TEL: 410-632-1194
FAX: 410-632-3131
E-MAIL: admin@co.worcester.md.us
WEB: www.co.worcester.md.us

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Morcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND
21863-1195

PROCLAMATION

WHEREAS, January 2022 is National Mentoring Month, and this annual campaign focuses attention on how each of us can partner with mentoring programs, like Big Brothers Big Sisters of the Eastern Shore (BBBS) to increase the number of mentors to help ensure positive outcomes for our young people; and

WHEREAS, mentoring programs, like BBBS of the Eastern Shore - which continued during the COVID-19 pandemic to keep young people connected to ensure that physical distancing does not result in social disconnection - play a pivotal role in exploring career opportunities, promoting healthy relationships, and developing positive self esteem through the promotion of healthy relationships between young people and other adults.

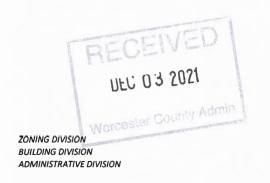
NOW THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby proclaim January as **National Mentoring Month** to celebrate, elevate, and encourage mentoring and to recruit caring adult mentors in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 4th day of January, in the Year of Our Lord Two Thousand Twenty-Two.



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
Citizens and Government Working Together





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

DATA RESEARCH DIVISION

CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

MEMORANDUM

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

From: Davida T. Washington, Housing Rehabilitation Program Coordinator

Date: December 2, 2021

RE: Housing Rehabilitation Program Bid Package

.....

Enclosed please find the following bid package:

1. General rehabilitation of a single-family home in the Snow Hill Historic District area;

This project is proposed to be funded by the County's current housing rehabilitation grant, MD-20-CD-22.

I am requesting that the County Commissioners review the package and approve it to be placed out for the competitive bidding process. I am available to discuss this item with you and the County Commissioners at your convenience.

NOTICE TO LEAD LICENSED HOME IMPROVEMENT CONTRACTORS INVITATION TO BID Housing Rehabilitation Worcester County, Maryland

The Worcester County Commissioners are currently accepting bids for rehabilitation work to be performed on a single-family home located in the Snow Hill area of Worcester County. Bid specification packages and bid forms are available to licensed Maryland Home Improvement Contractors also possessing both MDE and RRP lead contractor certifications. Packages may be picked up from the Office of the County Commissioners, Worcester County Government Center, One West Market Street - Room 1103, Snow Hill, Maryland 21863, obtained online at www.co.worcester.md.us under the "Bids" dropdown menu in the lower right hand side of the home page, or by calling the Commissioners' Office at 410-632-1194 to request a package by mail.

The projects are proposed to be funded by the Community Development Block Grant (CDBG) Program and are thus subject to all applicable Equal Opportunity and Civil Rights guidelines. Sealed bids will be accepted until 1:00 p.m. on Monday, December 27, 2021 in the Office of the County Commissioners at the above address at which time they will be opened and publicly read aloud. Envelopes shall be marked "Housing Rehabilitation Bid – Snow Hill – December 27, 2021" in the lower left-hand corner. Bids will be reviewed by staff and awarded by the County Commissioners at a future meeting. In awarding the bids, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bids they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate.

All inquiries regarding the bid specifications shall be directed to the Housing Program Inspector, Dave Walter, at 410-603-4096. All other inquiries shall be directed to Jennifer Keener, Director, at 410-632-1200.

WORCESTER COUNTY IS REQUESTING QUOTATIONS FROM QUALIFIED CONTRACTORS FOR REPAIRS TO:

PROPERTY OF:	Mary de Saint Hippolyte
ADDRESS:	204 South Morris St.

Snow Hill, MD 21863

TELEPHONE: 443-210-0021

TOTAL QUOTE:		
CONTRACTOR:	DATE:	
NO QUOTATIONS AFTER: December 27, 2021		

PART ONE: GENERAL CONDITIONS

PART TWO: SCOPE OF WORK

PART ONE – GENERAL CONDITIONS

- 1) The Contractor shall coordinate all work in progress with the homeowner so as not to severely disrupt living conditions. Inside work which is disruptive, or displaces the use of the kitchen, bathroom, or bedrooms, shall be pursued continuously on normal working days.
- 2) The Contractor shall be responsible for removing and replacing furniture and other articles, to and from other storage areas on premises, as needed to allow work space or to protect such possessions. Provide plastic film protection over all furniture (if not removed), carpets, finished floors, etc. also install film at doorways as required.
- 3) The Contractor shall remove all excess material, construction debris, and other existing debris and material specified herein, to an approved dumpsite off premises. Work area shall be broom swept at the end of each work day.
- 4) The Contractor shall contact the Program Inspector or Housing Administrator for direction in the event that coordination or clarification problems arise with the homeowner or other contractors.
- 5) The Contractor shall coordinate closely with the homeowner as to which possessions are considered "junk and debris" and which are valuable before hauling anything away.
- 6) The Contractor shall leave all work areas on the premises in a neat and clean condition, and shall instruct the homeowner in the care and use of all installed equipment and appliances. Owner's manuals and warranty booklets are to be provided to the homeowner for all applicable equipment, appliances, and materials.
- 7) The Contractor shall not undertake or engage in any additional work intended to be billed to the Program as an "extra" or as additional cost to the original contract without a written change order signed by the Program Inspector, Housing Administrator, and homeowner. A written change order as outlined above is also

- required for substitutions or additions to the original scope of work not involving additional costs.
- 8) The Contractor shall obtain and pay for all building, plumbing, electrical, well, septic and other permits required for specified work.
- 9) The Contractor shall call for all inspections required by County law as well as inspections to receive draw payments and any special inspections required by the Program Inspector. All work shall conform to code.
- 10) All of the above general conditions shall be adhered to unless otherwise specifically described in the following scope of work.

Bid Submission Checklist

	☐ Contractor Qualification Form
	☐ Contractor Conflict of Interest Disclosure Form
	☐ Bid Form- on your company letterhead using Worcester format
	☐ Scope of Work with Line Item Breakdown- all lines completed and total price
	☐ Section 3 Compliance Bid Form * if you are not a Section 3 employer and expect no new hires, check 3 rd option and enter "0" new employees
	☐ Section 3 Business Certification * if you are not Section 3 employer check bottom option; unable to certify
	☐ Attended Pre-bid meeting: Required X Not Required
	☐ Signed Bid Submission Checklist
Sign	ature Date

Please check off items submitted above, sign and include this checklist with your submission package. If you have any questions as to if a previously submitted Contractor Qualification Form has expired, please contact Davida Washington at 410-632-1200, ext. 1171. Bids submitted with no Contractor Qualification form on file dated within the past 6 months may not be considered. Please note HUD 4010 enclosed for informational purposes; Davis Bacon is not required for this project.

WORCESTER COUNTY HOUSING REHABILITATION PROGRAM CONTRACTOR QUALIFICATION FORM

Contractor		
Address		
Phone Number		
Federal I.D. or S.S. # _		
Insurance Company, Ag	gent, & Coverages:	
List of Company Office	ers:	
List of Licenses Curren	tly Held:	
	MHIC Number	Exp. Date
	MBR Number	Exp. Date
	MDE Lead Cert.	Exp. Date
	EPA Lead Cert.	Exp. Date
Trade References (2)	Name	Dhono
	Name	Phone
Client References (2)	Ivallic	Filone
enone residioness (2)	Name	Phone
	Name	Phone
Is contractor in a State of scontractor on HUD's		YesNoNoNo
s contractor any of the	following? (not required	to qualify) Minority Business Enterprise Women's Business Enterprise Disadvantaged Business Enterprise Section 3 Employer

Contractor Conflict of Interest Disclosure

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

Date S	ent to State:	□ Waiver Grai	ited	□ Waiver Denied
□ Con	flict of Interest does	not exist	□ Conflict	t of Interest exists
	Grant Number:			Date Received:
	rantee Use Only:			
9/2017	·	ntracts and for sing	le family hous	sing rehabilitation only
Name:			_(Print)	
	: Date:			
Signed	:			
Name:			_(Print)	
Signed	: Date:			
stateme law.	ents or information is g	grounds for termina	tion of assista	We understand that providing false ance and is punishable under federal
3.	identified under Ques	stion #1? 🗆 Yes 🗆	No	nal relationship with anyone
2.	an employee, agent, o ☐ Yes ☐ No If yes	pal(s) related (including through marriage or domestic partnership) to consultant, officer, elected or appointed official of? s, please identify:		
	Are owner(s)/principal(s) ever been an employee, agent, consultant, officer, elected official or appointed official of? □ Yes □ No If yes, please identify:			

SECTION 3 CLAUSE

All Section 3 covered contracts shall include the following clause (referred to as the "Section 3 Clause"):

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected by before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

MARYLAND CDBG PROGRAM I PROCUREMENT

SECTION 3 COMPLIANCE BID FORM

Name of Business:			
Address of Business:			
Type of Business: Corpora	ationPartnership	Sole Proprietorship	_Other
Business Activity:			
I am certified as a Section 3 I	Business. I have atta	ched a Section 3 Business C	ertification.
OR			
I will subcontract 25% of the have attached Section 3 Busin			3 Businesses. I
OR			
I anticipate hiring new any new hires are required ur requirements.			
I attest that the above information is tr	rue and correct.		
Signature		Print Name	
Title		Date	

U.S. Department of Housing and Urban Development Office of Labor Relations

Applicability

The Project or Program to which the construction work covered by this contract pertains is being assisted by the United States of America and the following Federal Labor Standards Provisions are included in this Contract pursuant to the provisions applicable to such Federal assistance.

A. 1. (i) Minimum Wages. All laborers and mechanics employed or working upon the site of the work, will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR Part 3), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics. Contributions made or costs reasonably anticipated for bona fide fringe benefits under Section I(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of 29 CFR 5.5(a)(1)(iv); also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs, which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under 29 CFR 5.5(a)(1)(ii) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible, place where it can be easily seen by the workers.

(ii) (a) Any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate and fringe benefits therefor only when the following criteria have been met:

- (1) The work to be performed by the classification requested is not performed by a classification in the wage determination; and
- (2) The classification is utilized in the area by the construction industry; and
- (3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.
- (b) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and HUD or its designee agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by HUD or its designee to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, D.C. 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary. (Approved by the Office of Management and Budget under OMB control number 1215-0140.)
- (c) In the event the contractor, the laborers or mechanics employed in the classification or their representatives, and HUD or its designee do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), HUD or its designee shall refer the questions, including the views of all interested parties and the recommendation of HUD or its designee, to the Administrator for The Administrator, or an authorized determination. representative, will issue a determination within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary. (Approved by the Office of Management and Budget under OMB Control Number 1215-0140.)
- (d) The wage rate (including fringe benefits where appropriate) determined pursuant to subparagraphs (1)(ii)(b) or (c) of this paragraph, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.
- (iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.
- (iv) If the contractor does not make payments to a trustee or other third person, the contractor may consider as part

form **HUD-4010** (06/2009) ref. Handbook 1344.1 of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program. (Approved by the Office of Management and Budget under OMB Control Number 1215-0140.)

- 2. Withholding. HUD or its designee shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the contractor under this contract or any other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract In the event of failure to pay any laborer or mechanic, including any apprentice, trainee or helper, employed or working on the site of the work, all or part of the wages required by the contract, HUD or its designee may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased. HUD or its designee may, after written notice to the contractor, disburse such amounts withheld for and on account of the contractor or subcontractor to the respective employees to whom they are due. The Comptroller General shall make such disbursements in the case of direct Davis-Bacon Act contracts.
- 3. (i) Payrolls and basic records. Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in Section I(b)(2)(B) of the Davis-bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5 (a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in Section I(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been

communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs. (Approved by the Office of Management and Budget under OMB Control Numbers 1215-0140 and 1215-0017.)

- (ii) (a) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to HUD or its designee if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit the payrolls to the applicant sponsor, or owner, as the case may be, for transmission to HUD or its designee. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i) except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead the payrolls shall only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from Wage and Hour Division Web http://www.dol.gov/esa/whd/forms/wh347instr.htm or successor site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to HUD or its designee if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit the payrolls to the applicant sponsor, or owner, as the case may be, for transmission to HUD or its designee, the contractor, or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this subparagraph for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to HUD or its designee. (Approved by the Office of Management and Budget under OMB Control Number 1215-0149.)
- (b) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:
- (1) That the payroll for the payroll period contains the information required to be provided under 29 CFR 5.5 (a)(3)(ii), the appropriate information is being maintained under 29 CFR 5.5(a)(3)(i), and that such information is correct and complete;

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form **HUD-4010** (06/2009) ref. Handbook 1344.1

- (2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in 29 CFR Part 3;
- (3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.
- (c) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by subparagraph A.3.(ii)(b).
- (d) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under Section 1001 of Title 18 and Section 231 of Title 31 of the United States Code.
- (iii) The contractor or subcontractor shall make the records required under subparagraph A.3.(i) available for inspection, copying, or transcription by authorized representatives of HUD or its designee or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, HUD or its designee may, after written notice to the contractor, sponsor, applicant or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

4. Apprentices and Trainees.

(i) Apprentices. Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who

is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

Trainees. Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant ',to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by

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form **HUD-4010** (06/2009) ref. Handbook 1344.1 the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

- (iii) Equal employment opportunity. The utilization of apprentices, trainees and journeymen under 29 CFR Part 5 shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR Part 30.
- 5. Compliance with Copeland Act requirements. The contractor shall comply with the requirements of 29 CFR Part 3 which are incorporated by reference in this contract
- 6. Subcontracts. The contractor or subcontractor will insert in any subcontracts the clauses contained in subparagraphs 1 through 11 in this paragraph A and such other clauses as HUD or its designee may by appropriate instructions require, and a copy of the applicable prevailing wage decision, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in this paragraph.
- 7. Contract termination; debarment. A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.
- 8. Compliance with Davis-Bacon and Related Act Requirements. All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR Parts 1, 3, and 5 are herein incorporated by reference in this contract
- 9. Disputes concerning labor standards. Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR Parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and HUD or its designee, the U.S. Department of Labor, or the employees or their representatives.
- 10. (i) Certification of Eligibility. By entering into this contract the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be

- awarded HUD contracts or participate in HUD programs pursuant to 24 CFR Part 24.
- (ii) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be awarded HUD contracts or participate in HUD programs pursuant to 24 CFR Part 24.
- (iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001. Additionally, U.S. Criminal Code, Section 1 01 0, Title 18, U.S.C., "Federal Housing Administration transactions", provides in part: "Whoever, for the purpose of . . . influencing in any way the action of such Administration..... makes, utters or publishes any statement knowing the same to be false..... shall be fined not more than \$5,000 or imprisoned not more than two years, or both."
- 11. Complaints, Proceedings, or Testimony by Employees. No laborer or mechanic to whom the wage, salary, or other labor standards provisions of this Contract are applicable shall be discharged or in any other manner discriminated against by the Contractor or any subcontractor because such employee has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or relating to the labor standards applicable under this Contract to his employer.
- **B.** Contract Work Hours and Safety Standards Act. The provisions of this paragraph B are applicable where the amount of the prime contract exceeds \$100,000. As used in this paragraph, the terms "laborers" and "mechanics" include watchmen and guards.
- (1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which the individual is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.
- (2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in subparagraph (1) of this paragraph, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in subparagraph (1) of this paragraph, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of 40 hours without payment of the overtime wages required by the clause set forth in sub paragraph (1) of this paragraph.

- (3) Withholding for unpaid wages and liquidated damages. HUD or its designee shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contract, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act which is held by the same prime contractor such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in subparagraph (2) of this paragraph.
- (4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in subparagraph (1) through (4) of this paragraph and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in subparagraphs (1) through (4) of this paragraph.
- C. Health and Safety. The provisions of this paragraph C are applicable where the amount of the prime contract exceeds \$100,000.
- (1) No laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health and safety as determined under construction safety and health standards promulgated by the Secretary of Labor by regulation.
- (2) The Contractor shall comply with all regulations issued by the Secretary of Labor pursuant to Title 29 Part 1926 and failure to comply may result in imposition of sanctions pursuant to the Contract Work Hours and Safety Standards Act, (Public Law 91-54, 83 Stat 96). 40 USC 3701 et seq.
- (3) The contractor shall include the provisions of this paragraph in every subcontract so that such provisions will be binding on each subcontractor. The contractor shall take such action with respect to any subcontractor as the Secretary of Housing and Urban Development or the Secretary of Labor shall direct as a means of enforcing such provisions.

WORCESTER COUNTY HOUSING REHABILITATION PROGRAM

GENERAL SPECIFICATIONS

These specifications cover general items of information relating to this bid solicitation. Detailed specifications for the homes to be rehabilitated are attached. Bids will be accepted until 1:00 p.m. on Monday, December 27, 2021 at the Worcester County Commissioners Office, Room 1103, One West Market Street, Snow Hill, Maryland 21863 at which time they will be opened and read aloud. General telephone inquiries may be directed to the County's Housing Consultant, Davida Washington, at 410-632-1200, ext. 1171 or 410-632-2876. Questions of a technical nature may be directed to the Program Inspector, Dave Walter, at 410-603-4096. Bids may be mailed or delivered in person. Faxed bids are not acceptable. Bids must be clearly marked "Housing Rehabilitation Bid – Snow Hill –December 27, 2021". Each bid must be signed and dated.

Contractor qualifications: Any contractor who has not submitted a Contractor Qualification form to the Program within the past six (6) months must complete and return the enclosed form. Contractors for these projects must be licensed Maryland Home Improvement Contractors as well as be certified RRP and MDE lead contractors. Contractors must also possess active liability insurance (\$100,000/\$300,000 for personal injury and \$50,000/\$100,000 for property damage).

Completion of job: Contractors are expected to commence work within thirty (30) days of the issuance of the Notice To Proceed. Work must be completed within sixty (60) days of commencement of job. If anticipated start date and completion schedule is different than outlined above, please write estimated dates on enclosed Bid Form.

Contracting Policy: Attached to this bid is a copy of the Rehabilitation Program Guidelines. Contractors are urged to read this document carefully.

ATTENTION: THIS BID FORM MUST BE REPRODUCED ON YOUR COMPANY
LETTERHEAD AND BE SUBMITTED WITH YOUR BID PACKAGE. ALL PAGES
OF WORK SCOPE WITH LINE ITEM PRICING DETAIL MUST BE INCLUDED.
ANY MISSING INFO OR WORDING MAY DISQUALIFY YOUR BID. THE BID
PACKAGE IS ALSO AVAILABLE ON-LINE AT www.co.worcester.md.us

BID FORM

*must be signed to be valid

Property of Mary de Saint Hippolyte 204 South Morris St. Snow Hill, MD 21863

I have reviewed the specifications and provisions for rehabilitation work on the above referenced property and understand said requirements. I hereby propose to perform this work for the total price of:

Total Quote: \$		
Date Available To Start:		
Date:		
	Signature	
	Typed Name	
	Title	
	Company Name	
	Address	
	,(
	Phone Number(s)	***
		-
	MHIC license #	Exp. Date
	MDE Lead Cert.#	Exp. Date
	RRP Lead #	Exp. Dat

^{*}Permits will be required to be obtained from the Town of Snow Hill for this project.

PROJECT: Mary De Saint Hippolyte	DATE: <u>07-12-2021/ 10-20-2021</u>
ADDRESS: 204 South Morris Street	<u> </u>
Snow Hill, MD 21863	
PHONE:443-210-0021	
SCOPE OF W	DRK
A: Attendance of the pre-hid mosting (Doc. 17, 2021)	- 10om 11om) is mandatam for all sources

A: Attendance of the pre-bid meeting (Dec. 17, 2021 – 10am -11am) is mandatory for all general contractors. Contractor to obtain all necessary permits. Remove existing roof shingles, felt paper underlayment, drip edge, and all flashings. Remove gutters and downspouts. Remove exterior door at flat roof area. Door to be replaced with new insulated steel door unit, same style and size, with new Kwikset or equal lockset. Door to have metal sill pan installed and flanges caulked and flex tap sealed. Door is to be painted two (2) coats of exterior graded paint. Remove water damaged flat roof at left side of house, including membrane, flashing, and all water damaged framing. Provide and install new thirty pound felt paper underlayment, or better. Provide and install new white wide drip edge at all eaves and rakes. Provide and install ice and water shield at all eaves and rake edges as well at any valleys and at all roof and wall junctions. Provide and install new thirty year architectural shingles per manufacturer's installation instructions. Provide and install roof ridge venting with ridge caps as necessary. Provide and install new plumbing vent boots as required. Properly flash all existing chimneys. Replace any and all water damaged framing materials and roof decking with like sized materials. Install new single ply, membrane roof with all necessary flashings and proper slope away from house walls. Install new white continuous gutters and downspouts. Splash blocks to be installed at all downspouts. Haul away all construction debris.

PRICE:

B: Remove approximately 400 SF of damaged plaster walls at various locations throughout the interior of the house. Remove exterior siding as necessary for wall sheathing replacement. Replace with 7/16" OSB wall sheathing. Replace all water damaged framing. Install ½" drywall. Drywall is to be glued and screwed, taped with three (3) coats of drywall compound and finished to a smooth paintable surface. Remove existing finish flooring and water damaged subflooring in kitchen area. Replace with like sized plywood. Provide and install new builder grade vinyl sheet goods finish flooring over ¼" lauan underlayment. Install all necessary window and door trim as well as floor base trim. Trim is to match existing as close as possible. All work to be painted two coats, owner choice of colors.

PRICE:	

C: Contractor to have licensed and qualified electrician inspect existing electrical panels for double tapped breakers and possible incorrect wiring size and breaker connections. Install missing panel box cover door. Make necessary repairs to wall outlets and switches not working properly in living room and bedroom. Install GFCI outlets in kitchen, bathrooms, and exterior per current Code. Install smoke detectors throughout the house to meet current Code. Battery operated units will be acceptable if hard wiring for new units would be impracticable or impossible without extensive rework. Install six (6) new EBB floor units in bedrooms with no heat currently, and repair or replace existing units not currently working. Contractor is to provide and install one (1) new ½ HP kitchen garbage disposal, Insinkerator or equal with all necessary electrical and plumbing connections. Contractor is to supply and install one (1) builder grade refrigerator and one (1) builder grade standard 30" gas range, with anti-tip foot per manufacturer's instructions.

PRICE:	

D: Remove existing second floor bathroom tub/shower unit. Make any necessary framing repairs for installation of new four piece fiberglass tub/shower unit. Provide and install new shower faucet assembly, Moen Chateau or equal. Provide and install plumbing water supply and waste connections as necessary for new tub/shower. Contractor to make drywall repairs as necessary for new tub/shower installation. Painting all new work two (2) coats, color choice by owner. Contractor is to supply and install one (1) builder grade ceiling exhaust fan/light combination, and vent it to the exterior. Secure interior stairway hand railing and guard railing. Provide and install one (1) interior pre-hung lauan swing door unit at first floor bathroom. Install new lockset. Paint new door at all six sides, two (2) coats.

PRICE:	

E: Contractor to remove sashes in twenty six (26) existing windows for installation of twenty-six new replacement windows. Replacement windows are to be white vinyl, Low-E Argon gas filled units. Window frames and trim to be painted after and per lead paint report assessment. Window style may have to meet local Historical Society and the Town of Snow Hill requirements: The new windows should follow the existing grid pattern of the windows currently installed, the grids should be on the outside of the windows, and the windows should have simulated divided light. Remove existing 6068 sliding glass door at left side of house, off kitchen. Install door sill pan. Provide and install one (1) builder grade 6068 vinyl sliding glass door. Door to be white, Low-E Argon gas filled, insulated glass unit. Door is to be caulked and edges flanges taped with flex sealing tape. Gaps between door frame and framing are to be sealed with low expanding foam sealant. Trim interior and exterior of new unit to match existing as close as possible. Painting of new trim, two (2) coats, color choice by owner

PRICE:	

F: Remove front damaged front porch T&G flooring, approximately four (4) SF. Install new T&G boards to match existing. Remove damaged fascia and soffit at front porch and at second floor both sides. Install matching fascia and soffits. Replace all damaged aluminum fascia and vinyl soffit, at rear of house on additions. Install white vinyl soffit at front porch ceiling and white aluminum wrap to cover

areas as noted in lead paint inspection report. This house is located in a Historical Area. Remove damaged fiber cement siding shingles at left side of house, approximately one (1) square. Provide and install matching new fiber cement siding shingles over house wrap. Make vinyl siding repairs as necessary at left side and rear. Siding to match existing as close as possible and be installed over house wrap and installed with all necessary trim pieces. Trim all trees touching or hanging over roof area and siding.

G: Lead paint items: See attached Debra Hall Lead Risk Assessment report and diagrams for reference and guidance.

General Conditions & Procedures to be followed for all LBP Work:

- 1. This is a Lead Abatement project, the MHIC licensed general contractor must be EPA certified and Maryland Department of the Environment accredited as a Removal and Demolition contractor, and be able to prove current Lead paint training for all workers on site.
- 2. This is an owner occupied dwelling. The dwelling will NOT be empty nor vacated during the course of work. The owner may or may not be present in the dwelling during normal business hours. The contractor should not allow the owner to be present during LBP activities. Any window sash repairs or restoration work not performed in place should be completed off site if possible, to help prevent site contamination.
- 3. Use all applicable LBP training to perform the scope of work according to EPA and Maryland regulations. Get a receipt for the copy of Renovate Right that you distribute to your client prior to the start of work and maintain all administrative records required by the EPA. Post your lead paint Warning signs. HEPA clean individual interior work areas, as you go. Use an appropriate level of PPE when conducting abatement activities. Protect the grounds around the dwelling from paint chip deposits.
- 4. Post-renovation dust wipes are expected to be gathered for the purpose of establishing that Clearance levels have been reached, and that no hazardous lead dust is present as a result of the Abatement activities. The Contractor must notify the Lead Risk Assessor in advance to schedule the timing of the gathering of these dust wipes. Initial costs of testing are covered by the program. Any subsequent HEPA cleaning and retesting due to a sample failure will be paid for by the contractor. Final draw will not be released until after clearance is achieved

DDICE.

	PNICE.
H: Current termite activity in different areas of hou Follow all recommendations.	se See attached report for reference and guidance.
	PRICE:
TOTAL PRICE:	
SIGNATURE:	· · · · · · · · · · · · · · · · · · ·
PRINTED NAME:	

TITLE:		
COMPANY NAME:		<u></u>
ADDRESS:		
PHONE NUMBERS: OFFICE:	CELL:	
MHIC#:	EXPIRATION DATE:	
DATE OF PROPOSAL:		
_I have reviewed and hereby accept the so	cope of work as written.	
Owner	 Date	

DEBRA W HALL INSPECTIONS, INC

7519 Fire Tower Road Hebron, MD 21830

April 11th, 2021

Jo Ellen Bynum Housing Rehabilitation Program Administrator Worcester County Government Center One W Market Street, Room 1201 Snow Hill, MD 21863

RE: 204 S Morris St, Snow Hill, MD

Dear Jo Ellen

Please find enclosed the pre-rehabilitation lead paint risk assessment for the home located at 204 S Morris St, Snow Hill, Maryland. The property is 2,784 sq ft 2 story home built in 1900. The home is owner occupied. The residents of the home are the owner Mary Jo De Saint Hippolyte, her adult son and another adult male. The resident stated the planned renovation was to install a new roof.

The XRF LBP testing was performed within current acceptable industry guidelines. The risk assessment was conducted using a NITON XLP 300 x-ray fluorescence (XRF) lead paint analyzer to sample paint for lead. Licensed Maryland Lead Paint Risk Assessor, Debra W Hall (license #15003 / #15004 expiration date 5/5/23) tested this site on 4/8/21.

The risk assessment determined that there is lead-based paint and lead hazards present in the property as of the date of the assessment.

Sincerely

Debra W Hall, President

Maryland Lead Paint Risk Assessor #15003

Phone: 443-859-2303

Fax: 410-742-2321

drhall@comcast.net

Summary

A lead paint risk assessment was conducted at 204 S Morris St, Snow Hill, Maryland for the Worcester County Housing Rehabilitation Program, Worcester County, Maryland on April 8th, 2021. The assessment was conducted by Debra W Hall Inspections, Inc, MDE Contractor #15004 and performed by Debra W Hall, State of Maryland Lead Risk Assessor # 15003. The purpose of the assessment was to identify the presence of leadbased paint and lead-based paint hazards on and/or in the surfaces inside and outside the residence, as well as to identify the presence of deteriorated lead-based paint (LBP) and LBP that may be disturbed during planned renovations. Worcester County is providing funds from Community Development Block Grant monies, the State Special Loans Program and the Lead Hazard Reduction Grant and Loan Program. The assessment was also completed to help Worcester County to determine if any of the upcoming HUD and State funded renovation activities have the potential to create additional lead hazards. As part of the assessment, a visual survey of the property and structure was conducted and limited on-site paint testing using an x-ray fluorescence (XRF) lead analyzer was performed. The testing of the painted components of was conducted using a NITON XLP300 XRF Portable Analyzer.

The calibration of the XRF is done in accordance with the Performance Characteristic Sheet (PCS) for this instrument. This XRF instrument is calibrated using the NIST Standard Reference Material (SRM) supplied by the manufacturer. Three calibration readings are taken before and after the testing is conducted to insure manufacturer's standards are met. If for any reason the readings are outside the acceptable calibration check range, the manufacturer's instructions will be followed to bring the instrument into control XRF testing proceeds. If the instrument cannot be brought back into calibration it is taken off the site and sent back to the manufacturer for repair and/or recalibration.

As a result of the Lead Hazard Risk Assessment and Lead Based Paint Testing conducted on 4/08/21, it was found that LBP paint and LBP hazards were present in the subject property. The analytical results from the assessment identified the following LBP paint and LBP hazards as defined by MDE and EPA / HUD standards.

Findings

The following components were found to contain lead-based paint in amounts greater than or equal to 0.7 mg/cm2.

LBP:

Interior:					
Bedroom (1) Window Casing & Sill	Side A	white	Positive		
Door, Door Casing	Side D	white	Positive		
Baseboard	Side D	white	Positive		
Entry Hall (2)Stair Newel, Tread, Riser	Side D	stain	Positive		
Door, Door Jamb	Side B	white	Positive		
Door, Door Case	Side A	stain	Positive		
Dining (3) Window sash, sill	Side A	white	Positive		
Door, Door Jamb	Side B	white	Positive		
Kitchen (4) Door Jamb	Side B	Positive			
Sunroom (5) Door	Side A	white	Positive		
Exterior:					
Front Door	Side A	white	Positive		
Porch Ceiling	Side A	white	Positive		
Porch Box Beam	Side A	white	Positive		
Soffit	Side A	white	Positive		
Door Casing	Side A	gray	Positive		
White Casing	Side A	Positive			
Ext Window Sash	Side B	white	Positive		

Conclusions:

The above listed components were determined to be positive for lead paint as defined by the Maryland Dept of the Environment, and Environmental Protection Agency/Department of Housing and Urban Development (EPA/HUD) as containing lead in concentrations greater than or equal to 0.7 mg/cm2. When evaluating this report, it is assumed that according to Chapter 7 HUD guidelines, that if one testing combination (i.e. window, door) is positive for lead in an interior or exterior room equivalent, that all other similar testing combinations (same construction and paint history) in those areas are assumed to be positive. The same is true for negative readings.

The home was built in 1900. Per the owner of the property, an addition was added to the property in the 1990's. A large portion of the addition remains unfinished on the interior. The exterior of the addition is vinyl sided with lead free windows/doors. The exterior of the original home is asbestos shingles with wood trim. The original home is outlined in red on the enclosed floor plan. Lead based paint and lead based paint hazards are present both inside and outside of the premises. The most immediate concern is the badly deteriorating roof. There is structural damage noted on the soffit/fascia as well. Water damage is present on the first and second floors in the home and is causing further paint deterioration. There is ceiling damage from roof leaks evident in several rooms. The interior ceilings and walls tested negative for LBP. The painted/stained wood surfaces tested positive for LBP. There is significant deteriorating paint inside and outside of the home on wood surfaces presenting lead hazards. Many of the windows do not have storms and are badly deteriorating. They are in extremely poor condition. Several structural defects inside and outside of the property were noted as well.

Lead Hazard Control Options:

Lead-safe work practices and worker/occupant protection practices complying with current MDE, EPA, HUD and OSHA standards will be necessary to safely complete all work involving the disturbance of LBP coated surfaces and components. In addition, any work considered lead based paint hazard control will enlist the use of interim control (temporary) methods and/or abatement (permanent) methods. It should be noted that all lead hazard control activities have the potential of creating additional hazards or hazards that were not present before. Details for the listed lead hazard control options and issues surrounding occupant/worker protection practices can be found in the publication entitled: Guidelines for the Evaluation and Control of LBP Hazards in Housing published by HUD, the EPA lead based paint regulations, the State Of Maryland lead based paint regulations, and the OSHA regulations found in its Lead in Construction Industry Standard.

All work shall be done in accordance with the EPA RRP rule or the EPA Lead Abatement Rule, as applicable, based on the control strategy determined by the Worcester County Rehabilitation Inspector and Lead Paint Inspector. All firms performing interim control or lead abatement activities must be certified by the State of Maryland, which is authorized by the EPA to conduct the certification programs. All persons performing interim control and abatement activities must have successfully completed a State of Maryland accredited training program in "renovation" (more specifically, renovation, repair and repainting); or have successfully completed a State of Maryland accredited training program in lead abatement work or supervision and been certified by the State of Maryland, as applicable.

Hazard 1: Deteriorated LBP on the exterior trim (soffit and fascia)

- a) INTERIM CONTROLS STABILIZATION: After repairing existing structural damage and following preparation work, the lead-based paint coatings on the exterior soffit and fascia may be addressed by stabilizing the underlying substrate and then repainting.
- b) ABATEMENT (RECOMMENDED)- ENCLOSURE: After repairing existing structural damage as necessary, enclose all exterior fascia and soffit with vinyl and pre-finished aluminum wrap materials. Back caulk and seal to prevent leaded dust from escaping.

Hazard 2: Deteriorated LBP on Front Porch Ceiling

- a) INTERIM CONTROLS STABILIZATION: Following preparation work, the lead-based paint coatings may be addressed by stabilizing the underlying substrate and then repainting.
- b) ABATEMENT (RECOMMENDED) ENCLOSURE: Enclose with vinyl and pre-finished aluminum wrap materials. Back caulk and seal to prevent leaded dust from escaping.

Hazard 3: Deteriorated LBP on All Exterior Wood Components

- a) INTERIM CONTROLS STABILIZATION: Repair existing structural damage as necessary and following preparation work, the lead-based paint coatings may be addressed by stabilizing the underlying substrate and then repainting.
- b) ABATEMENT ENCLOSURE: Enclose with vinyl and pre-finished aluminum wrap materials. Back caulk and seal to prevent leaded dust from escaping.

Hazard 4: All WINDOWS EXCEPT THE FRICTION FREE AND LEAD FREE IN ADDITION a) ABATEMENT - (RECOMMENDED) - Remove and replace all old windows with new lead free vinyl replacements. Would also recommend installing new interior window sills.

b) INTERIM CONTROLS - Not recommended due to age, deterioration and poor condition.

Hazard 5: Front Exterior Door

- a) ABATEMENT Remove and replace existing door and door components.
- b) INTERIM CONTROLS Remove stop and door. Plane door as necessary to eliminate friction surfaces. Reinstall door and new stop. Following preparation work, the lead-

based paint coatings may be addressed by stabilizing the underlying substrate and then repainting.

<u>Hazard 6: Interior Wood Trim (Baseboards, Door Casings, Door Jambs, Window Sills, Window Casings) throughout original section of home.</u>

a) INTERIM CONTROLS - Following preparation work, the lead-based paint coatings may be addressed by stabilizing the underlying substrate and then repainting.

Hazard 7: Interior Doors

a) INTERIM CONTROLS - (RECOMMENDED) - Remove stop and door. Plane door as necessary to eliminate friction surfaces. Reinstall door and new stop. Following preparation work, the lead-based paint coatings may be addressed by stabilizing the underlying substrate and then repainting.

Hazard 8: Stair Bannister

a) INTERIM CONTROL - Repair the loose bannister. Following preparation work, the lead-based paint coatings may be addressed by stabilizing the underlying substrate and then repainting.

Hazard 9: Removed Window (Room 16)

- a) ABATEMENT (RECOMMENDED) Old window was removed. Either install new window or enclose and seal the opening.
- b) INTERIM CONTROLS Following preparation work, the lead-based paint coatings may be addressed by stabilizing the underlying substrate and then repainting.

Clearance Following Lead Hazard Control Activities:

Because this housing is receiving federal rehabilitation assistance, and the total amount of painted surfaces to be disturbed in the lead hazard control and rehabilitation work exceed HUD's *de minimis* amounts, HUD requires a clearance examination following the rehabilitation. Lead clearance testing is to be conducted in compliance with MDE standards and the HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing, Second Edition July 2012.

Ongoing Monitoring:

Ongoing monitoring is necessary in all dwellings in which LBP is known or presumed to be present. An annual visual assessment should be conducted by the homeowner to confirm that all paint with known or suspected LBP is not deteriorating, that lead hazard control methods have not failed, and that structural problems do not threaten the integrity of any remaining known, presumed or suspected LBP.

Disclosure:

Results of this inspection must be provided to new lessees (tenants) and prospective buyers of the property under the Federal law (24 CFR part 35 and 40 CFR part 745) before they become obligated under a lease or sales contract. The complete report must be provided by the owner to prospective buyers and it must be made available prospective tenants and to renewing tenants if they have not been provided the information previously. The inspectors plain language summary of the report must be provided to the client (property owner or manager) when the complete report is provided. The landlord (lessor) or seller is also required to distribute an educational pamphlet developed by the US Environmental Protection Agency entitled "Protect Your Family From Lead in Your Home" and include the Lead Warning Statement in the leases or sales contracts to ensure that parents have the information needed to protect their children from lead-based paint hazards. Complete disclosure requires the landlord/sellers and renters/buyers (and their agents) to sign and date acknowledgement that the required information and materials were provided and received. Also, prospective buyers must be provided the opportunity to have their own lead-based inspection, lead hazard screen or risk assessment performed before the purchase agreement is signed, the standard period is ten (10) days, but this period may be changed or waived by agreement between the seller and prospective buyer. EPA regulations require the inspector to keep the inspection report for at least three (3) vears.

