

# **AGENDA**

## **WORCESTER COUNTY COMMISSIONERS**

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

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

**January 17th, 2023**

Item #

- 9:00 AM - Vote to Meet in Closed Session in Commissioners' Meeting Room – Room 1101  
Government Center, One West Market Street, Snow Hill, Maryland
- 9:01 - Closed Session  
(Closed Session: Discussion regarding a personnel update and certain personnel matters with human resources, receiving legal advice, and performing administrative functions)
- 10:30 - Commissioners are invited to attend Oath of Office Ceremony for Board of Education members
- 11:30 - Call to Order, Prayer (Pastor Mary Haggard), Pledge of Allegiance
- 11:31 - Report on Closed Session
- 11:35 - Consent Agenda  
(Housing Rehab Bid Request, Request to Award Portable Toilet Services, Maryland Agricultural Land Preservation Recertification, Maryland Agricultural Land Preservation Matching Funds)
- 11:40 - Chief Administrative Officer: Administrative Matters  
(Annual Comprehensive Financial Report, GFOA Excellence in Financial Reporting Award, Request to Award Pipe Bid, Request to Purchase Vehicles, Hotel Room Tax Increase Letter Request, Pending Board Appointments)
- 11:45- Public Hearing on Private Lanes Bill 23-01  
Public Hearing on Electrical Standards Bill 23-02  
(Postponed from 10:30 AM)
- 1:00 PM - Questions from the Press; County Commissioner's Remarks
- Lunch**
- 2:00 PM - Chief Administrative Officer: Administrative Matters (if necessary)

**AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING**

<p><b>Hearing Assistance Units Available</b> – see County Administration Office</p> <p>Please be thoughtful and considerate of others. <b>*Turn OFF all cell phones and notification during the meeting!*</b></p>
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DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

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

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

DATA RESEARCH DIVISION

CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

ZONING DIVISION  
BUILDING DIVISION  
ADMINISTRATIVE DIVISION

MEMORANDUM

To: Weston S. Young, P. E. Chief Administrative Officer  
From: Davida T. Washington, Housing Rehabilitation Program Coordinator *DM*  
Date: January 10, 2023  
RE: Housing Rehabilitation Program Bid Packages

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Enclosed please find the following two bid packages:

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

All projects are proposed to be funded by the County's current housing rehabilitation grant, MD-23-CD-25.

I am requesting that the County Commissioners review the packages and approve them to be placed out for the competitive bidding process. I am available to discuss these items with you and the County Commissioners at your convenience.

**NOTICE TO 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. 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](http://www.co.worcester.md.us) under the "Bids" drop-down 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, February 13, 2023**, 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 – February 13 – Snow Hill**" 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 **David Washington**, at 410-632-1200, ext. 1171.

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

PROPERTY OF: **Addie Dale**  
ADDRESS: **7218 Shockley Road**  
**Snow Hill, MD 21863**  
TELEPHONE: **410-632-1318**

TOTAL QUOTE: \_\_\_\_\_

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

NO QUOTATIONS AFTER: **February 13, 2023**

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



# ITEM 1

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.

### 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.

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

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

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

Name: \_\_\_\_\_ (Print)

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

Name: \_\_\_\_\_ (Print)

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

**For Grantee Use Only:**

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

**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<sup>rd</sup> option and enter "0" new employees
- ☐ Section 3 Business Certification \* if you are not Section 3 employer check bottom option; unable to certify
- ☐ Site visit:   X   Required      Not Required
- ☐ Signed Bid Submission Checklist

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Signature

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.

**WORCESTER COUNTY HOUSING REHABILITATION PROGRAM  
CONTRACTOR QUALIFICATION FORM**

Contractor \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Federal I.D. or S.S. # \_\_\_\_\_

Insurance Company, Agent, & Coverages: \_\_\_\_\_

List of Company Officers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List of Licenses Currently Held:

_____ MHIC Number	_____ Exp. Date
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_____ MBR Number	_____ Exp. Date
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_____ MDE Lead Cert.	_____ Exp. Date
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_____ EPA Lead Cert.	_____ Exp. Date
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Trade References (2)

_____ Name	_____ Phone
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_____ Name	_____ Phone
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Client References (2)

_____ Name	_____ Phone
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_____ Name	_____ Phone
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Is contractor in a State of Bankruptcy? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is contractor on HUD's debarred list? \_\_\_\_\_ Yes \_\_\_\_\_ No

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

\_\_\_\_\_ Minority Business Enterprise

\_\_\_\_\_ Women's Business Enterprise

\_\_\_\_\_ Disadvantaged Business Enterprise

\_\_\_\_\_ Section 3 Employer

### 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).

**SECTION 3 COMPLIANCE BID FORM**

Name of Business: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Type of Business:       \_\_ Corporation   \_\_ Partnership   \_\_ Sole Proprietorship   \_\_ Other

Business Activity: \_\_\_\_\_

\_\_\_\_\_ I am certified as a Section 3 Business. I have attached a Section 3 Business Certification.

OR

\_\_\_\_\_ I will subcontract 25% of the contract amount to one or more certified Section 3 Businesses. I have attached Section 3 Business Certifications for selected subcontractors.

OR

\_\_\_\_\_ I anticipate hiring \_\_\_\_\_ new employees under this contract, if awarded. I understand that if any new hires are required under this contract, I will need to comply with Section 3 hiring requirements.

I attest that the above information is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## Federal Labor Standards Provisions

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 to be 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 determination. The Administrator, or an authorized 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

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 1(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 1(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 the Wage and Hour Division Web site at <http://www.dol.gov/esa/whd/forms/wh347instr.htm> or its 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;



(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.

(ii) **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. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by

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 subparagraph (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 home to be rehabilitated is attached. Bids will be accepted until 1:00 p.m. on Monday **February 13, 2023**, 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 **David Washington** at 410-632-1200, ext. 1171. 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 – February 13, Snow Hill”**. 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 this project must be a licensed Maryland Home Improvement Contractor as well as 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 thirty (30) 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.

PROJECT: ADDIE DALE

DATE: 01-08-2023

ADDRESS: 7218 SHOCKLEY ROAD

SNOW HILL, MD 21863

PHONE: 410-632-1318

## SCOPE OF WORK

A: Contractor is to obtain all necessary permits. Remove existing roof shingles, felt paper, drip edge, plumbing vent boots, and all flashings. Provide and install new underlayment material, minimum 30 LB felt paper. Provide and install new white wide drip edge at all eaves and rakes. Provide and install ice and water shield at all eaves and rakes as well as at all valleys and any roof and wall junctions. Provide and install new thirty year architectural shingles per manufacturers' installation instructions. Provide and install roof ridge venting with ridge caps as necessary. Provide and install new plumbing vent boots per manufacturer's instructions as required. Install any required flashing. Install new white continuous gutters with downspouts and splash blocks. Haul away all construction related debris.

PRICE:

B: Remove existing front door. Provide and install new insulated steel door, same size and style, with new Kwikset or equal lockset and dead bolt. Door is to be set in metal sill pan and all jamb edges are to be flex tape wrapped and caulked. Door is to be painted at the interior as well as the exterior, two (2) coats, exterior grade latex. Remove deck rear steps, install Worcester County Code approved ADA ramp. Ramp to be constructed with pressure treated material and galvanized fasteners per current Code. Remove any damaged deck vertical pickets and decking boards and replace with like sized pressure treated materials.

PRICE:

C: Remove existing water heater. Water heater is to be reinstalled after required floor repairs are completed. Remove bathroom toilet, and finish flooring. Make necessary repairs to floor system under the water heater as well as under the bathroom toilet. Replace subflooring and joists as necessary with like sized material. Subflooring is to be glued and screwed. Provide and install new builder grade vinyl plank, or vinyl sheet goods finish flooring in bathroom as well as closet housing the water heater. Reinstall existing water heater after floor repairs have been completed. Provide and install one (1) new white tall elongated toilet with new wax ring seal.

PRICE:

D: Contractor to have licensed and qualified electrician remove existing electric service panel and install new 200 AMP Square D or equal electrical panel box meeting current NEC and local Codes. 200 AMP, main disconnect, 110/220 volt, 32 circuit panel board, meter socket, weather head, service

cable, ground rod and cable. Seal all exterior penetrations. Provide and install new smoke detectors per current Code, ten (10) year lithium battery backup. Units shall be interconnected. If existing conditions makes it difficult and exceedingly costly, battery units will be acceptable. Provide and install new GFCI outlets in bathroom, kitchen, and exterior to meet current Code. Replace existing electric base board heating unit in the living room and add new units in the two bedrooms that currently do not have any. Provide and install a new exhaust fan/light ceiling unit in the bathroom. Fan to be vented to the exterior with required exterior exhaust hood.

**PRICE:** \_\_\_\_\_

E: Contractor to obtain all necessary permits. Remove all remaining galvanized water supply pipes and waste lines. Replace with CPVC water supply lines and PVC waste lines to meet current Code. All waste lines to have proper grade and traps, as well as support, per current Code.

**PRICE:** \_\_\_\_\_

F: Lead paint items. See attached Debra Hall Lead risk Assessment report and diagram 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 or vacated during the course of work. The owner may or may not be present in the dwelling 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 led paint Warning signs. HEPA clean individual interior work areas, as you go. Use 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 by the Contractor. Final draw will not be released until after the clearance is achieved.

**PRICE:** \_\_\_\_\_

G: Current termite activity in different areas of the house. See attached report for reference and guidance. Follow all recommendations.

**PRICE:** \_\_\_\_\_

H. Provide and install 6 mil poly vapor barrier in existing crawlspace to completely cover the floor area with minimum 6 inches over lap of material. Provide R-19 Kraft faced fiberglass insulation and install in all floor joist bays in the crawlspace. Faced side of the insulation is to be placed against heated floor. Provide and install R-49 fiberglass batt insulation in the exiting attic floor area. Install Styrofoam batts in all rafter bays for proper ventilation.

**PRICE:** \_\_\_\_\_

**TOTAL PRICE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

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

**TITLE:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE NUMBERS:**      **OFFICE:** \_\_\_\_\_ **CELL:** \_\_\_\_\_

**MHIC#:** \_\_\_\_\_ **EXPIRATION DATE:** \_\_\_\_\_

**DATE OF PROPOSAL:** \_\_\_\_\_

**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](http://www.co.worcester.md.us)**

**BID FORM**

**\*must be signed to be valid**

**Property of Addie Dale  
7218 Shockley Road  
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



**DEBRA W HALL INSPECTIONS, INC**

7519 Fire Tower Road  
Hebron, MD 21830

October 14th, 2022

Davida Washington  
Housing Rehabilitation Program Administrator  
Worcester County Government Center  
One W Market Street, Room 1201  
Snow Hill, MD 21863

RE: 7218 Shockley Rd, Snow Hill, MD

Dear Davida

Please find enclosed the pre-rehabilitation lead paint risk assessment for the home located at 7218 Shockley Rd, Snow Hill, Stockton, Maryland. The property is 732 sq ft home built in 1960. The home is owner occupied by Ms Addie Dale. Per the home owner the planned renovations are, but not limited to a new roof and front porch repairs.

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 10/13/22.

The risk assessment determined that there is lead-based paint and lead hazards present in the property as of the date of the assessment. See enclosed floor plan, xrf readings and attached pictures.

Sincerely

*DEBRA W HALL*

Debra W Hall, President  
Maryland Lead Paint Risk Assessor #15003

Phone: 443-859-2303

Fax: 410-742-2321

[drhall@comcast.net](mailto:drhall@comcast.net)

## **Summary**

A lead paint risk assessment was conducted at 7218 Shockley Rd, Snow Hill, Maryland for the Worcester County Housing Rehabilitation Program, Worcester County, Maryland on October 13th, 2022. 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 lead-based 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 re-calibration.

As a result of the Lead Hazard Risk Assessment and Lead Based Paint Testing conducted on 10/13/22, 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/cm<sup>2</sup>.

**LBP:**

**Interior:** None

**Exterior :**

Exterior Window Sash	Side A	white	Positive
Exterior Door and Attached Components	Side A	white	Positive

The home was built in 1960. The majority of the interior walls are paneled and woodwork stained. No LBP was found inside of the house. The exterior of the house is wrapped with aluminum siding and customized. Two of the windows are lead free on the rear of the property. The remaining windows are original friction free windows. The wells have aluminum coil stock installed in them. The exterior sides of the windows are positive for lead based paint. They are presenting as a lead hazard because all the paint is deteriorating on them as well as some glass panes are missing (structural defect that would cause paint deterioration on the windows). The window wells have dust and paint chips in them. The front door is original to the house and the exterior side is positive for LBP and in poor condition. The adjoining exterior components (jamb, casing, threshold and stop) are positive for LBP. The front is presenting as a lead hazard door due to its condition, paint deterioration and the fact that it is a friction surface. The front porch post, porch and porch components are lead free.

Note: Any exterior surfaces that are currently covered with metal and aluminum should be considered positive for LBP if they are exposed and/or disturbed during renovation/repair activities.

**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/cm<sup>2</sup>. 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.

## **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: Windows**

- a) ABATEMENT - Remove and replace all windows with new lead free vinyl replacements.
- b) INTERIM CONTROLS - Paint Stabilization - Following preparation work, the lead based paint coatings on the exterior window components may be addressed by

stabilizing the surfaces with new paint. Wet scrape and remove any deteriorating paint, stabilize the substrate and then repaint.

## **Hazard 2: Exterior Front Door and Door Components**

- a) ABATEMENT - (Recommended) Remove the front exterior door, door jamb, door casing and threshold. Replace with a new pre hung door and components.
- b) INTERIM CONTROLS - Not recommended due to the age and condition of the door.

## **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) years.

Job: 7218 Shockley Rd, Snow Hill, MD  
Date: 10/13/22

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

ITEM 1

drhall@comcast.net  
443-859-2303

Reading	Time	Type	Duration	Units	Component	Side	Substrate	Color	Condition	Room	Address	Results	Depth In	PbC	PbC Error
1	10/13/2022 10:54	PAINT		20 mg / cm ^2			Calibrate	White				Negative	1	0	0.02
2	10/13/2022 10:55	PAINT		20 mg / cm ^2			Calibrate	Yellow				Positive	1.34	3.7	0.3
3	10/13/2022 10:56	PAINT		20 mg / cm ^2			Calibrate	Red				Positive	1.08	0.9	0.1
4	10/13/2022 11:07	PAINT		1 mg / cm ^2	Window Sill	A	Wood	White	PEELING	Bedroom #1	7218 shockley rd	Negative	1	0.01	0.04
5	10/13/2022 11:07	PAINT		1 mg / cm ^2	Window Sash	A	Wood	White	Intact	Bedroom #1	7218 shockley rd	Negative	1.41	0.01	0.07
6	10/13/2022 11:08	PAINT		1 mg / cm ^2	Window Case	A	Wood	White	PEELING	Bedroom #1	7218 shockley rd	Negative	1	0	0.04
7	10/13/2022 11:09	PAINT		1.01 mg / cm ^2	Closet Door	D	Wood	White	Intact	Bedroom #1	7218 shockley rd	Negative	1	0.01	0.05
8	10/13/2022 11:09	PAINT		1.01 mg / cm ^2	Door	C	Wood	Stain	Intact	Bedroom #1	7218 shockley rd	Negative	1	0.01	0.05
9	10/13/2022 11:10	PAINT		1.01 mg / cm ^2	Door Case	C	Wood	Stain	Intact	Bedroom #1	7218 shockley rd	Negative	1	0.01	0.04
10	10/13/2022 11:10	PAINT		1 mg / cm ^2	Door Jamb	C	Wood	Stain	Intact	Bedroom #1	7218 shockley rd	Negative	1	0.01	0.04
11	10/13/2022 11:10	PAINT		1 mg / cm ^2	Ceiling	A	Drywall	White	Intact	Bedroom #1	7218 shockley rd	Negative	3.33	0.04	0.19
12	10/13/2022 11:12	PAINT		2.52 mg / cm ^2	Ceiling	A	Drywall	White	Intact	Bath #2	7218 shockley rd	Negative	1	0	0.02
13	10/13/2022 11:13	PAINT		3.02 mg / cm ^2	Wall	D	Drywall	White	Intact	Bath #2	7218 shockley rd	Negative	1	0	0.02
14	10/13/2022 11:13	PAINT		1 mg / cm ^2	Baseboard	C	Wood	White	Intact	Bath #2	7218 shockley rd	Negative	1	0	0.02
15	10/13/2022 11:14	PAINT		1.01 mg / cm ^2	Door Case	A	Wood	White	Intact	Bath #2	7218 shockley rd	Negative	1.28	0.01	0.06
16	10/13/2022 11:15	PAINT		1.43 mg / cm ^2	Door	A	Wood	Stain	Intact	Livingroom #3	7218 shockley rd	Negative	1.66	0.04	0.08
17	10/13/2022 11:16	PAINT		1 mg / cm ^2	Door Case	A	Wood	Stain	Intact	Livingroom #3	7218 shockley rd	Negative	1	0.01	0.05
18	10/13/2022 11:16	PAINT		1 mg / cm ^2	Door Jamb	A	Wood	Stain	Intact	Livingroom #3	7218 shockley rd	Negative	1	0.01	0.05
19	10/13/2022 11:17	PAINT		1.08 mg / cm ^2	Door Jamb	A	Wood	White	Fair	Outside #	7218 shockley rd	Positive	1.51	1.6	0.6
20	10/13/2022 11:17	PAINT		1.08 mg / cm ^2	Door Stop	A	Wood	White	PEELING	Outside #	7218 shockley rd	Positive	1.6	1.4	0.6
21	10/13/2022 11:18	PAINT		1.08 mg / cm ^2	Door Threshold	A	Wood	White	PEELING	Outside #	7218 shockley rd	Positive	2	1.5	0.7
22	10/13/2022 11:18	PAINT		1.44 mg / cm ^2	Door	A	Wood	White	Poor	Outside #	7218 shockley rd	Positive	1.34	1.2	0.4
23	10/13/2022 11:20	PAINT		1.07 mg / cm ^2	Window Sash EXT	A	Wood	White	PEELING	Outside #	7218 shockley rd	Positive	1.64	1.5	0.6
24	10/13/2022 11:21	PAINT		1.01 mg / cm ^2	Cabinet Frame	B	Wood	Stain	Intact	Kitchen #4	7218 shockley rd	Negative	1	0	0.03
25	10/13/2022 11:22	PAINT		1 mg / cm ^2	Window Sill	A	Wood	Stain	PEELING	Kitchen #4	7218 shockley rd	Negative	1	0	0.03
26	10/13/2022 11:22	PAINT		1 mg / cm ^2	Window Sash	A	Wood	Stain	Intact	Kitchen #4	7218 shockley rd	Negative	1	0.01	0.04
27	10/13/2022 11:23	PAINT		1.01 mg / cm ^2	Window Sill	C	Wood	White	Intact	Kitchen #4	7218 shockley rd	Negative	1	0	0.02
28	10/13/2022 11:23	PAINT		1.07 mg / cm ^2	Window Case	C	Wood	White	Intact	Kitchen #4	7218 shockley rd	Negative	1	0	0.02
29	10/13/2022 11:24	PAINT		1.01 mg / cm ^2	Door Jamb	D	Wood	White	Intact	Kitchen #4	7218 shockley rd	Negative	1	0	0.02
30	10/13/2022 11:24	PAINT		1 mg / cm ^2	Door Jamb	D	Wood	White	PEELING	Outside #	7218 shockley rd	Negative	1	0	0.02
31	10/13/2022 11:25	PAINT		1.01 mg / cm ^2	Porch Post	A	Wood	Red	Intact	Outside #	7218 shockley rd	Negative	1	0	0.03
32	10/13/2022 11:26	PAINT		1.01 mg / cm ^2	Porch Floor	A	Wood	Red	PEELING	Outside #	7218 shockley rd	Negative	1	0	0.02
33	10/13/2022 11:27	PAINT		1.01 mg / cm ^2	Porch Rim Joist	A	Wood	Red	PEELING	Outside #	7218 shockley rd	Negative	1	0	0.02

