:54 AM  
**To:** Ken Whited  
**Subject:** \*EXTERNAL\*:Price quote

**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.**

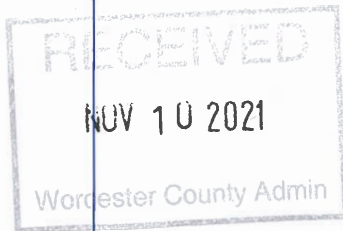
Ken,  
Labor and material cost for insulation on additional valves and piping at the Ocean Pines Library per your list.

Cost-----\$500.00

Thank You,

David Armstrong





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

**DALLAS BAKER JR., P.E.**  
 DIRECTOR

**JOHN S. ROSS, P.E.**  
 DEPUTY DIRECTOR

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

**DIVISIONS**

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

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

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

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

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

## MEMORANDUM

**TO:** Weston S. Young, Chief Administrative Officer  
 Candace Savage, Budget Officer  
**FROM:** Dallas Baker Jr., Public Works Director *Dallas Baker Jr.*  
**DATE:** November 2, 2021  
**SUBJECT:** Funding Request – Training/Snow Plows/Office Cleaning

Public Works Roads Division is requesting \$24,251.04 to cover the cost of two new snow plows, snow plow training, and office/restroom cleaning services.

The two new snow plows will be installed on trucks which currently do not have plows. These are articulating plows for smaller ¾ ton trucks which are highly useful and better suited for clearing roads in subdivisions as opposed to the larger 6-wheel truck with fixed wing plows. Three quotes were obtained for the plows and it is recommended to purchase the plows from Iron Source in Georgetown, DE in the amount of \$17,538.00. Iron Source has the plows in stock and are within a hour's drive of the Roads Division office, should issues arise.

<u>Company</u>	<u>Cost Per Unit</u>	<u>Total Cost</u>
Intercon Truck Equipment, Joppa, MD*	\$7,556.00	\$7,556.00
Iron Source, Georgetown, DE (RECOMMENDED)	\$8,769.00	\$17,538.00
Dejana Truck & Utility Equip., Kings Park, NY	\$10,422.66	\$20,845.32

\*Intercon Truck Equipment indicated they could not meet our specifications and could only provide one plow.

Related to snow plowing activity, currently about 31% of our workforce within the Roads Division has been hired within the past five (5) years. Most of those employees have had little to no experience in plowing snow. In 2014, the Roads Division sent several newer employees to Snow Plow Simulator Training class. The feedback from that class was very positive. Delaware Technical College is offering a course "Snowplow Operator I" for eight (8) employees at a cost of \$2,380.00 that would be beneficial to the newer employees.

Lastly, the Roads Division Snow Hill office is being cleaned by our staff. Roads workers sign up for a rotating to schedule to clean the office, scrub the bathrooms, and mop the breakroom. The time could be better spent on the roads performing the work they were hired for. Quotes were obtained for a cleaning service and it is recommended to award the work to the low bid from Mr. Meticulous. A third company (Clean Team) was also contacted but as of this date no response was received.

<u>Company</u>	<u>Cost Per Visit</u>	<u>Cost Avg. Monthly</u>
Mr. Meticulous, Salisbury, MD	\$62.50	\$541.63
Leah's Heavenly Cleaning, Pocomoke, MD	\$100.00	\$900.00

It is requested that we proceed with the lower quote from Mr. Meticulous at \$62.50/per visit with twice a week visits for an average monthly cost of \$541.63. There are 8 months remaining in FY '22, for a cost of \$4,333.04.

These costs are unbudgeted and we are requesting \$17,538.00 from fund balance to cover the snow plows, and the remaining \$6,713.04 for training and cleaning be authorized over expenditures. To summarize:

Snow Plows: \$17,538.00 from fund balance  
 Training: \$2,380.00 over expend account 100.1202.7000.060  
 Cleaning: \$4,333.04 over expend account 100.1202.6550.040

Your consideration in this matter is greatly appreciated. Should you have any questions, please do not hesitate to contact me.

Attachments

cc: Kevin Lynch



Delaware Technical Community  
College  
Stanton/George  
400 Stanton-Christiana Road  
Newark, DE 19713

## Quote

Invoice Number -  
Invoice Date

Purchase Order n/a

#	Client	Item / Description	Unit Price	Qty	Amount
1	(Class of 8 students) City of Dover	Snowplow Operator 1 Session: Fall 2022-11 Course: CYD751572 Start: 9/14/21			

Receipt#	Date	Amount	Pay Type*	Course	Paid By	Refund Chk/Card	Total	2,380.00
* OnAccount Given and OnAccount transfer payment transactions do not calculate into Total Paid.								
Total Payments:							<b>Paid</b>	<b>0.00</b>
							<b>Due</b>	<b>2,380.00</b>

If you are unable to attend a non-credit course for which you have enrolled, you may request a refund from Workforce Development and Community Education. For full refund consideration, your request must be received 72 hours prior to the first class start time. If you withdraw from the class within the first week, you will be eligible to receive a 75% refund. Refunds are not given for courses with 3 or fewer sessions, with the exception of the above 72 hour refund request policy. Please note that there are some courses with different refund policies. (For example the cancellation policy for WIA non-credit certificate programs is the same as for credit classes.) Please note that refunds for payments made by check may take a minimum of six weeks to process.

Tax ID EI# 51-6000279

## Lisa Lawrence

---

**From:** Dallas Baker  
**Sent:** Monday, October 25, 2021 1:32 PM  
**To:** Kevin Lynch  
**Cc:** Lisa Lawrence; Keith Berdan  
**Subject:** FW: \*EXTERNAL\*:Snow Plow  
**Attachments:** Quote for SP.rtf

Kevin,

Attached is the quote for training 8 people on the snow plow simulator (\$2,380) for 1 day. Let me know what you think. Do we have 8 people to send? Think it's worth it?

Dallas

**From:** William T Everett <weverett@dtcc.edu>  
**Sent:** Monday, October 25, 2021 1:17 PM  
**To:** Dallas Baker <dbaker@co.worcester.md.us>  
**Subject:** \*EXTERNAL\*:Snow Plow

---

**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.**

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Dallas,

The attached quote is based on 1 class of 8 students. We cap our classes at 8, but we can run a smaller class if needed. The classes are typically a one day, 7:30 – 2:30 day with a lunch. We do ask that one truck be brought with your team(s). Dates are somewhat open. I'll see what our instructor has open and get those to you. When do you want your training to be completed by?

Also, our Heavy Equipment class is very Mon, Tue, and Thur from 5p-9p. Shoot me some dates that you may want to pop in and talk to them.

Bill

William Everett, M. Ed.  
Coordinator - Operations and Activities  
Delaware Technical Community College  
Middletown Training Center  
p. 302-266-3402

**DELAWARE**  
**TECHNICAL COMMUNITY**  
**COLLEGE**



## Quote

Page: 1



## INTERCON TRUCK of BALTIMORE, INC.

1200 Pauls Lane  
 Joppa, MD. 21085  
 Tel (410) 679-4900 Fax (410) 679-3117  
 Intercontruck.com

Quote Number: 0023758

Order Date: 10/25/2021

Terms: NO TERMS

Quoted By: JS

Customer Number: WOR106

Work Order #:

Sold To:

Worcester County DPW-Roads

Ship To:

Worcester County DPW-Roads

Attention: Travis Timmons 443.614.3617

F.O.B.

QTY	DESCRIPTION	Unit Price	Amount
2.00	<b>MISC</b> Furnish & Install Boss 810 EXT Steel Super-Duty Electric Snow Plow Package Expandable from 8' to 10' Independent Side Wing Extension Handheld Blade Control Drive Into Hook-Up Straight Moldboard Power Angle Cylinders Power Wing Cylinders Enclosed Hydraulic Power Unit Blade Shock Absorber Full Blade Trip Adjustable Plow Jack Stand Blade Marker Guides SL3 L.E.D. Headlights Powder-Coated Boss Red -	7,113.00	14,226.00

Continued

INTERCON TRUCK of BALTIMORE, INC.

Quote Number: 0023758

Customer Number: WOR106

Page: 2

Order Date: 10/25/2021

Work Order #:

Attention: Travis Timmons 443.614.3617

QTY	DESCRIPTION	Unit Price	Amount
2.00	<b>MSC17611B-BOSS</b> <b>SNOW DEFLECTOR 10' EXT</b> - <b>Chassis Information</b>  2018 Dodge Ram 2500 HD 4X4 Regular Cab, Long bed, 5.7 v8 Hemi H11-9005 BULBS Vin: 3C6LR5AT2JG283336 GVWR: 9000LB GAWR FRONT: 5250LB GAWR REAR: 6000LB -  2008 Ford F250 4x4 Regular Cab, Long Bed, 6.4 Diesel Vin: 1FTSF21RX8ED04113 GVWR: 9600LB GAWR FRONT: 5200LB GAWR REAR: 6100LB ***This Vehicle Will Not Support a Plow*** -	443.00	886.00
<b>Please Circle Any Desired Options.</b> <i>Prices good for 15 days. Federal or state taxes apply unless tax exempt .</i> <b>All equipment requiring computer reprograming at vehicle dealership is customers responsibility.</b> A 20% Restocking Fee will be applied to returns of ALL special order merchandise and parts.		Net Order: 15,112.00 Freight: 0.00 Sales Tax: 0.00 <b>Order Total:</b> 15,112.00	
<b>Order Confirmation - Email all signed orders to MDORDERS@INTERCONTRUCK.COM</b>			
Signature _____ Stock/VIN #: _____		Date _____ PO #: _____	



## Sales Quote

www.ironsource.com

DATE: 10/26/2021

25113 Dupont Blvd  
Georgetown, DE 19947

(302)856-7545 | Phone  
(302)856-7546 | Fax  
(888)733-5119 | Toll Free  
Info@ironsource.com | email

Quotation is Good Through: 11/25/2021

<b>To:</b>		<b>Quotation is Good Through: 11/25/2021</b>	
<b>WORCESTER COUNTY PUBLIC WORKS</b>		<b>WESTERN</b>	
[Company Name]		[Make]	
<b>TRAVIS TIMMONS</b>		<b>WIDE OUT GEN2</b>	
[Contact Name]		[Model]	
<b>5764 WORCESTER HWY.</b>		<b>IN STOCK</b>	
[City, ST ZIP Code]		[Serial Number]	
<b>SNOW HILL MD.</b>		<b>NEW</b>	
[City, ST ZIP Code]		[Hours]	
<b>21863</b>		<b>NEW</b>	
		[Payment Type]	

	MAKE	MODEL	SERIAL/PART #	DESCRIPTION	LINE TOTAL
2.00	WESTERN	WIDE OUT GEN2	NEW	2 WESTERN WIDE OUT GEN 2 BLADES	\$8769.00EA.
				WITH HAND HELD CONTROLLERS	
				L.E.D HEADLIGHTS	
				INSTALLED ON 2008 FORD F250	
				& 2018 DODGE 2500	
				2 WINTER WARRANTY STANDARD	
				UNITS ARE IN STOCK AT TIME OF QUOTE.	
PRICES ARE LESS THAN SOURCEWELL PRICE DUE TO VOLUME PRESEASON DISCOUNT PROVIDED BY IRON SOURCE. PRICING REFLECTS MUNICIPAL DISCOUNT OF \$400.00 EA.					
Payment Terms: PRICE LIST					
APR:					
SUBTOTAL					
Quotation prepared by: <u>JOBY LEWIS</u>					
TOTAL					\$17,538.00

To accept this quotation, sign here and return: \_\_\_\_\_

**GEHL****MANITOU****Bandit**  
INDUSTRIES, INC.

# DEJANA

Truck and Utility Equipment

## QUOTE



New York, New England, Mid Atlantic  
& Greater Philadelphia  
490 Pulaski Rd Kings Park, NY 11754  
Phone(631)544-9000 Fax(631)544-3501  
WWW.DEJANA.COM

QUOTE #	RDU001843
DATE	10/27/2021

BILL TO: WORCESTER COUNTY DPW-ROADS  
TRAVIS TIMMONS  
5764 WORCESTER HWY  
SNOW HILL MD 21863

Phone: 4436143617  
Fax:  
Email: TTIMMONS@CO.WORCESTER.MD.US

SHIP TO: WORCESTER COUNTY DPW-ROADS  
TRAVIS TIMMONS  
5764 WORCESTER HWY  
SNOW HILL MD 21863

Phone: (443) 614-3617  
Fax:

SALESPERSON	REFERENCE	P.O. REQUIRED	QUOTE VALID UNTIL
DAVE SCHOENNAGEL	WORCESTER COUNTY	No	11/26/2021

MAKE:	FORD	MODEL:	F-250	YEAR:	2008	SRW/DRW:	SRW
CAB TO AXLE:	56.0	WHEELBASE:	137.0	VIN:	N/A		
STOCK/ORDER NUMBER:	TT			TOTAL WEIGHT (LBS) OF ALL QUOTED ITEMS:	1220		

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	SUPPLY AND INSTALL WESTERN WIDE-OUT G2 SNOWPLOW BLADE SHOES NOT INCLUDED DELIVERY SUBJECT TO AVAILABILITY		
1	HEADLIGHT KIT, LED, OPTION IN LIEU OF STANDARD HALOGEN		
1	WESTERN DEFLECTOR KIT FOR WIDE OUT PLOW		
1	WIDE-OUT POLY CUTTING EDGE KIT		
1	CUSTOMER TO DROP OFF AND PICKUP VEHICLE AT DEJANA BALTIMORE LOCATION		

SUBTOTAL	\$10,422.66
DISCOUNT	\$0.00
SALES TAX	\$0.00
TOTAL	\$10,422.66

Suggested Items:



# DEJANA

Truck and Utility Equipment

## QUOTE



New York, New England, Mid Atlantic  
& Greater Philadelphia  
490 Pulaski Rd Kings Park, NY 11754  
Phone(631)544-9000 Fax(631)544-3501  
WWW.DEJANA.COM

QUOTE #	RDU001842
DATE	10/27/2021

BILL TO: WORCESTER COUNTY DPW-ROADS  
TRAVIS TIMMONS  
5764 WORCESTER HWY  
SNOW HILL MD 21863

Phone: 4436143617  
Fax:  
Email: TIMMONS@CO.WORCESTER.MD.US

SHIP TO: WORCESTER COUNTY DPW-ROADS  
TRAVIS TIMMONS  
5764 WORCESTER HWY  
SNOW HILL MD 21863

Phone: (443) 614-3617  
Fax:

SALESPERSON	REFERENCE	P.O. REQUIRED	QUOTE VALID UNTIL
DAVE SCHOENNAGEL	WORCESTER COUNTY	No	11/26/2021

MAKE:	RAM	MODEL:	RAM 2500	YEAR:	2018	SRW/DRW:	SRW
CAB TO AXLE:		WHEELBASE:	141.0	VIN:	N/A		
STOCK/ORDER NUMBER:	TT						TOTAL WEIGHT (LBS) OF ALL QUOTED ITEMS: 1220

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	SUPPLY AND INSTALL WESTERN WIDE-OUT G2 SNOWPLOW BLADE SHOES NOT INCLUDED DELIVERY SUBJECT TO AVAILABILITY		
1	HEADLIGHT KIT, LED, OPTION IN LIEU OF STANDARD HALOGEN		
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1	CUSTOMER TO DROP OFF AND PICKUP VEHICLE AT DEJANA BALTIMORE LOCATION		

SUBTOTAL	\$10,422.66
DISCOUNT	\$0.00
SALES TAX	\$0.00
TOTAL	\$10,422.66

Suggested Items:

ITEM 7

*Mr.*  
**METICULOUS**  
Cleaning Service, Inc.

---

P.O. Box 2441 Salisbury, MD 21802-2441 (410) 860-1400

October 4<sup>th</sup>, 2021

To: Mike Hutchinson - DPW

Re: County Roads - Commercial Cleaning Services (Tuesdays & Thursdays: After-Hours)

**Description of Services**

- Clean entrance door glass inside & outside (Nightly).
- Sweep entranceway and vacuum walk-off mats/rugs (Nightly).
- Empty all trash receptacles and place bagged trash in receptacle in Shop Area (Nightly).
- Complete cleaning of Restrooms: Men's and Women's (Nightly).
- Replenish paper products and hand soap in Restrooms and Lunchroom (Nightly).
- Kitchen: Clean Tables, Counters, Microwave, Toaster Oven and Sink. Pull and reline trash can. Sweep/Dustmop and wet mop of floors (Nightly).
- Dust-mop and damp mop all Tile flooring (Nightly).
- Detail vacuum of all carpeted areas (Weekly).
- Wet Mop of Back Office area (Weekly).
- Dust all office furniture, desktops, workstations, and cubicles (Weekly).
- Dust windowsills and check for cobwebs and spider webs (Bi-Weekly).
- Dust all picture frames, plaques, door and window sills and wall decorations (Monthly).
- Spot clean hand prints on doors and light switch plates. (Monthly).
- Vacuum All HVAC exterior vent/grates (Quarterly).
- Mr. Meticulous will provide all cleaning materials and equipment.
- County Roads will provide all paper products, soap and all other replenishable(s).

Per Visit Cleaning Cost: \$62.50

Avg. Monthly Cleaning Cost: \$541.63

Quote Prepared By: \_\_\_\_\_

---

"taking pride in attention to detail"

*Liah's Heavenly Cleaning*  
 443-754-1677

Re: County Roads - Commercial Cleaning Services (Tuesdays & Thursdays)

Description of Services

- Clean entrance door glass inside & outside (Nightly).
- Sweep entranceway and vacuum walk-off mats/rugs (Nightly).
- Empty all trash receptacles and place bagged trash in receptacle in Shop Area (Nightly).
- Complete cleaning of Restrooms, Men's and Women's (Nightly).
- Replenish paper products and hand soap in Restrooms and Lunchroom (Nightly).
- Kitchen: Clean Tables, Counters, Microwave, Toaster Oven and Sink. Pull and reline trash can. Sweep/Dustmop and wet mop of floors (Nightly).
- Dust-mop and damp mop all Tile flooring (Nightly).
- Detail vacuum of all carpeted areas (Weekly).
- Wet Mop of Back Office area (Weekly).
- Dust all office furniture, desktops, workstations, and cubicles (Weekly).
- Dust windowsills and check for cobwebs and spider webs (Bi-Weekly).
- Dust all picture frames, plaques, door and window sills and wall decorations (Monthly).
- Spot clean hand prints on doors and light switch plates. (Monthly).
- Vacuum All HVAC exterior vent/grates (Quarterly).
- Provide all cleaning materials and equipment.
- County Roads will provide all paper products, soap and all other replenishable(s).

Per Visit Cleaning Cost: \$100.00 each cleaning 2x's week \$200.00

Avg. Monthly Cleaning Cost: \$900.00 includes extra weeks

*This cost also factors in extra Biweekly + monthly cleanings.*

*Thank you  
 Leah Hicks*



# CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)  
 04/01/2021

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

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  Hiscox Inc. 520 Madison Avenue 32nd Floor New York, NY 10022	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (888) 202-3007      FAX (A/C, No): E-MAIL ADDRESS: contact@hiscox.com <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Hiscox Insurance Company Inc <b>NAIC #</b> 10200 <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
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<b>COVERAGES</b>	<b>CERTIFICATE NUMBER:</b>	<b>REVISION NUMBER:</b>
------------------	----------------------------	-------------------------

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N		UDC-4419782-CGL-21	03/01/2021	03/01/2022	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ S/T Gen. Agg
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER**

Leah Hicks

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



# TOWN OF OCEAN CITY, MD

## BUSINESS LICENSE

A license or permission is hereby granted to conduct, operate and maintain in Ocean City, Maryland, the following trade, business or activity in accordance with Federal, State and Local laws and is subject to revocation in the discretion of the Mayor and City Council as provided by the Charter of Ocean City, Maryland.



LICENSE INSPECTOR  
TOWN OF OCEAN CITY, MARYLAND

Business/Owner.....: LEAH'S HEAVENLY CLEANING SERVICE  
Phone number.....: 443-754-1677      Control #.....: 0075030  
Location Address...: OUTSIDE CITY  
License Nbr/Class..: 21-00040688      CONTRACTOR  
Issue date.....: July 08, 2021      Expiration date.....: May 31, 2022

Restrictions.....: THIS DOES NOT AUTHORIZE THE LICENSEE TO ENGAGE IN  
HOME IMPROVEMENT ACTIVITY AS DEFINED BY THE MHIC

LEAH'S HEAVENLY CLEANING SERVICE  
2148 WORCESTER HWY LOT 12  
POCOMOKE CITY MD 21851

**THIS LICENSE MUST BE PUBLICLY DISPLAYED**



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

RECEIVED

NOV 10 2021

Worcester County Admin

**DALLAS BAKER JR., P.E.**  
 DIRECTOR

**JOHN S. ROSS, P.E.**  
 DEPUTY DIRECTOR

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

**DIVISIONS**

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

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

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

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

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

**MEMORANDUM**

**TO:** Weston Young, P.E., Chief Administrative Officer  
**FROM:** Dallas Baker, Jr., P.E., Director *Dallas Baker, Jr.*  
**DATE:** November 8, 2021  
**SUBJECT:** Lewis Road Gravity Sewer and Pump Station Design  
 Selection of a Design Engineer

On October 13, 2021, proposals were accepted for completion of the design, permitting, bidding and construction phase engineering services for the Lewis Road Gravity Sewer and Pump Station Project. Copies of key information from those proposals are attached and full proposals are available for review at the Commissioner's Office. The table below summarizes the cost proposals from the proposals:

Firm	Design	Bidding	Construction	Total
EA Engineering, Science and Technology	\$69,165.46	\$4,303.42	\$23,587.69	\$97,056.57
Davis, Bowen and Friedel	\$62,500.00	\$8,000.00	\$50,000.00	\$120,500.00
George Miles and Buhr	\$98,000.00	\$10,000.00	\$45,000.00	\$153,000.00
Century Engineering	\$71,314.59	\$4,770.00	\$83,232.24	\$159,316.83
Whitman, Requardt and Associates	\$145,610.00	\$5,495.00	\$33,768.00	\$184,873.00

All of the firms submitting proposals were deemed qualified to complete the Lewis Road Project and displayed extensive experience in similar projects.

EA Engineering, Science and Technology has extensive experience working with the Worcester County Department of Public Works on similar projects including Pump Stations A, B, E, P and S in Ocean Pines.

The estimated cost for this work in the USDA Funding Application was \$95,000. There is a project contingency fund which is available to cover this minor difference.

We recommend award of the design, bidding and construction phase engineering services to EA Engineering, Science and Technologies in the amount of \$97,056.57.

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

Attachment

cc: Barbara Hitch, Enterprise Fund Controller  
John S. Ross, P.E. Deputy Director

## Competitive Bid Worksheet

### Item: Permitting and Engineering Design For The Lewis Road Gravity Sewer System and Pump Station

Bid Opening Date: 1:00 P.M., Wednesday, October 13, 2021

Bids Received by deadline = 5

Vendor's Submitting Bids

Total Not to Exceed Price

**GMB**

206 Wesr Main St.  
Salisbury, MD 21801

\_\_\_\$158,000\_\_\_

**Davis, Bowen & Friedel, Inc.**

601 E. Main st. Ste. 100  
Salisbury, MD 21804

\_\_\_\$136,500\_\_\_

**Century Engineering**

550 Bay Road  
Dover, DE 19901

\_\_\_\$159,916.83\_\_\_

**Whitman, Requardt & Assoc., LLP**

801 South Caroline Street  
Baltimore, MD 21231

\_\_\_\$199,140.00\_\_\_

**EA Engineering, Science & Tech., Inc. PBC**

11200 Racetrack Road, Unit 101A  
Ocean Pines, MD 21811

\_\_\_\$ 99,511.33\_\_\_

\_\_\_\_\_

\_\_\_\_\_

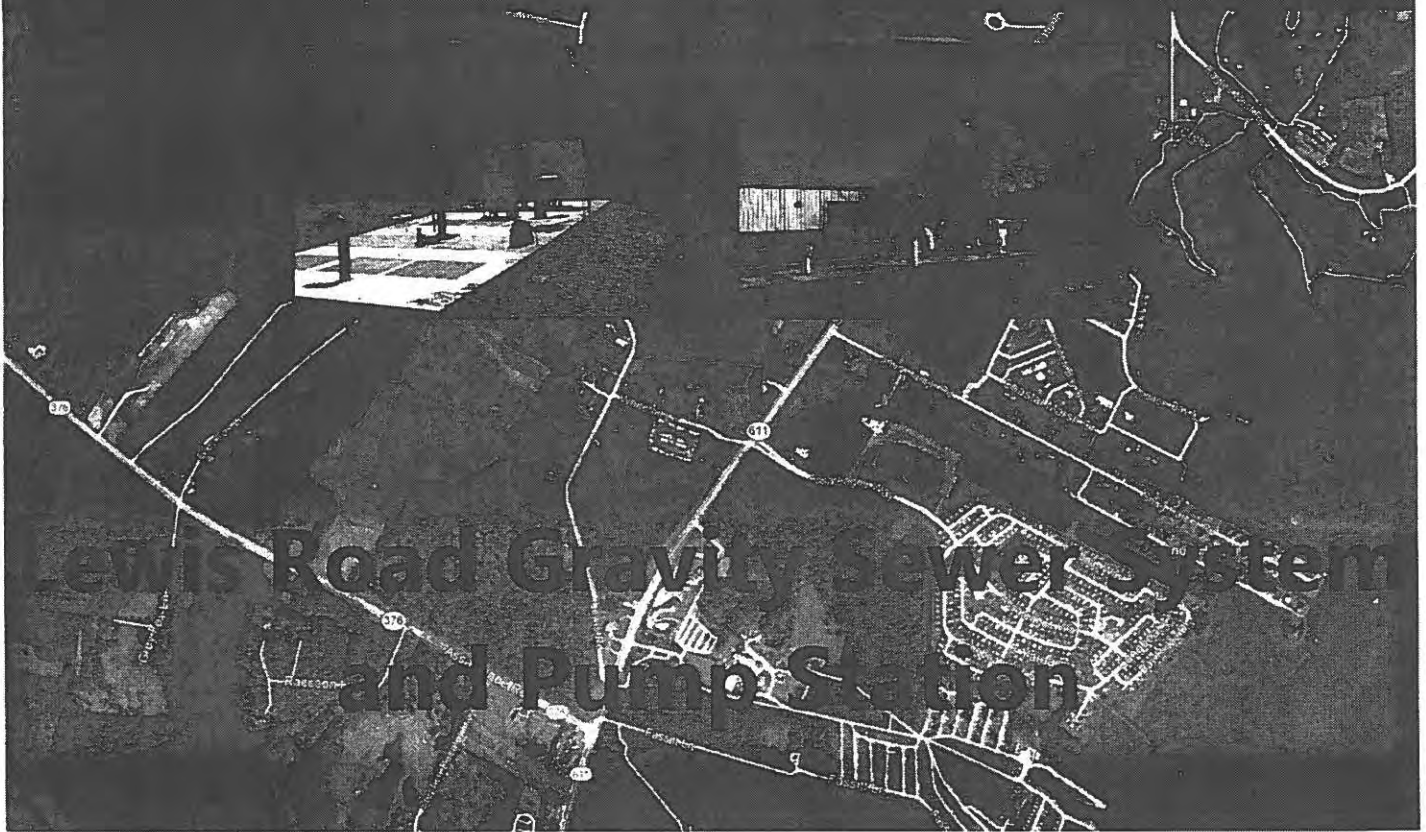
\_\_\_\_\_

\_\_\_\_\_



# Proposal

Worcester County, Maryland



EA Engineering, Science,  
and Technology, Inc., PBC



EA Engineering, Science,  
and Technology, Inc., PBC

11200 Racetrack Road, Unit 101A  
Ocean Pines, MD 21811  
Tel: 410-641-5341  
www.eaest.com

13 October 2021

Mr. John Ross, P.E.  
Office of The County Commissioner - Room 1103  
Worcester County Government Center  
One West Market Street  
Snow Hill, Maryland 21863

**Subject: Proposal for Lewis Road Gravity Sewer System and Pump Station**

Dear Mr. Ross:

EA Engineering, Science, and Technology, Inc., PBC (EA) is pleased to submit this proposal to the Worcester County Department of Public Works Water and Wastewater Division to provide design, bid phase, and construction phase services for the above-referenced project. As the County is aware, EA is very familiar with this project and proposed site having recently completed the design, permitting, and construction administration/inspection services of several pump stations for Worcester County.

EA has prepared the attached proposal in accordance Worcester County's Request for Proposals (RFP). As indicated in the RFP, EA's proposal is organized into seven sections as outlined below:

- Section 1 – Description of the EA Team
- Section 2 – Approach
- Section 3 – Management and Staffing Plan
- Section 4 – Qualifications of the EA Team
- Section 5 – Quality Control Program Description
- Section 6 – References for Similar Projects
- Section 7 – Cost Proposal Form
- Section 8 – Schedule of Completion.

In accordance with the RFP, a summary of the labor hours and total fees per task for the work associated with the Preliminary Engineering Report is presented in the Proposal Form within Section 7 of this proposal. The work described in this proposal will be performed on a lump sum basis.

We appreciate the opportunity to continue our long history of partnership with Worcester County in this endeavor and intend, throughout the course of this project, to act as a valuable and reliable extension of your staff. Feel free to contact me at 410-641-5341 should you have any questions concerning this proposal.

Respectfully yours,  
EA Engineering, Science, and Technology, Inc., PBC

A handwritten signature in black ink, appearing to read 'Darl Kolar', is written over a horizontal line.

Darl Kolar, P.E., BCEE  
Program Manager

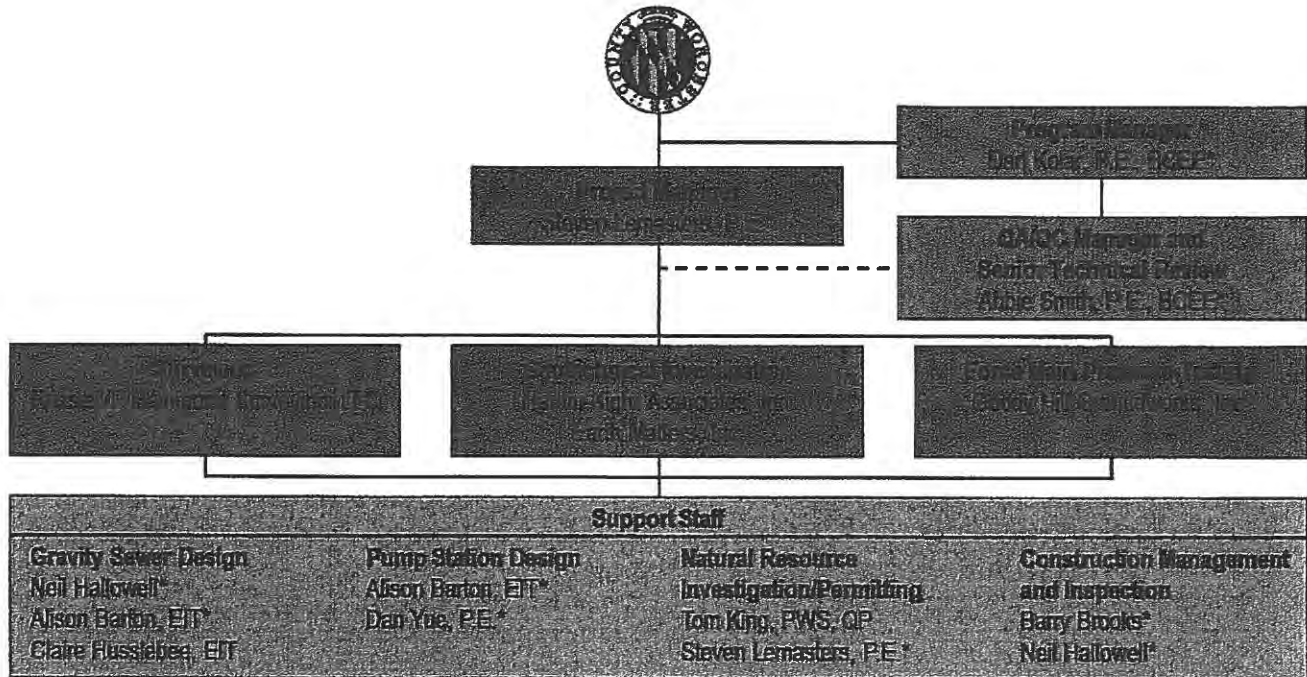


**EA**  
EA Engineering, Science,  
and Technology, Inc., PBC

**Proposal**

### Section 3 – Management and Staffing Plan

The organization of the project tasks and associated key staff is illustrated within the Organizational Chart below. While this Organizational Chart below identifies key staff, EA maintains a resource of over 550 engineers, scientists, geologists, IT specialists, and other technical professionals to utilize on an as-needed basis. Resumes of the key staff proposed for this project are included within this section.



#### Key

Asterisks (\*) indicate Key Staff for whom resumes are provided. These indicate primary staff that will be committed to this contract.  
Additional staff resources for EA and EA's subconsultants will be available and resumes can be provided upon request.



**EA**  
EA Engineering, Science,  
and Technology, Inc., PBC

## Proposal

## Section 2 – Approach

EA will assist with Worcester County with the Lewis Road Gravity Sewer System and Pump Station from design and permitting to design and construction phase services. The design approach will include the applicable gravity sewer design, pump station design, site improvements, structural details, stormwater management, and specifications. The proposed pump station will be situated to not encroach on nearby infrastructure or adjacent property boundaries to the extent practicable. The contract drawings will be signed and sealed by a professional engineer licensed in the state of Maryland. In accordance with the Request for Proposals (RFP), EA has structured this proposal into three tasks: Task 1 – Design Services, Task 2 – Bid Phase Services, and Task 3 – Construction Phase Services. The following is a detailed description for each task and subtask.

This task includes pre-design and design services required to complete the design and will encompass review of the preliminary engineering report, a limited topographic survey, pressure testing, geotechnical investigation, relevant details, erosion and sediment control design and permitting, and natural resource assessment. The following subtasks detail the effort for each pre-design service.

### Task 1 – Limited Topographic Survey

EA will coordinate subcontract and coordinate with Russell T. Hammond Surveying, Inc. (RTH Surveying) to perform a limited detailed topographic survey of approximately 5,500 linear feet (LF) of Lewis Road to about 15 LF on each side of the road. Additionally, a 100-ft x 100-ft area will be surveyed at the proposed pump station location. A professional licensed surveyor will collect surface elevations, septic tank locations (based on information provided by the County), and surface features as well as visible utilities and appurtenances. This limited survey will allow EA to determine current site and topographic conditions, extent and location of surface water drainage patterns, aboveground utilities, and impervious surfaces for site layout and gravity sewer design. Any additional information outside of the limits of the field run survey will be supplemented with best available geographic information system (GIS) data and existing records of the project boundary. It will be assumed that any existing easements within the project boundary will be provided to EA. The following items are inclusive of the field survey.

#### Survey Specifications

- Field-run topographic and location survey conducted in Maryland State Plane NAD 83/NAVD 88 horizontal and vertical datums, US survey feet.
- Drawing unit setting to be US survey feet.
  - No boundary survey is required as part of this effort.
- Horizontal tolerances of 0.08 feet and vertical tolerances of 0.16 feet.
- Surveyed data at a resolution and accuracy sufficient to generate 1-foot contours.
- Horizontal and vertical location of all improvements including but not limited to:
  - Hard features: edge of pavement, gravel, travel ways, septic tank riser, roof drains, sidewalks, concrete pads, tree line, edge of pavement, etc.
  - Surface features: signs, bollards, pavement markings, miss utility markings, fence lines and posts, utility markings, traffic markings, and marked/visible utilities.
  - Location and inverts of observed storm drain and sanitary sewers; with location and inverts of the next connected structure, up and/or downstream of the site limits.
  - Topographic features: grade breaks, high points, low points, sump areas, swales and berms, and any additional information indicative of drainage paths or areas of erosion.
  - Length of survey on the road is approximately 5,500 LF. Additionally, survey entire width of road to +/- 15 LF past edge of pavement on each side, to include all site features as listed above.
  - Survey existing septic tank riser locations. These shots will be the only information required outside of the 15-LF limit beyond the pavement limits.
  - EA will supplement areas outside of the limits of survey with GIS provided by Worcester County.
  - Survey proposed pump station location at approximately 100-ft x 100-ft.

#### Plat Preparation

RTH Surveying will assist EA and the County in preparing an easement plat for the final designed location of the pump station. The plat will consist of a single sheet showing the platted parcel with the meets and bounds of required utility easement. The plat will be prepared by a professional surveyor licensed in the State of Maryland and will meet the requirements of the State of Maryland and Worcester County.



**Deliverables**

- A plat of the topographic and location survey signed and sealed by a licensed professional surveyor.
- Survey data to be delivered in AutoCAD 2018 drawing (.dwg) format utilizing provided EA survey template (.dwt).

**Assumptions:**

- EA understands that the County will prepare and distribute right-of-entry letters to residents 2 weeks prior to start of field effort requiring access to private property.
- EA assumes that the County available information on the existing private residence septic systems will be sufficient to design a gravity sewer connection.
- It is assumed that the information available for each residence septic system includes the location and depth of existing sewer line. Effort to extensively field locate each septic system is not included in this proposal.