Debra W Hall Inspections, Inc #15004 Debra W Hall Risk Assessor #15003

Job: 204 Morris St, Snow Hill, MD

Date: 4/8/2021

drhall@comcast.net 443-859-2303

eading f Tim	ie Ty	pe	Duration	Units	Component	Side	Substrate	Color	Condition	Room	Floor	Address	Results	Depth Indi Pb	C	PbC Erro
1	4/8/2021 12:39 PA	INT	20	mg/cm ^2			Calibrate	White	- WH.				Negative	1	0	0.0
2	4/8/2021 12:41 PA	WINT -	20	mg / cm ^2			Calibrate	Yellow					Positive	1.28	3.5	
3	4/8/2021 12:43 PA	INT	20	mg / cm ^2			Calibrate	Red					Positive	1.15	1.1	(
4	4/8/2021 13:18 PA	INT	3.05	mg / cm ^2	Wall	A	Plaster	Blue	Intact	Bedroom #1	First	204 Morris St	Negative	1	0	0.
5	4/8/2021 13:20 PA	AINT	16.31	mg / cm ^2	Window Sash	Α	Wood	White	PEELING	Bedroom #1	First	204 Morris St	Positive	2.38	0.8	
6	4/8/2021 13:20 PA	INT	3.2	mg / cm ^2	Window Sash	A	Wood	White	PEELING	Bedroom #1	First	204 Morris St	Positive	2.38	8.0	
7	4/8/2021 13:21 PA	UNT	3.05	mg / cm ^2	Window Case	A	Wood	White	PEELING	Bedroom #1	First	204 Morris St	Positive	9.77	2.4	
8	4/8/2021 13:21 PA	INT	1.12	mg / cm ^2	Fireplace Mantel	D	Wood	White	PEELING	Bedroom #1	First	204 Morris St	Negative	1	0	0
9	4/8/2021 13:22 PA	MINT	0.8	mg / cm ^2	Door	D	Wood	White	Poor	Bedroom #1	First	204 Morris St	Positive	3.34	14	. 1
10	4/8/2021 13:22 PA	INT	2.73	mg / cm ^2	Door Case	D	Wood	White	Intact	Bedroom #1	First	204 Morris St	Positive	10	2.6	
11	4/8/2021 13:23 PA	INT	3.06	mg / cm ^2	Baseboard	Ð	Wood	White	Intact	Bedroom #1	First	204 Morris St	Positive	1	2	
12	4/8/2021 13:24 PA	INT	2.25	mg / cm ^2	Ceiling	A	Plaster	White	Poor	Entry Hall #2	First	204 Morris St	Negative	1	0	0
13	4/8/2021 13:25 PA	INT	3.19	mg / cm ^2	Wall	D	Plaster	White	Poor	Entry Hall #2	First	204 Morris St	Negative	1.64	0.01	C
14	4/8/2021 13:25 PA	INT	0.32	mg / cm ^2	Stair Newel	D	Wood	Stain	Poor	Entry Hall #2	First	204 Morris St	Positive	1.64	10.1	
15	4/8/2021 13:25 PA	INT	0.65	mg / cm ^2	Stair Tread	D	Wood	Stain	Poor	Entry Hall #2	First	204 Morris St	Positive	2.96	3.5	
16	4/8/2021 13:26 PA	INT	0.48	mg / cm ^2	Stair Riser	D	Wood	Stain	Poor	Entry Hall #2	First	204 Morris St	Positive	2.33	9.6	
17	4/8/2021 13:26 PA	INT	0.32	mg / cm ^2	Door	B	Wood	Stain	Poor	Entry Hall #2	First	204 Morris St	Positive	1.62	10.1	
18	4/8/2021 13:27 PA	INT	0.48	mg / cm ^2	Window Sash	A	Wood	White	Intact	Dining #3	First	204 Morris St	Positive	3.13	9.4	
19	4/8/2021 13:28 PA	INT	6.26	mg / cm ^2	Window Sill	A	Wood	White	Intact	Dining #3	First	204 Morris St	Positive	3.38	1.4	
20	4/8/2021 13:29 PA	INT	0.8	mg / cm ^2	Closet Door	B	Wood	White	Intact	Dining #3	First	204 Morris St	Positive	2.09	2.2	
21	4/8/2021 13:29 PA	INT	3.04	mg / cm ^2	Door Jamb	C	Wood	White	Intact	Dining #3	First	204 Morris St	Positive	8.62	2	
22	4/8/2021 13:31 PA	INT	7.2	mg / cm ^2	Door Jamb	В	Wood	White	intact	Kitchen #4	First	204 Morris St	Positive	6.23	1.4	
23	4/8/2021 13:32 PA	INT	4.48	mg / cm ^2	Door	A	Wood	White	Intact	sunroom 5	First	204 Morris St	Positive	10	1.6	
24	4/8/2021 13:33 PA	INT	1.12	mg / cm ^2	Ceiling	Α	Wood	White	Intact	sunroom 5	First	204 Morris St	Negative	1	0	(
25	4/8/2021 13:33 PA	INT	1.12	mg / cm ^2	Crown	В	Wood	White	Intact	sunroom 5	First	204 Morris St	Negative	1	0	C
26	4/8/2021 13:34 PA	INT	3.05	mg / cm ^2	Wall	В	Drywall	White	Poor	sunroom 5	First	204 Morris St	Negative	1	0	(
27	4/8/2021 13:35 PA	INT	1.12	mg / cm ^2	Floor	В	Wood	Stain	Intact	Dining #3	First	204 Morris St	Negative	1.57	0.11	(
28	4/8/2021 13:36 PA	INT	1.13	mg / cm ^2	Floor	В	Wood	Stain	Intact	Entry Hall #2	First	204 Morris St	Negative	1	0.09	
29	4/8/2021 13:36 PA	INT	0.64	mg / cm ^2	Door Case	A	Wood	Stain	Intact	Entry Hall#2	First	204 Morris St	Positive	1.64	10.1	
30	4/8/2021 13:36 PA	INT	0.8	mg / cm ^2	Door Jamb	D	Wood	Stain	Intact	Entry Hall #2	First	204 Morris St	Positive	1.72	12.6	1
31	4/8/2021 13:40 PA	INT	1.12	mg / cm ^2	Floor	D	Wood	Brown	Intact	Bedroom #13	Second	204 Morris St	Negative	1.31	0.3	0
32	4/8/2021 13:41 PA	INT	3.04	mg / cm ^2	Wall	С	Plaster	White	Intact	Bedroom #13	Second	204 Morris St	Negative	1	0	0
33	4/8/2021 13:42 PA	INT	0.8	mg / cm ^2	Door	A	Wood	White	Intact	Outside #	First	204 Morris St	Positive	7.61	12.1	1

ITEM 2

drhall@comcast.net 443-859-2303

Positive

Debra W Hall Inspections, Inc #15004 Debra W Hall Risk Assessor #15003

Job: 204 Morris St, Snow Hill, MD

4/8/2021 13:59 PAINT

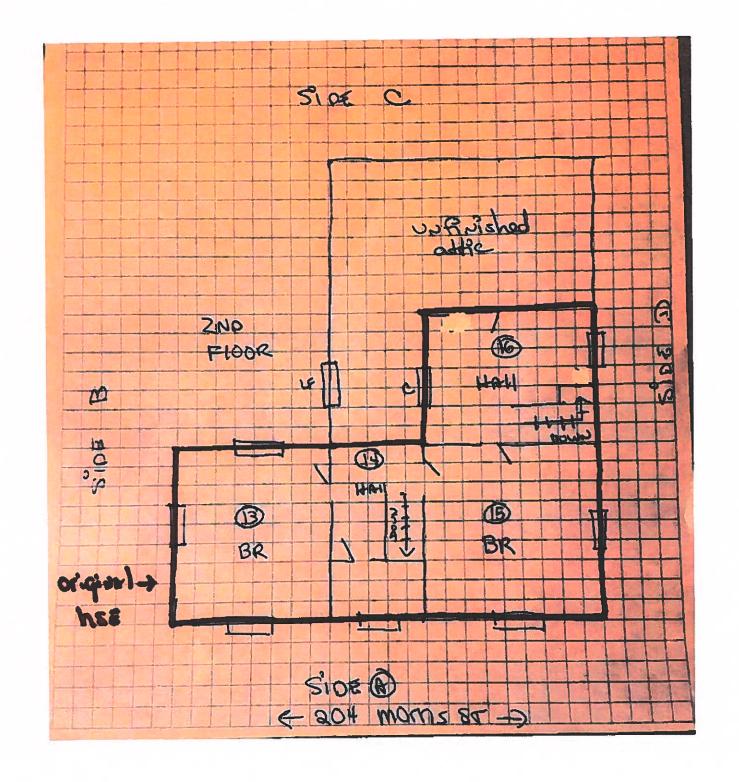
20 mg/cm^2

Date: 4/8/2021

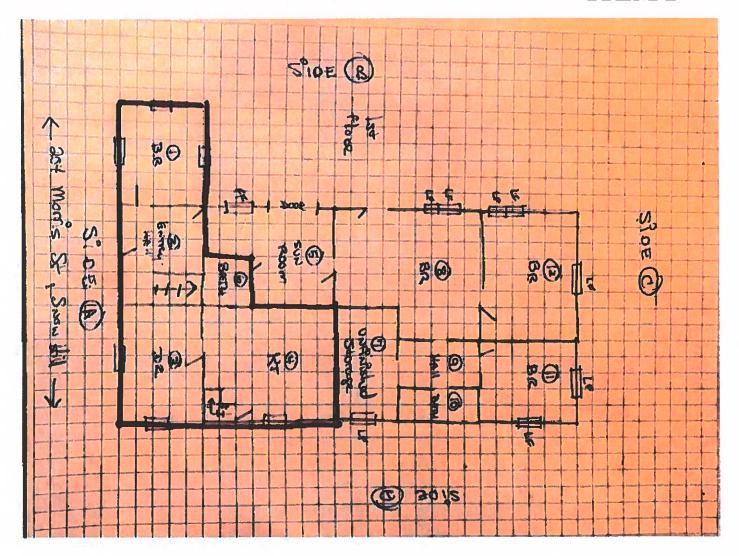
34	4/8/2021 13:44 PAINT	5.76 mg/cm ^2	Porch Ceiling	A	Wood	White	Intact	Outside #	First	204 Morris St	Positive	5.05	0.8	0.2	
35	4/8/2021 13:44 PAINT	4.48 mg/cm^2	Porch Box Beam	A	Wood	White	Poor	Outside #	First	204 Morris St	Positive	7.43	1.6	0.8	
36	4/8/2021 13:45 PAINT	1.12 mg/cm^2	Soffitt	A	Wood	White	PEELING	Outside #	First	204 Morris St	Positive	3.76	1.3	0.31	
37	4/8/2021 13:45 PAINT	1.45 mg/cm ^2	Porch Post	A	Wood	White	PEELING	Outside #	First	204 Morris St	Negative	3.42	0.4	0.4	
38	4/8/2021 13:45 PAINT	1.12 mg/cm ^2	Porch Floor	Α	Wood	White	PEELING	Outside #	First	204 Morris St	Negative	1	0	0.02	
39	4/8/2021 13:46 PAINT	3.2 mg/cm ^2	Porch Post	A	Wood	White	PEELING	Outside #	First	204 Morris St	Negative	5.74	0.4	0.2	
40	4/8/2021 13:46 PAINT	3.05 mg/cm ^2	Wall	A	Asbestos	White	Intact	Outside #	First	204 Morris St	Negative	1	0	0.02	
41	4/8/2021 13:47 PAINT	0.48 mg / cm ^2	Door Case	A	Wood	Gray	Intact	Outside #	First	204 Morris St	Positive	6.03	25.1	23.2	
42	4/8/2021 13:49 PAINT	3.05 mg/cm ^2	Window Case	D	Wood	White	Poor	Outside #	First	204 Morris St	Positive	3.88	1.9	1	
43	4/8/2021 13:50 PAINT	1.12 mg/cm^2	Porch Rim Joist	D	Wood	White	Intact	Outside #	First	204 Morris St	Negative	1	0	0.02	
44	4/8/2021 13:50 PAINT	1.12 mg/cm^2	Porch Floor	D	Wood	Red	Intact	Outside #	First	204 Morris St	Negative	1	0	0.02	
45	4/8/2021 13:52 PAINT	1.12 mg/cm^2	Porch Post	Α	Wood	White	Intact	Outside #	First	204 Morris St	Negative	4.55	0.1	0.28	
46	4/8/2021 13:52 PAINT	1.12 mg/cm ^2	Window Sash EXT	B	Wood	White	Intact	Outside #	First	204 Morris St	Positive	2.8	0.8	0.27	
47	4/8/2021 13:57 PAINT	20 mg/cm ^2			Calibrate	White					Negative	1	0	0.02	
48	4/8/2021 13:59 PAINT	20 mg/cm^2			Calibrate	Yellow					Positive	1.3	3.4	0.1	

Calibrate Red

ITEM 2



ITEM 2



Housing Rehabilitation Program Guidelines 12/07/19

REHABILITATION GUIDELINES FOR WORCESTER COUNTY, MARYLAND

INTRODUCTION

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

This program will make available financial and/or technical assistance for the rehabilitation of eligible substandard housing units located in the unincorporated areas of Worcester County. Rehabilitation work will correct deficiencies in the eligible home and make the units safe, sound and sanitary for the occupants. All properties will be rehabilitated to the County's Livability Code.

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

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

The Civil Rights Act of 1964

Executive Order 11246 concerning Equal Employment Opportunity
Standards of Conduct for the CDBG recipients – Conflict of Interest
Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity
Standard of Equal Opportunity Construction Contract Specifications
Certification of Non-Segregated Facilities for Contracts over \$10,000
Title VI of Civil Rights Act of 1964

Section 109 of Housing & Community Development Act of 1974
Section 3 Compliance

Age Discrimination Act of 1975

Section 504 Affirmative Action for Handicapped Lead Based Paint Hazards
Access to/Maintenance of Records

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

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

SECTION I – ELIGIBILITY

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

The limits may be revised form time to time. Current limits are as follows:

Persons Per Household	Maximum Annual Income
1	44,700
2	51,050
3	57,450
4	63,800
5	68,950
6	74,050
7	79,150
8	84,250

- 2. The dwelling to be rehabilitated must be located within the unincorporated areas of Worcester County or in a township that does not receive CDBG funding.
- 3. The dwelling must be in substandard condition and economically feasible of being brought into compliance with the standards of the County's Livability Code. Exceptions may be made for emergency cases to correct an immediate threat to the health and safety of the occupant(s). All health and safety problems will be documented on a separate form.
- 4. Program emphasis is the rehabilitation of owner-occupied dwellings, however, landlords who rent to persons of low-to-moderate income may be considered for CDBG funded interest subsidies for bank loans, provided such assistance has been approved by the State.
- 5. Owner-occupants must not own any house other than the one to be rehabilitated under the program and must not have substantial assets which would enable the applicant to secure rehabilitation funds from other sources.
- 6. If the dwelling lies within a flood zone, the applicant must agree to obtain flood insurance coverage.
- 7. Vacant dwellings may be considered for rehabilitation if the dwelling has been vacated due to its substandard condition, and if the owner agrees to occupy the dwelling upon completion.
- 8. Applicants without property insurance must obtain such insurance prior to the initiation of any work.
- 9. Homes owned by more than 1 party (other than a husband and wife who reside together) may be rehabilitated even if not all members reside in the home. At least one of the owners must live in the home. All others must sign all program documents, including the application and the final loan documents.
- 10. The total income of all persons residing in the house will be counted. The income of household members who are presented as residing temporarily in the house will be counted for eligibility purposes until evidence is that the person has moved out.

Housing Rehabilitation Program Guidelines 12/07/19

II. APPLICATION PROCEDURES

- 1. Applications will be accepted continuously. The following must be submitted prior to application review and underwriting: property tax bill; proof of insurance or commitment to obtain such on property; verification of mortgage (if applicable); and proof of income. The following will be acceptable as proof of income: social security or pension award letters, last two pay stubs, W-2 form for the previous year, or income tax returns. Mortgage verification forms will be used. Employment verification forms will be used at the discretion of the Administrator.
- 2. The number of applicants which meet eligibility guidelines will be referred to the Program Inspector for completion of a preliminary inspection. This will occur during the times in which the program has sufficient funds to handle the stream of applicants coming in. Preliminary inspections will not be completed for "backlogged" applicants. The purpose of the preliminary inspection is to determine whether the rehabilitation is economically feasible and to determine the health and safety violations which will end in the prioritization of applications. Preliminary inspections will be made in writing and will include the estimated cost time.
- 3. The Administrator will perform general prioritization of applications for the purpose of presentation to the review board. Priorities are covered in Section III, "Selection".
- 4. Excess housing demand will be partially addressed by the prioritization discussed in #3, above. In addition, applicants deemed to have greater repayment ability will be referred to the State Special Loans Programs. Consideration will be given in developing programs which will expend the CDBG funds in a timely manner, but yet maximize the number of families served. A prioritized waiting list will be developed so that as more funds become available, families will be reviewed in priority order. All Special Loans Programs cases will be handled using regular SLP procedures
- 5. Underwriting will be performed prior to presentation to the Housing Review Board. The Administrator will utilize the State Special Loans Program underwriting form. Applicants who expend more than 28% of their income for housing expenses will be deemed unable to repay a loan.
- 6. The Administrator will prepare recommendations for action by the Review Board and will mail this material to the Board in advance of the meeting at which action is being requested. In order to receive a conditional grant, the applicant must meet one of the following criteria: have income below 80% of the AREA median; be 62 years of age or older; or is spending more than 30% of his gross income on housing, exclusive of utilities.

III. SELECTION

Housing Rehabilitation Program Guidelines

- 1. Efforts will be made to provide assistance on a first-come, first-served basis, however, severity of need will take precedence. Severity of need will be based on the following criteria:
 - One or more occupants of the dwelling is age 62 or older.
 - One or more occupants of the dwelling is handicapped.
 - Condition of the dwelling is a threat to the health and/or safety of the occupants.
 - Total household income is below 50% of the County median.
- 2. The Housing Review Board will meet as needed. The Board will review applications and recommendations from the Program Administrator and will make decisions as to which shall be funded and the method of financing. Grievances and appeals against the decision of the Housing Review Board will be made in writing within 30 days after notification of the Board's decision. Additional information not presented at the time of the meeting must be requested with the request for an appeal hearing. Appeals will be referred to the County Administrator who will act on them within 30 days of receipt. Applicants may further appeal to the County Commissioners within 30 days after the decision of the County Administrator. Applicants will be notified of the grievance procedures upon notification of action by the Board on their cases.
- 3. Upon application approval, the Administrator will send appropriate documentation to the Maryland Historical Trust for the Section 106 review.
- 4. The Inspector will perform a detailed, written work-up for each approved case.

IV. STRUCTURE OF FINANCIAL ASSISTANCE

- 1. The average amount of assistance is expected to be \$20,000. The maximum grant amount will be \$30,000. Total improvements may exceed \$30,000 if the afterrehab value of the dwelling is in excess of all mortgage amounts and the home can be brought into compliance using what is still considered to be moderate to of these substantial rehabilitation guidelines. CDBG Awards exceeding \$30,000 shall be in the form of 0% interest loans; payment amounts to be determined using the Special Loans Program underwriting worksheet. Recipients must make payments as scheduled to the County Treasurer's Office until the entire principal amount of the debt is retired; there is no expiration on the term of the loans. The Board may alternatively elect to supplement the \$30,000 maximum grant amount with loan funding through the State Special Loans Program. Payment and interest would be set by SLP according to their Program guidelines and loans would be serviced through their agency.
- 2. In cases of the sale or cash-out re-financing of rehabilitated properties, the County must be re-paid the balance of the loan or grant per the terms outlined in the agreement. Reverse mortgages are not permitted while liens are still in effect. The following tiered system applies for liens placed on houses rehabilitated through a CDBG grant:

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

Tier II- \$12,501 to \$25,000 grant requires a ten (10) year lien. Tier III- \$25,001 to \$30,000 grant requires a fifteen (15) year lien.

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

For five year liens:
Sale in the first year:
Sale in the second year
Sale in the third year
Sale in the fourth year
Sale in the fifth year

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

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

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

For fifteen year liens:

Sale in the first year: Sale in the second year Sale in the third year Sale in the fourth year Sale in the fifth year Sale in the sixth year Sale in the seventh year Sale in the eighth year Sale in the ninth year Sale in the tenth year	100% grant repayment 93% grant repayment 87% grant repayment 80% grant repayment 73% grant repayment 67% grant repayment 60% grant repayment 53% grant repayment 47% grant repayment 47% grant repayment 40% grant repayment 33% grant repayment
Sale in the tenth year	40% grant repayment

Sale in the fifteenth year 7% grant repayment
The grant mortgage will be released after the fifteenth year and no repayment is required thereafter.

V. REHABILITATION ACTIVITIES

- 1. Work to be performed will be determined through an inspection by the Rehabilitation Specialist/Inspector. The homeowner will be encouraged to participate in this process. The Rehabilitation Specialist will prepare a detailed work write-up which will be utilized for solicitation of bids to perform the work. Work on these homes which require septic systems, wells and the installation of bathrooms will be reviewed by the Worcester County Division of Environmental Programs prior to be sent to bid. Requirements of the Division of Environmental Programs will be incorporated into the work write-up.
- 2. The following are considered eligible repairs under the program when such repairs are necessary to bring the property into conformance with the County's Livability Code:
 - Improvements to the existing physical structure such as painting and resurfacing of structures or surface elements
 - Roof, wall, floor and ceiling repairs
 - Replacement of appliances such as range, hot water heater, water pump.
 - Replacements of fixtures such as heating, electrical, plumbing
 - Energy conservation/weatherization improvements
 - Alterations necessary to make the dwelling more accessible for handicapped persons
 - Modifications to the physical structure such as the addition of a bathroom, windows, steps, and fire detection equipment.
- 3. The following activities are generally ineligible for rehabilitation assistance:
 - New construction, substantial reconstruction, or the finishing of unfinished space such as attics or basements.
 - Remodeling or cosmetic improvements
 - Renovation of dilapidated outbuildings
 - Appliances not required by code standards
 - Materials, fixtures, equipment or landscaping of type or quality that exceeds that customarily used in Worcester County for properties of the same general type. The County has developed

general specifications which detail the level of materials and workmanship quality.

VI. CONTRACTING

- 1. The County will advertise publicly for bids based on the work write-up prepared by the Rehabilitation Specialist. Minority and female owned firms will be encouraged to bid.
- 2. Contractors must complete a Qualification Form to be considered as an eligible bidder.
- 3. Bids will be reviewed for accuracy and responsibility and a recommendation for award will be provided to the County Commissioners. Bids will generally be awarded to the lowest bidder. The County Commissioners reserve the right to accept or reject any or all bids.
- 4. The County may limit the number of contracts to be awarded to one contractor during any one bid solicitation and may negotiate with other bidders for remaining contracts.
- 5. Following award, the Owner-Contractor Agreement will be executed by the contractor and homeowner. The Program Administrator will then issue a Notice to Proceed.
- 6. The contractor may request progress payments as often as needed. Payments are made following inspection by the Program Inspector and upon approval by the Program Administrator. The contractor may receive up to 75% of the total contract in this manner; the final 25% will not be paid until satisfactory completion of a final inspection and the achievement of lead clearance on applicable projects. The homeowner, Program Inspector, contractor and Program Administrator are required to sign-off on the final payment request in order for payment to be processed.
- 7. All work involving well and septic installation will be bid separately and will not require the certification of the Program Inspector. The Administrator will work directly with the Environmental Programs Department for this procurement. E.P. will also perform the inspections.
- 8. The inspector will obtain the owner's signature on the Certificate of Completion prior to the final payment being made. If there is a dispute, the inspector and Program Administrator will make the determination and document the reasons for such.
- 9. Any homeowner who has problems with the work after its completion, (i.e., leaking pipes) should contact the Program Administrator who will

request the inspector to ascertain the cause of the problem. If the time frame is within the one-year guarantee period, all efforts will be made to encourage the Contractor to correct the problems voluntarily. If this should prove unfeasible, the program will engage the services of another contractor to correct the work, if ample funds are available.

VII. PERMITTING PROCESS

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

VIII. FINAL REHABILITATION DOCUMENTS

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

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

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

BID AND CONTRACT PROCEDURES WORCESTER COUNTY HOUSING REHABILITATION PROGRAM

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

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

CONTRACTOR QUALIFICATION

- 1. An advertisement soliciting interested rehabilitation contractors shall be placed in local newspapers by the Worcester County Housing Rehabilitation Program on behalf of the property owner. This ad will contain the information necessary to request a bid package and the date that bids are due.
- 2. Bid packages will be mailed to those contractors requesting them.
- 3. Bid packages will be mailed to those contractors known to be active in the area. The following will be required of contractors:
 - a. Adequate liability insurance (\$100,000/\$300,000 for personal injury and \$100,000 for property damage), listing agent's name, amount, expiration date and name of insurer.
 - b. Name of the company bank
 - c. The names of the usual subcontractors
 - d. The names and addresses of at least two (2) recent residential rehabilitation or remodeling customers
 - e. A list of all principal officers o the company
 - f. Number and date of the Maryland Home Improvement License
- 4. Contractors meeting the qualifications above will be deemed acceptable and will be allowed to bid on the rehabilitation projects. This privilege is contingent on the fact that no contractor is on HUD's debarred list, has filed bankruptcy or is otherwise deemed ineligible. The Housing Specialist/Inspector and the Housing Rehabilitation Program Administrator and award of the bid by the County Commissioners shall make final selection of the contractor after an evaluation of the bid. The name of contractors who do not perform satisfactorily will be submitted to the County Commissioners with a recommendation that they not be allowed to bid on future projects.

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

CONTRACT PROCEDURES

ALL BIDS.

- 1. A contract for construction work financed by a rehabilitation grant or loan shall be undertaken between the contractor and the property owner. The County will not be a party to such a contract, but will act on the recipient's behalf in bidding, contract award and inspections of work completed.
- 2. The form of the contract shall be as follows: a single document, containing the general conditions and specifications for the work performed. The bid form is included in the contract by reference.
- 3. General contract provisions shall be required in all rehabilitation construction contracts, including:

- A provision that a written "Proceed to Work" order within a "to be determined" number of days is issued
- A provision that the Contractor will be paid the contract price
 according to a payment schedule specified within the contract when
 work is satisfactorily completed. Payment will be made as soon as
 possible after receipt of the contractor's invoice and for final payments
 receipt of release of liens by the contractors, suppliers and laborers
 involved.
- 4. The Contractor shall be required to follow the following provisions:
 - Comply with all County inspection requirements
 - Perform all work in accordance with applicable standards and requirements, whether or not covered by the work specifications.

OWNER/CONTRACTOR DISPUTES

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

CHANGE ORDERS

It is the policy of the Worcester County Housing Rehabilitation Program to carefully evaluate change orders. Every effort will be made to ensure that the work write-ups are complete and accurate representations of the work to be done in accordance with program guidelines. We require contractors to clarify any questions regarding the work write-up prior to the submission of a bid.

For other items on which change orders may be required, the following procedures will apply, regardless of whether the request for a change is initiated by the contractor or a homeowner:

1. The contractor is required to telephone both the Program Administrator and the Project Inspector with a verbal explanation of the situation.

- 2. The Project Inspector will visit the job site to render an opinion on the need for the change. If the Project Inspector recommends denial of the change order, this decision shall be final.
- 3. If the Project Inspector finds that the request is justified, he will so inform the Program Administrator who will render the final judgment. The Inspector will also give his opinion as to the reasonable cost of the proposed change.
- 4. Change orders which would bring the total grant amount above the maximum are not permitted. In cases of this nature, every attempt will be made to substitute a change for an originally approved item which is of lesser importance or to seek funds from other programs.
- 5. The Program Administrator will require the contractor to fill out and sign a change order form prior to permitting work to proceed.

RECRUITMENT OF MINORITY, SMALL, AND FEMALE CONTRACTORS

It is the policy of the County to attempt to recruit and assist small, female and minority contractors. Solicitations for bids will be placed in local newspapers. Additionally, the Administrator will attempt to locate such contractors and place them on the builder's list. He/she will consult such sources as the Maryland Department of Transportation Business Directory, the Lower Shore Contractors Association (a minority association), Shore-Up!, and O.U.R. Community, as well as any other group known to have knowledge of minority, small and female contractors.

Lead

Abatement First Sharron Whitaker 209 Hibiscus Lane Cambridge, MD 21613 443-876-5377 abatementfirst@gmail.com

Robert Brooks MBE
Apostle Construction
716 Naylor Mill Road
Salisbury, MD 21801
410-548-1392, ext. 107
rbrooks.apostlecon@gmail.com

C.A.R.E. Property Services, Inc. Attn: Jordan Lehr 1235 Abbottstown Pike Hanover, PA 17331 (has office in OC too) 717-437-1649 jlehr@callcarefirst.com

Cherokee Home Improvements 5503 Bonnie Brook Road Cambridge, MD 21613 443-225-9047

Colossal Contractors
Attn: Kim Crawford
4601 Sandy Spring Road
Burtonsville, MD 20866
301-476-9060
info@colossalcontrators.com

Medli Home Improvement 1806 Jersey Road Salisbury, MD 21801 302-841-2899 medlihome@comcast.net

Contractors

Shoreman Construction
William Hearn
606 E. Pine St.
Delmar, MD 21875
shoremanconstruction@gmail.com
Phone: 410-896-3200

Fax: Same

Three Guys Construction Stephen Frey 8660 Lake Somerset Rd. Westover, MD 21871 sgfrey@yahoo.com Phone: 410-430-1109

Mobile:

Fax: 410-957-2868

Unique Styles Custom Home Builders Kenneth Shockley 8877 Bi-State Blvd. Delmar, MD 21875 (443)359-5130 uniquestyles5@comcast.net



Worcester County Recreation & Parks

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

MEMORANDUM

TO:

Weston S. Young, Chief Administrative Officer

Joseph E. Parker III, Deputy Chief Administrative Officer

FROM:

Kelly Rados, Director of Recreation & Parks

DATE:

December 23, 2021

SUBJECT: Pr

Project Requests

Pending the State's approval of the Local Parks and Playground Infrastructure (LPPI) projects, the Recreation and Parks Department is requesting your approval to proceed with Musco for the lighting project at Northern Worcester Athletic Complex.

The current lights and existing poles at Northern Worcester Athletic Complex are Musco. Musco is already part of a competitive state bid for sports lighting with related supplies and services. Attached you will find the quote from Musco reflecting the Sourcewell Contract number.

Thank you for your consideration.

Please do not hesitate to contact me at 410-632-2144 x2502 if you have any questions or need additional information.

Attachments

cc: Jacob Stephens, Parks Superintendent

Quote

Date: 11/04/2021 **Project: North Worcester Soccer Complex** Ref: 194731

Berlin, MD

Sourcewell

Master Project: 199030, Contract Number: 071619-MSL, Expiration: 08/27/2023 Category: Sports lighting with related supplies and services All purchase orders should note the following: Sourcewell purchase - contract number: 071619-MSL

Quotation Price - Materials Delivered to Job Site and Installation

Soccer Field 1, 2, & 3 – 360'x180'\$ 483,562.00

Bonding is not included.

Pricing furnished is effective for 60 days unless otherwise noted and is considered confidential.

Light-Structure System™ & Light-Structure System™ retrofit with Total Light Control – TLC for LED™ technology

Guaranteed Lighting Performance

Guaranteed light levels of 30fc and uniformity of 2.5:1

System Description

- (4) Pre-cast concrete bases with integrated lightning grounding
- (4) Galvanized steel poles
- Factory wired and tested remote electrical component enclosures
- Pole length, factory assembled wire harnesses
- Factory wired poletop luminaire assemblies
- Factory aimed and assembled luminaires
- UL Listed assemblies

System Description

- Factory wired poletop luminaire assemblies
- Factory aimed and assembled luminaires
- Factory wired and tested remote electrical component enclosures
- Pole length, factory assembled wire harnesses
- Mounting hardware for poletop luminaire assemblies and electrical components enclosures
- **UL Listed assemblies**

Environmental Light Control

- Spill light minimized
- Off-site glare light minimized

Control Systems and Services

Control-Link® control and monitoring system to provide remote on/off and dimming (high/medium/low) control and performance monitoring with 24/7 customer support

Operation and Warranty Services

- Product assurance and warranty program that covers materials and onsite labor, eliminating 100% of your maintenance costs for 25 years
- Support from Musco's Lighting Services Team over 170 Team members dedicated to operating and maintaining your lighting system - plus a network of 1800+ contractors

Installation Services Provided



Quote

[See attached scope of work]

Payment Terms

Musco's Credit Department will provide payment terms.

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

Musco Sports Lighting, LLC Attn: Amanda Hudnut Fax: 800-374-6402

Email: musco.contracts@musco.com

All purchase orders should note the following: Sourcewell purchase - contract number: 071619-MSL

Delivery Timing

12 - 14 weeks for delivery of materials to the job site from the time of order, submittal approval, and confirmation of order details including voltage, phase, and pole locations.

Due to the built-in custom light control per luminaire, pole locations need to be confirmed prior to production. Changes to pole locations after the product is sent to production could result in additional charges.

Notes

Quote is based on:

- Shipment of entire project together to one location.
- 240 Volt, single Phase electrical system requirement.
- Structural code and wind speed = 2018 IBC, 130 mi/h, Exposure C, Importance Factor 1.0.
- Owner is responsible for getting electrical power to the site, coordination with the utility, and any power company
- Includes supply and installation of Musco system including underground wiring and conduit, service entrance panel board, and controls by a licensed contractor.
- Standard soil conditions rock, bottomless, wet or unsuitable soil may require additional engineering, special installation methods and additional cost.
- Confirmation of pole locations prior to production.
- Product assurance and warranty program is contingent upon site review and compatibility with Musco's lighting system

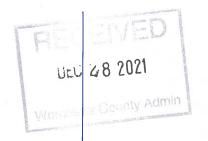
Thank you for considering Musco for your lighting needs. Please contact me with any questions or if you need additional details.

Harley Abernathy Sales Representative Musco Sports Lighting, LLC

Phone: 667-210-0456

E-mail: harley.abernathy@musco.com







DEPARTMENT OF PUBLIC WORKS

6113 TIMMONS ROAD Snow Hill, Maryland 21863

MEMORANDUM

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 TO:

Weston Young, Chief Administrative Officer

FROM:

Dallas Baker, Jr., P.E., Director

December 22, 2021 DATE:

SUBJECT: Taylor Landing Road – Speed Study

Public Works received a request to lower the speed limit on Taylor Landing Road. Currently, Taylor Landing Road is not posted; therefore, a speed limit of 50 mph governs. A speed study was conducted and the following changes are recommended:

- Rt 12 to Box Iron Road Post at 25 mph (Residential Area)
- Box Iron Road to Mailbox #6573 Post at 40 mph
- Mailbox #6573 to road end Post at 25 mph (approaching sharp turn into boat ramp area)

The study was conducted on Monday, December 13, 2021 thru Monday, December 20, 2021. A copy of the study is attached. The results of the study are as follows:

- Number of Vehicles: 2,002
- Average Speed: 30 mph
- 85th Percentile: 48 mph
- Vehicles 36 mph and greater: 848 or 42.4%
- Vehicles >1 mph to 35 mph: 1,154 or 57.6%

Please let me know if there are any questions.

Attachments

cc: Kevin Lynch

Subject:

FW: *EXTERNAL*:30 mph speed limit signs for Taylor Landing Road

From: Michael Baird <<u>michaelbaird2@icloud.com</u>>
Sent: Tuesday, November 30, 2021 1:57 PM
To: Kevin Lynch <klynch@co.worcester.md.us>

Subject: *EXTERNAL*:30 mph speed limt signs for Taylor Landing Road

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.

My name is Michael Baird and I am writing you on behalf of myself and my neighbors on Taylor Landing Road in Girdletree, Maryland. Only part of Taylor Landing Road is marked with a 30 miles per hour sign. We are requesting that the County Commissioners approve signage that would make all of Taylor Landing Road 30 mph.

Taylor Landing Road has become a destination for speeding vehicles. It is as dead end road with 47 houses on it. Marking the road 30 mph would not slow any 'thru traffic' because there is no 'thru traffic'.

With 47 houses come 47 families and the road has significant pedestrian and bicycle activity, as well as pets and children using Taylor Landing Road. Just recently, a pedestrian was struck by a motorcycle. And even more recently, a family dog was run over. The vehicle never stopped.

If you check with the local Sherriff you will see over 10 complaints of speeding called into the Worcester County Emergency Center. In just this year. And yet, when the Deputies respond to the complaints, they note that, because the road is unmarked for speed, the speed limit on Taylor Landing Road has to be 50 mph. Thus, they say, a vehicle would have to be traveling over 64 mph to receive a speeding ticket.

Marking Taylor Landiing road at 30 mph would allow Law Enforcement the ability to enforce a speed limit that is posted. And while a 30 mph sign would not slow down some people, it would slow down some traffic. And make the roadway safer for the 47 families that call Taylor Landing Road "home".

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ITEM 4

Page 1

JAMAR Technologies, Inc. 151 Keith Valley Rd. Horsham, PA, USA 19044 800-776-0940

East, West																Taylor Lar	iding Road
Start	1	36	41	46	51	56	61	66	71	76	81	86	91	96		Pace	Number
Time	35	40	45	50	55	60	65	70	75	80	85	90	95	999	Total	Speed	in Pace
12/13/21	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
01:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
02:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
03:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
04:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
05:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
06:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
07:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
08:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
09:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
10:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
11:00	7	0	3	0	1	1	0	0	0	0	0	0	0	0	12	*	7
12 PM	9	2	9	3	2	0	0	0	0	0	0	0	0	0	25	39-48	14
13:00	3	3	2	4	1	1	0	0	0	0	0	0	0	0	14	29-38	6
14:00	2	1	2	2	1	0	0	0	0	0	0	0	0	0	8	38-47	5
15:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
16:00	1	2	1	2	0	0	0	0	0	0	0	0	0	0	6	28-37	3
17:00	0	3	1	5	0	0	0	0	0	0	0	0	0	0	9	41-50	6
18:00	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	32-41	1
19:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
20:00	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	37-46	1
21:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
22:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
23:00	0	1_	0	0	0	0	0	0	0	0	0	0	0	0	1_	27-36	1
Total	22	12	19	17	5	2	0	0	0	0	0	0	0	0	77		
Percent	28.6%	15.6%	24.7%	22.1%	6.5%	2.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
AM Peak	11:00		11:00		11:00	11:00									11:00		
Vol.	7		3		1	1									12		
PM Peak	12:00	13:00	12:00	17:00	12:00	13:00									12:00		
Vol.	9	3	9	5	2	1									25		

ITEM 4

Page 2

JAMAR Technologies, Inc. 151 Keith Valley Rd. Horsham, PA, USA 19044 800-776-0940

East, West																Taylor Lar	nding Road
Start	1	36	41	46	51	56	61	66	71	76	81	86	91	96		Pace	Number
Time	35	40	45	50	55	60	65	70	75	80	85	90	95	999	Total	Speed	in Pace
12/14/21	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	27-36	1
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
02:00	0	0	0	0	1	1	0	0	0	0	0	0	0	0	2	47-56	2
03:00	0	0	1	1	1	2	0	0	0	0	0	0	0	0	5	48-57	4
04:00	1	1	2	2	0	0	0	0	0	0	0	0	0	0	6	38-47	5
05:00	1	0	2	0	0	0	0	0	0	0	0	0	0	0	3	33-42	2
06:00	2	2	0	2	0	0	0	0	0	0	0	0	0	0	6	28-37	4
07:00	1	1	3	2	2	1	0	0	0	0	0	0	0	0	10	34-43	5
08:00	2	1	0	0	0	2	0	0	0	0	0	0	0	0	5	*	2
09:00	0	0	2	2	1	1	0	0	0	0	0	0	0	0	6	38-47	4
10:00	0	5	3	2	3	1	0	0	0	0	0	0	0	0	14	34-43	8
11:00	3	3	2	5	1	0	0	0	0	0	0	0	0	0	14	42-51	8
12 PM	1	1	2	2	1	2	0	0	0	0	0	0	0	0	9	38-47	5
13:00	2	3	2	2	0	0	0	0	0	0	0	0	0	0	9	29-38	5
14:00	2	3	3	5	1	0	0	0	0	0	0	0	0	0	14	42-51	9
15:00	3	3	1	1	0	1	0	0	0	0	0	0	0	0	9	29-38	6
16:00	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	37-46	1
17:00	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	32-41	1
18:00	0	2	3	1	0	1	0	0	0	0	0	0	0	0	7	37-46	6
19:00	1	1	0	0	0	0	0	0	0	0	0	0	0	0	2	27-36	2
20:00	1	0	1	0	0	0	0	0	0	0	0	0	0	0	2	*	1
21:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
22:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
23:00	0	0	0	0	0	0	0	0	00	0_	0	00	0	0	0	*	*
Total	20	27	28	28	11	12	0	0	0	0	0	0	0	0	126		
Percent	15.9%	21.4%	22.2%	22.2%	8.7%	9.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
AM Peak	11:00	10:00	07:00	11:00	10:00	03:00									10:00		
Vol.	15.00	12:00	44.00	5	3	2									14		
PM Peak	15:00	13:00	14:00	14:00	12:00	12:00									14:00		
Vol.	3	3	3	5	1	2									14		

East, West																l aylor Lar	nding Road
Start	1	36	41	46	51	56	61	66	71	76	81	86	91	96		Pace	Number
Time	35	40	45	50	55	60	65	70	75	80	85	90	95	999	Total	Speed	in Pace
12/15/21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
01:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	27-36	1
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
03:00	0	0	3	2	0	1	0	0	0	0	0	0	0	0	6	38-47	5
04:00	0	0	3	1	0	0	0	0	0	0	0	0	0	0	4	37-46	4
05:00	3	3	2	1	0	0	0	0	0	0	0	0	0	0	9	33-42	8
06:00	1	1	3	2	0	0	0	0	0	0	0	0	0	0	7	38-47	6
07:00	2	0	2	1	2	0	1	0	0	0	0	0	0	0	8	41-50	3
08:00	1	1	3	3	3	1	0	0	0	0	0	0	0	0	12	43-52	8
09:00	0	1	3	1	2	1	0	0	0	0	0	0	Õ	Ö	8	34-43	4
10:00	1	4	8	2	1	1	0	0	0	0	0	0	0	0	17	37-46	13
11:00	0	4	0	3	0	1	0	0	0	0	0	0	0	Ö	8	30-39	4
12 PM	6	5	4	0	2	1	0	0	0	0	0	0	0	0	18	35-44	9
13:00	2	1	2	4	2	0	0	0	0	0	0	0	0	0	11	43-52	8
14:00	1	2	2	6	1	0	0	0	0	0	0	0	0	0	12	42-51	9
15:00	4	1	2	6	0	0	0	0	0	0	0	0	0	0	13	40-49	8
16:00	2	4	5	3	0	0	0	0	0	0	0	0	0	0	14	37-46	10
17:00	1	0	0	2	1	0	0	0	0	0	0	0	0	0	4	42-51	3
18:00	2	4	2	0	0	0	0	0	0	0	0	0	0	0	8	33-42	8
19:00	1	2	0	0	0	0	0	0	0	0	0	0	0	0	3	28-37	3
20:00	1	1	1	0	0	0	0	0	0	0	0	0	0	0	3	32-41	3
21:00	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	32-41	1
22:00	0	0	0	1	1	0	0	0	0	0	0	0	0	0	2	42-51	2
23:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
Total	28	35	46	38	15	6	111	0	0	0	0	0	0	0	169		
Percent	16.6%	20.7%	27.2%	22.5%	8.9%	3.6%	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
AM Peak	05:00	10:00	10:00	08:00	08:00	03:00	07:00								10:00		
Vol.	3	4	8	3	3	1_	1_								17		
PM Peak	12:00	12:00	16:00	14:00	12:00	12:00									12:00		
Vol.	6	5	5	6	2	1									18		