Action level >0.7

Job: 7218 Shockley Rd, Snow Hill, MD  
Date: 10/13/22

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

**ITEM 1** drhall@comcast.net  
443-859-2303

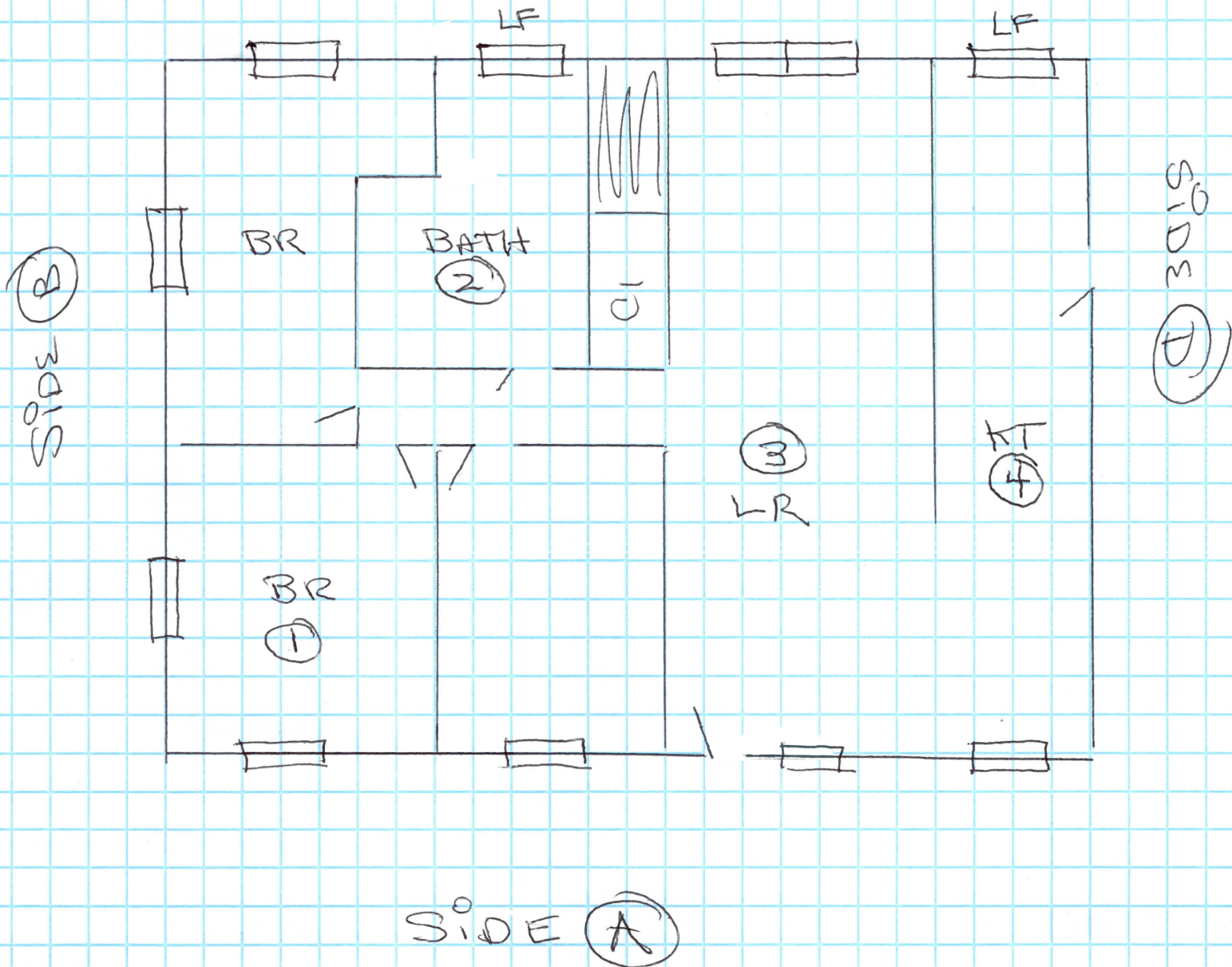
34	10/13/2022 11:33 PAINT	20 mg / cm ^2
35	10/13/2022 11:34 PAINT	20 mg / cm ^2
36	10/13/2022 11:36 PAINT	20 mg / cm ^2

Calibrate	White
Calibrate	Yellow
Calibrate	Red

Negative	1	0	0.02
Positive	1.32	3.5	0.3
Positive	1.19	1.1	0.1



SIDE C



← 7218 Shockley Rd, Snow Hill →












## Welcome Addie

Thank you for choosing Bennett Termite & Pest Solutions!

Here is the form that needs your signature. Thank you for choosing Bennett Termite and Pest Solutions.

Please review the following document and then sign. You will receive a copy via email for your records. Thank you!

<b>ALERT: You will receive automated appointment reminders the day before your service from this phone number ONLY, 410-220-6659 from Elkridge, Md. Please add this to your address book/contact list in your cell phone as Bennett Termite appt, so that you will recognize it. If you need to reach our office, as always, please use 410-352-3222 or 302-856-2127.</b>																				
<h3 style="margin: 0;">BENNETT TERMITE &amp; PEST SOLUTIONS, LLC</h3>																				
P.O. Box 191	Office 410.352.3222 MD / 302.856.2127 DE																			
Bishopville, MD 21813	www.BennettTermite.com	Fax 410.352.5440																		
<b>TERMITE SERVICE AGREEMENT (LIQUID)</b>																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">Customer Name: <u>Addie Dale</u></td> </tr> <tr> <td colspan="3">Covered Premises (Address): <u>7218 Shockley Rd</u></td> </tr> <tr> <td colspan="3">Billing Address: <u>7218 Shockley Rd, Snow Hill, MD 21863</u></td> </tr> <tr> <td>City: <u>Snow Hill</u></td> <td colspan="2">Email: <u>dWASHINGTON@co.worcester.md.us</u></td> </tr> <tr> <td>State: <u>MD</u></td> <td>Zip Code: <u>21863</u></td> <td>Phone: <u>(410) 632-1318</u></td> </tr> <tr> <td colspan="2">How did you hear about us? <u>Current Customer</u></td> <td>Date: <u>10-17-2022</u></td> </tr> </table>			Customer Name: <u>Addie Dale</u>			Covered Premises (Address): <u>7218 Shockley Rd</u>			Billing Address: <u>7218 Shockley Rd, Snow Hill, MD 21863</u>			City: <u>Snow Hill</u>	Email: <u>dWASHINGTON@co.worcester.md.us</u>		State: <u>MD</u>	Zip Code: <u>21863</u>	Phone: <u>(410) 632-1318</u>	How did you hear about us? <u>Current Customer</u>		Date: <u>10-17-2022</u>
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State: <u>MD</u>	Zip Code: <u>21863</u>	Phone: <u>(410) 632-1318</u>																		
How did you hear about us? <u>Current Customer</u>		Date: <u>10-17-2022</u>																		
<b>TYPE OF TREATMENT - NOTE GRAPH AND SPECIFICATION SHEET</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Preventative (No infestation signs)         </div> <div style="width: 30%;"> <input checked="" type="checkbox"/> Presumptive (Affected wood but no live termites)         </div> <div style="width: 30%;"> <input type="checkbox"/> Existing (Affected wood and live termites)         </div> </div>																				
<b>Service Notes:</b> Termites - Trench, Flood around perimeter of home and around piers. Single Family Home/Mobile See graph																				
<div style="border: 1px solid black; padding: 5px;"> <b>Coverage.</b> For a service period of one year, beginning on the effective dates shown above. Bennett Termite &amp; Pest Solutions, LLC agrees to provide necessary service and treatment for the control of subterranean termites for the covered premises for the sum of <u>\$1445.00</u>, payable upon completion. In addition, Bennett Termite &amp; Pest Solutions, LLC will perform any further retreatment it finds necessary, free of charge for the initial and renewals terms of this Agreement. This Agreement covers subterranean termites only.         </div>																				
<b>Repair Warranty For New Construction Treatments Only.</b> New subterranean termite damage is that damage done by subterranean termites over and above the damage existing at the time this Agreement was originally entered into.																				
<b>NOTE REVERSE SIDE FOR LIMITATIONS OF LIABILITY</b> <b>Renewal.</b> This Agreement is renewable from year to year upon inspection of covered premises by Bennett Termite & Pest Solutions, LLC, and upon payment of an annual renewal fee of <u>\$135.00</u> . This Agreement can be terminated by either party, with or without cause at the end of any one year term. Bennett Termite & Pest Solutions, LLC reserves the right to revise the Annual Renewal Fee after the third year, upon notice to the Customer.																				
<div style="display: flex; justify-content: space-between;"> <div>DEPOSIT \$ _____</div> <div>BALANCE DUE <u>\$1445.00</u></div> </div>																				
METHOD OF PAYMENT      CASH <input type="checkbox"/> CHECK <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> EFT <input type="checkbox"/>																				
<b>NOTICE OF RIGHT TO CANCEL</b> <div style="font-size: small;"> <p>This sale is the result of a home solicitation. Please see the above notice of cancellation for an explanation of your right to cancel.</p> <p>This sale is not the result of a home solicitation and there is no right to cancel.</p> </div>																				
<div style="font-size: x-small;"> <p>The undersigned hereby acknowledges that if their account becomes delinquent (over sixty days) and is referred to our attorney for collection, then in such event, the undersigned agrees to pay an additional thirty-three and one-third (33.33%) of the outstanding balance which will represent reasonable attorney fees for the collection of the account and in addition agrees, acknowledges and understands that the undersigned will be responsible to pay all court costs expended in an effort to collect the delinquent account. Lastly, the undersigned acknowledges and understands that the fee paid to our collection attorney is intended to cover the attorney fees charged this office in connection with the collection of outstanding accounts receivable.</p> </div>																				

BY CUSTOMER	_____	BY COMPANY	 _____
<small>www.BennettTermite.com</small>			

ITEM 1

**ARBITRATION**

The purchaser and Bennett Termite & Pest Solutions, LLC listed above agree that any controversy or claim between them arising out of or relating to the interpretation, performance or breach of any provision of this Agreement shall be settled exclusively by arbitration. This Contract/Agreement is subject to arbitration pursuant to the Uniform Arbitration Act of the American Arbitration Association. The arbitration award may be entered in any court having jurisdiction. In no event shall either party be liable to other for indirect, special or consequential damages or loss of anticipated profits.

**LIMITATIONS ON LIABILITY**

1. It is understood that Bennett Termite & Pest Solutions, LLC is not responsible for damage in which no termites were found.
2. Bennett Termite & Pest Solutions, LLC liability for payment of repairs does not include any hidden or inaccessible damage. Nor is Bennett Termite & Pest Solutions, LLC liable for any damage occurring as a direct result of wood to earth contact.
3. Where live termites are found Bennett Termite & Pest Solutions, LLC liability is limited to that portion of the damage that did occur since the date of contract.
4. Bennett Termite & Pest Solutions, LLC shall not be liable for repair for termite damage and/or for retreatment to covered premises that have been added to or structurally altered unless Bennett Termite & Pest Solutions, LLC has been notified prior to the beginning of any alteration or addition and any additional treatment or retreatment Bennett Termite & Pest Solutions, LLC finds necessary is performed. Such alterations and additions must be serviced by Bennett Termite & Pest Solutions, LLC as soon as practical - at the expense of this Customer.
5. Bennett Termite & Pest Solutions, LLC shall have no liability under this Agreement should Customer refuse to allow Bennett Termite & Pest Solutions, LLC access to the covered premises or any additions for the purpose of carrying out the Terms and Conditions of this Agreement.
6. Bennett Termite & Pest Solutions, LLC shall not be liable for repairs or termite damage and/or retreatment to covered premises under this Agreement should the Customer not correct conditions conducive to infestation noted on the original and/or annual inspection reports, i.e., wood soil contact, excessive moisture, etc.
7. Bennett Termite & Pest Solutions, LLC is not liable for any hidden damage.

This Contract constitutes the entire Agreement between parties and may not be varied, altered or modified in any way except by written agreement between the parties and approved by a corporate officer. No oral changes in the Terms of this Contract or oral approval of deviations from performance of this Contract shall be permitted.

**ALERT: You will receive automated appointment reminders the day before your service from this phone number ONLY, 410-220-6659 from Elkridge, Md. Please add this to your address book/contact list in your cell phone as Bennett Termite appt, so that you will recognize it. If you need to reach our office, as always, please use 410-352-3222 or 302-856-2127.**

Finish

Powered by

 **FieldRoutes**  
A ServiceTitan Company  
(<https://www.FieldRoutes.com>)



(<https://g.page/BennettTermite/review?rc>)



(<https://www.facebook.com/BennettTermite>)

Bennett Termite & Pest Solutions  
PO BOX 191  
BISHOPVILLE, MD 21813  
(410) 352-3222  
<http://www.bennetttermite.com>  
(<http://www.bennetttermite.com>)

## REHABILITATION

Apex Construction MBE  
Attn: Mike Meade  
12650 Sunset Avenue, Suite 7  
Ocean City, MD 21842  
m.meadeestimator@gmail.com  
jjfranzetti@gmail.com

Barmar Construction, LLC  
714 Hills Point Road  
Cambridge, MD 21613  
410-901-2304  
barmarconstruct@aol.com

Beach Construction Company  
11555 Quillin Way  
Berlin, MD 21811  
443-880-3473  
410-641-8590  
beachcoeast@gmail.com

Robert Brooks MBE  
Apostle Expert Exteriors  
P.O. Box 485  
Salisbury, MD 21803  
410-548-1392, ext. 107  
[rbrooks.apostlecon@gmail.com](mailto: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

Covenant Contractors  
10522 Jones Road  
Berlin, MD 21811  
covenant\_contractors@yahoo.com  
410-629-1815

## CONTRACTORS

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

Curtis Mercer Remodeling, Inc.  
9937 Hotel Road  
Bishopville, MD 21813  
410-352-5379  
410-430-3446 cell  
410-352-5920 fax  
cmremodelinginc@hotmail.com

Barone Built, Inc.  
David Barone  
27320 Cash Corner Road  
Crisfield, MD 21817  
easternshoreconstructioninc@gmail.com  
410-713-5763 cell  
410-341-7400 office  
410-341-7401 fax

Hebreux St. Fleur- MBE  
P.O. Box 4501  
Salisbury, MD 21803  
hebrewqualityinsulation@gmail.com  
410-860-1613

Don Layman  
A Right Angle Construction  
302 15<sup>th</sup> Street  
Pocomoke City, MD 21851  
410-937-8485  
[don.layman69@gmail.com](mailto:don.layman69@gmail.com)

Mallard Home Improvements  
P.O. Box 28  
Quantico, MD 21856  
[mallardconst@yahoo.com](mailto:mallardconst@yahoo.com)  
410-572-2727

Medli Home Improvement  
1806 Jersey Road  
Salisbury, MD 21801  
[medlihome@comcast.net](mailto:medlihome@comcast.net)  
302-841-2899

The Myers Group  
1147 S. Salisbury Blvd #8-140  
Salisbury, MD 21801  
443-366-9222  
Fax: 410-572-6081 left message  
[themyersgroupllc@aol.com](mailto:themyersgroupllc@aol.com)

Poseidon Plumbing & Home Services 12637  
Sunset Avenue #1  
Ocean City, MD 21842  
410-251-1096  
[matts@poseidonthomeservices.com](mailto:matts@poseidonthomeservices.com)

Peeples Contracting Co., Inc.  
76 Clubhouse Drive  
Berlin, MD 21811

Shoreman Construction  
William Hearn  
606 E. Pine St.  
Delmar, MD 21875  
[shoremanconstruction@gmail.com](mailto:shoremanconstruction@gmail.com)  
Phone: 410-896-3200  
Fax: Same

Three Guys Construction  
Stephen Frey  
8660 Lake Somerset Rd.  
Westover, MD 21871  
[sgfrey@yahoo.com](mailto:sgfrey@yahoo.com)  
Phone: 410-430-1109  
Mobile:  
Fax: 410-957-2868

Covenant Contractors  
Mark Bargar  
10522 Jones Road  
Berlin, MD 21811  
[Covenant\\_Contractors@yahoo.com](mailto:Covenant_Contractors@yahoo.com)  
(410)629-1815

Tyler Building Co.  
Will Tyler  
32421 Longridge Rd.  
Parsonburg, MD 21849  
[will@tylerbuildingco.com](mailto:will@tylerbuildingco.com)  
(410)546-4711

Shore Windows & Doors  
Ray Horwath  
43 Tail of the Fox  
Ocean Pines, MD 21811  
[shorewindowsanddoors@gmail.com](mailto:shorewindowsanddoors@gmail.com)  
(410)208-4348  
(302)448-6113

Marasun Roofing  
Ty Gorman  
913 S. Talbot St.  
St. Michaels, MD 21663  
[ty@marasunll.com](mailto:ty@marasunll.com)  
(410)226-6212

Vernon Esham Builders  
Vernon Esham  
210 Kiley Drive  
Salisbury, MD 21801  
(443)783-5792  
[vernon@vernoneshambuilders.com](mailto:vernon@vernoneshambuilders.com)



**NOTICE TO 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. 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](http://www.co.worcester.md.us) under the "Bids" drop-down 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, February 13, 2023**, 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 – February 13 – Pocomoke**" 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 **David Washington**, at 410-632-1200, ext. 1171.