**Task 1.2 – Geotechnical Investigation**

EA will utilize a combination of Earth Matters, Inc. (EMI) and Hardin Kight and Associates (HKA) to complete a geotechnical analysis. EMI will complete two test borings for the proposed pump station site and will be to a depth of 25 feet below existing grade. Water level in the borings will be monitored for depth of groundwater and then backfilled. HKA will provide a geologist to oversee the soil boring drilling, standard penetration tests (SPT), review of available geological data and soil surveys, and prepare a summary report of subsurface conditions. The evaluation and report will be prepared documenting the subsurface condition and evaluation for the proposed structure for the pump station. Based upon EA's requirements, EMI's and HKA's Scope of Services is as follows:

- Visit the site to observe site conditions and access for drilling activity.
- Contact Miss Utility, request utility designation of public utilities, and secure utility clearances.
- Drill two soil test borings for the proposed pump station location to a depth of 25 feet.
- Borings will be backfilled after water reading.
- A geotechnical engineering report will be prepared to address the foundation recommendations for the support of the proposed pump station and backfilling of the roadway.

**Assumptions:**

- Permission will be provided to cut small trees to allow access of boring locations and an ATV-mounted drill rig.
- Private utility locating services is not included in this proposal.
- Borings will be backfilled with bentonite chips in the top 5 feet.
- Excess soil cuttings will be spread adjacent to the test boring location, in an unpaved area.
- Decontamination of the drill rig and sampling tools is not required.
- All drilling work will be performed under personal protective equipment Level D.

**Deliverables:**

1. Geotechnical Engineering Report.

**Task 1.3 – Existing Forcemain Investigation and Pressure Testing**

Goody Hill Groundworks, Inc. (Goody Hill) will perform a hydrostatic pressure test of the existing 4-inch forcemain. This force main connects at the Landings wastewater treatment plant (WWTP) and terminates in the area of the proposed pump station location and within an existing Worcester County easement. Testing will include the excavation of one end of the forcemain near a water source at the Landings WWTP. A fitting will be installed to attach a hydrostatic pump. Testing will be performed not to exceed 24 hours or manufacturer's specification for burst pressure of pipe. If the pipe passes the hydrostatic static testing, the forcemain will be deemed acceptable for connection to the proposed pumping station. If the pipe fails the hydrostatic test, a brief report will be prepared for the County with means and methods for locating and repairing the damaged sections of the pipe. These repairs and design considerations will then be implemented into the construction documents under the bid alternate designated for use in the event of pipe failure.

**Assumptions:**

- Proposed excavation does not exceed 4 feet in depth and does not require shoring.
- Proposed excavation does not require dewatering, incidental or otherwise.
- Goody Hill will backfill with in situ materials and compact.



- EA assumes the County will be available to assist with and/or provide the following:
  - Provide source of potable water for testing.
  - Indemnify and hold harmless this contractor from any damage to the forcemain during testing or any leaks that develop during testing.
  - Provide hauling and disposal of unsuitable soils during excavation or import of suitable dry fill material or aggregates for backfill if so determined by the engineer.

#### **Task 1.4 – Natural Resource Field Investigation**

The following scope of work and effort estimate are to provide natural resource support associated with the new Lewis Road pump station. The scope and effort presented is for a single wetland delineation and report. EA assumes that a forest stand delineation and report will not be required based on the limit of tree clearing will be below 40,000 square feet.

#### **Wetland Delineation Field Effort**

Following the Notice to Proceed, the EA Team will thoroughly review all readily available mapping, data and documents associated with the study areas. This review will include: base survey mapping; digital GIS mapping and resource layers; recent and historic aerial photographs; USFWS National Wetland Inventory maps; USGS topographic quadrangles; NRCS soil surveys; vegetation and geologic mapping; previous studies and reports; and FEMA maps.

After reviewing the pertinent desktop information/maps, the EA Team will conduct a wetland delineation in accordance with the methodologies outlined in the *U.S. Army, Corps of Engineers Wetland Delineation Manual* (Environmental Laboratory, 1987) and the *Atlantic Gulf Coastal Plan Regional Supplement* to the 1987 Manual. The delineation will follow the multi-parameter approach where evidence of hydric soils, positive indicators of hydrology, and predominance of hydrophytic vegetation is normally required to meet the definition of a wetland. The delineation will follow the "routine determination" method and assumes that the "comprehensive determination" procedure or procedures to address "atypical situations" is not required for this project. Wetland boundaries will be identified using pink and black wetland flagging and the flags will be sequentially and logically numbered and placed at the wetland/ upland interface, between tidal/nontidal wetlands, and typically along the top of banks or low terraces of streams or waters of the U.S. Wetland boundary flagging and field data points will be located using a sub-meter accurate GPS unit.

Field sample points will be conducted within the wetlands and in surrounding or representative upland areas and field data forms will be completed for each system. The predominance of hydrophytic vegetation will be evaluated by listing dominant plant species present in each stratum with its regional wetland indicator status, then evaluating if the percent of hydrophytic species. Soil sampling will be conducted along the wetland/upland interface to help define the boundary and a representative soil profile will be taken using a soil probe, auger or shovel and digging a hole to a depth of approximately 18 inches. Observations of the chroma, matrix and mottles within the soil profile will be recorded for each distinct profile layer using Munsell soil color charts, with emphasis placed on the layer immediately below the A-horizon or 10 inches, whichever is shallower. The soil texture and presence of hydric soils indicators such as sulfidic odor, concretions, organic layers, and other redoxymorphic features or reducing conditions will be recorded. Wetland hydrology will be assessed based on observations of the depth of standing water and soil saturation, the presence of primary hydrologic indicators such as inundation, saturation, drift lines, water marks, sediment deposits and drainage patterns, or the presence of at least two secondary indicators such as oxidized root channels, water-stained leaves, and the FAC-neutral test. If all three wetland parameters (hydrophytic vegetation, hydric soils, and hydrology) are met, the area will be classified as a wetland in accordance with the U.S. Fish and Wildlife Service's (USFWS) *Classification of Wetlands and Deepwater Habitats of the United States* (Cowardin et al. 1979).

#### **Wetland Delineation Report and Mapping**

Upon completion of the field work EA will prepare a wetland delineation report shall include all information required by the United States Army Corps of Engineers (USACE) for jurisdictional determinations (JDs). The wetland delineation report will also comply with the requirements of the state of Florida as well. This report will be prepared to standard criteria set by the regulatory agencies and will include a vicinity map, NWI map, soils map, wetland data forms, a project description, a general description of the wetland types identified or each individual wetland system, and mapping depicting the flag locations with sequential numbering. The report will include, at a minimum, the following five sections: Introduction, Methods, Findings, Conclusions, and References.

Included in the wetland delineation report will be a map of the wetland and stream boundaries and other aquatic resources. This map will be to scale and illustrate all aquatic resources including, but not limited to, streams (perennial,



intermittent, ephemeral), wetlands, ponds, drainage ditches, mudflats, etc. The map will include all required information such as north arrow, title block with date, scale, drawing number, revision dates, roads and waterway names, etc. Each stream and wetland delineated within the study area will be clearly labeled on the map and the total acreage of the site and wetlands and the linear feet of stream within the area of review will be identified.

#### **Assumptions:**

- Surveys for RTE, Cultural Resources, or other resources not included
- EA assumes the project qualifies as an exempt activity (clearing for public utility construction) and is not subject to the Forest Conservation Law
- EA assumes the project will qualify under the MDSPGP and will not require an individual permit from the Maryland Department of the Environment (MDE) or USACE.
- Wetland flags will be GPS located and cost does not include a registered land survey
- Routine wetland determination methodology will be used
- Revisions to the permit application and impact plates associated with design revisions beyond one round of agency comments is not included
- Does not include cost associated with adjacent property owner notification
- Bid price does not include the MDE fee for the wetland permit
- No Jurisdictional Determination Request is required as this is handled during the pre-application meeting.
- It is not anticipated that wetland mitigation will be required for the minimal impacts and if required by the regulatory agencies will be covered under a separate scope of work and cost estimate.

#### **Task 1.5 – Gravity Sewer and Pump Station Design**

Following completion of the pre-design services, EA will schedule a meeting with the County to confirm the design intent of proposed gravity sewer and pump station design. EA will provide minutes of the meeting along with a project schedule to include the design, estimated permitting, and construction. The project schedule will be updated regularly. This task also includes the submittal packages for the anticipated permits and agency approvals.

The project will encompass the abandonment of existing septic tanks, associated permitting, design of approximately 4,720 LF of gravity sewer, precast manholes, a 60-gallon per minute (gpm) pump station, associated appurtenance, stormwater management, erosion and sediment control, and electrical plans. The design will be in accordance with the identified Alternative I as detailed in the Preliminary Engineering Report (DBF, January 2018) and include two segments of gravity sewer and a centralized pump station. The design will include a gravity sewer system that will start near the intersection of Route 611 and Lewis Road and will flow north with a low point being near White Tail Lane. The other section of gravity sewer will start near St. John's United Methodist Church and flow south with a low point near White Tail Lane. At the low point adjacent to the road, near White Tail Lane, on the east side of Lewis Road, a pump station will be designed to accommodate a flow of 60 gpm. This pump station will discharge to an existing 4-inch forcemain that will connect the to the existing Landings WWTP. The proposed pump station design will include all electrical items needed to operate properly including but not limited to a generator, variable frequency drive pumps (VFDs), Automatic Transfer Switch (ATS), control panels, limits switches, battery backup, and all appurtenances to connect to the County Supervisory Control and Data Acquisition (SCADA) system. EA will coordinate with Worcester County and conduct a SCADA antennae survey. This project will require the involvement, review, approval and permitting from several local, state and federal agencies. The following details the design and agency coordination required for the Lewis Road Gravity Sewer and Pump Station project.

#### **Design Stages**

**Preliminary Design (30%)**—The preliminary design will consist of an existing site survey, pressure testing of the existing force main, geotechnical investigation, wetland investigation, and incorporation of an overall layout and alignment of the proposed gravity sewer system along Lewis Road. Preliminary design elevations will be assigned to manholes including inverts. Existing septic tanks will be identified and designated to be abandoned. Additionally, a proposed layout will be shown for the pump station. If deemed applicable after the pressure testing, additional plans for repairs or replacement of the existing 4-inch force main will be included. A preliminary design meeting will be held with Worcester County to discuss the approach and questions or concerns regarding the layout and design at this stage.

**Pre-Final (90%)**—The Pre-Final design will build upon the preliminary design and incorporate any comments from our meeting with Worcester County from the Preliminary Design stage. A final layout and alignment will be provided with



updated elevations and inverts. Service laterals will be shown for connection from outside of each resident's home to tie in points along the gravity main. The pump station layout will be finalized; electrical plans, sections, and elevation will be provided. Stormwater management and erosion and sediment controls will be implemented and shown on the construction documents. Details will be generated and illustrated for the sewer main, sewer laterals, connections, cleanouts, pump station pad, wet well, control panel and applicable pump station components.

An antenna survey will also be completed during the 90% Pre-Final design stage. EA's electrical engineer will coordinate with the County's Water and Wastewater Department personnel versed and experience with the County's SCADA system to meet at the proposed pump station site to complete the antenna survey. EA assumes that the County will utilize existing signal and lifting equipment to investigate a received signal from the Landings WWTP. EA will witness and document the height sufficient to transmit communications from the proposed pump station to the Landings WWTP.

This submittal will include draft version of the project specifications, calculations, antenna survey results, and site investigation/wetland delineation reports will be assembled. Upon completion of the 90% Pre-Final plan set, specifications, and supporting calculations, EA will submit to the U.S. Department of Agriculture (USDA), MDE, Worcester County Department of Public Works, Worcester County Environmental Programs, and Worcester Soil Conservation District for their review and comments.

**Final Design (100%)**—The Final design will incorporate applicable USDA, MDE, County, and regulatory agency comments. EA will respond to comments and markups via email and attend up to two 1-hour meetings to discuss review comments/mark-ups. Final contract documents will be distributed for approvals and signatures following acceptance and approval from the County and approval/permitting agencies.

EA anticipates the following design components to address County requirements:

- Title Sheet – 1 sheet
- Overall Existing Conditions Sheet – 1 sheet
- Proposed Erosion and Sediment Controls, Sewer Plan, and Profile Sheets – 4 sheets
- Forcemain replacement (if deemed applicable) – 3 sheets
- Proposed Pump Station Site Plan – 1 sheet
- Details sheets – 2 sheets
- Erosion and Sediment Control Details, Notes, and Specifications – 3 sheets
- Electrical Plans and details – 4 sheets

**Engineer's Construction Cost Estimates**—EA will develop an Engineer's Estimate of Construction Cost that will be included at each design milestone. EA will utilize a combination of local engineering experience, industry standard cost estimation guides (RS Means and Maryland State Highway Cost Books), direct vendor quotes, and recent experience with projects in and around the County to prepare a comprehensive and accurate cost estimate for the proposed closure activities. An appropriate contingency will be included at each design milestone. Milestones may vary based on project complexity and the Count's preference. To accompany the 30% submittal, EA will prepare a Preliminary Engineer's Estimate of Probable Cost including detail of materials, equipment, and labor based on local conditions, material availability, and specific site conditions.

The 30% submittal will include preliminary costs, quantities, and contingencies defined for all major construction components. To accompany the 90%, and 100% design submittals, EA will further develop the Engineer's Estimate of Probable Cost level of detail. Refinement of quantities and specified detail of materials, equipment, and labor required for the construction will be developed in the same manner as the 30% with consideration to local conditions, material availability, and specific site conditions. The Engineer's Estimate of Construction Cost will be completed in a format similar to the bid form to allow review of bid items in comparison to the estimated costs. This review allows the recognition of bid items for consistency and fairness of pricing.

#### Agency Coordination

For the gravity sewer and pump station design, EA will submit the required forms and prepare the applicable checklists for USDA, MDE, USACE, Worcester County Environmental Programs Stormwater Management, and Worcester Soil Conservation District as detailed below.

**MDE Water and Sewerage Construction Permit**—EA will prepare the design documents and project report in accordance with the requirements outlined by MDE. The plans will include general project site data, delineation of





environmental features, and design approaches and calculations for the gravity sewer and pump station. Documents will overview and address erosion & sediment control and stormwater management requirements. The report will provide project background, specifications, design purpose, identification of natural resources and how they will be protected, conceptual stormwater design computations, and supporting documentation such as geotechnical reports.

At the Pre-Final 90% design stage, EA will prepare a document submittal in accordance with MDE submittal guidelines. The submittal will include items such as, but not limited to, the project's design drawings, stormwater management plans, Erosion and Sediment Control Plans, and other information that is identified as required to submit for the MDE Water and Sewerage Construction Permit.

**USDA Review and Approval** - EA will prepare a design documents and project report in accordance with the requirements outlined by USDA in RUS Bulletin 1780-26. The plans will include general project site data, cost estimate, delineation of environmental features, and design approaches for the gravity sewer and pump station including mechanical and electrical designs. Documents will overview and address erosion & sediment control and stormwater management requirements. The report will provide project background, design purpose, project specific design calculations, identification of natural resources and how they will be protected, stormwater design computations, and supporting documentation such as geotechnical reports. EA understands that USDA will then evaluate the design plans and detail the required items to be completed for the design to be permitted and approved.

At the Pre-Final 90% design stage, EA will prepare a document submittal in accordance with USDA submittal guidelines. The submittal will include items such as, but not limited to, the project's design drawings, stormwater management plans, Erosion and Sediment Control Plans, specifications, construction costs estimate, and other information that is identified as required to submit for approval by USDA.

**Joint Permit Application and Critical Area Coordination**—EA's wetland scientists will schedule a pre-application meeting with the MDE and USACE to review the findings of the wetland delineation. Based on the outcome of the pre-application meeting, EA will have determined if jurisdictional wetlands and/or waterways exist in the project area. After determining if wetlands and waterways are present, EA's wetland scientists will work closely with the design team to avoid impacts to wetlands and stream channels to the greatest extent practicable. However, for unavoidable impacts to resources associated with the project, EA will complete a Joint Permit Application.

EA understands that a portion of the project area is located within a Resource Conservation Area of the Chesapeake Bay Critical Area. EA will complete and submit the Consistency Report for Local Government Projects to the Critical Area Commission and ensure that the design meets their requirements.

This cost estimate includes response to one round of comments that may be required to obtain approval. If the agencies request additional information outside of this scope of work or require that the project be altered and the application re-submitted, EA will provide a cost estimate for the additional effort associated with re-submitting the application.

**Worcester County Environmental Programs Stormwater Management Review**—It is anticipated that the limits of work to be completed with the existing road right-of-way will be given a utilities waiver. However, the new proposed pumping station will require stormwater management approvals. During the Pre-Final (90%) stage, EA will prepare and submit an application and accompanying drawings for review. Upon receipt of comments, EA will address and incorporate applicable comments into the final design. This will occur concurrently with the submission for erosion and sediment control.

**Worcester Soil Conservation District**—It is anticipated that the limit of disturbance will exceed 5,000 square feet and require the approval of Worcester Soil Conservation District. During the Pre-Final (90%) stage, EA will prepare and submit an application and accompanying drawings for review. Upon receipt of comments, EA will address and incorporate applicable comments into the final design. This will occur concurrently with the submission for stormwater management approvals.

**MDE General Permit for Stormwater During Construction Activity**—After all approvals are granted, EA will prepare a Notice of Intent with MDE on behalf of Worcester County. The Notice of Intent will be prepared utilizing MDE's online portal and forwarded to County representation to certify the accuracy of the provided information. EA notes that MDE is currently performing an update to this Permit and the current consensus is that it will likely not take effect until Q1 2022 or Q2 of 2022. With the new 20-GP Permit not finalized, EA excludes scope of work directly tied to the new Permit. EA will perform scope of work based on the current version of the Permit only.



**EA**  
EA Engineering, Science,  
and Technology, Inc., PBC

**Proposal**

## **Section 2 – Approach**

### **Assumptions:**

- EA assumes that a portion of the project limits (that area within the existing asphalt road) are within the Chesapeake Bay Critical Areas buffer zone and require approval from the Critical Area Commission
- EA has included time for up to two submittals (initial and resubmittal to address comments).
- Erosion and sediment control for the project will be addressed through perimeter controls and same day stabilization.
- Limits of disturbance with the existing asphalt road will be subject to a stormwater management waiver.
- Stormwater for the proposed pumping station will be comprised of non-rooftop disconnect and/or a rain garden.

### **Deliverables:**

- Draft Design (30% & 90%) Design Documents (design plans, a project schedule, and an engineer's estimate of cost for the construction) in .PDF format.
- Final Design (100%) Design Documents (design plans, a project schedule, and an engineer's estimate of cost for the construction) in .PDF and AutoCAD format, as well as three hard copies.

On behalf of the County, EA will prepare the Notice to Contractors to advertise for Construction. EA will schedule, coordinate, and attend a pre-bid conference; respond to bidders' questions; and prepare meeting minutes for the County and distribute to purchased plan holders. EA will prepare addenda to the bid documents in response to applicable questions or issues raised at the pre-bid conference.

During the bid phase, EA will respond to written questions received from the County, which will be incorporated into the Bid Documents by Addenda for distribution by the County. EA will consult with and advise the County as to the acceptability of subcontractors, suppliers, and other persons and organizations proposed by the prime contractor(s) for those portions of the work in which such acceptability is required by the Bidding Documents.

Following the receipt of bids, EA will prepare a tabulation of bids received. EA will review all bids, contact contractor references and review fitness to perform the work, and provide a recommendation to the County for contract award.

In the event that bids received are higher than anticipated, EA will review the bid tabulation and determine potential avenues to value engineer the project based on the project's available funding. EA will assist the County in Contractor negotiations as a part of the value engineering evaluation.

### **Assumptions:**

- EA's Project Manager and Construction Manager/Inspector will attend the pre-bid meeting.

Following the bid phase and award of the contract, EA will assist the County from construction kick-off through project closeout in accordance with the USDA requirements. The following section details EA's approach to construction management and administration. EA understands that USDA typically requires full time construction inspection to certify the completion of the construction in accordance with the approved design and the Agreement Between the Owner and the Contractor and Engineer Agreement Certification.

### **Task 3.1 – Construction Management and Administration**

Construction Management and Administrative services is a critical component during construction to assure construction is progressing according to schedule, proper documentation is maintained for Contractor and County correspondences, and the work is performed in accordance with the Contract Documents. For the duration of construction, EA will actively track, process, and manage the flow of the documents from the Contractor, County, and MDE, including Requests for Information (RFI), Submittals, Correspondences, Meeting Minutes, Change Order (CO) requests, Shop Drawing/Submittals, Material Test Reports, and other project-related items. EA will continually track the Contractor's progress through the implementation of monthly construction progress meetings and review of the construction schedule. Further, EA will coordinate and manage the project meetings including pre-construction, progress, substantial completion, and final walk-through meetings. EA will also support the County in the resolution of field variations, prepare non-compliance reports for unsatisfactory work, and track the resolution. The following is a detailed approach relating to pre-



## Section 2 – Approach

construction services, project meetings, MDE funding and reporting coordination, shop drawing/submittals, CO/RFIs, and project closeout.

**Pre-Construction Services**—Following Notice of Award and Notice to Proceed, EA will coordinate pre-construction activities including regulatory agency coordination, review of proposed construction schedule and schedule of values, and coordinate a pre-construction meeting. In accordance with the Contract Documents, the Contractor shall submit an estimated Construction Schedule and proposed Schedule of Values. EA will review each of these for completeness and provide to MDE for review and comment. As the funding agency, the Schedule of Values shall be presented to MDE to procure funding payment requests during and at the completion of construction. Further, a pre-construction meeting will be held with the County, MDE, and the Contractor. The intent of the pre-construction meeting will be to go over the critical components of the Contract Documents, schedule, MDE funding requirements, and general construction communication and progression. The pre-construction meeting will be conducted in accordance with the Scope of Work detailed under the Project Meetings item below.

**Project Meetings**—EA will coordinate and manage a pre-construction meeting, monthly progress meetings, and final inspection meetings. EA will be responsible for preparing the meeting minutes and presiding at these meetings. The progress meetings will include the distribution of minutes to all attendees and appropriate parties. The minutes will track unresolved items and new issues until their final resolution. EA's Project Manager will chair and distribute meeting minutes from monthly progress meetings, regularly visit the site, and coordinate with MDE for reporting in accordance with funding requirements. Further, EA will provide updates on project status, foreseeable delays or difficulties, and the anticipated completion date. EA will also attend a pre-final walk-through with the County and a representative of the Contractor, upon request for substantial completion of the work, to conduct a pre-final site inspection of the construction. EA will prepare a punch list for remaining items, and track and complete a final construction walk-through. EA will then proceed with the project closeout requirements as detailed below under this task.

**USDA Funding and Reporting**—USDA includes requirements both by the County and Engineer to assure construction is completed and procured in accordance with the funding agreement between the County and USDA. Prior to construction, during construction, and upon contract closeout, EA will assist the County with the tracking and reporting requirements. Specifically, MDE stipulates various percentages of United States-manufactured materials/products, *De Minimis* List, Davis-Bacon wage rates, and disadvantaged and minority business enterprises. EA will track each of these components in accordance with the County's agreement to assure compliance with the funding requirements.

**Shop Drawing/Submittal Review**—EA will review material submittals, test results, and shop drawings provided by the Contractor. EA will review submittals for conformance to the Contract Documents, maintain a submittal log, and provide an engineering stamp on submittals with status of the review. It is assumed that electronic copies will be provided by the Contractor. EA will copy the County on "approved" or "approved as noted" submittals. EA assumes the Contractor will follow submittal procedures outlined the specifications, not require excessive instructions, and no more than two re-submittals will be required for any of the shop drawings.

**Payment Applications**—EA will review and assist with resolving any discrepancies in the Contractor's payment requests and submit the partial payment request with recommendations and supporting documentation to USDA for conformance and then to the County for processing.

**CO/RFIs**—EA will assist the County in the negotiation and review of CO requests resulting from variations in the site conditions or discrepancies in the Contract Documents. This will be performed by processing and managing the flow of the distribution of CO requests and RFIs. EA will organize and maintain an up-to-date information system that will track the status and approval of shop drawing submittals, RFIs, construction records, quantities, payment schedules, samples, inspection records, and project schedules.

**Project As-builts Drawings**—EA will prepare redline as-built drawings of the project consisting of information within the inspector's daily field reports and the contractor's redline field drawings. The as-built will show the design information in black with substantial field revisions in red. Slight deviations in alignment will not specifically be noted.

**Project Closeout**—EA will assist the County with closing out the project in accordance with both the County procurement requirements and USDA funding stipulations. Following the completion of construction, EA's Construction Manager will assist the County with the coordination of a walk-through inspection to compile a final "punch list" of items remaining to be completed for the County for review and assist with the preparation of a Certificate of Substantial Completion. EA will track punch list items until completion. Concurrently with tracking punch list items, EA will coordinate the Contractor's



closeout documents including release of liens and performance and material/product warranties. Following the concurrence that the punch list items have been completed to the County's satisfaction, EA will prepare a final acceptance request for the County. Required affidavits, guarantees, manuals, keys, record drawings, spare parts, etc. will be collected and transferred to the County at the completion of the project.

#### Assumptions:

- The Project Manager will issue meeting minutes and attend one pre-construction meeting and eight meetings onsite or the Ocean Pines WWTP.
- The Project Manager will accompany USDA on three site inspections.
- CO requests, RFIs will be reviewed by EA and recommendations will be provided to the County.
- An RFI and CO log will be maintained by EA.
- The Contractor will prepare and maintain an up-to-date construction schedule and record drawings.
- EA assumes that submittals will be limited to two submissions (original and resubmittal) each for up to 40 reviews of submittals and resubmittals.
- EA assumes a construction period of 6 months and as a basis for construction administration required.
- Partial payment applications will be reviewed by EA for quantity accuracy in the field with the Contractor and then presented to USDA for approval and then forwarded to the County for approval and procurement.

#### Task 3.2 – Construction Inspection

It is important that sufficient and proper oversight and inspection controls are in place during construction activities to monitor Contractor activities. EA will provide a qualified Construction Inspector during construction of the Lewis Road Gravity Sewer and Pump Station project. The duration of the project is assumed to be 6 months (26 weeks). If construction activities are minor, and weather impacts or other activities do not require inspection staff, EA will consult with the County to determine if onsite time is necessary. The primary goal of the construction inspection task is to monitor Contractor's activities to ensure that the work is being performed in accordance with the Contract Documents and to provide necessary project documentation.

Proper documentation of construction activities and correspondence provides protection for the County to assure that construction is in conformance with the Contract Documents. EA will provide a Construction Inspector for the duration of construction. The Construction Inspector utilized will be competent and experienced in the area of construction oversight of sewer, earthwork, pump station, concrete, mechanical and electrical components, force main installation, and associated field activities. The Construction Inspector will serve as the "eyes and ears" for the County throughout these activities. Specifically, EA's Construction Inspector will provide the following services:

- Attend pre-construction meeting, progress meetings, and pre-final and final walk-throughs.
- Track and monitor construction cost and quantities to validate the Contractor's partial payment requests.
- Maintain a log of materials delivered to the site and the progress of daily work activities for use in the review of progress payment applications submitted to the County by the Contractor.
- Track and review submittals (i.e., surveys, shop drawings, cut sheets, samples, test results, etc.).
- Prepare daily reports of Contractor activities on the job site, including weather conditions, data relative to questions of extras or deductions: material and equipment deliveries and subsequent installation, personnel and equipment working at the site, visitors to the site, and all testing procedure and results if available.
- Conduct continuous inspections of ongoing work for quality control and maintain a photographic record. All photographs will be digital and dated. The photos album will be maintained and provided to the County at the conclusion of the work electronically on a CD/DVD.
- Review the erosion and sediment control provisions and notify the County and Contractor of non-conformance issues with the approved plan.
- Provide inspection and recordkeeping for extra work being performed on a time-and-materials basis by the Contractor.
- Conduct weekly and following each rainfall event inspections of the erosion and sediment controls in accordance with the General Permit for Stormwater Associated with Construction Activity.
- Maintain a copy of the shop drawings onsite.
- Verify QC activities are being carried out per the Contract Documents (materials sampling, testing, survey).
- Oversee that field conformance tests will be conducted in accordance with the specifications and compared to the required values. Should discrepancies exist, EA will recommend to the County that the Contractor correct these discrepancies.





- Track and report USDA requirements including American Iron and Steel, certified pay rolls, and project closeout procedures.

#### **Assumptions:**

- EA will provide construction inspection sufficient to oversee construction activities during the completion of the Lewis Road gravity sewer and pump station.
- EA's Construction Inspector is not responsible for managing or directing the Contractor and/or the Contractor's schedule and the Contractor will prepare and maintain an up-to-date schedule.
- EA is not responsible for the Contractor's means or methods or safety for completing the work.
- Construction inspection may be supplemented by a qualified engineer should the named construction manager require temporary time away from the site.
- Conformance testing is not included in the Scope of Work.

EA has prepared a detailed Gantt chart inclusive of pre-design services (survey, geotechnical, wetland delineation, and pressure testing), design, bid phase services, and construction administration. The Schedule can be found in Section 8.

Worcester County, Maryland  
 Proposal for Engineering Services  
 Lewis Road Sewage Collection System and Wastewater Pump Station  
 Landings Service Area  
 Proposal Form - Summary

Labor Category Description	Hours	Direct Hourly Rate	Total Labor Cost
Senior Project Technical Reviewer	29	\$ 77.42	\$ 2,245.18
Project Manager	75	\$ 50.53	\$ 3,789.75
Senior Engineer	7	\$ 62.79	\$ 439.53
Project Engineer	26	\$ 44.79	\$ 1,164.54
Designer	268	\$ 36.74	\$ 9,846.32
Project Wetland Scientist	36	\$ 44.84	\$ 1,614.24
Staff Wetland Technician	62	\$ 22.84	\$ 1,416.08
Electrical Engineer	83	\$ 65.95	\$ 5,473.85
Construction Manager	22	\$ 47.81	\$ 1,051.82
Construction Inspector	0	\$ 36.74	\$ -
Senior Word Processing/Technical Writer	5	\$ 51.49	\$ 257.45
Total Personnel Effort	613		
Direct Labor Cost			\$ 27,298.76
Multiplier			2.75
Total Labor Cost (1)			\$ 75,071.59
Other Direct Expenses Description	Estimate Cost	Mark-up (0%)	Total Cost
Drawings, Reports and GPS Equipment	\$ 757.48	\$ 757.48	\$ 757.48
Total Direct Cost (2)			\$ 757.48
Subcontract Expenses Description	Direct Cost	Mark-up (5%)	Total Cost
Survey	\$ 7,860.00	\$ 393.00	\$ 8,253.00
Drilling	\$ 2,300.00	\$ 115.00	\$ 2,415.00
Geotechnical Investigation	\$ 1,852.00	\$ 92.60	\$ 1,944.60
Pressure Testing	\$ 7,650.00	\$ 382.50	\$ 8,032.50
Total Subcontract (3)			\$ 20,645.10
Total Mileage	Rate Per Mile		Total Mileage Expense
1040	\$ 0.56	Total Mileage (4)	\$ 582.40
Force Main Design - Add Alternate	Unit (LS)	Cost	Total Cost
Force Main Design - Add Alternate	1	\$ 2,454.76	\$ 2,454.76
<b>SUBTOTAL (WITHOUT FORCE MAIN ADD ALTERNATE)</b>			<b>\$ 97,056.57</b>
Ninety seven thousand, fifty six dollars and fifty seven cents			
<b>TOTAL (WITH FORCE MAIN ADD ALTERNATE)</b>			<b>\$ 99,511.33</b>
Ninety nine thousand, five hundred eleven dollars and thirty three cents			
<b>Senior Construction Inspector - Full Time Hourly Rate*</b>			<b>\$115.00/Hr</b>
<b>Construction Inspector - Full Time Hourly Rate*</b>			<b>\$88.00/Hr</b>

EA provides the County the option to staff a full time construction inspector or RPR for either  
 a Senior Construction Inspector or a Construction Inspector

Use or disclosure of data on this page is subject to the restriction on the title page of this document.

PROPOSAL MUST BE SIGNED TO BE VALID

FIRM NAME

EA Engineering, Science, and Technology Inc.

ADDRESS

11200 Racetrack Road, Unit 101A

Ocean Pines, Maryland 21811

PHONE/FAX

410-641-5341

EMAIL

[mgutberlet@eaest.com](mailto:mgutberlet@eaest.com)

NAME AND TITLE OF AUTHORIZED OFFICIAL SIGNING PROPOSAL

Mark Gutberlet, P.E., Vice President

SIGNATURE OF AUTHORIZED OFFICIAL:

A handwritten signature in black ink, appearing to read 'Mark Gutberlet', followed by a long horizontal line extending to the right.

Worcester County, Maryland  
 Proposal for Engineering Services  
 Lewis Road Sewage Collection System and Wastewater Pump Station  
 Landings Service Area  
 Proposal Form - Design Phase Services

Labor Category Description	Hours	Direct Hourly Rate	Total Labor Cost
Senior Project Technical Reviewer	15	\$ 77.42	\$ 1,161.30
Project Manager	44	\$ 50.53	\$ 2,223.32
Senior Engineer	7	\$ 62.79	\$ 439.53
Project Engineer	26	\$ 44.79	\$ 1,164.54
Designer	158	\$ 36.74	\$ 5,804.92
Project Wetland Scientist	36	\$ 44.84	\$ 1,614.24
Staff Wetland Technician	62	\$ 22.84	\$ 1,416.08
Electrical Engineer	49	\$ 65.95	\$ 3,231.55
Construction Manager	0	\$ 47.81	\$ -
Construction Inspector	0	\$ 36.74	\$ -
Senior Word Processing/Technical Writer	5	\$ 51.49	\$ 257.45
Total Personnel Effort	402		
		Direct Labor Cost	\$ 17,312.93
		Multiplier	2.75
		Total Labor Cost (1)	\$ 47,610.56
Other Direct Expenses Description	Estimate Cost	Mark-up (0%)	Total Cost
Drawings, Reports and GPS Equipment	\$ 757.48	\$ 757.48	\$ 757.48
		Total Direct Cost (2)	\$ 757.48
Subcontract Expenses Description	Direct Cost	Mark-up (5%)	Total Cost
Survey	\$ 7,860.00	\$ 393.00	\$ 8,253.00
Drilling	\$ 2,300.00	\$ 115.00	\$ 2,415.00
Geotechnical Investigation	\$ 1,852.00	\$ 92.60	\$ 1,944.60
Pressure Testing	\$ 7,650.00	\$ 382.50	\$ 8,032.50
		Total Subcontract (3)	\$ 20,645.10
Total Mileage	Rate Per Mile		Total Mileage Expense
272	\$ 0.56	Total Mileage (4)	\$ 152.32
Force Main Design - Add Alternate	Unit (LS)	Cost	Total Cost
Force Main Design - Add Alternate	1	\$ 2,454.76	\$ 2,454.76
<b>SUBTOTAL WITHOUT FORCE MAIN ADD ALTERNATE</b>			<b>\$ 69,165.46</b>
<b>TOTAL WITHOUT FORCE MAIN ADD ALTERNATE</b>			<b>\$ 71,620.22</b>

Use or disclosure of data on this page is subject to the restriction on the title page of this document.



Worcester County, Maryland  
 Proposal for Engineering Services  
 Lewis Road Sewage Collection System and Wastewater Pump Station  
 Landings Service Area  
 Proposal Form - Bid Phase Services

Labor Category Description	Hours	Direct Hourly Rate	Total Labor Cost
Senior Project Technical Reviewer	3	\$ 77.42	\$ 232.26
Project Manager	4	\$ 50.53	\$ 202.12
Senior Engineer	0	\$ 62.79	\$ -
Project Engineer	0	\$ 44.79	\$ -
Designer	20	\$ 36.74	\$ 734.80
Project Wetland Scientist	0	\$ 44.84	\$ -
Staff Wetland Technician	0	\$ 22.84	\$ -
Electrical Engineer	6	\$ 65.95	\$ 395.70
Construction Manager	0	\$ 47.81	\$ -
Construction Inspector	0	\$ 36.74	\$ -
Senior Word Processing/Technical Writer	0	\$ 51.49	\$ -
Total Personnel Effort	33		
		Direct Labor Cost	\$ 1,564.88
		Multiplier	2.75
		Total Labor Cost (1)	\$ 4,303.42
Other Direct Expenses Description	Estimate Cost	Mark-up (0%)	Total Cost
Drawings	\$ -	\$ -	\$ -
		Total Direct Cost (2)	\$ -
Subcontract Expenses Description	Direct Cost	Mark-up (5%)	Total Cost
		Total Subcontract (3)	\$ -
Total Mileage	Rate Per Mile		Total Mileage Expense
	\$ 0.56	Total Mileage (4)	\$ -
<b>NOT TO EXCEED PRICE</b>			<b>\$ 4,303.42</b>

Use or disclosure of data on this page is subject to the restriction on the title page of this document.