East, West																Taylor Lar	nding Road
Start	1	36	41	46	51	56	61	66	71	76	81	86	91	96		Pace	Number
Time	35	40	45	50	55	60	65	70	75	80	85	90	95	999	Total	Speed	in Pace
12/16/21	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	32-41	1
01:00	0	0	0	0	0	0	0	0	0	ō	Ô	Ô	Ô	ñ	ò	*	*
02:00	0	0	0	0	0	0	0	0	0	Ō	0	Ō	Ô	Ô	Õ	*	*
03:00	0	0	0	0	0	0	0	0	0	Ō	Ō	Ö	Ō	Ô	ŏ	*	*
04:00	0	0	0	0	0	0	0	0	0	0	0	Ö	Ō	Ö	Õ	*	*
05:00	0	1	0	0	3	0	0	0	0	0	0	0	0	0	4	44-53	3
06:00	0	0	1	0	0	0	0	0	0	0	0	0	0	Ō	1	32-41	1
07:00	1	2	3	5	0	0	0	0	0	0	0	0	0	0	11	39-48	8
08:00	0	1	2	0	0	1	0	0	0	0	0	0	0	0	4	33-42	3
09:00	0	1	0	3	1	1	0	0	0	0	0	0	0	0	6	46-55	4
10:00	1	2	2	2	0	0	1	0	0	0	0	0	0	0	8	38-47	6
11:00	3	2	3	8	0	1	0	0	0	0	0	0	Ō	0	17	39-48	11
12 PM	0	4	1	3	5	0	0	0	0	0	0	0	0	0	13	45-54	8
13:00	2	1	4	1	0	0	0	0	0	0	0	0	Ō	0	8	37-46	6
14:00	2	2	5	1	0	0	2	0	0	0	0	0	0	0	12	37-46	8
15:00	1	2	3	2	0	2	1	0	0	0	0	0	0	0	11	38-47	7
16:00	3	1	4	2	2	0	0	0	0	0	0	0	0	0	12	40-49	6
17:00	0	2	6	1	3	0	0	1	0	0	0	0	0	0	13	36-45	8
18:00	1	1	2	0	0	0	0	0	0	0	0	0	0	0	4	33-42	4
19:00	2	0	2	1	0	0	0	0	0	0	0	0	0	0	5	37-46	3
20:00	0	0	1	0	1	0	0	0	0	0	0	0	0	0	2	32-41	1
21:00	0	0	2	3	0	0	0	0	0	0	0	0	0	0	5	39-48	5
22:00	0	0	1	0	1	0	0	0	0	0	0	0	0	0	2	32-41	1
23:00	0	0	0	1_	, 0	0	0	0	0	0	0	0	0	0	1_	37-46	1
Total	16	22	43	33	16	5	4	1	0	0	0	0	0	0	140		
Percent	11.4%	15.7%	30.7%	23.6%	11.4%	3.6%	2.9%	0.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
AM Peak	11:00	07:00	07:00	11:00	05:00	08:00	10:00								11:00		
Vol.	3	2	3	8	3	1	1	1= 00							17		
PM Peak	16:00	12:00	17:00	12:00	12:00	15:00	14:00	17:00							12:00		
Vol.	3	4	6	3	5	2	2	1							13		

Taylor La	naing	Road
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East, West																l aylor Lar	nding Road
Start	1	36	41	46	51	56	61	66	71	76	81	86	91	96		Pace	Number
Time	35	40	45	50	55	60	65	70	75	80	85	90	95	999	Total	Speed	in Pace
12/17/21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
01:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	27-36	1
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
04:00	0	0	0	1	1	0	0	0	0	0	0	0	0	0	2	42-51	2
05:00	0	0	0	0	3	1	0	0	0	0	0	0	0	0	4	47-56	4
06:00	0	1	0	0	0	0	0	0	0	0	0	Ō	Ō	Ō	1	27-36	1
07:00	1	1	3	1	2	0	0	0	0	0	0	0	Ō	Ö	8	34-43	5
08:00	2	0	5	1	1	0	0	0	0	0	0	0	0	0	9	41-50	6
09:00	2	4	2	2	2	1	0	0	0	0	0	0	0	0	13	30-39	6
10:00	1	2	0	5	3	1	0	0	0	0	0	Ō	Ō	ō	12	44-53	8
11:00	3	3	2	3	1	0	0	0	0	0	0	0	Ō	Ô	12	29-38	6
12 PM	1	2	2	3	3	0	0	0	0	0	0	Ō	Ô	Ö	11	44-53	8
13:00	3	4	2	2	1	1	0	0	Ô	0	0	Ô	Ô	Ö	13	30-39	7
14:00	3	3	14	3	0	1	0	0	1	0	0	Ō	Ô	Ô	25	38-47	19
15:00	4	3	0	3	1	1	0	Ō	0	0	0	Õ	Õ	Ö	12	*	4
16:00	3	1	3	5	1	0	0	0	0	0	0	0	Ō	Ô	13	42-51	9
17:00	7	2	4	1	0	3	0	0	0	0	0	Ō	Ô	Ô	17	*	7
18:00	6	0	3	3	0	0	0	0	Ō	Ō	Õ	Ō	Õ	Ö	12	*	6
19:00	3	3	0	0	0	Ö	Ō	Ō	Õ	Ō	Ö	Õ	Ö	Ö	6	29-38	6
20:00	1	4	3	0	0	0	0	0	0	0	0	0	0	Ō	8	34-43	8
21:00	1	2	1	2	0	0	0	0	0	0	0	0	0	0	6	28-37	3
22:00	0	0	1	0	1	0	0	0	0	Ō	0	0	Ō	Ö	2	32-41	1
23:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
Total	41	36	45	35	20	9	0	0	1	0	0	0	0	0	187		
Percent	21.9%	19.3%	24.1%	18.7%	10.7%	4.8%	0.0%	0.0%	0.5%	0.0%	0.0%	0.0%	0.0%	0.0%			
AM Peak	11:00	09:00	08:00	10:00	05:00	05:00									09:00		
Vol.	3	4	5	5	3	1									13		
PM Peak	17:00	13:00	14:00	16:00	12:00	17:00			14:00						14:00		
Vol.	7	4	14	5	3	3			1						25		

Taylor Landing Roa	a	Ro	ina	.andi	r L	avlo	Ta	
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East, West																Taylor Lar	nding Road
Start	1	36	41	46	51	56	61	66	71	76	81	86	91	96		Pace	Number
Time	35	40	45	50	55	60	65	70	75	80	85	90	95	999	Total	Speed	in Pace
12/18/21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
01:00	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2	33-42	2
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
03:00	0	0	0	2	0	0	0	0	0	0	0	0	0	0	2	38-47	2
04:00	0	1	1	1	0	0	0	0	0	0	0	0	0	0	3	37-46	3
05:00	0	1	1	4	1	1	0	0	0	0	0	0	0	0	8	40-49	6
06:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
07:00	1	2	2	0	0	0	0	0	0	0	0	0	0	0	5	33-42	5
08:00	1	4	1	0	1	1	0	0	0	0	0	0	0	0	8	32-41	6
09:00	2	3	4	5	1	2	0	0	0	0	0	0	0	0	17	38-47	9
10:00	4	0	2	0	6	1	0	0	0	0	0	0	0	0	13	47-56	7
11:00	1	3	4	0	1	0	1	0	0	0	0	0	0	0	10	35-44	8
12 PM	1	2	0	3	3	0	0	0	0	0	0	0	0	Ô	9	44-53	6
13:00	3	4	3	2	2	0	0	Ō	Ō	Ö	Õ	Õ	Õ	Õ	14	33-42	9
14:00	3	8	6	1	3	2	0	1	0	0	0	0	Ô	Ô	24	33-42	14
15:00	3	2	3	3	2	1	0	0	2	0	Õ	0	Ö	ñ	16	39-48	8
16:00	5	1	3	1	2	1	Ö	Ō	0	ő	Ö	ő	ő	ő	13	*	5
17:00	20	6	2	2	0	2	0	0	0	Ô	Ô	Ô	Ö	Ö	32	1-10	10
18:00	1	2	2	1	0	0	Ō	Ō	Õ	Õ	Ô	ő	ő	ŏ	6	33-42	5
19:00	0	0	1	2	1	Ō	Ō	Ō	Ö	Ö	Ö	Õ	ŏ	Ö	4	42-51	4
20:00	0	1	1	0	1	0	0	0	Ō	Ö	Ö	Õ	Õ	Õ	3	32-41	2
21:00	0	2	0	0	0	0	0	0	Ó	Ō	Ö	Ö	Ö	Õ	2	28-37	2
22:00	0	1	2	0	0	0	0	0	Ō	Ö	ō	Ö	Ö	Ö	3	33-42	3
23:00	6	0	0	0	0	0	0	0	0	0	0	0	Ō	0	6	*	6
Total	51	43	40	27	24	11	1	1	2	0	0	0	0	0	200		
Percent	25.5%	21.5%	20.0%	13.5%	12.0%	5.5%	0.5%	0.5%	1.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
AM Peak	10:00	08:00	09:00	09:00	10:00	09:00	11:00								09:00		
Vol.	4	4	4	5	6	2	1								17		
PM Peak	17:00	14:00	14:00	12:00	12:00	14:00		14:00	15:00						17:00		
Vol.	20	8	6	3	3	2		1	2						32		

Taylor	Landing	Road
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East, West																Taylor Lar	nding Road
Start	1	36	41	46	51	56	61	66	71	76	81	86	91	96		Pace	Number
Time	35	40	45	50	55	60	65	70	75	80	85	90	95	999	Total	Speed	in Pace
12/19/21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	Ō	Õ	*	*
02:00	0	1	1	0	0	0	0	0	0	0	0	0	Ō	0	2	32-41	2
03:00	0	0	2	0	0	0	0	0	0	0	0	0	0	Ö	2	33-42	2
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
05:00	0	0	0	0	0	0	0	0	0	0	0	0	0	Ō	Ō	*	*
06:00	0	0	1	1	1	0	0	0	0	0	0	0	0	0	3	42-51	3
07:00	84	1	0	0	0	0	0	0	0	0	0	0	0	Ö	85	1-10	30
08:00	312	0	0	0	0	0	0	0	0	0	0	0	0	0	312	1-10	90
09:00	235	2	1	1	0	1	0	0	0	0	0	0	0	0	240	1-10	70
10:00	75	5	2	0	1	0	0	0	0	0	0	Ō	Ō	Ō	83	1-10	25
11:00	41	5	4	2	0	0	0	0	0	0	0	0	0	0	52	1-10	16
12 PM	63	2	3	2	3	0	0	0	0	0	0	0	0	0	73	1-10	20
13:00	37	1	3	0	2	1	0	0	0	Ō	Ö	Ö	Ō	Ö	44	1-10	12
14:00	68	1	1	1	2	0	1	0	0	0	0	0	0	Ō	74	1-10	20
15:00	43	2	2	1	1	2	0	0	0	0	0	0	0	0	51	1-10	18
16:00	4	0	3	2	5	0	0	0	0	0	0	0	0	Ō	14	46-55	7
17:00	3	1	3	2	0	0	0	0	0	0	0	0	0	Ō	9	38-47	6
18:00	3	3	1	1	0	0	0	0	0	0	0	0	0	0	8	29-38	6
19:00	1	2	0	0	0	0	0	0	0	0	0	Ō	0	ō	3	28-37	3
20:00	1	2	2	0	2	2	0	0	0	0	0	0	0	Ō	9	33-42	5
21:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
22:00	1	0	0	1	0	0	0	0	1	0	0	0	0	0	3	*	1
23:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
Total	971	28	29	14	17	6	1	0	1	0	0	0	0	0	1067		
Percent	91.0%	2.6%	2.7%	1.3%	1.6%	0.6%	0.1%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%			
AM Peak	08:00	10:00	11:00	11:00	06:00	09:00								,-,-	08:00		
Vol.	312	5_	4	2	1	1	-								312		
PM Peak	14:00	18:00	12:00	12:00	16:00	15:00	14:00		22:00						14:00		
Vol.	68	3	3	2	5	2	1		1						74		

JAMAR Technologies, Inc. 151 Keith Valley Rd.

Horsham, PA, USA 19044 800-776-0940

Date Start: 13-Dec-21 Date End: 20-Dec-21

Taylor	Landing	Road

East, west																· ayio: Lai	iumg i toud
Start	1	36	41	46	51	56	61	66	71	76	81	86	91	96		Pace	Number
Time	35	40	45	50	55	60	65	70	75	80	85	90	95	999	Total	Speed	in Pace
12/20/21	0	0	0	1	1	0	0	0	0	0	0	0	0	0	2	42-51	2
01:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	42-51	1
02:00	0	0	0	2	0	0	0	0	0	0	0	0	0	0	2	38-47	2
03:00	0	1	0	2	0	0	0	0	0	0	0	0	0	0	3	38-47	2
04:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	27-36	1
05:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
06:00	1	1	0	3	1	1	0	0	0	0	0	0	0	0	7	46-55	4
07:00	1	0	2	1	5	0	0	0	0	0	0	0	0	0	9	46-55	6
08:00	2	3	4	1	0	0	0	0	0	0	0	0	0	0	10	34-43	8
09:00	1	0	0	0	0	0	0	0	0	0	0	0	Ō	Ō	1	*	1
10:00	0	0	0	0	0	0	0	0	Ō	Ō	Ö	Õ	Ö	Ö	Ó	*	*
11:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Ö	*	*
12 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Ô	*	*
13:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Ō	*	*
14:00	0	0	0	0	0	0	0	0	0	0	Ō	Ō	0	Ö	Ö	*	*
15:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Ō	*	*
16:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
17:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
18:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
19:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
20:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
21:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
22:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
23:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*
Total	5	6	6	10	8	1	0	0	0	0	0	0	0	0	36		
Percent	13.9%	16.7%	16.7%	27.8%	22.2%	2.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
AM Peak	08:00	08:00	08:00	06:00	07:00	06:00									08:00		
Vol.	2	3	4	3	5	1_									10		
PM Peak Vol.																	
Total	1154	209	256	202	116	52	7	2	4	0	0	0	0	0	2002		
Percent	57.6%	10.4%	12.8%	10.1%	5.8%	2.6%	0.3%	0.1%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%			

15th Percentile: 10 MPH

31 MPH 48 MPH 50th Percentile: 85th Percentile :

95th Percentile: 54 MPH

Stats

East, West

10 MPH Pace Speed : Number in Pace : 36-45 MPH 465

Percent in Pace :

23.2%

Number of Vehicles > 50 MPH: Percent of Vehicles > 50 MPH:

181 9.0%

Mean Speed(Average):

30 MPH



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



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

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

Date:

December 21, 2021

Subject:

New Policy for Retirees Over 65 in the CareFirst Medicare Advantage Plan

Stacey Norto-

On January 1, 2022, retirees over 65 will have medical and pharmacy coverage in the new CareFirst Medicare Advantage Plan. We are requesting your approval for a policy to be effective January 1, 2022.

Retirees over 65 were given the option to participate in this new plan or decline. Once a retiree cancels coverage, they are not allowed to re-enroll in the County or Board of Education medical, dental, or vision plan.

Currently we have 309 Worcester County Government retirees over age 65 and 775 Board of Education retirees over age 65 currently enrolled in this new plan. This plan is being managed in partnership with Retiree First and CareFirst Blue Cross Blue Shield.

Below is the mandatory policy from Retiree First and CareFirst to comply with Medicaid and Medicare Services (CMS) requirements.

To enroll in a Medicare Advantage plan, the Center for Medicaid and Medicare Services (CMS) requires enrollees to:

- 1. Live and maintain residency within the Plan's service area that includes the 50 United States, District of Columbia, and Puerto Rico.
- 2. Provide a physical address as the permanent address. Only providing a P.O Box address is not permitted.
- 3. Enroll in Medicare Part A and Part B a retiree's Medicare Beneficiary Identifier (MBI) is required for all Medicare Advantage plans.

Worcester County is proposing the following updates to the eligibility guidelines for Medicare-eligible retirees to align with Medicare Advantage requirements:

	Scenario	Eligibility Guideline
1	Retiree lives outside of the Plan's service	Retiree will not be eligible for the Medicare
	area	Advantage plan and will lose their group coverage
		effective their first eligibility date for the new plan
2	Retiree unable to provide a physical address	Same as Scenario 1
	as their permanent address	
3	Retiree does not have Medicare Part A or	
	Part B	
3a	Currently retired and enrolled in the Medicare Supplemental plan through Worcester County and transitioning to Medicare Advantage (1/1/2022 effective dates only)	 Member may continue to stay enrolled in the group Medicare Supplemental plan for no more than three months* past their initial effective date Without Part A and Part B, current Medicare Supplemental plan provides only 20% coverage If member does not enroll in Medicare Part A and Part B, the member will be terminated from group coverage effective 4/1/2022 From 1/1/2022-3/31/2022 the retiree will be billed at the retiree under 65 premium rates.
3b	Retired and becoming newly eligible for	Retiree is currently enrolled in Retiree Under 65
	Medicare (through age or disability)	 If applicable, retiree will be moved to Medicare Supplement plan (plan provides only 20% coverage) for a period of three months* past their initial eligibility date for Medicare If member does not enroll in Medicare Part A and Part B, the member will be terminated from group coverage effective 4/1/2022. For new enrollees after 1/1/22, it would be 90 calendar days from their eligibility date. This means it would be a moving date depending on the eligibility of Medicare Part A & Part B.
3c	Current active employee who is retiring and becomes newly eligible for Medicare (through age or disability).	 Retiree is currently enrolled in Active plan If applicable, retiree will be moved to the Medicare Supplemental plan (plan provides only 20% coverage) for a period of three months* past their initial eligible date for Medicare If member does not enroll in Medicare Part A and Part B within three months following eligibility date, member will be terminated from group coverage.

^{*}Aligns with Medicare Initial Enrollment Period (IEP); Medicare allows for individuals newly turning 65 to enroll during a 7-month IEP, which includes 3 months prior to the individual's birth month, the birth month and 3 month's after the birth month.

Thank you for your consideration.



Worcester County Administration

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

Commissioners To:

From: Roscoe R. Leslie

Date: December 17, 2021

RE: Orphans' Court Judges Salary 2022-2026 Term

Attached is a resolution for the Commissioners to set the Orphans' Court Judges salaries for the 2022-2026 term as follows:

Salary: **\$9,500** per year

\$1,600 per year Travel expenses:

The Commissioners already approved these amounts in the FY20 budget, but the Maryland Constitution prevented implementation until after a new election cycle.

Draft, if approved will be RESOLUTION 22-1

RESOLUTION NO. 22-_ RESOLUTION ESTABLISHING SALARY AND ALLOWANCES FOR JUDGES OF THE ORPHANS' COURT FOR WORCESTER COUNTY FOR THE 2022–2026 TERM

Recitals

- A. Md. Code Estates & Trusts Art. § 2-108 provides that the County Commissioners of Worcester County determine the compensation for Judges of the Orphans' Court for Worcester County;
- B. The salaries of elected officials may not be changed during their term in office and must be established for the term before the commencement of the term;
- C. 2022 is an election year for local elected officials and the terms of the elected officials shall commence after November 2022.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the Judges of the Orphans' Court shall receive such compensation and allowances for the term of office commencing after the election of November 2022 as indicated below:

- 1. The salary of the Judges of the Orphans' Court shall be \$9,500 per year. They shall also receive a traveling expense allowance of \$1,600 each per year.
- The Judges of the Orphans' Court may also be entitled to receive an allowance of reimbursement for such other specific extraordinary expenses incurred in the course of their official duties as may have been specifically authorized and approved by the County Commissioners.

AND BE IT FURTHER RESOLVED that this Resolution shall take effect upon the commencement of the 2022–2026 term.

PASSED AND ADOPTED this	day of
Attest:	County Commissioners of Worcester County, Maryland
Weston S. Young Chief Administrative Officer	Joseph M. Mitrecic, President
	Theodore J. Elder, Vice President
	Anthony W. Bertino, Jr., Commissioner
	Madison J. Bunting, Jr., Commissioner
	James C. Church, Commissioner
	Joshua C. Nordstrom, Commissioner
	Diana Purnell, Commissioner



TERRI WESTCOTT
Register

Office of Register of Mills For Morcester County, Maryland

COURT HOUSE ROOM #102 ONE W. MARKET STREET SNOW HILL, MARYLAND 21863-1074 Telephone: 410-632-1529 888-256-0047

Fax: 410-632-5600

RECEIVED

Worcester County Admir

March 2, 2021

Worcester County Commissioners 1 West Market Street, Room 1103 Snow Hill, MD 21863

Re: Worcester County Orphans' Court Judges Salary Request

Dear Commissioners:

I have been asked by the Orphans' Court judges to write to you on their behalf requesting a salary increase. Although they undeniably identify and respect the economic condition in our country and in our county, especially during the COVID19 pandemic, it has been since FY2016 that they have had a salary increase.

The judges currently receive an annual salary of \$7,000 and \$1,600 annually for Board Member Allowance. The Orphans' Court meets around 48 times a year (once a week except for the four times when there are five weeks in a month). They continued to meet on-site or off, as needed, during the COVID19 pandemic, in order to keep the continuity of operations flowing.

The Orphans' Court in just one year (January 2020 to January 2021) has reviewed and approved 86 Interim Accounts, 138 Final Accounts, 105 Petitions, and managed to hold 26 emergency hearings.

Although this past year has had fewer number of hearings, due to the COVID19 pandemic, in the coming months, with restrictions being (hopefully) lifted, the Court will resume holding non-emergency hearings, along with emergency hearings.

The pandemic may have limited the number of hearings held, but the workload for reviewing and approving Petitions and Administration Accounts has not been lessened by the pandemic.

March 2, 2021 Worcester County Commissioners Page two

The pandemic did not reduce the volume of work but rather added additional effort to keep things moving smoothly.

On May 14, 2019, the County Commissioner approved an increase in salary for the Judges of the Orphans' Court from \$7,000 to \$9,500. Unfortunately, this was a violation of the Maryland Constitution and was corrected, with the salaries being returned to the \$7,000.00 level.

I am asking now, for those salaries to be increased from \$7,000 to \$9,500 for the FY2023 budget year.

The judges welcome the chance to discuss this request at your convenience. Please do not hesitate to communicate with the judges or me if you have any questions.

Thanking you in advance for your consideration,

Jestcall

Terri Westcott

Register of Wills for Worcester County

ITEM 7



Worcester County Government

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

MEMORANDUM

TO:

Weston Young, P.E., Chief Administrative Officer

FROM:

Joseph E. Parker III, Deputy Chief Administrative Officer

DATE:

December 28, 2021

RE:

Draft Resolution to Increase Worcester County Sheriff's Salary

In accordance with attached Worcester County Resolution 14-3, the current salary of the Worcester County Sheriff shall be \$88,000 per year which does not include cost of living increases and has not been updated or addressed since 2014. For reference, according to the attached Maryland Association of Counties (MaCO) FY21 salary survey, the average statewide Sheriff's salary is \$117,000. Additionally, the current average salary for Sheriff of the 9 Eastern Shore Counties is \$101,333.

Respectfully request consideration and recommend approval of Worcester County Draft Resolution to update the Worcester County Sheriff's salary to at least \$101,200 after the election of November 2022. If approved, this Draft Resolution would become Resolution 22-2.

Draft, if approved will be RESOLUTION 22-2

RESOLUTION NO. 22-__ RESOLUTION ESTABLISHING SALARY AND ALLOWANCES FOR THE WORCESTER COUNTY SHERIFF FOR THE 2022–2026 TERM

Recitals

- A. Maryland Code Cts. & Jud. Proc. § 2-337 provides that the Sheriff of Worcester County must receive an annual salary as set by the County Commissioners of at least \$85,000;
- B. The salaries of elected officials may not be changed during their term in office and must be established for the term before the filing deadline of the term;
- C. 2022 is an election year for all local elected officials and the terms of elected officials will commence after November 2022;

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the Worcester County Sheriff shall receive such compensation and allowances for the term of office commencing after the election of November 2022 as indicated below:

- 1. The Salary of the Sheriff shall be \$101,200 per year.
- 2. The Sheriff may also be entitled to receive an allowance or reimbursement for such other specific extraordinary expenses incurred in the course of his official duties as may have been specifically authorized and approved by the County Commissioners.

AND BE IT FURTHER RESOLVED that this Resolution shall take effect upon the commencement of the 2022–2026 term.

PASSED AND ADOPTED this	day of, 2022:
Attest:	County Commissioners of Worcester County, Maryland
Weston S. Young Chief Administrative Officer	Joseph M. Mitrecic, President
	Theodore J. Elder, Vice President
	Anthony W. Bertino, Jr., Commissioner
	Madison J. Bunting, Jr., Commissioner
	James C. Church, Commissioner
	Joshua C. Nordstrom, Commissioner
	Diana Purnell, Commissioner

ITEM 7

Job #2730 - SHERIFF												
Entity	# Inc	Pay Basis	Salary Comb	F/T	Ret	Health	Dental	Life	401	457	Updated	Comments
ALLEGANY COUNTY	1	Annual	\$90,000.00	~	~	$\overline{}$	~	~		~	10/02/2020	
Anne Arundel County	0	Annual	\$0.00									
Baltimore County	1	Annual	\$90,000.00	~	~	\ \triangle \ \tri	$\overline{}$	~			10/02/2020	
Calvert County	1	Annual	\$139,391.00	~	~	~	$\overline{}$	~	~	~	08/18/2020	
Caroline County	1	Monthly	\$100,053.00		~	~	~	~		~	07/15/2020	Paid bi-weekly
Carroll County	1	Annual	\$110,000.00		~	~	~	~	~	~	07/27/2020	
Cecil County	1	Annual	\$117,843.00	~	~	~	~	~		V	08/03/2020	
Charles County	1	Annual	\$152,324.00	~	~	~	~	~		~	07/27/2020	1
Dorchester County	1	Annual	\$96,853.00	~	~	~	~				09/17/2019	1
rederick County	1	Annual	\$125,000.00		~	~	~	~		$\overline{}$	09/03/2019	
Garrett County	1	Annual	\$85,000.00	~	~	- V	$\overline{}$	~	~	$\overline{}$	10/29/2019	
Harford County	1	Annual	\$138,598.00	~	~	~	$\overline{}$	~	~	~	10/23/2019	
Howard County	1	Annual	\$101,000.00	~							08/23/2019	
Cent County	1	Annual	\$96,853.00		~	~	$\overline{}$				10/11/2019	
Montgomery County	0	Annual	\$0.00									
Prince George's County	1	Annual	\$169,433.00	~	~	-	~	~		~	09/01/2020	
Queen Anne's County	1	Annual	\$151,333.00	~	~	~	$\overline{}$	~		~	08/22/2019	1
St, Mary's County	1	Annual	\$139,391.00	~	~	~	$\overline{}$	~		~	07/10/2020	
Somerset County	1	Annual	\$75,000.00	~	~	~	$\overline{}$	~	~	~	10/08/2019	
albot County	1	Annual	\$91,620.00	~	~	~	~	$\overline{}$		~	08/17/2020	
Vashington County	1	Annual	\$110,011.20	~	~	~	~	~			08/28/2020	
Vicomico County	1	Annual	\$95,000.00	~	~	~	$\overline{}$	~	~	~	10/01/2020	
Worcester County	0	Annual	\$0.00									

Maco 2021 Sheriff's Salaries

Job # 21010 - COUNTY SHERIFF (IF FULL-SERVICE LAW ENFORCEMENT FUNCTION)

Serves as department head for police. Oversees suppression of disturbances and breaches of peace. Oversees the apprehension of all persons committing any offense against the laws of the State or ordinances of the city. Prepares and negotiates departmental budget. Makes final approval for hiring and terminating of all staff within the department. Promotes law enforcement by speaking with various groups both inside and outside of the community. Develops more effective procedures for law enforcement. Reports to the Council or Commission and Mayor on behalf of the police department staff. Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminology, public administration, or a closely related field and ten (10) years of administrative or supervisory experience at the level of a police lieutenant; must be P.O.S.T. certified or an equivalent combination of education and experience.

							Range		Actual	
Entity	Preferred Title	Reports To	As Of	Hr/Yr	inc	Min	Mid	Max	Avg	Updated
Prince George's County	Director, Police Department		07/2020	2080.0	2	\$114,129	\$168,088	\$222,047	\$235,822	09/02/2020
Anne Arundel County	Chief Of Police		07/2020	2080.0	1	\$116,674	\$160,842	\$205,010	\$205,011	08/06/2020
Montgomery County			07/2019	2080.0	0	\$81,277	\$106,852	\$132,427	\$137,062	07/29/2019
Baltimore City	Police Captain		07/2019	2080.0	12	\$120,773	\$120,773	\$120,773	\$129,372	10/24/2019
Dorchester County			07/2019	2080.0	0	\$96,853	\$96,853	\$96,853	\$96,853	09/28/2020
Wicomico County			07/2020	2080.0	0	\$0	\$0	\$0	\$95,000	10/02/2020
ALLEGANY COUNTY	Sheriff		07/2020	2080.0	1	\$0	\$0	\$0	\$90,000	10/01/2020
			Average			\$105,941	\$130,682	\$155,422	\$141,303	
	# of Respondents	s				5	5	5	7	
	Standard Deviation	n				\$16,531	\$32,091	\$54,903	\$57,597	
	Standard Erro	r				\$7,393	\$14,351	\$24,554	\$21,770	

Worcester County Sheriff's Office

Matthew Crisafulli Sheriff



Douglas Dods Chief Deputy

January 29, 2021

Worcester County Commissioners Office 1 West Market Street, Room 1103 Snow Hill, MD 21863

Commissioners,

Currently, State Law establishes the Sheriff of Worcester County pay at a minimum of \$85,000.00 annually (Courts and Judicial Proceedings, 2-337. In January 2015, the salary was approved by the County Commissioner's to be \$88,000.00.

Given that the Sheriff is the chief law enforcement official for Worcester County and carries the highest level of accountability, I am proposing an adjustment to the pay scale.

As we know, the Sheriff does not get steps or cost of living increases. Currently, the Sheriff is one of the lowest paid of all County Government Department Heads and the States Attorney of Worcester County. Bringing this scale up puts the Sheriff's pay at a more equitable rate. If we look are surrounding counties, given comparable staffing (Worcester County Sheriff 118 employees), Wicomico County Sheriff with 111 full time employees earns \$95,000.00; Kent County Sheriff with 28 Full time employees, \$103,253, Talbot County Sheriff with 40 full time employees \$91,620.00.

I am asking that you consider a fifteen percent increase for the next term (starting December 2022). This is factored with not getting steps or cost of living increases. A 15 % increase would establish the Sheriff's pay at \$101,200.00. This is still much lower than our States Attorney's Office. That elected Office is paid based on 90% of the District Court Judges salary. Having this pay rate established is a fair and equitable rate for a position that garners the highest degree of accountability in our county.

I thank you in advance for your consideration into this important request.

"Proud to Protect, Ready to Serve"

Worcester County Sheriff's Office One West Market Street, Room 1001 Snow Hill, MD 21863 410-632-1111- phone / 410-632-3070- fax TEL: 410-632-1194 FAX: 410-632-3131 E-MAIL: admin@co.worcester.md.us WEB: www.co.worcester.md.us

COMMISSIONERS

JAMES C. CHURCH, PRESIDENT

MERRILL W. LOCKFAW, JR., VICE PRESIDENT

JUDITH O. BOGGS

MADISON J. BUNTING, JR.

LOUISE L. GULYAS

JAMES L. PURNELL, JR.

VIRGIL L. SHOCKLEY



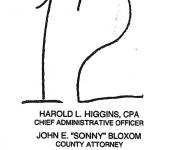
OFFICE OF THE COUNTY COMMISSIONERS

Morcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND
21863-1195

January 28, 2014



TO:

Harold L. Higgins, Chief Administrative Officer

FROM:

Kelly Shannahan, Assistant Chief Administrative Officer \mathcal{U} .

As you are aware, the salary of the Worcester County Sheriff is established in Section 2-309(y) of the Courts and Judicial Proceedings Article of the Annotated Code of Maryland which states "The Sheriff of Worcester County shall receive an annual salary as set by the County Commissioners of at least \$85,000." As a result, the Sheriff's salary is automatically set at \$85,000 annually for each term unless the County Commissioners pass a resolution to increase the salary prior to the election filing deadline for an upcoming term.

To assist the Commissioners in this decision, I have included a copy of the FY12 Maryland Association of Counties (MACo) salary survey which indicates an average statewide Sheriff's salary of \$92,279. Sheriff's salaries on the 9 Eastern Shore counties currently range from a low of \$60,000 in Somerset County to a high of \$85,750 in Dorchester County. Furthermore, the Worcester County State's Attorney will receive a salary increase of 3.5% by virtue of the increased salary of the Maryland District Court Judges to which the State's Attorney's salary is linked by State law. I understand that the County Commissioners are inclined to increase the Sheriff's salary by 3.5% for the upcoming 2014-2018 term as well.

As a result, I have drafted the attached resolution for the County Commissioners' consideration at one of their meetings in February for adoption prior to the February 25, 2014 filing deadline for the upcoming 2014 term. If you should have any questions or concerns, please feel free to contact me.

cc:

George Bradley, Human Resources Director Kathy Whited, Budget Officer APPROVED
Worcester County Commissioners
Date 44 2/4/14

RESOLUTION ESTABLISHING SALARY AND ALLOWANCES FOR THE WORCESTER COUNTY SHERIFF FOR THE 2014-2018 TERM

WHEREAS, Section 2-309 of the Courts and Judicial Proceedings Article of the Annotated Code of Maryland provides that the Sheriff of Worcester County shall receive an annual salary as set by the County Commissioners of at least \$85,000; and

WHEREAS, the salaries of elected officials may not be changed during their term in office and must be established for said term prior to the filing deadline of said term; and

WHEREAS, 2014 is an election year for all local elected officials and the terms of said elected officials shall commence after November 2014; and

WHEREAS, the complexity and magnitude of the duties of local elected officials continue to increase substantially each year, and

WHEREAS, the annual salary of the Worcester County State's Attorney will increase by 3.5% as the result of a State increase to the salary of a Judge of the District Court of Maryland to which the State's Attorney's salary is tied.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the Worcester County Sheriff shall receive such compensation and allowances for the term of office commencing after the election of November 2014 as indicated below:

- 1. The salary of the Sheriff shall be \$88,000 per year.
- 2. The Sheriff may also be entitled to receive an allowance or reimbursement for such other specific extraordinary expenses incurred in the course of his official duties as may have been specifically authorized and approved by the County Commissioners.

AND, BE IT FURTHER RESOLVED that this Resolution shall take effect upon the commencement of the 2014-2018 term.

PASSED AND ADOPTED this 4th day of February, 2014.

ATTEST:

Harold L. Higgins

Chief Administrative Officer

WORCESTER COUNTY COMMISSIONERS

Tames C. Church, President

I felle (1) parties

Mepfill W. Lockfaw, Jr., Vice President

Judith O. Boggs

Madison I Bunting Ir

Tour

Absent

James L. Purnell, Jr.

Virgil L. Shockley



ZONING DIVISION BUILDING DIVISION DATA RESEARCH DIVISION



Morcester County

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

TEL: 410-632-1200 / FAX: 410-632-3008 http://www.co.worcester.md.us/departments/drp ADMINISTRATIVE DIVISON CUSTOMER SERVICE DIVISION TECHNICAL SERVICE DIVISION

MEMORANDUM

TO:

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

FROM:

William Bradshaw, P.E., County Engineer/Building Administrator

DATE:

December 22, 2021

SUBJECT:

Worcester County Jail Building Improvements Phase 2

Recommendation to Award Contractor Services

Recommendation Summary

Proposals were received from Bancroft Construction, Whiting-Turner, and W.M. Schlosser. We recommend to award the work to Bancroft Construction Company to complete the phase 2 building improvements for the Worcester County Jail. This recommendation is the lowest cost proposal (see table page 3), includes add/alternates and the proposed contract will total \$11,181,315 with Bancroft. Funding is included in the Capital Improvement Plan with requested budget of \$11,955,670. Based on the Bancroft proposal, engineering (previously contracted), commissioning, incentive and owner contingency the total estimate is \$12,015,419 (increase of \$19,749) to complete this project. The table below represents the project estimate.

Phase 2 Jail Improvement Estimate

Bancroft Const.	\$ 11,181,315
Engineering (Gipe Contracted)	\$ 582,000
Professional Services (Est)	\$ 10,000
Commissioning (Gipe)	\$ 34,000
Delmarva Incentive (LED Lights)	\$ (34,992)
Security Camera Relocations	\$ 7,500
Subtotal	\$ 11,779,823
Owners Contingency (2%)	\$ 235,596
TOTAL	\$ 12,015,419

Subject: Worcester County Jail Building Improvements Phase 2 Recommendation

to Award Contractor Services

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Background

Construction of the jail began in 1980 and includes housing units, kitchen, offices and ancillary systems to support the building. The original building was approximately 47,000 square feet. Subsequent to the original construction, alterations and additions were completed in 1988, 1998 and 2008.

The facility today is 130,000 square feet and contains equipment from the original construction in 12 of the 22 housing units. In 2018, Worcester County began a two phase building improvement project focused on replacing and updating critical infrastructure equipment and systems. Phase 1 was completed in 2019 and included kitchen HVAC, new generator, new electrical switchgear, new water heater, office HVAC and partial building controls. Now, the phase 2 work plan includes replacement of the balance of the oldest vulnerable systems with equipment and systems designed for reliability and energy savings.

Phase 2 work scope was released for bidding September 2021 and proposals were received November 22, 2021. Phase 2 work includes the following major items:

- Replacement of the 1980's vintage heating and ventilating equipment in ten housing units.
- Replacement of corridor and office heating and air conditioning systems associated with the 1988 addition.
- Replacement of two work release housing unit heating and ventilating units and office/corridor area HVAC.
- Addition of space temperature controls in the oldest building areas.
- Updated fire alarm and sprinklers in select areas.
- Addition of HVAC in the 2008 program area room to match the 1980 multipurpose room systems installed during phase 1.
- Sectional roof replacement and repairs over the 1980 and 1988 building areas.
- Replacement of kitchen interior doors.
- Options and bid alternates include (1) increased warranty duration to 2 years, (2) PVC duct jacketing, (3) laundry make-up air ventilation, (4) exterior steel coatings, (5) building HVAC controls, (6) shower enclosures, (7) select roof replacement, and (8) LED lighting replacement.

The phase 2 work is primarily designed to replace the heating and ventilating equipment in the housing units of the oldest part of the facility. Included with the primary equipment

Subject: Worcester County Jail Building Improvements Phase 2 Recommendation

to Award Contractor Services

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replacement is the installation of new ductwork which is necessary to increase ventilation rates to current standards. Air conditioning is planned in common areas (offices, hallways, meeting rooms, worker areas, and public areas). The housing units are heated and ventilated and not air conditioned. There is one housing unit currently without heat and not in service. Additional housing units are vulnerable with the same age equipment.

Phase 2 Bid Results

Complete proposals were received from three general contractors including Bancroft Construction, Whiting Turner and W.M. Schlosser. The bid results including requested alternates are shown in the table below.