Worcester County Government

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

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

## MEMORANDUM

TO: Worcester County Commissioners  
 FROM: Nicholas W. Rice, Procurement Officer  
 DATE: January 17, 2023  
 RE: Request to Award – Portable Toilet Services

Please see the attached bid tabulation for portable toilet services at various locations throughout Worcester County, including Public Works, Parks and our Boat Ramps. Parks and Recreation along with Public Works is requesting the Commissioner's review and approval to award these services to the lowest responsive and responsible vendor, Atlantic Pumping Inc., in the amount of \$32,192. Bids were due and opened on January 4, 2023 at 2:30pm. Three bids were received.

Funding for these services was approved in the current FY23 operating budget under various accounts within Public Works and Parks.

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

Portable Toilet Services	
Jan. 4, 2023 at 2:30pm	
Bid Tabulation	
<u>Vendor Name</u>	<u>Base Bid</u>
Fogle's Environmental Services, LLC	\$36,752.00
Atlantic Pumping, Inc.	\$32,192.00
Arrow Sanitation Services	\$65,800.00
apparent low bidder	

County Administration Office  
 1 West Market Street, Room 1103  
 Snow Hill, MD 21863  
 Phone: 410-632-1194  
 Fax: 410-632-3131





**WORCESTER COUNTY, MARYLAND**

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

Weston Young  
Chief Administrative Officer

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

**CONTRACT**

THIS CONTRACT, made on January 17, 2023, between the County Commissioners of Worcester County, Maryland ("County"); and Atlantic Pumping, Inc. ("Successful Vendor").

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

1. Successful Vendor will commence and complete the PORTABLE TOILET SERVICES.
2. Successful Vendor will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Bid Documents unless the period for completion is extended otherwise.
4. Successful Vendor agrees to perform all of the Work described in the Contract Documents and comply with the terms therein for the sum of \$32,192 or as shown in the Form of Bid.
5. The term 'Contract Documents' means and includes the following:
  - a. This Contract
  - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
  - c. Advertisement
  - d. Section I: Introduction
  - e. Section II: General Information
  - f. Section III: General Conditions
  - g. Section IV: Bid Specifications
  - h. Form of Bid
  - i. References
  - j. Exceptions
  - k. Individual Principal
  - l. Vendor's Affidavit of Qualification to Bid
  - m. Non-Collusive Affidavit
  - n. Successful Vendor's Completed Bid Documents
  - o. Notice of Award
  - p. Notice to Proceed
6. Any inconsistency or conflict between the Contract Documents shall be resolved in their order listed above.

7. The County will pay the Successful Vendor in the manner and at such times as set forth in the Bid Documents.
8. This Contract will be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

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

ATTEST:

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

---

---

Anthony W. Bertino, Jr.  
President  
Date:

WITNESS:

**CONTRACTOR:**  
ATLANTIC PUMPING, INC.

---

---

By:  
Title:  
Date:



Worcester County Department of Environmental Programs

Worcester County Government Center, 1 West Market Street, Rm 1306 | Snow Hill MD 21863

Tel: (410) 632-1220 | Fax: (410) 632-2012

## Memorandum

---

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

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

A handwritten signature in black ink, appearing to be "RJM", written over the name Robert J. Mitchell.

**Subject:** Maryland Agricultural Land Preservation Certification  
Application Draft for Re-Certification

**Date:** 1/6/23

---

Attached you will find a memorandum from Ms. Katherine Munson detailing our application for recertification of the Worcester County's Agricultural Land Preservation Program through June 30, 2028. The certification program lets counties keep more of locally generated agricultural transfer tax in exchange for creating effective local land protection programs and continually evaluating and supporting them. These land protection programs clearly provide a demonstrable return for Worcester County, provide a host of environmental benefits, and allow our local farmers to invest in their agricultural operations. The use of the agricultural transfer tax for conservation easements helps to preserve our remaining farmlands and is paid only when agricultural lands are converted to uses other than agriculture.

The County's recertification application is based on the strength of our program and its accomplishments during the previous three years. Our strong agricultural zoning, easement acquisition tools, and two successful Rural Legacy Area Programs are also inherent strengths found in our local program. The continued recognition of the local program is testament to the hard work of Ms. Munson, our local Agricultural Preservation Advisory Board, and the local land owners and farmers who are enthusiastic participants in the program.

Attached you will find the draft application which was reviewed and recommended for approval by the Worcester County Agricultural Land Preservation Advisory Board at their last meeting on December 6, 2022. We would respectfully request the County Commissioners approve this application for recertification so we may be able to continue serving our agricultural land owners with these beneficial easement programs and keep more of this locally-generated transfer tax within our communities.

Both Ms. Munson and I will be available to discuss this matter with you or the County Commissioners at your convenience.

## Attachments

cc: Katherine Munson  
David Bradford



DEPARTMENT OF  
ENVIRONMENTAL PROGRAMS

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1306  
SNOW HILL, MARYLAND 21863  
TEL: 410.632.1220 / FAX: 410.632.2012

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

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

## Memorandum

---

**To:** Robert Mitchell, Director

**From:** Katherine Munson, Planner V *KM*

**Subject:** Draft Maryland Agricultural Land Preservation Certification Program Application

**Date:** January 6, 2023

---

Attached please find a drafted Certification Application for approval by the Worcester County Commissioners. Following county approval, the application will be submitted to the Maryland Agricultural Land Preservation Foundation (MALPF) board in order for Worcester County to remain certified. Re-certification is granted every five years. The report covers the period of FY18 through FY22, and its approval will confer certification through June 30, 2028.

Certification of County Agricultural Land Preservation Programs is described in COMAR Title 34, Subtitle .03, Chapter .03.

Farmland is a vital economic resource in Worcester County. Increasing parcelization of farmland results in negative impacts to farm performance and the local agricultural economy. Protected farmland improves quality of life and environmental health and reduces demand for services, thus helping to ensure lower taxes. Many studies have demonstrated that agricultural and natural resource-based land uses more than pay for themselves in taxes, and that residential land use is often a net loss for local government, over time.

Worcester County has been a certified county since 2004, and is the only county on the lower shore that is certified. Certified counties are able to retain 75% instead of 33% of agricultural transfer tax collected, and are also eligible for additional matching funds from the state on a 60/40 basis, for county general funds pledged for the purchase of agricultural easements. This allows more interested landowners to participate in the program. Worcester County always has more applicants than can participate due to funding limitations.

The purpose of the attached document is to describe the county's progress in agricultural land protection from 2018 to 2022, and provide a plan for the next five years. To remain certified the county must also pledge to provide matching funds from the Agricultural Transfer Tax revenue and/or general fund. Please note that in addition, each certified county must have an adopted Priority Preservation Area (PPA). The PPA was adopted as part of the county's comprehensive plan in 2010. More information is provided in the application.

To date, there are over 30,000 acres under conservation easement in Worcester County. From 2018-2022, over 6,000 acres of rural land was protected with MALPF, Rural Legacy, CREP Permanent Easement, and easement donation. Landowner interest in land protection remains strong. Over this period Worcester County received 43 applications to sell a MALPF easement; fifteen easements were purchased (five are pending). Of these, five purchases were possible due to matching funds from the county.

The attached application was reviewed and recommended for approval by the Worcester County Agricultural Land Preservation Advisory Board at their meeting December 6, 2022. The draft has been reviewed by Maryland Department of Planning.

Please let me know of any questions or concerns.

Attachment

**Maryland Agricultural Land  
Preservation Certification  
Program**  
***Re-certification Application***

---

**Worcester County, Maryland**

July 1, 2018 to June 23, 2023

*Approved by the County Commissioners of Worcester County* \_\_\_\_\_

**January 6, 2023**

**MALPF Program Administrator:** Katherine Munson, Planner V



## **Maryland Agricultural Land Preservation Certification Program Application**

January 6, 2023

### **Introduction**

The purpose of this document is to report on Worcester County's agricultural land preservation efforts, status and progress, as required every five (5) years to retain state agricultural land preservation program certification. The current certification period is July 1, 2018 through June 23, 2023. This application is a request for recertification for the period of July 1, 2023 through June 30, 2028.

Worcester County, Maryland's only seaside county, is predominantly rural. Nearly 70% of the county's approximately 304,000 acres is managed privately as farms or working forest. Market value of agricultural products sold (in 2012 dollars) rose from \$152 million in 2002 to \$234 million in 2017<sup>1</sup>.

Most residential and commercial development is concentrated in the Berlin/Ocean Pines/West Ocean City areas, but development pressure is expected to continue to press southward, particularly in the Coastal Bays watershed. Residential growth in southern Delaware is impacting Worcester County with increased traffic and demand for services, and is also putting pressure on the Bishopville area. The resident population of Worcester County was approximately 47,000 in 2000. In ten years it grew to 51,451 (2010 census). The 2020 census count in Worcester County was 52,460. Importantly, because of the high percentage of seasonal housing in the Ocean City area, there is a significant part-time/seasonal population that is not reflected in the census data.

Northeastern Worcester County is particularly attractive as a location for retirement, and over half of the migrants to the county are over the age of 55. Total new housing units authorized for construction in Worcester County have risen from a low of 93 units in 2010 to 265 in 2020<sup>2</sup>. Protection of agricultural and natural resources should continue to be planned and implemented in advance of anticipated growth.

Approximately 84% of the county is zoned A-1 (Agricultural) or RP (Conservation); 169,158 and 87,463 acres respectively<sup>3</sup>. In these zones only five lots may be subdivided from what was an entire parcel of land in 1967. In the A-1 zone, 6 lots may be created under certain circumstances, including clustering of lots (extremely rare). In the RP zone up to 5 lots per parcel are permitted only by special exception. This has allowed the county to minimize development pressure in these zones. An A-2 zone was created from A-1 and E-1-zoned areas in 2009 (7,253 acres). This zone is intended to foster agricultural use, while also allowing uses of a more commercial nature that require large tracts of land that had been permitted in the entire A-1 zone prior to 2009. Worcester County did not adopt a tier map or otherwise make any changes to zoning regulations following the enactment of the Sustainable Growth and Agricultural Preservation Act of 2012 (the "septics law").

<sup>1</sup> USDA. 2017 Census of Agriculture.

<sup>2</sup> Maryland Dept of Planning. 2020 Maryland Statistical Handbook. July 2021. Note this includes permits issued by the towns as well as the county.

<sup>3</sup> Worcester County underwent comprehensive re-zoning in 2009.

**Maryland Agricultural Land Preservation Certification Program Application**  
**January 6, 2023**

As described in the 2006 comprehensive plan, it is the county's intent to protect and promote private farming and forestry by accommodating anticipated population growth through appropriate planning and zoning, and by providing access to every program available to landowners to voluntarily protect open space. For this reason, the county is committed to continuing to seek or provide additional funds for the purchase of both Rural Legacy and Maryland Agricultural Land Preservation Fund (MALPF) easements and to maintain State certification for the county's agricultural land preservation program. Over 30,000 acres are protected with Maryland Agricultural Land Preservation Foundation (MALPF), Rural Legacy or other conservation or agricultural easements. The state of Maryland has protected over 44,000 acres county-wide, notably the Pocomoke State Forest and Chesapeake Forest Lands in the southern and western portions of the county through both conservation easements and fee simple purchases. Assateague Island contains over 10,000 acres protected as state and federal parks. The Nature Conservancy's Nassawango Creek Preserve, one of Maryland's conservation jewels, protects over 5,000 acres of the creek corridor in Worcester County. Much of this protected land is in the Priority Preservation Area (PPA), 64% of the county's land area, approximately 195,000 acres. The long term goal is to protect 100,000 acres within this area for agricultural, forestry and natural resource use.

The following report responds to the requirements for recertification described in the 2020 revision of the regulations for certification of county agricultural land preservation programs (COMAR Title 34, Subtitle .03, Chapter .03).

**1. Maintained a successful program for the purchase of development rights or of financial enhancements related to the purchase of development rights (.07.B(1)(a));**

The Worcester County Commissioners have committed to dedicate, at a minimum, 9% of the amount retained in Agricultural Transfer tax revenue, from general funds. The table below shows the Agricultural Transfer Tax revenue and matching funds the county has pledged and expended for purchase of MALPF easements during the certification period. Worcester County pledged \$418,844.14 and expended \$99,300.63 in Agricultural Transfer Tax revenue and \$76,729.74 in cash match over the certification period for five MALPF easements purchases, as of October 2022. Two FY22 purchases that will used match are still pending as of this date. FY23 commitments have not yet been made. (Note that some amounts pledged are not used and are carried over to the next fiscal year).

**Maryland Agricultural Land Preservation Certification Program Application**  
January 6, 2023

**Table 1. County Match Pledged and Expended for MALPF Easement Purchases FY19-FY23, Worcester County**

Fiscal Year	Retained Ag TT Pledged	General Fund Pledged	Total Pledged	Retained Ag TT expended on easement purchases	General fund match expended on easement purchases
FY19	\$6,000.00	\$58,385.14	\$64,385.14	\$6,539.86	\$57,845.14
FY20	\$15,000.00	\$51,000.00	\$66,000.00	\$0.00	\$2,540.80
FY21	\$100,000.00	\$0.00	\$100,000.00	\$92,760.76	\$0.00
FY22	\$140,000.00	\$48,459.00	\$188,459.00	\$16,333.80*	\$48,459.00
FY23	TBD	TBD	TBD	TBD	TBD
<b>Total</b>	<b>\$261,000.00</b>	<b>157,844.14</b>	<b>\$418,844.14</b>	<b>\$147,759.62</b>	<b>\$76,719.74</b>

\*additional \$111,250.00 is pending

**Table 2. MALPF easement purchases that included county matching funds during the certification period**

Property	Acres	Match contributed	settlement	Fiscal Year funds
23-19-01	224.13	\$52,859.60	8/16/2019	FY19
23-19-06	281.19	\$11,525.40	11/1/2019	FY19
23-20-01	121.18	\$2,540.80	9/8/2021	FY20
23-21-03	210.13	\$92,760.76	4/18/2022	FY21
23-22-05	153.38	\$64,792.80	11/4/2022	FY22
23-22-07	74.69	\$53,776.80	Pending	FY22
23-22-04	66.83	\$57,473.80	Pending	FY22

**Total acres protected, FY19 to FY22: 1,274.91**

**2. Made reasonable progress on any recommendations or improvements identified in the county's most recent program development strategy (.07.B(1)(c));**

The following actions were recommended in the FY18 re-certification report to meet milestones. Text in italicized bold describes the implementation status:

1. A county staff person will continue to provide landowner outreach and pursue the variety of PDR tools available to protect agricultural land. *County staff has conducted annual outreach to landowners through targeted mailings from 2019 to 2022, regarding MALPF and Rural Legacy Program. Several press releases and interviews for local press have been conducted regarding land protection programs. Several newsletters specifically aimed at landowners participating in or interested in MALPF have been created and sent by mail and made available in public locations and on the county website.*
2. Worcester County will consider adopting the following policies to improve protection of agricultural land:
  - A. Providing matching funds for purchase of MALPF easements.

**Maryland Agricultural Land Preservation Certification Program Application**  
January 6, 2023

*Matching funds, both cash match and Agricultural Transfer tax revenue, were provided as outlined in Table 1, which allowed for purchase of five MALPF easements (plus two FY22 easements that are pending) that would not otherwise have been possible.*

B. Providing funding for supplemental payments on MALPF easement purchases only when state funds and county matching funds already committed are insufficient to make an offer.

*There have been no instances where this has been done during this certification period. This is generally not feasible as budgeting is done on an annual basis and rarely are surplus unallocated funds available to draw on in a situation like this.*

3. Encourage farmland easement donation by providing information to landowners on the potential tax benefits.

*County staff provide information to landowners about all land protection options when they meet with them regarding MALPF or other land protection programs. This includes conservation easement donation to the Lower Shore Land Trust/Maryland Environmental Trust, as well as the potential benefits of bargain sales.*

4. Worcester County will continue to implement the 2006 comprehensive plan, including the Priority Preservation Area Element. This includes the 2009 comprehensive re-zoning which continues to protect farmland from sprawl development. *The county has a no-sprawl land use plan and zoning pattern set by the 2006 comprehensive plan, which focuses new development in already developed areas and minimizes development in rural areas. The 195,000-acre Priority Preservation Area (PPA) boundary has not changed since adoption in 2010. The long-term goal is to protect at least 100,000 acres through agricultural and conservation easements and zoning. The goal, stated in the PPA, was to protect at least 8,000 acres (800 acres annually) from 2010 to 2020. During this period 10,887 acres were protected, including MALPF easements, Rural Legacy easements, CREP permanent easements and donated easements to LSLT/MET. Worcester County continues to permit only minor subdivisions (up to five (5) lots per parcel) in the A-1 (Agricultural) and "RP" (Resource Protection) zones (lots are only allowed in the "RP" zone by special exception).*

**3. Preserved agricultural and forest land and managed subdivision and conversion of agricultural and forest land consistent with State and county goals and plans for land preservation and environmental protection (.07.B(1)(d));**

The Priority Preservation Element, adopted in 2010 and part of Worcester County's comprehensive plan, identifies a 195,000-acre Priority Preservation Area, of which at that time 53,000 acres were protected. As stated in the previous section, the long term goal is to protect 100,000 acres in the PPA through zoning and agricultural and conservation easements. The short term goal, identified in the PPA, was to protect at least 800 acres annually within the PPA, through purchase of conservation and agricultural easements.