**Worcester County, Maryland**  
**Proposal for Engineering Services**  
**Lewis Road Sewage Collection System and Wastewater Pump Station**  
**Landings Service Area**  
**Proposal Form - Construction Phase Services**

Labor Category/Description	Hours	Direct Hourly Rate	Total Labor Cost
Senior Project Technical Reviewer	11	\$ 77.42	\$ 851.62
Project Manager	27	\$ 50.53	\$ 1,364.31
Senior Engineer	0	\$ 62.79	\$ -
Project Engineer	0	\$ 44.79	\$ -
Designer	90	\$ 36.74	\$ 3,306.60
Project Wetland Scientist	0	\$ 44.84	\$ -
Staff Wetland Technician	0	\$ 22.84	\$ -
Electrical Engineer	28	\$ 65.95	\$ 1,846.60
Construction Manager	22	\$ 47.81	\$ 1,051.82
Construction Inspector	0	\$ 36.74	\$ -
Senior Word Processing/Technical Writer	0	\$ 51.49	\$ -
Total Personnel Effort	178		
		Direct Labor Cost	\$ 8,420.95
		Multiplier	2.75
		Total Labor Cost (1)	\$ 23,157.61
Other Direct Expenses Description	Estimate Cost	Mark-up (0%)	Total Cost
		\$ -	\$ -
		Total Direct Cost (2)	\$ -
Subcontract Expenses Description	Direct Cost	Mark-up (5%)	Total Cost
		Total Subcontract (3)	\$ -
Total Mileage	Rate Per Mile		Total Mileage Expense
768	\$ 0.56	Total Mileage (4)	\$ 430.08
<b>NOT TO EXCEED PRICE</b>			<b>\$ 23,587.69</b>

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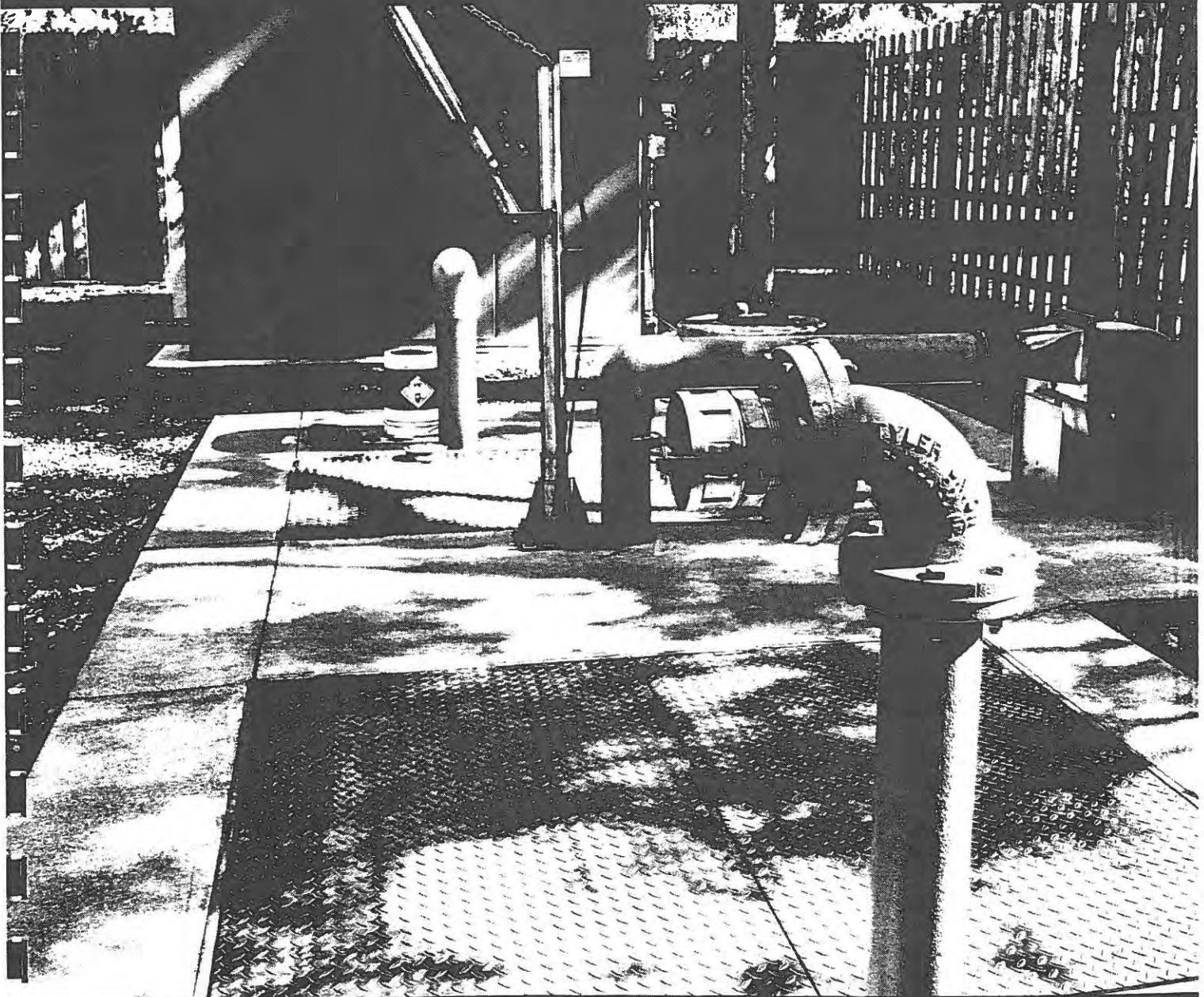


# WORCESTER COUNTY

## Request for Proposal

Permitting and Engineering Design for the Lewis Road  
Sewage System and Pump Station Design

Worcester County, Maryland



Office of the County Commissioners  
Government Center - Room 103  
One West Market Street  
Snow Hill, Maryland 21863



DAVIS  
BOWEN &  
FRIEDEL, INC.



ARCHITECTS • ENGINEERS • SURVEYORS

October 13, 2021

John Ross, P.E.  
 Deputy Director of Public Works  
 Office of the County Commissioners – Government Center Room 103  
 One West Market Street  
 Snow Hill, Maryland 21863

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

RE: Request for Proposals  
 Permitting and Engineering Design  
 Lewis Road Sewage Collection System and Pumping Station  
 DBF #P0085D21.008

Dear Mr. Ross:

Davis, Bowen & Friedel, Inc. (DBF), is pleased to present this response to Worcester County seeking qualified Engineering firms to provide permitting and engineering design services for the Lewis Road Sewage System and Pump Station. Please accept the enclosed four (4) copies of our proposal as stated in the RFP. We believe our team offers the following benefits:

- **Local Expertise** – DBF is a local consulting firm on the Eastern Shore that provides services primarily to municipalities and private clients in Maryland, Delaware and Virginia. With over 38 years of experience providing these services across the Delmarva Peninsula, we have a unique understanding of our client's ideas, needs, and goals, both short and long-term. We pride ourselves on our ability to be on-site assisting clients in a timely manner while applying our expertise to the needs of our clients effectively, dependably, and on schedule. DBF's corporate office in Salisbury is less than 30 miles from Worcester County.
- **Existing Worcester County Relationship** – With DBF's ongoing relationship with Worcester County dating back to 1986, we have had the opportunity to work on numerous projects of a variety of sizes and scopes with the County. We are eminently familiar with the County's requirements regarding sewer collection and transmission systems and other applicable regulations. DBF prepared the Preliminary Engineering Report (PER) for Lewis Road Sewer and has previously worked on several pump station design projects with the County. Our staff live, work, and play here, so we bring a vested interest in the success of these projects and the growth of Worcester County.
- **Team Approach** – All successful projects are achieved with a strong team. Our dedicated team of problem solvers are committed to constantly excelling our efforts to maximize client satisfaction and success. Our selected key personnel have effectively collaborated on numerous projects across the Eastern Shore. On this contract, we have included Keystone Engineering on our team for mechanical, electrical, and plumbing (MEP) services, and

John D. Hynes & Associates, providing geotechnical consulting services. Most importantly though, is the team approach we take with our clients incorporating their experiences and ideas into every project.

Should you have any questions, comments, concerns, or if you would like to discuss our proposal further, please call or email me at (410) 543-9091 or [jjt@dbfinc.com](mailto:jjt@dbfinc.com). On behalf of DBF, I appreciate the opportunity to provide these professional services to Worcester County as we further develop our long-lasting and mutually beneficial relationship. DBF continually strives to *improve our communities, shape the world around us, and Create Value by Design.*

Sincerely,  
DAVIS, BOWEN & FRIEDEL, INC.

A handwritten signature in black ink, appearing to read "Josh J. Taylor".

Joshua J. Taylor, P.E.  
Associate/Senior Municipal Engineer



## PROJECT MANAGEMENT STRATEGY & APPROACH

DBF prides itself on offering comprehensive professional engineering, architectural, surveying, construction contract management, and planning services to our clients in the most cost-effective manner. Each client has their own special requirements, which we make it a point to intimately know each of those. The team approach that is practiced by our firm has enabled us to successfully complete countless projects of varying sizes, scope, and complexity. Whether short-term project-based or continued planning services are required, every assignment is given the unique attention it deserves.

With a current staff of nearly 100 employees, including over twenty registered professionals, our firm has the ability, skill, and capacity to provide the services required. Our current workload will allow for coordination of several task orders at once, adhering to project schedules without sacrificing budgets or quality control. These items are critical to our firm's successful delivery of indefinite delivery contracts. Schedules are established early, and target dates are clearly defined for all those involved on the project team. The project manager routinely reviews job progress, conducts weekly staff meetings, and staff support is shifted if necessary to maintain established delivery dates.

DBF's project management strategy is use of a team approach for all projects. Having at minimum two (2) engineers knowledgeable of the project provides the redundancy needed to address any questions or issues in which the County has as the project moves forward. The project manager routinely reviews project progress and conducts weekly staff meetings to discuss. Staff support is shifted if necessary to maintain established delivery dates.

### Project Approach

The project approach that Davis, Bowen & Friedel, Inc. (DBF) would employ for providing Engineering Design and Permitting for the Lewis Road Gravity Sewer and Pump Station System services, in cooperation with the Department of Public Works (DPW) and Department of Environmental Programs (DEP), would include:

### Project Kick-Off

Upon the notice of award, DBF will immediately assemble the project team, including sub-consultants for an internal review of the project. A detailed schedule will be developed, and kickoff meeting will be scheduled with the appropriate Worcester County personnel. The kickoff meeting will result in a refined list of tasks, priorities, deliverables, and approval of the project schedule. The kickoff meeting will also serve to introduce our team to the County personnel who will be working on the project in various capacities.

### Preliminary Design & Survey Services

DBF worked with the Worcester County DPW and DEP to prepare the Preliminary Engineering Report and Environmental Report for the Lewis Road Sewer Extension Project. We are fully aware of the existing site conditions, and having evaluated multiple options to serve the area, we are familiar with the requirements to provide design and permitting services for the proposed project.

DBF shall obtain topographic survey and perform roadway plat/deed research required to design the wastewater collection system, pump station, and connection to the transmission forcemain as required for the project. It is our understanding that the gravity sewer collection system will be located within the Lewis Road ROW, The pump station property (approximately 50' x 50') shall be acquired by the County, and the existing forcemain is within an existing utility easement for the County's use.

Once the pump station site is finalized, DBF shall prepare a plat for fee simple transfer (or easement documents, if required) of the pump station property to the County.

## PROJECT MANAGEMENT STRATEGY & APPROACH

### Design & Permitting Services

Design documents (Plans and Specifications) shall be submitted for review at the 30% (preliminary), 90% (pre-final) and final design phases.

Design shall include plans, profiles, and details for the gravity sewer collection system including sewer cleanouts installed at each property, laterals to serve each property, and gravity sewer mainline/manholes to convey wastewater to the proposed pump station. Design shall include total project restoration requirements in paved and unpaved areas.

Design services shall consist of a complete sewer pump station design include site design, access to site, wetwell, valve vault pumps, flow meter, control panel, backup generator, automatic transfer switch, and all equipment and appurtenances needed to connect to County SCADA system. DBF shall coordinate with our mechanical/Electrical subconsultant for electrical power station controls, and a radio path study for designing the radio tower to communicate with the County's existing SCADA system. DBF shall also coordinate with our geotechnical consultant to obtain soil borings for proposed location of pump station site to confirm suitable subsurface conditions exist to support the pump station structure and equipment.

DBF shall coordinate with the County to confirm the suitability of the existing 4" force main for use in proposed pump station design, including pressure test of the force main and appropriate pump sizing.

### Permitting Services

At the 90% design point, DBF shall prepare and submit the MDE Water/Sewer Construction Permit application to MDE and address any comments. Concurrently, DBF shall obtain the needed approvals for Erosion and Sediment Control, Storm Water Management, General Permit for Storm Water During Construction, and Worcester County Roads Department.

DBF shall identify and avert any wetlands and floodplain permitting. The proposed pump station site shall be located above the 100-year floodplain and design shall ensure all controls are a minimum of two (2) feet above the floodplain and that no additional flood mitigation is required.

DBF shall coordinate with County personnel to include general details and notes to accommodate for coordination during construction for connection of existing septic systems to the proposed collection system, and for the decommissioning of the individual septic systems served by the gravity sewer in accordance with County and State requirements. It is understood that the Environmental Programs Department shall provide location data for existing septic systems.

DBF shall complete the final design by addressing all regulatory and County comments and provide three hard copies of the final construction plans and specifications to the County for bidding. Additionally, DBF shall provide the documents in Adobe Acrobat form for electronic distribution to Contractors. Prior to bidding, DBF shall prepare an updated budgetary cost estimate for the project.

### Construction Documents

The Design and Permitting services provided shall generate a set of construction documents to be used for obtaining bids from potential contractors, and for construction of the proposed sewer collection and transmission system, complete.

## PROJECT MANAGEMENT STRATEGY & APPROACH

### Bidding Services

DBF shall assist the County with solicitation of construction contractors through competitive sealed bid process following USDA guidelines. DBF shall have the following responsibilities during the bidding process:

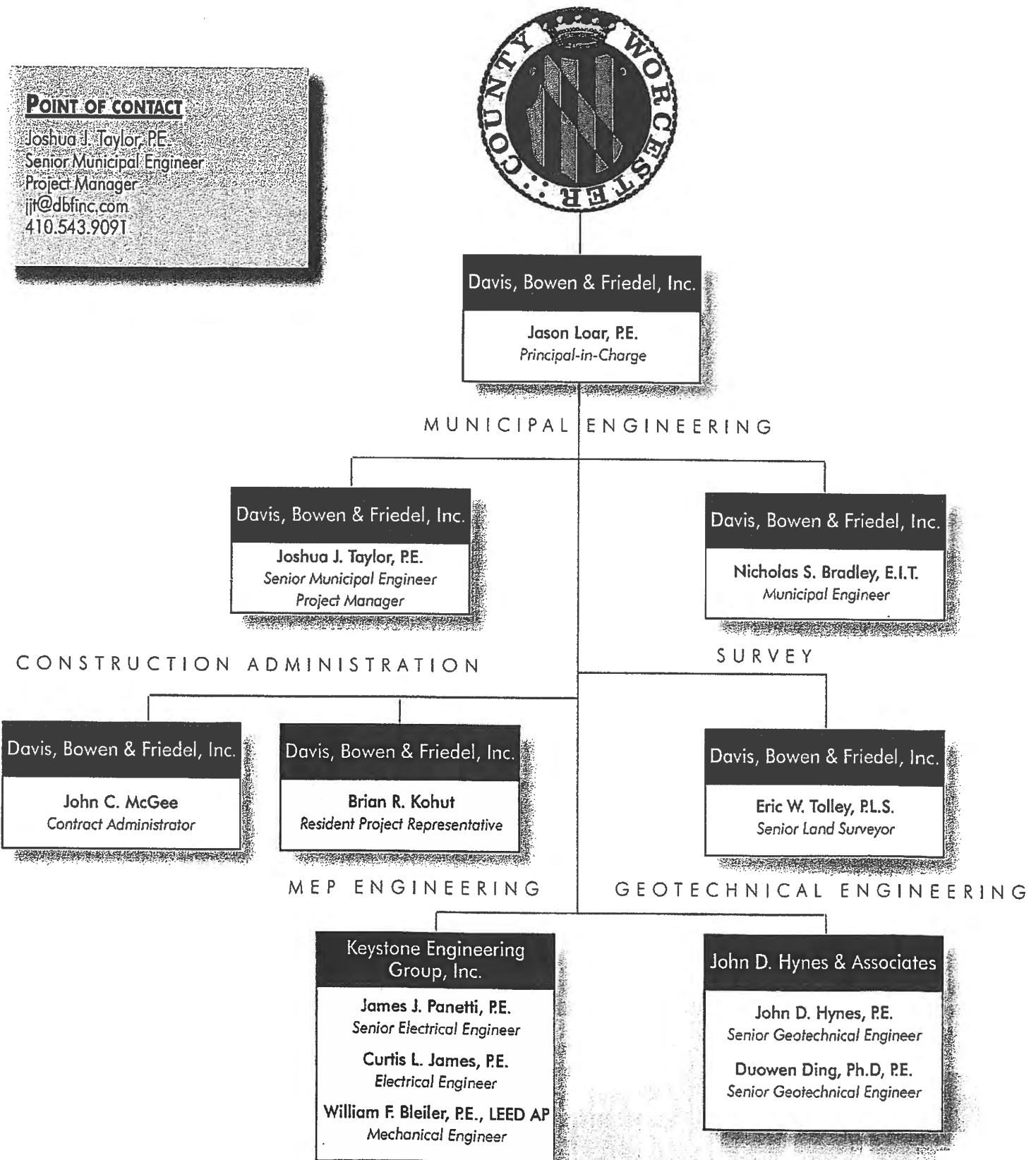
1. Chair Pre-bid meeting with potential construction contractors, record and distribute meeting minutes.
2. Respond to contractor requests for information.
3. Prepare and issue addenda.
4. Review contractor bid packages, tabulate bids, provide written recommendation for award of construction contract.
5. Check contractor experience and references, including checking for any suspension and debarment issues.
6. Submit bid package and recommendation of award to funding agency for concurrence.
7. Provide value engineering recommendations in cases where bids come in higher than construction funding available.
8. Assist in value engineering negotiations with bidders as needed.

### Construction Phase Services

DBF shall provide construction phase services during the contract period including providing the following responsibilities:

1. Review of project submittals.
2. Respond to Contractor Requests for Information.
3. Review of the project schedule on a monthly basis.
4. Chair monthly progress meetings and providing meeting minutes.
5. Review contractor pay requests, compare to daily field reports, and make recommendations for payment.
6. Prepare and submit payment reimbursement request to funding agencies.
7. Obtain on-site conformational survey of critical elevations (i.e. pump station inverts, bottom elevation, sewer manhole inverts, etc.).
8. Prepare as-built drawings based on red line drawings prepared and provided by the contractor and RPR inspector.
9. Overseeing pump station start-up.
10. Scheduling and attending the final inspection of the construction, prepare the final punch list.
11. Certifying project completion and providing final construction certification to the Maryland Department of the Environment.
12. DBF shall provide an hourly rate for RPR construction inspection services by a qualified construction inspector competent in the construction, inspection, and testing of sewer systems and restoration of paved and unpaved disturbances, including driveways and roadways.

## TEAM ORGANIZATIONAL CHART



B1

**WORCESTER COUNTY COMMISSIONERS  
PROPOSAL FOR ENGINEERING SERVICES  
FOR THE  
LEWIS ROAD SEWAGE COLLECTION SYSTEM  
AND  
WASTEWATER PUMPING STATION  
WORCESTER COUNTY, MARYLAND  
PROPOSAL FORM**

I/We submit this proposal for the following work:

Prepare and deliver an Engineering Design for the expansion of the Lewis Road Sewage Collection System and Pump Station Design in accordance with the Proposal Instructions.

The following format provides a guide for presenting the cost proposal (NOTE, DIRECT USE OF THIS FORM IS NOT REQUIRED BUT THE INFORMATION USED TO DEVELOP YOUR PRICE MUST BE PROVIDED):

Task	Total Hours	Total Cost
DESIGN PHASE SERVICES	500	\$ 62,500.00
Add Alternate: Design of new force main if existing force main is determined to be unsuitable	128	\$ 16,000.00
BIDDING PHASE SERVICES	64	\$ 8,000.00
CONSTRUCTION PHASE SERVICES	400	\$ 50,000.00
<b>Total Not to Exceed Price</b>	<b>1092</b>	<b>\$ 136,500.00</b>
		Rate (\$/Hour)
<b>Hourly Rate For Inspection and RPR Services</b>	XXXXXX	<b>\$ 80.00</b>

Worcester County reserves the right to award the contract in whole or in part based on the best interests of the County.

**NOT TO EXCEED PRICE**

One hundred thirty six thousand five hundred dollars  
(Price in Words)

\$ 136,500.00  
(Price in Figures)



**PROPOSAL MUST BE SIGNED TO BE VALID**

FIRM NAME Davis, Bowen & Friedel, Inc.

ADDRESS 601 East Main Street, Suite 100  
Salisbury, Maryland 21804


PHONE/FAX 410.543.9091/410.543.4172

EMAIL jpl@dbfinc.com

NAME AND TITLE OF AUTHORIZED OFFICIAL SIGNING PROPOSAL

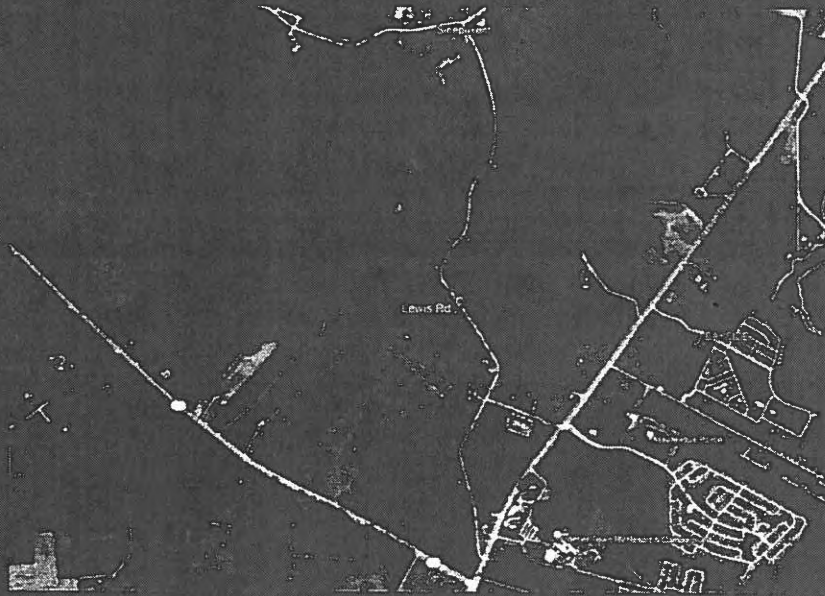
Jason P. Loar, P.E., Principal

SIGNATURE OF AUTHORIZED OFFICIAL:

 10/13/2021  
DATE

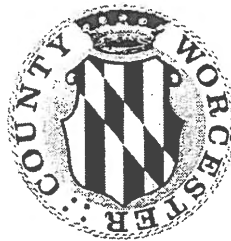
GMB

ARCHITECTS / ENGINEERS



**REQUEST FOR PROPOSALS FOR  
PERMITTING & ENGINEERING DESIGN SERVICES**

**Lewis Road Sewage Collection  
System & Pumping Station Design**



**Presented by:  
George, Miles & Buhr, LLC**

**October 13, 2021**

## FIRM OVERVIEW

George, Miles & Buhr, LLC (GMB) is *celebrating 61 years* as a premier Architectural & Engineering design firm serving the Mid-Atlantic region. Founded in 1960, GMB provides pioneering solutions that better our communities and safeguard our environment. Our headquarters is located in Salisbury, MD, and we have additional offices in Seaford, DE, and Sparks, MD. We have a comprehensive team of over 90 professional employees dedicated to producing exceptional solutions for our clients. This project will be managed out of our Salisbury, Maryland office.

The list of services provided by GMB includes:

- **Consultation:** Capital Improvement Planning Assistance, State and Federal Loan/Grant Application and Administration Assistance, Proposed Land Development Preliminary, Final and Construction Phase Review, Trusted Advisor Relationships, Permit Acquisition Assistance, Asset Management Plans, Utility Rate Structures, Long Term Reserve Studies, Feasibility Studies, GIS Mapping, Preparation of Cost Estimates, Hydraulic Studies, Bid Assistance, and On-call Consultation
- **Civil / Municipal Services:** Site Design, Site Grading, Stormwater Management, Streetscapes, Pavement Design, ADA Compliant Sidewalks and Street Designs, Water & Sewer Extensions, Sustainable "Green" Design
- **Water / Wastewater Services:** Wastewater Treatment Facilities & Improvements, Sewage Collection Systems, Sewage Pumping Stations, Water Treatment Facilities & Upgrades, Wells, Water Distribution & Storage, Operational Services
- **Building Services (Architectural & Structural):** Architectural Design, Programming and Concept Design, Renovations, Structural Engineering, Marine / Waterfront Engineering, Bridge Design, LEED Buildings, Building Revitalization Services
- **Contract Administration / Construction Inspection Services:** Site observation, contract preparation, resident project representative services (RPR), requisition review, change order evaluation, punch list and final inspection, closeout documentation.

Our innovative solutions, our adaptability to change, our commitment to design within budget and time restraints, and our ability to communicate project specifics to various stakeholders have produced many outstanding projects. GMB strives to be the leader in the design and stewardship of sustainable communities in the Chesapeake Bay and Coastal environments.

We are proud to have recently been awarded a **2021 Engineering Excellence Honor Award** from the Delaware American Council of Engineering Companies (ACEC) for our Front Street/Savannah Road Water & Sewer Improvements project in Lewes, Delaware. We also received a **2019 Grand Conceptor Award** for the Gills Neck Road Wastewater Flow Diversion project in Lewes, Delaware, as well as a **2018 Engineering Excellence Honor Award** for our Highland Acres Sewer Extension project, also in Lewes. In 2018, we were voted **Best Architect in Southern Delaware** by the readers of the Metropolitan Magazine.



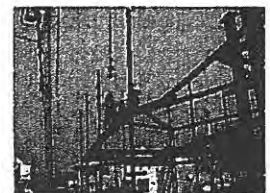
CONSULTING



CIVIL / MUNICIPAL



WATER / WASTEWATER



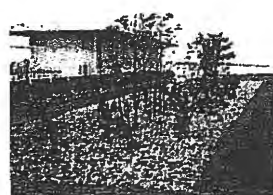
STRUCTURAL / MARINE



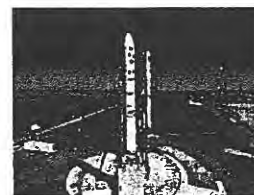
LAND DEVELOPMENT



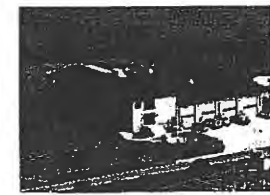
CONSTRUCTION  
SERVICES



SITE / SUSTAINABLE  
DESIGN



AEROSPACE  
SUPPORT



ARCHITECTURE

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## PROJECT APPROACH

**GMB expects the approach during the design phase to include the following:**

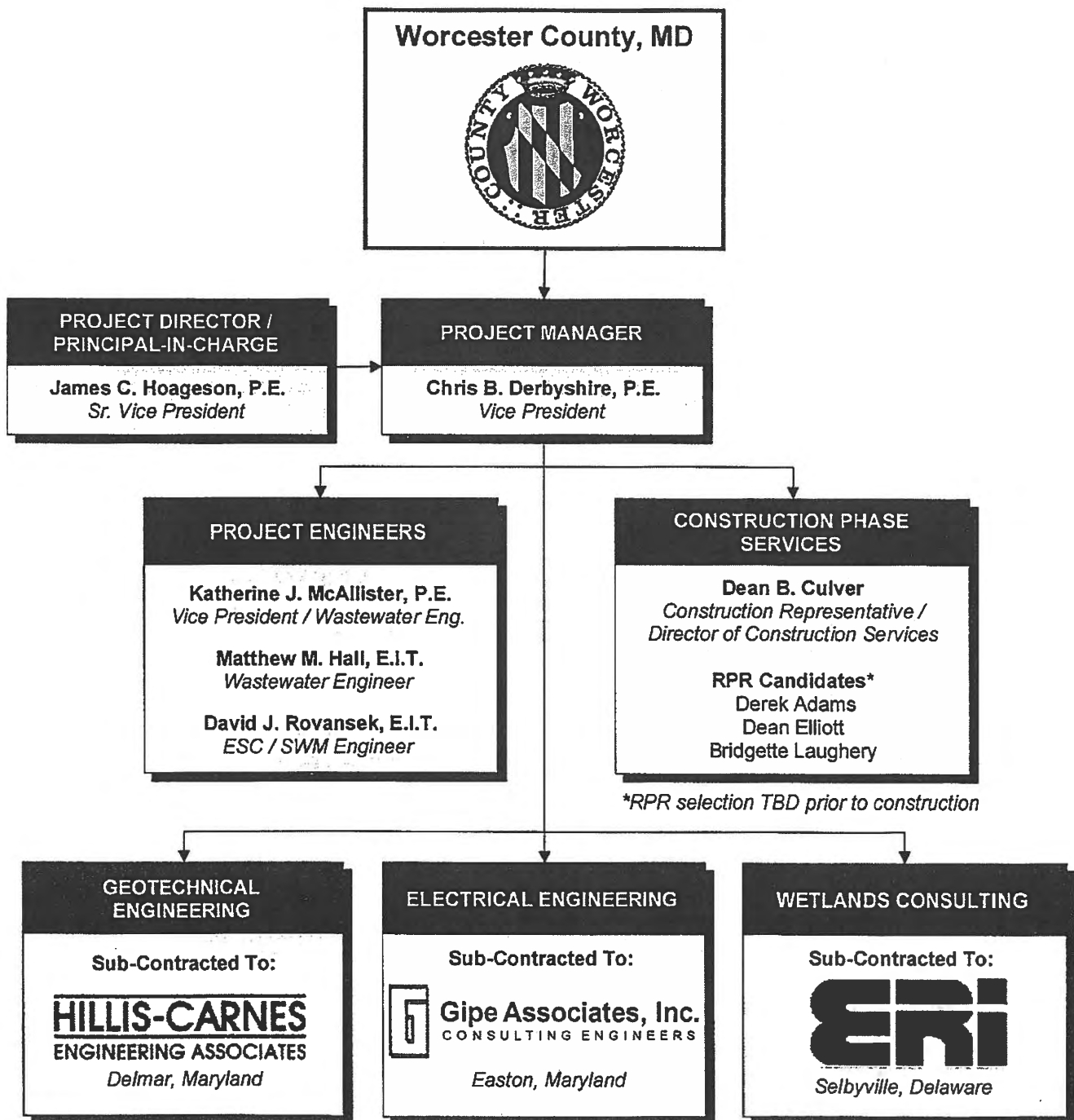
1. Review previously prepared PER and ER and confirm any details needed to design the system.
2. Attend project kick-off meeting with Worcester County to finalize project scope, clearly define goals of the project and determine County's expectations for the project.
3. Conduct field survey of site and utilize services of wetlands consultant to confirm any wetland or floodplain issues.
4. Assess and pressure test existing force main.
5. Prepare and submit 30% design documents to Worcester County for review.
6. Coordinate with geotechnical engineer to complete soil boring for pump station site. Complete radio path study for SCADA communication.
7. Commence permitting services for decommissioning of individual septic systems and any permits associated with floodplain or wetlands.
8. Prepare and submit 60% design documents to Worcester County for review.
9. Prepare plats for additional easements or right-of-way needed.
10. Prepare and submit 90% design documents to Worcester County for review.
11. Submit for MDE sewerage construction permit and E&SC and General NPDES permits.
12. Prepare construction cost estimate and finalize construction documents based on agency comments, proceed to bidding phase once County concurrence is received.

## MANAGEMENT & STAFFING PLAN

We have selected an exceptional project team with the experience, dedication, and availability necessary to ensure an outstanding project for Worcester County. Each team member has considerable experience working on municipal sewage systems on the Eastern Shore of Maryland. This project will be managed out of our headquarters office in Salisbury, Maryland.



Resumes for each team member listed below can be found on the following pages.





B1

**WORCESTER COUNTY COMMISSIONERS  
PROPOSAL FOR ENGINEERING SERVICES  
FOR THE  
LEWIS ROAD SEWAGE COLLECTION SYSTEM  
AND  
WASTEWATER PUMPING STATION  
WORCESTER COUNTY, MARYLAND  
PROPOSAL FORM**

I/We submit this proposal for the following work:

Prepare and deliver an Engineering Design for the expansion of the Lewis Road Sewage Collection System and Pump Station Design in accordance with the Proposal Instructions.

The following format provides a guide for presenting the cost proposal (NOTE, DIRECT USE OF THIS FORM IS NOT REQUIRED BUT THE INFORMATION USED TO DEVELOP YOUR PRICE MUST BE PROVIDED):

Task	Total Hours	Total Cost
DESIGN PHASE SERVICES	995	\$98,000.00
Add Alternate: Design of new force main if existing force main is determined to be unsuitable	55	\$5,000.00
BIDDING PHASE SERVICES	110	\$10,000.00
CONSTRUCTION PHASE SERVICES *	500	\$45,000.00
<b>Total Not to Exceed Price</b>		<b>\$ 158,000.00</b>
		Rate (\$/Hour)
<b>Hourly Rate For Inspection and RPR Services **</b>	XXXXXX	\$70.00/Hour

Worcester County reserves the right to award the contract in whole or in part based on the best interests of the County. \* Based on 6-month construction contract duration as shown in PER.

\*\* Excludes reimbursable expenses such as mileage.

**NOT TO EXCEED PRICE**

One Hundred Fifty-Eight Thousand Dollars and Zero Cents  
(Price in Words)

\$158,000.00

(Price in Figures)

**PROPOSAL MUST BE SIGNED TO BE VALID**

FIRM NAME George, Miles & Buhr, LLC

ADDRESS 206 West Main Street  
Salisbury, MD 21801

PHONE/FAX 410-742-3115

EMAIL cderbyshire@gmbnet.com

NAME AND TITLE OF AUTHORIZED OFFICIAL SIGNING PROPOSAL

Christopher B. Derbyshire, P.E., Vice President

SIGNATURE OF AUTHORIZED OFFICIAL:



October 13, 2021  
DATE



# Permitting and Engineering Design for the Lewis Road Gravity Sewer System and Pump Station

**Four (4) Copies**

Due October 13, 2021

1:00 PM

 **CENTURY**  
ENGINEERING



550 Bay Road  
Dover, DE 19901  
t 302.734.9188 centuryeng.com

October 13, 2021

Mr. John Ross, PE  
Deputy Director Public Works  
Worcester County  
1000 Shore Lane  
Berlin, Maryland 21811

**RE: Request for Proposals – Permitting and Engineering Design for the Lewis Road Gravity Sewer System and Pump Station**

Dear Mr. Ross:

Century Engineering, Inc. (Century) is pleased to submit four copies of our proposal for the Lewis Road Gravity Sewer System and Pump Station. As an experienced and qualified Maryland-licensed engineering firm, Century has the technical capability to provide design, permitting, and construction administration services for this gravity sewer and associated pump station. The design is intended to provide extended sewer service to approximately 50 homes within the designated service area.

Century's water/wastewater engineers will act as Worcester County's partners throughout the project. We are prepared to assist with the design phase, bidding phase, and construction phase of this project. Previous contracts allow us to determine plans of actions regarding sanitary facilities that will serve residents while also being conscious of available municipal resources.

The project manager for this contract will be Andrew Jakubowitch, PE, MBA. He can be reached at 302.734.9188 ext. 2141 and by email at [ajakubowitch@centuryeng.com](mailto:ajakubowitch@centuryeng.com).

If you would like to further discuss this proposal, please contact myself, the undersigned, at 302.734.9188 ext. 2109 and by email at [amarteney@centuryeng.com](mailto:amarteney@centuryeng.com).

We appreciate the opportunity to present our qualifications, understanding of this contract, and the related fee. We look forward to working with the County to expand and improve sanitary service.

Sincerely,

Century Engineering, Inc.

Alan Marteney, PE  
Senior Vice President

## APPROACH TO THE COMPLETION OF THIS PROJECT

PAGE 8

Project specific details will be developed as needed and reviewed with the County.

Century's water/wastewater division will utilize the data obtained from the field survey and as-built records to prepare construction plans for the gravity sewer system. As necessary, the design will be led by the County Standards and Ten State Standards.

**GRAVITY SEWER AND PUMP STATION**

As we design the sanitary sewer collection system, we will simultaneously design the pump station. We will prepare construction plans, specifications, and details for the proposed pump station.

Part of the design effort will be to determine the suitability of the existing force main by performing a pressure test on the main and to verify that its size can accommodate the proposed flow.

The pump station will be designed to meet the current projected flows from up to 44 mixed-used (mostly residential with a couple commercial uses) parcels. If future flows are anticipated, the design will be updated as a change order.

Century has experience with SCADA evaluation and design. We can incorporate SCADA communication between the pump station and central communication system (ie, wastewater treatment facility, public works building, etc.) with our mechanical, electrical, and plumbing division. Our evaluation will include the ability to obtain a direct signal between a SCADA antenna at the pump station and central communications system.

In the event our survey indicates that a gravity sanitary sewer system is not feasible, we will work with the County to determine the best course of action for a scope revision.

The plans for the sanitary collection system and pump station will be submitted to the County and the Maryland Department of the Environment (MDE) in order to obtain a construction permit.

We do not anticipate that there will be a need for any wetland or waterway permits.

**DECOMMISSIONING INDIVIDUAL SEPTIC SYSTEMS**

In addition to the sanitary collection system and pump station design, we will be utilizing our proprietary GIS software to gather data for the elimination of the septic systems for each developed property within the project area. We will work with each homeowner to determine the most feasible alignment of the sanitary lateral from the house to the right-of-way line. An exhibit will be created for each house showing the existing septic tank, well location, and any other possible encumbrances that may be encountered during the project to install the sanitary lateral. We will work with the County, the Health Department, and MDE on the approval of the each plan.