			Alt 1		Alt 2		Alt 3	8	Alt 4		Alt 5		Alt 6		Alt 7		Alt 8
Bidder	Base Bid	2 yı	warranty	PV	'C jacket	Lau	ndry MUA	Stee	l Coating	Bldg	. Controls	Sh	ower Encl	R	oof Rep	LI	ED Light
Bancroft	\$ 10,304,000	\$	39,566	\$	6,371	\$	77,472	\$	136,069	\$	40,308	\$	270,947	\$	208,777	\$	384,054
- Salisbury, MD																	
Whiting Turner - Salisbury, MD	\$ 10,387,500	\$	46,800	\$	7,200	\$	82,700	\$	198,000	\$	43,000	\$	256,000	\$	239,700	\$	416,100
WM Schlosser - Hyattsville, MD	\$ 12,422,000	\$	33,000	\$	7,500	\$	82,000	\$	174,000	\$	38,000	\$	285,000	\$	232,000	\$	410,000

Bancroft Construction Company provided the lowest cost base proposal and pricing for all solicited alternates. The proposals have been reviewed with Gipe Engineering and Jail Staff and alternates have been evaluated and prioritized. Regarding alternates, we recommend the underlined/highlighted alternates in the above table as follows:

- 1. Extended Warranty This will add extended warranty coverage to two years and allow for seasonal exposure to equipment functions. This project has multiple phases to allow for continued occupancy and an extended warranty will allow more concurrent coverage of separate building areas.
- 2. PVC Jacketing Includes a protective covering for ductwork and piping insulation and extends the service life of the insulation. This is consistent with currently installed equipment at the facility.
- 3. Steel Coating This provides cleaning and painting of ten exterior exercise yard structural steel. The existing coating has failed and needs to be repaired.

Subject: Worcester County Jail Building Improvements Phase 2 Recommendation

to Award Contractor Services

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4. Building Controls – Improvements in building controls includes system replacement of the existing facility controls and is consistent with systems currently being installed at other County facilities. This system will improve monitoring and maintenance troubleshooting for the entire facility and provide for standardization of the building controls.

- 5. Shower Enclosures This provides for the replacement of shower facilities liners and fixtures with more durable stainless steel components to improve hygiene and reduce maintenance. Facility audits repeatedly flag the existing showers as deficient.
- 6. LED Lighting This provides for LED lighting replacement in housing unit and corridor areas where work is planned instead of reusing the old fixtures. Some light replacement is inevitable due to the age and removal/reinstall of existing equipment. The base work scope includes an estimated replacement quantity with unit pricing. The Alternate 8 includes all new LED lights in areas where work is planned. New lighting will improve building security for employees and reduce operating costs.

In addition to selecting efficient equipment for installation, we have been working with Delmarva Power to identify incentives for energy savings. Delmarva has provided preliminary incentive of \$34,992 with the LED lighting alternate. The new heating and ventilation systems will provide savings by incorporating energy recovery, efficient fan motors and building controls. Annual electric and fuel savings are estimated to be \$40,000 per year.

Bid Recommendation and Funding

Bancroft Construction submitted the least cost complete proposal. Gipe has worked with Bancroft previously and Bancroft has completed the phase 1 work for the jail. The table above includes underlined/highlighted recommended award scope items. The total Bancroft recommended contract amount including the selected alternates is \$11,181,315. In addition, it is recommended to retain Gipe Engineering to provide system commissioning for all installed equipment.

Funding for this scope of work is presently designated in the capital improvement plan budget estimate of \$11,955,670 with a combination of funds from assigned fund balance and

Subject:

Worcester County Jail Building Improvements Phase 2 Recommendation

to Award Contractor Services

Page:

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general bonds. Based on the new bid results the phase 2 cost estimate for this project is \$12,015,419 which is \$19,749 above the capital plan budget estimate. The table below shows the recommended contract cost, cost of engineering (previously contracted and 80% complete), estimated services, commissioning, camera relocations and contingency.

Phase 2 Jail Improvement Estimate

Bancroft Const.	\$ 11,181,315
Engineering (Gipe Contracted)	\$ 582,000
Professional Services (Est)	\$ 10,000
Commissioning (Gipe)	\$ 34,000
Delmarva Incentive (LED Lights)	\$ (34,992)
Security Camera Relocations	\$ 7,500
Subtotal	\$ 11,779,823
Owners Contingency (2%)	\$ 235,596
TOTAL	\$ 12,015,419

This project work scope including the recommended alternates will extend the useful life of the oldest sections of the facility and provide for more reliable and efficient operation. Commissioner approval is requested to allow contract execution with Bancroft Construction and the project budget adjustment.

If there are questions, please let me know. Thank you.

Cc: Fulton Holland, Warden

Attachments:

Bancroft Construction Bid Received 11/22/21
Whiting Turner Bid Received 11/22/21
WM Schlosser Bid Received 11/22/21
Gipe Engineering Bid Recommendation and Tabulation
Commissioning Services – Gipe Engineering Services Proposal

SECTION 004100: BID FORM

GENERAL CONSTRUCTION CONTRACT

Date: November 22, 2021

PROJECT IDENTIFICATION: WORCESTER CO. DETENTION CENTER PHASE 2/

HVAC/ROOFING/ELECTRICAL RENOVATIONS SNOW HILL, WORCESTER COUNTY, MARYLAND

BID TO:

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MD

BID FROM:

Bancroft Construction Company

2324 W. Zion Road, Suite 108

Salisbury, MD 21801

- The undersigned BIDDER agrees, if this Bid is accepted, to enter into an agreement with OWNER, on the form included in the Bidding Documents, to perform and furnish and Work as specified or indicated in the Bidding Documents, for the Bid Price and within the Bid Times indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.
- 2. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:
 - a. This Bid will remain subject to acceptance for ninety (90) days after the day of Bid opening;
 - b. The Owner has the right to reject this Bid;
 - c. BIDDER accepts the provisions of the Instructions and Supplementary Instructions to Bidders regarding disposition of Bid Security;
 - d. BIDDER will sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within 15 days after the date of OWNER'S Notice of Award:
 - e. BIDDER has examined copies of all the Bidding Documents;
 - f. BIDDER has visited the site and become familiar with the general, local, and site conditions;
 - g. BIDDER is familiar with federal, state, and local laws and regulations;
 - h. BIDDER has correlated the information known to BIDDER, information and observations obtained from visits to the site, reports and drawings identified in the Bidding Documents and additional examinations, investigations, explorations, tests, studies, and data with the Bidding documents;
 - i. The Bid is genuine and not made in the interest of or on behalf of an undisclosed person, firm, or corporation and is not submitted in conformity with an agreement or rules of a group, association, organization, or corporation. BIDDER has not directly or indirectly induced or solicited another Bidder to submit a false or sham Bid: BIDDER has not solicited or induced a person, firm, or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself an advantage over another BIDDER or over OWNER.

W.O.#20059

	j. BIDDER has received the following Addenda receipt of which is hereby acknowledged:
	Addendum No. 1 Dated 10/11/21 Addendum No. 4 Dated 11/3/21
	Addendum No. 2 Dated 10/25/21 Addendum No. 5 Dated 11/11/2
	Addendum No. 3 Dated 11/1/21 Addendum No. 6 Dated 11/16/2
3.	The amount of stated allowances (\$125,000.00) shall be included in the Bidder's stated stipulated lump sum bid price.
4.	The amount of unit prices where quantities are provided shall be included in the Bidders' stated stipulated lump sum bid price.
5.	Delivery Time: BIDDER will indicate in weeks the delivery time from an approved submittal for Rooftop Units: 24 weeks."
6.	BIDDER will complete the Work in accordance with the Contract Documents for the following price(s): STIPULATED-SUM BID PRICE (also known as Base Bid) Len William Hurch hundred (\$10,304,000 %) (figures)
	The Bidder proposes the following Alternate prices for modifications of the work covered by the Base Bid and as set forth in the Bid Documents (General Requirements, Division 01, Section 012300 Alternates). Each Alternate may be accepted or rejected at the time of Award of Contract (use words and figures).
	ALTERNATES
	Alternate No. 1: Two Year Warranty
	Add Thirty nine thousand Dollars (\$ 39566 a) (in words) (in númerals)
	Alternate No. 2: PVC Jacketing
	Add Six housand three hurardollars (\$ 6,3710) (in words) swenty one (in numerals)
	Alternate No. 3: Laundry Make-Up Air Unit
	Add Sloenty seventhursand Dollars (\$ 1747200) (in words free hundred seventy turn numerals)
	Alternate No. 4: Exterior Exercise Enclosures
	Add One hundred thirty of KDollars (\$ 136,0690) Him words) (in numerals)
	Alternate No. 5: Existing ATČ System Integration
	Add tor tythinisand three Dollars (\$ 40,30800) (in numerals)
	· · · · · · · · · · · · · · · · · · ·

BID FORM

W.O.#20059

Add Two hundred seventy thrusbollars (\$ 270,947)

(in words) hinchendred triby seven (in numerals)

Alternate No. 7: Roof Replacement

Add Two hundred eight husandrollars (\$ 208,777)

(in words) fin words seventy seven (in numerals)

Alternate No. 8: LED Lighting

Add Mark hundred eight free Dollars (\$ 38+05+00)

(in words) fifty free dollars

LINIT PRICES

The Bidder acknowledges that, the Owner may order changes in the Work and that the contract price may be increased or decreased based on Unit Prices for the cost or credit respectively.

Unit Prices are for single units of measurement and are subject to applicable provisions of Contract Documents for the work involved, whether or not it is specifically stated, within Unit Prices. Unit Prices are required for each unit listed whether or not work is presently required by the Contract Documents. Refer to Division 01 Specification Section 012200 for additional information.

The Bidder proposes the following Unit Prices for certain Changes in the Work:

ITE	M NO. DESIGNATION UNIT	OF MEASUREMENT	UNIT PRICE (Dollars/Cts.)	EST. QTY.	TOTAL PRICE (Dollars)
1.	Type A-3 Lighting Fixture Repl.	Each	s 5 00400	3	\$615000 1512:00
2.	Type B-1 Lighting Fixture Repl.	Each	\$ 86 00	5	s 430500
3.	Type C-1 Lighting Fixture Repl.	Each	\$ 929.25	12	811151W
4.	Type C-2 Lighting Fixture Repl.	Each	s 10080	3	\$ 3024 av
5.	Type H-2 Lighting Fixture Repl.	Each	\$ 145.50	3	\$ 2234.50
6.	Roof Patching	Sq. Ft.	\$ 36.15	500	\$ 1837500
	To	otal Amount Included i	n Bidder's Stipula		s 40,603.50

- 7. BIDDER agrees that the Work will be substantially complete and ready for final payment in accordance with the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- 8. The Owner shall retain the sum of Three Hundred Dollars (\$300.00) for each calendar day in excess of the completion date set forth in the Contract Documents as liquidated damages and not as a penalty.
- 9. The following documents are attached to and made a condition of this Bid:
 - (a) AIA A-310 Bid Bond
 - (b) AIA A-305 Contractors Qualification Statement, if requested by Engineer

BID FORM

- (c) 004350 Subcontractor's/Manufacturer's Listing Form
- (d) 004500 Affidavit of Qualification to Bid

Michael Petka, VP Preconstruction

- (e) 004600 Affidavit I Non-Collusion Certificate
- (f) 004700 Affidavit II Disclosure of Interest by Persons Doing Business with COUNTY COMMISSIONERS OF WORCESTER COUNTY

___, being first duly sworn deposes and says that he is an

officer in the building of making a certain propo COMMISSIONERS OF that said bidder has not person to put in sham be sought by agreement or or the affidavit or any of any bidder, or to secu contract; and that all states	sal or bid dated	November 22, 2021 DUNTY and that this I, connived or agreed om bidding, and has nunication or confere x any overhead, profigainst the owner or a	bid is genuine and not in any manner, dence, with any person it or cost element of s	2021, to CO ot collusive or y, with any bilirectly or ind to fix the bid said bid price,	UNTY sham; dder or irectly, prices or that
Signatu	re of: Michael Petka,	, VP Peconstruction			
x	Bidder if the bidder	r is an individual		16 5-	
x	Partner if the bidde	er is a partnership			
x	Officer if the bidde	er is a corporation			
Register	red Maryland Contr	ractor No.07826663			
Subscri	bed and sworn before	re me this 22nd	day of November	1777	, 2021.
x	Jane 1	Best . Steel	K JIII BEST-N	EICHI	
		Best-Weick	E S. Co	02:	
Му соп	nmission expires: _	April 15, 2023	APRIL 15,	2023	
	1	END OF SECTION	AOTARY OF DE	ELANITI	

SECTION 004350: SUBCONTRACTOR'S/MANUFACTURER'S LISTING FORM

subcontracts to the following subcon	tractors. Where we intend to perform the work with our own forces, This form is to be submitted to the same location as the bid, and at
Site Work	Name: Bancroft Construction
	Address: Salisbury, MD
Concrete	Name: Bancroft Construction
	Address: Salisbury, MD
Structural Steel Fabrication	Name: Custom Welding Fabricating
	Address: Cambridge, MB
Roofing	Name: Ivon shore Contracting
	Address: Baltimore, MD
Testing/Balancing	Name: Butler Balancing
	Address: Down natown, PA
Mechanical	Name: Joseph T Richardson
	Address: Harrington, DE
Fire Protection/Sprinkler System	Name: Bay side Five Protection
	Address: Sadisbury, MD
Electrical	Name: Lywood Electrical
	Name: Lywood Electrical Address: Feduralsburg, MD
Fire Alarm System	Name: Johnson Controls

W.O.#20059

Address: New Casille, DE

Mechanical Insulation Contractor

Name: A. M. Insulation

Address: Salisbung

Rooftop Unit Manufacturer

Name: Johnson Controls

Address: New Castle, DE

November 22, 2021 (date)

Bancroft Construction Company

Firm Name

Signature Rob Jadick, Project Executive

END OF SECTION

TITLE:

WORCESTER CO DETENTION CENTER HVAC RENOVATION WORCESTER COUNTY, SNOW HILL, MARYLAND

DISCLOSURE OF INTEREST BY PERSONS DOING BUSINESS WITH COUNTY COMMISSIONERS OF WORCESTER COUNTY

The undersigned does hereby declare that no officer or employee of COUNTY COMMISSIONERS OF WORCESTER COUNTY, whether elected or appointed has in any manner whatsoever any interest in or has received prior to hereto or will receive subsequent hereto any benefit, monetary or material consideration from the profits or emoluments of this contract, job, work or service for the COUNTY COMMISSIONERS OF WORCESTER COUNTY, and that no officer or employee has accepted or received or will receive, directly or indirectly, any part of any fee, commission or other compensation paid or payable by the COUNTY COMMISSIONERS OF WORCESTER COUNTY in connection with the contract, job, work, or service for the COUNTY COMMISSIONERS OF WORCESTER COUNTY, excepting, however, the receipt of dividend or corporation stock.

I, we do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing affidavit are true and correct to the best of my knowledge, information and belief.

November 22, 2021		
DATE	•	
SIGNATURE		
Rob Jadick, Project Executive		
PRINTED NAME AND TITLE		
FIRM NAME AND ADDRESS	Bancroft Construction Company	
	2324 W. Zion Road, Suite 108	
	Salisbury, MD 21801	
TELEPHONE NUMBER	Cell: 302-690-6934	
E-MAIL	rjadick@bancroftusa.com	

SECTION 004500: AFFIDAVIT OF QUALIFICATION TO BID

1. I am the VP Preconstruction	and the duly authorized representative of
(Title)	
the firm Bancroft Construction Company	whose address is 2324 W. Zion Road, Suite 108
· · · · · · · · · · · · · · · · · · ·	uthority to make this affidavit on behalf of myself
its officers, directors, or partners, or any of its emplo State or any county, bi-county or multi-county agend or have pleaded nolo contendere to a charge of, or ha other proceeding admitted in writing or under oath a	of the Annotated Code of Maryland or under the laws
3. State "none" or, as appropriate, list any convabove, with the date, court, official, or administrative with the firm, and sentence or disposition if any.	iction, plea, or admission described in paragraph 2 body; the individuals involved and their position
County and where appropriate to the State of Maryla Code of Maryland. I acknowledge that, if the representation of the Workester County Commissioners may be correct.	entations set forth in this affidavit are not true and
appropriate action. I further acknowledge that I am e Annotated Code of Maryland, which provides that coadmitted to bribery, attempted bribery, or conspiracy law or after a hearing, from entering in to contract w	ertain persons who have been convicted of or have to bribe may be disqualified, either by operation of ith the State or any of its agencies or subdivisions.
appropriate action. I further acknowledge that I am e Annotated Code of Maryland, which provides that coadmitted to bribery, attempted bribery, or conspiracy law or after a hearing, from entering in to contract w	xecuting this affidavit in compliance with the rtain persons who have been convicted of or have to bribe may be disqualified, either by operation of
appropriate action. I further acknowledge that I am e Annotated Code of Maryland, which provides that coadmitted to bribery, attempted bribery, or conspiracy law or after a hearing, from entering in to contract w I do solemnly declare and affirm under the pare true and correct. Subscribed and sworn to be before me	executing this affidavit in compliance with the extain persons who have been convicted of or have to bribe may be disqualified, either by operation of ith the State or any of its agencies or subdivisions.
Annotated Code of Maryland, which provides that coadmitted to bribery, attempted bribery, or conspiracy law or after a hearing, from entering in to contract will do solemnly declare and affirm under the pare true and correct. Subscribed and sworn to be before me On this 122nd date of November , 202	executing this affidavit in compliance with the extain persons who have been convicted of or have to bribe may be disqualified, either by operation of ith the State or any of its agencies or subdivisions. The extra contents of this affidavit (signature)
appropriate action. I further acknowledge that I am e Annotated Code of Maryland, which provides that coadmitted to bribery, attempted bribery, or conspiracy law or after a hearing, from entering in to contract will I do solemnly declare and affirm under the pare true and correct. Subscribed and sworn to be before me	executing this affidavit in compliance with the extain persons who have been convicted of or have to bribe may be disqualified, either by operation of ith the State or any of its agencies or subdivisions. The extra contents of this affidavit (signature)

W.O.#20059

TITLE:

WORCESTER CO DETENTION CENTER HVAC RENOVATION

WORCESTER COUNTY, SNOW HILL, MARYLAND

NON-COLLUSION CERTIFICATE
COUNTY OF: New Castle
STATE OF: Delaware
Before me, the undersigned, a Notary Public, in and for the County and State aforesaid,
personally appeared Michael Petka, VP Preconstruction of Bancroft Construction Company
and made oath in due form of law that the Respondent herein
his Agents, servants and/or employees, to the best of his knowledge and belief, have not in any way colluded with anyone for and on behalf of the Respondent, or themselves, to obtain information that would give the Respondent an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Respondent, or themselves, to gain any favoritism in the award of the Contract herein.
(NOTARY PUBLIC) Jane Best-Weick SOSIMMON AND SOSIMININININININININININININININININININI

W.O.#20059

SECTION 004100: BID FORM

GENERAL CONSTRUCTION CONTRACT

Date: November 22, 2021

PROJECT IDENTIFICATION: WORCESTER CO. DETENTION CENTER PHASE 2/

HVAC/ROOFING/ELECTRICAL RENOVATIONS SNOW HILL, WORCESTER COUNTY, MARYLAND

BID TO:

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MD

BID FROM:

The Whiting-Turner Contracting Company

100 West Main Street

Salisbury, MD 21801

- The undersigned BIDDER agrees, if this Bid is accepted, to enter into an agreement with OWNER, on the form included in the Bidding Documents, to perform and furnish and Work as specified or indicated in the Bidding Documents, for the Bid Price and within the Bid Times indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.
- 2. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:
 - a. This Bid will remain subject to acceptance for ninety (90) days after the day of Bid opening;
 - b. The Owner has the right to reject this Bid;
 - c. BIDDER accepts the provisions of the Instructions and Supplementary Instructions to Bidders regarding disposition of Bid Security;
 - d. BIDDER will sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within 15 days after the date of OWNER'S Notice of Award;
 - e. BIDDER has examined copies of all the Bidding Documents;
 - f. BIDDER has visited the site and become familiar with the general, local, and site conditions:
 - g. BIDDER is familiar with federal, state, and local laws and regulations;
 - h. BIDDER has correlated the information known to BIDDER, information and observations obtained from visits to the site, reports and drawings identified in the Bidding Documents and additional examinations, investigations, explorations, tests, studies, and data with the Bidding documents;
 - i. The Bid is genuine and not made in the interest of or on behalf of an undisclosed person, firm, or corporation and is not submitted in conformity with an agreement or rules of a group, association, organization, or corporation. BIDDER has not directly or indirectly induced or solicited another Bidder to submit a false or sham Bid: BIDDER has not solicited or induced a person, firm, or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself an advantage over another BIDDER or over OWNER.

BID FORM

W.O.#20059

	j. BIDDER has received the following Addenda receipt of which is hereby acknowledged:
	Addendum Noi Dated 10.11.21 Addendum No4 Dated 11.4.21
	Addendum No. 1 Dated 10.11.21 Addendum No. 4 Dated 11.4.21 Dated 11.1.21 Addendum No. 2 Dated 10.25.21 Addendum No. 5 Dated 11.11.21 Dated 11.16.21 Addendum No. 3 Dated 11.1.21 Addendum No. 6 Dated 11.16.21
	Addendum No. 3 Dated 11.1.21 Addendum No. 6 Dated 11.16.21
١.	The amount of stated allowances (\$125,000.00) shall be included in the Bidder's stated stipulated lump sum bid price.
ļ.	The amount of unit prices where quantities are provided shall be included in the Bidders' stated stipulated lump sum bid price.
5.	Delivery Time: BIDDER will indicate in weeks the delivery time from an approved submittal for Rooftop Units: 24 weeks."
5.	BIDDER will complete the Work in accordance with the Contract Documents for the following price(s):
	STIPULATED-SUM BID PRICE (also known as Base Bid) TEN-MILLION, THREE-HUNDRED &
	STIPULATED-SUM BID PRICE (also known as Base Bid) TEN-MILLION, THREE-HUNDRED (use words) (figures) - SEVEN THUSAND, FIVE HUNDRED
	The Bidder proposes the following Alternate prices for modifications of the work covered by the Base Bid and as set forth in the Bid Documents (General Requirements, Division 01, Section 012300 Alternates). Each Alternate may be accepted or rejected at the time of Award of Contract (use words and figures).
	ALTERNATES
	Alternate No. 1: Two Year Warranty
	Add FOLTY SIX THOSEND, EGM-HUNDRED Dollars (\$ 46,800. 0) (in numerals)
	Alternate No. 2: PVC Jacketing
	Add Seven-Thas And, Two Handles Dollars (\$ 7,200. (in numerals)
	Alternate No. 3: Laundry Make-Up Air Unit
	Add GGWTY-Two Trassand, SOEN-HUNDOR (\$ 82,700.** (in words) (in numerals)
	Alternate No. 4: Exterior Exercise Enclosures
	Add ONE-HUNDRED NINETY-EIGHT THOUSAND Dollars (\$ 198,000.*) (in words) (in numerals)
	Alternate No. 5: Existing ATC System Integration
	Add <u>Forty - 7 three Thousand</u> Dollars (\$ 43,000.00) (in words) (in numerals)

BID FORM

Alternate No. 6: Shower Enclosure Restoration

UNIT PRICES

The Bidder acknowledges that, the Owner may order changes in the Work and that the contract price may be increased or decreased based on Unit Prices for the cost or credit respectively.

Unit Prices are for single units of measurement and are subject to applicable provisions of Contract Documents for the work involved, whether or not it is specifically stated, within Unit Prices. Unit Prices are required for each unit listed whether or not work is presently required by the Contract Documents. Refer to Division 01 Specification Section 012200 for additional information.

The Bidder proposes the following Unit Prices for certain Changes in the Work:

ITE	M NO. DESIGNATION UNIT	OF MEASUREMENT	UNIT PRICE (Dollars/Cts.)	EST. QTY.	TOTAL PRICE (Dollars)
1.	Type A-3 Lighting Fixture Repl.	Each	s 480-	3	\$ 1,439
2.	Type B-1 Lighting Fixture Repl.	Each	\$ 820 -	5	5 4,100
-3.	Type C-1 Lighting Fixture Repl.	Each	\$ 885	12	\$ 10,620
· 4.	Type C-2 Lighting Fixture Repl.	Each	\$ 960	3	\$ 2,880 -
5.	Type H-2 Lighting Fixture Repl.	Each	\$ 710	3	\$ 2,130
6.	Roof Patching	Sq. Ft.	\$ 22	500	\$ 11,000
	To	otal Amount Included i	n Bidder's Stipul	ated Lump Sum	\$ 32.169.00

- 7. BIDDER agrees that the Work will be substantially complete and ready for final payment in accordance with the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- 8. The Owner shall retain the sum of Three Hundred Dollars (\$300.00) for each calendar day in excess of the completion date set forth in the Contract Documents as liquidated damages and not as a penalty.
- 9. The following documents are attached to and made a condition of this Bid:
 - (a) AIA A-310 Bid Bond
 - (b) AIA A-305 Contractors Qualification Statement, if requested by Engineer

W.O.#20059

- (c) 004350 Subcontractor's/Manufacturer's Listing Form
- (d) 004500 Affidavit of Qualification to Bid
- (e) 004600 Affidavit I Non-Collusion Certificate
- (f) 004700 Affidavit II Disclosure of Interest by Persons Doing Business with COUNTY COMMISSIONERS OF WORCESTER COUNTY

James J. Martini, Senior Vice President , being first duly sworn deposes and says that he is an
officer in the building construction organization known as Whiting-Turner Contracting Company, and the party making a certain proposal or bid dated November 22 , 2021, to COUNTY
COMMISSIONERS OF WORCESTER COUNTY and that this bid is genuine and not collusive or sham;
that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or
person to put in sham bid or to refrain from bidding, and has not in any manner, directly or indirectly,
sought by agreement or collusion, or communication or conference, with any person to fix the bid prices or the affidavit or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that
of any bidder, or to secure any advantage against the owner or any other person interested in the proposed
contract; and that all statements is said proposal or bid are true.
Constant, and mar an outstand to out a proposal or out and a second
Signature of
James J. Martini, Senior Vice President
X Did ion but it is a line of the control of the co
Didder if the Didder is an individual
x
Partner if the bidder is a partnership
X
Officer if the bidder is a corporation
Registered Maryland Contractor No. 03821276
Subscribed and sworn before me this day of
714 m. //4/)4
Notary Hublic
Notary Muone M. Andrews
My commission expires: May 12, 2024.
ROTATE LESS AND LAND LESS AND LESS AN
My commission expires: May 12 , 3034 . ROTARY TEND OF SECTION
The state of the s
San ER COVINS

BID FORM

SECTION 004350: SUBCONTRACTOR'S/MANUFACTURER'S LISTING FORM

If awarded this contract, we, The Whiting-Turner Contracting Company, (name of bidder) will award subcontracts to the following subcontractors. Where we intend to perform the work with our own forces, our name is listed as subcontractor. This form is to be submitted to the same location as the bid, and at the same time as the bid.

Site Work	Name: None
	Address: None
Concrete	Name:
	Address: TBD
Structural Steel Fabrication	Name: Curion WELDING INC.
	Address: CAMBRIDGE, MD
Roofing	Name: IRON - SHORE MOOFING
9	Address: BALTIMALE, MD
Testing/Balancing	Name: BOTLER BALANCING
	Address: Powning Town, PA
Mechanical	Name: ZIMMEN MECH.
	Address: Salls Buly wo
Fire Protection/Sprinkler System	Name: TBD
	Address: TBD
Electrical	Name: Lyuna Electric, INC.
	Address: Fedralstang MD
Fire Alarm System	Name: Johnson Controls

SUBCONTRACTOR'S/MANUFACTURER'S LISTING FORM

ITEM 8

WORCESTER CO DETENTION CENTER PHASE 2 RENOVATIONS

(date)

W.O.#20059

	Address:
Mechanical Insulation Contractor	Name: A+ M INSULTION Address: Sausbury, MD
Rooftop Unit Manufacturer	Name: YORK
	Address:
	The Missing Turner Contracting Company
11/22/21	The Whiting-Turner Contracting Company

Firm Name

END OF SECTION

James J. Martini, Senior Vice President

SECTION 004500: AFFIDAVIT OF QUALIFICATION TO BID

I hereby affirm that						
1.	l am the	Senior Vice President	ar	d the duly authorized representative of		
		(Title)				
the fir	m The Whiting	-Turner Contracting Company	whose a	ddress is 100 West Main Street		
	isbury, MD 21801 ne firm for which		al authority to ma	ke this affidavit on behalf of myself		
and u	ie ninn for which	I am acting.				
State or hav other bribes	ficers, directors, or or any county, bive pleaded nolo c proceeding admity, or conspiracy	or partners, or any of its emy- county or multi-county ag- contendere to a charge of, or tted in writing or under oat to bribe under the provision	ployees directly i ency, or subdivisi r having during th h acts of omission as of the Annotate	or to the best of my knowledge, any of involved in obtaining contracts with the on of the State have been convicted of, in e course of an official investigation or in which constitute bribery, attempted and Code of Maryland or under the laws 77 is not required to be reported).		
	e, with the date, c			admission described in paragraph 2 ividuals involved and their position		
Code correct appro Anno admit	ty and where app of Maryland. I a ct, the Worcester priate action. I fut tated Code of Ma tted to bribery, at	ropriate to the State of Mar acknowledge that, if the rep County Commissioners ma arther acknowledge that I are aryland, which provides tha tempted bribery, or conspir	yland and to the a resentations set for ay terminate any of m executing this a t certain persons acy to bribe may	ty Commissioners of Worcester Attorney General under the Annotated orth in this affidavit are not true and contract awarded and take any other affidavit in compliance with the who have been convicted of or have be disqualified, either by operation of any of its agencies or subdivisions.		
are tr	I do solemnly ue and correct.	declare and affirm under th	e penalties of per	jury that the contents of this affidavit		
Subse	cribed and sworn	to be before me		C CHER		
on th	Stuyth	ate of November. tary)	2021.	(Signature) James J. Martini, Senior Vice Presiden November 22, 2021 (date)		
My	CEP COV		OF SECTION			

AFFIDAVIT OF QUALIFICATION TO BID

TITLE:

WORCESTER CO DETENTION CENTER HVAC RENOVATION

WORCESTER COUNTY, SNOW HILL, MARYLAND

DISCLOSURE OF INTEREST BY PERSONS DOING BUSINESS WITH COUNTY COMMISSIONERS OF WORCESTER COUNTY

The undersigned does hereby declare that no officer or employee of COUNTY COMMISSIONERS OF WORCESTER COUNTY, whether elected or appointed has in any manner whatsoever any interest in or has received prior to hereto or will receive subsequent hereto any benefit, monetary or material consideration from the profits or emoluments of this contract, job, work or service for the COUNTY COMMISSIONERS OF WORCESTER COUNTY, and that no officer or employee has accepted or received or will receive, directly or indirectly, any part of any fee, commission or other compensation paid or payable by the COUNTY COMMISSIONERS OF WORCESTER COUNTY in connection with the contract, job, work, or service for the COUNTY COMMISSIONERS OF WORCESTER COUNTY, excepting, however, the receipt of dividend or corporation stock.

I, we do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing affidavit are true and correct to the best of my knowledge, information and belief.

DATE	
The State	ton
SIGNATURE James J. Martini, Senior Vice President	
PRINTED NAME AND TITLE	
FIRM NAME AND ADDRESS	The Whiting-Turner Contracting Company
	100 West Main Street
	Salisbury, MD 21801
TELEPHONE NUMBER	410-808-6428
E-MAIL	Scott.Saxman@Whiting-Turner.com

SECTION 004100: BID FORM

GENERAL CONSTRUCTION CONTRACT

Date:

PROJECT IDENTIFICATION: WORCESTER CO. DETENTION CENTER PHASE 2/ HVAC/ROOFING/ELECTRICAL RENOVATIONS SNOW HILL, WORCESTER COUNTY, MARYLAND

BID TO:

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MD

BID FROM:

W.M. Schlosser Company, Inc. 2400 51st Place Hyattsville, MD 20781

- The undersigned BIDDER agrees, if this Bid is accepted, to enter into an agreement with OWNER, on the form included in the Bidding Documents, to perform and furnish and Work as specified or indicated in the Bidding Documents, for the Bid Price and within the Bid Times indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.
- 2. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:
 - a. This Bid will remain subject to acceptance for ninety (90) days after the day of Bid opening;
 - b. The Owner has the right to reject this Bid:
 - c. BIDDER accepts the provisions of the Instructions and Supplementary Instructions to Bidders regarding disposition of Bid Security;
 - d. BIDDER will sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within 15 days after the date of OWNER'S Notice of Award;
 - e. BIDDER has examined copies of all the Bidding Documents;
 - f. BIDDER has visited the site and become familiar with the general, local, and site conditions:
 - g. BIDDER is familiar with federal, state, and local laws and regulations;
 - h. BIDDER has correlated the information known to BIDDER, information and observations obtained from visits to the site, reports and drawings identified in the Bidding Documents and additional examinations, investigations, explorations, tests, studies, and data with the Bidding documents;
 - i. The Bid is genuine and not made in the interest of or on behalf of an undisclosed person, firm, or corporation and is not submitted in conformity with an agreement or rules of a group, association, organization, or corporation. BIDDER has not directly or indirectly induced or solicited another Bidder to submit a false or sham Bid: BIDDER has not solicited or induced a person, firm, or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself an advantage over another BIDDER or over OWNER.

BID FORM

W.O.#20059

	j. BIDDER has received the following Addenda receipt of which is hereby acknowledged:
	Addendum No. 1 Dated 10/11/21 Addendum No. 4 Dated 11/3/21 Addendum No. 2 Dated 10/25/21 Addendum No. 5 Dated 11/11/21
	Addendum No. 2 Dated 10/25/21 Addendum No. 5 Dated 11/11/21
	Addendum No3 Dated11/1/21
3.	The amount of stated allowances (\$125,000.00) shall be included in the Bidder's stated stipulated lump sum bid price.
4.	The amount of unit prices where quantities are provided shall be included in the Bidders' stated stipulated lump sum bid price.
5.	Delivery Time: BIDDER will indicate in weeks the delivery time from an approved submittal for Rooftop Units: weeks."
6.	BIDDER will complete the Work in accordance with the Contract Documents for the following price(s): STIPULATED-SUM BID PRICE (also known as Base Bid) Twelve Million Four Hundred (\$ 12, 422,000) (figures) Thensel Dollars
	(figures) Thousand Dollars
	The Bidder proposes the following Alternate prices for modifications of the work covered by the Base Bid and as set forth in the Bid Documents (General Requirements, Division 01, Section 012300 Alternates). Each Alternate may be accepted or rejected at the time of Award of Contract (use words and figures).
	ALTERNATES
	Alternate No. 1: Two Year Warranty Add Thirty Three Thousand Dollars (\$ 33,000) (in numerals)
	Alternate No. 2: PVC Jacketing Add Seven Thousand Five Hundred Dollars (\$ 7,500 (in numerals)
	Alternate No. 3: Laundry Make-Up Air Unit 47. A.S. \$82,000 Add Inc. hundred Seventy One Money Pollars (\$ 174,000) (in words) Eighty Two Thousand (in numerals)
	Alternate No. 4: Exterior Exercise Enclosures Add <u>One Hundred Seventy Four</u> Dollars (\$ 174,000) (in words)
	Alternate No. 5: Existing ATC System Integration Add Thirty Eight Thousand Dollars (\$ 38,000 (in numerals)

W.O.#20059

Alternate No. 6: Shower Enclosure Restoration

Add Tao Hundred Lighty Five Mossard Dollars (\$ 285,000)

(in words)

Alternate No. 7: Roof Replacement

Add Tao Hundred Thirty Two Thousand Dollars (\$ 232,000)

(in words)

Alternate No. 8: LED Lighting

Add Tour Hundred Ten Thousand Dollars (\$ 410,000)

(in words)

(in numerals)

UNIT PRICES

The Bidder acknowledges that, the Owner may order changes in the Work and that the contract price may be increased or decreased based on Unit Prices for the cost or credit respectively.

Unit Prices are for single units of measurement and are subject to applicable provisions of Contract Documents for the work involved, whether or not it is specifically stated, within Unit Prices. Unit Prices are required for each unit listed whether or not work is presently required by the Contract Documents. Refer to Division 01 Specification Section 012200 for additional information.

The Bidder proposes the following Unit Prices for certain Changes in the Work:

ITE	M NO. DESIGNATION UNIT O	F MEASUREMEN	NT UNIT PRICE (Dollars/Cts.)	EST. QTY.	TOTAL PRICE (Dollars)
1.	Type A-3 Lighting Fixture Repl.	Each	\$ 630	3	\$ 4,500 1,590
2.	Type B-1 Lighting Fixture Repl.	Each	\$ 905	5	\$ 4.525
3.	Type C-1 Lighting Fixture Repl.	Each	\$ 975	12	\$ 11,700
4.	Type C-2 Lighting Fixture Repl.	Each	\$ 1,060	3	\$ 3,180
5.	Type H-2 Lighting Fixture Repl.	Each	\$ 785	3	\$ 2,355
6.	Roof Patching	Sq. Ft.	\$ 3/	500	\$ 15,500
	Tot	al Amount Include	d in Bidder's Stipul	ated Lump Sum	\$ 38.950

- 7. BIDDER agrees that the Work will be substantially complete and ready for final payment in accordance with the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- 8. The Owner shall retain the sum of Three Hundred Dollars (\$300.00) for each calendar day in excess of the completion date set forth in the Contract Documents as liquidated damages and not as a penalty.
- 9. The following documents are attached to and made a condition of this Bid:
 - (a) AIA A-310 Bid Bond
 - (b) AIA A-305 Contractors Qualification Statement, if requested by Engineer

BID FORM

_ , 2021, to COUNTY

- (c) 004350 Subcontractor's/Manufacturer's Listing Form
- (d) 004500 Affidavit of Qualification to Bid

Andrew Schlosser

(e) 004600 Affidavit I Non-Collusion Certificate

making a certain proposal or bid dated November 5th

(f) 004700 Affidavit II Disclosure of Interest by Persons Doing Business with COUNTY COMMISSIONERS OF WORCESTER COUNTY

officer in the building construction organization known as W.M. Schlosser Company, Inc., and the party

__, being first duly sworn deposes and says that he is an

COMMISSIONERS OF WORCESTER COUNTY and that this bid is genuine and not collusive or sham; hat said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or the sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, ought by agreement or collusion, or communication or conference, with any person to fix the bid prices or the affidavit or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any bidder, or to secure any advantage against the owner or any other person interested in the proposed contract; and that all statements is said proposal or bid are true.
Signature of:
x
Bidder if the bidder is an individual
Partner if the bidder is a partnership
Officer is the bidder is a corporation
Registered Maryland Contractor No. 16859837
Subscribed and sworn before me this
Notary Public Joseph Alams My commission expires: April 16, 2022
My commission expires: april 16, 2022.

END OF SECTION

BID FORM

W.O.#20059

SECTION 004350: SUBCONTRACTOR'S/MANUFACTURER'S LISTING FORM

PART 1 GENERAL

1.1 DESCRIPTION

A. Copy of Subcontractor's/Manufacturer's Listing Form is bound herein.

PART 2 PRODUCTS

NOT USED

PART 3 EXECUTION

NOT USED

END OF SECTION

SECTION 004350: SUBCONTRACTOR'S/MANUFACTURER'S LISTING FORM

If awarded this contract, we, <u>W.M. Schlosser Company, Inc.</u>, (name of bidder) will award subcontracts to the following subcontractors. Where we intend to perform the work with our own forces, our name is listed as subcontractor. This form is to be submitted to the same location as the bid, and at the same time as the bid.

Site Work	Name: W. M. Schlosser Company, Inc
	Name: W. M. Schlosser Company, Inc Address: 2400 51st Place, Hyattsville, MD 20781
Concrete	Name: W. M. Schlosser Company, Inc
	Address: 2400 51st Place, Hyartsville, MD 20781
Structural Steel Fabrication	Name: Custon Welding & Fabricating Address: 3104 Ocean Cateway, Cambridge, MD
	Address: 3104 Ocean Cateway, Canbridge, MD
	2168
Roofing	Name: Iron Shore Contracting
	Address: 1000 Havehill Rd. Battane, AD 2120
most or materials	Romme Construction Butler
Testing/Balancing	Name: Romme Construction Butler Address: A.S. Longlin Park Dr. Salisburg, MD 25404 Address: 2 A.S. L. C. L. C. Salisburg, MD 25404
Mechanical	Name: Rommel Construction Zimmer
2225 Made Wood	Name: Rommel Construction Zimmer A.S. 840 Beglin Park Dr. Salisbury, MD 2886, Address:
Sal. sbory MD 21801 Fire Protection/Sprinkler System	1.5. Sure fire Protection
	Address: 924 Eastorn Store Dr. Salisbury, MD 21804
	· · · · · · · · · · · · · · · · · · ·
Electrical	Name: Lywood Electric MD 21638
	Address: 301 Bloomingdale Ave Federalsburg, MD 21632
Fire Alarm System	Name: Ly wood Electric

SUBCONTRACTOR'S/MANUFACTURER'S LISTING FORM

ITEM 8

WORCESTER CO DETENTION CENTER PHASE 2 RENOVATIONS

W.O.#20059

Address.	301	Blomingdale	Ave	Federal	sburg,	MP	2163

Part I. J. A.M.