**Maryland Agricultural Land Preservation Certification Program Application**  
January 6, 2023

As Table 3 shows, in excess of 800 acres per year were protected from 2018 to 2022 (on average, 1,200+/- acres annually).

Minimizing parcelization of agricultural land is important because even minimal fragmentation can impact farm performance and local agricultural economy. Increased conflict with neighbors on residential lots, increased traffic, reduced size of cropped fields, increasingly awkwardly shaped land under cultivation, all impact agriculture. During the period of 2018-2022 approximately 369 acres were subdivided for 44 residential lots in the PPA (this does not mean that all of this was converted from agriculture, in fact much of it remains in agriculture, as some resulting parcels are still large enough to be farmed or managed for timber/woodland. An estimate of the land actually converted is 2 acres per subdivision, or 88 acres.) From 2018 to 2021, 94 new dwelling units completed construction in the PPA. The 195,000-acre PPA contains approximately 75,510 acres that are already protected (see Table 4). Less than 6,000 acres, to date, are developed in the PPA. Development pressure in the PPA has continued to be generally low: 44 new residential lots were created from 2018 to 2022. Even if development pressure increased to where it was 1999-2008 (25-96 lots per year in the A-1 zone), and that were sustained, it would still take decades for 40,000 acres (20% of the PPA) to be converted to residential or other non-agricultural use.

**Table 3. Summary of Acres Lost and Protected in the PPA, 2018-2022, Worcester County**

Year	Lands subdivided for residential use in the PPA	Residential units constructed in the PPA	Lands protected in the PPA
2018	11 lots; 72.41 acres	22	811.4 acres (MALPF) 474.8 acres (Rural Legacy)
2019	6 lots; 22.1 acres	21	800.17 acres (MALPF) 186.9 acres (Rural Legacy)
2020	6 lots; 36.79 acres	24	173.5 acres (MALPF) 137 acres (Rural Legacy) 56.7 acres (CREP Permanent Easement)
2021	11 lots; 120.67 acres	27	458.58 acres (MALPF) 2,046.48 acres (Rural Legacy) 153.56 (LSLT/MET)
2022	10 lots; 117 acres	Information not yet compiled	481.46 acres (MALPF) 244.57 acres (Rural Legacy)
TOTAL	<b>368.97 acres</b> (44 lots)		<b>2,725.11 acres</b> (MALPF) <b>3,089.75 acres</b> (Rural Legacy) <b>153.56 acres</b> (Lower Shore Land Trust) <b>56.7 acres</b> (CREP PE) <b>TOTAL: 6,025.12 acres</b>

**Maryland Agricultural Land Preservation Certification Program Application**  
**January 6, 2023**

**Table 4. All Protected Land in the Priority Preservation Area, as of December 2022**

<b>Land Protection Program/Owner</b>	<b>Acres</b>
CREP Permanent Easement (county-held)	612
Wetland Reserve Program (NRCS) Easement	1,422
The Nature Conservancy	5,426
Rural Legacy Program Conservation Easement	13,170
MALPF Easement	9,565
DNR-held Conservation Easement/Deed Restriction	6,934
Forest Legacy (DNR) Conservation Easement	95
State-Owned Land	38,079
Lower Shore Land Trust/MET Donated or CREP Easement	1,443
County-owned Lands	500
<b>Total</b>	<b>77,246</b>

- 4. Include a map of all agricultural and forest lands preserved in the county, including those preserved both during and before the certification period, showing those properties in relation to the PPA (.10.B(3)(a)).**

Please see Figure 3 at the end of the report.

- 5. Describe any changes in the county's PPA or the PPA element of the comprehensive plan (.10B(3)(c)).**

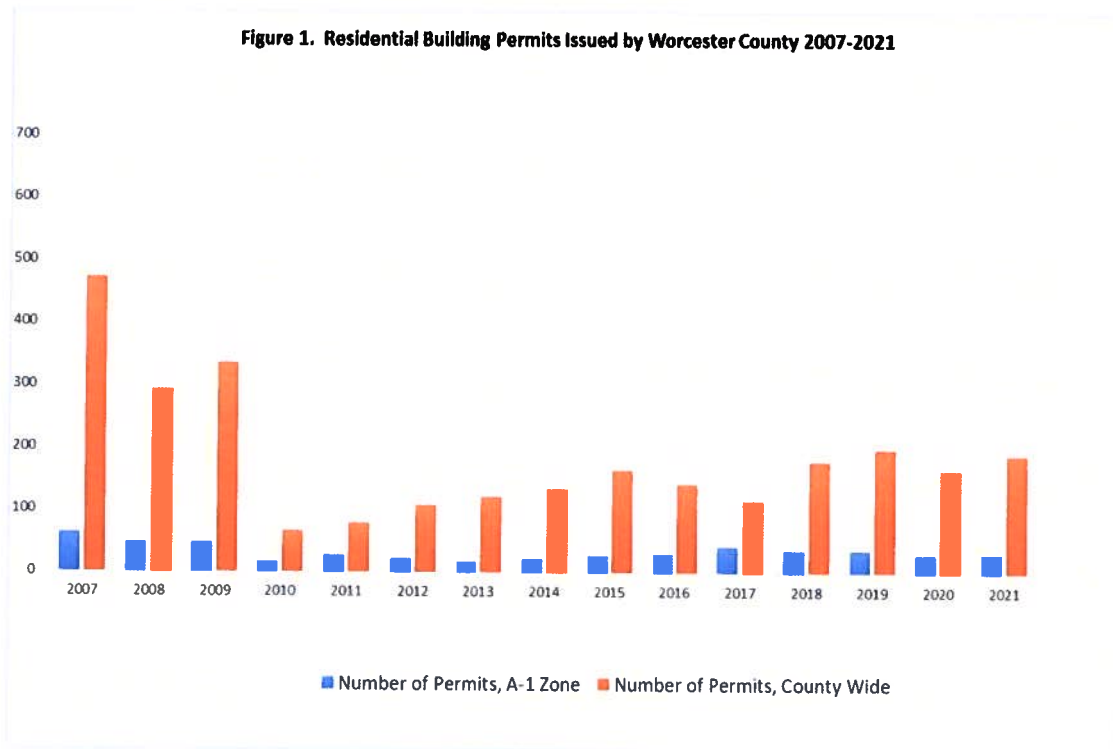
No changes.

- 6. Include an updated evaluation of the county program that: 1) Addresses the effectiveness of the county's zoning and land management practices to: (i) limit the adverse impacts of subdivision and development of agricultural and forest land; (ii) allow for the timely acquisition of land preservation easements on agricultural and forest land; and (iii) achieve the preservation goals set forth in COMAR 34.03.03 before development excessively compromises agricultural and forest resource lands;**

As noted previously in this report, approximately 84% of the county is zoned A-1 (Agricultural) or RP (Conservation). Protective zoning regulations have allowed the county to minimize development pressure in these zones. Figure 1 (below) depicts the number of permits issued annually in Worcester County, county wide and in the A-1 zone. Within the 15 year time period of 2007 to 2021, 2,565 building permits were issued in total; 468 in the A-1 zone. This data shows that development is concentrated in designated growth areas, with limited development occurring in the A-1 zone. Subdivisions within the A-1 zone are a similar metric to gauge development impact (Figure 2, below). During the 10 year period from 2013 to 2022, approximately 1,250 acres were involved in subdivision for residential purposes and 8,600 acres were protected. Protection outstripped development more than 8 fold on a per acre basis in this

**Maryland Agricultural Land Preservation Certification Program Application**  
**January 6, 2023**

time period. Much of the 1,250 acres involved in subdivision (0.7% of the entire A-1 zone) remained in agricultural use. This slow pace of development has provided and is anticipated to continue to provide ample time for the acquisition of conservation easements on agricultural and forested land.

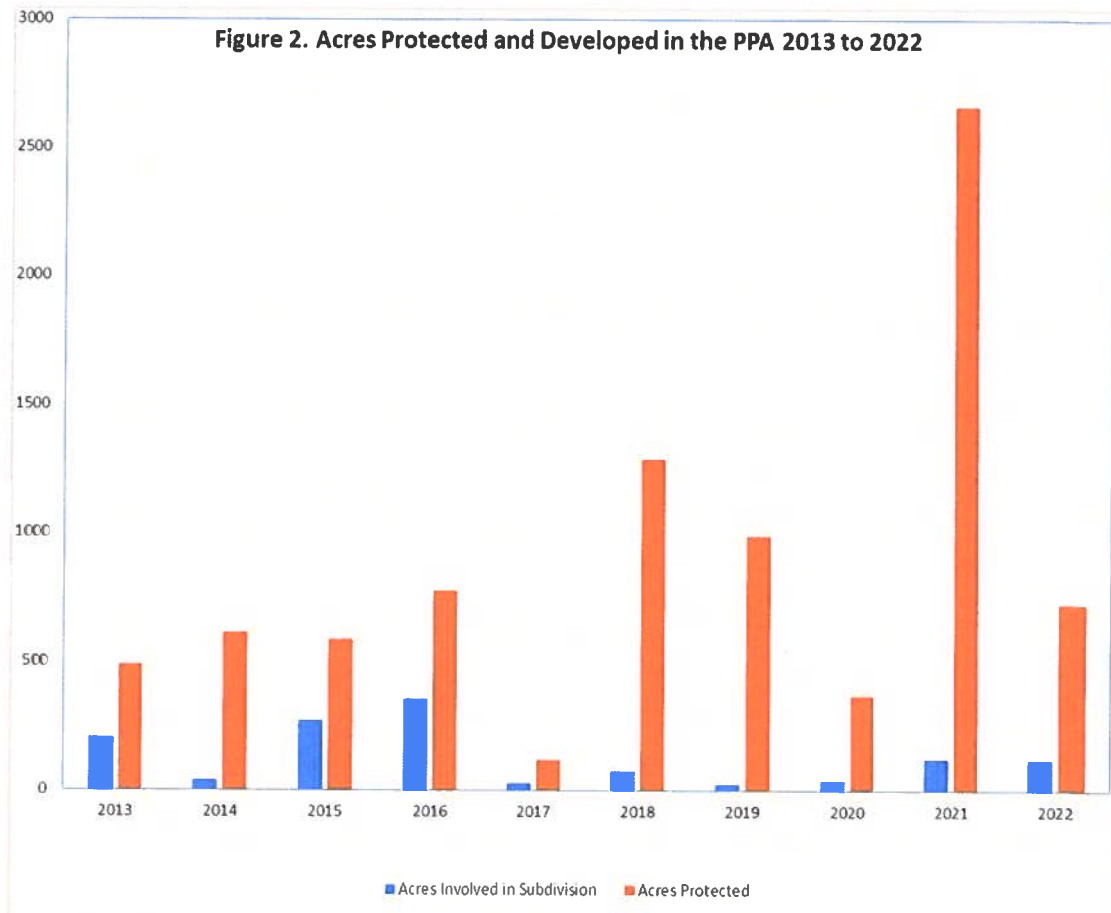


It is also key to note that due to the fact that Worcester County employs effective zoning, the cost per acre to protect land is relatively low, compared to many other Maryland counties. In addition, the county includes discounting in its MALPF ranking system. This has been particularly valuable in getting landowners "Round 2" easement purchase offers, thus accessing additional funds for land protection.

**Table 5. Per Acre Payments for MALPF easements in Worcester County, 2018-2022**

Settlement Year	Average per acre payment for MALPF easement
2018	\$2,391.26
2019	\$1,997.15
2020	\$2,572.56
2021	\$2,431/95
2022	\$1,973.27

**Maryland Agricultural Land Preservation Certification Program Application**  
**January 6, 2023**



The above points illustrate that Worcester County's program can achieve the preservation goals set forth in COMAR 34.03.03.03 before development excessively compromises agricultural and forested lands. The preservation goals listed in COMAR 34.03.03.03 are:

*A. Maintain rural communities and areas capable of supporting agricultural and forestry activities that enable positive economic contributions of agriculture and forestry and the important roles that farming and forestry play in enhancing Maryland's environment;*

*B. Complement the Foundation's mandate to preserve viable agricultural and forest lands;*

*C. Make agricultural and forest land preservation part of an overall effort to manage growth and preserve environmental quality; and*

*D. Assure the cost effectiveness of:*



**Maryland Agricultural Land Preservation Certification Program Application**  
January 6, 2023

*(1) County expenditures directed toward preservation of agricultural and forest land; and*

*(2) Expenditures by the county of the agricultural land transfer tax.*

- 7. Include an updated evaluation of the county program that: 2) With respect to achieving the preservation goals: (i) identifies the strengths and weaknesses in the county's zoning and land management practices and the county program; (ii) includes a discussion and analysis of all identified weaknesses; and (iii) identifies the county's plans and actions to make improvements to the county's zoning and land management practices and the county program.**

Effective agricultural zoning and low cost per acre of easements (compared to many other Maryland counties) are the primary strengths of Worcester County's program. In addition, development pressure continues to be generally minimal at this time, which buys time for protection of more land. More state funding for both MALPF and Rural Legacy from 2018 to present has allowed the county to achieve and even surpass the goal of protecting a minimum of 800 acres in the PPA annually, and protect land in the PPA at over eight times the rate it is being converted to non-agricultural uses.

Primary weaknesses may include reduced landowner interest, increased pressure for development in the northern area of the county, and the need for a revised county comprehensive plan.

For the first time since the establishment of the Coastal Bays Rural Legacy Area program in 1999, new landowner interest in this Area is scant. In the past, there has been a waiting list of interested landowners and a need to prioritize projects. With nearly 8,000 acres now protected with Coastal Bays Rural Legacy easements, the roster of eligible properties has diminished. Solutions include increased outreach to individual landowners but may also include evaluating the need to expand the area further or to establish a new Rural Legacy Area in a different location in the county.

Sussex County, Delaware, Worcester County's neighbor to the north, has been experiencing rapid growth, including in the southern portion of the county, putting increasing demand on roads and other infrastructure in Worcester County. The increasingly urbanized Sussex County has created increased demand for development in the area north and west of Ocean Pines. This rural area contains smaller agricultural parcels than does southern Worcester County, which creates a challenge for land protection, as smaller parcels may not be eligible for MALPF or rank highly under the county's current ranking system. In addition, smaller parcels can result in more development potential per acre, because A-1 zoning allows lots on a per parcel basis. Landowner interest and participation in land protection in this area of the county has been limited, to date. To address this threat, Worcester County may consider expanding the PPA in this area, prioritizing properties in this area in the MALPF ranking system, or

**Maryland Agricultural Land Preservation Certification Program Application**  
**January 6, 2023**

possibly making other changes to the ranking system to prioritize lands in this area. Additional landowner outreach in this area is needed, to gauge interest in land protection and provide information on land protection strategies. The county may consider establishing a new Rural Legacy Area here, if interest warrants. Figure 4 (end of this document) depicts this area, the current zoning, the PPA boundary, and locations of recent single family dwelling unit permits in the A-1 zone.

Worcester County's current comprehensive plan was adopted in 2006 and new zoning map and code in 2009. Since then the Priority Preservation and Water Resources Elements were added as addenda. The county will begin the process of preparing a new plan in 2023. This will allow the county's citizens an opportunity to provide input on the future of agricultural lands in the county, and clarify how to protect them with zoning and other land use tools.

**8. If the county determines in its updated program evaluation that changes are needed to the county program, include an updated strategy to improve the development of the program (.10.B(3) (e))**

The following strategy is recommended (updates in bold):

- A county staff person will continue to provide landowner outreach and pursue the variety of PDR tools available to protect agricultural land. This will include encouraging farmland conservation easement donation by providing information to landowners on the potential tax benefits. **Targeted outreach will be conducted in the Coastal Bays watershed and the Bishopville area, where development pressure is the greatest.**
- Worcester County will continue to provide matching funds to the MALPF program for the purchase of MALPF easements. The amount will be at least 9% of the agricultural transfer tax collected.
- Worcester County will continue to use a ranking system that includes discounting, to ensure landowners willing to offer discounts are prioritized. **The county will evaluate the current MALPF application ranking system to determine if it should be modified to prioritize properties in the northern part of the county where development pressure is highest.**
- Worcester County will continue to implement the 2006 comprehensive plan, including the Priority Preservation Area Element. This includes the 2009 comprehensive re-zoning which continues to protect farmland from sprawl development. This also includes the goal of protecting 800 acres annually within the PPA. **Worcester County will be updating the 2006 Comprehensive Plan within this certification period.**
- Worcester County will evaluate whether the Coastal Bays Rural Legacy Area should be expanded or temporarily or permanently put on hold to focus on a new Rural Legacy Area in the Bishopville area.