**DELIVERABLES**

1. Construction cost estimate
2. Final plans for the sanitary collection system
3. Final plans and specifications for the pump station
4. A septic elimination plan for each developed lot
5. All necessary permits and approvals for the sanitary collection system, pump station and each septic elimination plan

**Geotechnical**

Prior to drilling the investigatory borings, Century will contact Miss Utility to mark any public utilities. If other utilities need to be marked, we will obtain the services of a private firm to mark the utilities.

Geotechnical lab testing will be performed to determine the natural moisture contents, soil classifications, and compaction requirements for construction of the pump station.

Boring logs and subsurface profiles will be prepared.

The subsurface conditions will be evaluated to determine the requirements for designing the sewer line, and related site earthwork.

A geotechnical report will be prepared with our findings and recommendations.

**Assumptions:**

1. Stake-out of borings will be performed by Century surveyors
2. Corrosion sampling and analysis is not included, but can be if the County requests it
3. The cost estimate does not include the services of a private utility locator. If needed, this service will be invoiced as an additional cost.
4. Drilling will be performed following the OSHA Level D protocols. The boreholes will be backfilled with the auger cuttings (no drumming of auger cuttings or grouting of boreholes)
5. No decontamination of augers or other drilling tools between borings is included in the associated cost estimate

**Environmental Resources, Permitting, and Wetland Delineation**

Century will delineate features that qualify as Waters of the U.S. and/or wetlands and waters jurisdictional to the State of Maryland up to 100 feet from edge of pavement along the project corridor. Delineations will follow the 1987



## APPROACH TO THE COMPLETION OF THIS PROJECT

PAGE 9

USACE Wetland Delineation Manual and the Atlantic and Gulf Coastal Plain Regional Supplement.

Datasheets will be prepared, and the delineation will be photo documented.

Upon completion of the delineation and receipt of survey, Century will review the survey and compile an environmental feature basemap that shows the extents of wetland/stream buffers for use in project design.

Century will assume that all wetland and/or waters identified during the delineation are jurisdictional to the USACE and State of Maryland.

**Assumptions:**

1. No impacts to Waters of the U.S. and/or Nontidal Wetlands and Waterways. If impacts are identified during design, a separate fee for permits and approvals will be prepared
2. No impacts to regulatory floodways
3. Less than 40,000 SF of disturbance
4. No Forest Stand Delineation will be required

**DELIVERABLES**

1. An environmental feature basemap, including the extents of wetland and stream buffers
2. A Wetland Delineation Report compiling the results of the delineation

## GIS Services to Support Septic Elimination

Century will work with the County to acquire supportive data that will assist in our site-level investigations, research, and design. Sources may include County GIS data repositories and state and federal GIS data catalogs.

Century will utilize a tablet-based survey form that our field teams will use on-site during their property investigations. Century has developed this survey form for similar projects on the Eastern Shore and will refine it for this project. The field inspectors will be given an iPad or Android tablet to perform all investigations and can wirelessly sync the data to the master database.

This digital method for the investigations provides several benefits:

- + Streamlined data entry and elimination of the manual field data transposition process, creating efficiencies as well as a reduction in errors due to manual data entry
- + Validation of data entered using pre-defined choice lists (domains), requirement, and visibility rules

- + Integrated photo capture that instantly "links" the images to specific features on each property

This data will be extracted from the digital field form and be converted into CADD file formats to help inform our design approaches.

Century's GIS Team will assist in the research and development of data extracted from Department of Health records. This data will be compiled and converted into CADD file formats to be used by the Design Team.

## Bidding Phase Services

Century will assist the County with the Bid Phase services to meet the requirements outlined in this RFP. We shall chair the pre-bid meeting and answer any questions the bidders may have during that time. We will prepare meeting minutes from the pre-bid meeting and draft addenda, as necessary, to be included in the bid documents for the contractor.

Upon the County receiving bids, we will review the bids for accuracy and completeness, tabulate the bids, and compare to our construction cost estimate. Century will check contractor references as needed, financial history, and any suspension or debarment issues. We will provide a recommendation to the County for awarding the contract based on our in-depth analysis of the bids.

If necessary, we can offer value engineering recommendations in cases where bids are higher than available construction funding. However, since this rarely occurs, we have not included this in our cost for the bid phase services. We are experienced with negotiating with contractors to meet municipal budget requirements.

**DELIVERABLES**

1. Pre-bid meeting minutes
2. Addenda
3. Bid question responses
4. Recommendation of award to County and relevant funding agency

## Construction Phase Services

Century has dedicated staff to assist with construction phase services. We will provide inspectors, engineers, and survey teams to make sure the project is completed on time and on budget.

Century will:

- + Chair a preconstruction meeting with the successful contractor and record and distribute meeting minutes.

## APPROACH TO THE COMPLETION OF THIS PROJECT

PAGE 10

- + Review project submittals and respond to Request for Information responses, as needed.
- + Review the project schedule that is provided by the contractor.
- + Chair monthly progress meetings and provide meeting minutes. Century will assume a contract period of nine months and attend each of these meetings.
- + Review contractor pay requests and make recommendations for payment. Century will assume that these submissions will occur on a monthly basis and be provided to the County and to Century at the monthly progress meetings.
- + Prepare and submit payment reimbursement request to funding agencies. Century will assume that the reimbursement requests will be satisfied at each of the monthly progress meetings and the representatives from the funding agency will be present to receive the appropriate paperwork.
- + Conduct on-site conformational survey of critical elevations such as lift station inverts, bottom elevation, and sewer manhole inverts. This is planned to be accomplished through a few key times during the construction period. Century is assuming that the survey team will meet twice on-site to perform the necessary confirmational surveys.
- + Prepare as-built drawings based on contractor prepared red line drawings. The redline drawings from the contractor will be used to prepare as-built drawings in AutoCAD and be provided to the County for their records. The as-built drawings will be signed and sealed by a Maryland-licensed Professional Engineer.
- + Oversee pump station start-up. Century's engineers and inspector will coordinate with the contractor and any sub-contractors and suppliers for the start up of the pump station. A pump station startup punchlist of items to be completed will be prepared by Century and we will work with the contractor and the County to make sure the outstanding items are addressed.
- + Schedule and attend the final inspection of the construction, and prepare the final project punch list.
- + Certify project completion and provide the final construction certification to the Maryland Department of the Environment (MDE). Century will provide a certification letter to the County and MDE. We will provide copies of all Operation and Maintenance manuals to the County for their use.

**DELIVERABLES**

1. Preconstruction meeting minutes and attendees list
2. Project submittal log
3. Request for Information log
4. Final approved project schedule from the contractor
5. Nine monthly meeting minutes
6. Nine copies of contractor pay requests
7. Nine copies of payment reimbursement requests
8. Signed and sealed as-built drawings with confirmational survey data
9. A pump station and gravity sewer punchlist
10. A pump station start-up checklist
11. Pump station Operation and Maintenance manuals
12. Project completion certification for the County and MDE

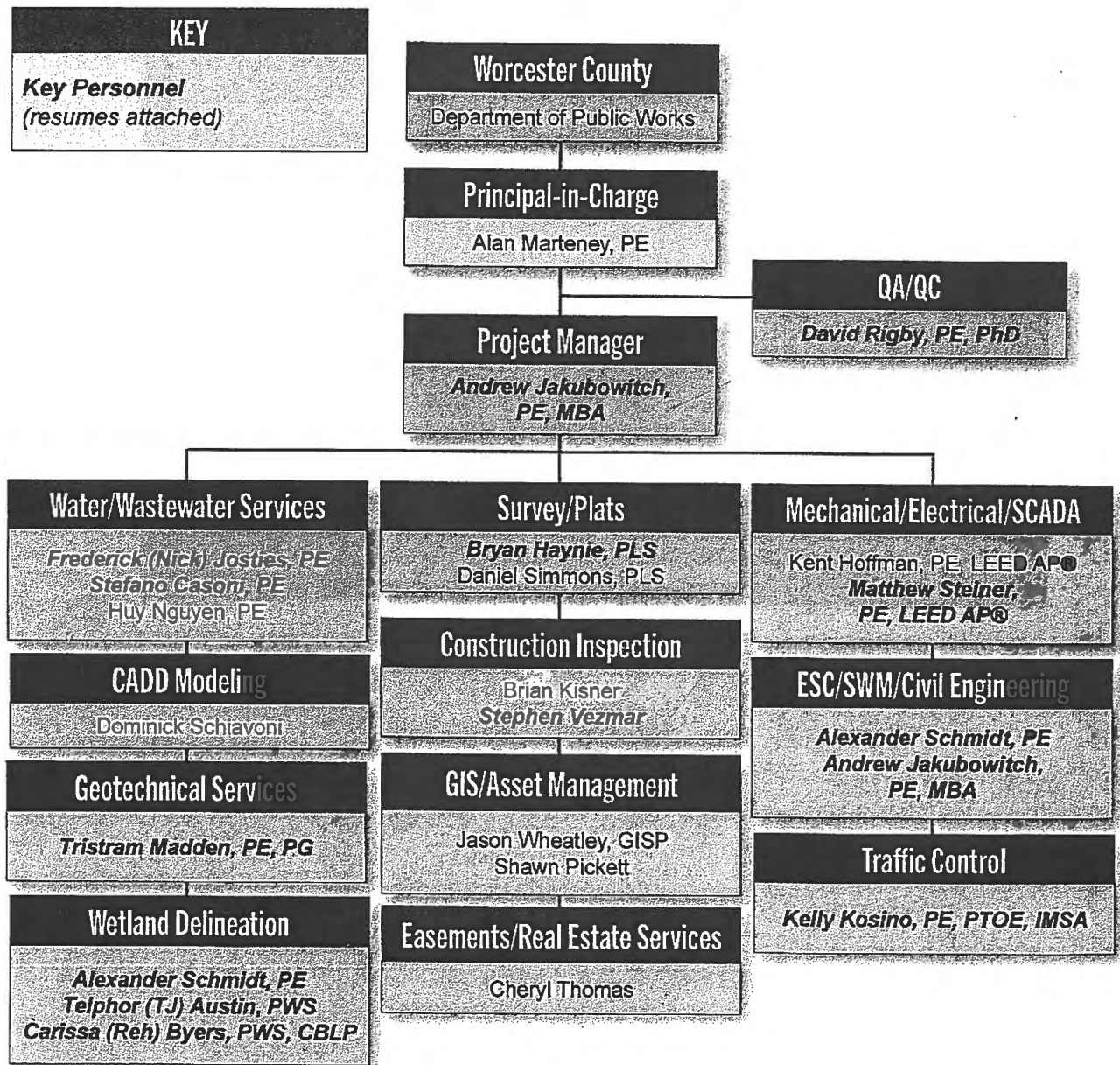
## Management and Staffing Plan

Century is dedicated to staffing this project with technical staff with the appropriate experience and qualifications. This project will be led by **Andrew Jakubowitch, PE, MBA**, a Maryland-registered Professional Engineer and former municipal public works engineer with 18 years of experience. He is currently managing sewer extension and septic elimination projects in Talbot County and Queen Anne's County.

Supplying oversight and technical guidance will be **Alan Marteney, PE**, with over 38 years of experience, and **David Rigby, PE, PhD** with over 50 years experience.

The majority of support services will be supplied in-house, allowing the project to benefit from the established rapport of a multidisciplinary team who have worked together before to bring projects to completion.

### Organizational Chart





550 Bay Road  
Dover, DE 19901  
t 302.734.9188 centuryeng.com

October 13, 2021

Mr. John Ross, PE  
Deputy Director Public Works  
Worcester county  
1000 Shore Lane  
Berlin, Maryland 21811

**RE: Request for Proposals – Permitting and Engineering Design for the Lewis Road Gravity Sewer System and Pump Station – PRICE PROPOSAL**

Task	Total Hours	Total Cost
DESIGN PHASE SERVICES	510	\$71,314.59
BIDDING PHASE SERVICES	34	\$4,770.00
COSNTRUCTION PHASE SERVICES	595	\$83,232.24
<b>SUBTOTAL NOT TO EXCEED PRICE</b>	-	<b>\$159,316.83</b>
Add Alternative: Design of new force main if existing force main is determined to be unsuitable	4	\$600.00
<b>TOTAL NOT TO EXCEED PRICE WITH ADD ALTERNATIVE</b>	-	<b>\$159,916.83</b>
Hourly Rate for Inspection and RPR Services	-	\$60.50/Hour

**Not to Exceed Price**

One hundred fifty-nine thousand, three hundred sixteen dollars  
and eighty-three cents

\$159,316.83

PROPOSAL MUST BE SIGNED TO BE VALID

FIRM NAME Century Engineering, Inc.

ADDRESS 550 Bay Road

Dover, DE 19901

PHONE/FAX (Phone) 302.734.9188, (Fax) 302.734.4586

EMAIL amarteney@centuryeng.com

NAME AND TITLE OF AUTHORIZED OFFICIAL SIGNING PROPOSAL

Alan Marteney, Senior Vice President

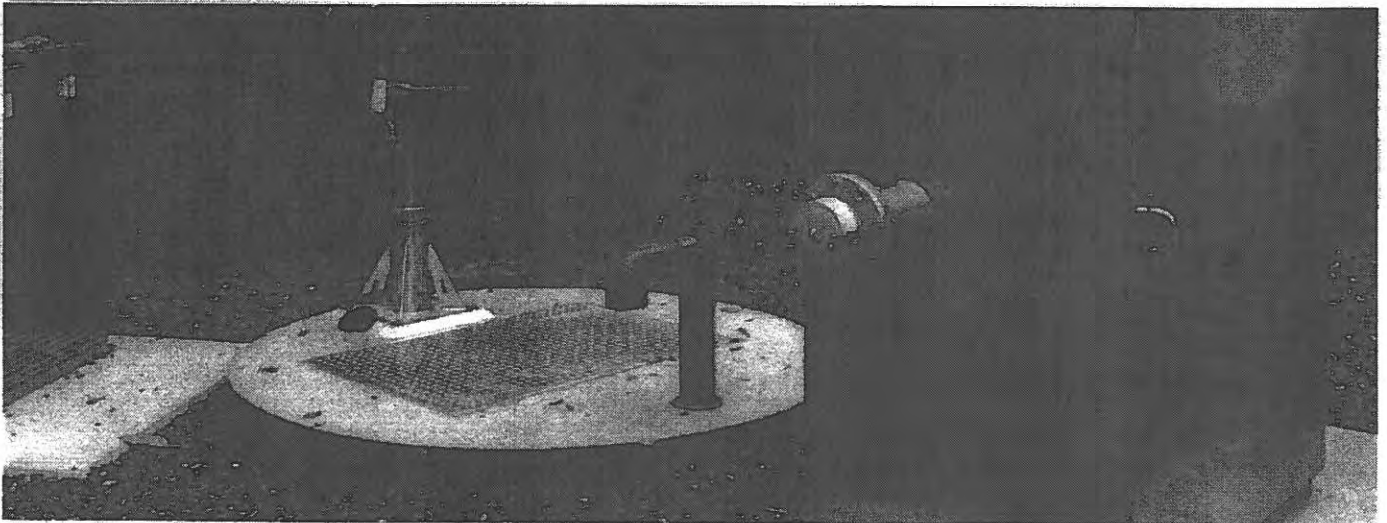
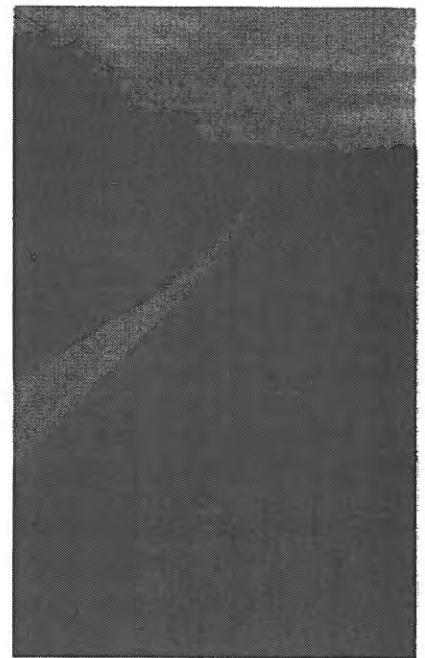
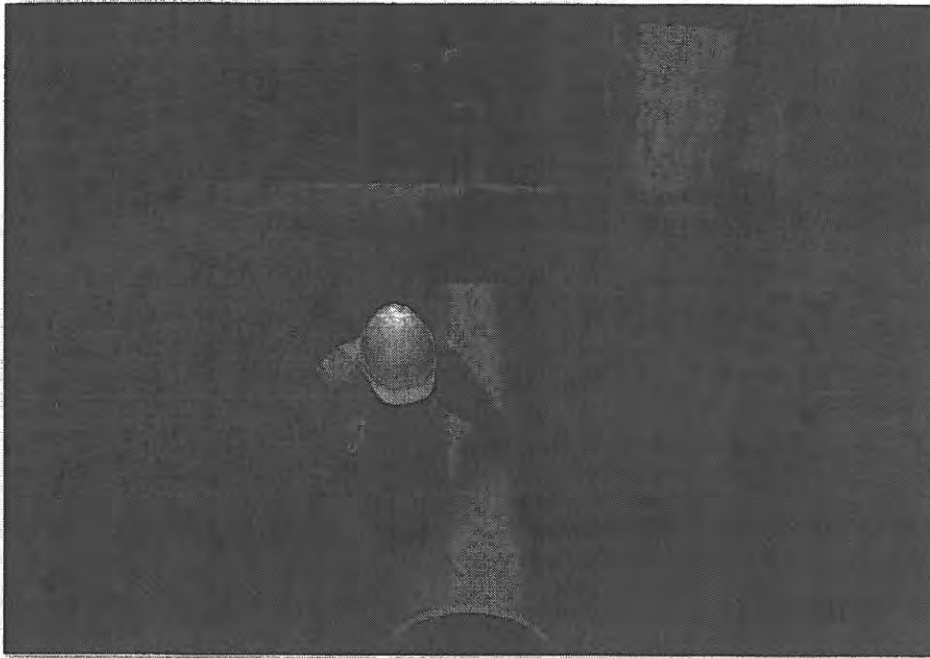
SIGNATURE OF AUTHORIZED OFFICIAL:



10/11/2021

DATE





**Permitting and Engineering Design for the  
Lewis Road Gravity Sewer System and Pump Station  
Worcester County, Maryland**

October 13, 2021

Proposal



**Whitman, Requardt & Associates, LLP**  
Engineers · Architects · Environmental Planners Est. 1915

October 13, 2021

Mr. John S. Ross, PE  
Deputy Director of Public Works  
Office of the Worcester County Commissioners  
Government Center  
Room 103  
One West Market Street  
Snow Hill, MD 21863

Re: Proposal • Permitting and Engineering Design for the Lewis Road Gravity Sewer System and Pump Station

Dear Mr. Ross:

Worcester County currently operates the Landings Wastewater Treatment Plant and the associated Landings Sanitary Service Area. The County proposes to provide service to approximately 50 homes in the Lewis Road Area. The project includes approximately 4,800 linear feet of gravity sewer and associated appurtenances. The sewage will be conveyed to a new pump station that will connect to an existing force main. The force main is approximately 1,900 linear feet of 6-inch HPDE that was originally installed in 2008. During the design, the force main must be pressure tested to verify it is in good condition for use with the new pump station. Once the collection system is in place and operational, the County will decommission and abandon the existing septic systems as part of the project.

As a full-service, professional engineering, architecture, environmental, and construction management and inspection firm of more than 750 personnel, WRA has been successfully executing wastewater projects in the mid-Atlantic region for more than 100 years. WRA has experience upgrading, expanding, and designing new wastewater pump stations less than 1.0 mgd for Maryland clients such as Howard County, Baltimore County, and Charles County, as well as Delaware clients, such as Sussex and Kent Counties. WRA has planned, designed, and provided construction management and inspection for sewer collection and conveyance projects, including more than 800,000 linear feet of gravity sewers and force mains in residential neighborhoods on the eastern shore. We have successfully executed projects funded by the Maryland Department of Environment's Revolving Loan Fund for Frederick County, City of Cumberland, Town of Chesapeake Beach, and City of Annapolis. We have successfully executed projects funded by the United States Department of Agriculture (USDA) for the North Expansion of the Angola Neck Sanitary Sewer District, Millville Expansion of the Bethany Beach Sanitary Sewer District and Gravity Sewer, and Johnson's Corner Sanitary Sewer District in Sussex County, Delaware.

Worcester County will receive proactive project management through Francis Bonkowski, PE, located in our Georgetown, Delaware office, just one hour from the County. Francis is a Maryland licensed Professional Engineer with 13 years of experience managing 14 projects and tasks for Charles County, Howard County, and the City of Salisbury, Maryland as well as Sussex County, Delaware. His relevant projects include the City of Salisbury's Mt. Hermon Road Sewer Extension and Sussex County's Herring Creek Sanitary Sewer District Pump Stations, Force Main, and Gravity Sewers, to name a few.

Thank you for the opportunity to present our proposal. Should you have any questions regarding our submission, please do not hesitate to contact me at 410.235.3450 or dhasson@wrallp.com.

Very truly yours,

Whitman, Requardt and Associates, LLP

Dennis J. Hasson, PE, BCEE  
Partner

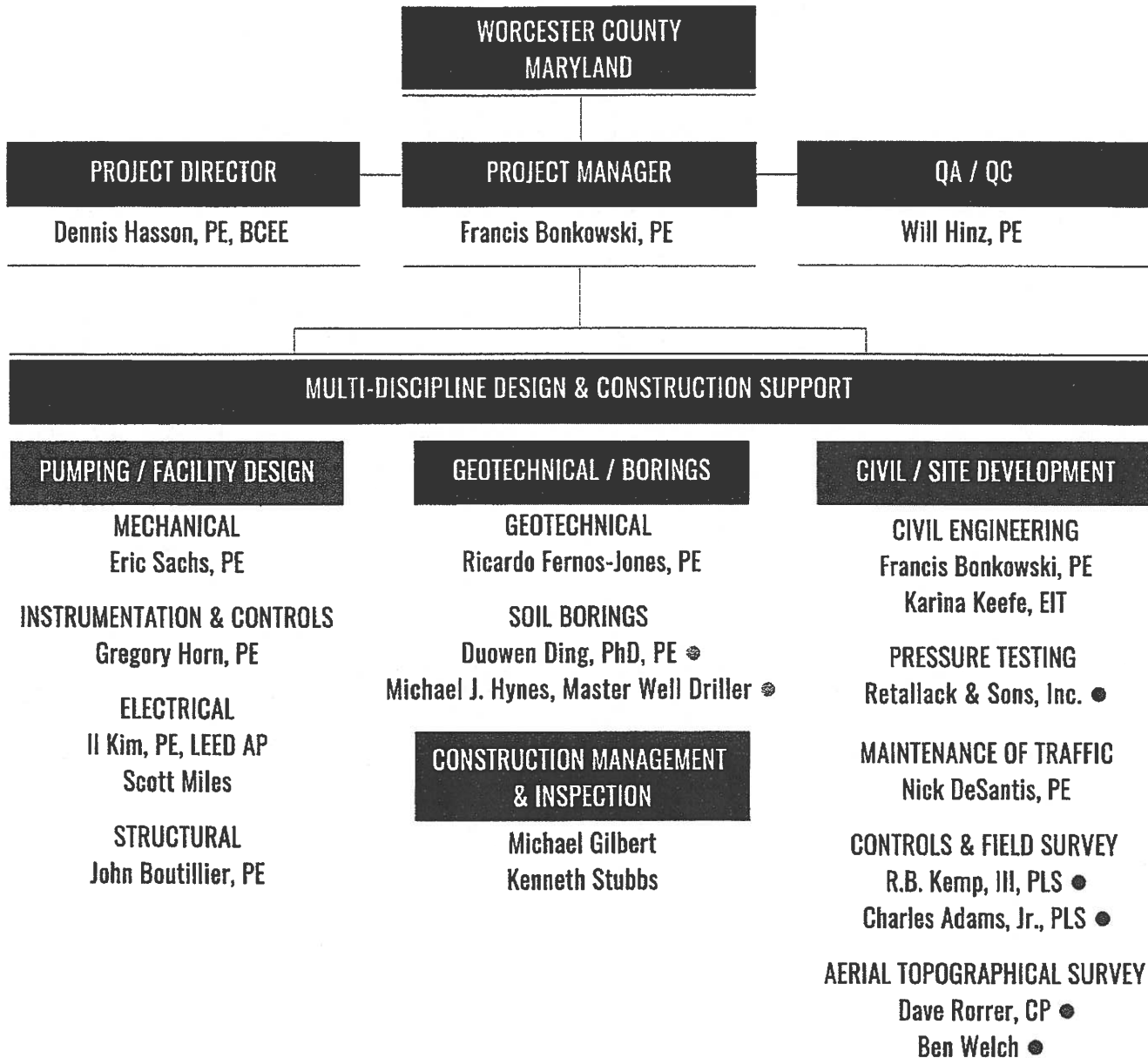
801 South Caroline Street

Baltimore, Maryland 21231

www.wrallp.com · Phone: 410.235.3450 · Fax: 410.243.5716

## ORGANIZATIONAL CHART

**PROPOSAL**  
**LEWIS ROAD GRAVITY SEWER SYSTEM & PUMP STATION**

**LEGEND**

- AXIS GeoSpatial, LLC
- John D. Hynes & Associates, Inc.
- Karins and Associates
- Retallack & Sons, Inc.

## 2.1. Project Understanding

Worcester County currently operates the Landings WWTP and the associated Landings Sanitary Service Area. The County proposes to provide service to approximately 50 homes in the Lewis Road Area. A Preliminary Engineering Report (PER) and Environmental Report (ER) for the Lewis Road Area has previously been developed by Davis, Bowen, & Friedel (DBF) in 2017. The project includes approximately 4,800 linear feet of gravity sewer and associated appurtenances. The sewage will be conveyed to a new pump station that will connect to an existing force main. The force main is approximately 1,900 linear feet of 6-inch HPDE that was originally installed in 2008. During the design, the force main must be pressure tested to ensure it is in good condition for use with the new pump station. Once the collection system is in place and operational, the County will decommission and abandon the existing septic systems as part of the project. The scope of work shall include:

- 1. Design Phase
  - Review PER and ER to confirm details of the system design
  - Attend Kick-Off Meeting
  - Pump station with:
    - » Backup Generator
    - » Automatic Transfer Switch
    - » Instrumentation and equipment to connect to the County SCADA system.
  - Develop topography from on-site survey and aerial photography
  - Pump station shall be located to place all controls at least two (2) feet above the 100-year floodplain
  - Subsurface investigations at the pump station site
  - Pressure test the existing force main
  - Design and permit the decommissioning of septic systems
  - Prepare plats for easements and right-of-way
  - Provide 30%, 90%, and Final Design submittals of plans and specifications
  - Obtain permit approvals for:
    - » MDE Water and Sewerage Construction Permit
    - » Erosion and Sediment Control
    - » Stormwater Management
    - » General Permit for Stormwater during Construction
  - Provide a cost estimate for the project
- 2. Add/Alternate
  - Design new force main if existing force main is unsuitable
- This phase shall meet the scope requirements of the Design Phase
- 3. Bidding Phase
  - Solicitation shall be through sealed bid process following RUS Bulletin 1780-34
  - Chair prebid meeting
  - Respond to RFIs
  - Issue addenda
  - Review bid packages, tabulate bids, check contractor suitability, and provide recommendation for award to funding agency
  - Provide value engineering recommendations and assist in negotiation with bidders
- 4. Construction Phase
  - Chair preconstruction meeting
  - Review project submittals
  - Respond to RFIs
  - Review project schedule
  - Hold monthly progress meetings
  - Review pay requests
  - Perform on-site inspection during construction
  - Prepare as-builts
  - Oversee pump station start-up
  - Perform final inspection and prepare final punch list
  - Certify project completion and provide final construction certification to MDE
  - Provide hourly rate for construction inspection services

## 2.2. Project Approach

### 2.2.1. Design Phase

WRA will review the PER and ER previously developed by DBF. A kick-off meeting will be scheduled with the County project manager to review the scope, schedule, and discuss design requirements for the project. Aerial photography will be collected by AXIS GeoSpatial, LLC and processed to develop a topographic survey of the project area. Additional on-site survey will be performed by Karins and Associates to set survey controls and locate the individual septic systems, as well as other critical project items. The gravity sewer system will be designed to County standards to include the manholes, sewer mains, laterals, and cleanouts. The design will also include extension of the laterals onto private property to make individual house connections upstream of the septic system. Notes and details will be developed for the decommissioning of the septic systems after the gravity sewer and pump station are operational.

The pump station site will be located to prevent impact to environmentally sensitive areas. The station, controls, and generator will be designed to provide a minimum of two feet of clearance above the 100-yr floodplain. Two soil borings will be performed by John D. Hynes & Associates, Inc. at the pump station site. The borings will be reviewed to verify the site has suitable subsurface conditions to support the pump station and any geotechnical recommendations will be incorporated into the station design. An antennae study will be performed to determine the minimum equipment tower height to connect to the existing County SCADA system at the Landings WWTP.

WRA will submit design documents for review at the 30%, 90%, and Final Design phases. WRA will also submit and obtain approval for permitting associated with the construction of the new gravity sewer and pump station.

## 2.2.2. Add/Alternate Phase

The existing force main will be pressure tested by Retallack & Sons, Inc. to determine if it is suitable for the needs of the project area and associated pump station. In the event the force main is deemed unsuitable for use, a new force main will be designed as part of the add/alternate bid item.

## 2.2.3. Bid Phase

During the bidding phase of the project, WRA will chair the prebid meeting with the contractors. Prior to the bid opening, WRA will respond to RFIs and issue addenda. Once bids are opened, WRA will review the packages and tabulate the bids. The low bids will be reviewed to verify the contractor complied with the necessary requirements of the bid and is suitable for the project. WRA will then provide a written statement regarding the bid review to the County and funding agency.

In the event the bids come in higher than the available construction funding, WRA will provide value engineering recommendations and assist in negotiating the recommendations with the bidders. Since WRA has no control over the cost of labor and materials, or over the competitive bidding and market conditions, the estimates of probable construction costs are to be made on the basis of our experience and qualifications. WRA does not guarantee the accuracy of such estimates as compared to the contractor's bids or the project construction costs.

## 2.2.4. Construction Phase

After the contract has been awarded, WRA will chair the preconstruction meeting. WRA will review project submittals, RFIs, schedules, and pay requests. In addition to providing full time on-site inspection, WRA's construction inspector will hold monthly progress meetings.

After construction is completed, WRA will develop as-builts for the project using contractor red line drawings and inspector notes. The pump station start-up will be overseen by the appropriate design team members and a final punch list will be prepared. The project substantial completion will

be verified by the construction inspector and submitted to MDE.

## 2.3. Assumptions

- Permitting
  - The County is responsible for permitting fees.
  - No impacts to wetlands or streams are anticipated.
  - All LOD will be outside the 100-year floodplain.
  - Tree clearing and associated Forest Conservation Plan are not anticipated.
- The County will coordinate with property owners for any easements, if needed.
- Plats will not be required for the private lateral connections.
- The County will coordinate electrical service requirements with the local power company.
- Electrical equipment and instrumentation controls will be housed in exterior free-standing weatherproof panels.
- No above grade buildings or structures will be required.
- The design will be based on utilizing the existing single-phase electric available in the area. Any required upgrades to 3-phase service and associated design are not included.
- The wetwell will be a pre-engineered pre-cast concrete structure.
- The valve and meter vault will be a pre-engineered pre-cast concrete vault.
- Lateral locations will be approximate based on available septic tank and field plans from the Department of Health.
- Final location of laterals will be coordinated in the field by the contractor during construction.
- Progress meetings will be held via conference call or remote telecommunication.
- The antennae study will be based on a desktop analysis to determine the required antennae height.
- The radio communications study will be based on software propagation modeling and digital terrain elevation information to predict the performance of the radio signal between the pump station and the SCADA receiving station identified by the County. The results of the study will provide a path profile and predicted system losses for a proposed antenna configuration and height for a signal path that meets the radio manufacturers recommended received signal strength.



- The County shall provide information regarding the existing SCADA system to allow WRA to perform required evaluations for design. Information provided will include as-built information on existing SCADA equipment, photographs, and manufacturer's cut sheets.
- Short circuit coordination and arc flash studies are excluded.
- Design/evaluation of telecom, audio/visual, fire alarm, and security systems including access control, intrusion detection and CCTV systems are excluded.
- Exterior site and security lighting systems are excluded.

#### 2.4. Preliminary List of Drawings

The preliminary list of drawings is included in Table 2.1. below.

#### 2.5. Quality Control

WRA has in place a well-established, Quality Assurance and Quality Control Program consisting of the following:

- Selection of qualified staff from each discipline who are experienced in the type of work involved and that have worked on similar projects together.
- Experience and knowledge of Project Managers and other senior staff.
- Regularly scheduled meetings for coordination between disciplines.

- Reliance upon all staff members for individual quality checks through interdisciplinary cross checking throughout the project and major submission milestones.
- Monitoring of project schedule and budget.
- Direct project involvement and monitoring by the Project Director and Contract Manager/Project Coordinator.

#### 2.6. Cost Proposal

WRA's Cost Proposal Form and Cost Spreadsheet are included on Pages 12 and 13.

#### 2.7. Schedule

WRA's schedule of completion, including major milestones and critical path items is included on Page 14.

**Table 2.1. Preliminary List of Drawings**

Drawing	Sheet	Title
1	G-1	Project Title Sheet
2	G-2	Project Key Sheet
3	G-3	Survey Control Sheet
4	G-4	Manhole Key Sheet
5	C-1	Civil Legend, Notes, and Abbreviations
6	C-2	Plan of Sewer Mains
7	C-3	Plan of Sewer Mains
8	C-4	Plan of Sewer Mains
9	C-5	Profile of Sewer Mains
10	C-6	Profile of Sewer Mains
11	C-7	Pump Station Site and Grading Plan
12	C-8	Site and Utility Details
13	C-9	Site and Utility Details
14	C-10	Restoration Details
15	C-11	Erosion and Sediment Control Notes
16	C-12	Erosion and Sediment Control Notes and Details
17	C-13	Erosion and Sediment Control Notes and Details

Table 2.1. Preliminary List of Drawings

Drawing	Sheet	Title
18	S-1	Structural Legend and Notes
19	S-2	Typical Structural Details
20	S-3	Structural Plan and Section
21	M-1	Mechanical Notes, Legends, and Details
22	M-2	Mechanical Plan and Section
23	E-1	Electrical Notes and Legend
24	E-2	Pump Station Plan and One-Line Diagram
25	E-3	Electrical Cabinet Details
26	E-4	Grounding Plan and Details
27	I-1	Instrumentation Legend and Notes
28	I-2	Control Schematics
29	I-3	Control Cabinet Assembly

B1

**WORCESTER COUNTY COMMISSIONERS  
PROPOSAL FOR ENGINEERING SERVICES  
FOR THE  
LEWIS ROAD SEWAGE COLLECTION SYSTEM  
AND  
WASTEWATER PUMPING STATION  
WORCESTER COUNTY, MARYLAND  
PROPOSAL FORM**

I/We submit this proposal for the following work:

Prepare and deliver an Engineering Design for the expansion of the Lewis Road Sewage Collection System and Pump Station Design in accordance with the Proposal Instructions.

The following format provides a guide for presenting the cost proposal (NOTE, DIRECT USE OF THIS FORM IS NOT REQUIRED BUT THE INFORMATION USED TO DEVELOP YOUR PRICE MUST BE PROVIDED):

Task	Total Hours	Total Cost
DESIGN PHASE SERVICES	1,041	\$145,610.00
Add Alternate: Design of new force main if existing force main is determined to be unsuitable	86	\$14,267.00
BIDDING PHASE SERVICES	42	\$5,495.00
CONSTRUCTION PHASE SERVICES	270	\$33,768.00
<b>Total Not to Exceed Price</b>	<b>1,439</b>	<b>\$199,140.00</b>
		Rate (\$/Hour)
<b>Hourly Rate For Inspection and RPR Services</b>		\$145.79/Hour

Worcester County reserves the right to award the contract in whole or in part based on the best interests of the County.

**NOT TO EXCEED PRICE**

One Hundred Ninety Nine Thousand One Hundred Forty Dollars and 00/100	\$199,140.00
(Price in Words)	(Price in Figures)

\*\*\*Information used to develop our price is included on the following page.\*\*\*



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

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

November 8, 2021

TO: Worcester County Commissioners  
FROM: Karen Hammer, Administrative Assistant V  
SUBJECT: Upcoming Board Appointments - Terms Beginning January 1, 2021

Attached, please find copies of the Board Summary sheets for all County Boards or Commissions (22), which have current or upcoming vacancies (50 total). 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.