Mechanical Insulation Contractor Name: Name:

Address: 810 Beagh Park Dr Salisburg MD

Rooftop Unit Manufacturer

Address: 810 Beaghin Park Dr Salisbary 10

11/5/21 (date) WM Schlosser Company Inc.

Firm/Yame

14, 74.

Andrew Schloaser, President

END OF SECTION

W.O.#20059

SECTION 004500: AFFIDAVIT OF QUALIFICATION TO BID

PART 1 GENERAL

1.1 DESCRIPTION

A. Copy of Affidavit of Qualifications to Bid.

PART 2 PRODUCTS

NOT USED

PART 3 EXECUTION

NOT USED

END OF SECTION

SECTION 004500: AFFIDAVIT OF QUALIFICATION TO BID

I hereby affirm that				
1. I am the President (Title)	and the duly authorized representative of			
	hose address is 2400 51st Place. Hyattsville to make this affidavit on behalf of myself			
2. Except as described in paragraph 3 below, I nor the firm, nor to the best of my knowledge, any of its officers, directors, or partners, or any of its employees directly involved in obtaining contracts with the State or any county, bi-county or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo contendere to a charge of, or having during the course of an official investigation or other proceeding admitted in writing or under oath acts of omissions which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of the Annotated Code of Maryland or under the laws of any state or the Federal Government (conduct prior to July 1, 1977 is not required to be reported).				
3. State "none" or, as appropriate, list any conviction, pabove, with the date, court, official, or administrative body; with the firm, and sentence or disposition if any.	olea, or admission described in paragraph 2 the individuals involved and their position			
I acknowledge that this affidavit is to be furnished to County Commissioners of Worcester County and where appropriate to the State of Maryland and to the Attorney General under the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Worcester County Commissioners may terminate any contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with the Annotated Code of Maryland, which provides that certain persons who have been convicted of or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering in to contract with the State or any of its agencies or subdivisions.				
I do solemnly declare and affirm under the penalties are true and correct.	s of perjury that the contents of this affidavit			
Subscribed and sworn to be before me				
on this	(signature) 11/5/21 (date)			
Topya C Adams END OF SECTION Notary Public Blantpowery County State of Maryland My Commission Expires April 16, 2023	ON			

AFFIDAVIT OF QUALIFICATION TO BID

W.O.#20059

SECTION 004600: AFFIDAVIT I NON-COLLUSION CERTIFICATE

PART 1 GENERAL

1.1 DESCRIPTION

A. Copy of Affidavit I Non-Collusion Certificate.

PART 2 PRODUCTS

NOT USED

PART 3 EXECUTION

NOT USED

END OF SECTION

TITLE:

WORCESTER CO DETENTION CENTER HVAC RENOVATION WORCESTER COUNTY, SNOW HILL, MARYLAND

NON-COLLUSION CERTIFICATE
COUNTY OF: Prince George's
STATE OF: Maryland
Before me, the undersigned, a Notary Public, in and for the County and State aforesaid, personally appearedAndrew Schlosser
and made oath in due form of law that the Respondent herein
his Agents, servants and/or employees, to the best of his knowledge and belief, have not in any way
colluded with anyone for and on behalf of the Respondent, or themselves, to obtain information that
would give the Respondent an unfair advantage over others, nor have they colluded with anyone for and
on behalf of the Respondent, or themselves, to gain any favoritism in the award of the Contract herein.
Jonya adams
(NOTARY PUBLIC)

Tenya C Adams
Netary Public
Mentgemery County
State of Maryland
My Commission Expires April 16, 2023

TITLE:

WORCESTER CO DETENTION CENTER HVAC RENOVATION WORCESTER COUNTY, SNOW HILL, MARYLAND

DISCLOSURE OF INTEREST BY PERSONS DOING BUSINESS WITH COUNTY COMMISSIONERS OF WORCESTER COUNTY

The undersigned does hereby declare that no officer or employee of COUNTY COMMISSIONERS OF WORCESTER COUNTY, whether elected or appointed has in any manner whatsoever any interest in or has received prior to hereto or will receive subsequent hereto any benefit, monetary or material consideration from the profits or emoluments of this contract, job, work or service for the COUNTY COMMISSIONERS OF WORCESTER COUNTY, and that no officer or employee has accepted or received or will receive, directly or indirectly, any part of any fee, commission or other compensation paid or payable by the COUNTY COMMISSIONERS OF WORCESTER COUNTY in connection with the contract, job, work, or service for the COUNTY COMMISSIONERS OF WORCESTER COUNTY, excepting, however, the receipt of dividend or corporation stock.

I, we do solemnly declare and affirm under the penalties of perjury that the contents of the

foregoing affidavit are true and corre	ct to the best of my knowledge, information and belief.	
11/5/21 DATE		
SIGNATURE Andrew Schlosser, President		
PRINTED NAME AND TITLE		
FIRM NAME AND ADDRESS	2400 51st Place, Hyattsville, MD 20781	
TELEPHONE NUMBER	301-773-1300	
E-MAIL	301-773-1806	

AFFIDAVIT II 004700-2



Gipe Associates, Inc.

CONSULTING ENGINEERS

W.O. #:20059

November 23, 2021

Mr. William Bradshaw, P.E., Building Administrator/County Engineer County Commissioners of Worcester County, Maryland 1 W. Market Street, Room 1103, Government Center Snow Hill, MD 21863

Project:

Worcester County Detention Center – Phase 2 HVAC and Electrical Renovations

Reference:

Bid Tabulation and Review

Dear Bill:

As you are aware, the bids for the above referenced project were received on November 22, 2021. We were very pleased with the number of bidders and the bid amounts. The enclosed Bid Tabulation Form illustrates the bids received. Bids were received from The Whiting-Turner Contracting Company, Wm. Schlosser Company, Inc, and Bancroft Construction Company.

As seen on the enclosed Bid Tabulation Form, the low qualified bidder was Bancroft Construction Company. Their base bid was \$10,304,000.00. Their add alternate prices were as follows:

- Alternate No. 1 − 2 Year Warranty: \$39,566.00
- Alternate No. 2 PVC Jacketing: \$6,371.00
- Alternate No. 3 Laundry Make-Up Air Unit: \$77,472.00
- Alternate No. 4 Exterior Exercise Enclosures: \$136,069.00
- Alternate No. 5 Existing ATC System Integration: \$40,308.00
- Alternate No. 6 Shower Enclosure Restoration: \$270,947.00
- Alternate No. 7 Roof Replacement: \$208,777.00
- Alternate No. 8 LED Lighting Fixtures: \$384,054.00

Bancroft Construction Company's total unit prices were as follows:

- Unit Price No. 1 Type A-3 Lighting: \$1,512.00
- Unit Price No. 2 Type B-1 Lighting: \$4,305.00
- Unit Price No. 3 Type C-1 Lighting: \$11,151.00
- Unit Price No. 4 Type C-2 Lighting: \$3,024.00
- Unit Price No. 5 Type H-2 Lighting: \$2,236.50
- Unit Price No. 6 Roof Patching: \$18,375.00

Please keep in mind that these unit price total amounts are already included in the base bid.

The total bid (base bid plus <u>ALL</u> alternates) was \$11,467,564.00, which is below our cost estimate of \$11,901,491.70. However, based on the cost of the Alternates, we would recommend that you accept Bancroft's Base Bid plus Alternates No. 1, No. 2, No. 4, No. 5, No. 6, and No. 8, and that Alternates No. 3 and No. 7 not be accepted.

Page 2 of 2 November 23, 2021

Should you choose to accept Bancroft's Base Bid and the recommended Alternates No. 1, No. 2, No. 4, No. 5, No. 6, and No. 8, the total contract amount would be \$11,181.345.00.

We have worked with Bancroft Construction Company on previous projects and have found them to be a reputable and competent company. Bancroft Construction Company has included all of the required bid documents.

Please review and let us know if you would like to accept Bancroft's Bid and the recommended Alternates. Once we know which alternates the Worcester County Commissioners plan to accept, we will draft-up the Owner-Contractor Agreement for your review.

Should you have any questions, please call me.

GIPE ASSOCIATES, INC.

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

President

DRH/pvm

Enclosures: Bid Tabulation Sheet

ITEM 8

der's Company Name	Acknowledge Bid Bond	Contributors dualification statement Subcontractors/affantactors/a Leting Affant of Qualification to Bid.	Affideril I - Non-Collasion Certificate Affideril II - Disclosum of Interest These is Washin to Different of PTTR.	Base Bid Amount	Attenues No.1 - 2 Year Wherarity	Alternets No. 2 - PVC Jacksding	semans No. 3 - Leundry Baba-Up Air at	nalis No. 4 - Exterior Exercise sseres	se No. 5 - Ezisting ATC System Bon	Ng. 6 - Shower Enclosure lon	a. 7 - Rouf Repiscement	e-LED Lighting	1. Type A.3 Lighting Unii Price	1-Type A-3 Lighting Total Price	2.7 yes B-1 Lighting Linit Poles	2 - Type B-l Lighting . Total Price	o C-1 Lightling See	Cot Lighting frice	C-2 Lighting	-C-2 Lighting rice	s H-2 Lighting ten	H-2 Lightling rice	Patching -	Patching -	
	YY	Y Y Y	YY8				3.5	E G	Alterna	Albemata	Attenuate N	Alternate No.	Unit Price No. Flature Rept	Unit Price No. 1 - Fature Repl Tol	Unit Price No. 2 - T Future Repl Unit	Lind Price No. 2 - Ty Flature Rept Total	Unit Price No. 3 - Type C.1 Fixture Ropi - Unit Price	Unit Price No. 1 - Type C./ Fixture Repl Total Price	Unit Price No. 4 - Type Flotture Rept Unit Pric	Unit Price No. 4 - Type C.2. Fichum Rayl Total Price	Unit Price No. 5- Type Porture Rept Unit Pric	Unit Price No. 5 - Type H-2 Flature Rept Total Price	Unit Price No. 6 - Roof Unit Price	Unit Price No. 5 - Reof Total Price	Total Bid Value (Including All Alternates and Unit Prices)
scroft G Y			_	\$12,422,000.00	\$33,000.00	\$7,500.00	\$82,000.00	\$174,000.00	\$38,000,00	\$285,000.00	\$232,000.00	\$410,000.00	\$530.00	\$1,590,00	\$905.00	\$4,525.00	\$975,00	\$11,700.00	\$1,080.00	\$3,180.00	\$785.00	\$2,355.00	\$31.00	\$15,500,00	\$13,685,500.0
	ΥY	Y Y Y	Y Y 2	4 \$10,304,600.00	\$39,566.00	\$6,371.00	\$77,472,00	\$136,089.00	\$40,308.00	\$270,947.00	\$208,777.00	\$384,054.00	\$504.00	\$1,512.00	\$861.00	\$4,305,00	\$929.25	\$11,151.00	\$1,008.00	\$3,024.00	\$745.50	\$2,236,50	\$745.50	\$18,375.00	\$11,467,584.0
lling-Turner G Y	YY	y y y	Y Y 2	4 \$10.387,500.00	\$46,800.00	\$7,200.00	\$82,700.00	5198,000,00	\$43,000,00	\$256,000.00	\$239,700,00	\$416,100,00	\$480.00	\$1,439,00	\$820.00	\$4,100.00	\$885,00	\$10,820,00	\$980.00	\$2,880.00	\$710,00	\$2,130,00	\$22,00	\$11,000,00	\$11,677,000.0
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Gipe Associates, Inc.

CONSULTING ENGINEERS

W.O. #:20059 Easton Office

October 27, 2021

Mr. Bill Bradshaw, P.E., Building Administrator/County Engineer County Commissioners of Worcester County, Maryland 1 W. Market Street Room 1103, Government Center Snow Hill, MD 21863

Project:

Worcester County Detention Center - Phase II HVAC & Electrical Renovations

Reference:

Commissioning Proposal

Dear Bill:

We are pleased to submit our fee proposal for Commissioning Services for the above referenced project. Our fee assumes that each of the phases shall be commissioned as the contractor completes each phase (cell blocks). Additionally, we assume that any remaining <u>Commissioning Issues Log</u> items shall be addressed after the final phase of construction.

Base Scope

The scope of our work would include the commissioning of the following for the Worcester County Detention Center – Phase II HVAC & Electrical Renovations Project located in Snow Hill, Maryland:

- 1. Air Flow Monitoring Stations (Typical Of 25).
- 2. Automatic Glycol Feeders/Pressure Tank.
- 3. Automatic Temperature Control System.
- 4. Backflow Preventers (Typical Of 3).
- 5. Condensate Overflow Alarms.
- 6. Condensing Units.
- 7. Dampers.
- 8. Differential Pressure Bypass Valves.
- 9. Differential Static Pressure Controllers.
- 10. Domestic Hot Water Heaters (Re-Balance).
- 11. Domestic Hot Water Re-Circulating System.
- 12. Domestic Water Pumps (Typical Of 2).
- 13. Duct Heating Coils (Typical Of 2).
- 14. Duct Smoke Detectors (Typical Of 25).
- 15. Energy Recovery Ventilators, Including VFD's (Typical Of 11).
- 16. Exhaust Fans and Ventilation Fans.
- 17. Existing Dryer Exhaust Fan #34.
- 18. Existing Toilet Exhaust Fan #30.
- 19. Freeze Protection Pumps (Typical Of 15).
- 20. Heating and Ventilating Units with ERV's (Typical Of 11).
- 21. High Temperature Alarms.

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- 22. Hot Gas Reheat Coils
- 23. Hot Water Systems.
- 24. HVAC Controls and Sequences of Operation.
- 25. Make-Up Air Unit (Laundry).
- 26. Packaged Rooftop Units with Hot Water Heat (Typical Of 2).
- 27. Plumbing Fixtures.
- 28. Pressure Independent Control Valves.
- 29. Relief Air Fans (Typical Of 16).
- 30. Roof Hydrants (Typical Of 3).
- 31. Shower Head Flow Rates.
- 32. Shower Solenoid Shut-Off Valves (Typical Of 13).
- 33. Single Zone VAV Units (Typical Of 1).
- 34. Thermostatic Mixing Valves (Existing).
- 35. Trap Primer Valves.
- 36. Variable Frequency Drives.

In general, our scope of work shall include the work required by the Commissioning Authority (CxA) in the Specification Sections 019113 "General Commissioning Requirements", 019114 "Plumbing Commissioning Requirements", and 019115 "HVAC Commissioning Requirements".

The commissioning process activities to be performed during the post construction phase include:

- 1. Organize the commissioning process components and conduct a pre-commissioning meeting where the commissioning process requirements are reviewed with the commissioning team.
- 2. Coordinate and direct commissioning activities in a logical, sequential and efficient manner using consistent protocols, clear and regular communications and consultations with all necessary parties, frequently updated timelines, schedules, and technical expertise.
- 3. Perform site visits, as necessary, to observe component and system installations. Accomplish a statistical review of construction focusing on the Owner's design intent and the quality process.
- 4. With necessary assistance and review from the installing contractors, develop and write construction checklists. Submit to Construction Manager and Owner for approval.
- 5. Organize and conduct periodic commissioning team meetings necessary to plan, develop the scope, coordinate, schedule activities and resolve problems.
- 6. Develop functional performance tests.
- 7. Work with contractors in completing construction checklists and tracking of checklist completion.
- 8. Approve systems startup by reviewing start-up reports and by selected site observation.
- 9. With necessary assistance and review from installing contractors, write the functional performance test procedures. Submit to General Contractor and Owner for review and approval.
- 10. Assist General Contractor in direction of the contractor to execute the tests.

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- 11. Coordinate, witness, and recommend approval of test procedure performed by installing contractors. Coordinate retesting as necessary until satisfactory performance is achieved.
- 12. Review air and water systems balancing reports.
- 13. Maintain a Comprehensive Commissioning Issues Log.
- 14. Document the correction and retesting of non-compliance items by the contractor.
- 15. Review pipe cleaning, flushing, and hydrostatic testing documentation.
- 16. Review closeout documents.

The Commissioning Authority (C x Å) is not required to:

- 1. Establish design concept, design criteria, compliance with codes, design or general construction scheduling, cost estimating, or construction management. The C x A may assist with problem-solving or resolving non-conformance or deficiencies, but ultimately that responsibility resides with the General Contractor and the Subcontractors. The C x A will report to the Owner any deficiencies or discrepancies.
- 2. Provide test instrumentation. All equipment required for testing shall be provided by the Contractor and/or Subcontractors not the CxA.
- 3. Perform testing and balancing: The test/balance contractor shall assist with field measurements during functional performance testing.
- 4. Manipulation of Control System: The successful Automatic Temperature Control Contractor shall be present and assist with all Functional Performance Testing and manipulation of the control system as required.

Observation and Testing Requirements

Eq	uipn	nent or Systems Sampli	ng Rate
	1.	Air Flow Monitoring Stations (Typical Of 25).	100%
	2.	Automatic Glycol Feeders/Pressure Tank.	100%
	3.	Automatic Temperature Control System.	100%
	4.	Backflow Preventers (Typical Of 3).	100%
	5.	Condensate Overflow Alarms.	100%
	6.	Condensing Units.	100%
	7.	Dampers.	100%
	8.	Differential Pressure Bypass Valves.	100%
	9.	Differential Static Pressure Controllers.	100%
	10.	Domestic Hot Water Heaters.	100%
	11.	Domestic Hot Water Re-Circulating System.	100%
	12.	Domestic Water Pumps (Typical Of 2).	100%
	13.	Duct Heating Coils (Typical Of 2).	100%
	14.	Duct Smoke Detectors (Typical Of 25).	100%
	15.	Energy Recovery Ventilators, Including VFD's (Typical Of 11).	100%

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16. Exhaust Fans and Ventilation Fans.	100%
17. Existing Dryer Exhaust Fan #34.	100%
18. Existing Toilet Exhaust Fan #30.	100%
19. Freeze Protection Pumps (Typical Of 15).	100%
20. Heating and Ventilating Units with ERV's (Typical Of 11).	100%
21. High Temperature Alarms.	100%
22. Hot Gas Reheat Coils.	100%
23. Hot Water Systems.	100%
24. HVAC Controls and Sequences of Operation.	100%
25. Make-Up Air Unit (Laundry).	100%
26. Packaged Rooftop Units with Hot Water Heat (Typical Of 2).	100%
27. Plumbing Fixtures.	100%
28. Pressure Independent Control Valves.	100%
29. Relief Air Fans (Typical Of 16).	100%
30. Roof Hydrants (Typical Of 3).	100%
31. Shower Head Flow Rates.	100%
32. Shower Solenoid Shut-Off Valves (Typical Of 13).	100%
33. Single Zone VAV Units (Typical Of 1).	100%
34. Thermostatic Mixing Valves (Existing).	100%
35. Trap Primer Valves.	100%
36. Variable Frequency Drives.	100%

Our fee for the work as outlined above would be for the following lump sum amount:

Prepare Pre-Start/Start-Up Checklists	\$3,000.00
Prepare Functional Performance Tests	\$4,000.00
Chair Commissioning Kick-Off Meeting	\$1,000.00
Review Submittals from a Commissioning Perspective	\$3,000.00
Perform Functional Performance Testing and Maintain Issues Log	\$18,000.00
Miscellaneous Job Site Inspections	\$3,000.00
Review Operations of Building at 10 Month Date	\$1,000.00
Final Commissioning Report	\$1,000.00
TOTAL FEE	\$34,000.00

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 18×24 , 1.20 each for 24×36 , 1.75 each for 30×42 , plotting at 0.00 per Plot, 0.10 per Plot, 0.10 per copy, and 0.10 per copy work at 0.10 per copy. We estimate our reimbursables would not exceed 0.10 If we approach this estimated fee, we would advise you of any expected additional cost and obtain approval before proceeding.

If the basic services covered by this agreement have not been completed within six (6) months of the date hereof, through no fault of the consultant for its part of the project, extension of the consultant services beyond that time shall be considered additional services and Gipe Associates, Inc. shall be compensated based on the hourly rates listed under extra services.

Fees would be due and payable monthly directly to the Easton PO address based on our invoices showing the percentage of work completed. 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

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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 fees:

- Commissioning of existing systems beyond equipment listed in the Commissioning Specifications.
- More than two (2) functional performance tests/witness of testing on any one system.
- Commissioning of existing equipment/systems except as noted.
- Commissioning of electrical/fire protection systems.
- Reproduction of plans, specifications, or other contract documents for review or for bidding purposes, unless covered under reimbursable expenses.
- Extensive on-site Contract Administration.
- Commissioning requirements associated with LEED certification.
- Commissioning of building envelope, life safety systems, electrical, or fire protection systems.
- Preliminary studies, reports or feasibility analysis.
- Preparation of record drawings.
- Preparation of operation and maintenance manuals.
- Completion of energy efficiency rebate forms for Utility Companies, or Tax Agencies
- Tax/Utility Rebate Assistance: Gipe Associates basic fee does not include providing assistance in obtaining tax credits or utility rebates. Should assistance in filing for such tax credits and utility rebates be required, then Gipe Associates shall perform the same as additional services per the hourly rates indicated in the agreement.
- Witnessing M/E/P equipment start-ups.
- Re-Commissioning of failed Functional Performance Tests (FPT's) beyond the effort listed above.
- Witnessing pipe leak-testing and duct leakage testing.
- Liability for Contractor's installation.
- Liquidated damages for delay of substantial completion due to FPT's not passing.
- Development of Training Plans.
- Witness of Training.
- Off-Season Commissioning.
- Continuous Commissioning.
- Indoor Air Quality Measurements.
- Electrical Commissioning

If the above services are required, they would be considered an extra service and would be billed on a flat hourly basis at the following billing rates which include personnel salaries, overhead and profit. In addition, we would be reimbursed for our direct out-of-pocket expenses, plus 10%.

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

Page 6 of 6 W.O #:20059 October 27, 2021

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 an estimate by Gipe Associates, Inc. of the percentage completion of the project 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.

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.

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

Delth				
David R. Hoffman, P. E., LEED AP President	Accepted: _			
DRH/pym		Date:		



DEPARTMENT OF INFORMATION TECHNOLOGY

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1003
SNOW HILL, MARYLAND 21863
TEL:410.632.5610
www.co.worcester.md.us/departments/it

To:

Weston Young

From: Brian Jones, IT Director
Re: Reconnect Grant/Update
Date: December 27, 2021

Grant Requested Today:

Infrastructure Grant: \$20,000,000 - (up to but not to exceed \$2M to provide 10% match) Offered by state of Maryland with high probability on winning. This closes on January 14th.

I would like to respectfully request permission to apply for the Infrastructure Grant offered by the state of Maryland for the amount of up to \$20M. The application process will cost about 20k and will be paid by Talkie. I would further request that we fund the match with ARPA funds. The match will cost \$2 million and only payable should we win the grant. As mentioned above, the application deadline is January 14th, 2022. I have attached a copy of the grant information with this request. If we win this grant we will significantly close the broadband gaps in Worcester County rural communities.

Recap of total grants for rural broadband connectivity in Worcester County:

Grants Won to date:

-RDOF: \$3,000,000 (should be released in the next couple of months. Talkie was notified last week)

-DHCD: \$3,600,000 (waiting to be released, pending release of RDOF above)

Grants applied for: Waiting results

-NTIA: \$18,000,000 - Pending results (notice pushed until January) Match paid for by Talkie

-Neighborhood Grant: \$2,000,000 - Pending results (no ETA yet) Match approved and budgeted

Upcoming Grants:

<u>-Infrastructure Grant:</u> \$20,000,000 - (Requires 10% match which is 2 million) Offered by state of Maryland with high probability on winning. This closes on January 14th

<u>-Reconnect Grant:</u> Up to \$25,000,000 - (requires 25% match) This will be due in February. There is no priority on this grant to date and I will have more information to come at a future date.

County Loan to Talkie:

-Approval of \$1,000,000 - (if needed and as previously approved by Commissioners)

Totals from above: \$71,600,000 (We need \$52,000,000 to do all of Worcester, before recent price increases) Unused funds will be returned.



Talkie Communications, inc
99 Talbot Blvd Chestertown MD 21620
844-5-Talkie
Sales@TalkieFiber.com
TalkieFiber.com

ITEM 9

Dear Mr. Jones,

Talkie would like to partner with the County for this year's Department of Housing grants to bring fiber internet to the areas of Worcester County that have no internet options.

Talkie Communications is very grateful to be partnered with Worcester County and we are very proud to have our new office in the county.

Talkie would like to continue bringing Fiber internet to the no served areas of the county. This will help the residents of the county have access to remote learning, telehealth, and working remotely as well as increase property values and having new families have a higher desire to move to these areas.

This year the Office of Statewide Broadband has 100 million dollars in grant funds to provide 90% of the construction cost for areas that have no internet. In the past the match for these grants was 50%. This match will help bring fiber internet to the most rural areas of the county, typically less than eight households per mile. Without these grants it is unlikely that any wired Internet provider would serve these areas due to the return on investment.

This grant is very competitive and is offered throughout all the 27 counties in Maryland.

Talkie is requesting to apply for 2 areas in Worcester County at a cost near \$20 million dollars. (see attached map).

The grant requires matching funds 10% (\$2,000,000). Talkie is asking the county to use the ARPA funds for the 10% match. The match is only required if Talkie wins the grants.

The application is based on a point system, with your contribution, we believe the county match will be placing Worcester County and Talkie at the forefront of statewide grant requests. We believe our strategy is unique, and your contribution will be the capstone to our application framework.



ITEM 9

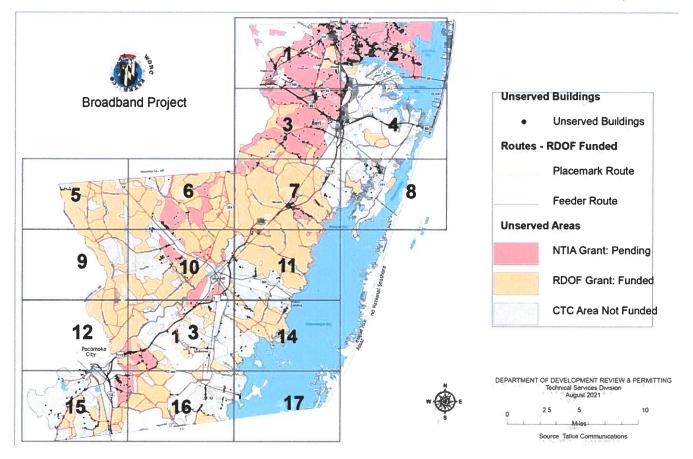
The Yellow areas will be where Talkie will be applying for the new grants.





Current Funded and unfunded areas.

ITEM 9



Sincerely,
Andre Demattia
CEO Talkie Communications, inc



OFFICE OF STATEWIDE BROADBAND

Connect Maryland: FY22 Network Infrastructure Grant

REQUEST FOR APPLICATIONS

Issued October 22, 2021



LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lt. Governor

KENNETH C. HOLT
Secretary

OWEN McEVOY
Deputy Secretary



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Introduction and General Information

Office of Statewide Broadband Connect Maryland: Network Infrastructure Grant

The State of Maryland's approved \$97.6 million in the FY2022 Budget for the Department of Housing and Community Development ("Department") to support the Office of Statewide Broadband ("OSB") in its efforts to assist in expansion of broadband into unserved areas of Maryland. The funding source for this budgeted expense is the American Rescue Plan Act (ARPA) administered by the US Treasury. Funded Projects must comply with the ARPA requirements. All federal rules regarding this funding must be adhered to by the applicant should an award be made.

The Maryland Network Infrastructure Grant Program (MDNI Program) is intended to provide financial assistance to construct broadband infrastructure necessary to provide service at the Broadband Grant Speed in areas where broadband service does not currently exist. Grant funds may be used to construct infrastructure necessary to deploy service at the Broadband Grant Speed to residents, businesses and anchor institutions. Grants will be awarded on a competitive basis for entities to serve all unserved premises in eligible areas at the Broadband Grant Speed.

The OSB is providing up to \$75 million for this program. The program will provide grants of between 70% and 90% of the capital construction costs for major broadband infrastructure projects depending on the projects composition. Projects applied for are expected to serve significant areas of unserved households and businesses.

Applications will consist of several written sections with a number of required worksheets and attachments. Applications must be prepared as described in this Guide.

When and Where to Submit Application:

GRANT applications must be submitted or postmarked by 11:59pm ET: January 14, 2022.

Applications must be submitted in one of the following ways:

Postmarked, shipped, or hand-delivered paper copy of a completed application, with original signatures, accompanied by an electronic version on a USB Flash Drive. Except for file formats specifically called out in this guide, files should be converted to pdf's prior to being loaded onto the USB flash drive. Each file should be named to clearly reflect the information it contains. The paper application and the USB Flash Drive may be submitted to:

Kenrick M. Gordon, P.E.
Director, OSB of Statewide Broadband
Department of Housing and Community Development
7800 Harkins Road
Lanham, MD 20706

Applications Delivered by Mail:

Paper applications must show proof of mailing or shipping consisting of one of the following:

- A legibly dated U.S. Postal Service (USPS) postmark;
- A legible mail receipt with the date of mailing stamped by the USPS; or
- A dated shipping label, invoice, or receipt from a commercial carrier showing the commercial carrier received the package on or before the application submittal deadline. Self-generated shipping labels where the actual pickup by the carrier occurs after the application submittal deadline are not acceptable.

If an application is sent through the USPS, neither of the following will be accepted as proof of mailing:

- 1 A private metered postmark; or
- A mail receipt that is not dated by the USPS.

Applicants should note that the USPS does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

Applications Delivered by Hand:

Applications delivered by hand will be accepted daily between 8:00 a.m. and 4:00 p.m. (Eastern Time), except Saturdays, Sundays and State or Federal holidays. Individuals delivering applications must provide proper identification to enter the building.

Connect Maryland: FY22 Network Infrastructure Grant Grant Application Guide

Applications Submitted Electronically:

Applications may be submitted via email. If emailed, the message subject line should read "Maryland Network Infrastructure Grant Application – *your company name*". Files should be attached as a zipped file to ensure data integrity. Except for file formats specifically called out in this guide, files should be converted to pdf's prior to sending. Each file should be named to clearly reflect the information it contains. Emailed submissions may be sent to **OSB.MD@maryland.gov**.

Applicants that submit their applications after the deadline noted above will be notified that their applications will not be considered for funding and their applications will be returned.

Prior to official submission of applications, applicants may request technical assistance or other application guidance from the OSB, as long as such requests are made prior to, December 30, 2021. Technical assistance is not meant to create or edit an application, be an analysis or assessment of the quality of the materials submitted, a substitute for OSB review of completed applications, nor a determination of eligibility, if such determination requires in-depth analysis. The OSB will not solicit or consider scoring related information that is submitted after the application deadline. The OSB reserves the right to contact applications to seek clarification information on materials contained in the submitted application.

Major Definitions and Limits:

- 1. Grant Request Limits:
 - a. The minimum grant request amount is: \$1,000,000
 - b. The maximum grant request amount is: \$10,000,000
- 2. Broadband Speeds:
 - a. <u>Broadband Service</u> means any terrestrial technology having the capacity to provide transmission facilities that enable subscribers of the service to originate and receive high-quality voice, data, graphics, and video at the minimum data rate of twenty-five (25) megabits per second downstream and three (3) megabit per second upstream with a maximum of 50 millisecond latency for fixed internet service. Any proposed service area that is currently served with broadband service is ineligible to receive funding.
 - b. <u>Broadband Grant Speed</u> means the minimum data rate of one hundred (100) megabits per second downstream and one hundred (100) megabits per second upstream (100x100) with a maximum 50 millisecond latency for fixed internet service that an applicant must propose to deliver to every premise in the proposed funded service area in order for the OSB to approve a broadband grant. A reduced network requirement is allowable under certain circumstances; see "Project Eligibility" for additional information.
- 3. <u>Proposed Funded Service Area (PFSA)</u> Applicants define their PFSA by providing a map of the service area showing the premises to be offered service to the OSB. The PFSA may be within a single jurisdiction or multiple jurisdictions. The entire PFSA must be an area with no Broadband Service available, but is not required to be contiguous. It is important to note that all premises (households & businesses) within the PFSA must be offered service at the Broadband Grant Speed.
- 4. Matching Fund Contribution The matching contribution the applicant is required to contribute towards the project is a maximum of 30% of the total construction cost (42.86% of the requested grant amount) as presented in the section "Matching Funds Requirements". Except as outlined in the "Matching Funds Requirement" section, the match must be in cash and cannot be used to fund operational costs of the project. The match must be in the form of cash that is available or shown to be available upon execution of the Grant Agreement. In-kind contributions are not eligible to be used to satisfy the required match.
- 5. <u>Capital Expenses</u> Grant eligible expenses are capital expenses defined as expenses that are capitalized. All grant eligible capital expenditures must be for new, non-depreciated items and can include the construction of outside plant, both last mile and middle mile and electronic equipment necessary to deliver service including equipment shelters, wireless radios and antenna and other capital costs that are directly necessary to provide

broadband service to the end user. Except as noted in the section "Matching Funds Requirements", purchase or construction of towers, land, or buildings or building renovations and tower upgrades are not allowable capital expenses, nor is the acquisition of facilities or companies. Laptops, handsets, tablets and similar customer devices are also not eligible expenses for the program.

- 6. Operating Expenses Except as noted in the section "Matching Funds Requirements", Operating expenses are not an eligible grant purpose. Operating expenses are any ongoing cost necessary for operating a business, system or network. This includes leases of any kind, bandwidth and spectrum expenses and salaries not directly related to the construction of the network including, but not limited to, salaries and overhead related to engineering, project management, accounting, administration or marketing.
- 7. <u>End User</u> means the premise passed by the broadband network, be it a household, business or other use. The end user may or may not be a subscriber to the service offered by the broadband network.



Worcester County Administration

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

MEMORANDUM

TO:

Weston S. Young, Chief Administrative Officer

FROM:

Candace Savage, Budget Officer W

DATE:

December 28, 2021

SUBJECT:

Gypsy Moth Spray

The Maryland Department of Agriculture has completed the annual gypsy moth survey for Worcester County. This year they have identified 2,405 acres of non-state owned lands in Worcester County where gypsy moth populations may cause defoliation. The Maryland Department of Agriculture would like to know if the County wishes to participate in a gypsy moth aerial suppression project at a 25% cost share to the County.

The final cost of this project in unknown at this time; however, using previous years' per acre cost the estimated cost share would be \$85,000. If approved this would be an authorized over expenditure.

Attachment



Office of Plant Industries and Pest Management

Larry Hogan, Governor Boyd K. Rutherford, Lt. Governor Joseph Bartenfelder, Secretary Julianne A. Oberg, Deputy Secretary Forest Pest Management

The Wayne A. Cawley, jr. Building 50 Harry S. Truman Parkway Annapolis, Maryland 21401 www.mda.maryland.gov

410.841.5922 Baltimore/Washington

Agriculture | Maryland's Leading Industry

410.841.5835 Fax 800.492.5590 Toll Free

December 20, 2021

Mr. Weston Young, Chief Administrative Officer Worcester County Commissioners One W. Market St., Room 1103 Snow Hill, MD 21863-1195

Dear Mr. Young,

Thank you for your past participation in the Maryland Department of Agriculture's Forest Pest Management (FPM) Program for management of gypsy moth for Worcester County and its citizens. The goal of the FPM Program is to identify developing pest infestations and to be able to respond appropriately before significant damage occurs. This year we found 30,000 acres of gypsy moth defoliation across Somerset, Worcester, and Wicomico Counties due to a population increase and a decrease in the natural enemy *Entomophaga maimaiga* (gypsy moth fungus).

The purpose of this letter is to inform you that we have identified 15 areas, totaling 3,168 acres, where gypsy moth populations may cause defoliation in Worcester County (see attached map) and to ask if Worcester County is interested in participating in a gypsy moth aerial suppression project the spring of 2022. The county is cost sharing only on non-state owned lands, 2,405 acres. With this cooperative suppression program, as in the past, the US Forest Service provides 50% of the cost for suppression, the State of Maryland provides 25% of the cost for suppression, and the County provides the final 25%.

Please, let us know by January 7, 2022 if you will be able to participate financially. A letter detailing the cost-share information will be forth coming in two weeks.

Thank you for working with us to protect our valuable rural and urban forest resources. If you have any questions regarding the Forest Pest Management Program or would like information on any forest pests, do not hesitate to contact us. Our local office contact information is: MDA, FPM, 28577 Mary's Court Suite 4, Easton, Maryland 21601. (Telephone: 410-822-8234. Email:heather.disque@maryland.gov).

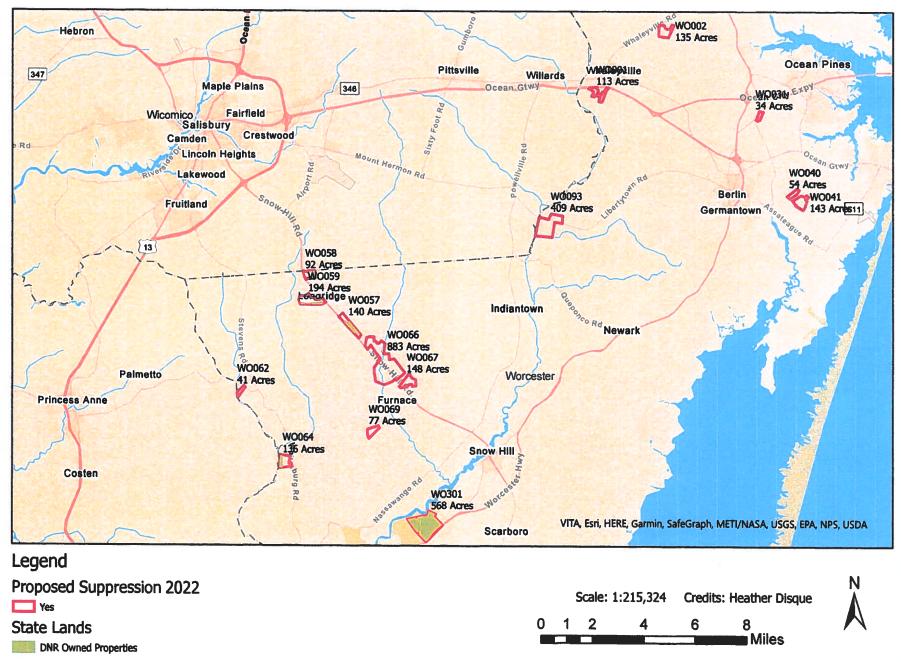
Sincerely,

Heather Harmon Disque Regional Entomologist

Heather Harmon Coque

ITEM 10

Maryland Department of Agriculture Forest Pest Management Worcester County Proposed Lymantria dispar dispar (gypsy moth) Suppression 2022



Joseph Parker

From:

Candace Savage

Sent:

Sunday, December 26, 2021 11:06 PM

To: Cc: heather.disque@maryland.gov Joseph Parker; Weston S. Young

Subject:

Worcester County Gypsy Moth Spray

Heather,

We are in receipt of your letter detailing the results of the gypsy moth survey. The non-state owned identified lands total 2,405 acres. This is a substantial increase from FY21 at 88 acres and FY20 at 189 acres. In previous years the cost per acre for spraying was \$25-\$35 per acre. Is the estimated cost per acre the same this year? At \$35 per acre the estimated county share would be approximately \$85,000. Is it possible the per acre cost could be reduced because of the large amount of acres? Are there any pending additional grants that may reduce this cost?

Thank you for any information and assistance you can provide us.

Candace Savage, CGFM
Budget Officer
Worcester County Administration
Government Center
1 West Market Street
Snow Hill, MD 21863
phone: 410-632-1194 ext 1040

fax: 410-632-3131



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ITEM 10 ITEM 11



Agriculture | Maryland's Leading Industry

Office of Plant Industries and Pest Management

Larry Hogan, Governor Boyd K. Rutherford, Lt. Governor Joseph Bartenfelder, Secretary Julianne A. Oberg, Deputy Secretary Forest Pest Management

The Wayne A. Cawley, Jr. Building 50 Harry S.Truman Parkway Annapolis, Maryland 21401 www.mda.maryland.gov

410.841.5922 Baltimore/Washington 410.841.5835 Fax

800.492.5590 Toll Free

December 22, 2020

Mr. Harold Higgins, Chief Administrative Officer Worcester County Commissioners One W. Market St., Room 1103 Snow Hill, MD 21863-1195



Dear Mr. Higgins,

Thank you for your past participation in the Maryland Department of Agriculture's Forest Pest Management (FPM) Program for management of gypsy moth for Worcester County and its citizens. The goal of the FPM Program is to identify developing pest infestations and to be able to respond appropriately before significant damage occurs.

The purpose of this letter is to inform you that we have identified one area where gypsy moth populations may cause defoliation in Worcester County (see attached map) and to ask if Worcester County is interested in participating in a gypsy moth aerial suppression project the spring of 2021. The county is cost sharing only on non-state owned lands. The County would cost share \$35.00 per acre if we get a federal grant, and \$55.00 per acre without. Approximately 88 acres qualifies for suppression for an estimated cost share of \$3,080 with federal grant and \$4,840 without.