### Figure 3. Priority Preservation Area (PPA) and Protected Lands, Worcester County, Maryland

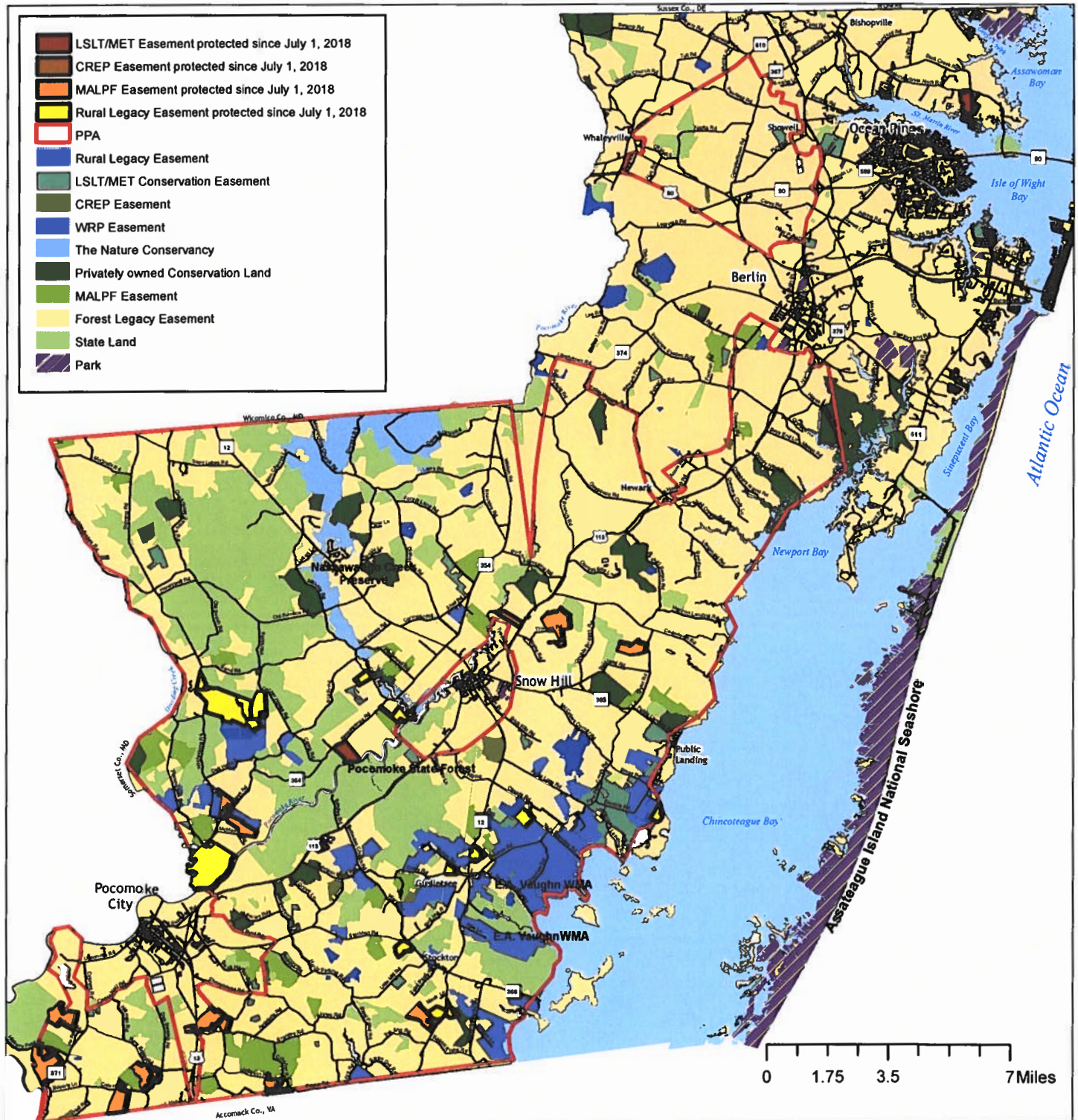
**Maryland Agricultural Land Preservation Certification Program Application, 2022**



Figure 4. Northern Worcester County, Zoning and Protected Land

0 0.75 1.5 3 Miles

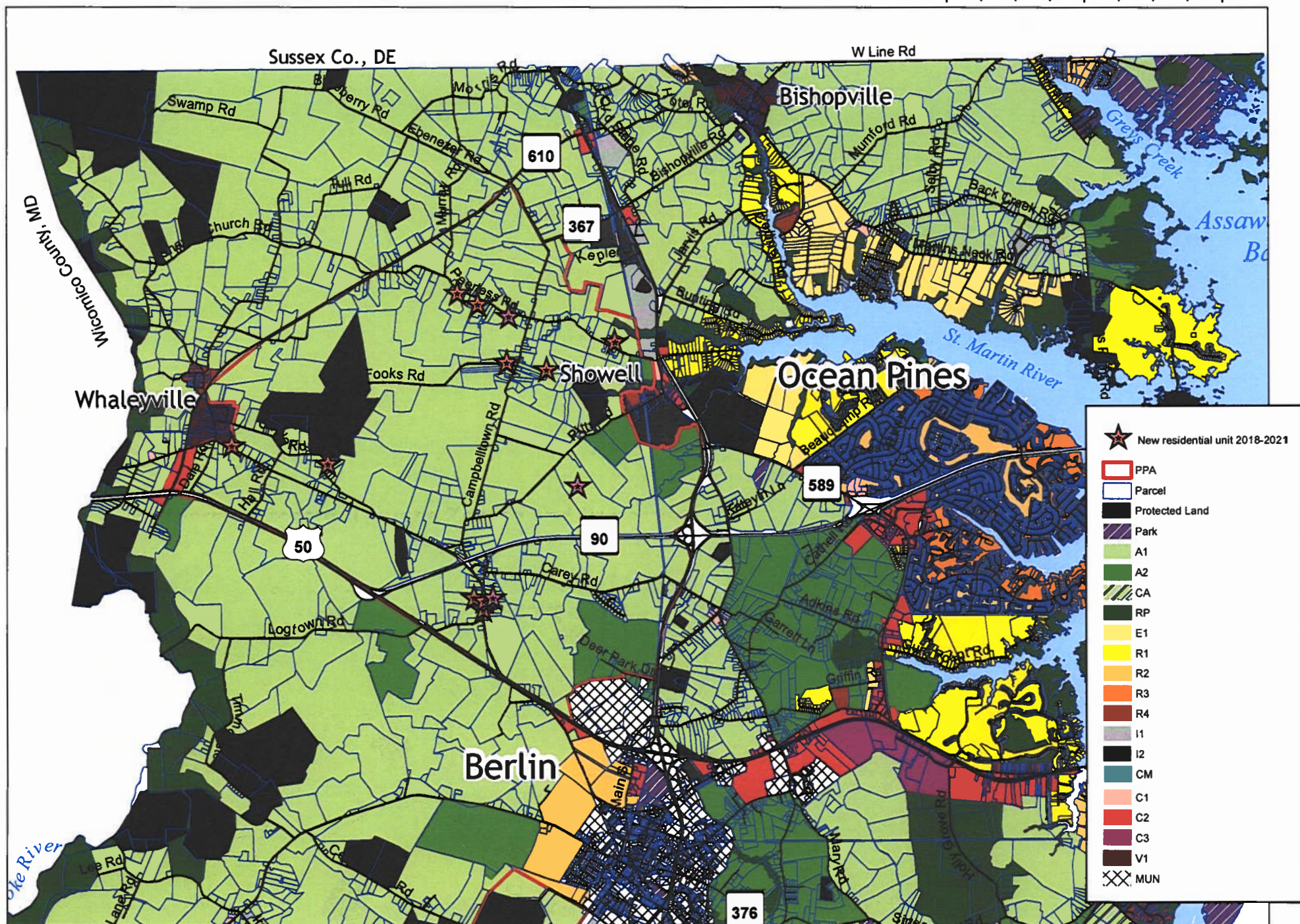




Table 1. MALPF Easements in Worcester County

Landowner	Tax ID #	Tax Map	Parcel	Grid	PPA	Easement Acres	Settlement Date	Purchase Price	Within PPA
Gerald Redden	2408002517	79	25	19	Y	236.53	9/13/1993	\$160,445.66	yes
Stanley & Shirley Brown	2407000189	35	54	22	Y	127.89	5/15/1996	\$79,608.00	yes
James Gregory	2407000286	36	122	1	Y	3.76	3/17/1997	\$438.68	yes
Gary Breeding/GRB Family Limited Partners	2402004798	55	29	10	Y	301.58	8/3/1998	\$182,001.46	yes
Milton Alfred Pennewell Family Irrevocable T	2402006847/ 242006839	62	29,30	6	Y	126.63	8/28/1998	\$113,967.00	yes
Bruce Nichols	2402007878	63	82	1	Y	67.57	3/25/1999	\$57,839.92	yes
Milton Alfred Pennewell Family Irrevocable T	2402004526/ 2402006855	54	47, 97	24	Y	78.75	5/26/1999	\$62,473.16	yes
Richard Jones	2401009109	91	74	19	Y	177.68	12/18/2000	\$101,762.13	yes
Anne Marie Thompson	2403024539/ 2403024520	40	172 & 193	6	Y	111.38	4/26/2001	\$125,955.00	yes
Richard F. Evans (now Rickards)	2403013375	24	39	24	Y	322.849	7/31/2001	\$308,000.00	yes
W. Dan Redden et. al.	24011324	93	55, 56	1	Y	140	9/13/2001	\$120,079.10	yes
Ruth R. Taylor (now Buster Powell)	2402011573/ 2402014432	79,71	36,13	22	Y	214.66	11/26/2001	\$134,002.50	yes
Ralph Samuel Tarr	2402009544/ 2402010542/ 242009536	64,65	59,60,52	18, 7	Y	123.3552	12/15/2001	\$119,290.65	yes
Ralph Samuel Tarr	2402010526	65	60	15	Y	303.2	12/15/2001	\$115,983.56	yes
Richard Jones	2401014706/ 2410011405	93,101	72,1	1	Y	287.58	4/4/2002	\$221,324.50	yes
Richard Jones	2401014714/ 2401013726	100	31,32,105 & 115	6	Y	169.28	4/4/2002	\$143,888.00	yes
Richard Jones	2401014714	101	32	1	Y	120.24	4/4/2002	\$149,404.50	yes
Richard Jones	2401010158	92	64	24	Y	133.22	6/14/2002	\$101,354.00	yes
Diane Lambertson Revocable Trust	2401004999	84	291	24	Y	29.002	4/29/2003	\$19,601.40	yes
Millenium Farms Partnership	2401039725	84	52	24	Y	48.58	4/29/2003	\$34,006.00	yes
AMEN Corner, LLC	2401006037	84	52	24	Y	33.39	4/29/2003	\$22,673.00	yes
John C. & Lynda B. Moore	2408003254	85	12	17	Y	185.179	5/2/2003	\$139,789.67	yes
Thomas & Kelly Gravenor	2402004550/ 2402004577	54	43,45	23, 24	Y	31.314	2/12/2004	\$27,282.60	yes
Diane Lambertson Revocable Trust	2401009532/ 2401003796	84	164,166	23	N	87.4	4/19/2004	79,708.80	yes
Stacey and Stephen Payne	2401010581	92	65	22	Y	66.19	12/28/2004	\$60,219.00	yes
Eileen and Ned Dykes	2470002510	35	42	8	Y	76.903	6/27/2005	\$62,400.00	yes
G R B Family Limited Partnership LLLP	2407005520	68	2	6	Y	403.37	12/28/2005	\$556,526.67	yes
L. Dean and Deborah Guy	2401012282	99	11 & 71	11	Y	194.55	2/21/2007	\$835,660.00	yes
Joseph Holland	2401007297	85	13 & 73	19	Y	234.43	3/26/2007	\$256,674.00	yes
Willis Redden	2401003852	84	56	17	N	163.542	4/11/2007	\$320,520.00	No
Gladys Holland	2407006411	77	3	3	Y	139.765	1/23/2008	\$843,000.00	yes

Table 1. MALPF Easements in Worcester County

Landowner	Tax ID #	Tax Map	Parcel	Grid	PPA	Easement Acres	Settlement Date	Purchase Price	
Ken Holland/Glad-Mar Dairy	2407006357/ 2407006403	77	2,6C	2	Y	92.942	5/12/2008	\$529,540.00	yes
Ken Holland/Glad-Mar Dairy	2407006381/ 2407006357	77	4, 12	2,3	Y	91.344	5/20/2008	\$466,960.00	yes
McGee, Steve and Jennifer (was Irma Hensh)	2407005121	62	36	24		123.69	11/1/2009	\$1,354,568.71	yes
Walter Widgeon	2403020177/ 2403014037/ 2403014053/ 2403020185	24 and 31	7,48 and 25, 66	4, 11, 23	N	317.689	11/10/2009	\$0.00	No
Stephen and Kristie St. Pierre	2407004745	61	37	4		166.234	2/1/2010	\$241,856.86	yes
Aydelotte, Brooks (was Outten, Louise)	2401014234/ 2401014765	100, 101	85, 31	12	Y	136.43	5/21/2010	\$477,505.00	yes
Aydelotte Poultry, LLC	2401040219	100	144	9	Y	33.78	9/2/2010	\$0.00	yes
Tonya Sterling	2401014102	100	52	9	Y	177.9	9/20/2010	\$876,341.03	No
Walter Widgeon	2403013200	24	54	15	N	81.5813	12/16/2011	\$241,743.90	yes
Joseph Holland	2401011391	93	61	8	Y	98.91	4/1/2012	\$306,621.00	yes
Aydelotte Farms	2401011030	92	63	23	Y	138.01	8/28/2014	\$261,300.00	yes
Hickory Point LLC	2401008781	91	73	20	Y	47.821	9/8/2014	\$138,347.59	yes
Glad Mar Land Co.	2407005652	69	40	2	Y	234.6	1/29/2015	\$645,150.00	yes
Happy Chesapeake, LLC	2408000751	78	45	23	Y	183	4/11/2016	\$358,840.00	yes
Aydelotte, Brooks	2401009974	92	33, 34	22	Y	158.44	8/8/2016	\$295,425.00	yes
Dale Holland	2402014483	79	73	11	Y	98.59	1/23/2018	\$265,020.00	yes
Adams, Ron and Deborah	2402006391	52	32	13	Y	73.565	12/4/2018	\$217,695.00	yes
Porter Mill Properties, LLC	2408008079	94	174	14	Y	176.9	10/3/2018	\$347,529.00	yes
Sterling, Tonya	2401010506	92	71	15	Y	240.15	11/22/2019	\$612,382.50	yes
Aydelotte, Tyler	2401010395	92	54	10	Y	54.7	1/28/2019	\$103,350.00	yes
Corbin, Audrey and James	2407005725	69	22,66	21	Y	133.85	9/20/2018	\$315,069.80	yes
Jones, Richard	2401012630/ 241009109/2 401008781	91, 99	26, 74, 100; 1, 3	1, 19	Y	326.79	10/24/2018	\$898,672.50	yes
GMR, LLC (Mark Holland)	2401008277	91	14	14	Y	224.13	8/16/2019	\$535,512.00	yes
Powell, Watson and Annette	2402006650	56	25	15	Y	281.19	11/1/2019	\$451,310.00	yes
Holland, Glenn	2401768588	99	35	12	Y	173.5	11/20/2020	\$446,339.00	yes
Holland, Mark	2401012355	99	39	11	Y	199.12	2/4/2021	\$527,668.00	yes
Holland, Glenn and Jean (Trust)	2401013610/ 2401769175/ 241013629	100	6, 55, 84	12	Y	43.12	6/7/2022	\$142,527.00	yes
Gross, Frederick Mark	2403768914	32	217	16	Y	210.13	4/18/2022	\$360,101.70	yes
Wilkins, Tom and Beverly	2407006500	77	102	5	Y	138.28	12/15/2021	\$398,918.21	yes
Lambertson, Jason and Kimberly	2401010255	92	8	4	Y	74.831	1/12/2022	\$147,662.00	yes
Balon, Charlotte	2401010174	92	57	A-1	Y	140.5	pending	\$337,200.00	yes

Table 1. MALPF Easements in Worcester County

Landowner	Tax ID #	Tax Map	Parcel	Grid	PPA	Easement Acres	Settlement Date	Purchase Price	
Balon, Charlotte	2401008773	91	17	A-1	Y	106.5	pending	\$255,600.00	yes
Tyson, Chelsea and Matthew	2403019594	31	23	A-1	Y	33.94	pending	\$98,429.00	yes
Queponco Farms	2402006723	57	42	A-1	Y	153.38	11/4/2022	\$360,443.00	yes
Taylor Revocable Trust	2401014803	101	28	A-1	Y	74.69	pending	\$134,442.00	yes
Yong Jae Park	2401004808	84	15	A-1	Y	66.83	pending	\$143,684.00	yes
<b>Total Acres in District or in Preservation</b>						<b>9,846.83</b>		<b>\$17,372,172.76</b>	