**Please Note: There are (3) reappointments requested for the Commission for Women Dr. Darlene Bowen (Nordstrom), Kim List (Mitrecic) and Gwendolyn Lehman (At-Large O.P./Berlin)**  
**The Youth Council has (2) nomination requests: Wynter Roberson and Mary Ann Catherine Rutzler (see attached letters)**

**President Mitrecic** - You have **Five (5)** positions open:

- Ashley Harrison – Term Ending – Dec. 21- Economic Development Advisory Board
- Jake Mitrecic – Term Ending – Dec. 21- Housing Review Board
- Marie Campione-Lawrence (**Resigned**) - Replacement to the Social Services Advisory Board
- Lauren Taylor - Term Ending – Dec. 21 – Tourism Advisory Committee
- Kimberly List - Term Ending-Dec. 21- Commission For Women – Requesting Reappointment

**Vice President Elder** – You have **Four (4)** position needed:

- Robert Clarke – Term Ending – Dec. 21- Economic Development Advisory Board
- Michael Day – Term Ended - Tourism Advisory Committee
- Devin Bataille – Has moved from the area – Recreation Advisory Board
- Thomas Babcock – Term Ending -Dec. 21 – Board of Zoning Appeals

**Commissioner Bertino** – You have **Five (5)** positions needed:

- Cathy Gallagher – Term Ended - Social Services Advisory Board
- Josh Davis – Term Ending – Dec. 21 – Tourism Advisory Committee
- Bob Poremski (**Resigned**) - replacement to the Water & Sewer Advisory Council, Ocean Pines
- Gregory Sauter – Term Ending-Dec. 21- Water & Sewer Advisory Council, Ocean Pines
- John Collins, Jr. - Term Ending-Dec. 21- Water & Sewer Advisory Council, Ocean Pines



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

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

**Commissioner Bunting** – You have **Nine (9)** position needed:

- Kathy Drew - Term Ending – Dec. 21 – Agricultural Preservation Advisory Board
- Mike Poole – Term Ending – Dec. 21, Building Code Appeals Board
- Robert Fisher – Term Ending – Dec. 21- Economic Development Advisory Board
- Steve Kolarik – Term Ending – Dec. 21- Board of Electrical Examiners
- David Deutsch - Term Ending – Dec. 21- Ethics Board
- Richard Wells – Term Ending- Dec. 21- Planning Commission
- Chris Klebe – Resigned – Recreation Advisory Board
- Harry Hammond – Term Ended June 30, 2021 – Social Services Advisory Board
- Robert Purcell - -- Term Ending -Dec. 21 – Board of Zoning Appeals

**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 - Term Ended June 30, 2021 – 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
- 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 **Three (3)** position open:

- Davida Washington – Housing Review Board has resigned-working for DRP
- Vaughn White – Term Ending – Dec. 21 – Solid Waste Advisory Board
- Darlene Bowen - Term Ending-Dec. 21- Commission For Women – Requesting Reappointment





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

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

**All Commissioners:**

- **(3) – Adult Public Guardianship Board-** (2) Terms Ending, (1) Vacancy - Psychiatrist
- **(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.
- **(1) – Board of Library Trustees** – Nancy Howard – Term Ending – Dec. 21
- **(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.)
- **(3) - Water and Sewer Advisory Council** – (1) Resigned (Bob Poremski), (2) Term Endings Dec. 21.- Gregory Sauter and John Collins
- **(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
- **(4) – Commission for Women** – (4) Term Endings-Dec. 21- (3) requests for reappointment- Darlene Bowen (Purnell), Kimberly List (Mitrecic), Gwendolyn Lehman (At-Large O.P./Berlin) Elizabeth Rodier does not choose to be reappointed.
- **(2) – Youth Council** – (2) Nominations Wynter Roberson and Mary Ann Catherine Rutzler

**Pending Board Appointments - By Commissioner**

- District 1 - Nordstrom** p. 13 - Agricultural Preservation Board - Glen Holland  
 p. 32 - LMB - Mark Frostrom  
 p. 42 - Social Services - Sharon Dryden

**District 2 - Purnell**

- p. 28 -Housing Review Board - Vacant  
 p. 46 - Solid Waste Advisory Board - Vaughn White  
 p. 55 - Commission for Women - Darlene Bowen

**District 3 - Church**

- p. 24 - Electrical Examiners - Duane Duncan  
 p. 26 - Ethics Board - Bruce Spangler  
 p. 40 - Recreation Advisory Board - Norman Bunting  
 p. 50 - Water & Sewer - Mystic Harbour - Martin Kwesko  
 p. 50 - Water & Sewer - Mystic Harbour - Richard Jendrek  
 p. 50 - Water & Sewer - Mystic Harbour - Bruce Burns  
 p. 54 - Water and Sewer Advisory Council- West Ocean City- Todd Ferrante.  
 p. 54 - Water and Sewer Advisory Board -West Ocean City - Keith Swanton  
 p. 55 - Commission for Women - Elizabeth Rodier

**District 4 - Elder**

- p. 22 - Economic Development – Robert Clarke  
 p. 48 – Tourism Advisory Committee – Michael Day  
 p. 40 - Recreation Advisory Board – Devin Bataille  
 p. 66 - Board of Zoning Appeals – Thomas Babcock

**District 5 - Bertino**

- p. 42 - Social Services Advisory Board – Cathy Gallagher  
 p. 48 – Tourism Advisory Board – Josh Davis  
 p. 52 - Water & Sewer Advisor Board Ocean Pines – Bob Poremski  
 p. 52 - Water & Sewer Advisor Board Ocean Pines – Gregory Sauter  
 p. 52 - Water & Sewer Advisor Board Ocean Pines – John Collins, Jr.

**District 6 - Bunting**

- p. 13 - Agricultural Preservation Advisory Board – Kathy Drew  
 p. 16 - Building Code Appeals Board – Mike Poole  
 p. 22 - Economic Development Advisory Board – Robert Fisher  
 p. 24 – Board of Electrical examiners – Steve Kolarik  
 p. 26 – Ethics Board – David Deutsch  
 p. 38 – Planning Commission – Richard Wells  
 p. 40 – Recreation Advisory Board – Chris Klebe  
 p. 42 – Social Services Advisory Board – Harry Hammond  
 p. 66 – Board of Zoning Appeals – Robert Purcell

**District 7 - Mitrecic**

- p. 22 - Economic Development Board – Ashley Harrison  
 p. 28 - Housing Review Board – Jake Mitrecic  
 p. 42 - Social Services Advisory Board – Maire Campione Lawrence  
 p. 48 - Tourism Advisory Board – Lauren Taylor  
 p. 55 - Commission for Women – Kimberly List

## All Commissioners

**p. 6 (3) – Adult Public Guardianship Board-** (2) Terms Ending, (1) Vacancy - Psychiatrist

**p. 18 (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. 30 (1) – Board of Library Trustees** – Nancy Howard – Term Ending – Dec. 21

**p. 36 (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. 52 (3) - Water and Sewer Advisory Council, Ocean Pines** – (1) Resigned (Bob Poremski), (2) Term Endings Dec. 21.- Gregory Sauter and John Collins

**p. 50 (3) - Water and Sewer Advisory Council – Mystic Harbour** (Passing of Richard Jendrek and Bruce Burns) (1) – Term Ending-Dec. 21- Martin Kwesko

**p. 54 (2) - Water and Sewer Advisory Council- West Ocean City** – (2) Term Endings – Dec. 21 – Todd Ferrante and Keith Swanton

**p. 55 (4) – Commission for Women** – (4) Term Endings-Dec. 21- (3) requests for reappointment- Darlene Bowen (Purnell), Kimberly List (Mitrecic), Gwendolyn Lehman (At-Large O.P./Berlin) Elizabeth Rodier does not choose to be reappointed.

**p. 60 (2) – Youth Council** – (2) Nominations Wynter Roberson and Mary Ann Catherine Rutzler

**ADULT PUBLIC GUARDIANSHIP BOARD****ITEM 9**

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:**

<b><u>Member's Name</u></b>	<b><u>Representing</u></b>	<b><u>Years of Term(s)</u></b>
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

Terms  
will  
End  
Dec.

\* = Appointed to fill an unexpired term

**ADULT PUBLIC GUARDIANSHIP BOARD**  
(Continued)

**ITEM 9**

**Prior Members:**

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

**Since 1972**

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



### Annual Report—Adult Public Guardianship Board

The Adult Public Guardianship Board is established, as stipulated by Family Law, Annotated Code of Maryland 14-402, to review the guardianship cases in which a public agency is named guardian of a vulnerable adult. The Board serves in an advisory capacity to the Court. Reports to the Board are made from the respective public agencies that are awarded guardianship and are reviewed semi-annually. Upon review by the Board, a determination is made regarding the need to continue guardianship or a recommendation to terminate the order is advised if it has been demonstrated that the Ward is no longer incompetent and is capable of making independent decisions regarding their own well being. These findings are reported to the Court. In fiscal year 2021, the Board met virtually on February 18, 2021 and September 16, 2021. The disabled individual has not been attending meetings during the pandemic but are represented during the meeting by their legal counsel. During FY 2021, the Board reviewed 7 cases in which the Department of Social Services maintains guardianship of three individuals, and the Area Agency on Aging, MAC, Inc. currently holds guardianship of four individuals, 65 years or older.

The 2021 Board consisted of the following members:

- Richard Collins, Esq., Chairperson (absent for both meetings)
- Dr. William Greer (attended February and September meeting)
- Melissa Banks, RN, Worcester County Health Department (absent for February meeting and attend September meeting)
- Jack Ferry, Worcester County Developmental Center (attended February and September meeting)
- Dr. Kenneth Widra, Psychiatrist, Worcester County Health Department (attended February meeting and absent for September meeting)
- Roberta Baldwin, Worcester County Department of Social Services (attended February and September meeting)
- Connie Wessels, Community Member (absent for both meetings)
- Thomas Donaway, Community Member (absent for both meetings)
- Brandy Trader, Worcester County Commission on Aging (attended February and September meeting)
- Nancy Howard, Community Member (attended February and September meeting)
- LuAnn Siler, Worcester County Commission on Aging, Non-Profit provider, (attended February and September meeting)

The Board consists of 11 members that are appointed by the County Commissioners. (This board seat for psychiatrist has been vacated and will need to be filled.) An active search is being conducted.

## COMMISSION ON AGING BOARD

Reference: By Laws of Worcester County Commission on Aging  
- As amended July 2015

Appointed by: Self-Appointing/Confirmed by County Commissioners

Function: ~~Supervisory/Policy Making~~

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

Compensation: None

Meetings: Monthly, unless otherwise agreed by a majority vote of the Board

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

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

## Current Members:

Member's Name	Resides/Represents	Years of Term(s)
Lou Taylor	Agency - Worcester County Board of Education	
Roberta Baldwin	Agency - Worcester County Department of Social Services	
Rebecca Jones	Agency - Worcester County Health Department	
Madison J. Bunting, Jr.	Worcester County Commissioners' Representative	
Fred Grant	Snow Hill	*15-16, 16-19, 19-22
Joyce Cottman	Berlin	*16, 16-19, 19-22
James Covington	Pocomoke City	*18-20, 20-23
Bonita Ann Gisriel	Ocean City	*18-20, 20-23
Carolyn Dryzga	Ocean Pines	*18-20, 20-23
Samuel Henry	D-3-Church	20-23
Dr. Mark Bowen	D-6-Bunting	20-23
Helen Whaley	Berlin	*16-18-21, 21-24
Tommy Tucker	Snow Hill	09-12-15-18-21, 21-24

\* = Appointed to fill an unexpired term

## Prior Members:

## Since 1972

Virginia Harmon  
 Maude Love  
 Dr. Donald Harting  
 John C. Quillen  
 Violet Chesser  
 William Briddell  
 Harrison Matthews  
 John McDowell  
 Mildred Brittingham  
 Maurice Peacock  
 Father S. Connell  
 Rev. Dr. T. McKelvey  
 Samuel Henry  
 Rev. Richard Hughes  
 Dorothy Hall  
 Charlotte Pilchard  
 Edgar Davis  
 Margaret Quillen  
 Lenore Robbins  
 Mary L. Krabill  
 Leon Robbins  
 Claire Waters  
 Thelma Linz  
 Oliver Williams  
 Michael Delano  
 Father Gardiner  
 Iva Baker  
 Minnie Blank  
 Thomas Groton III  
 Jere Hilbourne  
 Sandy Facinoli  
 Leon McClafin  
 Mabel Scott  
 Wilford Showell  
 Rev. T. Wall  
 Jeaninne Aydelotte  
 Richard Kasabian  
 Dr. Fred Bruner  
 Edward Phillips  
 Dorothy Elliott  
 John Sauer  
 Margaret Kerbin  
 Carolyn Dorman  
 Marion Marshall  
 Dr. Francis Ruffo  
 Dr. Douglas Moore  
 Hibernia Carey  
 Charlotte Gladding  
 Josephine Anderson  
 Rev. R. Howe  
 Rev. John Zellman  
 Jessee Fassett  
 Delores Waters  
 Dr. Terrance A. Greenwood  
 Baine Yates  
 Wallace T. Garrett  
 William Kuhn (86-93)  
 Mary Ellen Elwell (90-93)  
 Faye Thorne  
 Mary Leister (89-95)

William Talton (89-95)  
 Sunder Henry (89-95)  
 Josephine Anderson  
 Saunders Marshall (90-96)  
 Louise Jackson (93-96)  
 Carolyn Dorman (93-98)  
 Constance Sturgis (95-98)  
 Connie Morris (95-99)  
 Jerry Wells (93-99)  
 Robert Robertson (93-99)  
 Margaret Davis (93-99)  
 Dr. Robert Jackson (93-99)  
 Patricia Dennis (95-00)  
 Rev. C. Richard Edmund (96-00)  
 Viola Rodgers (99-00)  
 Baine Yates (97-00)  
 James Shreeve (99-00)  
 Tad Pruitt (95-01)  
 Rev. Walter Reuschling (01-02)  
 Armond Merrill, Sr. (96-03)  
 Gene Theroux  
 Blake Fohl (98-05)  
 Constance Harmon (98-05)  
 Catherine Whaley (98-05)  
 Wayne Moulder (01-05)  
 Barbara Henderson (99-05)  
 Gus Payne (99-05)  
 James Moeller (01-05)  
 Rev Stephen Laffey (03-05)  
 Anne Taylor (01-07)  
 Jane Carmean (01-07)  
 Alex Bell (05-07)  
 Inez Somers (03-08)  
 Joanne Williams (05-08)  
 Ann Horth (05-08)  
 Helen Richards (05-08)  
 Peter Karras (00-09)  
 Vivian Pruitt (06-09)  
 Doris Hart (08-11)  
 Helen Heneghan (08-10)  
 Jack Uram (07-10)  
 Robert Hawkins (05-11)  
 Dr. Jon Andes  
 Lloyd Pullen (11-13)  
 John T. Payne (08-15)  
 Sylvia Sturgis (07-15)  
 Gloria Blake (05-15)  
 Dr. Jerry Wilson (Bd. of Ed.)  
 Peter Buesgens (Social Services)  
 Deborah Goeller (Health Dept.)  
 George "Tad" Pruitt (05-17)  
 Bonnie C. Caudell (09-17)  
 Larry Walton (13-18)  
 Cynthia Malament (07-19)  
 Lloyd Parks (08-19)  
 Clifford Gannett (\*12-20)  
 Rebecca Cathell - MD Job Service  
 Tommy Mason (15-21)

\* = Appointed to fill an unexpired term



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

**Summarization of Departmental Services for Fiscal Year 2021 (July 1, 2020 through June 30, 2021)  
Prepared for the Worcester County Commissioners - November 2021**

<b>General</b>	Most of Fiscal Year 2021 was marked by the continued virtual lock down of many of our services due to the COVID pandemic. We were nevertheless able to make significant impacts on the lives of the elderly through home visits and our Meals on Wheels programs. Only in the very latter part of the FY did we gradually begin to emerge to restart services that are performed in congregate settings.
<b>Adult Medical Day Services</b>	Although unable to perform on-site services for most of the year, we were able to provide continual service to 31 clients through home visits and daily phone calls. Several of these have unfortunately passed away, some from COVID. On-site services resumed at the end of the fiscal year, and we are now rebuilding our participant census, with over 25 current clients.
<b>50plus Activities Program</b>	The four 50plus Activities Centers remained closed for most of the fiscal year. Staff on reduced hours continued to stay connected to participants through phone contact, social media activities and outdoor events. In the latter part of the fiscal year our centers reopened, and we have experienced a revitalization of our programs and a more robust participation.
<b>Maryland Community for Life</b>	Worcester County's CfL program was negatively impacted by the COVID pandemic to the point of an almost 50 percent attrition during the fiscal year. We were however able to continue transportation and handyman services for over 30 members. With the lifting of restrictions, the membership has grown to over 70 members to-date.
<b>Meals on Wheels</b>	Participation in the home delivered meals program rose to 221 clients in the fiscal year, almost triple of what it was before the COVID crisis. Over 25,000 meals were delivered, and the human contact aspect of this service proved to be a life line for many isolated seniors. The participation has remained high since the lifting of restrictions, at almost double that of pre-COVID years.
<b>In-Home Care and Respite Services</b>	In-home chores and personal care services and caregiver services for over 40 Worcester residents continued throughout the fiscal year, despite staff shortage and COVID. Provision of needed supplies for clients, and financial help for personal caregivers continued without interruption.
<b>Temporary Residential Ramps</b>	Our temporary ramp service continues to provide immediate relief for disabled low-income residents waiting for the construction of a permanent ramp, or seniors in need of a temporary solution for handicap access to their homes.
<b>Transportation</b>	After assuming responsibility for the county's seniors and disabled transportation program (SSTAP) on July 1, 2020, WorCOA's drivers and vehicle fleet were able to provide transportation services for approximately 130 Worcester residents during the fiscal year. This translated into over 3,000 trip legs during that time. Ridership continues to increase, and the wisdom of having WorCOA take on this program continues to prove itself.

Worcester Commission on Aging

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

WorCOA Board of Directors

Dates of FY2021 Meetings: September 10, 2020; January 14, 2021; March 11, 2021; May 13, 2021

<b>REGULAR MEMBERS</b>	<b>Of 4 Meetings, In Attendance</b>
Fred Grant, Chairman	4
Jim Covington, Vice-Chairman	4
Helen Whaley, Treasurer	3
Tommy Tucker, Secretary	2
Tommy Mason (deceased)	1
Joyce Cottman	2
Carolyn Dryzga	3
Bonnie Gisriel	4
Samuel Henry	2
Dr. Mark Bowen	2
<b>EX OFFICIO MEMBERS : Voting</b>	
Madison Bunting, County Commissioner	0
Becky Jones (or representative), Health Department	1
Roberta Baldwin, Department of Social Services	3
Lou Taylor (or representative), Board of Education	0
<b>EX OFFICIO MEMBERS : Non-Voting</b>	
John Dorrough, Executive Director	4
Rob Hart, Acting Deputy Director	4



## 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>
Glen Holland (O-O)	Nordstrom	D-1, Pocomoke	13-17, 17-21
Kathy Drew	Bunting	D-6, Bishopville	** 06-09-13-17, 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

*Terms Ending Dec.*

## Prior Members:

Norman Ellis	Ed Anderson (98-03)
Richard Bradford	Robert Gray (00-05)
Charles Fulton	Orlando Bishop (01-06)
Elmer Hastings	Roger Richardson (96-07)
David Stevens	Anne Hastings (06-11)
Curtis Shockley	Earl Ludey (07-13)
Gerald Redden	George Lee Clayville (00-14)
William Sirman, Jr.	Sandra Frazier (03-14)
Harold Purnell	Donnie Powell (06-15)
Chauncy Henry (96-97)	Bill Bruning(O-O) (11-19)
Lieselotte Pennewell (93-98)	
Carlton Magee (90-00)	
Harry Mitchell (90-00)	
Frank Baker (98-01)	

\* = Appointed to fill an unexpired term

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

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

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

Appointed by: County Commissioners

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

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

Compensation: None - Expense Reimbursement as provided by County Commissioners

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

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

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

Current Members:

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

Prior Members: Since 2000

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



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](http://www.co.worcester.md.us/drp/drpindex.htm)

ZONING DIVISION  
BUILDING DIVISION  
ADMINISTRATIVE DIVISION

DATA RESEARCH DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

MEMORANDUM

To: Weston S. Young, P.E., Chief Administrative Officer  
From: Jennifer K. Keener, AICP, Director JKK  
DATE: November 4, 2021  
RE: Annual Report – Agricultural Reconciliation Board - 2020/2021

\*\*\*\*\*

The Agricultural Reconciliation Board is established pursuant to the provisions of Section ZS 1-347, Right to Farm Law, of the Zoning and Subdivision Control Article. The purpose of the Board is to mediate and arbitrate disputes involving agricultural or forestry operations conducted on agricultural lands. The Department did not receive any applications or complaints seeking mediation or action by the Board and therefore no meetings were held.

Please do not hesitate to contact me should you have any questions or require additional information.

## BUILDING CODE APPEALS BOARD

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

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting (by policy)

Meetings: As Needed

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

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

## Current Members:

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

Term Ends Dec.

## Prior Members:

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

\* = Appointed to fill an unexpired term



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

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ZONING DIVISION  
BUILDING DIVISION  
ADMINISTRATIVE DIVISION

DATA RESEARCH 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: November 4, 2021  
RE: Annual Report - Building Code Appeals Board - 2020/2021

\*\*\*\*\*

The Building Code Appeals Board is established pursuant to Section 113 of both the International Building Code and the International Residential Code. The purpose of the Board is to hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of the code. No requests for appeal were filed in 2020/2021 (nor in many years for that matter) and therefore the Board did not meet.

Please do not hesitate to contact me should you have any questions or require additional information.



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: Jack Orris, Council Secretary, Health Department (410-632-1100, ext. 1038)  
Doug Dods, Council Chair, Sheriff's Office (410-632-1111)

Current Members:

<u>Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
<b><u>At-Large Members</u></b>		
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

Donna Bounds

Warden, Worcester County Jail

Ex-Officio, Indefinite

## Advisory Members

Lt. Earl W. Starnier	Maryland State Police	Since 2004
Charles "Buddy" Jenkins	Business Community - Jolly Roger Amusements	
Chief Ross Buzzuro (Lt. Rick Moreck)	Ocean City Police Dept.	
Leslie Brown	Hudson Health Services, Inc.	
James Mcquire, P.D.	Health Care Professional - Pharmacist	Since 2018
Shane Ferguson	Wor-Wic Community College Rep.	Since 2018
Jessica Sexauer, Director	Local Behavioral Health Authority	Since 2018

## Prior Members:

Since 2004

Vince Gisriel	Mike Shamburek - Hudson Health
Michael McDermott	Shirleen Church - BOE
Marion Butler, Jr.	Tracy Tilghman (14-15)
Judge Richard Bloxom	Marty Pusey (04-15)
Paula Erdie	Debbie Goeller
Tom Cetola	Peter Buesgens
Gary James (04-08)	Aaron Dale
Vickie Wrenn	Garry Mumford
Deborah Winder	Sharon Smith
Garry Mumford	Jennifer Standish
Judge Theodore Eschenburg	Karen Johnson (14-17)
Andrea Hamilton	Rev. Bill Sterling (13-17)
Fannie Birckhead	Kat Gunby (16-18)
Sharon DeMar Reilly	William McDermott
Lisa Gebhardt	Sheriff Reggie Mason
Jenna Miller	Colleen Wareing ( *06-19)
Dick Stegmaier	Rev. Matthew D'Amario(*18-21)
Paul Ford	Donna Nordstron *(19-21)
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	

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

## Worcester County Drug & Alcohol Abuse Council Executive Summary

**Contact Information**

Col. Doug Dods (WCSO)  
ddods@co.worcester.md.us

Jack Orris (WCHD)  
jack.orris@maryland.gov

**Year founded**  
1983

**Number of Members**  
29

**Funding Opportunity**  
\$9,000  
(\$9,000 County Appropriation)

**Use of Fund (FY21)**  
100% returned to County  
Administration

**Times met (FY21)**  
5

**Existing Debt**  
\$0

**Overview**

The Council is made up of members of the community, by Commissioner appointment, who are experienced and are knowledgeable in the alcohol and drug abuse field. This includes clergy, health department professionals, treatment providers, law enforcement, and citizens who have been personally involved in the challenge. Sub-committees are formed, on an ad-hoc basis, to work on specific projects and identify stakeholders, define the issues, pose solutions, and identify the resources outreach to the public regarding opiate abuse.

**FY21 Council Activities**

Due to COVID-19, all events in FY21 were canceled and the Council met as scheduled five times virtually to continue discussion, elect new Chair/Vice-Chair positions and plan for post-pandemic drug and alcohol mitigation efforts. As schools reopened, COVID vaccines became available and mandated restrictions lifted, certain pre-pandemic activities were able to resume such as Tobacco/Alcohol retail enforcement checks and education as well as school curriculum and student led committees.

100% of County allocated funding for FY21 was returned to the County, as the Council was unable to fund Play-It-Safe, After-Prom activities and our annual Awards Banquet and Planning Retreat.

*\*All funds scheduled for use in Worcester County, as indicated.*

**Attendance**

Participation report attached. It should be noted that there have been personnel changes within the Council's community partners and the attendance will be updated to reflect those transitions in FY22 summary.

**Worcester County  
Drug and Alcohol Council Attendance  
Fiscal Year 2021**

<b>Name</b>	<b>Retreat 8/13/20</b>	<b>9/24/20</b>	<b>11/19/20</b>	<b>1/28/21</b>	<b>3/25/21</b>	<b>5/27/21</b>	<b>TOTAL</b>
Doug Dods, Chairperson/Sheriff's Office		X	X	X	X	X	5
James Freeman, Co-Chair							0
Jennifer LaMade/Jessica Sexauer			X	X	X	X	4
Kim Moses				X	X		2
Sue Abell-Rodden	<b>C</b>		X			X	2
WCHD BH		X	X	X	X	X	5
WCHD Prevention	<b>A</b>	X	X	X	X	X	5
Dr. Roy W. Cragway, Jr.							0
Donna Nordstrom	<b>N</b>		X				1
Rev. Matthew D'Amario							0
Shane Ferguson	<b>C</b>	X	X		X	X	4
Burton Anderson							0
Trudy Brown/Michelle Bethke	<b>E</b>	X	X		X	X	4
Jackie Ball							0
Roberta Baldwin or designee	<b>L</b>	X		X	X	X	4
Diana Purnell							0
Rebecca Jones	<b>E</b>						0
Donna Bounds, Warden							0
Tracy Simpson for Judiciary	<b>D</b>	X	X			X	3
State's Attorney Office							0
BOE	<b>C</b>	X	X	X	X	X	5
Jack Orris		X	X	X	X	X	5
Spencer Lee Tracy, Jr. (DJS)	<b>O</b>						0
Lt. Rick Moreck							0
Charles "Buddy" Jenkins	<b>V</b>						0
Leslie Brown						X	1
Lt. Earl Starnier, MSP/designee	<b>I</b>	X					1
Student Liaison(s)							0
James McGuire	<b>D</b>						0

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
Robert Fisher	D-6, Bunting	Snow Hill	87-92-97-01-05-09-13-17, 17-21
Ashley Harrison	D-7, Mitrecic	Ocean City	19-21
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

Terms END Dec.

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-Zytowicz (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



**Memorandum**

**Date:** November 5, 2021

**To:** Worcester County Commissioners

**From:** Melanie Pursel- Director- Economic Development

**Subject:** Advisory Board Updates

**CC:** Weston Young, CAO & Joe Parker, Deputy CAO

**The Economic Development Advisory Board (EDAB) met on August 9<sup>th</sup> 2021-3pm at the Berlin Library- there is another meeting scheduled for November 19<sup>th</sup> 2021. In 2022, we plan to meet quarterly.**

**This was our first meeting in my capacity as director. We did introductions and each member gave their background and what their goals were as part of the board. We agreed to have quarterly mixers and rotate to each of the 4 towns around the county- inviting business owners, elected officials, partner organizations etc. I reported on the following items and discussion ensued with each one:**

- County rebranding- Maryland's Coast
- Merger of the departments of Tourism and Economic Development
- Reorganization and new staff- Business Development Specialist, Workforce Specialist and Marketing Specialist
- Staff introduced themselves and what their function was
- MEDA Training/Conference Update
- New website- Choosemarylandscoast.org
- Campaign to promote VLT Loan, Machine Tax Credits and A and E Districts
- Social Media Stories/Communication- E-news (Workforce and Business focus)
- WEST Academy just completed- STEM/STAT moving forward with the tech School
- Events- Black Eyed Susan Ribbon Cutting August 12<sup>th</sup> at 4pm

**In attendance: Steve Habberger, Ashley Harrison, Natoshia, Bob, Fischer, Joe Schano, Melanie Pursel, Jackie Trieu, Michele Burke, Taryn Bradley**

## 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>
Steve Kolarik (EG-5)	D-6, Bunting	Bishopville	12-15, 15-18, 18-21
Duane Duncan (ME-5)	D-3, Church	Berlin	*05-12-15-18, 18-21
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

*Terms end Dec.*

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

## Prior Members: (Since 1972)

Harrison Lambertson  
William Molnar  
Thomas Ashby  
Billy Burton Cropper  
Alonza Anderson  
Gus Foltz  
Robert Conner  
Gus Payne  
Robert Farley  
Mike Costanza  
Herbert Brittingham  
Otho Mariner  
Mark Odachowski

Howard Pusey  
Elwood Bunting  
W. Prentiss Howard  
Frank Bradshaw (90-96)  
H. Coston Gladding (90-96)  
Willard W. Ward (92-97)  
Walter Ward (92-98)  
Dale Venable (94-00)  
Gary Frick (96-03)  
Thomas Duncan (02-05)  
Mike Henderson (00-06)  
Brent Pokrywka (02-07)  
Joel Watsky (03-08)

Bob Arnold (97-10)  
Jamie Englishmen (06-12)

\* = Appointed to fill an unexpired term



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

## Worcester County

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TECHNICAL SERVICES DIVISION

### MEMORANDUM

To: Kristen Tremblay, Zoning Administrator  
From: Deborah Mooney, License Permit Clerk III  
Date: October 27, 2021  
Re: County Commissioners Request for Fiscal Report on Electrical Board

The Worcester County Electrical Board held 6 meetings this past fiscal year, scheduled for the 2nd Tuesday of the month and did not meet in July, August, September, October and November of 2020 due to the coronavirus. We did not meet in April 2021 since we did not have any items to discuss. This Board operates pursuant to § BR 2-201 of the Worcester County Code. The main function of the Board is to regulate the licensing of electricians in Worcester County. They review and approve applications for persons wishing to take an examination to obtain a license. They review applications for electricians which are eligible to obtain a local license through reciprocity with either the State or another County. During this year the Electrical Board had reviewed a complaint filed against one electrician and revoked his Worcester County License. The Board also met to discuss SB 762, which took effect on July 1, 2021.

The present members, their election district, their current term expiration date, and attendance records are as follows:

Members Name	Nominated By	Term	Meetings Attended
Kenneth Lambertson, Sr.	District 1, Lockfall	December, 2023	6 attended meetings
Roy Case	District 2, Purnell	December, 2022	4 attended meetings
Duane Duncan	District 3, Church	December, 2021	4 attended meetings
Carl Smith,	District 4, Elder	December, 2022	2 attended meetings
Jeffrey T. Novak	District 5, Bertino	December, 2022	4 attended meetings
Steve Kolarik	District 6, Bunting	December, 2021	6 attended meetings
Michael Patchett	District 7, Mitrecic	December, 2023	5 attended meetings

The attorney for the Board is Roscoe Leslie, Esquire.

If you need any additional information, please do not hesitate to contact me.

Updated 10/27/2021

County Commissioners report fiscal 2020-2021

## ETHICS BOARD

Reference: Public Local Law, Section CG 5-103

Appointed by: County Commissioners

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

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

Compensation: \$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 Griffin	D-5, Bertino	Ocean Pines	*21-24
Joseph Stigler	D-4, Elder	Berlin	16-20, 20-24

Terms  
End  
Dec.

Prior Members: (Since 1972)

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

\* = Appointed to fill an unexpired term




Worcester County Administration

One West Market St. Room 1103 | Snow Hill MD 21863 | (410) 632-1194 | [www.co.worcest](http://www.co.worcest)

## ITEM 9

October 26, 2021

TO: Karen Hammer, Office Assistant V  
FROM: Roscoe R. Leslie, County Attorney   
SUBJECT: FY 2021 Annual Report - Ethics Board

---

Please be advised that the Worcester County Ethics Board held their annual meeting on February 8, 2021. Due to COVID 19, the meeting was held via telephone conference. Members in attendance were David Deutsch, Joseph Stigler, Frank Knight, Mickey Ashby, Faith Mumford and Bruce Spangler. The Ethics Board is required to meet on an annual basis in accordance with the State Ethics Law. The Ethics Board did not receive any complaints in 2021. The duties of the Ethics Board were discussed along with the major components of the law that the Board was charged with reviewing.

Should you have any questions, please advise.

RRL/fac  
H:\COATTY\Ethics Report FY 2021.wpd



## HOUSING REVIEW BOARD

Reference: Public Local Law §BR 3-104

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting (policy)

Meetings: As Needed

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

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

## Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Terms(s)</u>	
Jake Mitrecic	D-7, Mitrecic	Ocean City	15-18, 18-21	Temp Ends Dec
C. D. Hall	D-1, Nordstrom	Pocomoke	10-13-16-19, 19-22	
Debbie Hileman	D-6, Bunting	Ocean Pines	10-13-16-19, 19-22	
Chase Church	D-3, Church	Ocean Pines	*19-20, 20-23	
Scott Tingle	D-4, Elder	Snow Hill	14-17-20, 20-23	
Donna Dillon	D-5, Bertino	Ocean Pines	08-11-14-17-20-23	
Vacant	D-2, Purnell	Ocean Pines	*21-24	Resigned

## Prior Members:

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

\* = Appointed to fill an unexpired term



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](http://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 Commissioners

**CC:** File

**From:** Davida Washington *DN*

**Date:** 11/01/2021

**Re:** Housing Review Board- FY 2020

The Worcester County Housing Review Board met once in-person during fiscal year 2021 to review 10 cases. These meetings were held to prioritize the applicants for funding under the County's 2021 CDBG housing rehabilitation grant, MD-20-CD-22, and the State Special Loans Program. **Please note-** only applicants who have passed the minimum qualification phase of the program, meeting State mandated income and ownership requirements, and have provided documentation to support their eligibility, are presented to the Board for review.

Following are the Housing Review Board members' attendance records for the past year:

Sharon Teagle – 0 out of 1

Scot Tingle – 0 out of 2

Donna Dillon- 0 out of 2

C.D. Hall- 2 out of 2

Debbie Hileman- 2 out of 2

Jake Mitrecic- 2 out of 2

Chase Church- 2 out of 2

Davida Washington- 1 out of 1

## BOARD OF LIBRARY TRUSTEES

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

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

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

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

Compensation: None

Meetings: 1 per month except July, and August

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

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

## Current Members:

<u>Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Nancy Howard	Ocean City	16-21
Vicki O'Mara	Ocean Pines	*18-22
Leslie Mulligan	Snow Hill	*17-18, 18-23
Jeff Smith	Berlin	19-24
Patricia Tomasovic	Pocomoke	*19, 19-24
Sandra Buchanan	Pocomoke	21-26
Jocelyn Briddell	Newark	21-26

Term ENDS  
Dec.

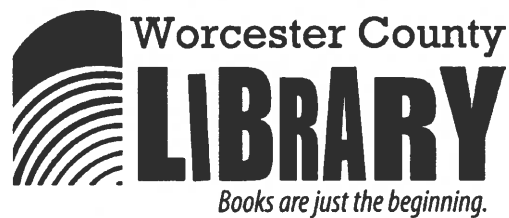
## Prior Members: Since 1972

Herman Baker  
Lieselette Pennewell  
Edith Dryden  
Clifford D. Cooper, Jr.  
Klein Leister  
Evelyn Mumford  
Ann Eschenburg  
Barbara Ward  
Donald F. McCabe  
Fannie Russell  
Stedman Rounds  
Donald Turner  
Sarah Dryden  
L. Richard Phillips  
Barbara Bunting  
Joanne Mason

Jere Hilbourn  
Janet Owens  
Ruth Westfall  
Helen Farlow  
Judy Quillin  
Gay Showell  
Susan Mariner  
Jacqueline Mathias  
Ann S. Coates (88-97)  
Jim Dembeck (91-97)  
Bill Waters (88-98)  
Geraldine Thweatt (97-98)  
Martha Hoover (87-99)  
Eloise Henry-Gordy (98-00)  
William Cropper (91-01)  
Ms. Willie Gaddis (89-01)  
Leola Smack (99-02)  
Jean Tarr (94-04)  
Lois Sirman (01-06)  
Amanda DeShields (00-07)  
David Nedrow (04-09)

Belle Redden (99-09)  
Beverly Dryden Wilkerson (06-10)  
John Staley (97-11)  
James Gatling (01-11)  
Shirley Dale (02-12)  
Edith Barnes (07-13)  
Richard Polhemus (11-16)  
Richard Warner Davis (11-16)  
Frederick Grant (13-17)  
Rosemary S. Keech (12-18)  
Vivian Pruitt (09-19)  
Ron Cascio 09-19  
Donald James Bailey (16-21)  
Holly Anderson (\*10-21)

\* = Appointed to fill an unexpired term



## FY 21 ANNUAL REPORT

### Library Service Highlights

- Library Branches continued with Library-to-Go / curbside pick-up; and began to reopen by appointment in July 2020
- Mobile printing service established at all five branch locations
- Library staff formed an Equity, Diversity, and Inclusion committee to expand collection and programming efforts
- National Endowment for the Arts, BIG READ grant events took place in Fall 2020 to celebrate the novel, "In the Heart of the Sea;" events included an amazing discussion with the author Nathaniel Philbrick
- Program-to-Go kits were distributed weekly to families at all five branches July 2020 – June 2021
- Brain Health and Craft kits distributed to long term care facilities and Meals on Wheels November and December 2020
- Library purchased mobile hot spots in November 2020 to help patrons access the internet at home
- The Library Board approved a Strategic Plan for 2021 – 2024 in December 2020
- Ocean Pines Library staff assisted Worcester County Health Department with scheduling of COVID vaccines, answering over 1,000 phone calls
- Storywalk® panels installed at the John Walter Smith Park in Snow Hill, March 2021
- The library made laptops available for checkout in March 2021
- Virtual Local History Displays were launched in March 2021
- Branches began taking meeting room reservations again in March 2021
- All branch locations returned to normal hours in June 2021
- Summer reading walk up registration events were held at each location to generate excitement for "Tails and Tales" programs

319,139 Items Circulated	149 Youth Programs 1,081 Attendance	5,008 Program-to-Go Kits distributed to children and families	214 Adult Programs 2,044 Attendance	93 Meeting Room Reservations	968 Volunteer Hours	48,386 Library Visits
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### Library Board Members & Attendance

Member	7-14-20	9-10-20	10-8-20	11-12-20	12-10-20	1-14-21	2-11-21	3-10-21	4-14-21	5-12-21	6-9-21
Holly Anderson	X	X	X	X	X	X	X	X	resigned		
Jamie Bailey	✓	X	✓	X	X	X	✓	X	resigned		
Nancy Howard	✓	✓	X	✓	✓	✓	✓	✓	✓	✓	✓
Leslie Mulligan	✓	X	✓	✓	✓	✓	✓	✓	✓	✓	✓
Vicki O'Mara	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pat Tomasovic	✓	✓	✓	✓	X	✓	✓	✓	✓	✓	✓
Jeff Smith	X	✓	X	✓	✓	✓	✓	✓	✓	✓	✓

### Our Mission

The mission of the Worcester County Library is to promote reading, thinking, learning, and the enjoyment of the arts.