Please, let us know by January 15, 2021 if you will be able to participate.

Thank you for working with us to protect our valuable rural and urban forest resources. If you have any questions regarding the Forest Pest Management Program or would like information on any forest pests, do not hesitate to contact us. Our local office contact information is: MDA, FPM, 28577 Mary's Court Suite 4, Easton, Maryland 21601. (Telephone: 410-822-8234. Email: heather.disque@maryland.gov).

Sincerely,

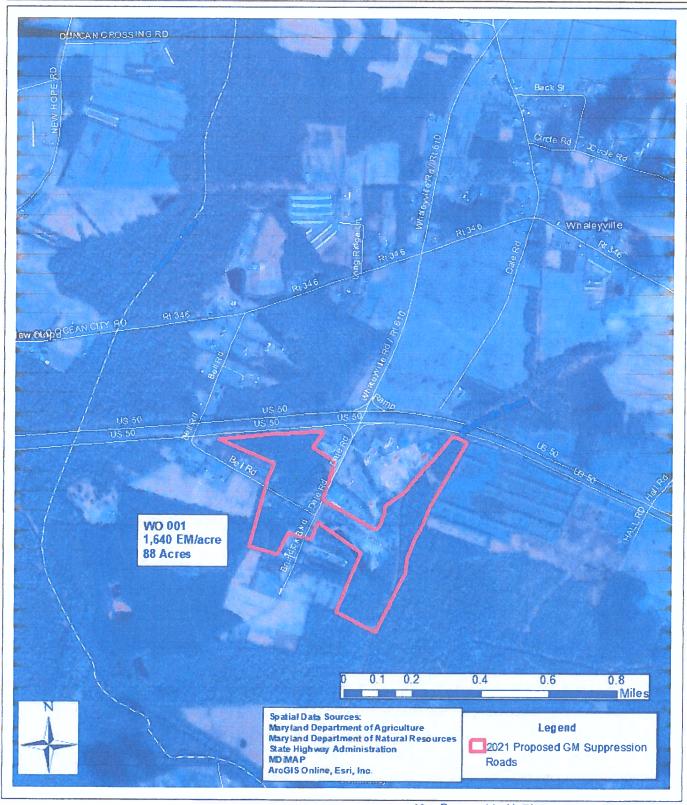
Neather Farmon Jugue

Heather Harmon Disque Regional Entomologist

ACAO Note: This requires authorization for an over-expenditure. Also, according to the state, it is

likely to include a federal grant.

Maryland Department of Agriculture Forest Pest Management 2021 Proposed Gypsy moth Suppression Blocks Worcester County



Map Prepared by H. Disque Date: 12/22/2020



OCEAN CITY

The White Marlin Capital of the World

December 29, 2021

Worcester County Commissioners ATTN: Commissioner President Joseph Mitrecic 1 W. Market St. Room 1103 Snow Hill, Maryland 21863

President Joseph Mitrecic and Worcester County Commissioners,

The Mayor and City Council formally request that the Worcester County Commissioners ask for a change in State law that would give the commissioners authority to increase the county room tax from five percent to a maximum of six percent.

The town is looking at future tourism-related expenses, including the potential investment by the Town in a new indoor sports facility. The ability to increase the county room tax would allow us to plan accordingly for these future expenses.

This change in State legislation needs to be made now so that when, and if, it becomes necessary to increase the room tax to cover future expenses we are in a position to do so. An increase in room tax would need to be done at the beginning of a calendar year, to accommodate the hospitality industry, and legislative changes become effective on July 1 of any given year.

Approval of this request during the 2021-2022 legislative session would put both the Town and the County in a position to increase room tax promptly, if necessary.

We thank you in advance for your consideration and look forward to working with you to support this change during this upcoming legislative session.

Respectfully

Richard W. Meehan

Mayor

cc: County Administrator Weston Young City Manager Doug Miller MAYOR

RICHARD W. MEEHAN

CITY COUNCIL

MATTHEW M. JAMES
President

ANTHONY J. DELUCA Secretary

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

CITY MANAGER DOUGLAS R. MILLER

CITY CLERK DIANA L. CHAVIS, CMC

www.oceancitymd.gov



City Hall - (410) 289-8221 • FAX - (410) 289-8703





M emorandum

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

From: Robert J. Mitchell

Director, Environmental Programs

Subject: Request for Allocation of EDUs for Sea Oaks Village, LLC

Date: December 27, 2021

Please be advised we received a completed application from Hugh Cropper, representing Sea Oaks Village, LLC (owner) for the allocation of ten (10) equivalent dwelling unit (EDU's) of sanitary sewer service from the Mystic Harbour Sanitary Service Area (MHSSA) to serve Phase II of this development. Phase II included 76 townhomes and recreation facilities with the initial allocation. The development was allocated 29 EDUs in July of 2021 to be assigned to 29 of those 76 units, and an additional allocation of 18 EDUs was granted in September of 2021. This request would be for an additional 10 units under this third, sub-phase of the development. The subject property contains the Sea Oaks Village, is identified on Tax Map 26 as Parcel 274.

I offer the following staff report for your consideration with regard to this request.

Summary of Request: West OC Properties, LLC is requesting an allocation of ten (10) equivalent dwelling unit (EDUs) of sewer service from the MHSSA to serve the proposed Phase II construction of eighteen residential homes within the Sea Oaks Village development located on Worcester County Tax Map 26 Parcel 274, which has been subsequently subdivided as the community has progressed through development stages. The subject property, currently sits on the westerly side of Stephen Decatur Highway (Rt 611), approximately 2,000 feet south of the Sunset Avenue intersection, is currently zoned R-2 Multi-Family Residential (35.71 acres) and C-1, Neighborhood Commercial (4.219 acres), and is currently designated S-1 in the County Master Water and Sewerage Plan which indicates an area of existing or planed sewer service to be built within 2 years, but does not guarantee service or obligate the provision of services in that time frame. Applicant will also be required to purchase corresponding water service from the Mystic Harbour water system if the sewer EDUs are allocated to this project. Project was reviewed by the Technical Review Committee (TRC) at their meeting on April 14, 2021.

According to our calculations, in order to serve the proposed sub-phase of Phase II development of ten (10) homes, ten (10) sewer EDUs are required.

Current Available Capacity - North: After a recent revision there are currently 46 available EDUs allocated in Area 1 (north of the airport) for the following uses: Vacant or Multi-Lot properties (3 EDUs), Infill and Intensification (15 EDUs), Commercial (11 EDUs), and Single Family Dwellings (17 EDUs). Granting the request for Sea Oaks Village would require the allocation of 22% (10 of 46) of the total remaining EDUs in Area 1.

Background on Original Allocation of New Sewer Capacity in the Mystic Harbour: The expansion of the Mystic Harbour WWTP and Funding From USDA in 2008 was predicated upon the need for infill and intensification of properties along the Route 50 commercial corridor and vicinity, service to vacant or multi-lot properties, single family dwellings converting from septic systems to public sewer, and commercial properties. The Worcester County Planning Commission recommended a rating system to rank priority allocations of the additional EDUs with highest priority for (1) infill lots, (2) expansion of existing facilities, (3) replacement of septic tanks, and (4) new development. The initial request addressed priority 1 as infill of the previously undeveloped properties in West Ocean City.

Previous Allocation of EDUs to this Property: This property is currently allocated one hundred ten (110) Mystic water EDUs and sewer EDU's for Phases I and II of the development.

Options for Commissioners' Action on the Request:

Note – All options are based on an allocation of 10 Mystic sewer EDUs based on flow rates.

Option 1 - Approve the allocation for a total of 10 EDUs to the property by utilizing ten (10) sewer EDUs from the Single Family Dwellings category from Area 1. Owner will also need to connect to Mystic water and purchase ten (10) water EDUs to compliment the sewer allocation required.

Option 2 - Deny the request for allocation of ten (10) Mystic sewer EDUs to this property.

I will be available to answer any questions which you may have with regard to this application in order for the County Commissioners to make the most informed decision on this request.

Attachments

LAW OFFICES

BOOTH CROPPER & MARRINER

A PROFESSIONAL CORPORATION

9923 STEPHEN DECATUR HIGHWAY, D-2

OCEAN CITY, MARYLAND 21842 (410) 213-2681

FAX (410) 213-2685

EASTON OFFICE

130 N. WASHINGTON ST. EASTON, MD 21601 (410) 822-2929 FAX (410) 820-6586

> WEBSITE www.bbcmlaw.com

November 18, 2021

*ADMITTED MD & DC
**ADMITTED MD, DC & VA

CURTIS H. BOOTH

HUGH CROPPER IV

LYNDSEY J. RYAN

LISA D. SPARKS**

THOMAS C. MARRINER*

ELIZABETH ANN EVINS

Mr. Weston S. Young, P.E., CAO Worcester County Commissioners One West Market Street, Room 1103 Snow Hill, Maryland 21863

RE: Sea Oaks Village, LLC, Mystic Harbour Sanitary Service Area

Dear Mr. Young:

As you will recall, on November 20, 2018, Phase I, Step II, Floating Zone, was approved by the Worcester County Commissioners for the Sea Oaks Village RPC. According to the Master Plan, the property is designed for 135 residential units, which is a residential density of approximately 3.8 units per acre.

This is a mixed-use project, consistent with the Worcester County Comprehensive Plan. On December 5, 2019, the Planning Commission approved a Major Site Plan for contractors' shops (12,000 square feet) and retail (11,480 square feet).

The Phase I Subdivision/Site Plan was recorded on July 17, 2020, for 59 residential units, which included a swimming pool and other residential amenities. On April 14, 2021, the Technical Review Committee considered Phase II of Sea Oaks Village RPC, consisting of 76 townhome units with additional ball courts. Those comments are attached for your reference.

Phase I required 63 EDUs (59 EDUs for the 59 residential units; 4 EDUs for the commercial) which were allocated by the Worcester County Commissioners. Then, on July 6, 2021, the Worcester County Commissioners allocated an additional 29 EDUs, for an additional 29 townhome units in the first sub-phase of Phase II. Most recently, 18 EDUs were allocated on September 21, 2021.

November 18, 2021 Page Two

This is an application for an additional 10 EDUs, for the third sub-phase of Phase II. As you can tell from the history of applications over time, Sea Oaks has obtained EDUs incrementally. The present application would serve two townhouse pads in Phase II, selected by the land planner as the most logical next piece in the course of development. R.D. Hand and Associates, Inc. prepared an exhibit showing where these EDUs will be used. It is attached.

If the additional 10 EDUs are granted, this will leave only 19 building units on the Master Plan which have not been allocated EDUs.

At this time, the residential units are well under construction. There is significant demand for these residential units in West Ocean City with homes selling very quickly, typically before completion. Sea Oaks and its builder look forward to completing the whole development of 135 townhomes, as designated on the Master Plan.

The approval of the additional 10 EDUs will provide Worcester County citizens with much needed housing opportunities.

The applicant respectfully requests that the allocation of 10 EDUs for the Sea Oaks Village RPC be granted by the Worcester County Commissioners.

Respectfully submitted,

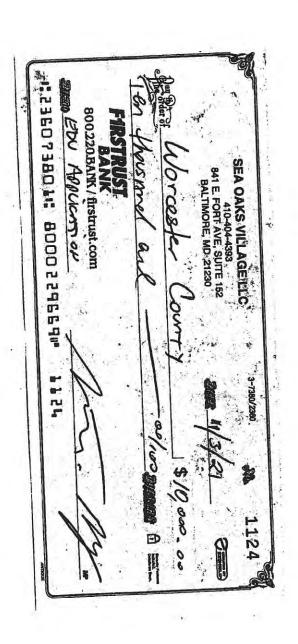
Lisa D. Sparks

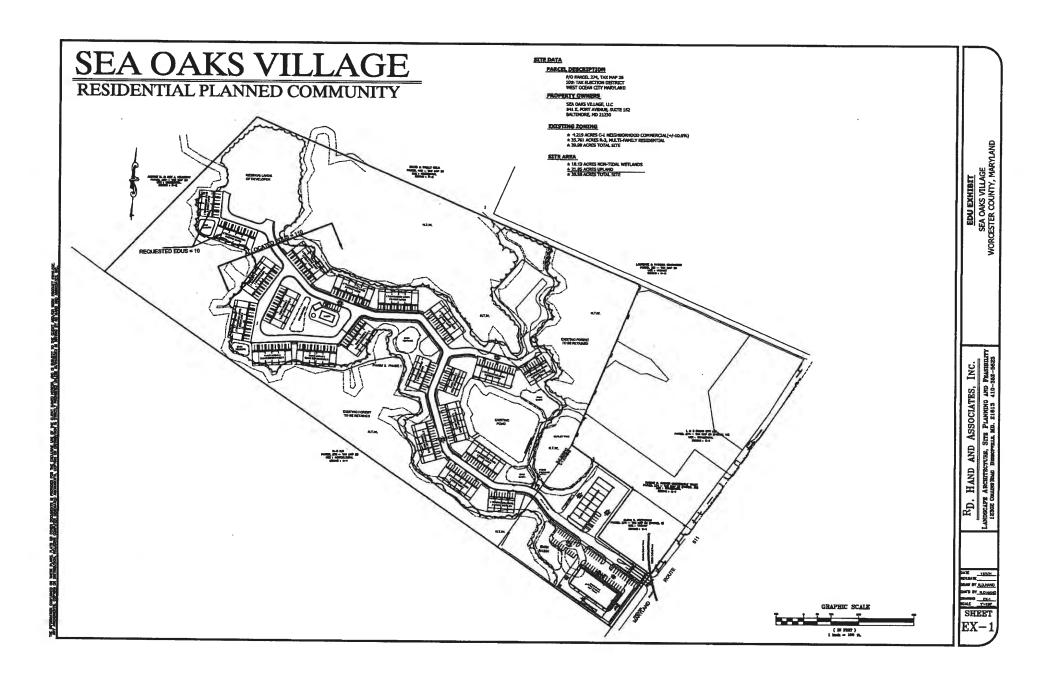
lsparks@bbcmlaw.com Attorney for Sea Oaks

Village, LLC

LDS/tgb Enclosures

CC: Hugh Cropper IV, Attorney at Law Margaret Witherup, Attorney at Law Steve Murphy, Sea Oaks Village, LLC Chris Reda, Sea Oaks Village, LLC





Worcester County - Department of Public Works - Water and Wastewater Division Mystic Harbour Sewer Service Application

Name: <u>Sea Oaks Village</u> , LLC	Date: November 18,202
Mailing address: 841 E Fort Avenue	, St. 132, Bultimore, md 21230
	catur Highway, Ocean City, Md 21842
	Map 26 Plo Parcel 274; 10-296900
Type of project (circle one below):	
Single Family Minor Site Plan Major Site	Plan Residential Planned Community
Type of service requested (circle one) Resident	
If commercial, list type of business, square footage	e and number of seats in restaurant (if applicable):
EDU's/gallons assigned to property:	EDU's to be purchased: /O
If developer new construction, will you be provide	
Name & license number of licensed plumber prov	
Name & phone number of person to contact with n	regards to this application/account: 81 Sparks @bbcm law.com
Signature: MOONTO CON	Date: November 18, 2021
Attachments required to be submitted with ann	
Single Family- Copy of permit application.	
Minor Site Plans- Copy of TRC report or docum	entation of administrative waiver.
Major Site Plans - Copy of TRC report.	ng Commission's findings/recommendation for Step 1.
Residential 1 fainted Community Copy of Framin	ig Commission a mondeatecommendation for Step 1.
NOTICE: Please review attached Resolution No.	17-19 which details the EDU allocation process
and the time frame in which the EDUs must be uti- allocation and utilization. If mains are to be install	lized or returned to the County for future
Water Project Agreement" will be required.	led by applicant a separate "Small Sewer and
OFFICE USE ONLY:	
Date received:	y:
Environmental Programs approval:	Date:
Treasurer's Office approval:	Date:
Public Work's approval:	
FEES PAID:	
Deposit \$1,000 per BDU X (RDU Remaining Balance \$6,700 per EDU X	's) = \$
Date received:By:	
Worcester County Treasurer's Office	
Attn: Jessica Wilson	
	CY ATTACHED AND INCORPORATED.
Snow Hill, MD 21863	

Real Property Data Search

Search Result for WORCESTER COUNTY

View Map	View GroundRent Re	demption	View Ground	dRent Registration		
Special Tax Recapture:	: None	· · · · ·	y 70			
Account Identifier:	District - 10 Ac	count Number - 296900				
		Owner Information	F2			
Owner Name:	SEA OAKS VIL			RESIDENTIAL NO		
Mailing Address:	841 EAST FOR			/07082/ 00402		
	BALTIMORE M	D 21230-				
	Lo	ocation & Structure Informat	tion			
Premises Address:	STEPHEN DEC OCEAN CITY 2			PAR 3A 16.88 ACS RESERVED LANDS R-611 SEA OAKS VILLAGE		
Map: Grid: Parcel:	Neighborhood: Subdiv	vision: Section: Block	: Lot: Assessmen	t Year: Plat No: 106008		
0026 0018 0274	12080.24 0000		3A 2020	Plat Ref: 248/74		
Town: None		€ \$.,		s • • =		
Primary Structure Built	Above Grade Living A	Area Finished Baseme	ent Area Property	Land Area County Use		
Stories Basement	Type Exterior Qualit	y Full/Half Bath Ga	rage Last Notice o	f Major Improvements		
		Value Information				
	Base Value	Value	Phase-In Asse	ssments		
		As of 01/01/2020	As of 07/01/2020	As of 07/01/2021		
Land:	729,100	2,204,300	0110112020	07/01/2021		
Improvements	0 .	0				
Total:	729,100	2,204,300	1,712,567	1,712,567		
Preferential Land:	0	0	11. 121021	11. 121001		
		Transfer Information				
Seller: SIX ELEVEN PRO	OPERTIES LLC	Date: 09/27/2017		Price: \$2,250,000		
Type: ARMS LENGTH VA	ACANT	Deed1: /07082/ 00402		Deed2:		
Seller: TAYLOR ROBERT	TJ & OTHERS	Date: 01/19/2017	₩ % <u>.</u> = 1	Price: \$440,000		
Type: NON-ARMS LENG	17 No. of Co. of MA	Deed1: /06926/ 00161		Deed2:		
Seller: PARKER EUGEN	ERJR&BRUCEA	Date: 06/16/1986	11	Price: \$185,000		
Type: ARMS LENGTH IM	IPROVED	Deed1: WCL /01185/ 0028	Deed2:			
		Exemption Information				
artial Exempt Assessme		07/0	1/2020	07/01/2021		
ounty:	000	0.00				
tate:	000	0.00				
lunicipal:	000	0.00	0.00	0.00 0.00		
Special Tax Recapture: I						
omestead Application S		nestead Application Informa	ition			
omesteau Application 3	rereative wholication					
	11	ers' Tax Credit Application li				

resolution no. 17 - 19

RESOLUTION CREATING THE MYSTIC HARBOUR SANITARY SERVICE AREA SEWER EDU ALLOCATION PROCESS

WHEREAS, the Mystic Harbour Wastewater Treatment Plant (WWTP) was upgraded and expanded in 2014 to provide additional sanitary sewer treatment capability to serve residential and commercial needs of properties within the Mystic Harbour Sanitary Service Area (SSA); and

WHEREAS, the upgrade and expansion resulted in a total of 200,000 gallons per day of additional sawage treatment capacity in the Mystic Harbour WWIP which created a total of 666 new Equivalent Dwelling Units (EDUs) of sewer capacity at a rate of 300 gallons per day per HDU which are now available in the Mystic Harbour SSA; and

WHERRAS, the planning documents included in the latest approved Wordester County Water and Severage Master Plan amendment regarding the Mystic Harbour SSA identified a number of goals for the additional capacity and included a chart (attached hereto) allocating the new EDUs to different areas within the Mystic Harbour SSA for different purposes; and

WHEREAS, on March 15, 2016, the Worcester County Commissioners reviewed and approved an implementation policy for the newly available sewer EDUs in the Mystic Harbour/West Ocean City SSA Overlay Area; and

WHEREAS, upon the recommendation of the Worcester County Water and Sewer Committee, the County Commissioners have determined that it is prudent to have an allocation process in place for all 666 new sewer EDUs in the Mystic Harbour SSA, not just those aimed at the Overlay Area, to include County Commissioner approval of future allocations.

NOW, THEREPORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the following Mystic Harbour Sanitary Service Area EDU Allocation Process is hereby adopted:

- 1. The allocation of Mystic Harbour Sanitary Service Area sewer EDUs shall only be approved for properties with an existing demonstrated need and in connection with either a permit or plan application specifying how and where the capacity will be allocated:
 - A. The project must apply to the County Commissioners for the EDU allocation while the project is pending as follows:
 - i. Single Family Dwellines and change of use commercial spaces The property owner or their representative must apply for and receive any seeded EDU allocation prior to receiving any permit for the project. EDU(s) must be paid for in full at time of the first permit application.
 - ii. Minor Site Plans and other projects requiring administrative approvals The project must have completed the Technical Review Committee process (when required) or the granting of an administrative waiver before applying to the County Commissioners for HDU allocation. The project must have HDU allocations prior to the project applying for final signature approval with the Zoning Administrator. A deposit shall be required upon application as detailed in

Page 1 of 3

Section 1B hereof. The remaining balance to purchase the EDUs shall be paid prior to my project permit being issued.

- iii. Major Site Plans The project must have completed the Technical Review Committee process before applying to the County Commissioners for HDU allocation. The project must have EDU allocations prior to the project applying for final site plan approval with the Planning Commission. A deposit shall be required upon application as detailed in Section 1B hereof. The remaining balance to purchase the HDUs shall be paid prior to any project permit being issued.
- iv. Residential Planned Community (RPC) Concurrent with Step 1 of the RPC approval process, the project shall apply to the County Commissioners for EDU allocation. The project cannot move to Step 2 of the RPC approval process without sufficient EDUs being allocated. A deposit shall be required upon application as detailed in Section 1B hereof.
- B. Included with the application shall be a \$1,000 deposit per HDU applied for. If the County Commissioners deny the allocation or if the Planning Commission fails to approve the site plan, the deposit shall be returned. If the County Commissioners approve the allocation and if the Planning Commission approves the site plan or RPC, the deposit is non-refundable.
- C. If the project approvals expire, the project shall lose its allocation of EDUs. The County shall return the amount paid to purchase the HDUs less the non-refundable deposit.
- D. If after one year of the project having EDUs allocated to it, a building permit has still not been issued for the project, an additional deposit of \$1,000 per EDU per year shall be required for each year of additional reservation of service up to a maximum of five years. No reservation shall be allowed beyond five years. The additional deposit shall be paid not less than 60 days prior to the anniversary date of the original allocation approval. If the additional deposit is not paid as required or if five years clapses, the EDU allocation shall be still and void and all prior deposits shall be forfeited.
- E. Applications shall be submitted to: Worcester County Administration, Government Center Room 1103, One West Market Street, Snow Hill, MD 21863.
- 2. There shall be no transfers of sewer allocations permitted in the Mystic Harbour Senitary Service Area (MHISSA) by property owners who have excess capacity allocated to their properties. In the event that excess sewer capacity exists on a property as a result of changes or modifications to the original development plan, any and all excess capacity shall revert to the MHISSA two years after the issuance of the cartificate of occupancy for the last building shell in the project. The property owner shall only be entitled to the return of the amount of the original price paid to the County for the HDUs less the non-refundable deposit. The property owner shall be notified in writing of the forfeiture of the musted capacity. Such notice shall be sent by registered mail to the property owner(s) address as identified on the tax assessment rolls as maintained by the Maryland Department of Assessments and Taxation.
- The current equity contribution in fiscal year 2018 (FY18) for each Mystic Harbour Sanitary Service Area sewer EDU is \$7,700, with quarterly debt service payments of \$54 per EDU

thereafter until the debt is paid in full. The equity contribution will be recalculated each fiscal year to include the debt service from the prior year. Quarterly debt service payments may be adjusted in the future to pay for additional debt incurred by the Mystic Harbour Sanitary Service

Upon allocation of the EDUs, accessibility charges as established in the annual budget for the Mystic Harbour Sanitary Service Area shall become due and payable on a quarterly basis. The current accessibility charge is \$150 per quarter per EDU. Accessibility charges are non-refundable should the applicant fail to utilize the allocated EDUs.

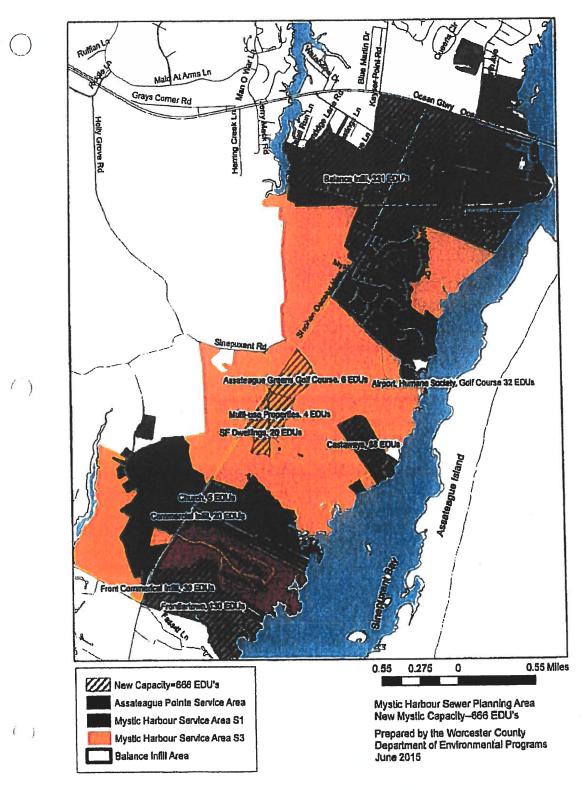
AND, BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

PASSED AND ADOPTED this

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

North of Airport, North of Antique Road, East and West of Route 611 "Area 1"	Original Allocation	Adjusted Aljocation	Sold and in	Sold and Not in Service	Remaining	Factoria
Infill and Intensification of		MINORITARI	. Sel Vice	26i AiCa	Allocation	Footnotes
Properties in "Area 1"	154	114	0	81	33 .	3, 10, 12, 13, 1
Vacant or Multi-lot Properties in "Area 1"	80	80	0	30	50	13
Single Family Dwellings	17	17	0	0	17	
Commercial Properties in "Area 1"	80	80	43	33	4	4, 5, 7, 8, 11, 13, 14, 17, 18
Subtotal EDUs in "Area 1"	331	291	43	144	104	
Airport and South of Airport, East of Route 611 - "Area 2"						<u> </u>
Commercial Infill South of Airport	20	20	0	20	0	15, 16
Vacant or Multi-lot Properties Assateague Greens Executive Golf	4	4	1	2	1	6, 16
Course/Range-9-holes	6	6	. 0	0	6	
Ocean City Airport, Clubhouse and Humane Society	32	32	32		0	1
Church	5	5	0	0	5	
Single Family Dwellings	20	20	0	1	19	9
Castaways Campground	88	88	88		0	2
rontler Town Campground	130	200	166	34	0	3, 10
Commercial Portion of Frontier Cown Campground	30	0.			0	
lubtotal EDUs in "Area 2"	335	375	287	57	31	7
OTAL EDU:	666	666	330	201	135	
ote: See attached map for location of EDU	allocations					

- 2 Sold 88 EDUs to Castaways Campground on July 3, 2014.
- 3 Sold 166 EDUs to Frontier Town Campground on Merch 30, 2017 by transferring 30 EDUs from Frontier Town Commercial ellocation and 6 EDUs from "Infill and intensification of properties in Area 1" allocation as agreed by Commissioners on September 19, 2017.
- 4 Sold 14 EDUs to Park Place on May 16, 2017.
- S Hampton Inn bought 40 EDUs from Mitch Perker and bought an additional 13 EDUs from the County on August 28, 2017.
- 6 Approved the sale of 2 EDU's to Victor H, Birch Property on March 20, 2018.
- 7 Approved the sale of 1 EDU to Eugene Parker Trust Property on April 3, 2018,
- B Approved the sale of 3 EDU's to L & B Ocean City, LLC Properties on April 3, 2018.
- 9 Approved the sale of 1 EDU to Michael Jay Deem Property on April 17, 2018.
- 10 Water and Sewerage Plan Amendment 34 EDUs from "Infili and Intensification of properties in Area 1" to Frontier Yown Campground for Expension approved on June 19, 2018 by County Commissioners (Resolution No. 18-17).
- 11 Approved the sale of 9 EDUs to Stockyard Inc. Property on June 19, 2018.
- 12 Approved the sale of 27 EDUs to GCR Development, LLC Property on July 3, 2018.
- 13 Approved the sale of 63 EDUs (29-infill, 30-vacant, 4-commercial) to Sea Oaks, LLC property on Sept 18, 2018. Pending MDE approval.
- 14 Approved the sale of 45 EDUs [25-Infill, 20-commercial) to ODIE-1, LLC (Alamo Motel) property on October 23, 2018.
- 15 Approved the sale of 6 EDUs to Assateague Island Farm, LLC property on January 22, 2019, subject to various conditions.
- 16 Approved the sale of 15 EDUs to ES Adkins and Company property (14 commercial infill, 1 vacant) on February 19, 2019.
- 17 Approved the sale of additional 7 EDUs to Stockyard Inc. Property on July 16, 2019.
- 18 Approved the sale of additional S EDUs to Stockyard Inc. Property on December 3, 2019.



6



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 Young, P.E., Chief Administrative Officer

FROM: Dallas Baker Jr., P.E. Director of Public Works Alla Bolla

DATE: December 28, 2021

SUBJECT: Mystic Harbour Service Area Sea Oaks Turnover Documents

Public Works is recommending approval of the Sea Oaks Project, Phase 1 and accepting the facilities into the County's Mystic Harbour Service Area Wastewater System for operation.

Attached are the turnover documents including: Deed; Bill of Sale and Assignment form executed by the owner for turnover of the facilities; Release of Lien from the prime contractor; Release of Lien from the design engineer. These documents have been reviewed by the County Attorney and found to be acceptable. Also included is a maintenance bond in the amount of \$200,000 to warrant the pump station mechanical equipment for the next 2-years. Record Drawings are on file in the Water and Wastewater Office.

The County is also holding a \$550,000 performance bond which will be released upon completion of the water service line adjustments at units 5 to 33.

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

Attachments

cc:

Roscoe Leslie, County Attorney Chris Clasing, P.E. Deputy Director Barbara Hitch, Enterprise Fund Controller

AND ASSIGNMENT

	This Deed, Bill of Sale and Assignment made this	day of	, 2021.
by and	between Sea Oaks Village, LLC, a Maryland limited	d liability company,	"Developer" and
County	Commissioners of Worcester County, Maryland, "(Commissioners".	-

WHEREAS, Developer, pursuant to all required permits, has constructed a certain Sanitary Facility, "Facility" pursuant to Section 5-307 of Public Works Article, the Code of Public Local Laws of Worcester County, Maryland on property generally described as "Outlot Nine Lift Sta.", on a final subdivision plat entitled "Sea Oaks Village, which is recorded among the Plat Records of Worcester County, Maryland in Liber SRB No. 248, folio 74 et seq. and by separate deed recorded among the Land Records of Worcester County, Maryland in Book 8061, Page 65;

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

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

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

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

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

- 1. All of the following described components, rights, permits, licenses, personal property, real property, easements and being all of the right title and interest of Developer associated with, in, and to Facility are hereby granted, conveyed and transferred unto Commissioners. Sanitary Sewer Pump Station, to include, but not necessarily limited to, concrete vaults, pumps, piping, valves, electronic controls, SCADA control systems, radio transmission units, radio antenna tower, emergency electrical generator, paving, fencing, gate and all other improvements.
- 2. Commissioners agree that the final inspection has been conducted of Facility and it is approved and accepted.
- 3. Commissioners hereby accept operational control and ownership of the Facility as herein set forth.
- 4. Developer warrants and agrees that construction of the Facility is in accordance with all permits and approvals.

13 - 3

- 5. Developer warrants for a period of two (2) years that the Facility is constructed in a workmanlike manner, in accordance with industry standards, is free and clear of all faulty materials, is properly designed for its intended use, is free of imperfections, and will operate in accordance with its design and further that it is free and clear of all liens and encumbrances and that written releases of all workers and suppliers have been delivered.
- 6. Lienholder hereby releases its lien upon any property hereby transferred.
- 7. Developer shall execute such other and further assurances hereof as Commissioners may require.

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

	DEVELOPER	
Charter M nosses	By: Sea Oaks Village, LLC ON BEHALF OF COUNTY COMMISSIONERS OF WORCESTER COUNTY	(SEAL)
	By:	_(SEAL) ative Officer
	LIENHOLDER	
	Ву:	_(SEAL)
STATE OF MARYLAND, WORCESTER (COUNTY, TO WIT:	
	Estate and County aforesaid, persona _, known to me (or satisfactorily pro- ned in the foregoing instrument, and	ally oven) to be
Deed, Bill of Sale, and Assignment County Stated and for the purpose of 3	Notary Public	- 100 - 2
Deed, Bill of Sale, and Assignment Page 2 of 3		13 - 3

Commission Expires: 8/5/2025		20
STATE OF MARYLAND, WORCESTER	COUNTY, TO WIT:	
I HEREBY CERTIFY, that on this _ the subscriber, a Notary Public in and for th appeared _ the Chief Administrative Officer of Worces Administrative Officer for the purposes here	e State and County aforesaid,, known to me (or satisfact ter County, and executed the	, personally orily proven) to be
	Notary Public	
Commission Expires:		
STATE OF MARYLAND, WORCESTER	COUNTY, TO WIT:	
I HEREBY CERTIFY, that on this _ the subscriber, a Notary Public in and for the appeared the capacity stated and for the purposes here	e State and County aforesaid, . known to me (or satisfacto	personally proven) to be
the capacity stated and for the purposes here	in contained.	
	Notary Public	
Commission Expires:		

RELEASE OF MECHANIC'S LIENS

The undersigned, general or sub-contractor, has provided services and/or materials for construction and improvements at the property owned by County Commissioners of Worcester County, Maryland, and described as follows: Resident, property and improvements located at 12427 Sea Oaks Lane, Ocean City, MD 21842 and known as "Outlot Nine Lift Sta.", shown on a final subdivision plat entitled "Sea Oaks Village, which is recorded among the Plat Records of Worcester County, Maryland in Liber SRB No. 248, folio 74 et seq. and by separate deed recorded among the Land Records of Worcester County, Maryland in Book 8061, Page 65.

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

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

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

WITNESS the following s	ignatures and seals this <u>6th</u> day of <u>December</u> , 2021.
WITNESS: Peggy A. Kirby	Gregg Lenane, VP of Project Manage STAL AND
	(SEAL)

RELEASE OF MECHANIC'S LIENS

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

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

WITNESS the following signatures and seals this _____ 27 ___ day of _December_, 2021.

WITNESS:

Alisha A. Carpenter for Carpenter

Engineering, LLC

argenter, PE for C Engineering, I.

(SEAL)

(SEAL)



SUBDIVISION MAINTENANCE BOND

1600 Aspen Commons, Suite 300 Middleton, WI 53562

P.O. Box 5900 Madison, WI 53705-0900

Phone: 800.475.4450 Fax: 608.829,7408 www.CapSpecialty.com

Bond Number: \$2704885M

KNOW ALL MEN BY THESE PRESENTS:

That <u>Sea Oaks Village</u>, <u>LLC</u>, <u>841 East Fort Avenue</u>, <u>Suite 152</u>, <u>Baltimore</u>, <u>MD 21230</u>, as Principal, and <u>Platte River Insurance Company</u> located at 1600 Aspen Commons, Middleton, WI 53562, as Surety, hereinafter called Surety, are held and firmly bound unto <u>County Commissioners of Worcester County</u>, <u>Maryland</u> as Obligee, hereinafter called Owner, in the penal sum of <u>Two Hundred Thousand and 00/100</u> (\$200,000.00), for the payment whereof Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Principal has by written agreement dated ________ entered into an Agreement with Owner for <u>Utilities – Sea Oaks Village</u>; <u>20-348</u> in accordance with the General Conditions, the Drawings and Specifications, which Agreement by reference incorporated herein, and made a part hereof, and is referred to as the Agreement.

NOW, THEREFORE, the condition of this obligation is that, if Principal shall remedy and defects due to faulty materials or workmanship, and pay for any damage to other work resulting therefrom, which shall appear within a period of two (2) year(s) from the date of substantial completion of the work provided for in the Agreement, then this obligation to be void' otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that Owner shall give Principal and Surety notice of observed defects with reasonable promptness.

SIGNED and sealed this 4th day of January, 2022.

Surety

By: Selling & Michael (seal

LeeAnne K. Michaud Attorney-in-Fact

PLATTE RIVER INSURANCE COMPANY POWER OF ATTORNEY

S2704885M **Bond Number**

KNOW ALL MEN BY THESE PRESENTS, That the PLATTE RIVER INSURANCE COMPANY, a corporation of the State of Nebraska, having its principal offices in the City of Middleton, Wisconsin, does make, constitute and appoint LeeAnne K. Michaud Name of Individual

its true and lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf, as surety, and as its act and deed, any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of See Bond Form for S2704885M

on behalf of Sea Oaks Village, LLC Bond Amount **Bond Number**

This Power of Attorney is granted and is signed and scaled by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of PLATTE RIVER INSURANCE COMPANY at a meeting duly called and held on the 8th day of January, 2002.

"RESOLVED, that the President, Executive Vice President, Vice President, Secretary or Treasurer, acting Individually or otherwise, be and they hereby are granted the power and authorization to appoint by a Power of Attorney for the purposes only of executing and attesting bonds and undertakings, and other writings obligatory in the nature thereof, one or more resident vice-presidents, assistant secretaries and attorney(s)-in-fact, each appointee to have the powers and duties usual to such offices to the business of this company; the signature of such officers and seal of the Company may be affixed to any such power of attorney or to any certificate relating thereto by facsimile, and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the Company, and any such power so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking or other writing obligatory in the nature thereof to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any of said officers, at any time."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorneyin-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorneyin-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner - Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

IN WITNESS WHEREOF, the PLATTE RIVER INSURANCE COMPANY has caused these presents to be signed by its officer undersigned and its corporate seal to be hereto affixed duly attested, this 1st day of January, 2020.

Rvan J. Byrnes Senior Vice President, Chief Financial Officer and Treasurer

Suranne on Brosopping Suzanne M. Broadbent Assistant Secretary

STATE OF WISCONSIN COUNTY OF DANE

S.S.:

On the 1st day of January, 2020 before me personally came John L. Sennott, Jr., to me known, who being by me duly sworn, did depose and say: that he resides in the County of Hartford, State of Connecticut; that he is Chief Executive Officer and President of PLATTE RIVER INSURANCE COMPANY, the corporation described in and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation and that he signed his name thereto by like order.