Table 2. Rural Legacy Easements, Worcester County

Primary Landowner	Tax ID	Tax Map	Parcel	Grid	Acres	Purchase Price	Settled
Bounds, Todd	2402015226	80	9	7	214.68	\$ 182,476.30	2003
Bayview Road, LLC	2402014734	80	14	10	143.58	\$ 145,548.00	2002
Bayview Road, LLC (was Chapman)	2402014726	80	15	15	359.46	\$ 417,146.00	2000
Cropper	2402014718	80	18	9	391.35	\$ 391,358.00	2000
DeMarco et al	2402032708, 2402015129, 2402032711	80	32, 33, 34	4	100.22	\$ 139,929.00	2002
Harvey	2402014661	80	16	20	345.99	\$ 360,156.00	2000
Harkins Farms, LLC (was Ingersol)	2408004404	86	116	18	266.98	\$ 269,955.00	2002
Jones Girdietree	2408001820	79	16, 69, 149	5, 23	203.21	\$ 310,282.52	2002
Joyner	2408004544	86	119	17	553.46	\$ 281,908.50	2000
Parsons (Bird Hill RD)	2408005346	86	78	3	177.33	\$ 150,730.50	2003
Parsons (Ward RD)	2408004978	86	122, 123	1	168.09	\$ 142,879.90	2003
Rantz (Onley RD)	2408002452	79	199	21	136.43	\$ 115,963.80	2004
Rantz (Snow Hill RD)	2402014033, 2402014505	79	40, 53	10	170.00	\$ 144,368.30	2004
Redden, P 264	2408002509	79	264	20	81.00	\$ 131,859.50	2002
Redden, P 284	2402027488	79	284	16	53.89	\$ 87,779.65	2002
Richardson West	2402013991	79	76	5	104.64	\$ 92,977.80	2002
Roger Richardson	2402014173, 2402014211, 240201415	79	39, 77, 78	12	363.70	\$ 311,260.65	2002
Rowland	2408007780, 2408008477	94, 95	45, 123, 2	24	634.50	\$ 764,072.00	2000
Rural Integrity	2408002940	79	189	13	201.45	\$ 121,087.00	2002
Ryton enterprises	2402014467, 2402014475	79	83, 88	18	648.00	\$ 508,968.85	2004
Scrimgeour	2402015048, 2402015056, 240201459	79, 80	45, 17, 58	19	440.35	\$ 510,060.00	2001
Scrimgeour Trust	2408010889	94	166	17	126.43	\$ 164,352.50	2004
Timmons	2402015188	80	4	4	347.62	\$ 309,974.00	2002
Truitt	2408002827	79	156	15	162.18	\$ 324,368.00	2008
Breeding/Hall	2402015145	80	30	10	272.23	\$ 324,000.00	2005
Rural Integrity, II	2408000794	78	12	11	129.00	\$ 91,715.00	2005
Parks, Steven and Jill	2408005028, 2408005044	86	15, 129	20	85.48	\$ 170,954.00	2007
Payne/Daugherty	2408002339	79	158	8	40.43	\$ 80,839.00	2008
Phillips Family LLC	2402032651	73	128	19	227.88	\$ 1,045,000.00	2009
Rural Integrity	2408013470	94	250	10	19.55	\$ 71,650.00	2010
McCabe's Corner LLC	2408008167	94	26	10	149.41	\$ 358,584.00	2010
Bill Blank	2408001065	79	157	8	129.00	\$ 259,308.00	2010
Glad Mar Dairy Land	2407006020	69	31	22	134.40	\$ 323,328.00	2011
ES Adkins Co	2407006829	69	3	5	591.90	\$ 887,850.00	2011
Siman, Mike and Jennifer	2402013754, 2402013878	73	44, 45	7	246.75	\$ 482,500.00	2012
West	2402768541	73	8	19	253.68	\$ 586,000.00	2012
Bayside Farms (B)	2402013010	73	8	19	165.12	\$ 550,000.00	2012
Glad Mar Land Co, Inc	2407006101	69	43	19	209.07	\$ 434,029.00	2013
Greenwood	2402012200	72	121, 122	16	121.64	\$ 133,750.00	2013
Aydelotte	2401014668, 2401014684, 2401014671	101	5, 8, 9	5, 4, 11	153.87	\$ 240,000.00	2013
Sovereign Soil Farm	2408004498, 2408004501	86	91, 92	4, 10	92.72	\$ 243,000.00	2014
Brummitt	2407006209	70	1	1	164.79	\$ 368,266.00	2014
Cropper/Strayer	2402012553	72	1	8	106.26	\$ 231,009.00	2016
Stevens	2408000239	78	44	23	156.49	\$ 237,000.00	2016
Wise	2407005822	69	44	15	168.78	\$ 373,177.00	2016
Redden	2401007122	85	54	10	118.32	\$ 251,667.00	2017
Pilchard	2408000743	78	41	10	284.91	\$ 526,732.98	2018
Clarke	2402012308, 2402027771	72	112, 17	21, 15	128.86	\$ 109,500.00	2018
Figgs	2402013320	73	9	20	61.00	\$ 161,628.00	2018
Royer, Nassawango Road	2407768514	63	167	13	122.25	\$ 213,500.00	2019
Royer, Creek Road	2407005091	62	4	5	64.64	\$ 217,000.00	2019
Hauck	2402014459	79	70	10	78.43	\$ 160,500.00	2020
Porter Mill Properties, LLC	2408008094	94	175	15	58.63	\$ 127,022.00	2020
Happy Chesapeake, LLC	2408002363	79	181	15	55.85	\$ 142,800.00	2021
Bryan, Stevens, Soepnel	2408005230	86	127	13	88.42	\$ 190,460.00	2021
Barnes, Charles and Charlotte	2407006322	77	8	9	734.37	\$ 884,181.00	2021
Barnes, Charles and Pamela	2407008430	77	121	9	21.58	\$ -	2021
Barnes, Dylan	2407769126	77	124	15	5.00	\$ -	2021
ES Adkins Co	2407004591, 2407006780, 2407004571	61	7, 8, 11, 13, 23, 42	20	978.29	\$ 758,171.00	2021
Porter Mill Properties, LLC	2408013810	94	252	8	81.60	\$ 151,000.00	2022
Truitts Landing Farm, LLC	2402012928	72	11	19	112.03	\$ 207,500.00	2021
Ennis	2407005776	69	21	21	162.97	\$ 472,814.00	2022
<b>Total Acres</b>					<b>13,170.11</b>	<b>\$ 14,769,320.76</b>	



Table 3. Conservation Reserve (CREP) Easements Held by Worcester County

Landowner	Tax ID number	Map	Parcel	Grid	Settlement Date	Easement Holder	Easement Acreage	Purchase Price	Within PPA
Persimmon Point, LLC	2408011944; 2401036254	99	50, 128	20	2011	DNR and Worcester County	45.28	\$83,545.00	yes
Gary Pilchard	2408010145; 2408000662	78	46/102	16	2011	DNR and Worcester County	36.24	\$59,459.00	yes
Collins	2404000889	40	83	11	2012	DNR and Worcester County	43.04	\$73,059.00	yes
Barry and Jeannie Mariner	2408006956	19	7	4	2012	DNR and Worcester County	35.18	\$79,951.00	yes
Rural Integrity Land, LLC	2402011441	71	61	5	2011	DNR and Worcester County	263.79	\$468,514.00	yes
John and Becky Richardson	2408001839		79 191	19	2015	Worcester County	63.87	\$118,109.00	yes
Bradford, David and Nancy	2408000654	78	56	22	2015	DNR and Worcester County	110.97	\$139,400.00	yes
Aydelotte Farms	2408000131	78	65	9	2020	Worcester County	56.69	\$98,421.00	yes
<b>Total</b>							<b>655.06</b>	<b>\$1,120,458.00</b>	



Worcester County Department of Environmental Programs

Worcester County Government Center, 1 West Market Street, Rm 1306 | Snow Hill MD 21863

Tel: (410) 632-1220 | Fax: (410) 632-2012

## Memorandum

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

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

A handwritten signature in blue ink, appearing to be "R. Mitchell", is written over the name and title of the sender.

**Subject:** Maryland Agricultural Land Preservation Foundation (MALPF)  
FY 23 MALPF Funding Cycle Matching Funds

**Date:** 1/9/23

As a certified county by the Maryland Agricultural Land Preservation Foundation (MALPF) since 2004, Worcester County is required to commit matching funds for our easement acquisition program. As the only certified county on the lower shore, this certification allows the county to retain 75% instead of 33% of the agricultural transfer tax the county collects. To continue to be eligible for additional matching funds from the state, we are required to contribute qualifying expenditures from a county source other than agricultural land transfer taxes to this program.

As the attached memorandum from Katherine Munson details, we are proposing to commit a contribution of **\$25,000** in retained Agricultural Transfer Tax revenue, along with another **\$50,000** in general fund match remaining, for purchases of easements in the FY 23 cycle to remain certified under this program. This commitment comes from the Agricultural Transfer Tax revenue collected by the county for the sole purpose of land preservation and a suggested contribution from the General Fund. The intent of the Agricultural Transfer Tax law is to impose the tax only when the land is converted to other uses from agriculture.

There are eight (8) applications submitted in this planning cycle representing 1,346+/- acres. As Ms. Munson notes, all county match will be complimented by the state at a 60:40 ratio up to an amount determined in the state budget process for the statewide MALPF program. That complimentary funding for the last three (3) fiscal years is detailed in the chart within Ms. Munson's comments.

Staff is respectfully recommending that the County Commissioners consider to agree to provide the suggested contribution totaling **\$75,000**. Counties need to present this letter by February 1, 2023. A draft letter for this commitment is attached with the recommended amount for President Bertino's signature.

Both Ms. Munson and I will be available to discuss this request with you and the County Commissioners.

### Attachments

1. Katherine Munson's memo, dated January 5, 2023
2. Draft Commitment Letter
3. Map of MALPF Easements

cc: Katherine Munson  
Phil Thompson/Finance Director  
Kim Reynolds/Budget Officer



DEPARTMENT OF  
ENVIRONMENTAL PROGRAMS

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1306  
SNOW HILL, MARYLAND 21863  
TEL: 410.632.1220 / FAX: 410.632.2012

AGRICULTURAL PRESERVATION  
CONSERVATION PROGRAM  
WATER & SEWER PLANNING  
SHORELINE CONSTRUCTION

WELL & SEPTIC  
NATURAL RESOURCES  
PLUMBING & GAS  
COMMUNITY HYGIENE

## Memorandum

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**To:** Robert Mitchell, Director  
**From:** Katherine Munson, Planner V *KM*  
**Subject:** FY23 MALPF Matching Funds  
**Date:** January 5, 2023

---

The Maryland Agricultural Land Preservation Foundation (MALPF) requires certified counties to commit matching funds for the agricultural preservation easement acquisition program.

Worcester County's Agricultural Land Preservation Program has been certified as of July 1, 2004. Certified counties retain and receive more transfer tax funding for agricultural easement acquisition than non-certified counties (Worcester County is the only certified county on the lower shore). It entitles the county to retain 75% instead of 33% of the agricultural transfer tax the county collects, and to be eligible for additional matching funds from the state.

Worcester County received eleven (11) applications to sell an easement in the spring of 2022 (FY23 funding cycle) and forwarded the top eight (8) to MALPF for appraisals and potential offers.

To meet the minimum obligations to remain certified, the county needs to commit match funds from the agricultural transfer tax revenue for purchase of easements in the FY23 cycle.

The eight (8) applications represent 1,346+/- acres. Appraisals and the landowner bid determine the offer. Approximately \$3 million would be needed to purchase easements from all eight applicants. Applicants receive funding offers in order of rank, in "round one", and in order of best bargain offered in "round 2" (state funds only).

Please keep in mind that all county funds are matched by the state at a 60:40 ratio (up to an amount TBD, but for the last three cycles that amount has exceeded \$1 million).

## Page 2 of 2, FY23 MALPF Matching Funds

MALPF match, in recent years:

Year	General Fund	Ag Transfer Tax Revenue	Match provided by the state
FY22	\$48,459.00	\$140,000.00	\$282,689.00
FY21	\$0.00	\$100,000.00	\$150,000.00
FY20	\$51,000.00	\$15,000.00	\$99,000.00

The Agricultural Transfer Tax was established solely to fund agricultural preservation and may only be used for that purpose. Funds not used within six years must be remitted to the state. As of December 31, 2022, the county's Agricultural Transfer Tax revenue balance was \$149,779.80. The county will be billed \$111,250.60, from this account, for two FY22 easement purchases not yet settled.

We recommend that the FY23 match consist of:

- \$25,000 from the Agricultural Transfer Tax Revenue
- \$50,000 in general fund match

I have attached a map showing the location of FY23 applicant properties.

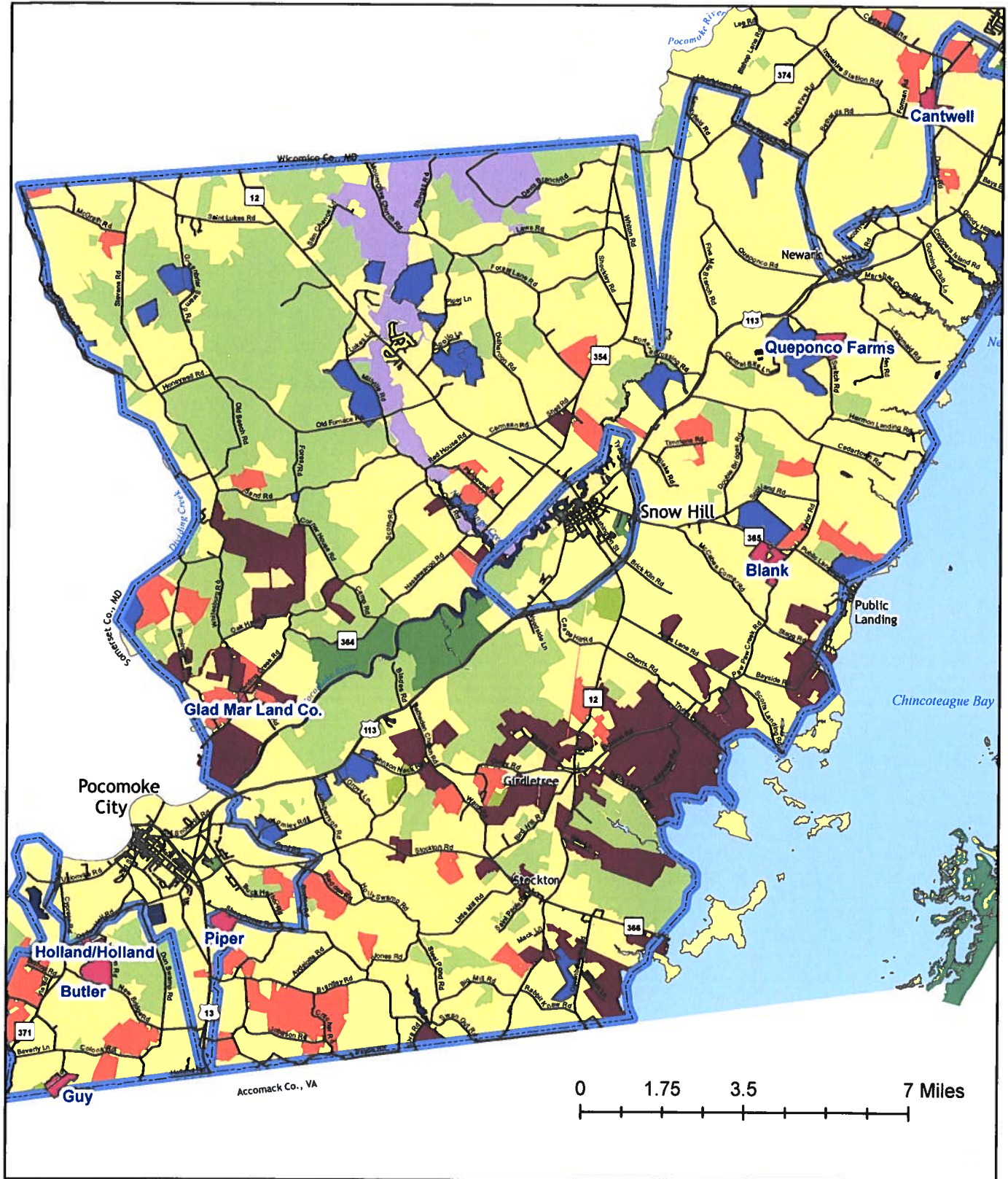
The county must provide a matching funds commitment by **February 1, 2023**. Attached is a letter to be signed by the appropriate county representative.

Please contact me should you have any questions. Thank you for your attention to this matter.

Attachments



## FY23 MALPF Applicant Properties and Protected Lands, Worcester County, MD



- |  |  |
|--|--|
| <span style="display: inline-block; width: 15px; height: 15px; background-color: red; border: 1px solid black;"></span> FY23 MALPF Applicants      | <span style="display: inline-block; width: 15px; height: 15px; background-color: darkgreen; border: 1px solid black;"></span> Federal Lands                  |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: blue; border: 2px solid blue;"></span> Priority Preservation Area | <span style="display: inline-block; width: 15px; height: 15px; background-color: green; border: 1px solid black;"></span> Parks                              |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: orange; border: 1px solid black;"></span> MALPF Easements         | <span style="display: inline-block; width: 15px; height: 15px; background-color: darkblue; border: 1px solid black;"></span> DNR-held Conservation Easements |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: brown; border: 1px solid black;"></span> Rural Legacy Easements   | <span style="display: inline-block; width: 15px; height: 15px; background-color: lightgreen; border: 1px solid black;"></span> State Land                    |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: orange; border: 1px solid black;"></span> LSLT/MET Easements      | <span style="display: inline-block; width: 15px; height: 15px; background-color: purple; border: 1px solid black;"></span> TNC                               |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: lightgreen; border: 1px solid black;"></span> CREP Easements      | <span style="display: inline-block; width: 15px; height: 15px; background-color: blue; border: 1px solid black;"></span> Wetland Reserve Easements           |



Map prepared 6/24/2022  
Worcester County Dept of Environmental Programs

DRAFT

January 5, 2023

Michelle Cable, Executive Director  
Maryland Agricultural Land Preservation Foundation  
Maryland Department of Agriculture  
50 Harry S. Truman Parkway  
Annapolis, Maryland 21401

RE: FY23 Local Matching Funds

Dear Ms. Cable:

Worcester County's commitment of local matching funds for MALPF's FY23 easement acquisition program shall be **\$70,000.00**. This represents: an estimate of retained Agricultural Land Transfer Tax revenue balance of \$20,000 and \$50,000.00 in general funds.

If you have any questions regarding this commitment, please do not hesitate to contact Katherine Munson at 410-632-1220, ext 1302.

Sincerely,

Anthony Bertino  
President  
County Commissioners of Worcester County



# Worcester County

MARYLAND



## Annual Comprehensive Financial Report

FISCAL YEAR ENDED JUNE 30, 2022

[WWW.CO.WORCESTER.MD.US](http://WWW.CO.WORCESTER.MD.US)





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For the Fiscal Year Ended

June 30, 2021

*Christopher P. Morill*

Executive Director/CEO





Worcester County Government

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

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

## MEMORANDUM

TO: Worcester County Commissioners  
 FROM: Nicholas W. Rice, Procurement Officer  
 DATE: January 17, 2023  
 RE: Request to Award – FY23 Corrugated Metal and Plastic Pipe

Please see the attached bid tabulation for the purchase of corrugated metal and plastic pipe for the Roads Division of Public Works. Public Works is requesting the Commissioner's review and approval to award to the lowest responsive and responsible vendor, Lane Enterprises Inc., in the amount of \$108,247.85. Bids were due and opened on December 28, 2022 at 2:30pm. Five bids were received. The increase in cost is due to an increase in material costs as well as an increase in the amount of pipe being purchased. Additional stock is needed to replenish what was used this past year with pipe installs.

Funding in the amount of \$60,000 for this purchase was approved in the current FY23 operating budget in account 100.1202.6140.040, Road Maintenance Materials Pipe. Public Works is requesting approval to use \$48,247.85 from the Approved FY22 Assigned Fund Balance from "Roads Paving" to cover the difference.

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

Corrugated Metal and Plastic Pipe	
December 28, 2022, 2:30pm	
Bid Tabulation	
<u>Vendor Name</u>	<u>Base Bid</u>
Ferguson Waterworks	\$150,481.35
Lane Enterprises, Inc	\$108,247.85
Chemung Supply Corp	\$147,388.80
FAR Group	\$138,800.00
Tri Supply and Equipment Company	\$135,282.73
apparent low bidder	

County Administration Office  
 1 West Market Street, Room 1103  
 Snow Hill, MD 21863  
 Phone: 410-632-1194  
 Fax: 410-632-3131





Worcester County Government

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## MEMORANDUM

TO: Worcester County Commissioners  
FROM: Nicholas W. Rice, Procurement Officer  
DATE: January 17, 2023  
RE: Request to Purchase – FY23 County Vehicles

---

Public Works is asking for approval to order and purchase the approved FY23 vehicles below for various departments from Hertrich Fleet. The ordering window is currently open and could close at any time. Each vehicle's pricing came in over the approved budget amount. Please see the information below regarding the additional funding needed for each department.