### Our Vision

The Library serves as the community's learning center where the pursuit of knowledge, the exploration of the arts, and positive interactions are encouraged through innovative educational and cultural opportunities for all.

**WORCESTER COUNTY'S INITIATIVE TO PRESERVE FAMILIES BOARD**

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

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

Appointed by: County Commissioners

Functions: Advisory/Policy Implementation/Assessment and Planning

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

Compensation: \$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 31<sup>st</sup>

Meetings: Monthly

Staff Contact: Jessica Sexauer, Director, Local Management Board - (410) 632-3648  
 Jennifer LaMade - Local Management Board - (410) 632-3648

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides/Representing</u>	<u>Years of Term(s)</u>
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  
ENDS  
Dec.Prior Members (since 1994):

Tim King (97)	Sharon DeMar Reilly	Deborah Goeller
Sandra Oliver (94-97)	Kathy Simon	Andrea Watkins (13-17)
Velmar Collins (94-97)	Vickie Stoner Wrenn	Sheila Warner (Indefinite)
Catherine Barbierrri (95-97)	Robin Travers	Ira Shockley (03-19)
Ruth Geddie (95-98)	Jordan Taylor (09)	Eloise Henry-Gordy *(07-20)
Rev. Arthur George (94-99)	Aaron Marshall (09)	
Kathey Danna (94-99)	Allen Bunting (09)	
Sharon Teagle (97-99)	LaTrele Crawford (09)	
Jeanne Lynch (98-00)	Sheriff Charles T. Martin	
Jamie Albright (99-01)	Joel Todd, State's Attorney	
Patricia Selig (97-01)	Ed Montgomery (05-10)	
Rev. Lehman Tomlin (99-02)	Edward S. Lee (07-10)	
Sharon Doss	Toni Keiser (07-10)	
Rick Lambertson	Judy Baumgartner (07-10)	
Cyndy B. Howell	Claudia Nagle (09-10)	
Sandra Lanier (94-04)	Megan O'Donnell (10)	
Dr. James Roberts (98-04)	Kiana Smith (10)	
Dawn Townsend (01-04)	Christopher Bunting (10)	
Pat Boykin (01-05)	Simi Chawla (10)	
Jeannette Tresler (02-05)	Jerry Redden	
Lou Taylor (02-05)	Jennifer Standish	
Paula Erdie	Anne C. Turner	
Rev. Pearl Johnson (05-07)	Marty Pusey	
Peter Fox (05-07)	Virgil L. Shockley	
Lou Etta McClafflin (04-07)	Dr. Jon Andes (96-12)	
Bruce Spangler (04-07)	Dr. Ethel M. Hines (07-13)	

Updated: December 1, 2020  
 Printed: November 17, 2020



# Worcester County's Initiative to Preserve Families

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

Telephone: 410-632-3648



## Worcester County's Initiative to Preserve Families FY 2021 Annual Report

The Worcester County Local Management Board met on the following days during fiscal year 2021:

### Attendance of Members by Meeting Date

Ex Officio Members	7/15/20	10/21/20	12/16/20	1/20/21	5/19/21
Lou Taylor – Board of Education		R	R	R	
Jessica Sexauer-LMB Director, LBHA Director	X	X	X	X	X
Spencer Lee Tracy-Department of Juvenile Services	X	X	X	X	X
Jennifer LaMade – Worcester County Health Department, Director of Planning		X			X
Rebecca Jones – Health Officer, Worcester County Health Department		R			R
Roberta Baldwin –CHAIR, Department of Social Services	X	X	X	X	
<b>Private Sector Members</b>					
Dr. Mark Bowen, District 4, Snow Hill *term started 1/1/21					X
Vacant -District 6, Bishopville					
Mark Frostrom-District 1, Pocomoke	X			X	
Amy Rothermel – District 7 – Ocean City			X	X	
Theophilus Hobbs IV - District 4	X	X	X	X	X

X=Present

R=Representative present

Worcester County's Initiative to Preserve Families (LMB) staff, vendors and partners faced another year of unique challenges and barriers due to the Covid-19 pandemic. The LMB, vendors and partners collaborated to create effective ways to meet community needs, provide community outreach, and offer trainings and resources to children, youth, families and the community.

The LMB was able to offer four (4) trainings in FY21 to over 100 individuals. Training topics included strength based strategies and interventions for children with emotional and behavioral challenges; as well as racial disparities, racial stressors and cultural strengths.

LMB staff conducted regular check-ins with vendors to provide TA assistance wherever possible. Below is a brief synopsis of the accomplishments that vendors had during FY21:

- **Worcester Connects:** Worcester Youth and Family Counseling Center continues to be the vendor for the Worcester Connects program. This program is a mentor program that targets youth between grades 1st-12th and matches them with a volunteer mentor. During FY21, the Worcester Connects program received 40 mentee referrals, with 27 of those youth enrolled in the program. Out of the 27 participants, 16 were successfully matched with mentors, and the remaining 11 are expected to be matched early in the 2022 fiscal year. In the meantime, the program director is providing group mentorship with 2 group meetings per month for these mentees. Worcester Connects has partnered with the Ocean City Art League who will be helping to provide creative activities for the group meetings.
- **Building Bridges to Stable Families:** The Worcester County Health Department continues to be the vendor for the Building Bridges to Stable Families program. This program works with parents that are incarcerated, providing case management and educational parenting classes. The program also provides case management services and classes to children and their caregivers that have a parent incarcerated. During FY21, Building Bridges staff remained unable to enter the detention center due to COVID-19 restrictions. The Case Manager worked with the Snow Hill Detention Center staff to develop creative ways to consistently connect with incarcerated individuals. 13 Parenting Inside Out cohorts were offered virtually in the community with limited capacity. There were no cohorts held inside the jail due to COVID-19 restrictions; 24 participants completed the training and 100% of the enrolled parents (incarcerated and non) met one or more of their three Transitional Care Plan objections. 34 children were served during FY21.
- **Worcester Employment, Education and Empowerment- WE3:** Telamon Corporation continued to be the vendor for the WE3 program that targets “Disconnected Youth”, which is youth between the ages of 16-24 who are not employed and not in school. During FY21, 7 youth were served and 15 community partners were committed to assisting this target population. As a result of the COVID-19 pandemic, staff identified a higher number of participants with food and housing insecurity. Staff focused efforts on connecting participants with local resources to meet basic needs, as well as address transportation issues that created barriers to resources. Two participants completed the workplace readiness training through Conover and two participants were successfully connected to employment. The LMB Board voted to sunset the WE3 program at the end of FY21, and all active participants have been certified in other youth programs to ensure that they continue their workforce learning and employment path until they find the success they seek.

## Additional Board Updates

In FY21, the LMB continued to serve children and families with intensive needs through the Local Care Team. The LCT Coordinator and LMB Staff facilitated a coordinated approach to services which ensured that comprehensive support was provided to youth, and their families. The LCT tracks referrals and services, maintains a comprehensive resource database, collects and reports data and ensures follow up services.

The LMB is the lead facilitator in six (6) interagency committees, as well as an active participant in seventeen (17) local committees. These committees include: The Worcester County Homeless Board; Worcester County Homeless Outreach Team (HOT); The Homeless Alliance of the Lower Shore; The Lower Shore Vulnerable Population Task Force; and more.

LMB staff with partners from the Worcester County Health Department, the Jesse Klump Memorial Fund and the American Foundation for Suicide Prevention collaborated with other local agencies to host the 9<sup>th</sup> annual Out of the Darkness Suicide Prevention Walk to raise awareness for suicide prevention. This year's walk was transformed into a weeklong virtual event, between September 19-26th 2020. 206 participants raised \$24,633.87. A portion of the funds raised are designated for suicide prevention activities in our local community. In addition to the online events, an in-person Evening of Reflection was hosted on Friday, September 25th to provide support and resources to individuals and families affected by suicide.

LMB staff continues to assist the Worcester County Health Department with COVID-19 testing sites and vaccination clinics.

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

**ITEM 9**

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

TERM ENDED  
TERMS END  
DEC.

**Prior Members:**

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)

**Since 2009**

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

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



COMMISSIONERS  
 JOSEPH M. MITRECIC, PRESIDENT  
 THEODORE J. ELDER, VICE PRESIDENT  
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 JOSHUA C. NORDSTROM  
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OFFICE OF THE  
 COUNTY COMMISSIONERS

HAROLD L. HIGGINS, CPA  
 CHIEF ADMINISTRATIVE OFFICER  
 ROSCOE R. LESLIE  
 COUNTY ATTORNEY

## Worcester County

GOVERNMENT CENTER  
 ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

# MEMORANDUM

TO: Worcester County Commissioners  
 FROM: Kim Moses, Public Information Officer  
 DATE: September 13, 2021  
 RE: Report on Local Development Council (LDC) activities and accomplishments for calendar year 2021

The LDC for the Ocean Downs Video Lottery Facility assists Ocean City, Berlin, Ocean Pines, and the County in developing Multi-Year Plans to expend Local Impact Grant (LIG) funds from the Ocean Downs Casino. LDC members met on January 11 and September 13, 2021. Significant activities during this time included the annual review of how LIG funds were allocated and spent during FY21 and how they are allocated for FY22; reviewing monthly Video Lottery Terminal (VLT) Activity Reports; and discussing the availability of VLT Small Business Loan Program and other loan/grant options that are available to existing and start-up businesses in Worcester County.

### Members

### Attended/Meetings

Ocean Downs Representative - Bobbi Sample	2 out of 2
Senator Marybeth Carozza/Alternate Pat Schrawder	2 out of 2
Delegate Wayne Hartman	1 out of 2
Delegate Charles Otto	1 out of 2
At-Large - Cam Bunting, chair	2 out of 2
District 1 - Matt Gordon, vice chair	2 out of 2
District 2 - Roxane Rounds	1 out of 2
District 3 - Ivy Wells who attends on behalf of former Berlin Mayor Gee Williams (term expires Dec. 31, 2021)	1 out of 2
District 4 - Former Snow Hill Town Manager Gary Weber	0 out of 1
District 5 - Bob Gilmore (term expires Dec. 31, 2021)	1 out of 2
District 6 - Steve Ashcraft	2 out of 1
District 7 - Michael Donnelly	2 out of 2
At-Large - Ocean City Mayor Rick Meehan	0 out of 2
At-Large - David Massey (term expires Dec. 31, 2021)	0 out of 2
At-Large - Mark Wittmyer (term expired 2019)	1 out of 2

Reference: Public Local Law ZS §1-112

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting (policy)

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

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

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

#### Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Richard L. Wells	D-6, Bunting	Bishopville	11-16, 16-21
Brooks Clayville	D-4, Elder	Snow Hill	02-07-12-17, 17-22
Marlene Ott	D-5, Boggs	Ocean Pines	08-13-18, 18-23
Betty M. Smith	D-2, Purnell	Berlin	*07-09-14-19, 19-24
Mary Knight	D-7, Mitrecic	Berlin	*20-24
Ken Church	D-3, Church	Berlin	20-25
Jerry Barbierri	D-1, Nordstrom	Pocomoke	*12-15-20, 20-25

Term ENDS  
Dec.

#### Prior Members:

Since 1972

David L. Johnson  
N. Paul Joyner  
Daniel Trimper, IV  
Hugh F. Wilde  
Warren Frame  
Roland E. Powell  
Harry Cherrix  
W. David Stevens  
Granville Trimper  
J. Brad Aaron  
Lester Atkinson  
Paul L. Cutler  
Edward R. Bounds  
Edward Phillips  
Vernon McCabe  
R. Blaine Smith  
Edward A. Tudor

Terry Bayshore  
Larry Widgeon  
Charles D. "CD" Hall  
Ernest "Sandy" Coyman  
Rev. Donald Hamilton  
Dale Stevens  
Marion L. Butler, Sr.  
Ron Cascio (96-97)  
Louie Paglierani (90-99)  
Robert Hawkins (96-99)  
Ilia Fehrer (94-99)  
Rob Clarke (99-00)  
W. Kenny Baker (97-02)  
James Jarman (99-03)  
Harry Cullen (00-03)  
Ed Ellis (96-04)  
Troy Purnell (95-05)  
Larry Devlin (04-06)  
Tony Devereaux (03-07)

Wilbert "Tom" Pitts (99-07)  
Doug Slingerland (07-08)  
Carolyn Cummins (90-94, 99-09)  
Madison "Jimmy" Bunting (05-10)  
Jeanne Lynch (06-11)  
H. Coston Gladding (96-12)  
Wayne A. Hartman (09-14)  
Jay Knerr (14-20)  
Mike Diffendal (10-20)

\* = Appointed to fill an unexpired term



**Planning Commission**

The Planning Commission is a seven (7) member board appointed by the County Commissioners. Their duties include review and recommendations on text amendment applications, map amendment applications, review of the Board of Zoning Appeals agendas, review and approval of major site plans and major subdivision plats, among other administrative functions.

In FY 2020 - 2021, the Planning Commission reviewed the following:

- Six (6) major site plans;
- Seven (7) text amendment applications;
- Two (2) Water and Sewer Plan Amendments;
- Six (6) map amendment applications;
- One (1) major subdivision;
- One (1) architectural review of a residential planned community;
- One (1) Critical Area Text Amendment;
- Two (2) Sketch Plan Reviews;
- Two MALPF cycle Requests (8 and 6 applications respectively)
- One (1) Review of a Private Road Access Gate Request.
- As well as several miscellaneous items.

The Planning Commission held a total of eleven (11) regular session meetings last year. Attendance on the board was as follows:

Brooks Clayville – attended 8 out of 11 meetings (73%)  
Marlene Ott – attended 10 meetings out of 11 meetings (91%)  
Betty Smith – attended 9 out of 11 meetings (82%)  
Rick Wells – attended 8 out of 11 meetings (73%)  
Jerry Barbierri – attended 10 out of 11 meetings (91%)  
Mike Diffendal – attended 5 out of 6 meetings (83%)  
Jay Knerr – attended 5 out of 5 meetings (100%)  
Mary Knight – attended 5 out of 6 meetings (100%)  
Ken Church – attended 5 out of 5 meetings (100%)

The Planning Commission representative to the Technical Review Committee (TRC) attended one (1) out of seven (7) TRC meetings in FY 2020 - 2021.

## RECREATION ADVISORY BOARD

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

Appointed by: County Commissioners

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

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

Compensation: \$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>	<u>Term Ends</u>
Norman Bunting, Jr.	D-3, Church	Berlin	*16-17, 17-21	Dec.
Chris Klebe	D-6, Bunting	Bishopville	*11-13-17, 17-21	Resigned
Alvin Handy	D-2, Purnell	Ocean City	06-10-14-18, 18-22	
John Gehrig	D-7, Mitrecic	Ocean City	14-18, 18-22	
Devin Bataille	D-4, Elder	Snow Hill	19-23	Resigned - moved
Mike Hooks	D-1, Nordstrom	Pocomoke	12-16-20, 20-24	
Missy Denault	D-5, Bertino	Berlin	*15-16-20, 20-24	

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)	
Nelson Townsend	Lou Ann Garton	Charlie Jones (98-03)	
J.D. Townsend	Milton Warren	Rick Morris (03-05)	
Robert Miller	Ann Hale	Gregory Purnell (97-06)	
Jon Stripling	Claude Hall, Jr.	George "Eddie" Young (99-08)	
Hinson Finney	Vernon Davis	Barbara Kissel (00-09)	
John D. Smack, Sr.	Rick Morris	Alfred Harrison (92-10)	
Richard Street	Joe Lieb	Janet Rosensteel (09-10)	
Ben Nelson	Donald Shockley	Tim Cadotte (02-12)	
Shirley Truitt	Fulton Holland (93-95)	Craig Glover (08-12)	
		Joe Mitrecic (10-14)	

\* = Appointed to fill an unexpired term

**Worcester County Department of Recreation & Parks Advisory Board's Annual Report 2021**

**I. Accomplishments:**

- A. Approved the proposed FY 2021-22 Department of Recreation & Parks budgets.
- B. Held the annual Tee off For Youth Golf Tournament, proceeds benefit the Recreation Boosters which raises money for youth scholarships.
- C. Boosters provided funds for the Summer Youth Basketball program held in Berlin and Pocomoke, July & August 2021. Offering this program in Pocomoke was new this past summer.

**II. Goals and Objectives:**

- A. Promoted recreation programs, parks projects, and user participation for the Worcester County Department of Recreation & Parks to Worcester County citizens.
- B. Recruit volunteers to create a Recreation Booster club to assist with volunteer needs, fundraisers, and other Recreation & Parks initiatives.

**III. Meetings and Attendance:**

- A. The Worcester County Department of Recreation & Parks Advisory Board was scheduled to meet once during 2021.

John Gehrig attended 1 of 1 meetings, also responded to business conducted via email

Albin Handy attended 1 of 1 meetings, also responded to business conducted via email.

Michael Hooks attended 1 of 1 meetings, also responded to business conducted via email.

Missy Denault attended 1 of 1 meetings, also responded to business conducted via email.

Norman Bunting Jr attended 0 of 1 meetings, also responded to business conducted via email.

Devin Bataille – replacement needed

Chris Klebe – replacement needed

- B. Mr. Albin Handy resigned as the Advisory Board Chair, but requested to remain on the committee.

- C. Mr. John Gehrig was nominated and unanimously approved as the new Chair.

**IV. Cases Heard:**

- A. There were no requests for cases to be heard by the Worcester County Department of Recreation & Parks Advisory Board members.

## SOCIAL SERVICES ADVISORY BOARD

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

Appointed by: County Commissioners

Functions: Advisory  
Review activities of the local Social Services Department and make recommendations to the State Department of Human Resources.  
Act as liaison between Social Services Dept. and County Commissioners.  
Advocate social services programs on local, state and federal level.

Number/Term: 9 to 13 members/3 years  
Terms expire June 30th

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

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

Special Provisions: Members to be persons with high degree of interest, capacity & objectivity, who in aggregate give a countywide representative character.  
Maximum 2 consecutive terms, minimum 1-year between reappointment  
Members must attend at least 50% of meetings  
One member (ex officio) must be a County Commissioner  
Except County Commissioner, members may not hold public office.

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

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Cathy Gallagher	D-5, Bertino	Ocean Pines	*13-14-17, 17-20
Harry Hammond	D-6, Bunting	Bishopville	15-18, 18-21
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
Nancy Howard	D-2, Purnell	Ocean City	09-16-17-20, 20-23
Karen Hammer	D-4, Elder	Snow Hill	21-24

Term Ended  
Terms  
End Dec.

Resigned

\* = Appointed to fill an unexpired term

**SOCIAL SERVICES BOARD**  
(Continued)

**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 Dougherty	
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

**ITEM 9**

**WORCESTER COUNTY DEPARTMENT OF SOCIAL SERVICES  
ADVISORY BOARD – FY 2021 REPORT**

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The Worcester County Department of Social Services met on the following dates in FY 2021:

September 14, 2020  
October 13, 2020  
November 9, 2020  
December 14, 2020  
January 11, 2021  
February 8, 2021  
March 8, 2021  
April 12, 2021  
May 10, 2021  
June 30, 2021 – Agency/Advisory Bd. Strategic Planning Meeting

Members and number of meetings attended:

Roberta Baldwin, Director (10 of 10 meetings)	Harry Hammond (8 of 10 meetings)
Diana Purnell, Ex – Officio (5 of 10 meetings)	Nancy Howard – Chair (8 of 10 meetings)
Faith Coleman (6 of 10 meetings)	Mary White (7 of 10 meetings)
Voncelia Brown (9 of 10 meetings)	Sharon Dryden (7 of 10 meetings)

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We operated in a virtual world during this time due to the pandemic.

The Worcester County Advisory Board met virtually on the dates listed above. The Board continues to review the work of the department monthly in all areas, which include Child Welfare, Adult Services, Family Investment Administration, Child Support Enforcement and local Administration. The Director and Assistant Directors brief the Board monthly on local issues, statistics, budget, program updates, trends, staffing and community challenges and needs. The Board is also briefed on statewide issues such as the budget, legislative mandates and any changes that would have a direct impact on the department and the community we serve.

The Board received an overview and was updated on Worcester County GOLD during the December meeting. The Board supported the agency by writing a recognition letter to all staff for all their hard work and dedication during the pandemic in October 2020. The Board also supported writing individualized recognition letters to 20 staff in February 2021 who were recognized by their supervisor for doing an outstanding job and providing exceptional customer service.

Examples of the Department and Advisory Board accomplishments during FY21 include:

- ◆ Recognized staff with a letter of appreciation sent in October 2020 and February 2021.
- ◆ Participation in Agency/Advisory Board Strategic Planning meeting in June 2021.
- ◆ Evaluation completion of the Director, Roberta Baldwin in November 2020.
- ◆ Participation in Turkey Distribution with Worcester GOLD to distribute 340 turkeys and sides to Worcester County families.
- ◆ Approval by the Board for the Department to apply for \$15,000 from the County for the FY2022 Non-Profit Grant Application.
- ◆ Involvement in the Agency/Advisory Bd. Strategic Plan.

*Worcester County Advisory Board FY 2020 Board Report*



# ITEM 9

MEMBER	9/14/20	10/13/20	11/9/20	12/14/20	1/11/21	2/8/21	3/8/21	4/12/21	5/10/21	6/30/21
<b>Roberta Baldwin, Director</b>	√	√	√	√	√	√	√	√	√	√
<b>Diana Purnell</b>	X	X	√	X	X	√	√	√	X	√
<b>Faith Coleman</b>	X	√	√	X	√	√	X	√	√	X
<b>Voncelia Brown</b>	√	√	√	√	√	√	√	√	X	√
<b>Harry Hammond</b>	√	X	√	√	√	√	√	X	√	√
<b>Nancy Howard</b>	√	√	√	X	√	√	X	√	√	√
<b>Mary White</b>	X	√	√	√	√	√	√	X	√	X
<b>Sharon Dryden</b>	X	√	√	X	√	√	√	√	√	X

**SOLID WASTE ADVISORY COMMITTEE****ITEM 9**

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

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting expense allowance, subject to annual appropriation

Meetings: At least quarterly

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

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

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Vaughn White	D-2, Purnell	Berlin	*19-21
Bob Gilmore	D-5, Bertino	Ocean Pines	*21-22
George Linvill	D-1, Nordstrom	Pocomoke	14-18, 18-22
George Dix	D-4, Elder	Snow Hill	*10-10-14-18, 18-22
Mike Poole	D-6, Bunting	Bishopville	11-15-19, 19-23
Granville Jones	D-7, Mitrecic	Berlin	*15-16-20, 20-24
Michelle Beckett-El Soloh	Town of Pocomoke City		*19-20, 20-24
Gary Weber	Town of Snow Hill		20-24
Don Furbay	D-3, Church	Berlin	20-24
James Charles	Town of Berlin		21-25
Brain Scarborough	Town of Ocean City		21-25

Term Ends Dec.

**Prior Members: (Since 1994)**

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

Hugh McFadden (98-05)  
 Dale Pruitt (97-05)  
 Frederick Stiehl (05-06)  
 Eric Mullins (03-07)  
 Mayor Tom Cardinale (05-08)  
 William Breedlove (02-09)  
 Lester D. Shockley (03-10)  
 Woody Shockley (01-10)  
 John C. Dorman (07-10)  
 Robert Hawkins (94-11)  
 Victor Beard (97-11)  
 Mike Gibbons (09-14)  
 Hank Westfall (00-14)  
 Marion Butler, Sr. (00-14)  
 Robert Clarke (11-15)

Bob Donnelly (11-15)  
 Howard Sribnick (10-16)  
 Dave Wheaton (14-16)  
 Wendell Purnell (97-18)  
 George Tasker (\*15-20)  
 Rodney Bailey \*19  
 Steve Brown \*10-19  
 Bob Augustine 16-19  
 Michael Pruitt \*15-19  
 James Rosenburg (\*06-19)  
 Jamey Latchum \*17-19  
 Hal Adkins (\*20-21)

\* = Appointed to fill an unexpired term

**Worcester County  
Department of Public Works  
Solid Waste Division  
7091 Central Site Lane  
Newark, MD 21841**

**TO: Dallas Baker, Director**  
**FROM: Tami Stambaugh, Office Assistant**  
**SUBJECT: Solid Waste Advisory Board Annual Report – 2020 - 2021**  
**DATE: November 3, 2021**

The Solid Waste Advisory Board is compiled of eleven members. Due to Covid there were no meetings held in FY 2020/2021. There is a meeting scheduled for Wednesday, November 17, 2021 at 9:00 am at Department of Public Works.

**Attachment**

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

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting expense allowance

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

Special Provisions: One member nominated by each County Commissioner

Staff Contact: Tourism Department – Melanie Pursel, Director of Tourism 410-632-3110

## Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)<sup>2</sup></u>
Michael Day	D-4, Elder	Snow Hill	*19
Josh Davis	D-5, Bertino	Berlin	*19-21
Lauren Taylor	D-7, Mitrecic	Ocean City	13-17, 17-21
Gregory Purnell	D-2, Purnell	Berlin	14-18, 18-22
Barbara Tull	D-1, Nordstrom	Pocomoke	03-11-15-19, 19-23
Ruth Waters	D-6, Bunting	Bishopville	19-23
Elena Ake	D-3, Church	West Ocean City	*16-20, 20-24

TERM ENDED  
7 TERMS  
END Dec.

## Prior Members: Since 1972

Isaac Patterson <sup>1</sup>	Barry Laws (99-03)	Molly Hilligoss (15-18)
Lenora Robbins <sup>1</sup>	Klein Leister (99-03)	Denise Sawyer (*18-19)
Kathy Fisher <sup>1</sup>	Bill Simmons (99-04)	Isabel Morris (11-19)
Leroy A. Brittingham <sup>1</sup>	Bob Hulburd (99-05)	
George "Buzz" Gering <sup>1</sup>	Frederick Wise (99-05)	
Nancy Pridgeon <sup>1</sup>	Wayne Benson (05-06)	
Marty Batchelor <sup>1</sup>	Jonathan Cook (06-07)	
John Verrill <sup>1</sup>	John Glorioso (04-08)	
Thomas Hood <sup>1</sup>	David Blazer (05-09)	
Ruth Reynolds (90-95)	Ron Pilling (07-11)	
William H. Buchanan (90-95)	Gary Weber (99-03, 03-11)	
Jan Quick (90-95)	Annemarie Dickerson (99-13)	
John Verrill (90-95)	Diana Purnell (99-14)	
Larry Knudsen (95)	Kathy Fisher (11-15)	
Carol Johnsen (99-03)	Linda Glorioso (08-16)	
Jim Nooney (99-03)	Teresa Travatello (09-18)	

\* = Appointed to fill an unexpired term

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

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



**Memorandum**

**Date:** November 5, 2021

**To:** Worcester County Commissioners

**From:** Melanie Pursel- Director- Office of Tourism

**Subject:** Advisory Board Updates

**CC:** Weston Young, CAO & Joe Parker, Deputy CAO

**The Tourism Advisory Board met on July 6, 2021 at 10 am at the Delmarva Discovery Museum. This was my first meeting as director due to COVID restrictions. The next meeting will be November 23<sup>rd</sup> at 1pm at the Berlin Library. We will meet quarterly in 2022. One of these meetings will be a joint meeting with the EDAB members. After introductions and a brief discussion of the history of the board, we went over the following items for discussion:**

- Welcome and Introductions
- Maryland's Coast Branding
- New creative in print, TV, online, outdoor
- Advertising/Marketing plan
- Reorganization of Economic Development and Tourism
- Monthly Tourism Talks with the Town Marketing Staff
- Monthly Metrics reports
- Monthly Visitor Newsletter
- Committee Member Updates
- New initiatives discussion and Ideas moving forward

**In attendance:** Barbara Tull, Michael Day, Brianna Dix, Melanie Pursel, Taryn Bradley, Greg Purnell

**If anyone is interested in the detailed minutes from each meeting- Kindly let me know and we can forward them. Thank you!**

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

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

Appointed by: County Commissioners

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

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

Compensation: \$100.00/meeting

Meetings: Monthly or As-Needed

Special Provisions: Must be residents of Mystic Harbour Service Area

Staff Support: Department of Public Works - Water and Wastewater Division  
John Ross - (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	
Richard Jendrek <sup>C</sup>	Bay Vista I	05-10-14-18, 18-22	Term Ends Dec.
Matthew Kraeuter	Ocean Reef	19-22	Deceased
Joseph Weitzell <sup>C</sup>	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 <sup>C</sup> (05-06)	Carol Ann Beres (14-18)
Brandon Phillips <sup>C</sup> (05-06)	Bob Hunt <sup>*</sup> (*06-19)
William Bradshaw <sup>C</sup> (05-08)	
Buddy Jones (06-08)	
Lee Trice <sup>C</sup> (05-10)	
W. Charles Friesen <sup>C</sup> (05-13)	
Alma Seidel (08-14)	
Gerri Moler (08-16)	
Mary Martinez (16-18)	

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



## 1. *WEST OCEAN CITY WASTEWATER ADVISORY BOARD*

The West Ocean City Wastewater Advisory Board is comprised of five members from the West Ocean City Service Area. This board meets annually or on an as-needed basis, mostly to review the annual service area budget. The board's normal meeting time is in the March/April/May time period. Because of the COVID-19 Pandemic, the board was unable to meet this year.

The board members are:

Deborah Maphis	Blake Haley	Gail Fowler	Keith Swanton	Vacancy
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## 2. *MYSTIC HARBOUR ADVISORY BOARD*

Mystic Harbour Advisory Board (MHAB) was formed to address issues in the Mystic Harbour Service Area. The board meets on a quarterly schedule and for fiscal year 2021, meetings were canceled due to the COVID 19 Pandemic.

Name	MHAB Member	Jul	Oct	Jan	Apr	Total
Vacancy	Bay Vista I					
Marty Kwesko	Bay Vista II					
Vacancy	Deer Point					
Joseph Weitzell	Mystic Harbour					
Matthew Kraeuter	Ocean Reef					
David Dypsky	Teal Marsh Center					
Stan Cygan	Whispering Woods					

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

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

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

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

Compensation: \$100.00/ Meeting

Meetings: Monthly

Special Provisions: Must be residents of Ocean Pines Service Area

Staff Support: Department of Public Works - Water and Wastewater Division  
John Ross - (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	Terms END Dec.
John F. (Jack) Collins, Jr.	Ocean Pines	*18-21	
James Spicknall	Ocean Pines	07-10-14-18, 18-22	Resigned
Bob Poremski	Ocean Pines	*17-19, 19-23	
Frederick Stiehl	Ocean Pines	*06-08-12-16-20, 20-24	

**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)

\* = Appointed to fill an unexpired term

**Worcester County Department of Public Works  
Water and Wastewater Division  
Board Reports for 2020/2021**

***1. OCEAN PINES WATER AND WASTEWATER ADVISORY BOARD***

The Water and Wastewater Advisory Board is comprised of five members, one vacancy, from the Ocean Pines community. The members are very active working with the Water and Wastewater Division on water and sewer issues involving Ocean Pines. This board meets every other month at the OceanPines Wastewater Treatment plant. Over this past year, the board held a total of 6 meetings. The attendance record of the board members follows:

Name	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
<b>Fred Stiehl</b>	n/a	n/a	x	n/a	n/a	x	x	x	n/a		n/a	x	5
<b>James Spicknal</b>	n/a	n/a	x	n/a	n/a	x	x	x	n/a	x	n/a	x	6
<b>Jack Collins</b>	n/a	n/a	x	n/a	n/a		x		n/a	x	n/a		3
<b>Greg Sauter</b>	n/a	n/a	x	n/a	n/a	x	x	x	n/a	x	n/a	x	6

- n/a – No Meeting Scheduled

The meetings are scheduled bimonthly on the second Tuesday of the month. Schedules were adapted during 2020/2021 to accommodate board member schedules and were held in September, December, January, February, April and June.

During this past year, the board has addressed a number of issues including:

- Annual budget review
- Monitoring progress of the 2019 capital program
- Tracking the wastewater holding tank replacement program
- Reviewing operation issues as they arise
- Working on the Strategic Plan for the Ocean Pines Sanitary Service Area
- Looking into options for conveying information to customers during water outages
- Looking into use of the Ocean Pines Golf Course for disposal of plant effluent

**WATER AND SEWER ADVISORY COUNCIL  
WEST OCEAN CITY SERVICE AREA**

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

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

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

Compensation: \$100.00/Meeting

Meetings: Monthly

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

Staff Support: Department of Public Works - Water and Wastewater Division  
John Ross - (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 END  
Dec.

**Prior Members: (Since 1993)**

Eleanor Kelly <sup>c</sup> (93-96)	Andrew Delcorro (*14-19)
John Mick <sup>c</sup> (93-95)	
Frank Gunion <sup>c</sup> (93-96)	
Carolyn Cummins (95-99)	
Roger Horth (96-04)	
Whaley Brittingham <sup>c</sup> (93-13)	
Ralph Giove <sup>c</sup> (93-14)	
Chris Smack (04-14)	

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

## COMMISSION FOR WOMEN

Reference: Public Local Law CG 6-101

Appointed by: County Commissioners

Function: Advisory

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

Compensation: None

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

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

Contact: Liz Mumford and Tamara White, 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>
Darlene Bowen	D-2, Purnell	Pocomoke	*19-21 - Reappoint
Elizabeth Rodier	D-3, Church	Bishopville	18-21
Kimberly List	D-7, Mitrecic	Ocean City	18-21 - Reappoint
Gwendolyn Lehman	At-Large	OP, Berlin	*19-21 - Reappoint
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

Terms  
END  
Dec.  
See Attached  
Report

## Prior Members: Since 1995

Ellen Pilchard<sup>c</sup> (95-97)  
 Helen Henson<sup>c</sup> (95-97)  
 Barbara Beaubien<sup>c</sup> (95-97)  
 Sandy Wilkinson<sup>c</sup> (95-97)  
 Helen Fisher<sup>c</sup> (95-98)  
 Bernard Bond<sup>c</sup> (95-98)  
 Jo Campbell<sup>c</sup> (95-98)  
 Karen Holck<sup>c</sup> (95-98)  
 Judy Boggs<sup>c</sup> (95-98)  
 Mary Elizabeth Fears<sup>c</sup> (95-98)  
 Pamela McCabe<sup>c</sup> (95-98)  
 Teresa Hammerbacher<sup>c</sup> (95-98)  
 Bonnie Platter (98-00)  
 Marie Velong<sup>c</sup> (95-99)

Carole P. Voss (98-00)  
 Martha Bennett (97-00)  
 Patricia Ilczuk-Lavanceau (98-99)  
 Lil Wilkinson (00-01)  
 Diana Purnell<sup>c</sup> (95-01)  
 Colleen McGuire (99-01)  
 Wendy Boggs McGill (00-02)  
 Lynne Boyd (98-01)  
 Barbara Trader<sup>c</sup> (95-02)  
 Heather Cook (01-02)  
 Vyotetus 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

<sup>c</sup> = 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



**Commission for Women**

Mr. Joseph M. Mitrecic  
President  
Worcester County Commissioners  
One West Market Street  
Snow Hill, Maryland 21863-1195

October 26, 2021

Dear Mr. Mitrecic:

The Commission for Women has been informed that several members whose commissions that will be expiring in December 2021 have expressed an interest in serving a second term on the Commission. Please accept the following members' names as nominations for the 2022-2025 term in each respective District.

**District 1 - Nordstrom**

Dr. Darlene Bowen is eligible to serve another three-year term and has expressed an interest to do so. Please accept her name as a nomination for District 1. Dr. Bowen was nominated by Commissioner Purnell in 2019.