STARL

STATE OF WISCONSIN COUNTY OF DANE

David J. Rogela David J. Regele Notary Public, Dane Co., WI My Commission Is Permanent

PLATTE RIVER INSURANCE COMPANY

Chief Executive Officer and President

I, the undersigned, duly elected to the office stated below, now the incumbent in PLATTE RIVER INSURANCE COMPANY, a Nebraska Corporation, authorized to make this certificate, DO HEREBY CERTIFY that the foregoing attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at the City of Middleton, State of Wisconsin this 4th January, 2022 day of

Andrew B. Diaz-Matos Senior Vice President, General Counsel and Secretary

NOTES: (CONTINUED) STANDARD UTILITY INSTALLATION NOTES: 1. ALL WORK, MATERIALS, AND CONSTRUCTION METHODS SHALL BE IN ACCORDANCE WITH WORCESTER COUNTY 4. THE CONTRACTOR SHALL NOTIFY WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS AT LEAST 48 HOURS 1. CALL "MISS UTILITY" AT 1-800-257-7777 48 HOURS PRIOR TO THE START OF WORK. DEPARTMENT OF PUBLIC WORKS. PRIOR TO COMMENCING WITH ANY LAND DISTURBING ACTIVITIES AND, UNLESS WAIVED BY THE WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS, SHALL BE REQUIRED TO HOLD A PRE-CONSTRUCTION MEETING AT THE PROJECT 2. ONLY ENOUGH TRENCH SHOULD BE EXCAVATED WHICH CAN BE BACKFILLED DAILY. 2. ALL NECESSARY PERMITS, LICENSES, BONDS, INSURANCE POLICIES, ETC. REQUIRED BY LOCAL, STATE, AND/ OR FEDERAL LAWS SHALL BE PROVIDED BY THE CONTRACTOR AT HIS/HER OWN EXPENSE. 3. EXCAVATED TRENCH MATERIALS SHOULD BE PLACED ON THE HIGH SIDE OF THE TRENCH. 5. UPON COMPLETION OF CONSTRUCTION, A SITE CONSTRUCTION "AS-BUILT" SHALL BE SUBMITTED TO THE 3. EXISTING UTILITIES ARE SHOWN IN ACCORDANCE WITH INFORMATION PROVIDED BY THE RESPECTIVE UTILITY WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS PRIOR TO USE AND OR OCCUPANCY OF THE PROPOSED SITE 4. IMMEDIATELY FOLLOWING UTILITY INSTALLATION, THE TRENCH SHALL BE BACKFILLED, COMPANIES AT THE TIME THAT THIS PLAN WAS PREPARED. COMPACTED AND STABILIZED AT THE END OF EACH WORKING DAY. NO MORE TRENCH SHALL BE OPENED THAN CAN BE COMPLETED IN THE SAME DAY. THREE (3) DAYS PRIOR TO ANY CONSTRUCTION, THE CONTRACTOR SHALL CONTACT "MISS UTILITY" TO VERIFY 6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPLACEMENT OF DAMAGED OR DESTROYED LANDSCAPE. THE LOCATION AND DEPTH OF UNDERGROUND UTILITIES. (PHONE 1-800-282-8555) 5. FULL TRENCH COMPACTION IS REQUIRED. WORCESTER COUNTY REQUIRES FULL TIME 7. PLAN LOCATIONS AND DIMENSIONS SHALL BE STRICTLY ADHERED TO UNLESS OTHERWISE DIRECTED BY THE CONSTRUCTION REVIEW AND GEOTECHNICAL CERTIFICATION OF COMPACTION FOR WORK IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY AND ALLOW FOR THE LOCATION OF ALL WITHIN THE RIGHT-OF-WAY AND UTILITY EASEMENTS. UNDERGROUND UTILITIES. 8. THIS PLAN DOES NOT INCLUDE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY. ALL CONSTRUCTION MUST 6. MULCHING TO WORCESTER COUNTY SOIL CONSERVATION DISTRICT SPECIFICATIONS OF ALL BE DONE IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 AND ALL RULES AND PRIOR TO ANY CONSTRUCTION, THE CONTRACTOR SHALL EXCAVATE IN THE AREA OF ANY POTENTIAL DISTURBED AREAS AND DAILY ON BACKFILL IS REQUIRED REGULATIONS THERETO APPURTENANT. UTILITY CROSSING TO VERIFY THAT THE UTILITY WILL NOT INTERFERE WITH CONSTRUCTION. IF, AFTER UNCOVERING OF THE UTILITY, THERE IS ANY QUESTION CONCERNING A POSSIBLE CONFLICT. 9. THE BIDDER IS REQUIRED TO EXAMINE CAREFULLY THE SITE OF THE WORK, THE PROPOSAL, PLANS, 7. ANY DITCHES OR DRAINAGE WAYS DISTURBED DURING CONSTRUCTION WILL BE RESTORED THE CONTRACTOR SHALL IMMEDIATELY CONTACT THE ENGINEER. SPECIFICATIONS AND OTHER CONTRACT DOCUMENTS FOR THE WORK CONTEMPLATED AND IT WILL BE ASSUMED TO ORIGINAL CONDITION. THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT ALL EXISTING UTILITIES THAT HE HAD FAMILIARIZED AND SATISFIED HIMSELF TO THE CHARACTER, QUALITY AND QUANTITIES OF WORK TO BE PERFORMED AND MATERIALS TO BE FURNISHED, AND AS TO THE REQUIREMENTS OF THESE SPECIFICATIONS, PLANS AND MAINTAIN UNINTERRUPTED SERVICE. ANY AND ALL DAMAGES DONE TO THE UTILITIES DUE TO HIS/HER NEGLIGENCE SHALL BE IMMEDIATELY AND COMPETENTLY REPAIRED AT HIS/HER EXPENSE. AND OTHER CONTRACT DOCUMENTS, AND HE MUST BE PREPARED TO EXECUTE A FINISHED JOB IN EVERY PARTICULAR WITHOUT ANY EXTRA CHARGE WHATSOEVER, EXCEPT AS MAY BE SPECIFICALLY PROVIDED FOR ELSEWHERE IN THESE CONTRACT DOCUMENTS. SALVO AND SHELLY CELIA PARCEL 446 - TAX MAP 26 DEED: 1957/0350 PURNELL WILLIAM H JR & CHARLES TAX ID #10-349028 **USE: RESIDENTIAL ZONING: R-2** MH #2-5 -L & B OCEAN CITY, LLC PARCEL 274 - TAX MAP 26 (PARCEL 1A) DEED: 5199/0375 TAX ID #10-292530 **FUTURE** - LIMITS OF PHASE 1 **USE: COMMERCIAL** MH #2-4 -CONSTRUCTION, PROVIDE ZONING: C-1 **30 FEET OF PIPE AND** LAMPHOLE – MH #2-3 FIRE HYDRANT MH #2-2 LOCATION MAP SCALE: 1'' = 1,000'SITE DATA: 1. TAX PARCEL NO: TAX MAP 26, PARCEL 274, LOT 3A EUGENE R. PARKER IRREVOCABLE TRUST PARCEL 274 - TAX MAP 26 (PARCEL 3B) 2. OWNER: SEA OAKS VILLAGE, LLC c/o MR. STEVE MURPHY DEED: 6686/74 841 EAST FORT AVENUE, UNIT 152 TAX ID #10-011620 BALTIMORE, MARYLAND 21230 **USE: COMMERCIAL** (410) 404-4393 MH #1-2 -ZONING: C-1 3. SITE ADDRESS: STEPHEN DECATUR HIGHWAY S54°33'02"E —► 276.68' OCEAN CITY, MARYLAND 21842 MH #1-3 -4. PLAT REFERENCE: GLENN D. PRETTYMAN PROPOSED · PARCEL 274 - TAX MAP 26 R. D, HAND & ASSOCIATES, INC. c/o MR. ROBERT D. HAND 5. LAND PLANNER: PROPOSED FIRE HYDRANT FIRE HYDRANT (PARCEL 2) 12302 COLLINS ROAD **BISHOPVILLE, MD 21813 PROPOSED 4" FORCEMAIN** DEED: 4842/315 (410) 352-5623 PHONE 1,396 LINEAR FEET -TAX ID #10-287146 PROPOSED USE: VACANT CARPENTER ENGINEERING, LLC c/o RONNIE B. CARPENTER, PE **ZONING: C-1** MH #5 P.O. BOX 3460 MH #1-2-1 -OCEAN CITY, MD 21843 - AS-BUILT F.M. (302) 438-6745 PHONE (888) 372-2844 FAX LOTS 22 - 27 **CONNECTED TO** 234.62' 7. CONTRACTOR: RAYNE'S SAND AND GRAVEL, INC. c/o MR. SEAN RAYNE EXISTING 6" F.M. 8933 LOGTOWN ROAD WITH TEE AND **BERLIN, MD 21811** SEA OAKS LANE **THREE VALVES** (410) 629-0300 PHONE (410) 641-1966 FAX W 8. TOPOGRAPHIC INFORMATION SHOWN HEREON IS BASED ON A FIELD RUN SURVEY CONDUCTED BY FRANK G. LYNCH, JR. AND SEA OAKS LANE ASSOCIATES, INC. AS-BUILT DATA SHOWN HEREON IN RED IS BASED ON A FIELD RUN SURVEY CONDUCTED BY FRANK G. LYNCH, JR. & ASSOCIATES, INC. COMPLETED IN OCTOBER 2021. 9. ACCORDING TO FEMA PANELS 240047 0180 H, DATED JULY 16, 2015, NO PORTION OF THIS PROPERTY LIES WITHIN THE 100-YEAR PROPOSED -RETAIL FIRE HYDRANT LOTS 5 - 10 11,480 SF 10. ACCORDING TO CARPENTER ENGINEERING'S REVIEW OF THE TOPOGRAPHIC SURVEY, THE AREA WITHIN THE LIMITS OF DISTURBANCE DOES NOT CONTAIN AREAS MEETING THE DEFINITION OF STEEP SLOPES. PROPOSED -11. NO PORTION OF THIS SITE LIES WITHIN THE LIMITS OF THE CHESAPEAKE BAY CRITICAL AREA. FIRE HYDRANT 12. EXISTING ZONING: R-3 AND C-1 → N54°55'00"W PROJECT B.M. FND. IRON ROD 13. THE PURPOSE OF THIS PLAN IS TO DEPICT THE SANITARY SEWER, DOMESTIC WATER AND FIREWATER REQUIREMENTS FOR ELEV.= 9.81 — H-3 LLC THE DEVELOPMENT OF 59 TOWNHOUSE UNITS AND 23,480 S.F. OF COMMERCIAL BUILDING SPACE. THE STORMWATER PARCEL 275 - TAX MAP 26 MANAGEMENT AND EROSION AND SEDIMENT CONTROL PLANS, STREET CONSTRUCTION PLANS, HIGHWAY ENTRANCE PLAN, AND LANDSCAPE PLANS ARE CONSIDERED AN INTEGRAL PART OF THIS PLAN. WATER SERVICE DATA / NOTES : DEED: 5822/104 TAX ID #10-013429 MYSTIC HARBOUR SOURCE: 14. SEWER DEMAND: 59 TOWNHOUSE UNITS AT 280 GPD [59 EDUS] **USE: AGRICULTURAL** 23,480 S.F. COMMERCIAL SPACE AT 0.05 GPD/SF [4 EDUS] **ZONING: A-1** . EXISTING MAIN: 12-INCH DIA AVERAGE DAILY FLOW= 17,694 GPD PROPOSED HYDRANTS: 6 (2 COMMERCIAL, 4 RESIDENTIAL) PEAK FLOW= 49 GPM . OBSTRUCTIONS SHALL NOT BE PLACED OR KEPT NEAR HYDRANTS, FIRE DEPARTMENT INLET CONNECTIONS 15. ACCORDING TO SUBTITLE IV, SECTION 1-403 (B) (15), THIS PROJECT IS EXEMPT FROM THE FOREST CONSERVATION OR FIRE PROTECTION SYSTEM CONTROL VALVES IN A MANNER THAT WOULD PREVENT SUCH EQUIPMENT OR FIRE HYDRANTS FROM BEING IMMEDIATELY VISIBLE AND ACCESSIBLE. 16. THE CONTRACTOR AND OWNER SHALL PROVIDE SUPERVISION AND CERTIFICATION OF ALL CONSTRUCTION OF STORMWATER . ALL UNDERGROUND WATER MAINS AND HYDRANTS SHALL BE INSTALLED, COMPLETED, AND IN SERVICE PRIOR TO MANAGEMENT PRACTICES THAT PROVIDE INFILTRATION AND FILTERING, BY A PROFESSIONAL ENGINEER DULY LICENSED IN THE CONSTRUCTION WORK OR AS SOON AS COMBUSTIBLE MATERIAL ACCUMULATES, WHICHEVER COMES FIRST. A STOP STATE OF MARYLAND. WORK ORDER WILL BE ISSUED IF FIRE HYDRANTS ARE NOT IN SERVICE PRIOR TO CONSTRUCTION WORK START. S. FIRE LANES SHALL BE PROVIDED AT THE START OF A PROJECT AND SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION. FIRE LANES SHALL BE NOT LESS THAN 20 FEET IN UNOBSTRUCTED WIDTH, ABLE TO WITHSTAND LIVE LOADS OF FIRE APPARATUS, AND HAVE A MINIMUM OF 13 FEET AND 6 INCHES OF VERTICAL CLEARANCE. FIRE LANE MYSTIC HARBOUR ACCESS ROADWAYS MUST BE ESTABLISHED PRIOR TO CONSTRUCTION START OF ANY STRUCTURE IN THE PROJECT. **AS-BUILT BOULEVARD** FAILURE TO MAINTAIN ROADWAYS THROUGHOUT THE PROJECT WILL BE GROUNDS TO ISSUE STOP WORK ORDERS UNTIL THE ROADWAY ACCESS IS CORRECTED. **COVER SHEET AS-BUILT 4" FORCEMAIN** 7. 9-1-1- ADDRESSING WITH WORCESTER COUNTY DEPARTMENT OF EMERGENCY SERVICES WILL BE COORDINATED 193 LINEAR FEET -**SANITARY SEWER & WATER** AS PART OF THE BUILDING PERMIT PROCESS. ROADWAY NAMES HAVE ALREADY BEEN APPROVED BY EMERGENCY SERVICES. **CONSTRUCTION PLANS** EX. MH #34 SEA OAKS VILLAGE CERTIFICATION OF PLAN ACCURACY: RONNIE B. CARPENTER, HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL ENGINEER WITH A BACKGROUND IN SITUATE IN: BERLIN, WORCESTER COUNTY, MARYLAND

CIVIL ENGINEERING IN THE STATE OF MARYLAND AND THAT THE INFORMATION SHOWN ON THIS PLAN IS TRUE AND CORRECT TO THE ACCURACY REQUIRED BY ACCEPTED ENGINEERING STANDARDS. THE PROPOSED IMPROVEMENTS SHOWN HEREON

RONNIE B. CARPENTER, P.E.

MARYLAND PE #32667

INDEX OF SHEETS:

DESCRIPTION

MH #2 TO MH #2-5

PUMP STATION TO MH #8

PUMP STATION DETAILS

COVER SHEET AND GENERAL NOTES

MH #1 TO MH #1-3, MH #1-2 TO MH #1-2-1

SHEET NO.

HAVE BEEN DESIGNED IN ACCORDANCE WITH THE REQUIREMENTS SET FORTH BY WORCESTER COUNTY DEPARTMENT OF

PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY

ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND,

PUBLIC WORKS.

LICENSE NO. 32667, EXPIRATION DATE JANUARY 17, 2024.

HECKED BY R. CARPENTER SHEET NO. ABS&W-1 OF ABS&W-5

13 - 9

rofessional Civil Engineering Services

P.O. Box 3460

Ocean City, Maryland 21843

Tel: (302) 438-6745 Fax: (888) 372-2844 Ronnie@CarpenterEngineeringLLC.com

05-10-2019 SCALE _____1" = 100'

DRAWN BY R. CARPENTER DRAWING NO. 3100-ABS&W-1

REVISIONS

12-04-2021 PER WCDPW COMMENTS ISSUED 12-02-2021

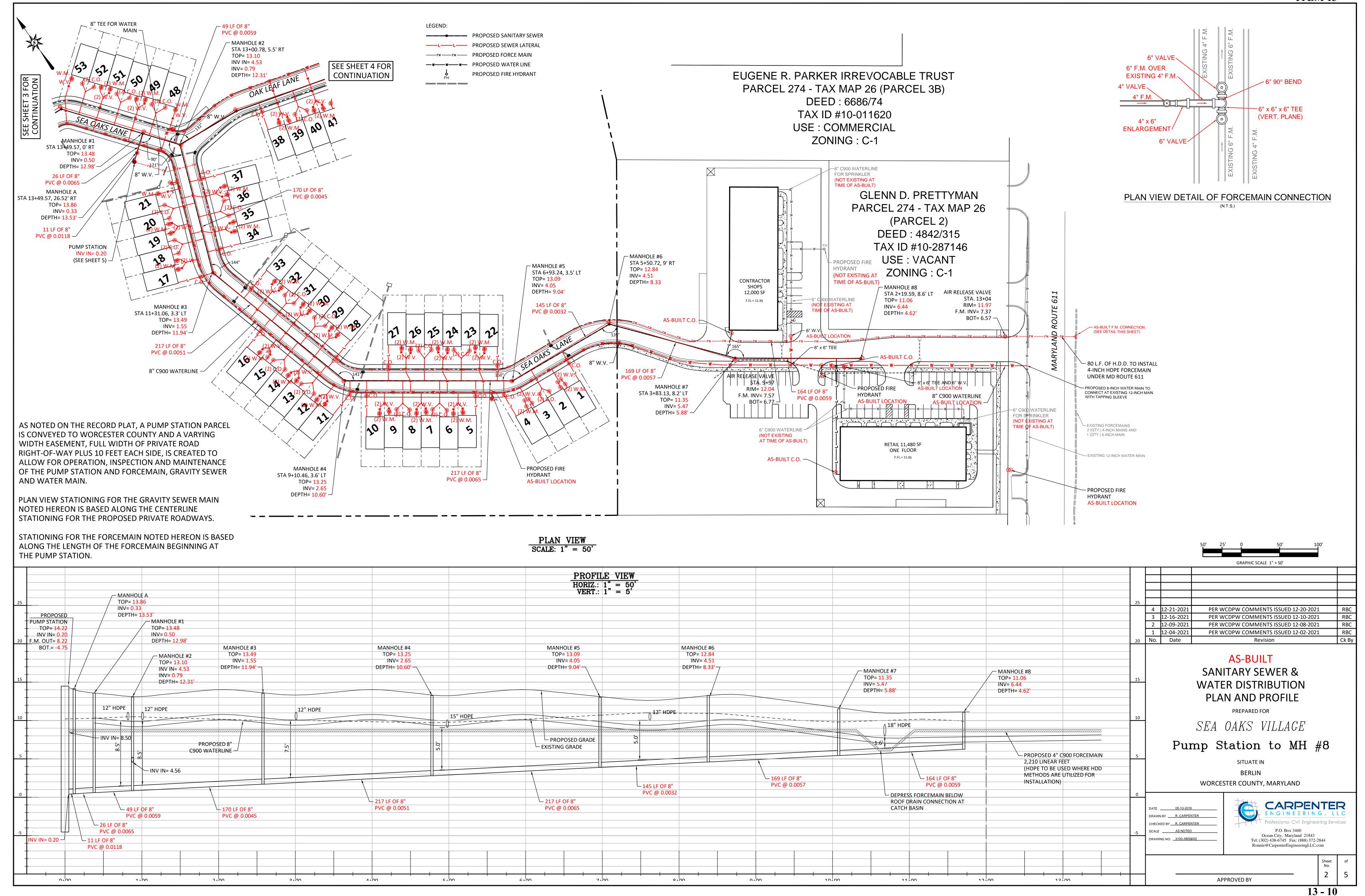
12-09-2021 PER WCDPW COMMENTS ISSUED 12-08-2021

12-16-2021 PER WCDPW COMMENTS ISSUED 12-10-2021

12-21-2021 PER WCDPW COMMENTS ISSUED 12-20-2021

NO.

DATE



LEGEND:

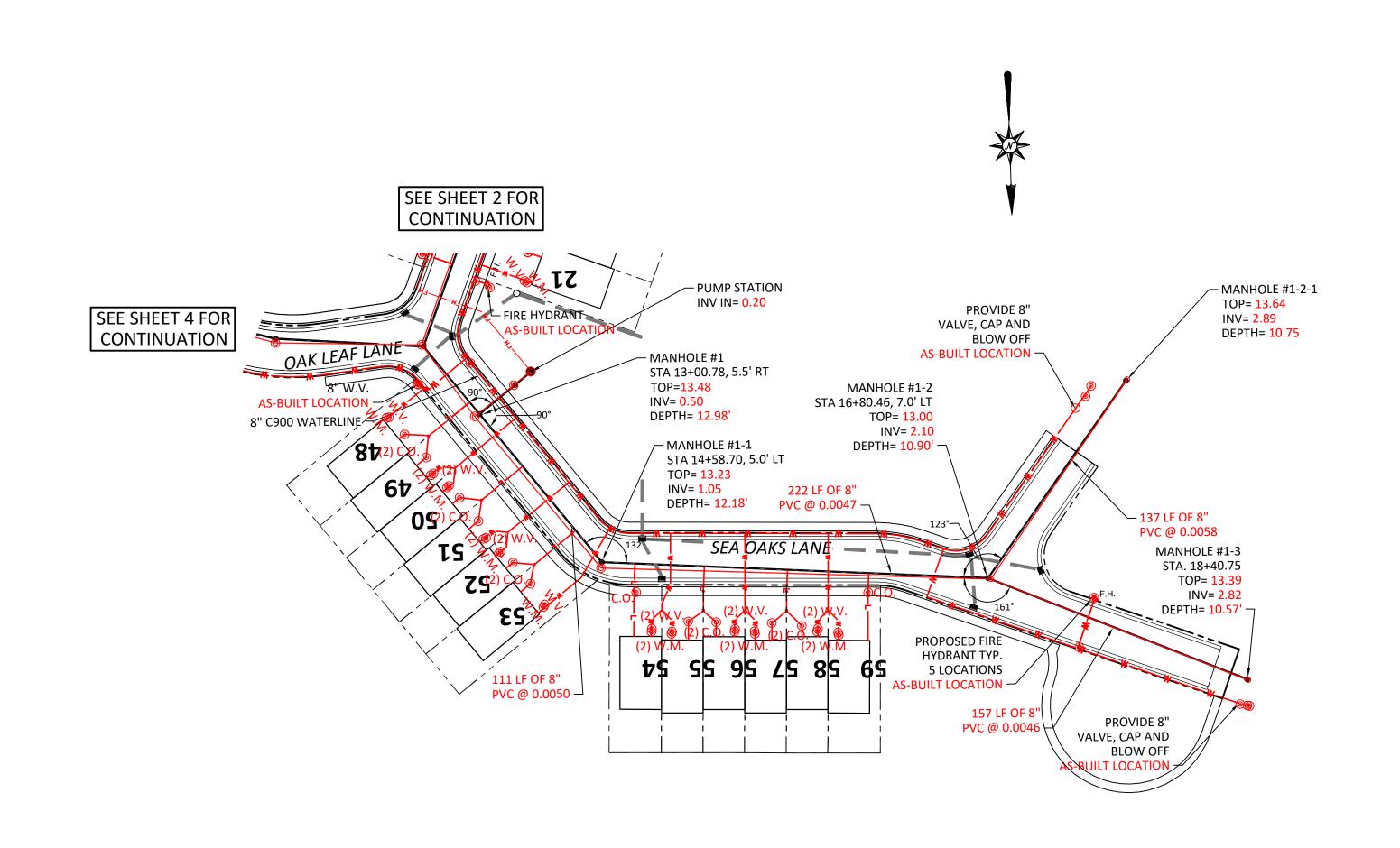
PROPOSED SANITARY SEWER

PROPOSED FIRE HYDRANT

——L—— PROPOSED SEWER LATERAL

——FM ——FM —— PROPOSED FORCE MAIN

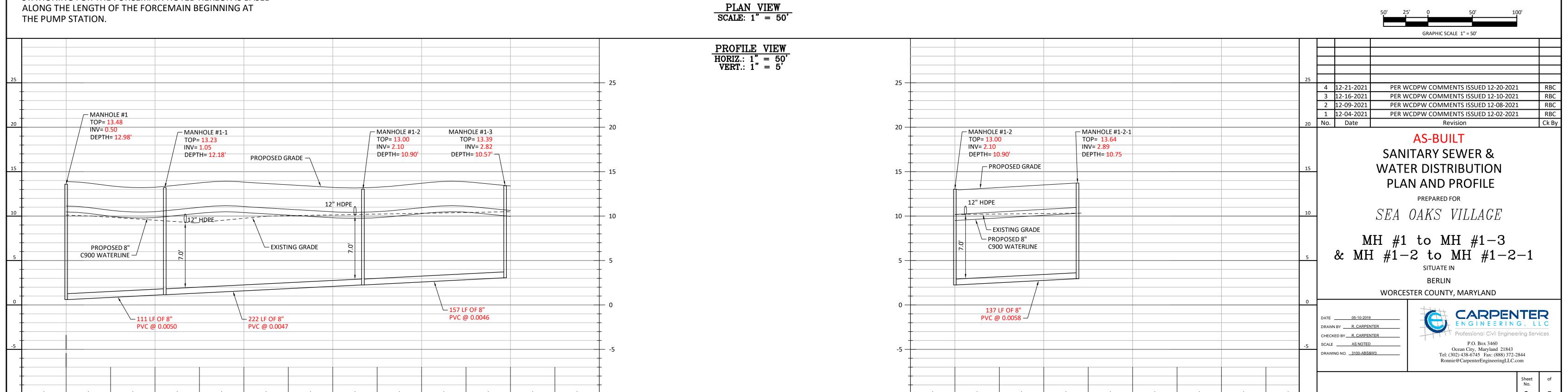
—w——w— PROPOSED WATER LINE



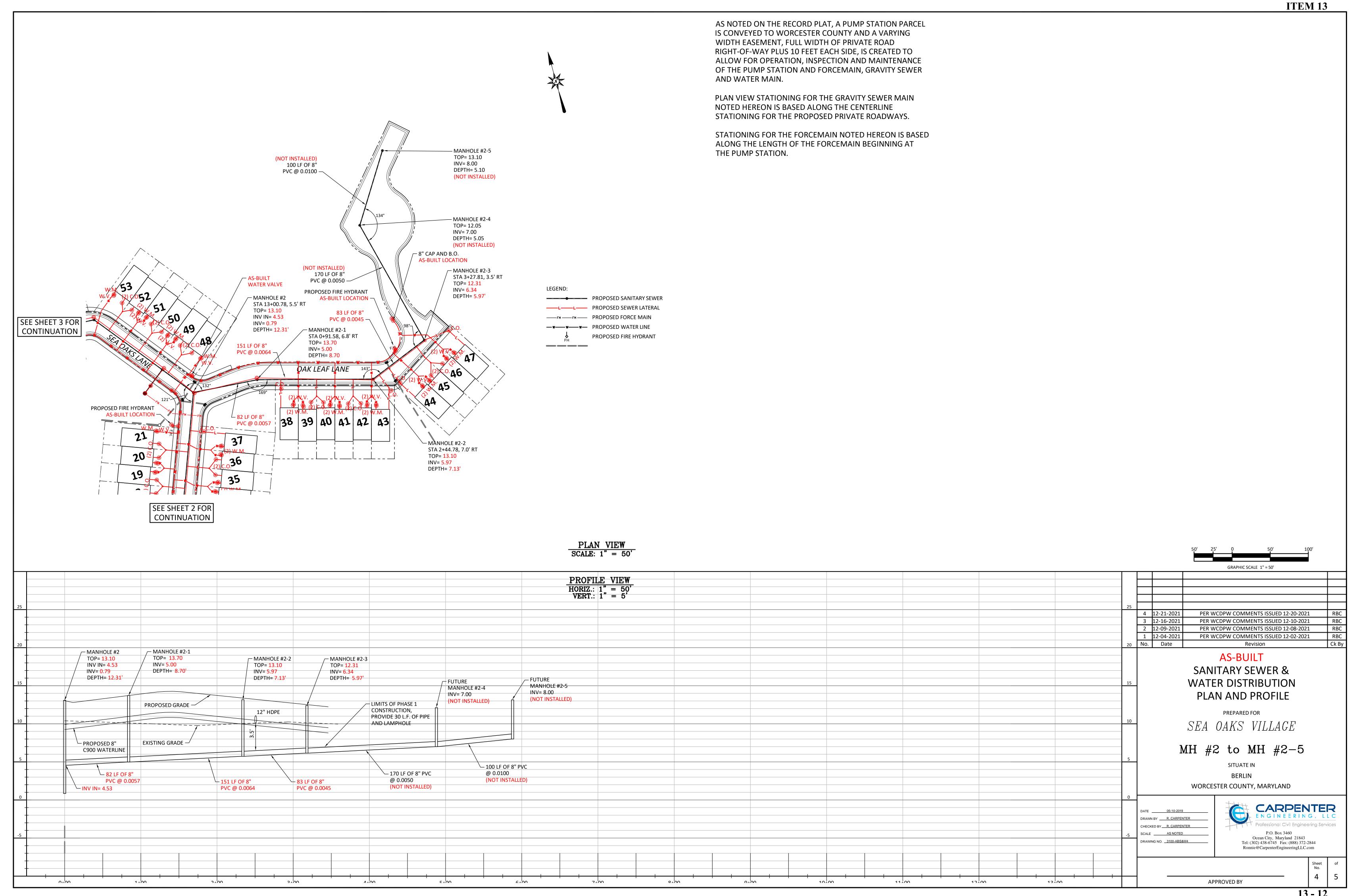
AS NOTED ON THE RECORD PLAT, A PUMP STATION PARCEL IS CONVEYED TO WORCESTER COUNTY AND A VARYING WIDTH EASEMENT, FULL WIDTH OF PRIVATE ROAD RIGHT-OF-WAY PLUS 10 FEET EACH SIDE, IS CREATED TO ALLOW FOR OPERATION, INSPECTION AND MAINTENANCE OF THE PUMP STATION AND FORCEMAIN, GRAVITY SEWER AND WATER MAIN.

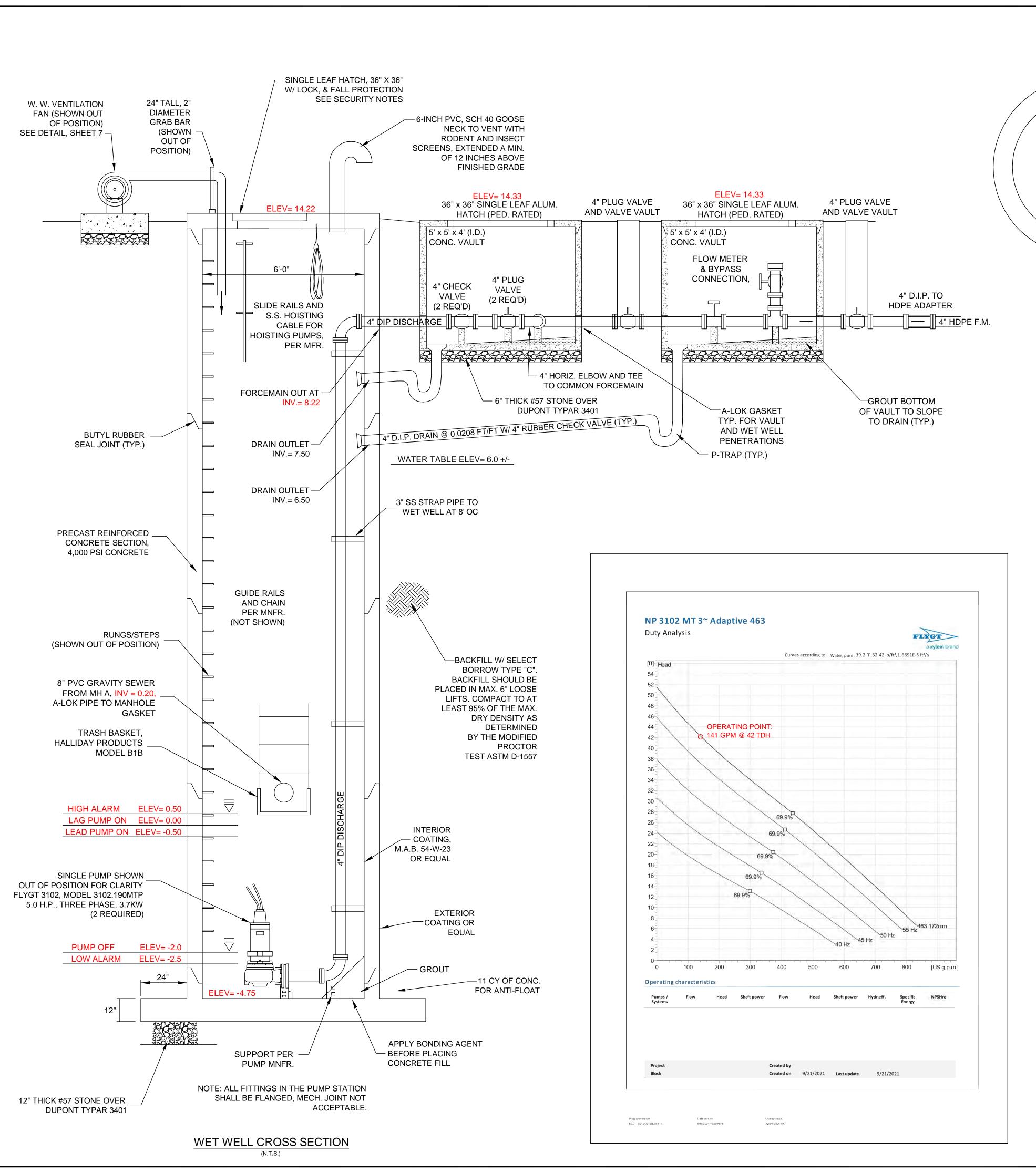
PLAN VIEW STATIONING FOR THE GRAVITY SEWER MAIN NOTED HEREON IS BASED ALONG THE CENTERLINE STATIONING FOR THE PROPOSED PRIVATE ROADWAYS.

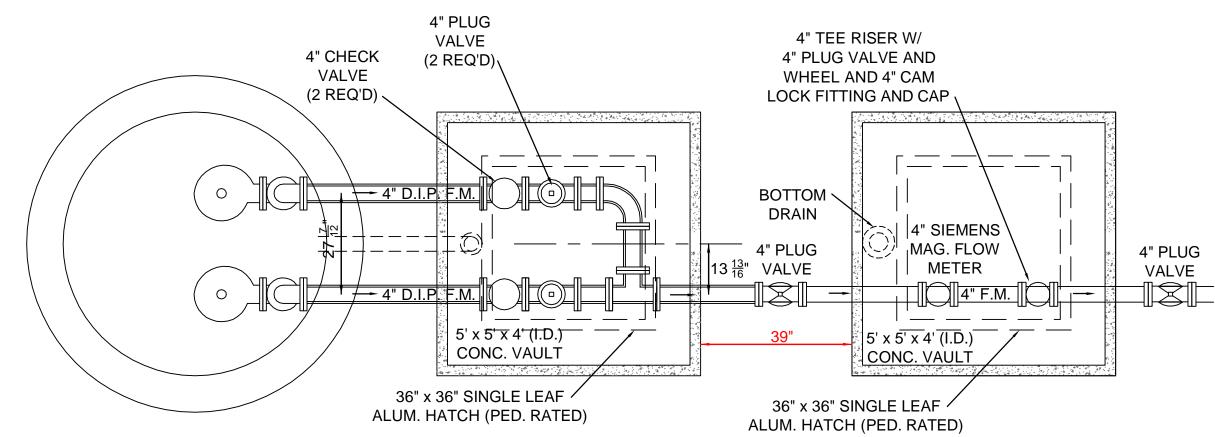
STATIONING FOR THE FORCEMAIN NOTED HEREON IS BASED ALONG THE LENGTH OF THE FORCEMAIN BEGINNING AT



APPROVED BY







WET WELL, VALVE VAULT, AND BY-PASS VAULT PLAN VIEW

NOTES:

- 1. THE PRECAST CONCRETE WET WELL SHALL SUPPORT H20 LOADING.
- 2. ALL ACCESS HATCHES FRAMES AND COVERS, AND FLOOR BOXES SHALL BE DESIGNED FOR 300 PSF LOADING.
- 3. THE INTERIOR OF THE WET WELL AND EXTERIOR OF THE WET WELL BELOW GRADE SHALL BE COATED WITH COAL TAR EPOXY.
- 4. ALL PIPE CLAMPS AND HARDWARE IN THE WET WELL SHALL BE TYPE 304 STAINLESS STEEL.
- 5. THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS SHOWING THE PIPING LAYOUT FOR THE PUMPING STATION IN ACCORDANCE WITH THE COUNTY'S STANDARD SPECIFICATIONS. SHOP DRAWINGS SHALL SHOW FIELD VERIFIED DIMENSIONS, ELEVATIONS, AND ORIENTATION OF THE STRUCTURES, ALL REQUIRED FITTINGS, JOINTS, SPOOL PIECES TO INSTALL THE PIPING, VALVES AND PUMPS. NO WORK WILL BE ALLOWED UNTIL THIS SHOP DRAWING SUBMITTAL IS REVIEWED AND ACCEPTED.
- 6. ALL PIPE PENETRATIONS THROUGH THE CONCRETE STRUCTURES SHALL BE WATERTIGHT WITH DOUBLE LINK-SEAL GASKETS, EXCEPT THE 8-INCH GRAVITY SEWER AND FLOOR DRAIN, WHICH SHALL BE SEALED WITH A CAST IN PLACE A-LOK GASKET.
- 7. BOX COVERS ON THE FORCE MAIN SHALL BE STAMPED WITH AN "S" FOR SANITARY SEWER.
- 8. THE CONTRACTOR SHALL VERIFY ALL PANEL PHYSICAL SIZES TO FIT IN THE SPACE

SECURITY NOTES:

THE CONTRACTOR SHALL INSTALL STAINLESS STEEL TAMPERPROOF PADLOCK HASPS ON ALL DOORS AND HATCHES USING STAINLESS STEEL HARDWARE.

DURING CONSTRUCTION, PRIOR TO ACCEPTANCE BY THE COUNTY, THE CONTRACTOR SHALL BE RESPONSIBLE FOR SECURITY. PROVISIONS SHALL BE MADE FOR ACCESS BY COUNTY PERSONNEL.

WHEN ACCEPTED BY THE COUNTY, ALL CONTRACTOR LOCKS SHALL BE REMOVED AND ALL KEYS TURNED OVER TO THE COUNTY. THE COUNTY WILL PROVIDE AND INSTALL THEIR STANDARD PADLOCKS.

FINAL / PERMANENT PERIMETER FENCING SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS SET FORTH BY WORCESTER COUNTY.

AS-BUILT

SANITARY SEWER & WATER DISTRIBUTION
CONSTRUCTION PLAN
PUMP STATION DETAIL SHEET

SEA OAKS VILLAGE

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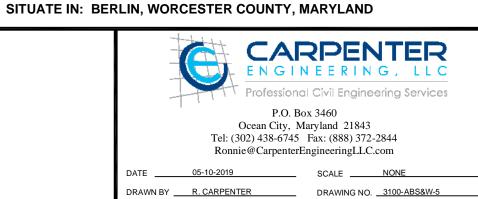
 NO.
 DATE
 REVISIONS

 1
 12-04-2021
 PER WCDPW COMMENTS ISSUED 12-02-2021

 2
 12-09-2021
 PER WCDPW COMMENTS ISSUED 12-08-2021

 3
 12-16-2021
 PER WCDPW COMMENTS ISSUED 12-10-2021

 4
 12-21-2021
 PER WCDPW COMMENTS ISSUED 12-20-2021





Worcester County Office of Tourism

104 West Market Street | Snow Hill MD 21863 | (410) 632-3110 | www.VisitMarylandsCoast.org

Memorandum

Date: December 20, 2021

To: Weston Young, Chief Administrative Officer

Joe Parker, Deputy Chief Administrative Officer

Copy: Worcester County Commissioners

Michele Burke, Business Development and Retention Specialist

From: Melanie Pursel, Director

Worcester County Office of Tourism and Economic Development

Re: Request for Worcester County to allow for a class L License via the state legislature

I respectfully request the commissioners approve an appeal to our state delegation (on behalf of Worcester County) to present an additional bill in Annapolis similar to what passed in 2019 for Alleghany County benefiting its small alcohol manufacturers. This bill grants our small alcohol manufacturers the ability to obtain a Class L license from our local County Liquor Board. This would be presented to the state legislature like the 2 other bills the commissioners have approved.

This additional license could benefit existing on-farm manufacturers as well as any future manufacturers of alcohol on farms in Worcester County. If approved at the state level, the manufacturer would have to apply for the Class L license through the Worcester County Liquor Board. The business would then carry it with their state manufacturing license.

The Class L license would allow the business to offer other Maryland-made manufacturers' products along with their own. Under current state-issued manufacturing licenses, they cannot offer other Maryland-made products. For our existing on-farm manufacturers, this would alleviate the pressure of having to solely respond to current demands. The ability to offer other Maryland-made products expands the business's offerings, thus attracting more diverse visitors and patrons. For example, it would give Windmill Creek Winery additional Maryland wines to offer guests while easing production issues with the current grape shortage. In addition, if an event such as a wedding is held on premises, the business currently cannot allow any other product other than what they produce at the event (e.g. for a winery, there is no ability to provide Maryland made beer, cider or spirits without a Class L) thus limiting the selection for the guests. Class L license would also enable a farm brewery like Sinepuxent Brewing the ability to offer a guest beer tap from another Maryland brewery, and alleviate the heavy cost of expansion during a difficult supply chain crisis.

With the county's goal of growing agricultural tourism, I believe this will help tremendously by allowing Worcester County to issue a Class L license. Please see the text of the law for Allegheny below. Our state delegation would draft the State bill for Worcester County if you approve.



Worcester County Office of Tourism

104 West Market Street | Snow Hill MD 21863 | (410) 632-3110 | www.VisitMarylandsCoast.org

2019 Maryland Code
Alcoholic Beverages
Division II - Provisions Affecting Individual Jurisdictions
Title 9 - Allegany County
Subtitle 9 - Beer, Wine, and Liquor Licenses
§ 9-905. Class L beer, wine, and liquor license.