The Department of Development, Review and Permitting is requesting to allocate the additional \$6,164 from account 100.1008.7000.100 Meetings, Conferences and Shows. The cost is realized primarily from two of the typically in-person conferences that were offered as an online option this fiscal year. The new vehicle will replace a 2009 Jeep Laredo with 149,585 miles.

Emergency Services is requesting to allocate the additional \$7,215 from account 100.1102.044.6110.120 Supplies & Equipment Rental. The new vehicle will replace a 2005 truck with 117,203 miles and will be used to pull/tow heavy mobile trailers. Currently, the department has three trailers and only one truck that can safely tow them. It is not unusual for the department to need more than one trailer at a scene. Emergency Services originally requested two vehicles, before being reduced to one.

The Department of Public Works Maintenance Division vehicle came in \$15,748 over the amount that was budgeted. In an attempt to reduce the additional funding needed, the department has decided to not purchase the snow plow saving \$11,530. Maintenance is requesting to allocate the additional \$4,218 from account 100.1203.200.6530.040 Consulting Services. The new vehicle will replace a 2005 truck with 175,432 miles.

The Department of Public Works Roads Division vehicle came in \$7,388 over the amount that was budgeted. The department is requesting the additional funding come out of the savings of \$35,672.52 from their recent purchase of a tractor-mower instead of the budgeted dump truck. The new vehicle will replace a 2005 truck with 246,000 and is no longer in service.

Hertrich Fleet was the only vendor who submitted a bid. There have been many ongoing problems with ordering fleet vehicles including availability, manufacturing delays and manufacturing pricing which has deterred vendors from providing bids. At this time, we do not see this changing in the near future.

Attached for your review are copies of the bids received with revised pricing and Specification Sheets. Listed below is a summary of the bids submitted along with their pricing per unit.

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

**#1 Vehicle Type: (1) – Compact SUV (Development Review and Permitting)**

Hertrich Fleet Milford, DE    2023 Ford Escape    \$30,169.00

**#2 Vehicle Type: (1) – ¾ Ton 4x4 Full Size Double/Extended Cab Pickup Truck (Emergency Services)**

Hertrich Fleet Milford, DE    2023 Ford F250 Super Cab 4x4    \$48,215.00

**#3 Vehicle Type: (1) – ¾ Ton 4x4 Full Size Pickup Truck (DPW / Maintenance)**

Hertrich Fleet Milford, DE    2023 Ford F250 4x4    \$57,748.00

**#4 Vehicle Type: (1) – ¾ Ton 4x4 Full Size Double/Extended Cab Pickup Truck with Snow Plow (DPW / Roads)**

Hertrich Fleet Milford, DE    2023 Ford F250 Super Cab 4x4    \$63,688.00

Requested	Lowest Bidder Meeting Specifications	Budget Approval	Bid Amount
1. (1) – Compact SUV (DRP)	Hertrich Fleet Milford, DE	\$24,000.00	\$30,164.00
2. (1) – ¾ Ton 4x4 Full Size Double/Extended Cab Pickup Truck (Emergency Services)	Hertrich Fleet Milford, DE	\$41,000.00	\$48,215.00
3. (1) – ¾ Ton Full Size Pickup Truck W/Plow (DPW / Maintenance)	Hertrich Fleet Milford, DE	\$42,000.00	\$57,748.00
4. (1) – ¾ Ton Full Size Double/Extended Cab Pickup Truck W/Plow (DPW / Roads)	Hertrich Fleet Milford, DE	\$56,300.00	\$63,688.00

**WORCESTER COUNTY COMMISSIONERS  
VEHICLE BID FORM**

We submit bids on the following vehicles (specifications attached for each quoted vehicle):

**1. One (1) – Compact SUV (Development Review & Permitting)**

Year 2023 Make FORD Model ESCAPE

Bid (per unit) \$ 28,358

Total Bid \$ 28,358

Delivery Time APPROXIMATELY 35 to 40 weeks from order Date

**2. Two (2) – ¾ Ton 4x4 Full Size Double/Extended Cab Pickup Truck's  
(Emergency Services)**

Year 2023 Make FORD Model F250 SUPER CAB

Bid (per unit) \$ 46,716

Total Bid \$ 93,432

Delivery Time APPROXIMATELY 35 to 40 WEEKS FROM ORDER DATE

**3. One (1) – ¾ Ton 4x4 Full Size Pickup Truck with snow plow (DPW/Maintenance)**

Year 2023 Make FORD Model F250 REG CAB

Bid (per unit) \$ 56,810

Total Bid \$ 56,810

Delivery Time APPROXIMATELY 35 to 40 WEEKS FROM ORDER DATE

**4. One (1) – ¾ Ton 4x4 Full Size Double/Extended Cab Pickup Truck with Snow Plow  
(DPW/Roads)**

Year 2023 Make FORD Model F250 SUPER CAB

Bid (per unit) \$ 62,410

Total Bid \$ 62,410

Delivery Time APPROXIMATELY 35 to 40 WEEKS FROM ORDER DATE

5. Three (3) - ½ Ton 4x2 Full Size Pickup Truck's (DPW/WWW)Year 2023 Make FORD Model F150 REG CABBid (per unit) \$ 40,462Total Bid \$ 121,386Delivery Time APPROXIMATELY 35 to 40 WEEKS FROM ORDER DATEFleet Final Order Date Aug. 12, 2022**BID MUST BE SIGNED AND BID VEHICLE SPECIFICATIONS MUST BE ATTACHED TO  
BE CONSIDERED.**

Please note any specification differences when submitting your bid.

Date:

7/28/22

Signature:

Typed Name:

Fred Hertrich

Firm:

HERTRICH FLEET SERVICES, INC

Address:

1427 BAY RDMILFORD, DE 19963

Telephone:

302-422-3300

Fax:

302-839-0555

E-Mail Address:

VSCHREIBER@HERTRICH.S.COM

ALTERNATE CONTACT - JOHN WORRALL

JWORRALL@HERTRICHFLEET.COM

302-422-3300

800-698-9825

OR

YALE SCHREIBER

VSCHREIBER@HERTRICH.S.COM

302-422-3300

800-698-9825

ITEM 8  
REVISED COPY.  
FOR PRICE  
CHANGES

WORCESTER COUNTY COMMISSIONERS  
VEHICLE BID FORM

We submit bids on the following vehicles (specifications attached for each quoted vehicle)

1. One (1) - Compact SUV (Development Review & Permitting)

Year 2023 Make FORD Model ESCAPE

Bid (per unit) \$ 28,358 SE IN STOCK ✓

Total Bid \$ 28,358 \$30,169

Delivery Time Approximately 35 to 40 weeks from order Date

2. Two (2) - ¾ Ton 4x4 Full Size Double/Extended Cab Pickup Truck's (Emergency Services)

Year 2023 Make FORD Model F250 SUPER CAB

Bid (per unit) \$ 46,716 48,215

Total Bid \$ 93,432

Delivery Time Approximately 35 to 40 weeks from order Date

3. One (1) - ¾ Ton 4x4 Full Size Pickup Truck with snow plow (DPW/Maintenance)

Year 2023 Make FORD Model F250 REG CAB

Bid (per unit) \$ 56,810 W/plow 57,748

Total Bid \$ 56,810 W/o plow 46,218

Delivery Time Approximately 35 to 40 weeks from order Date

4. One (1) - ¾ Ton 4x4 Full Size Double/Extended Cab Pickup Truck with Snow Plow (DPW/Roads)

Year 2023 Make FORD Model F250 SUPER CAB

Bid (per unit) \$ 62,410 W/plow 63,688

Total Bid \$ 62,410 W/o plow 47,868

Delivery Time Approximately 35 to 40 weeks from order Date

5. Three (3) - ½ Ton 4x2 Full Size Pickup Truck's (DPW/WWW)Year 2023 Make FORD Model F150 REG CABBid (per unit) \$ 38,166Total Bid \$ 114,498Delivery Time APPROXIMATELY 35 TO 40 WEEKS FROM ORDER DATE**BID MUST BE SIGNED AND BID VEHICLE SPECIFICATIONS MUST BE ATTACHED TO  
BE CONSIDERED.**

Please note any specification differences when submitting your bid.

Date: 7/28/22

Signature: \_\_\_\_\_

Typed Name: Fred HertrichFirm: HERTRICH FLEET SERVICES, INCAddress: 1427 BAY RDMILFORD, DE 19963Telephone: 302-422-3300Fax: 302-839-0555E-Mail Address: VSCHREIBER@HERTRICH.S.COM

ALTERNATE CONTACT - JOAN WORRALL

JWORRALL@HERTRICHFLEET.COM

302-422-3300

800-698-9825

OR

YALE SCHREIBER

VSCHREIBER@HERTRICH.S.COM

302-422-3300

800-698-9825

CNGP530

VEHICLE ORDER CONFIRMATION

ITEM 8

07/28/22 13:23:19

Dealer: F27650

Page: 1 of 1

==>

2022 ESCAPE

Order No: D123 Priority: L4 Ord FIN: QD712 Order Type: 5B Price Level: 250

Ord Code: 100A Cust/Flt Name: WORCHESTER CT PO Number:

RETAIL

RETAIL

U9F S AWD \$28685

B4A NET INV FLT OPT NC

.106.7" WB

DEST AND DELIV 1495

YZ OXFORD WHITE

TOTAL BASE AND OPTIONS 30290

V CLOTH BUCKETS

TOTAL 30290

H EBONY

\*THIS IS NOT AN INVOICE\*

100A EQUIP GRP

996 .1.5L ECO ENGINE NC

2023 PRICE INC. +1,000  
31,290

448 .8-SPD AUTOTRANS NC

225/65R17 TIRES

FLEET SPCL ADJ NC

51U MINI SP TR/WHL 110

17" STEEL WHEEL

SP DLR ACCT ADJ

SP FLT ACCT CR

FUEL CHARGE

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QD02818

EXCEPTIONS - NO CD PLAYER



The following equipment is standard on every Escape S

### MECHANICAL

- Electric Parking Brake (Includes Auto Hold)
- Engine – 1.5L EcoBoost® with Auto Start-Stop Technology
- Four-Wheel Disc Brakes with Anti-Lock Brake System (ABS)
- Transmission – 8-speed Automatic

### EXTERIOR

- Active Grille Shutters
- Black – Molded-in-Color
  - Door Handles
  - Lower Bodyside Cladding
  - Rocker Panel
- Black Upper Window Molding with Black Beltline Molding
- Configurable Daytime Running Lamps (DRL)
- Easy Fuel® Capless Fuel Filler
- Exhaust Tips, Dual – Chrome
- Front and Rear Bumpers – MIC
- Grille – Black
- LED Taillamps
- Manual Liftgate with Body-Color Handle
- Rear Spoiler – Body Color
- Roof-Mounted Antenna
- Skid Plates – Molded-in-Color Silver, Front and Rear
- Tire Inflator and Sealant Kit
- Note: Spare Wheel/Tire is not included
- Tires
  - 225/65R17 102H All Season A/S BSW 2
- Wheels
  - 17" Steel with Sparkle Silver-Painted Covers
- Wipers
  - Windshield – Variable-Intermittent/Continuous
  - Rear Window – Fixed-Intermittent/Continuous

### INTERIOR/COMFORT

- Center Floor Console with Armrest
- Climate Control
  - Cabin Particulate Air Filter
  - Manual Single Zone
- Cruise Control – Steering Wheel Mounted Controls
- Cupholders – (6)
- Driver's Side Footrest
- Floor Mats – Carpeted Front and Rear
- Grab Handles – Front Passenger, Second Row – two (2), includes Coat Hooks.
- Instrument Panel
  - 4.2" Screen
  - EcoMode
  - Ice Blue® Lighting
  - Message Center
  - Outside Temperature Display
  - Trip Computer
- Lighting
  - Front Map Lights
  - Illuminated Entry System with Courtesy Lamp Delay
  - Rear Cargo Area Light
  - Second Row Dome Light
- Powerpoints (12V)
- Rotary Gear Shift Dial

### INTERIOR/COMFORT (continued)

- Seats
  - Cloth Bucket
  - Five Passenger
  - 6-Way Manual Driver (Fore/Aft, Up/Down, Recline)
  - 4-Way Manual Front Passenger (Fore/Aft with Manual Recline)
  - Second Row 60/40 Split-Fold-Flat and Sliding
- Steering Column – Manual Til/Telescoping
- Steering Wheel – Urethane
- Storage – Front Row: Center Console Armrest, Glove Box, Media Bins two (2); in front and in center of the Console, Overhead Console with Sunglasses Storage
- Visor Vanity Mirrors (Driver and Front Passenger)
- Windows, Power – Front One-Touch Down Feature (Driver only)

### SAFETY/SECURITY

- AdvanceTrac® with RSC® (Roll Stability Control™)
- Airbags
  - Driver and Front Row Passenger Dual-Stage
  - Driver Knee
  - Front-Seat Mounted Side-Impact
  - Safety Canopy® System – Front and Second Row Safety Canopy® Side-Curtain with Rollover Sensor
- Center High-Mounted Stop Lamp (CHMSL)
- Curve Control
- Day/Night Rearview Mirror – Manually Adjustable
- Door Locks
  - Autolock/Autounlock
  - Child-Safety Rear
  - Power Lock/Unlock
- Electronic Traction Control
- Headlamps
  - Courtesy Delay
  - Halogen Projector
  - Wiper-Activated
- Head Restraints
  - Two-Way Manually Adjustable Driver and Front-Passenger
  - Two-Way Manually Adjustable Second Row (Left and Right; Center Head Restraint is fixed position.)
- Hooks – Cargo Tie
- LATCH (Lower Anchors and Tether Anchors for Children) on Rear Outboard Seat Positions
- Mirrors, Sideview – Power Glass, Manual-Fold and Black Molded-in-Color (MIC) Caps
- MyKey®
- Personal Safety System™<sup>1</sup>
- Rear-Window Defroster and Washer
- Safety Belts
  - Front and Second Row – Belt-Minder® (Safety Belt Reminder)
  - Front Row Height Adjustable
  - Second Row Outboard and Center Seat Shoulder
  - Three-Point Safety Belts on all (5) Seating Positions
- SecuriLock® Passive Anti-Theft System (PATS)
- SOS Post-Crash Alert System™
- Tire Pressure Monitoring System (TPMS)
- Torque Vectoring Control

<sup>1</sup> Personal Safety System™ for driver and front passenger includes dual-stage front airbags, safety belt pretensioners, safety belt energy-management retractors, safety belt usage sensors, driver's seat position sensor, crash severity sensor, restraint control module and Front-Passenger Sensing System.

**FORD CO-PILOT360™ TECHNOLOGY**

- Ford Co-Pilot360™ includes;
  - Auto High Beam Headlamps
  - BLIS® (Blind Spot Information System) with Cross-Traffic Alert
  - Lane-Keeping System (includes Lane-Keeping Assist, Lane-Keeping Alert and Driver Alert)
  - Pre-Collision Assist with Automatic Emergency Braking (AEB), Pedestrian Detection, Forward Collision Warning and Dynamic Brake Support
  - Rear View Camera
- Headlamps – Autolamp (Automatic On/Off)
- Post-Collision Braking

**FUNCTIONAL**

- Audio
    - AM/FM Stereo
    - Six (6) Speakers
    - Speed-Compensated Volume
    - Steering Wheel Mounted Controls
  - Battery Saver
  - Compass
  - Electric Power-Assisted Steering (EPAS)
  - FordPass Connect™
    - 4G LTE Wi-Fi hotspot connects up to 10 devices¹ (Not Available. See Option 91W)
    - Remotely start, lock and unlock vehicle²
    - Schedule specific times to remotely start vehicle²
    - Locate parked vehicle²
    - Check vehicle status²
- Note: Ford Telematics and Data Services are telematics services available for fleet customers, providing access to manufacturer-grade vehicle data including but not limited to location, speed, idle time, remaining fuel, fuel energy, range, diagnostics, and maintenance alerts. FordPass Connect™ 4G Wi-Fi Modem, enables telematics services directly from Ford or through authorized third-party providers. Learn more at [commercialsolutions.ford.com](https://commercialsolutions.ford.com) or email [fcs1@ford.com](mailto:fcs1@ford.com) or by calling 833-FCS-Ford (833-327-3673).
- Front and Rear Stabilizer Bar
  - Intelligent Oil-Life Monitor®
  - Provisions for Roof Rack Mounting – Blanking Plugs
  - Remote Keyless-Entry System – Flip Key with Integrated Key FOB
  - Selectable Drive Mode
  - SYNC®
    - Enhanced Voice Recognition Communication and Entertainment System
    - 4.2" LCD Screen in Center Stack
    - AppLink®
    - 911 Assist®
    - Smart Charging USB port
  - Transmission Oil Cooler
  - Variable-Assist Rack-and-Pinion Steering

¹ Wi-Fi hotspot includes wireless data transfer that begins upon AT&T activation and expires at the end of 3 months or when 3GB of data is used, whichever comes first, but cannot extend beyond the trial subscription period for remote features. To activate, go to [www.att.com/ford](https://www.att.com/ford)

² FordPass Connect™ (optional on select vehicles), the FordPass App, and Complimentary Connected Services are required for remote features (see FordPass Terms for details). Connected Service and features depend on compatible AT&T network availability. Evolving technology, cellular networks/vehicle capability may limit functionality and prevent operation of connected features. Connected services excluded Wi-Fi hotspot.