**District 7 - Mitrecic**

Ms. Kim List is eligible to serve another three-year term and has expressed an interest to do so. Please accept her name as a nomination for District 7. Ms. List was nominated by Commissioner Mitrecic in 2019.

**At-Large - Ocean Pines/Berlin**

Ms. Gwendolyn Lehman is eligible to serve another three-year term and has expressed an interest to do so. Please accept her name as a nomination for At-Large member.

**VACANCY**


**District 3 - Church**

Ms. Beth Rodier's commission expires in December 2021. Though eligible, Ms. Rodier does not plan to renew her commission.

The present members of the Commission for Women thank you for supporting these nominees to the Commission, and we look forward to a productive 2022.

If you have any questions, I can be reached at 443-614-3004.

Sincerely,

  
Ms. Tamara White, Chair  
Commission for Women

**Commission for Women  
(CFW)**

**To:** Joseph M. Mitrecic, President  
Worcester County Commissioners  
**From:** Tamara C. White, Chair, CFW  
Mary E. (Liz) Mumford, Vice-Chair, CFW  
**Subject:** CFW Annual Report - FY 2021  
**Date:** October 28, 2021

**Summary**

The Commission for Women held eight business meetings via ZOOM in FY 21. An informal, outdoor Meet and Greet Social with the Friends of the CFW was held in May 2021.

CFW voted to freeze funding for its initiatives for FY 21, due to no fundraising opportunities by the Friends of the CFW due to COVID19 restrictions/concerns for large group gatherings in FY 2020.

CFW accepted the resignation of one member — Public Safety Officer — and welcomed two new members to the Commission. In addition, four current members whose terms were set to expire expressed an interest in remaining on the Commission and were re-appointed for a second, three-year term by the County Commissioners. The majority of the members on the Commission chair a committee and contribute monthly reports on a regular basis.

Nominations for new CFW officers were held and new officers were voted on and approved for the calendar year 2021 as per CFW's By-laws.

The CFW By-Laws were signed and submitted for approval by the County Commissioners.

CFW members supported the Worcester G.O.L.D. (2020 Helping Hands for the Holidays) initiative with contributions from personal funds from each of its members.

CFW formed a new initiative — Victims of Domestic Violence — partnering with the Life Crisis Center. Items requested by the Life Crisis Center were made by personal donations by CFW and FWCCW attendees at the May 2021 Meet and Greet outdoor Social.

The Commission for Women meets on the third Tuesday of each month via ZOOM to conduct its business meetings.

**COMMISSION FOR WOMEN  
(CFW)  
ATTENDANCE SUMMARY  
FY 2021**

Tamara White	8/8
Liz Mumford	7/8
Darlene Jackson-Bowen	8/8
Laura Morrison	8/8
Beth Rodier	5/8
Vanessa Alban	4/8
Coleen Colson	8/8
Gwen Lehamn	6/8
Kelly O'Keane	6/8
Windy Phillips	6/8
Hope Carmean	5/8
Kim List	6/8
Terri Shockley	4/8
Susan Childs	4/8
Kris Heiser	4/8

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

Appointed by: County Commissioners

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

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

Compensation: None

Meetings: Monthly, unless otherwise determined by the Council

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

Staff Contact: Mimi Dean, Health Department - Prevention Services - (410-632-1100)  
Advisors: Tamara Mills, Worcester County Board of Education - (410-632-5031)  
Kari Lamboni, Worcester County Health Department - (410-632-1100, x1102)  
Crystal Bell, Worcester County Health Department - (410-632-1100, x1108)  
Tyrone Mills, Worcester County Board of Education - (410-632-5084)

Current Members:

<u>Member's Name</u>	<u>School Attending</u>	<u>Area Representing</u>
Abby Boyce	Pocomoke	Pocomoke
Tamari Cutler	Pocomoke	Pocomoke
Charles Townsend II	Snow Hill	Snow Hill
Lucas Matthews	Pocomoke	Pocomoke
Meredith Taylor	Pocomoke	Pocomoke
Aaron Cohen	Stephen Decatur	Ocean City

<u>Year(s) of Term(s)</u>
18-21
18-21
19-21
19-22
19-22
18-22

Graduated  
See attached  
Report  
2 nominations

\* = Appointed to fill an unexpired term



# Worcester County

HEALTH DEPARTMENT

P.O. Box 249 • Snow Hill, Maryland 21863-0249  
www.worcesterhealth.org

Snow Hill (Main Office)  
410-632-1100  
Fax 410-632-0906

Rebecca L. Jones, RN, BSN, MSN  
Health Officer

## Memo

**To:** Weston Young, Assistant Chief Administrative Officer, Worcester County, One West Market Street, Rm. 1103, Snow Hill, Md. 21863

**From:** Mimi Dean, MS, Director of Prevention Services

**CC:** Rebecca L. Jones, RN, BSN, MSN, Health Officer  
Lou Taylor, Superintendent, Worcester County Public Schools  
Tamara Mills, Worcester County Public Schools  
Kelcey Luyo, Coordinator of Special Programs II

**Date:** October 27, 2021

**Re:** Youth Council for Worcester County

The Worcester County Youth Council was unable to meet during the 2020-2021 School year due to the COVID-19 pandemic and therefore we do not have an annual report to submit at this time. The Youth Council is in the process of recruiting new members and establishing a meeting schedule for the 2021-2022 school year. We have received two applications for new members and would like to recommend the appointment of these new members.

The Council respectfully requests that the Worcester County Commissioners officially the following youth to the Board.

Name	School	Grade	Community
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### Appointment (2 year):

Wynter Roberson	Snow Hill	9	Pocomoke
Mary Ann Catherine Rutzler	Snow Hill	9	Newark

This brings the membership to 2 youth with these appointments. During this school year, the council will work to recruit members in efforts to expand membership to include representation from all three public high schools and Worcester Preparatory School. We are very excited to work with this group of energized, creative young people who are interested in making a difference in their schools and communities.

I am enclosing a copy of the students' applications and a copy of the membership list by community, and mailing addresses for appointments, and re-appointment.

We appreciate your kind consideration of this request and continued support of the council. You may reach me at 410-632-1100, Ext. 1104 if you have any questions.

Encl.:      Youth Council Applications  
              Membership List by Community  
              Mailing Addresses for appointments and re-appointment



Dear Worcester County Youth Council,

I would like to recommend Wynter Roberson as a potential member of Worcester County Youth Council. Wynter is a student in my 9<sup>th</sup> grade English course this year and has shown excellent leadership potential and dedication thus far.

Wynter routinely takes a leadership role in whole-class discussions and small group activities. She often provides insightful commentary surrounding the texts we read and their relationship to real-world issues. When completing written assignments, Wynter consistently finishes her work on time, providing clear and thoughtful responses to analytical questions.

I believe Wynter has great leadership potential and would be a fantastic asset to your organization. If you have any questions regarding this recommendation, please don't hesitate to contact me.

Sincerely,

Matt Watson

English Department

Snow Hill High School

757-524-1052

**LISA EDMUNDS**

17 Burr Hill Dr. Berlin, MD 21811 | 443-513-0390 | lpedmunds@yahoo.com

**9/27/21**

Ms. Kelsey Kengla  
Worcester County Schools Youth Council  
PO Box 249  
Snow Hill, MD 21863

**Dear Ms. Kengla:**

I have known MaryAnn Rutzler for many years as I am a close friend to her family. Through the years, I have watched MaryAnn grow into a strong, intelligent, caring, and beautiful young adult. Her dedication to service is a true testament to her character. She has shown leadership skills throughout the years with her work ethic towards academics, service, athletics, and shows empathy, and enthusiasm in whatever she sets out to accomplish. MaryAnn has always been a role model to her peers as well as younger students at her previous school and extra curricular activities. She always works hard to earn her success, whether it be academically, socially, athletically, or spiritually. She is able to easily and effortlessly balance her academic achievements as well as her extra curricular achievements.

I believe that she would be an incredible asset to Worcester County Schools Youth Council, bringing many different skill sets to the table. Please feel free to contact me if you have any additional questions or need any additional information.

Sincerely,

Lisa Edmunds

443-513-0390

Lpedmunds@icloud.com

# Worcester County Youth Council 2021-2022

NAME	SCHOOL	Grade	YEAR	EMAIL	NUMBER
POCOMOKE					
STEPHEN DECATUR					
SNOW HILL					
Wynter Roberson	SHHS	9	2025	<a href="mailto:vlogzwithwynter@gmail.com">vlogzwithwynter@gmail.com</a>	667-229-6048
Mary Ann Catherine Rutzler	SHHS	9	2025	<a href="mailto:macrutzler@gmail.com">macrutzler@gmail.com</a>	443-365-5772
WORCESTER PREP					
Advisors			Organization	Email	Number
Kelcey Luyo			Health Department	<a href="mailto:kelcey.kengla@maryland.gov">kelcey.kengla@maryland.gov</a>	410-632-1100
Tamara Mills			Board of Education	<a href="mailto:tjmills@worcesterk12.org">tjmills@worcesterk12.org</a>	410-632-5031
Mimi Dean			Health Department	<a href="mailto:mimi.dean@maryland.gov">mimi.dean@maryland.gov</a>	410-632-1100
Crystal Bell			Health Department	<a href="mailto:Crystal.bell1@maryland.gov">Crystal.bell1@maryland.gov</a>	410-632-1100

## BOARD OF ZONING APPEALS

Reference: Public Local Law - ZS §1-116

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting, plus mileage for site inspections (policy)

Meetings: 2 per month

Special Provisions: None

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

### Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>	<u>Terms</u>
Thomas Babcock	D-4, Elder	Whaleyville	15-18, 18-21	END
Robert M. Purcell	D-6, Bunting	Bishopville	*11-12-15-18, 18-21	Dec.
Larry Fykes	D-1, Nordstrom	Pocomoke	*16-19, 19-22	
James Purnell	D-2, Purnell	Berlin	19-22	
David Dypsky	D-3, Church	Ocean City	*11-14-17-20, 20-23	
Joseph W. Green, Jr.	D-5, Bertino	Ocean Pines	*05-08-11-14-17-20, 20-23	
Jake Mitrecic	D-7, Mitrecic	Ocean City	20-23	

### Prior Members: (Since 1972)

Robert B. Jackson	George Ward, Jr. (92-95)	Dale Smack (01-06)
Ruth Spinak	Doris Glover (91-95)	Lou Taylor (05-08)
Merrill Lockfaw	Marion Marshall (90-96)	Jerre F. Clauss (98-10)
Winnie Williams	Madison Bunting (90-96)	Mike Diffendal (08-10)
Randolph F. Wilkerson	Howard "Buzz" Taylor (97-98)	James E. Clubb, Jr. (06-11)
Cashar J. Hickman	Edward Bounds (90-99)	Joe Fehrre, Jr. (06-12)
E. Paige Boston	Marion Butler, Sr. (96-99)	Beth Gismondi (96-14)
Elbridge Murray	Dwight Campbell (95-00)	Bill Bruning (12-15)
Gary McCabe	Larry Widgeon (94-00)	Robert L. Cowger, Jr. (10-16)
Harley Day	Robert Ewell (95-01)	Rodney C. Belmont (07-17)
Charles Lynch	Lester Shockley (99-02)	Larry Duffy (*17-19)
Dwight E. Campbell	Robert Mitchell (02-05)	Glen Irwin (14-20)
T. Clay Groton	Janice Foley (99-05)	
Albert Berger	Richard Outten (00-06)	
Clifford Dypsky	Doug Parks (00-06)	
Donald Jones	Brian Roberts (06)	

\* = Appointed to fill an unexpired term

**Board of Zoning Appeals**

The Board of Zoning Appeals is a quasi-judicial body who reviews applications submitted to the Department. The applications may consist of a single request or multiple requests on a particular lot in Worcester County and in accordance with the Zoning Code for variances, special exceptions, non-conforming uses or structures or to appeal a decision of the Department.

In FY 2020 - 2021, the Board reviewed a total of 48 cases including 17 special exception requests, 36 variance requests, 3 “After-the-fact” requests and 7 Critical Area variance requests. Of the total heard by the Board, 1 variance request was denied and 3 special exception requests were denied.

The Board of Zoning Appeals held a total of 12 regular session meetings (1 via Zoom meeting) last year. Attendance on the board was as follows:

Bob Purcell, Chair – attended 11 out of 12 meetings (92%)  
Thomas Babcock, Vice Chair – attended 12 out of 12 meetings (100%)  
David Dypsky – attended 8 out of 12 meetings (67%)  
Joe Green – attended 9 out of 12 meetings (75%)  
Glenn Irwin – attended 5 out of 6 meetings (83%)  
Jake Mitrecic- attended 3 out of 4 meetings (75%)  
Larry Fykes– attended 12 out of 12 meetings (100%)  
James Purnell - attended 11 out of 12 meetings (92%)

The Administrative Adjustment Official heard four (4) administrative adjustment cases, of which 1 was a request to utilize off premise parking, 2 were “after-the-fact” variance requests and 1 was a request to modify the separation distance of an accessory apartment. The off premise parking request was granted with conditions, the 2 “after-the-fact” variance requests were granted and the request to modify the separation distance of an accessory apartment was given a continuance and ultimately withdrawn by the applicant.

**Index of Annual Reports - FY2021**  
**Worcester County Boards and Commissions**

<b><u>Board or Commission</u></b>		<b><u>Staff Contact - Department/Agency</u></b>
<b><u>Page</u></b>		
8	Adult Public Guardianship Board	Roberta Baldwin - Social Services
11	Commission on Aging	John Dorrough - Commission on Aging
X	Agricultural Preservation Advisory Board	Katherine Munson – Environ. Programs
15	Agricultural Reconciliation Board	Jennifer Kenner - DRP
17	Building Code Appeals Board	Jennifer Kenner - DRP
20	Drug and Alcohol Abuse Council	Jack Orris - Health Dept.
23	Economic Development Advisory Board	Melanie Pursel- Economic Development
25	Board of Electrical Examiners	Deborah Mooney - DRP
27	Ethics Board	Roscoe Leslie- County Administration
29	Housing Review Board	David Washington- DRP
33	Initiative to Preserve Families Board (LMB)	Jessica Sexauer/Jennifer LaMade - Health
31	Board of Library Trustees	Jennifer Ranck - Library
X	Board of License Commissioners	April Payne, DRP
37	Local Development Council - Ocean Downs	Kim Moses - County Administration
X	Lower Shore Workforce Investment Board	Becca Webster - Workforce Alliance
39	Planning Commission	Jennifer Kenner - DRP
41	Recreation Advisory Board	Lisa Gebhardt - Parks & Recreation
44	Social Services Board	Roberta Baldwin - Social Services
47	Solid Waste Advisory Committee	Mike Mitchell - Solid Waste Superintendent
49	Tourism Advisory Committee	Melanie Pursel- Tourism
	Water and Sewer Advisory Councils	
51	- Mystic Harbour	John Ross - Public Works
53	- Ocean Pines	John Ross - Public Works
51	- West Ocean City	John Ross - Public Works
57	Commission for Women	Liz Mumford/Tamara White - Co-Chair
61	Youth Council	Mimi Dean/Tamara Mills - Health Dept.. Bd. Of ED
67	Board of Zoning Appeals	Jennifer Keener – DRP

X - No Report (report pending)



OFFICE OF THE STATE'S ATTORNEY FOR WORCESTER COUNTY

Kristin Heiser  
State's Attorney



106 Franklin Street  
Snow Hill, MD 21863

Circuit Court Division (410) 632-2166  
Fax (410) 632-3250  
www.worcestersao.com

District Court Division (410) 632-2177  
Fax (410) 632-2175  
sao@co.worcester.md.us

November 5, 2021

Mr. Joseph Mitrecic, President  
Worcester County Commissioners  
1 West Market Street  
Snow Hill, MD 21863

Re: Police Body-Worn Camera Mandate Briefing

Dear President Mitrecic:

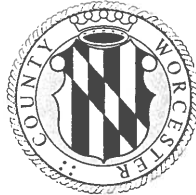
I am writing to request the opportunity to brief the Worcester County Commissioners on implementation of the police body-worn camera programs mandated by the State legislature earlier this year, and its subsequent effect on my office. While Worcester County police agencies are not required to wear body cameras until 2025, many agencies are actively planning to implement body-worn camera programs much sooner, and the impacts to my office will be significant. It is my great hope that the County and municipal governments will coordinate to ensure that the Office of the State's Attorney is fully prepared to handle the additional workload the body camera video evidence will create. Chief Administrative Officer Weston Young has suggested the date of November 16<sup>th</sup> for a work session on the topic.

Thank you so much for your assistance with this matter.

Regards,

Kristin Heiser  
State's Attorney

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



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

WESTON S. YOUNG  
CHIEF ADMINISTRATIVE OFFICER  
ROSCOE R. LESLIE  
COUNTY ATTORNEY

**To: Commissioners**  
**From: Roscoe R. Leslie**  
**Date: November 9, 2021**  
**RE: Summary of Police Accountability Act**

### **Introduction**

Effective July 2022, the State has repealed the Law Enforcement Bill of Rights (LEOBR), Maryland's law for police discipline. The new Police Accountability Act replaces the mostly internal discipline system under LEOBR with a multi-tiered system of external civilian boards.

Many details have yet to be provided by the State and the law could still be amended before it goes into effect next year. More details will be forthcoming after the next legislative session and upon the issuance of applicable regulations.

### **Three-Tiered System Created for Police Discipline**

The legislation requires that every county set up three bodies that will handle police discipline for every local law enforcement organization in that county. Below is a brief summary of each body:

- **Police Accountability Board**
  - This is the overall governing body of the system.
  - Created, funded, and appointed by the Commissioners.
  - Size of board is not specified.
  - Cannot have active police officers on it, but must have a chairperson that has "relevant experience".
  - Receives complaints of police misconduct from the public.
  - Appoints some members to the charging committee and trial boards below it.

- **Charging Committee**
  - Five members:
    - Chair of Accountability Board.
    - Two civilians chosen by Accountability Board.
    - Two civilians chose by county's chief executive officer (for Worcester, the Commissioners).
  - Reviews complaints and investigations of police misconduct.
  - Determines whether an officer should be charged with misconduct.
  - If officer is charged, recommends discipline.
- **Trial Board**
  - Three members:
    - Retired judge.
    - Civilian appointed by Accountability Board.
    - Police officer from agency involved.
  - Conducts hearings if officer doesn't accept discipline recommended by charging committee.
  - May issue subpoenas.
  - Rules of procedure are undefined.

## Issues Moving Forward

- **Costs to implement:** Stipends or salary for qualified members?  
Funding for training, record keeping, and additional staff.
- **Qualified Board Members:** The County has trouble filling regular boards; these boards will require special training.
- **Procedures:** Current statute is silent on many issues.
  - How are internal complaints handled?
  - How are trial board proceedings conducted?
- **Local Boards:** Is it appropriate for a County board to discipline the police officers of our local subdivisions?

## Conclusion

This is a major revision of how police discipline is conducted. We are working out the details and unanswered questions. The Commissioners should expect a formal resolution to implement the procedures sometime in the first quarter of next year.

2021 Maryland Laws Ch. 59 (H.B. 670)

## MARYLAND 2021 SESSION LAWS

## REGULAR SESSION

Additions are indicated by **Text**; deletions by  
~~Text~~ .

Vetoed are indicated by ~~Text~~ ;  
stricken material by ~~Text~~ .

## Chapter 59

## H.B. No. 670

MARYLAND POLICE ACCOUNTABILITY ACT OF 2021—POLICE  
DISCIPLINE AND LAW ENFORCEMENT PROGRAMS AND PROCEDURES

AN ACT concerning

**Maryland Police Accountability Act of 2021—Police Discipline and Law Enforcement Programs and Procedures**

FOR the purpose of repealing the Law Enforcement Officers' Bill of Rights; requiring a police officer to take a certain action and provide certain information to certain individuals at the commencement of a certain stop, with a certain exception; providing that a police officer's failure to comply with a certain requirement may be grounds for a certain disciplinary action against the officer and may not serve as the basis for the exclusion of certain evidence under a certain rule; prohibiting a police officer from prohibiting or preventing a citizen from recording the police officer's actions if the citizen is otherwise acting lawfully and safely; establishing the Maryland Loan Assistance Repayment Program for Police Officers; requiring the Office of Student Financial Assistance in the Maryland Higher Education Commission to assist in the repayment of certain loans owed by certain eligible individuals; requiring the Office to adopt certain regulations; specifying that funds for the Program shall be provided in the State budget; requiring the Office to submit a certain report to the General Assembly on or before a certain date; establishing the Maryland Police Officers Scholarship Program; providing for the purpose of the Maryland Police Officers Scholarship; requiring the Office to publicize the availability of the Maryland Police Officers Scholarship; establishing the eligibility of the Maryland Police Officers Scholarship; requiring a certain recipient to repay the Commission under certain circumstances; establishing the amount of the annual scholarship award; requiring the Governor to include a certain appropriation in the State budget for the Maryland Police Officers Scholarship; requiring the Commission to use a certain appropriation for a certain purpose; requiring the Office to publicize the availability of the Maryland Police Officers Scholarship; requiring the Commission to submit a certain report on or before a certain date; altering the limits on liability of a local government and the State and its units for claims arising from tortious acts or omissions or violations of constitutional rights committed by a law enforcement officer; altering the membership of the Maryland Police Training and Standards Commission; requiring the Commission to develop and administer certain tests and training programs; requiring the Commission to take certain actions in response to certain violations of a certain Use of Force Statute; requiring the Commission to revoke the certification of a police officer under certain circumstances; requiring the Commission to create a certain database; altering a certain requirement for police officer certification that an individual submit to a psychological evaluation to require that an individual submit to a mental health screening by a certain professional; adding as a requirement for police officer certification that an individual submit to a certain physical agility assessment; requiring a police officer, as a condition of certification, to submit to a mental health assessment and a physical agility assessment at a certain time for a certain purpose; establishing that prior marijuana use is not a disqualifier for certification as a police officer and may not be the basis for disqualifying an applicant for a position as police officer; establishing certain requirements for an individual who applies for a position as a police officer; requiring, at certain intervals beginning on a certain date, a law enforcement agency that maintains a SWAT team to report certain

information to the Governor's Office of Crime Prevention, Youth, and Victim Services using a certain format; requiring the Commission, in consultation with the Office, to develop a standardized format that certain law enforcement agencies shall use in reporting certain data relating to the activation and deployment of certain SWAT teams to the Office and to certain local officials; requiring a law enforcement agency to compile certain information as a report in a certain format and to submit the report to the Office no later than a certain date following the period that is the subject of the report; requiring the Office to analyze and summarize certain reports of law enforcement agencies and to submit a report of the analyses and summaries to the Governor, the General Assembly, and each law enforcement agency before a certain date each year; providing that, if a law enforcement agency fails to comply with certain reporting requirements, the Office shall report the noncompliance to the Commission; providing that the Commission shall contact a certain law enforcement agency and request that the agency comply with certain reporting requirements under certain circumstances; providing that, if a certain law enforcement agency fails to comply with certain reporting requirements within a certain period after being contacted by the Commission, the Office and the Commission jointly shall make a certain report to the Governor and the Legislative Policy Committee of the General Assembly and publish the report on its website; requiring law enforcement agencies to submit certain reports to the Commission; requiring the Commission to post certain information on its website; prohibiting the Governor's Office of Crime Prevention, Youth, and Victim Services from making certain funds available under certain circumstances; requiring each law enforcement agency to post in a certain location an explanation of certain procedures; prohibiting a law enforcement agency from negating or altering certain requirements established in accordance with certain provisions of law through collective bargaining; requiring each county to have a police accountability board to take certain actions; providing for the membership, staffing, budget, and procedures of a police accountability board; requiring a police accountability board to make a certain report and recommendations annually; authorizing an individual to file a certain complaint with a certain law enforcement agency; establishing requirements for a certain complaint; requiring each county to have a certain administrative charging committee; providing for the membership of certain administrative charging committees; requiring that there be at least one statewide administrative charging committee applicable to certain law enforcement agencies; requiring an individual to receive certain training prior to serving as a member of an administrative charging committee; requiring a certain law enforcement agency to forward certain investigatory files to a certain administrative charging committee at a certain time; requiring and authorizing an administrative charging committee to take certain actions at certain times; requiring an administrative charging committee to meet at certain times; requiring a member of an administrative charging committee to maintain confidentiality relating to a certain matter at a certain time; requiring the Maryland Police Training and Standards Commission to develop and adopt, by regulation, a certain disciplinary matrix for a certain purpose; requiring each law enforcement agency to adopt a certain disciplinary matrix; requiring a certain chief to offer certain discipline to a certain police officer at a certain time; authorizing certain discipline to be imposed under certain circumstances; requiring a certain matter to be referred to a trial board under certain circumstances; requiring a police officer to be provided certain items and notified of certain information before a trial board proceeding begins; requiring each law enforcement agency to establish a certain trial board process; authorizing a small law enforcement agency to use the trial board process of another law enforcement agency under certain circumstances; providing for the membership of a trial board; requiring an individual to receive certain training prior to serving as a member of a trial board; requiring that proceedings of a trial board be open to the public, with certain exceptions; authorizing a trial board to administer oaths and issue subpoenas under certain circumstances; providing that a complainant has the right to be notified of and attend a certain hearing, with certain exceptions; providing that a law enforcement agency has the burden of proof by a preponderance of the evidence in certain proceedings; providing that a police officer may be disciplined only for cause; providing for the appeal of a trial board decision; providing that a trial board decision that is not appealed is final; authorizing a certain chief to impose a certain emergency suspension under certain circumstances; requiring and authorizing a certain chief to terminate the employment of a certain police officer; providing that a certain police officer is entitled to receive back pay under certain circumstances; providing that a police officer may be required to submit to certain tests, examinations, or interrogations under certain circumstances; authorizing a certain law enforcement agency to commence an action that may lead to a certain punitive measure under certain circumstances; providing that the results of a certain test, examination, or interrogation are not admissible or discoverable in a certain proceeding under certain circumstances; requiring a law enforcement agency to designate a certain victims' rights advocate for a certain purpose; providing for the duties of a victims' rights advocate; requiring each law enforcement agency to create a certain database; requiring the Maryland Police Training and Standards Commission to adopt certain regulations; providing that a certain police officer may have the assistance of a representative in connection with certain proceedings; prohibiting the taking of certain

adverse employment actions against a police officer because the police officer took certain actions; prohibiting the denial of a police officer's right to bring suit arising out of certain duties; providing that a police officer has certain rights to engage in political activity; prohibiting a law enforcement agency from prohibiting secondary employment by police officers; prohibiting certain records from being expunged or destroyed; authorizing a law enforcement agency to adopt certain regulations; requiring the Emergency Number Systems Board to conduct a certain study and submit a certain report; requiring a certain publisher, in consultation with and subject to the approval of the Department of Legislative Services, to correct certain cross-references and terminology and describe a certain correction in a certain manner; providing for the intent of the General Assembly that the Maryland Higher Education Commission adopt certain regulations; providing for the application of certain provisions of this Act; making certain provisions of this Act contingent on the taking effect of another Act; making conforming changes; defining certain terms; and generally relating to police reform.

BY renumbering

Article—Public Safety

Section 1–101(c) and (d) and 3–101(e), respectively  
to be Section 1–101(d) and (e) and (c), respectively  
Annotated Code of Maryland  
(2018 Replacement Volume and 2020 Supplement)

BY repealing

Article—Public Safety

Section 3–101 through 3–113 and the subtitle “Subtitle 1. Law Enforcement Officers’  
Bill of Rights”  
Annotated Code of Maryland  
(2018 Replacement Volume and 2020 Supplement)

BY adding to

Article—Criminal Procedure

Section 2–109  
Annotated Code of Maryland  
(2018 Replacement Volume and 2020 Supplement)

BY repealing and reenacting, without amendments,

Article—Education

Section 18–101  
Annotated Code of Maryland  
(2018 Replacement Volume and 2020 Supplement)

BY adding to

Article—Education

Section 18–3701 through 18–3705 to be under the new subtitle “Subtitle  
37. Maryland Loan Assistance Repayment Program for Police Officers”; and  
18–3801 through 18–3807 to be under the new subtitle “Subtitle 38. Maryland  
Police Officers Scholarship Program”  
Annotated Code of Maryland  
(2018 Replacement Volume and 2020 Supplement)

BY adding to

Article—Public Safety

Section 3–207(j) and (k), 3–508, and 3–523 through 3–526  
Annotated Code of Maryland  
(2018 Replacement Volume and 2020 Supplement)



BY repealing and reenacting, with amendments,  
 Article—Courts and Judicial Proceedings  
 Section 5–303(a)  
 Annotated Code of Maryland  
 (2020 Replacement Volume)

BY repealing and reenacting, with amendments,  
 Article—State Government  
 Section 12–104(a)  
 Annotated Code of Maryland  
 (2014 Replacement Volume and 2020 Supplement)

BY adding to  
 Article—Public Safety  
 Section 3–101 through 3–114 to be under the new subtitle “Subtitle 1. Police  
 Accountability and Discipline”; 3–207(j) and (k) and 3–508  
 Annotated Code of Maryland  
 (2018 Replacement Volume and 2020 Supplement)

BY repealing and reenacting, with amendments,  
 Article—Public Safety  
 Section 3–203, 3–207(a)(16) and (g), 3–209, 3–212, 3–215, 3–514, and 3–515  
 Annotated Code of Maryland  
 (2018 Replacement Volume and 2020 Supplement)

<< MD PUBLIC SAFETY § 1–101 >>

<< MD PUBLIC SAFETY § 3–101(e) >>

<< MD PUBLIC SAFETY § 1–101(c) >>

SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND, That Section(s) 1–101(c) and (d) and 3–101(e), respectively, of Article—Public Safety of the Annotated Code of Maryland be renumbered to be Section(s) 1–101(d) and (e) and (c), respectively.

<< Repealed: MD PUBLIC SAFETY §§ 3–101, 3–102, 3–103, 3–104, 3–  
 105, 3–106, 3–106.1, 3–107, 3–108, 3–109, 3–110, 3–111, 3–112, 3–113 >>

T. 3 Subt. 1 pr. § 3–101

SECTION 2. AND BE IT FURTHER ENACTED, That Section(s) 3–101 through 3–113 and the subtitle “Subtitle 1. Law Enforcement Officers' Bill of Rights” of Article—Public Safety of the Annotated Code of Maryland be repealed.

SECTION 3. AND BE IT FURTHER ENACTED, That the Laws of Maryland read as follows:

**Article—Criminal Procedure**

<< MD CRIM PROC § 2–109 >>

**2–109.**

**(a) At the commencement of a traffic stop or other stop, absent exigent circumstances, a police officer shall:**  
**(1) display proper identification to the stopped individual; and**

**(2) provide the following information to the stopped individual:**

- (i) the officer's name;**
- (ii) the officer's identification number issued by the law enforcement agency the officer is representing;**
- (iii) the name of the law enforcement agency the police officer is representing; and**
- (iv) the reason for the traffic stop or other stop.**

**(b) A police officer's failure to comply with subsection (a) of this section:**

- (1) may be grounds for administrative disciplinary action against the officer; and**
- (2) may not serve as the basis for the exclusion of evidence under the exclusionary rule.**

**(c) A police officer may not prohibit or prevent a citizen from recording the police officer's actions if the citizen is otherwise acting lawfully and safely.**

#### **Article—Education**

<< MD EDUC § 18–101 >>

#### **18–101.**

- (a) In this title the following words have the meanings indicated.**
- (b) “Commission” means the Maryland Higher Education Commission.**
- (c) “Office” means the Office of Student Financial Assistance.**
- (d) “Secretary” means the Secretary of Higher Education.**

T. 18 Subt. 37 pr. § 18–3701

#### **Subtitle 37—Maryland Loan Assistance Repayment Program for Police Officers**

<< MD EDUC § 18–3701 >>

#### **18–3701.**

- (a) In this subtitle the following words have the meanings indicated.**
- (b) “Eligible employment” means to work as a police officer in the State for at least 2 years.**
- (c) “Higher education loan” means a loan that is obtained for tuition for undergraduate study leading to a degree in criminal law, criminology, or criminal justice.**
- (d) “Police officer” has the meaning stated in § 3–201 of the Public Safety Article.**
- (e) “Program” means the Maryland Loan Assistance Repayment Program for Police Officers.**

<< MD EDUC § 18–3702 >>

#### **18–3702.**

- (a) There is a Maryland Loan Assistance Repayment Program for Police Officers in the State.**

**(b) The Office shall distribute funds from the Program to assist in the repayment of a higher education loan owed by a police officer who:**

- (1) Receives a graduate, professional, or undergraduate degree from a public college or university in the State;**
- (2) Obtains eligible employment; and**
- (3) Satisfies any other criteria established by the Office.**

<< MD EDUC § 18-3703 >>

**18-3703.**

**(a) The Office shall adopt regulations to carry out this subtitle.**

**(b) The regulations shall include a limit on the total amount of assistance provided by the Office in repaying the loan of an eligible individual, based on the individual's total income and outstanding higher education loan balance.**

<< MD EDUC § 18-3704 >>

**18-3704.**

**The Governor shall include an annual appropriation of at least \$1,500,000 in the State budget for the Program.**

<< MD EDUC § 18-3705 >>

**18-3705.**

**Subject to § 2-1257 of the State Government Article, the Office shall report to the General Assembly by January 1 each year on the implementation of the Program.**

T. 18 Subt. 38 pr. § 18-3801

#### **Subtitle 38—Maryland Police Officers Scholarship Program**

<< MD EDUC § 18-3801 >>

**18-3801.**

**(a) In this subtitle the following words have the meanings indicated.**

**(b) “Eligible institution” means a public senior higher education institution in the State.**

**(c) “Police officer” has the meaning stated in § 3-201 of the Public Safety Article.**

**(d) “Service obligation” means to work as a police officer in the State not less than 5 years during the 8-year period after graduation.**

<< MD EDUC § 18-3802 >>

**18-3802.**

**(a) There is a Maryland Police Officers Scholarship Program.**

**(b) The purpose of the program is to provide tuition assistance for students:**

- (1) Attending a degree program that would further the student's career in law enforcement at an eligible institution with the intent to be a police officer after graduation; or**
- (2) Who are currently police officers attending a degree program that would further the police officer's career in law enforcement at an eligible institution.**

**(c) The Office shall publicize the availability of the Maryland Police Officers Scholarship.**

<< MD EDUC § 18-3803 >>

**18-3803.**

**(a) The Office shall annually select eligible students and offer a scholarship to each student selected to be used at an eligible institution of the student's choice.**

**(b) A recipient of the Maryland Police Officers Scholarship shall:**

- (1) Be a Maryland resident or have graduated from a Maryland high school;**
- (2) Be accepted for admission or currently enrolled at an eligible institution as a full-time or part-time undergraduate or graduate student pursuing a course of study or program that would further the recipient's career in law enforcement;**
- (3) Sign a letter of intent to perform the service obligation on completion of the recipient's required studies; and**
- (4) Satisfy any additional criteria the Commission may establish.**

**(c) A current police officer shall be eligible for a Maryland Police Officers Scholarship if they meet the eligibility criteria under subsection (b) of this section.**

<< MD EDUC § 18-3804 >>

**18-3804.**

**The recipient of a Maryland Police Officers Scholarship shall repay the Commission the funds received as set forth in § 18-112 of this title if the recipient does not:**

- (1) Satisfy the degree requirements of the eligible course of study or program or fulfill other requirements as provided in this subtitle; or**
- (2) Perform the service obligation to work as a police officer for at least 5 years during the 8-year period after graduation.**

<< MD EDUC § 18-3805 >>

**18-3805.**

**The annual scholarship award shall be 50% of the equivalent annual tuition and mandatory fees of a resident undergraduate student at the eligible institution.**

<< MD EDUC § 18-3806 >>

**18-3806.**

**The Governor shall annually include in the budget bill an appropriation of at least \$8,500,000 to the Commission to award scholarships under this subtitle, and the Commission shall use:**

- (1) \$6,000,000 for scholarships to students intending to become police officers after graduation; and**

(2) \$2,500,000 for scholarships for existing police officers to attend an eligible institution and remain a police officer after graduation.

<< MD EDUC § 18-3807 >>

18-3807.

The Office shall:

- (1) Publicize the availability of Maryland Police Officers Scholarships; and
- (2) To the extent practicable, award scholarships under this subtitle in a manner that reflects ethnic, gender, racial, and geographic diversity.

#### Article—Courts and Judicial Proceedings

<< MD CTS & JUD PRO § 5-303 >>

5-303.

(a)(1) ~~Subject to paragraph (2)~~ Except as provided in paragraphs (2) and (3) of this subsection, the liability of a local government may not exceed \$400,000 per an individual claim, and \$800,000 per total claims that arise from the same occurrence for damages resulting from tortious acts or omissions, or liability arising under subsection (b) of this section and indemnification under subsection (c) of this section.

(2) The limits on liability provided under paragraph (1) of this subsection do not include interest accrued on a judgment.

(3) If the liability of a local government arises from intentional tortious acts or omissions or a violation of a constitutional right committed by a law enforcement officer, the following limits on liability apply:

- (i) Subject to item (ii) of this paragraph, the combined award for both economic and noneconomic damages may not exceed a total of \$890,000 for all claims arising out of the same incident or occurrence, regardless of the number of claimants or beneficiaries who share in the award; and
- (ii) In a wrongful death action in which there are two or more claimants or beneficiaries, an award for noneconomic damages may not exceed 150% of the limitation established under item (i) of this paragraph, regardless of the number of claimants or beneficiaries who share in the award.

#### Article—State Government

<< MD STATE GOVT § 12-104 >>

12-104.