Universal Citation: MD Alcoholic B Code § 9-905 (2019)

- (a) There is a Class L beer, wine, and liquor license.
- (b) The Board may issue the license to the holder of a manufacturer's license.
- (c) The license authorizes the license holder, for on–premises consumption, to:
 - (1) sell beer, wine, and liquor produced by the holder or another holder of a manufacturer's license; and
- (2) provide a sample of the beer, wine, or liquor that is authorized under item (1) of this subsection at no cost.
- (d) The hours of sale for a Class L beer, wine, and liquor license are the same as those for the underlying manufacturer's license.
 - (e) The annual license fee is \$250.

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

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



OFFICE OF THE

HAROLD L. HIGGINS, CPA CHIEF ADMINISTRATIVE OFFICER ROSCOE R. LESLIE COUNTY ATTORNEY

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

COMMISSIONERS

Morcester County

GOVERNMENT CENTER

ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

December 21, 2021

TO:

Worcester County Commissioners

FROM:

Karen Hammer, Administrative Assistant V

SUBJECT:

Upcoming Board Appointments - Terms Beginning January 1, 2022

Attached, please find copies of the Board Summary sheets for all County Boards or Commissions (17), which have current or upcoming vacancies (37). The annual report for each board is also included. I have circled the members whose terms have expired or will expire on each of these boards.

Action Items: Ocean Pines Water & Sewer- Nomination for Bob Kane - Replace Greg Sauter

Library - Nomination for Kathryn Culbertson (Snow Hill) - Replace Leslie Mulligan

- Nancy Howard (OC)- Reappoint - agreed to serve an additional 5-year term

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

- Ashley Harrison Term Ending Dec. 21- Economic Development Advisory Board
- Michael Patchett Resigned Board of Electrical Examiners
- Jake Mitrecic Term Ending Dec. 21- Housing Review Board
- Marie Campione-Lawrence (Resigned) Social Services Advisory Board
- Lauren Taylor Term Ending Dec. 21 Tourism Advisory Committee- Need Contact Info.

Vice President Elder – You have <u>Three (3)</u> 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

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Commissioner Bertino – You have **Four (4)** positions needed:

- Cathy Gallagher Resigned Social Services Advisory Board
- 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

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JAMES C. CHURCH

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DIANA PURNELL

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Morcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

Snow Hill, Maryland 21863-1195

Commissioner Bunting – You have Three (3) position needed:

- David Deutsch Term Ending Dec. 21- Ethics Board
- Richard Wells Term Ending- Dec. 21- Planning Commission
- Chris Klebe **Resigned** Recreation Advisory Board

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Commissioner Nordstrom - You have **Three (3)** position needed:

- Glen Holland Term Ending Dec. 21 Agricultural Preservation Advisory Board
- Mark Frostrom Term Ending Dec. 21 LMB
- Sharon Dryden Resigned Social Services Advisory Board

Commissioner Church – You have Nine (9) position open:

- Duane Duncan Term Ending Dec. 21- Board of Electrical Examiners
- Bruce Spangler Term Ending Dec. 21- Ethics Board
- Norman Bunting Term Ending Dec. 21 Recreation Advisory Board
- Martin Kwesko Term Ending Dec. 21-Water & Sewer Advisory Council, Mystic Harbour
- Richard Jendrek passed Water & Sewer Advisory Council, Mystic Harbour
- Bruce Burns -passed Water & Sewer Advisory Council, Mystic Harbour
- Todd Ferrante Term Ending-Dec. 21- Water & Sewer Advisory Council, West Ocean City
- Keith Swanton Term Ending-Dec. 21- Water & Sewer Advisory Council, West Ocean City
- Elizabeth Rodier Term Ending-Dec. 21- Commission for Women- Not a Reappointment

Commissioner Purnell – You have assigned all positions

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

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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



COUNTY COMMISSIONERS

Morcester County

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

21863-1195

HAROLD L. HIGGINS, CPA CHIEF ADMINISTRATIVE OFFICER ROSCOE R. LESLIE COUNTY ATTORNEY

All Commissioners:

- (3) Adult Public Guardianship Board- (2) Terms Ending-Roberta Baldwin and Melissa Banks, (1) Vacancy – Dr. Kenneth Widra - 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.
- (2) Board of Library Trustees Nancy Howard Term Ending Dec. 21- Able to Serve another term. Kathryn Culbertson nominated to replace Leslie Mulligan – resigned (Snow Hill)
- (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 Ocean Pines (1) Resigned (Bob Poremski), (2) Term Endings Dec. 21.- Gregory Sauter- suggested replacement Bob Kane and Term Ending for 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
- (1) Commission for Women Elizabeth Rodier, (Church) does not choose to be reappointed.

Pending Board Appointments - By Commissioner

Pending Board Appointments - By Commissioner				
District 1 - Nordstrom	p. 8 p. 15 p. 21	Agricultural Preservation Board - Glen HollandLMB - Mark FrostromSocial Services - Sharon Dryden		
District 2 - Purnell	Thank	you! All of your positions are assigned.		
District 3 - Church	p. 12 p. 13 p. 20 p. 26 p. 26 p. 26 p. 27 p. 27 p. 28	 Electrical Examiners - Duane Duncan Ethics Board - Bruce Spangler Recreation Advisory Board - Norman Bunting Water & Sewer - Mystic Harbour - Martin Kwesko Water & Sewer - Mystic Harbour - Richard Jendrek Water & Sewer - Mystic Harbour - Bruce Burns Water and Sewer Advisory Council- West Ocean City- Todd Ferrante. Water and Sewer Advisory Board - West Ocean City - Keith Swanton Commission for Women - Elizabeth Rodier 		
<u>District 4 - Elder</u>	p. 11 p. 20 p. 23	 Economic Development – Robert Clarke Recreation Advisory Board – Devin Bataille Tourism Advisory Committee – Michael Day 		
District 5 - Bertino	p. 21 p. 24 p. 24 p. 24	 Social Services Advisory Board – Cathy Gallagher Water & Sewer Advisor Board Ocean Pines – Bob Poremski Water & Sewer Advisor Board Ocean Pines – Gregory Sauter Water & Sewer Advisor Board Ocean Pines – John Collins, Jr. 		
District 6 - Bunting				

District 6 - Bunting

- p. 13 Ethics Board David Deutsch
- p. 19 Planning Commission Richard Wells
- p. 20 Recreation Advisory Board Chris Klebe

District 7 - Mitrecic

- p. 11 Economic Development Board Ashley Harrison
- p. 12 Electrical Examiners Michael Patchett
- p. 14 Housing Review Board Jake Mitrecic
- p. 21 Social Services Advisory Board Maire Campione Lawrence
- p. 23 Tourism Advisory Board Lauren Taylor

All Commissioners

- p. 6 (3) Adult Public Guardianship Board- (2) Terms Ending, (1) Vacancy Psychiatrist
- **p. 9** (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. 16 (2) Board of Library Trustees Nancy Howard Term Ending (Reappoint) Dec. 21; Leslie Mulligan – resigned – Nomination suggested for Kathryn Culbertson
- p. 18 (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. 24 (3) Water and Sewer Advisory Council, Ocean Pines (1) Resigned (Bob Poremski), (2) Term Endings Dec. 21.- Gregory Sauter and John Collins
- **p. 26** (3) Water and Sewer Advisory Council Mystic Harbour (Passing of Richard Jendrek and Bruce Burns) (1) Term Ending-Dec. 21- Martin Kwesko
- p. 27 (2) Water and Sewer Advisory Council- West Ocean City (2) Term Endings Dec. 21 Todd Ferrante and Keith Swanton
- **p. 28** (1) Commission for Women Elizabeth Rodier (Church) does not choose to be reappointed.

ADULT PUBLIC GUARDIANSHIP BOARD

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

Appointed by: County Commissioners

Function: Advisory

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

Number/Term: 11/3 year terms

Terms expire December 31st

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

Meetings: Semi-annually

Special Provisions: 1 member must be a professional representative of the local department

1 member must be a physician

1 member must be a psychiatrist from the local department of health 1 member must be a representative of a local commission on aging 1 member must be a representative of a local nonprofit social services

organization

1 member must be a lawyer

2 members must be lay individuals 1 member must be a public health nurse

1 member must be a professional in the field of disabilities 1 member must be a person with a physical disability

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

Current Members:

	CONTRACTOR POLICE		AND THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED IN
	Member's Name	Representing	Years of Term(s)
9	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
1	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

^{* =} Appointed to fill an unexpired term

ADULT PUBLIC GUARDIANSHIP BOARD

(Continued)

Prior Members:

Since 1972

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

Ranndolph Barr

Elsie Briddell

John Sauer

Dr. Timothy Bainum

Ernestine Bailey

Terri Selby (92-95)

Pauline Robbins (92-95)

Darryl Hagey

Dr. Ritchie Shoemaker (92-95)

Barry Johansson (93-96)

Albert Straw (91-97)

Nate Pearson (95-98)

Dr. William Greer, III (95-98)

Rev. Arthur L. George (95-99)

Irvin Greene (96-99)

Mary Leister (93-99)

Otho Aydelotte, Jr. (93-99)

Shirley D'Aprix (98-00)

Theresa Bruner (91-02)

Tony Devereaux (93-02)

Dr. William Krone (98-02)

David Hatfield (99-03)

Dr. Kimberly Richardson (02-03)

Ina Hiller (91-03)

Dr. David Pytlewski (91-06)

Jerry Halter (99-06)

Dr. Glenn Arzadon (04-07)

Madeline Waters (99-08)

Mimi Peuser (03-08)

Dr. Gergana Dimitrova (07-08)

Carolyn Cordial (08-13)

June Walker (02-13)

Bruce Broman (00-14)

Lori Carson (13-14)

Pattie Tingle (15-16)

The Rev. Guy H. Butler (99-17)

Debbie Ritter (07-17)

Dean Perdue (08-17)

Dr. Dia Arpon *(10-18)

^{* =} Appointed to fill an unexpired term

ITEM 15

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)

August 1		The second secon	
Member's Name	Nominated By	Resides	Terms (Year)
Glen Holland (O-O)	Nordstrom	D-1, Pocomoke	13-17, 17-21 / Ending
Ed Phillips (O-O)	Elder	D-4, Whaleyville	05-10-14-18, 18-22
Alan Hudson (O-O)	Elder	D-4, Berlin	14-18, 18-22
Billy Thompson (O-O	Purnell	D-2, Berlin	19 -23
Curt Lambertson	Elder	D-4, Snow Hill	15-19, 19-23
Kelley Gravenor	Elder	D-4, Snow Hill	*14-16-20, 20-24
Kathy Drew	Bunting	D-6, Bishopville	** 06-09-13-17-21,21-25

Prior Members:

Norman Ellis Ed Anderson (98-03) Richard Bradford Robert Gray (00-05) Charles Fulton Orlando Bishop (01-06) Roger Richardson (96-07) Elmer Hastings **David Stevens** Anne Hastings (06-11) **Curtis Shockley** Earl Ludey (07-13) Gerald Redden George Lee Clavville (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)

Updated: November 16, 2021 Printed: December 22, 2021

^{* =} 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

ITEM 15

DRUG AND ALCOHOL ABUSE COUNCIL

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>	Representing	Years of Term(s)
	At-Large Members	
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 Declased
Rev. James Jones	Knowledge of Substance Abuse Issues	*21-25
Tina Simmons	Knowledge of Substance Abuse Treatment	21-25

Ex-Officio Members

	Dir Olitoro Ivitoria della	
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
Judge Geraid Furthern (Tracy Simpson)	District Court Administrative Judge	Ex-Officio, indefinite

Donna Bounds

Warden, Worcester County Jail

Ex-Officio, Indefinite

Advisory Members

Lt. Earl W. Starner

Maryland State Police

Since 2004

Charles "Buddy" Jenkins

Business Community - Jolly Roger Amusements

Chief Ross Buzzuro (Lt. Rick Moreck)

Ocean City Police Dept.

Hudson Health Services, Inc.

Since 2018

James Mcquire, P.D. Shane Ferguson

Leslie Brown

Health Care Professional - Pharmacist Wor-Wic Community College Rep.

Since 2018

Jessica Sexauer, Director

Local Behavioral Health Authority

Since 2018

Prior Members:

Since 2004

Vince Gisriel

Michael McDermott Marion Butler, Jr.

Judge Richard Bloxom

Paula Erdie

Tom Cetola Gary James (04-08) Vickie Wrenn

Deborah Winder Garry Mumford

Judge Theodore Eschenburg

Andrea Hamilton Fannie Birckhead

Sharon DeMar Reilly Lisa Gebhardt Jenna Miller

Dick Stegmaier Paul Ford Megan Griffiths

Ed Barber

Eloise Henry-Gordy Lt. Lee Brumley

Ptl. Noal Waters Ptl. Vicki Fisher

Chief John Groncki

Chief Arnold Downing

Frank Pappas

Captain William Harden

Linda Busick (06-10)

Sheriff Chuck Martin

Joel Todd

Diane Anderson (07-10)

Joyce Baum (04-10)

James Yost (08-10)

Ira "Buck" Shockley (04-13)

Teresa Fields (08-13)

Frederick Grant (04-13)

Doris Moxley (04-14)

Commissioner Merrill Lockfaw

Kelly Green (08-14)

Sheila Warner - Juvenile Services

Chief Bernadette DiPino - OCPD

Chief Kirk Daugherty -SHPD

Mike Shamburek - Hudson Health

Shirleen Church - BOE

Tracy Tilghman (14-15)

Marty Pusey (04-15)

Debbie Goeller

Peter Buesgens Aaron Dale

Garry Mumford

Sharon Smith

Jennifer Standish

Karen Johnson (14-17)

Rev. Bill Sterling (13-17)

Kat Gunby (16-18)

William McDermott

Sheriff Reggie Mason

Colleen Wareing (*06-19)

Rev. Matthew D'Amario(*18-21)

Donna Nordstron *(19-21)

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

ECONOMIC DEVELOPMENT ADVISORY BOARD ITEM 15

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:

and the second s			
Member's Name	Nominated By	<u>Resides</u>	Term(s) *09 00 12 17 17 21 TermS
Robert Clarke	D-4, Elder	Snow Hill	***************************************
Ashley Harrison	D-7, Mitrecic	Ocean City	19-21 Ending
Steven Habeger	D-5, Bertino	Ocean Pines	19-23
Natoshia Collick Owens	D-2, Purnell	Ocean Pines	*15-19, 19-23
Joe Schanno	D-3, Church	West Ocean City	*19-20, 20-24
Marc Scher	D-1, Nordstrom	Pocomoke	*19-20, 20-24
Robert Fisher	D-6, Bunting	Snow Hill	87-17-21, 21-25

Prior Members: Since 1972

George Gering Mary Humphreys Margaret Quillin Theodore Brueckman Robert W. Todd Shirley Pilchard Charles Fulton W. Leonard Brown E. Thomas Northam Charles Nichols (92-97) Charles Bailey Jeff Robbins (97-98) Terry Blades Colleen Smith (94-98) Roy Davenport Tommy Fitzpatrick (97-99) M. Bruce Matthews John Rogers (92-98) Barbara Tull Jennifer Lynch (98-99) Don Hastings (92-99) **Tawney Krauss** Dr. Francis Ruffo Jerry Redden (92-00) William Smith Keith Mason (98-00) Saunders Marshall Bob Pusey (99-00) Elsie Marshall Harold Scrimgeour (00-02) Halcolm Bailey Scott Savage (98-03)

Gabriel Purnell (91-03)

Michael Avara (99-03) Annette Cropper (00-04) Billie Laws (91-08) Anne Taylor (95-08) Mary Mackin (04-08) Thomas W. Davis, Sr. (99-09) Mickey Ashby (00-12) Priscilla Pennington-Zytkowicz (09-14) Barbara Purnell (08-15) Timothy Collins (03-15) Joshua Nordstrom (12-16) William Sparrow (16-18) Greg Shockley (14-18) Tom Terry (15-19) John Glorioso (08-19) Ralph Shockley (*08-21)

Norman Cathell

^{* =} Appointed to fill an unexpired term

BOARD OF ELECTRICAL EXAMINERS

Reference: Public Local Law BR §2-203

Appointed by: County Commissioners

Function: Regulatory

Regulate licensing of electricians in Worcester County.

Number/Term: 7/3 years

Terms expire December 31st

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

Meetings: As Needed (1 per month)

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

1 must be electrician in Worcester County. All must be residents of Worcester County.

Staff Contact: Department of Development Review & Permitting

Deborah Mooney - Isle of Wight (Ph. 410-352-3057)

Current Members:

1	Contract of the Contract of th			Grad.
/	Member's Name	Nominated By	Resides	Years of Term(s)
	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 (MEs)	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
í	Kenneth Lambertson (ME-5)	D-1, Nordstrom	Pocomoke	96-11-14-17-20, 20-23
	Steve Kolarik (EG-5)	D-6, Bunting	Bishopville	12-21, 21-24

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

Prior Members: (Since 1972)

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

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

^{* =} Appointed to fill an unexpired term

ETHICS BOARD

Reference:

Public Local Law, Section CG 5-103

Appointed by:

County Commissioners

Function:

Advisory

Maintain all Ethics forms; develop procedures and policies for advisory opinions to persons subject to the Ethics Law and for processing

complaints alleging violations of the Ethics Law; conduct a public information program regarding the purpose and application of the Ethics

Law; annually certify compliance to the State; and recommend any changes to the Commissioners in order to comply with State Ethics Law.

Number/Term:

7/4 years

Terms expire December 31st

Compensation:

\$100 per meeting

Meetings:

As Necessary

Special Provisions:

Staff Contact:

Roscoe Leslie, County Attorney

(410-632-1194)

Current Members:

1				The state of the s
	Member's Name	Nominated By	Resides	Years of Term(s)
	Bruce Spangler	D-3, Church	Berlin	*02-05-09-13-17, 17-21 Ending
	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

Prior Members: (Since 1972)

J.D. Quillin, III
Charles Nelson
Garbriel Purnell
Barbara Derrickson
Henry P. Walters
William Long
L. Richard Phillips (93-98)
Marigold Henry (94-98)
Louis Granados (94-99)
Kathy Philips (90-00)
Mary Yenney (98-05)
Bill Ochse (99-07)
Randall Mariner (00-08)

Wallace D. Stein (02-08)
William Kuhn (90-09)
Walter Kissel (05-09)
Marion Chambers (07-11)
Jay Knerr (11-14)
Robert I. Givens, Jr. (98-14)
Diana Purnell (09-14)
Kevin Douglas (08-16)
Lee W. Baker (08-16)
Richard Passwater (09-17)
Jeff Knepper (16-21)

^{* =} Appointed to fill an unexpired term

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:

/			
Member's Name	Nominated By	Resides	Years of Terms(s)
Jake Mitrecic	D-7, Mitrecic	Ocean City	15-18, 18-21
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
Felicia Green	D-2, Purnell	Ocean Pines	*21-24

Prior Members:

Phyllis Mitchell
William Lynch
Art Rutter
William Buchanan
Christina Alphonsi
Elsie Purnell
William Freeman
Jack Dill
Elbert Davis
J. D. Quillin, III (90-96)
Ted Ward (94-00)
Larry Duffy (90-00)
Patricia McMullen (00-02)
William Merrill (90-01)
Debbie Rogers (92-02)

Wardie Jarvis, Jr. (96-03)

Albert Bogdon (02-06)
Jamie Rice (03-07)
Howard Martin (08)
Marlene Ott (02-08)
Mark Frostrom, Jr. (01-10)
Joseph McDonald (08-10)
Sherwood Brooks (03-12)
Otho Mariner (95-13)
Becky Flater (13-14)
Ruth Waters (12-15)
John Glorioso (*06-19)
Sharon Teagle (00- 20)
Davida Washington (*21-21)

^{* =} Appointed to fill an unexpired term

ITEM 15

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 31st

Meetings: Monthly

Staff Contact: Jessica Sexauer, Director, Local Management Board - (410) 632-3648

Jennifer LaMade - Local Management Board - (410) 632-3648

Current Members:

Member's Name	Nominated By	Resides/Representing	Years of Term(s)
Mark Frostrom	At-Large - Nordstrom	Pocomoke City	*99-12-15-18, 18-21
Jennifer LaMade	Ex officio	Core Service Agency	Indefinite
Rebecca Jones	Ex officio	Health Department	Indefinite
Spencer "Lee" Tracey	Ex officio	Juvenile Justice	Indefinite
Louis H. Taylor	Ex officio	Board of Education	Indefinite
Roberta Baldwin	Ex officio	Department of Social S	ervices 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

Prior Members (since 1994):

Bruce Spangler (04-07)

Sharon DeMar Reilly Deborah Goeller Tim King (97) Kathy Simon Andrea Watkins (13-17) Sandra Oliver (94-97) Vickie Stoner Wrenn Sheila Warner (Indefinite) Velmar Collins (94-97) Robin Travers Ira Shockley (03-19) Catherine Barbierri (95-97) Jordan Taylor (09) Eloise Henry-Gordy *(07-20) Ruth Geddie (95-98) Aaron Marshall (09) Rev. Arthur George (94-99) Allen Bunting (09) Kathey Danna (94-99) LaTrele Crawford (09) Sharon Teagle (97-99) Sheriff Charles T. Martin Jeanne Lynch (98-00) Joel Todd, State's Attorney Jamie Albright (99-01) Ed Montgomery (05-10)

Patricia Selig (97-01) Edward S. Lee (07-10) Rev. Lehman Tomlin (99-02) Toni Keiser (07-10) **Sharon Doss** Judy Baumgartner (07-10) Rick Lambertson Claudia Nagle (09-10) Cyndy B. Howell Megan O'Donnell (10) Sandra Lanier (94-04) Kiana Smith (10) Dr. James Roberts (98-04) Christopher Bunting (10) Dawn Townsend (01-04) Simi Chawla (10)

Pat Boykin (01-05) Jerry Redden Jeannette Tresler (02-05) Jennifer Standish Lou Taylor (02-05) Anne C. Turner Paula Erdie Marty Pusey

Rev. Pearl Johnson (05-07) Virgil L. Shockley Peter Fox (05-07) Dr. Jon Andes (96-12) Lou Etta McClaflin (04-07)

Dr. Ethel M. Hines (07-13) **15 - 15**

Updated: December 1, 2020 Printed: November 17, 2020

ITEM 15

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:

Name	Resides	Years of Term(s)
Nancy Howard	Ocean City	16-21 Page 2011
Vicki O'Mara	Ocean Pines	*18-22
Leslie Mulligan	Snow Hill	*17-18, 18-23) 12 esigned
Jeff Smith	Berlin	TO OA ANAL MATTIN
Patricia Tomasovic	Pocomoke	*19, 19-24 21-26 *24 *25 Ee attached
Sandra Buchanan	Pocomoke	21-26 see attached
Jocelyn Briddell	Newark	21-26

Prior Members: Since 1972

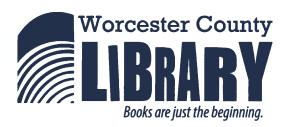
Herman Baker
Lieselette Pennewell
Edith Dryden
Clifford D. Cooper, Jr.
Klein Leister
Evelyn Mumford
Ann Eschenburg
Barbara Ward
Donald F. McCabe
Fannie Russell
Stedman Rounds
Donald Turner
Sarah Dryden
L. Richard Phillips
Barbara Bunting

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)

Joanne Mason

^{* =} Appointed to fill an unexpired term



To: Weston Young From: Jennifer Ranck

Date: December 16, 2021

Re: Library Board of Trustees

The Worcester County Library Board of Trustees voted to appoint Kathryn Culbertson at their meeting on December 14, 2021 to replace Leslie Mulligan who resigned from the board in October 2021.

Kathryn G. Culbertson 106 Bank Street Snow Hill, MD 21863 571-594-2569 kg.culbertson007@gmail.com

Nancy Howard has also agreed to serve a second five-year term on the Library Board.

Thank you and the County Commissioners for your consideration of the Trustees' recommendation.

Copy: Joseph Parker

ITEM 15

LOCAL DEVELOPMENT COUNCIL FOR THE OCEAN DOWNS CASINO

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

Appointed by: County Commissioners

Function: Advisory

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

immediate proximity to the facility.

Number/Term: 15/4-year terms; Terms Expire December 31

Compensation: None

Meetings: At least semi-annually

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

the Ocean Downs Video Lottery Facility, seven residents of communities in immediate proximity to Ocean Downs, and four business or institution representatives located in immediate proximity to Ocean Downs.

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

Roscoe Leslie, County Attorney, 410-632-1194

1	Current Members:			1.
1	Member's Name	Nominated By	Represents/Resides	Years of Term(s)
1	Mark Wittmyer	At-Large	Business - Ocean Pines	15-19
	Gee Williams °	Dist. 3 - Church	Resident - Berlin	09-13-17, 17-21 Towns
	Bob Gilmore D	ist. 5 - Bertino	Resident - Ocean Pines	*19-21
	David Massey c	At-Large	Business - Ocean Pines	09-13-17, 17-21
	Bobbi Sample	Ocean Downs Casino	Ocean Downs Casino	17-indefinite
	Cam Bunting ^c	At-Large	Business - Berlin	*09-10-14-18, 18-22
	Matt Gordon Dist.	1 - Nordstrom	Resident - Pocomoke	19-22
	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 c	At-Large	Business - Ocean City	*09-12-16-20-24

Prior Members: Since 2009

J. Lowell Stoltzfus ° (09-10) Mark Wittmyer ° (09-11) John Salm ° (09-12) Mike Pruitt ° (09-12) Norman H. Conway ° (09-14) Michael McDermott (10-14) Diana Purnell ° (09-14) Linda Dearing (11-15) Todd Ferrante ° (09-16) Joe Cavilla (12-17) James N. Mathias, Jr. ° (09-18) Ron Taylor ° (09-14) James Rosenberg (09-19) Rod Murray ° (*09-19) Charlie Dorman (12-19)

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

c = Charter Member

ITEM 15

PLANNING COMMISSION

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:

			A STATE OF THE PARTY OF THE PAR
Member's Name	Nominated By	Resides	Years of Term(s)
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

Prior Members: Since 1972

vicinocis.	Since 1972
David L. Johnson	Terry Bayshore
N. Paul Joyner	Larry Widgeon
Daniel Trimper, IV	Charles D. "CD" Hall
Hugh F. Wilde	Ernest "Sandy" Coyman
U	Rev. Donald Hamilton
Warren Frame	Dale Stevens
Roland E. Powell	Marion L. Butler, Sr.
Harry Cherrix	Ron Cascio (96-97)
W. David Stevens	Louie Paglierani (90-99)
Granville Trimper	Robert Hawkins (96-99) Ilia Fehrer (94-99)
J. Brad Aaron	Rob Clarke (99-00)
Lester Atkinson	W. Kenny Baker (97-02)
Paul L. Cutler	James Jarman (99-03)
Edward R. Bounds	Harry Cullen (00-03)
Edward Phillips	Ed Ellis (96-04)
Vernon McCabe	Troy Purnell (95-05)
R. Blaine Smith	Larry Devlin (04-06)
Edward A. Tudor	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

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:

- 5				
1	Member's Name	Nominated By	Resides	Years of Term(s)
	Norman Bunting, Jr.	D-3, Church	Berlin	Years of Term(s) *16-17, 17-21 Ending
	Chris Klebe	D-6, Bunting	Bishopville	*11-13-17, 17-21
	Alvin Handy	D-2, Purnell	Ocean City	06-10-14-18, 18-22
	John Gehrig	D-7, Mitrecic	Ocean City	14-18, 18- <u>22</u>
(Devin Bataille	D-4, Elder	Snow Hill	19-23 Resigned
	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)
Arthur Shockley	Warren Mitchell	Vernon Redden, Jr.(83-98)
Rev. Ray Holsey	Edith Barnes	Richard Ramsay (93-98)
William Tingle	Glen Phillips	Mike Daisy (98-99)
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)
	•	Craig Glovier (08-12)
Shirley Truitt	Fulton Holland (93-95)	Joe Mitrecic (10-14)

Sonya Bounds (12-15) Burton Anderson (05-15) William Regan (02-16) Shawn Johnson(15-19)

^{* =} Appointed to fill an unexpired term

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:

Member's Name	Nominated By	Resides	Years of Term(s)
Cathy Gallagher	D-5, Bertino	Ocean Pines	*13-14-17, 17-20
Sharon Dryden	D-1, Nordstrom	Pocomoke City	*20-21 Kesigned
Diana Purnell	ex officio - Comm	nissioner	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 Rasigned
Nancy Howard	D-2, Purnell	Ocean City	09-16-17-20, 20-23
Karen Hammer	D-4, Elder	Snow Hill	21-24
Harry Hammond	D-6, Bunting	Bishopville	15-21, 21- 24

^{* =} Appointed to fill an unexpired term

SOCIAL SERVICES BOARD

(Continued)

Prior Members: (Since 1972)

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

Reginald T. Hancock Elsie Briddell Juanita Merrill Raymond R. Jarvis, III Edward O. Thomas Theo Hauck Marie Doughty James Taylor K. Bennett Bozman Wilson Duncan Connie Quillin

Lela Hopson Dorothy Holzworth Doris Jarvis Eugene Birckett Eric Rauch Oliver Waters, Sr. Floyd F. Bassett, Jr. Warner Wilson

Mance McCall Louise Matthews Geraldine Thweat (92-98)

Darryl Hagy (95-98) Richard Bunting (96-99)

John E. Bloxom (98-00)

Katie Briddell (87-90, 93-00) Thomas J. Wall, Sr. (95-01)

Thomas J. Wall, Sr. (95-01) Mike Pennington (98-01)

Desire Becketts (98-01)

Naomi Washington (01-02)

Lehman Tomlin, Jr. (01-02)

Jeanne Lynch (00-02) Michael Reilly (00-03) Oliver Waters, Sr. (97-03) Charles Hinz (02-04) Prentiss Miles (94-06) Lakeshia Townsend (03-06) Betty May (02-06)

Robert "BJ" Corbin (01-06) William Decoligny (03-06)

Grace Smearman (99-07)
Ann Almand (04-07)
Norma Polk-Miles (06-08)
Anthony Bowen (96-08)
Jeanette Tressler (06-09)
Rev. Ronnie White (08-10)

Belle Redden (09-11)
E. Nadine Miller (07-11)
Mary Yenney (06-13)
Dr. Nancy Dorman (07-13)
Susan Canfora (11-13)
Judy Boggs (02-14)
Jeff Kelchner (06-15)
Laura McDermott (11-15)
Emma Klein (08-15)

Wes McCabe (13-16) Nancy Howard (09-16) Judy Stinebiser (13-16) Arlette Bright (11-17) Tracey Cottman (15-17) Ronnie White (18-19)

Wayne Ayer *(19-20) Faith Coleman (15-21)

^{* =} Appointed to fill an unexpired term

ITEM 15

TOURISM ADVISORY COMMITTEE

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

Teresa Travatello (09-18)

Staff Contact:

Tourism Department – Melanie Pursel, Director of Tourism 410-632-3110

Current Members:

Member's Name	Nominated By	Resides	Years of Term(s) ² *19
Michael Day	D-4, Elder	Snow Hill	*19 Ended
Lauren Taylor	D-7, Mitrecic	Ocean City	13-17, 17-21
Gregory Purnell	D-2, Purnell	Berlin	14-18, 18-22 We ed Contact
Barbara Tull	D-1, Nordstrom	Pocomoke	03-11-15-19, 19-23 Into.
Ruth Waters	D-6, Bunting	Bishopville	19-23
Elena Ake	D-3, Church	West Ocean City	*16-20, 20-24 + Any meetings *19-21, 21-25
Josh Davis	D-5, Bertino	Berlin	*19-21, 21-25

Prior Members: Since 1972

Isaac Patterson¹ Barry Laws (99-03) Klein Leister (99-03) Lenora Robbins¹ Kathy Fisher¹ Bill Simmons (99-04) Leroy A. Brittingham¹ **Bob Hulburd (99-05)** George "Buzz" Gering1 Frederick Wise (99-05) Nancy Pridgeon¹ Wayne Benson (05-06) Marty Batchelor¹ Jonathan Cook (06-07) John Verrill¹ John Glorioso (04-08) Thomas Hood¹ David Blazer (05-09) Ruth Reynolds (90-95) Ron Pilling (07-11) William H. Buchanan (90-95) Gary Weber (99-03, 03-11) Annemarie Dickerson (99-13) Jan Quick (90-95) John Verrill (90-95) Diana Purnell (99-14) Larry Knudsen (95) Kathy Fisher (11-15) Carol Johnsen (99-03) Linda Glorioso (08-16)

Molly Hilligoss (15-18) Denise Sawyer (*18-19) Isabel Morris (11-19)

Jim Nooney (99-03)

^{* =} 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

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:

and the same of th		
<u>Name</u>	<u>Resides</u>	Years of Term(s)
Gregory R. Sauter, P.E.	Ocean Pines	1/-21
John F. (Jack) Collins, Jr.	Ocean Pines	*18-21 Tenn Ende
James Spicknall	Ocean Pines	07-10-14-18, 18-22
Bob Poremski	Ocean Pines	*17-19, 19-23 7 Resigned
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

Ocean Pines Advisory Board – Waste Water

From Dallas - 12-15-21:

Greg Sauter, who currently serves on the Ocean Pines Water & Waste Water Advisory Board, is leaving and has nominated Bob Kane, to take his place. Greg emailed Chip & Jimmy this morning. It's been my experience these nominations are handled directly by the Commissioners without memos from the departments, is that correct?

From Greg Sauter:

I am writing to nominate Bob Kane, P.E., of Ocean Pines, for your consideration of appointment to the Worcester County - Water & Sewer Ocean Pines Advisory Council.

Bob Kane has expressed interest in serving on the advisory board. He is an Ocean Pines resident with his home address as follows:

209 Ocean Parkway Ocean Pines, Maryland 21811

Please let me know if there is anything else that I can help with to have Bob considered for appointment to the advisory board.

Best regards, Greg Sauter, P.E. 6 Oxford Court Ocean Pines, Maryland 21811

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:

The state of the s	TOTAL CONTRACTOR OF THE PARTY O	Control of the Contro
Member's Name	Resides	Years of Term(s) Term Ended
Martin Kwesko	Mystic Harbour	13-17, 17-21
Richard Jendrek ^C	Bay Vista I	05-10-14-18, 18-22 De clased
Matthew Kraeuter	Ocean Reef	19-22
Joseph Weitzell ^C	Mystic Harbour	05-11-15-19, 19-23
Bruce Burns	Deer Point	05-11-15-19, 19-23 19-23 Vedased
David Dypsky	Teal Marsh Center	*10-12-16, 16-20, 20-24
Stan Cygam	Whispering Woods	*18-20, 20-24

Prior Members: (Since 2005)

John Pinnero^C (05-06) Brandon Phillips^C (05-06) William Bradshaw^C (05-08) Buddy Jones (06-08) Lee Trice^C (05-10) W. Charles Friesen^C (05-13) Alma Seidel (08-14)

Carol Ann Beres (14-18) Bob Huntt (*06-19)

Gerri Moler (08-16)

Mary Martinez (16-18)

^C = Charter member - Initial Terms Staggered in 2005

^{* =} Appointed to fill an unexpired term

WATER AND SEWER ADVISORY COUNCIL WEST OCEAN CITY SERVICE AREA

Reference:

County Commissioners' Resolution of November 19, 1993

Appointed by:

County Commissioners

Function:

Advisory

Advise Commissioners on water and sewer needs of the Service Area; review amendments to Water and Sewer Plan; make recommendations on policies and procedures; review and recommend charges and fees; review

annual budget for the service area.

Number/Term:

5/4-year terms

Terms Expire December 31

Compensation:

\$100.00/Meeting

Meetings:

Monthly

Special Provisions:

Must be residents/ratepayers of West Ocean City Service Area

Staff Support:

Department of Public Works - Water and Wastewater Division

John Ross - (410-641-5251)

Current Members:

year of the same o			
/	Member's Name	Resides/Ratepayer of	Terms (Years) Terms
	Todd Ferrante	West Ocean City	13-17, 17-21 Ending
	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

Prior Members: (Since 1993)

Eleanor Kelly^c (93-96)

Andrew Delcorro (*14-19)

John Mick^c (93-95)

Frank Gunion^c (93-96)

Carolyn Cummins (95-99)

Roger Horth (96-04)

Whaley Brittingham^c (93-13)

Ralph Giove^c (93-14)

Chris Smack (04-14)

^{* =} Appointed to fill an unexpired term

^C = Charter member

COMMISSION FOR WOMEN

Reference:

Public Local Law CG 6-101

Appointed by:

County Commissioners

Function:

Advisory

Number/Term:

11/3-year terms; Terms Expire December 31

Compensation:

None

Meetings:

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

Special Provisions:

7 district members, one from each Commissioner District

4 At-large members, nominations from women's organizations & citizens 4 Ex-Officio members, one each from the following departments: Social Services, Health & Mental Hygiene, Board of Education, Public Safety

No member shall serve more than six consecutive years

Contact:

Tamara White and Coleen Colson, Co-Chair

Worcester County Commission for Women - P.O. Box 1712, Berlin, MD 21811

Current	Mem	bore
Cull Cit.	THE CITY	OUID.

Current Members:			
Member's Name	Nominated By	Resides	Years of Term(s) Term Ending
Elizabeth Rodier	D-3, Church	Bishopville	18-21 NO KOOPPOINT
Mary E. (Liz) Mumford	At-Large	W. Ocean City	*16, 16-19, 19-22
Coleen Colson	Dept of Social Se	rvices	19-22
Hope Carmean	D-4, Elder	Snow Hill	*15-16-19, 19-22
Windy Phillips	Board of Education	on	19-22
Tamara White	D-1, Nordstrom	Pocomoke City	17-20, 20-23
Kris Heiser	Public Safety - St	ate 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 Departmen	nt	17-20, 20-23
Vanessa Alban	D-5, Bertino	Ocean Pines	17-20, 20-23
Dr. Darlene Jackson- Bowen	D-2, Purnell	Pocomoke	*19-21, 21-24
Kimberly List	D-7, Mitrecic	Ocean City	18- 21, 21-24
Gwendolyn Lehman	At-Large (OP, Berlin	*19-21, 21-24

Prior Members: Since 1995

Ellen Pilchard^c (95-97) Helen Henson^c (95-97) Barbara Beaubien^c (95-97) Sandy Wilkinson^c (95-97) Helen Fisher^c (95-98) Bernard Bond^c (95-98) Jo Campbell^c (95-98) Karen Holck^c (95-98) Judy Boggs^c (95-98) Mary Elizabeth Fears^c (95-98) Pamela McCabe^c (95-98) Teresa Hammerbacher^c (95-98) Bonnie Platter (98-00) Marie Velong^c (95-99) Carole P. Voss (98-00) Martha Bennett (97-00)

Patricia Ilczuk-Lavanceau (98-99) Lil Wilkinson (00-01) Diana Purnell^c (95-01) Colleen McGuire (99-01) Wendy Boggs McGill (00-02) Lynne Boyd (98-01) Barbara Trader^c (95-02) Heather Cook (01-02) Vyoletus Ayres (98-03) Terri Taylor (01-03) Christine Selzer (03) Linda C. Busick (00-03) Gloria Bassich (98-03) Carolyn Porter (01-04) Martha Pusey (97-03) Teole Brittingham (97-04)

Catherine W. Stevens (02-04) Hattie Beckwith (00-04) Mary Ann Bennett (98-04) Rita Vaeth (03-04) Sharyn O'Hare (97-04) Patricia Layman (04-05) Mary M. Walker (03-05) Norma Polk Miles (03-05) Roseann Bridgman (03-06) Sharon Landis (03-06)

^{* =} Appointed to fill an unexpired term

^C = Charter member

ITEM 15

Since 1995 (continued) Prior Members:

Dr. Mary Dale Craig (02-06) Dee Shorts (04-07) Ellen Payne (01-07) Mary Beth Quillen (05-08) Marge SeBour (06-08) Meg Gerety (04-07) Linda Dearing (02-08) Angela Hayes (08) Susan Schwarten (04-08) Marilyn James (06-08) Merilee Horvat (06-09) 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)

Michelle Bankert *(14-18) Nancy Fortney (12-18) Cristi Graham (17-18) Alice Jean Ennis (14-17)

Lauren Mathias Williams *(16-18) Teola Brittingham *(16-18)

Jeannine Jerscheid *(18-19) Shannon Chapman (*17-19) Julie Phillips (13-19)

Bess Cropper (15-19) Kelly Riwniak *(19-20)

^{* =} Appointed to fill an unexpired term

^C = Charter member

Worcester County MARYLAND—

Annual Comprehensive Financial Report

FISCAL YEAR ENDED JUNE 30, 2021 WWW.CO.WORCESTER.MD.US







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June 30, 2020

Christopher P. Movill

Executive Director/CEO