(a)(1) Subject to the exclusions and limitations in this subtitle and notwithstanding any other provision of law, the immunity of the State and of its units is waived as to a tort action, in a court of the State, to the extent provided under paragraph (2) of this subsection.

(2)(i) The Except as provided in subparagraph (ii) of this paragraph, the liability of the State and its units may not exceed \$400,000 to a single claimant for injuries arising from a single incident or occurrence.

(ii) If liability of the State or its units arises from intentional tortious acts or omissions or a violation of a constitutional right committed by a law enforcement officer, the following limits on liability shall apply:

- 1. Subject to item 2 of this subparagraph, the combined award for both economic and noneconomic damages may not exceed a total of \$890,000 for all claims arising out of the same incident or occurrence, regardless of the number of claimants or beneficiaries who share in the award; and
- 2. In a wrongful death action in which there are two or more claimants or beneficiaries, an award for noneconomic damages may not exceed 150% of the limitation established under item 1 of this item, regardless of the number of claimants or beneficiaries who share in the award.

**Article—Public Safety**

T. 3 Subt. 1 pr. § 3–101

**Subtitle 1—Police Accountability and Discipline**

&lt;&lt; MD PUBLIC SAFETY § 3–101 &gt;&gt;

**3–101.**

(a) In this title the following words have the meanings indicated.

(b) “Administratively charged” means that a police officer has been formally accused of misconduct in an administrative proceeding.

(c) “Disciplinary matrix” means a written, consistent, progressive, and transparent tool or rubric that provides ranges of disciplinary actions for different types of misconduct.

(d) “Exonerated” means that a police officer acted in accordance with the law and agency policy.

(e) “Law enforcement agency” has the meaning stated in § 3–201 of this title.

(f) “Not administratively charged” means that a determination has been made not to administratively charge a police officer in connection with alleged misconduct.

(g) “Police misconduct” means a pattern, a practice, or conduct by a police officer or law enforcement agency that includes:

- (1) depriving persons of rights protected by the constitution or laws of the State or the United States;
- (2) a violation of a criminal statute; and
- (3) a violation of law enforcement agency standards and policies.

(h) “Police officer” has the meaning stated in § 3–201 of this title.

(i) “Serious physical injury” has the meaning stated in § 3–201 of the Criminal Law Article.

(j) “Superior governmental authority” means the governing body that oversees a law enforcement agency.

(k) “Unfounded” means that the allegations against a police officer are not supported by fact.

&lt;&lt; MD PUBLIC SAFETY § 3–102 &gt;&gt;

**3–102.**

(a) Each county shall have a police accountability board to:

- (1) hold quarterly meetings with heads of law enforcement agencies and otherwise work with law enforcement agencies and the county government to improve matters of policing;
- (2) appoint civilian members to charging committees and trial boards;
- (3) receive complaints of police misconduct filed by members of the public; and
- (4)(i) on a quarterly basis, review outcomes of disciplinary matters considered by charging committees; and  
(ii) on or before December 31 each year, submit a report to the governing body of the county that:



1. identifies any trends in the disciplinary process of police officers in the county; and
2. makes recommendations on changes to policy that would improve police accountability in the county.

**(b)(1)(i) Subject to subparagraph (ii) of this paragraph, the local governing body shall:**

1. establish the membership of a police accountability board;
2. establish the budget and staff for a police accountability board;
3. appoint a chair of the police accountability board who has relevant experience to the position; and
4. establish the procedures for record keeping by a police accountability board.

**(ii) An active police officer may not be a member of a police accountability board.**

**(2) To the extent practicable, the membership of a police accountability board shall reflect the racial, gender, and cultural diversity of the county.**

**(c)(1) A complaint of police misconduct filed with a police accountability board shall include:**

- (i) the name of the police officer accused of misconduct;**
- (ii) a description of the facts on which the complaint is based; and**
- (iii) contact information of the complainant or a person filing on behalf of the complainant for investigative follow-up.**

**(2) A complaint need not be notarized.**

**(d) A complaint of police misconduct filed with a police accountability board shall be forwarded to the appropriate law enforcement agency within 3 days after receipt by the board.**

<< MD PUBLIC SAFETY § 3-103 >>

**3-103.**

**(a) An individual may file a complaint of police misconduct with the law enforcement agency that employs the police officer who is the subject of the complaint.**

**(b)(1) A complaint of police misconduct filed with a law enforcement agency shall include:**

- (i) the name of the police officer accused of misconduct;**
- (ii) a description of the facts on which the complaint is based; and**
- (iii) contact information of the complainant or a person filing on behalf of the complainant for investigative follow-up.**

**(2) A complaint need not be notarized.**

<< MD PUBLIC SAFETY § 3-104 >>

**3-104.**

**(a)(1) Each county shall have one administrative charging committee to serve countywide law enforcement agencies and local law enforcement agencies within the county.**

**(2) A county administrative charging committee shall be composed of:**

- (i) the chair of the county's police accountability board, or another member of the accountability board designated by the chair of the accountability board;**
- (ii) two civilian members selected by the county's police accountability board; and**

(iii) two civilian members selected by the chief executive officer of the county.

(b)(1) There shall be at least one statewide administrative charging committee to serve statewide and bi-county law enforcement agencies.

(2) A statewide administrative charging committee shall be composed of:

- (i) three civilian members appointed by the Governor;
- (ii) one civilian member appointed by the President of the Senate; and
- (iii) one civilian member appointed by the Speaker of the House.

(c) Before serving as a member of an administrative charging committee, an individual shall receive training on matters relating to police procedures from the Maryland Police Training and Standards Commission.

(d) On completion of an investigation of a complaint made by a member of the public against a police officer, the law enforcement agency shall forward to the appropriate administrative charging committee the investigatory files for the matter.

(e) An administrative charging committee shall:

- (1) review the findings of a law enforcement agency's investigation conducted and forwarded in accordance with subsection (d) of this section;
- (2) make a determination that the police officer who is subject to investigation shall be:
  - (i) administratively charged; or
  - (ii) not administratively charged;
- (3) if the police officer is charged, recommend discipline in accordance with the law enforcement agency's disciplinary matrix established in accordance with § 3–105 of this subtitle;
- (4) review any body camera footage that may be relevant to the matters covered in the complaint of misconduct;
- (5) authorize a police officer called to appear before an administrative charging committee to be accompanied by a representative;
- (6) issue a written opinion that describes in detail its findings, determinations, and recommendations; and
- (7) forward the written opinion to the chief of the law enforcement agency, the police officer, and the complainant.

(f) In executing its duties in accordance with subsection (e) of this section, an administrative charging committee may:

- (1) request information or action from the law enforcement agency that conducted the investigation, including requiring additional investigation and the issuance of subpoenas;
- (2) if the police officer is not administratively charged, make a determination that:
  - (i) the allegations against the police officer are unfounded; or
  - (ii) the police officer is exonerated; and
- (3) record, in writing, any failure of supervision that caused or contributed to a police officer's misconduct.

(g) An administrative charging committee shall meet once per month or as needed.

(h) A member of an administrative charging committee shall maintain confidentiality relating to a matter being considered by the administrative charging committee until final disposition of the matter.

<< MD PUBLIC SAFETY § 3–105 >>

### 3–105.

(a) The Maryland Police Training and Standards Commission shall develop and adopt, by regulation, a model uniform disciplinary matrix for use by each law enforcement agency in the State.

(b) Each law enforcement agency shall adopt the uniform State disciplinary matrix.

(c)(1) Within 15 days after an administrative charging committee issues an administrative charge against a police officer, the chief of the law enforcement agency shall offer discipline to the police officer who has been administratively charged in accordance with the disciplinary matrix.

(2) The chief may offer the same discipline that was recommended by the administrative charging committee or a higher degree of discipline within the applicable range of the disciplinary matrix, but may not deviate below the discipline recommended by the administrative charging committee.

(3) If the police officer accepts the chief's offer of discipline, then the offered discipline shall be imposed.

(4) If the police officer does not accept the chief's offer of discipline, then the matter shall be referred to a trial board.

(5) At least 30 days before a trial board proceeding begins, the police officer shall be:

- (i) provided a copy of the investigatory record;
- (ii) notified of the charges against the police officer; and
- (iii) notified of the disciplinary action being recommended.

<< MD PUBLIC SAFETY § 3-106 >>

**3-106.**

(a)(1) Except as provided in paragraph (2) of this subsection, each law enforcement agency shall establish a trial board process in accordance with this section to adjudicate matters for which a police officer is subject to discipline.

(2) A small law enforcement agency may use the trial board process of another law enforcement agency by mutual agreement.

(b) A trial board shall be composed of:

- (1) an actively serving or retired administrative law judge or a retired judge of the District Court or a circuit court, appointed by the chief executive officer of the county;
- (2) a civilian who is not a member of an administrative charging committee, appointed by the county's police accountability board; and
- (3) a police officer of equal rank to the police officer who is accused of misconduct appointed by the head of the law enforcement agency.

(c) Before serving as a member of a trial board, an individual shall receive training on matters relating to police procedures from the Maryland Police Training and Standards Commission.

(d) Proceedings of a trial board shall be open to the public, except to protect:

- (1) a victim's identity;
- (2) the personal privacy of an individual;
- (3) a child witness;
- (4) medical records;
- (5) the identity of a confidential source;
- (6) an investigative technique or procedure; or
- (7) the life or physical safety of an individual.

(e) A trial board may administer oaths and issue subpoenas as necessary to complete its work.

(f) A complainant has the right to be notified of a trial board hearing and, except as provided in subsection (d) of this section, the right to attend a trial board hearing.

(g) Except as otherwise provided in this subtitle, a law enforcement agency has the burden of proof by a preponderance of the evidence in any proceeding under this subtitle.

(h) A police officer may be disciplined only for cause.

(i)(1) Within 30 days after the date of issuance of a decision of a trial board, the decision may be appealed by the employee:

- (i) if the trial board is from a local law enforcement agency, to the circuit court of the county in which the law enforcement agency is located; and
- (ii) if the trial board is from a statewide or bi-county law enforcement agency, to the Circuit Court for Anne Arundel County.

(2) An appeal taken under this subsection shall be on the record.

(j) A trial board decision that is not appealed is final.

<< MD PUBLIC SAFETY § 3-107 >>

**3-107.**

(a)(1) Pending an investigatory, administrative charging committee, and trial board process, the chief may impose an emergency suspension with or without pay if the chief determines that such a suspension is in the best interest of the public.

(2) An emergency suspension without pay under this subsection may not exceed 30 days.

(3) A police officer who is suspended without pay under this subsection is entitled to receive back pay if an administrative charging committee determines not to administratively charge the police officer in connection with the matter on which the suspension is based.

(b)(1) A chief or a chief's designee may suspend a police officer without pay and suspend the police officer's police powers on an emergency basis if the police officer is charged with:

- (i) a disqualifying crime, as defined in § 5-101 of this article;
- (ii) a misdemeanor committed in the performance of duties as a police officer; or
- (iii) a misdemeanor involving dishonesty, fraud, theft, or misrepresentation.

(2) A police officer who was suspended without pay under this subsection is entitled to receive back pay if the criminal charge or charges against the police officer result in:

- (i) a finding of not guilty;
- (ii) an acquittal;
- (iii) a dismissal; or
- (iv) a nolle prosequi.

(c)(1) The chief shall terminate the employment of a police officer who is convicted of a felony.

(2) The chief may terminate the employment of a police officer who:

- (i) receives a probation before judgment for a felony; or
- (ii) is convicted of:
  - 1. a misdemeanor committed in the performance of duties as a police officer;
  - 2. misdemeanor second degree assault; or
  - 3. a misdemeanor involving dishonesty, fraud, theft, or misrepresentation.

(d)(1) In connection with a disciplinary matter under this subtitle, a police officer may be required to submit to blood alcohol tests, blood, breath, or urine tests for controlled dangerous substances, polygraph examinations, or interrogations that specifically relate to the subject matter of the investigation.

(2) If a police officer is required to submit to a test, examination, or interrogation under paragraph (1) of this subsection and the police officer refuses to do so, the law enforcement agency may commence an action that may lead to a punitive measure as a result of the refusal.

(3)(i) If a police officer is required to submit to a test, examination, or interrogation under paragraph (1) of this subsection, the results of the test, examination, or interrogation are not admissible or discoverable in a criminal proceeding against the police officer.

(ii) If a police officer is required to submit to a polygraph examination under paragraph (1) of this subsection, the results of the polygraph examination are not admissible or discoverable in a criminal or civil proceeding against the police officer.

<< MD PUBLIC SAFETY § 3-108 >>

**3-108.**

(a)(1) A law enforcement agency shall designate an employee as a victims' rights advocate to act as the contact for the public within the agency on matters related to police misconduct.

(2) A victims' rights advocate shall:

(i) explain to a complainant:

1. the complaint, investigation, administrative charging committee, and trial board process;
2. any decision to terminate an investigation;
3. an administrative charging committee's decision of administratively charged, not administratively charged, unfounded, or exonerated; and
4. a trial board's decision;

(ii) provide a complainant with an opportunity to review a police officer's statement, if any, before completion of an investigation by a law enforcement agency's investigative unit;

(iii) notify a complainant of the status of the case at every stage of the process; and

(iv) provide a case summary to a complainant within 30 days after final disposition of the case.

(b) Each law enforcement agency shall create a database that enables a complainant to enter the complainant's case number to follow the status of the case as it proceeds through:

- (1) investigation;
- (2) charging;
- (3) offer of discipline;
- (4) trial board;
- (5) ultimate discipline; and
- (6) appeal.

<< MD PUBLIC SAFETY § 3-109 >>

**3-109.**

A police officer who is the subject of a complaint of police misconduct and a complainant may have the assistance of a representative in connection with proceedings under this subtitle.

<< MD PUBLIC SAFETY § 3-110 >>

**3-110.**

(a) A police officer may not be discharged, disciplined, demoted, or denied promotion, transfer, or reassignment, or otherwise discriminated against or threatened in regard to the police officer's employment because the police officer:

(1) disclosed information that evidences:

- (i) mismanagement;
- (ii) a waste of government resources;
- (iii) a danger to public health or safety; or
- (iv) a violation of law or policy committed by another police officer; or

(2) lawfully exercised constitutional rights.

(b) A police officer may not be denied the right to bring suit arising out of the police officer's official duties.

(c)(1) Subject to paragraph (2) of this subsection, a police officer has the same rights to engage in political activity as a State employee.

(2) This right to engage in political activity does not apply when the police officer is on duty or acting in an official capacity.

(d)(1) Subject to paragraph (2) of this subsection, a law enforcement agency may not prohibit secondary employment by police officers.

(2) A law enforcement agency may adopt reasonable regulations that relate to secondary employment by police officers.

<< MD PUBLIC SAFETY § 3-111 >>

3-111.

A law enforcement agency may not negate or alter any of the requirements of this subtitle through collective bargaining.

<< MD PUBLIC SAFETY § 3-112 >>

3-112.

A record relating to an administrative or criminal investigation of misconduct by a police officer, including an internal affairs investigatory record, a hearing record, and records relating to a disciplinary decision, may not be:

- (1) expunged; or
- (2) destroyed by a law enforcement agency.

<< MD PUBLIC SAFETY § 3-113 >>

3-113.

(a) The investigating unit of a law enforcement agency shall immediately review a complaint by a member of the public alleging police officer misconduct.

(b) An administrative charging committee shall review and make a determination or ask for further review within 30 days after completion of the investigating unit's review.

(c) The process of review by the investigating unit through disposition by the administrative charging committee shall be completed within 1 year and 1 day after the filing of a complaint by a citizen.

&lt;&lt; MD PUBLIC SAFETY § 3-114 &gt;&gt;

**3-114.****The Maryland Police Training and Standards Commission shall adopt regulations to implement this subtitle.**

SECTION 4. AND BE IT FURTHER ENACTED, That the Laws of Maryland read as follows:

**Article—Public Safety**

&lt;&lt; MD PUBLIC SAFETY § 3-203 &gt;&gt;

**3-203.**

(a) The Commission consists of the following members:

- (1) the President of the Maryland Chiefs of Police Association;
- (2) the President of the Maryland Sheriffs Association;
- (3) the Attorney General of the State;
- (4) the Secretary of State Police;
- (5) the agent in charge of the Baltimore office of the Federal Bureau of Investigation;
- (6) one member representing the Maryland State Lodge of Fraternal Order of Police;
- (7) one member representing the Maryland State's Attorneys' Association;
- (8) the Chair of the Maryland Municipal League Police Executive Association;
- ~~(9) the President of Maryland Law Enforcement Officers, Inc.;~~
- ~~(10)~~ (9) the Police Commissioner of Baltimore City;
- ~~(11)~~ (10) the President of the Police Chiefs' Association of Prince George's County;
- ~~(12)~~ (11) a **civilian** representative from the Wor-Wic Program Advisory Committee—Criminal Justice; **and**
- ~~(13) two members of the Senate of Maryland, appointed by the President of the Senate;~~
- ~~(14) two members of the House of Delegates, appointed by the Speaker of the House; and~~
- ~~(15)~~ 12 the following individuals, appointed by the Governor with the advice and consent of the Senate:
  - (i) three police officers, representing different geographic areas of the State;
  - (ii) one ~~individual~~ **civilian** with expertise in community policing **who does not have relationships to law enforcement;**
  - (iii) one ~~individual~~ **civilian** with expertise in policing standards **who does not have relationships to law enforcement;**
  - (iv) one ~~individual~~ **civilian** with expertise in mental health **who does not have relationships to law enforcement;** and
  - (v) ~~two~~ **three** citizens of the State ~~without~~ **who represent different geographic areas of the State and do not have relationships to law enforcement.**

(b)(1) The term of an appointed member is 3 years.

(2) The terms of the appointed members are staggered as required by the terms provided for members of the Commission on October 1, 2016.

(3) At the end of a term, an appointed member continues to serve until a successor is appointed and qualifies.

(4) A member who is appointed after a term has begun serves only for the remainder of the term and until a successor is appointed and qualifies.

(c) Except for the appointed members, a member of the Commission may serve personally at a Commission meeting or may designate a representative from the member's unit, agency, or association who may act at any meeting to the same effect as if the member were personally present.

~~(d) The members of the Commission appointed from the Senate of Maryland and the House of Delegates shall serve in an advisory capacity only.~~



## &lt;&lt; MD PUBLIC SAFETY § 3-207 &gt;&gt;

**3-207.**

(a) The Commission has the following powers and duties:

(16) to require, for entrance-level police training and, as determined by the Commission, for in-service level training conducted by the State and each county and municipal police training school, that the curriculum and minimum courses of study include, consistent with established law enforcement standards and federal and State constitutional provisions:

- (i) training in lifesaving techniques, including Cardiopulmonary Resuscitation (CPR);
- (ii) training in the proper level and use of force as set forth in the Maryland Use of Force Statute under § 3-524 of this title;
- (iii) training regarding sensitivity to cultural and gender diversity; and
- (iv) training regarding individuals with physical, intellectual, developmental, and psychiatric disabilities;

(g) The Commission shall develop and administer:

- (1) a training program on ~~the Law Enforcement Officers' Bill of Rights and~~ matters relating to police procedures for citizens ~~individuals~~ who intend to qualify to participate as a member of a ~~hearing board under § 3-107 of this title~~ trial board or administrative charging committee under Subtitle 1 of this title; and
- (2) a training program on matters relating to police training and standards for citizens who are appointed to serve as members of the Commission.

(j) The Commission shall:

- (1) hold law enforcement agencies accountable for violations of the Use of Force Statute under § 3-524 of this title; and
- (2) work with the Comptroller and the Governor's Office of Crime Prevention, Youth, and Victim Services to ensure that State grant funding is withheld from a law enforcement agency that violates the Use of Force Statute under § 3-524 of this title.

(k) The Commission shall:

- (1) develop a test and training for implicit bias, subject to the availability of implicit bias testing standards that are generally accepted by experts in the field of police psychology;
- (2) require all law enforcement agencies to use the implicit bias test in the hiring process;
- (3) require all new police officers to complete implicit bias testing and training; and
- (4) require all incumbent police officers to undergo implicit bias testing and training on an annual basis.

## &lt;&lt; MD PUBLIC SAFETY § 3-203 &gt;&gt;

**3-209.**

(a) The Commission shall certify as a police officer each individual who:

- (1)(i) satisfactorily meets the standards of the Commission; or
  - (ii) provides the Commission with sufficient evidence that the individual has satisfactorily completed a training program in another state of equal quality and content as required by the Commission;
- (2) submits to a ~~psychological evaluation~~ mental health screening by a licensed mental health professional;
- (3) submits to a physical agility assessment as determined by the Commission;
- (3) (4) submits to a criminal history records check in accordance with § 3-209.1 of this subtitle; and
- (4) (5)(i) is a United States citizen; or

(ii) subject to subsection (b) of this section, is a permanent legal resident of the United States and an honorably discharged veteran of the United States armed forces, provided that the individual has applied to obtain United States citizenship and the application is still pending approval.

(b) The certification of a police officer who fails to obtain United States citizenship as required by subsection (a)(4)(ii) of this section shall be terminated by the Commission.

(c) The Commission may certify as a police officer an individual who is not considered a police officer under § 3–201(f)(3) of this subtitle if the individual meets the selection and training standards of the Commission.

(d) Each certificate issued to a police officer under this subtitle remains the property of the Commission.

**(e) As a condition of certification, a police officer shall submit to a mental health assessment every 2 years and an annual physical agility assessment to establish continuing fitness to carry out the officer's assigned duties as a police officer.**

**(f) Prior marijuana use is not a disqualifier for certification as a police officer.**

<< MD PUBLIC SAFETY § 3–212 >>

### 3–212.

(a)(1) Subject to the hearing provisions of subsection (b) of this section, the Commission may suspend or revoke the certification of a police officer if the police officer:

- (1) (i) violates or fails to meet the Commission's standards;
- (ii) violates the Maryland Use of Force Statute under § 3–524 of this title; or
- (2) (iii) knowingly fails to report suspected child abuse in violation of § 5–704 of the Family Law Article.

**(2) The Commission shall revoke the certification of a police officer who was:**

- (i) convicted of a felony;**
- (ii) convicted of perjury or another misdemeanor relating to truthfulness and veracity; or**
- (iii) previously fired or resigned while being investigated for serious misconduct or use of excessive force.**

(b)(1) Except as otherwise provided in Title 10, Subtitle 2 of the State Government Article, before the Commission takes any final action under subsection (a) (a)(1) of this section, the Commission shall give the individual against whom the action is contemplated an opportunity for a hearing before the Commission.

(2) The Commission shall give notice and hold the hearing in accordance with Title 10, Subtitle 2 of the State Government Article.

(c) A police officer aggrieved by the findings and order of the Commission may take an appeal as allowed in §§ 10–222 and 10–223 of the State Government Article.

**(d) The Commission shall create a statewide database to track police officer decertifications due to improper use of force.**

SECTION 5. AND BE IT FURTHER ENACTED, That the Laws of Maryland read as follows:

#### Article—Public Safety

<< MD PUBLIC SAFETY § 3–215 >>

### 3–215.

(a)(1) In this section the following words have the meanings indicated.

- (2) “Permanent appointment” means the appointment of an individual who has satisfactorily met the minimum standards of the Commission and is certified as a police officer.
- (3) “Police administrator” means a police officer who has been promoted to first-line administrative duties up to but not exceeding the rank of captain.
- (4) “Police supervisor” means a police officer who has been promoted to first-line supervisory duties.

(b) An individual may not be given or accept a probationary appointment or permanent appointment as a police officer, police supervisor, or police administrator unless the individual satisfactorily meets the qualifications established by the Commission.

(c)(1) An individual who applies for a position as police officer shall:

- (i) under penalty of perjury, disclose to the hiring law enforcement agency all prior instances of employment as a police officer at other law enforcement agencies; and
- (ii) authorize the hiring law enforcement agency to obtain the police officer's full personnel and disciplinary record from each law enforcement agency that previously employed the police officer.

(2) The hiring law enforcement agency shall certify to the Commission that the law enforcement agency has reviewed the applicant's disciplinary record.

(d) A probationary appointment as a police officer, police supervisor, or police administrator may be made for a period not exceeding 1 year to enable the individual seeking permanent appointment to take a training course required by this subtitle.

(e) A probationary appointee is entitled to a leave of absence with pay during the period of the training program.

(f) Prior marijuana use may not be the basis for disqualifying an applicant for a position as a police officer.

<< MD PUBLIC SAFETY § 3–508 >>

**3–508.**

(a)(1) In this section the following words have the meanings indicated.

- (2) “Commission” means the Maryland Police Training and Standards Commission.
- (3) “Law enforcement agency” has the meaning stated in § 3–201 of this title.
- (4) “Office” means the Governor's Office of Crime Prevention, Youth, and Victim Services.
- (5) “Police officer” has the meaning stated in § 3–201 of this title.
- (6) “SWAT team” means a special unit composed of two or more police officers within a law enforcement agency trained to deal with unusually dangerous or violent situations and having special equipment and weapons, including rifles more powerful than those carried by regular police officers.

(b) Every 6 months, beginning July 1, 2022, a law enforcement agency that maintains a SWAT team shall report the following information to the Office using the format developed under subsection (c) of this section:

- (1) the number of times the SWAT team was activated and deployed by the law enforcement agency in the previous 6 months;
- (2) the name of the county or county and municipal corporation and the zip code of the location where the SWAT team was deployed for each activation;
- (3) the reason for each activation and deployment of the SWAT team;
- (4) the legal authority, including type of warrant, if any, for each activation and deployment of the SWAT team; and
- (5) the result of each activation and deployment of the SWAT team, including:
  - (i) the number of arrests made, if any;
  - (ii) whether property was seized;

- (iii) whether a forcible entry was made;
- (iv) whether a weapon was discharged by a SWAT team member; and
- (v) whether a person or domestic animal was injured or killed by a SWAT team member.

(c) The Commission, in consultation with the Office, shall develop a standardized format that each law enforcement agency shall use in reporting data to the Office under subsection (b) of this section.

(d) A law enforcement agency shall:

- (1) compile the data described in subsection (b) of this section for each 6-month period as a report in the format required under subsection (c) of this section; and
- (2) not later than the 15th day of the month following the 6-month period that is the subject of the report, submit the report to:
  - (i) the Office; and
  - (ii) 1. the local governing body of the jurisdiction served by the law enforcement agency that employs the SWAT team that is the subject of the report; or
    - 2. if the jurisdiction served by the law enforcement agency that employs the SWAT team that is the subject of the report is a municipal corporation, the chief executive officer of the jurisdiction.

(e)(1) The Office shall analyze and summarize the reports of law enforcement agencies submitted under subsection (d) of this section.

(2) Before September 1 each year, the Office shall:

- (i) submit a report of the analyses and summaries of the reports of law enforcement agencies described in paragraph (1) of this subsection to the Governor, the General Assembly as provided in § 2-1257 of the State Government Article, and each law enforcement agency; and
- (ii) publish the report on its website.

(f)(1) If a law enforcement agency fails to comply with the reporting provisions of this section, the Office shall report the noncompliance to the Commission.

(2) On receipt of a report of noncompliance, the Commission shall contact the law enforcement agency and request that the agency comply with the required reporting provisions.

(3) If the law enforcement agency fails to comply with the required reporting provisions of this section within 30 days after being contacted by the Commission with a request to comply, the Office and the Commission jointly shall report the noncompliance to the Governor and the Legislative Policy Committee of the General Assembly.

<< MD PUBLIC SAFETY § 3-514 >>

**3-514.**

(a) Each law enforcement agency shall require a law-enforcement police officer who was involved in a use of force incident in the line of duty to file an incident report regarding the use of force by the end of the officer's shift unless the officer is disabled.

(b)(1) On or before March 1 each year, each law enforcement agency shall submit to the Maryland Police Training and Standards Commission the number of use of force complaints made against its police officers during the previous calendar year, aggregated by numbers of complaints administratively charged, not charged, unfounded, and exonerated.

(2) On or before July 15 each year, the Maryland Police Training and Standards Commission shall post on its website and submit to the General Assembly, in accordance with § 2-1257 of the State Government Article, a compendium of the information submitted by law enforcement agencies under paragraph (1) of this subsection.

(3) If a law enforcement agency has not submitted the report required under paragraph (1) of this subsection by July 1 for the previous calendar year, the Governor's Office of Crime Prevention, Youth, and Victim Services may not make any grant funds available to that law enforcement agency.

## &lt;&lt; MD PUBLIC SAFETY § 3-515 &gt;&gt;

**3-515.**

(a)(1) Except as provided in ~~subsection (b) of this section~~ **paragraph (2) of this subsection**, each law enforcement agency shall post all of the official policies of the law enforcement agency, including public complaint procedures and collective bargaining agreements:

- (1) (i) on the website of the Maryland Police Training and Standards Commission; and
- (2) (ii) on the agency's own website, if the agency maintains a website.

(b) (2) A chief may prohibit the posting under this ~~section~~ **subsection** of administrative or operational policies that if disclosed would jeopardize operations or create a risk to public or officer safety, including policies related to high-risk prisoner transport security measures, operational response to active shooters, or the use of confidential informants.

(b) Each law enforcement agency shall post in a prominent public location an explanation of the procedures for filing:

- (1) a complaint of police officer misconduct; and
- (2) a request to obtain records relating to an administrative or criminal investigation of misconduct by a police officer under the Public Information Act.

SECTION 6. AND BE IT FURTHER ENACTED, That on or before December 31, 2022, the Emergency Number Systems Board shall study and report to the House Judiciary Committee and the Senate Judicial Proceedings Committee, in accordance with § 2-1257 of the State Government Article, regarding whether certain types of calls for 9-1-1 service should be diverted to a person or entity other than law enforcement agencies.

<< Note: MD CTS & JUD PRO § 5-303 >>

<< Note: MD STATE GOVT § 12-104 >>

SECTION 7. AND BE IT FURTHER ENACTED, That § 5-303 of the Courts and Judicial Proceedings Article, as enacted by Section 3 of this Act, and § 12-103<sup>1</sup> of the State Government Article, as enacted by Section 3 of this Act, shall be construed to apply only prospectively and may not be applied or interpreted to have any effect on or application to any claim arising from a tortious act or omission or violation of a constitutional right committed by a law enforcement officer on or before June 30, 2022.

<< Note: MD PUBLIC SAFETY §§ 3-101, 3-102, 3-103, 3-104, 3-105, 3-106, 3-107, 3-108, 3-109, 3-110, 3-111, 3-112, 3-113, 3-114 >>

SECTION 8. AND BE IT FURTHER ENACTED, That Title 3, Subtitle 1 of the Public Safety Article, as enacted by Section 3 of this Act, shall be construed to apply only prospectively and may not be applied or interpreted to have any effect on or application to:

- (1) any bona fide collective bargaining agreement entered into on or before June 30, 2022, for the duration of the contract term, excluding any extensions, options to extend, or renewals of the term of the original contract; or
- (2) a disciplinary matter against a law enforcement officer based on alleged misconduct occurring before July 1, 2022.

SECTION 9. AND BE IT FURTHER ENACTED, That the publishers of the Annotated Code of Maryland, in consultation with and subject to the approval of the Department of Legislative Services, shall correct, with no further action required by the General Assembly, cross-references and terminology rendered incorrect by this Act. Cross-references to the term "law enforcement officer" as formerly stated under § 3-101(e) of the Public Safety Article of the Annotated Code of Maryland shall

be redesignated as cross-references to the term “law enforcement officer” as stated under § 1–101(c) of the Public Safety Article. The publishers shall adequately describe any such correction in an editor's note following the section affected.

SECTION 10. AND BE IT FURTHER ENACTED, That it is the intent of the General Assembly that the Maryland Higher Education Commission adopt similar regulations for determining award calculations for the Maryland Police Officers Repayment Program under Title 18, Subtitle 38 of the Education Article as the award calculation regulations in COMAR 13B.08.02.06 for the Janet L. Hoffman Loan Assistance Repayment Program under Title 18, Subtitle 15 of the Education Article.

<< Note: MD PUBLIC SAFETY §§ 3–203, 3–207, 3–209, 3–212 >>

SECTION 11. AND BE IT FURTHER ENACTED, That Section 4 of this Act shall take effect July 1, 2022, contingent on the taking effect of Chapter 60 (S.B. 71) of the Acts of the General Assembly of 2021, and if Chapter 60 (S.B. 71) does not take effect, Section 4 of this Act, with no further action required by the General Assembly, shall be null and void.

SECTION 12. AND BE IT FURTHER ENACTED, That, except as provided in Section 11 of this Act, this Act shall take effect July 1, 2022.

Vetoed by the Governor on April 9, 2021; veto overridden pursuant to Md. Const., Art. II, § 17(a) and (d), by the Senate and the House on April 10, 2021.

Effective date: July 1, 2022; section 4 effective July 1, 2022, subject to contingency.

#### Footnotes

1 So in original. Should be 12–104.

Worcester County Government

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**MEMORANDUM**

TO: Worcester County Commissioners  
FROM: Weston S. Young, Chief Administrative Officer  
Joseph E. Parker III, Deputy Chief Administrative Officer  
DATE: November 16, 2021  
RE: Public Safety Building Work Session

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This work session is to review and update the Public Safety Building CIP project to evaluate future operating impacts, growth, and infrastructure costs across multiple County departments to potentially include: Worcester County Sherriff's Office, Worcester County Emergency Services, State's Attorneys Offices, Worcester County Fire Marshal, and Worcester County Child Advocacy Center.



**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
<b>EXPENDITURES</b>								
<b>TOTAL</b>	<b>100,000</b>	<b>1,250,000</b>	<b>16,000,000</b>	<b>15,250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32,600,000</b>

<b>SOURCES OF FUNDS</b>								
General Fund								0
User Fees								0
Grant Funds								0
State Match								0
State Loan								0

**Project: Public Safety Building**

Assigned Funds	100,000			250,000				350,000
Private Donation								0
Enterprise Bonds								0
General Bonds		1,250,000	16,000,000	15,000,000				32,250,000
								0
								0

<b>TOTAL</b>	<b>100,000</b>	<b>1,250,000</b>	<b>16,000,000</b>	<b>15,250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32,600,000</b>
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<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	250,500	251,500			502,000
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## **Project: Public Safety Building**

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Complete the following questions.

### **Project scope.**

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

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.

## Operating Impact Projections

**Project: Public Safety Building**

**Department: Sheriff, Emergency Services, Fire Marshal & Child Advocacy Center**

**Department Head Signature:**

General Fund Project Expenses	FY 23	FY 24	FY 25	FY 26	FY 27	Total Operating Cost
Job Title & Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						

**New Positions Salary & Benefits  
TOTAL**

0	0	0	0	0	0
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General Fund Project Expenses	FY 23	FY 24	FY 25	FY 26	FY 27	Total Operating Cost
Operating Expenses						
Utilities				26,000	26,000	52,000
Telephone				209,000	210,000	419,000
Custodial				5,000	5,000	10,000
Cleaning						0
Maintenance Repairs						0
Refuse				1,000	1,000	2,000
Fire/Security Alarm				7,500	7,500	15,000
Internet				2,000	2,000	4,000
Vehicle Expense						0
Other						0

**Project: Public Safety Building**

						0
						0
						0

**EXPENDITURES**

Operating TOTAL	0	0	0	250,500	251,500	502,000
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## Project: Public Safety Building

General Fund Project Expenses	FY 23	FY 24	FY 25	FY 26	FY 27	Total Operating Cost
Capital Expenses						
Furnishings						0
Equipment						0
						0
						0
						0
						0
						0
						0
<b>EXPENDITURES</b>						
<b>Capital TOTAL</b>	0	0	0	0	0	0
Projected Revenue Impact	FY 23	FY 24	FY 25	FY 26	FY 27	Revenue Total
						0
						0
						0
						0
						0
						0
						0
						0
<b>Revenues</b>						
<b>Project Revenue TOTAL</b>	0	0	0	0	0	0
<b>PROJECTED OPERATING IMPACTS</b>	0	0	0	250,500	251,500	502,000

## **Project: Public Safety Building**

**Complete the following questions.**

### **Operating Impacts**

#### **Employee positions.**

**Does the project increase or reduce the number of employees needed? How many positions would be affected? Are the positions full-time, part-time, contractual, grant-funded, enterprise funded? What is the projected cost (savings) of the employees? Are there benefit costs for additional full-time or part-time employees? Benefit cost should be calculated by using the full time 46.39% or for part time 21.43%.**

Employee positions may be increased due to future unfunded mandates.

#### **Utility costs.**

**Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs.**

Utilities would increase due to operations being in a new facility other than the government center building.

#### **Maintenance costs.**

**Does the project increase or reduce internal maintenance costs or maintenance agreements with outside vendors? Some costs to consider are custodial services, ball field maintenance, road maintenance and general preventative maintenance.**

Custodial services would be needed and other maintenance costs would be low since the building would be newly constructed.

#### **Insurance costs.**

**Does the project increase insurance costs? You should consider liability, property and vehicle insurance. Additional risk insurance should be calculated using the building or addition cost times \$0.002.**

Property Insurance costs are unknown at this point in time.

#### **Telecommunications.**

**Consider the potential need of telephones, copiers, and computers and hardware. List them below.**



**Project: Public Safety Building**

All new communications infrastructure would be part of the design and construction.

**Furniture, equipment or capital outlay.**

**Does the project increase or reduce the need for furniture and equipment or other capital outlay items? Is the increase or savings on-going or one-time.**

Equipment and furniture are considered in the CIP Project first page of this document.