CNGP530

#2

VEHICLE ORDER CONFIRMATION

ITEM 8

07/28/22 13:56:57

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Dealer: F27650

Page: 1 of 2

2022 F-SERIES SD

Order No: D123 Priority: G3 Ord FIN: QD712 Order Type: 5B Price Level: 270

Ord PEP: 600A Cust/Flt Name: WORCESTER CT

PO Number:

RETAIL

RETAIL

X2B F250 4X4 S/C \$44570

TRAILER TOW PKG

148" WHEELBASE

FLEET SPCL ADJ NC

Z1 OXFORD WHITE

FRT LICENSE BKT NC

A VNYL 40/20/40

18B PLAT RUNNING BD 445

S MEDIUM EARTH GR

10000# GVWR PKG

600A PREF EQUIP PKG

425 50 STATE EMISS NC

.XL TRIM

512 SPARE TIRE/WHL2 NC

572 .AIR CONDITIONER NC

52B BRAKE CONTROLLER 300

.AMFM/MP3/CLK

996 .6.2L EFI V8 ENG NC

TOTAL BASE AND OPTIONS 49470

44S 6-SPD AUTOMATIC NC

TOTAL 49470

TD8 .LT245 BSW AS 17

\*THIS IS NOT AN INVOICE\*

X3E 3.73 ELOCKING 430

90L PWR EQUIP GROUP 1100

\* MORE ORDER INFO NEXT PAGE \*

JOB #1 BUILD

F8=Next

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit F5=Add to Library

S006 - MORE DATA IS AVAILABLE.

QD02818

CNGP530

VEHICLE ORDER CONFIRMATION

07/28/22 13:57:41

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Dealer: F27650

Page: 2 of 2

2022 F-SERIES SD

Order No: D123 Priority: G3 Ord FIN: QD712 Order Type: 5B Price Level: 270

Ord PEP: 600A Cust/Flt Name: WORCESTER CT

PO Number:

RETAIL

RETAIL

525 CRUISE CONTROL \$235

TELE TT MIR-PWR

JACK

85S TOUGH BED 595

SP DLR ACCT ADJ

SP FLT ACCT CR

FUEL CHARGE

B4A NET INV FLT OPT NC

DEST AND DELIV 1795

Exceptions - NO CD PLAYER

TOTAL BASE AND OPTIONS 49470

TOTAL 49470

\*THIS IS NOT AN INVOICE\* 2000 2023 PRICE INCREASE

51,470

F7=Prev

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QD02818

#3

CNGP530

VEHICLE ORDER CONFIRMATION

ITEM 8

07/28/22 14:34:57

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Dealer: F27650

2022 F-SERIES SD

Page: 1 of 2

Order No: D123 Priority: G3 Ord FIN: QD712 Order Type: 5B Price Level: 270

Ord PEP: 600A Cust/Flt Name: WORCESTER CT

PO Number:

RETAIL

RETAIL

F2B F250 4X4 SD R/C \$42235

TRAILER TOW PKG

142" WHEELBASE

FLEET SPCL ADJ NC

Z1 OXFORD WHITE

18A UPFIT INTER MOD 295

A VNYL 40/20/40

18B PLAT RUNNING BD 320

S MEDIUM EARTH GR

10000# GVWR PKG

600A PREF EQUIP PKG

425 50 STATE EMISS NC

.XL TRIM

473 SNOW PLOW PREP 250

572 .AIR CONDITIONER NC

512 SPARE TIRE/WHL2 NC

.AMFM/MP3/CLK

996 .6.2L EFI V8 ENG NC

TOTAL BASE AND OPTIONS 47555

44S 6-SPD AUTOMATIC NC

TOTAL 47555

TD8 .LT245 BSW AS 17

\*THIS IS NOT AN INVOICE ~~42000~~ 2023 Price Incre 49,555

X3E 3.73 ELOCKING 430

\* MORE ORDER INFO NEXT PAGE \*

90L PWR EQUIP GROUP 1100

F8=Next

JOB #1 BUILD

F1=Help F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit F5=Add to Library

S006 - MORE DATA IS AVAILABLE.

QD02818

CNGP530

VEHICLE ORDER CONFIRMATION

07/28/22 14:35:20

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Dealer: F27650

2022 F-SERIES SD

Page: 2 of 2

Order No: D123 Priority: G3 Ord FIN: QD712 Order Type: 5B Price Level: 270

Ord PEP: 600A Cust/Flt Name: WORCESTER CT

PO Number:

RETAIL

RETAIL

52B BRAKE CONTROLR \$300

525 CRUISE CONTROL 235

TELE TT MIR-PWR

JACK

67D 200/240 AMP ALT NC

85S TOUGH BED 595

SP DLR ACCT ADJ

SP FLT ACCT CR

FUEL CHARGE

B4A NET INV FLT OPT NC

DEST AND DELIV 1795

Exceptions - NO CD PLAYER

TOTAL BASE AND OPTIONS 47555

TOTAL 47555

\*THIS IS NOT AN INVOICE\*

F7=Prev

F1=Help F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QD02818

CNGP530

## VEHICLE ORDER CONFIRMATION

ITEM 8

07/28/22 14:25:33

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Dealer: F27650

Page: 1 of 2

2022 F-SERIES SD

Order No: D123 Priority: G3 Ord FIN: QD712 Order Type: 5B Price Level: 270

Ord PEP: 600A Cust/Flt Name: WORCESTER CT PO Number:

RETAIL

RETAIL

X2B	F250 4X4 S/C	\$44570		TRAILER TOW PKG	
	148" WHEELBASE			FLEET SPCL ADJ	NC
Z1	OXFORD WHITE		18A	UPFIT INTER MOD	295
A	VNYL 40/20/40		18B	PLAT RUNNING BD	445
S	MEDIUM EARTH GR			10000# GVWR PKG	
600A	PREF EQUIP PKG		425	50 STATE EMISS	NC
	.XL TRIM		473	SNOW PLOW PREP	250
572	.AIR CONDITIONER	NC	512	SPARE TIRE/WHL2	NC
	.AMFM/MP3/CLK				
996	.6.2L EFI V8 ENG	NC		TOTAL BASE AND OPTIONS	50015
44S	6-SPD AUTOMATIC	NC		TOTAL	50015
TD8	.LT245 BSW AS 17			*THIS IS NOT AN INVOICE <del>2060</del> 2023 PRICE INCREASE	
X3E	3.73 ELOCKING	430		52,015	
90L	PWR EQUIP GROUP	1100		* MORE ORDER INFO NEXT PAGE *	
	JOB #1 BUILD			F8=Next	

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit F5=Add to Library

S006 - MORE DATA IS AVAILABLE.

QD02818

CNGP530

## VEHICLE ORDER CONFIRMATION

07/28/22 14:25:40

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Dealer: F27650

Page: 2 of 2

2022 F-SERIES SD

Order No: D123 Priority: G3 Ord FIN: QD712 Order Type: 5B Price Level: 270

Ord PEP: 600A Cust/Flt Name: WORCESTER CT PO Number:

RETAIL

RETAIL

52B	BRAKE CONTROLLER	\$300	
525	CRUISE CONTROL	235	
	TELE TT MIR-PWR		
	JACK		
67D	200/240 AMP ALT	NC	
85S	TOUGH BED	595	
	SP DLR ACCT ADJ		
	SP FLT ACCT CR		
	FUEL CHARGE		
B4A	NET INV FLT OPT	NC	
	DEST AND DELIV	1795	

Exceptions - NO CD PLAYER

TOTAL BASE AND OPTIONS 50015

TOTAL 50015

\*THIS IS NOT AN INVOICE\*

F7=Prev

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QD02818

# 2022 SUPER DUTY® PICKUP (F-250 / F-350 / F-450) STANDARD EQUIPMENT

PROPRIETARY  
ITEM 8

The following features are standard on every 2022 MY SUPER DUTY® F-SERIES vehicle:

## MECHANICAL

- Brakes – Power four-wheel Disc Brakes with Anti-Lock Brake System (ABS)
- Engine
  - F-250/F-350: 6.2L 2 Valve Gas SOHC EFI NA V8 (Flex-Fuel)
  - F-450: 6.7L 4 Valve OHV Power Stroke® V8 Turbo Diesel B20
- Transmission
  - TorqShift®-G Six-Speed Automatic with SelectShift® (F-250 w/6.2L gas)
  - TorqShift® Ten-Speed Automatic with Selectable Drive Modes: Normal, Tow/Haul, Eco, Deep Sand/Snow & Slippery (NA w/ F-250 w/6.2L gas)

## EXTERIOR

- Doors
  - Two (Regular Cab only)
  - Four (SuperCab/Crew Cab only)
- Glass
  - Solar-Tinted, complete (Std. XL)
  - Privacy (Std. XLT, Lariat, King Ranch®, Platinum and Limited; NA front-seat windows)
- Jack
  - Two ton mechanical (F-250/F-350 SRW)
  - Four ton hydraulic (F-350 DRW/F-450)
- Lamps – pickup box and cargo area
- Manual Locking Hubs (4x4)
- Moldings – tailgate and box-rail
- Spare tire, wheel, lock & frame mounted carrier
- Tailgate – removable w/key lock, black handle
- "Three-Blink" lane change signal
- Tie-down hooks – pickup box, four (4)
- Tow hooks – front, two (2)
- Trailer Tow Package (F-250/F-350) – 7 wire harness w/relays and 7/4 pin connector
- Trailer Tow Package (F-450) – 7/4 pin connector, 4,300L rear-axle and GCWR (Reg Cab – 45,300 lbs, Crew Cab 4x4 42,000lbs, Crew Cab 4x2 43,400 lbs)

## INTERIOR/COMFORT

- Convenience
  - Coat hooks – LH/RH color-coordinated
  - Dash top tray
  - Dome Lamp – LH/RH door activated & I/P switch operated w/delay
  - Handles, grab – driver & front-passenger
  - Handles, roof ride – front-passenger (also over rear-doors on Crew Cab)
  - Map lights – dual (front and rear w/Crew Cab)
  - Powerpoint, auxiliary
- Door-Trim – color-coordinated, molded w/armrest/grab handle & reflector
- Headliner – color-coordinated cloth
- Hood release
- Horn – dual electric

## INTERIOR/COMFORT (continued)

- Instrument panel – color-coordinated w/ glove box, 4 air registers w/positive shut off, powerpoint
- Instrumentation – Multi-function switch message center w/Ice Blue® Lighting® (three (3) button message control on steering wheel for XL; five (5) button control for XLT, Lariat, King Ranch®, Platinum and Limited)
- Scuff plates – front, color-coordinated; Illuminated w/logo on Limited
- Steering – power
- Steering damper
- Windshield wipers – intermittent

## SAFETY/SECURITY

- AdvanceTrac® with RSC® (Roll Stability Control™)
- Airbags
  - Driver and Passenger frontal and side airbag/curtain
  - Passenger side airbag deactivation switch
- Center High-mounted Stop Lamp (CHMSL)
- Child tethers (Regular Cab, front-passenger and all rear-seating positions)
- Individual Tire Pressure Monitoring System (TPMS) – SRW/F-350 DRW only
- Safety Belts
  - Belt-Minder® front safety belt reminder – chime and flashing warning light on instrument cluster if belts not buckled
  - Color-coordinated w/height adjustment (front-outboard seating positions only)
- SecuriLock® Passive Anti-Theft System (PATS); includes MyKey® owner controls feature
- SOS Post-Crash Alert System™
- Stationary Elevated Idle Control (SEIC)

## FUNCTIONAL

- Alternator
  - 157 Amp (Std. XL)
  - 200 Amp (Std. XLT, Lariat, King Ranch® and Platinum)
  - 332 Amp (Limited)
- Axle
  - Twin I-beam front axle w/coil spring suspension (narrow front track) – 4x2 (F-250 and F-350)
  - Mono-beam front axle w/coil spring suspension (narrow front track) – 4x4 (F-250 and F-350)
  - Mono-beam front axle w/coil spring suspension (wide front track) (F-450)
  - Rear – Non-Limited-Slip (F-250/F-350)
  - Rear – 4.30 Limited-Slip (F-450)
- Battery
  - Gas engine – 650-CCA, 72-AH (XL only)
  - Gas engine – 750-CCA, 78-AH, single (NA XL)
  - Diesel engine – 750-CCA, 78-AH, dual (6.7L Power Stroke® Diesel engine)
- Intelligent Oil-Life Monitor® (6.7L Power Stroke® Diesel engine)
- Oil minder system (6.2L Gas engine)
- Shock absorbers – heavy-duty gas
- Stabilizer bar – front

The following features are standard on select 2022MY SUPER DUTY® vehicles:

MECHANICAL	XL	XLT	Lariat	King Ranch®	Platinum	Limited
Four-Wheel Disc Anti-Lock Brake System (ABS) – Roll Stability Control™ (RSC®)/Traction Control/Trailer Sway Control	•	•	•	•	•	•
<b>2.5" Built Ford Tough® Trailer Hitch Receiver</b>						
F-250 (less HD Trailer Tow (535))	•	•	•	•	•	•
F-350 SRW – 6.2L and 7.3L Gas engine	•	•	•	•	•	•
F-350 SRW – Diesel (All 4x2 and 4x4 Regular Cab and Super Cab. Excludes 164" WB Crew Cab only)	•	•	•	•	•	•
F-350 DRW – 6.2L Gas Engine	•	•	•	•	•	•

1 = Regular Cab only, 2 = SuperCab only, 3 = Crew Cab only

★ = New for this model year

• = Available

**2022 SUPER DUTY® PICKUP**  
**(F-250 / F-350 / F-450)**  
**STANDARD EQUIPMENT**

PROPRIETARY  
**ITEM 8**

SAFETY/SECURITY (continued)	XL	XLT	Lariat	King Ranch®	Platinum	Limited
Autolock, Auto unlock, High-Beam with Rainlamp Wiper Activated Headlamps, Intelligent Access with Push-button Start (PEPS)				•	•	•
Driver and Passenger frontal and side airbag/curtain Intelligent Access with Push-button Start (PEPS)	•	•	•	•	•	•
Remote Keyless Entry		•	•	•	•	•
Trailer Sway Control and Hill Start Assist	•	•	•	•	•	•

1 = Regular Cab only, 2 = SuperCab only, 3 = Crew Cab only  
 ★ = New for this model year

• = Available

#5

CNGP530

## VEHICLE ORDER CONFIRMATION

ITEM 8

07/28/22 14:47:56

Dealer: F27650

Page: 1 of 1

2023 F-150

Order No: D123 Priority: L2 Ord FIN: QD712 Order Type: 5B Price Level: 315

Ord PEP: 101A Cust/Flt Name: WORCESTER CT PO Number:

RETAIL

RETAIL

F1C	F150 4X2 R/C	\$34385	425	50 STATE EMISS	NC
	141" WHEELBASE		52X	START-STOP REMV	(50)
YZ	OXFORD WHITE			FLEX FUEL	
A	VINYL 40/20/40	NC		SP DLR ACCT ADJ	
S	MED DARK SLATE			SP FLT ACCT CR	
101A	EQUIP GRP			FUEL CHARGE	
	.XL SERIES		B4A	NET INV FLT OPT	NC
	.17"SILVER STEEL			DEST AND DELIV	1795
99B	3.3L V6 PFDI		TOTAL	BASE AND OPTIONS	36380
44G	ELEC 10-SPDAUTO		XL	DISCOUNT	(750)
	.245/70R-17 A/S		TOTAL		35630
X19	3.55 REG AXLE	NC	*THIS IS NOT AN INVOICE*		
	6100# GVWR				
	FLEET SPCL ADJ	NC			
18B	BLK PLAT BDS	250			

F1=Help F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QD02818

Fleet Final Order  
Date 8/12/22

Exceptions- NO CD PLAYER



# REGULAR CAB / SUPERCAB / SUPERCREW® – XL SERIES ITEM 8

## STANDARD EQUIPMENT

### MECHANICAL

- 3.3L V6 PFDI with Auto Start-Stop Technology and Flex-Fuel Capability (standard 4x2/4x4; NA with 157" or 163.7" WB)
- 2.7L V6 EcoBoost® with Auto Start-Stop Technology (standard 4x2 with 157" or 163.7" WB)
- 5.0L V8 with Auto Start-Stop Technology and Flex-Fuel Capability (standard 4x4 with 157" or 163.7" WB)
- 4x4 Electronic-Shift-On-the-Fly (ESOF) with Neutral Towing Capability
- Auto Hold
- Axle, Front – Independent Front Suspension (IFS)
- Brakes – 4-Wheel Disc with ABS
- Selectable Drive Modes: Normal, ECO, Sport, Tow/Haul, Slippery, Trail – 4x2 only
- Selectable Drive Modes: Normal, ECO, Sport, Tow/Haul, Slippery, Deep Snow/Sand, Mud/Rut – 4x4 only
- Electronic Ten-Speed Automatic Transmission (NA w/★3.5L PowerBoost Full Hybrid V6 Engine)
- Fail-Safe Cooling
- Jack
- Electric Parking Brake
- SelectShift® Automatic Transmission with Progressive Range Select
- Shock Absorbers, Gas – Heavy-Duty, Front
- Shock Absorbers, Gas – Heavy-Duty, Outboard Mounted, Rear
- Springs, Front – Coil
- Springs, Rear – Leaf, Two-Stage Variable Rate
- Stabilizer Bar, Front
- Steering – Power, Rack-and-Pinion

### EXTERIOR

- 170 Degree Rear-Door (SuperCab)
- Bumper and Fascia, Front – Black
- Bumper, Rear – Black
- Cargo Lamp – integrated with Center High-mounted Stop Lamp (CHMSL)
- Daytime Running Lamps (DRL) (On/Off Cluster Controllable)
- Easy Fuel® Capless Fuel-Filler
- Exhaust – Single Rear
- F-150 Fender Badge
- Fuel Tank
  - Standard Range 23 Gallon (Regular Cab and SuperCab)
  - Standard Range 26 Gallon (SuperCrew®)
- Fully Boxed Steel Frame
- Grille – Black two-bar style with black surround and black accents
- Handles, Black – Door and Tailgate with Black Bezel
- Hooks – Pickup Box Tie-Down, four (4)
- Hooks – Front Tow 4x4, two (2)
- Mirrors, Sideview – Manual-folding, Power Glass with Heat and Black Skull Caps
- Power Tailgate Lock
- Spare Tire Carrier – Rear Under Frame
- Spare Tire/Wheel Lock
- Stone Cuffs, Front & Rear
- Tailgate Lift Assist
- Tailgate – removable with key lock
- Tires
  - 245/70R 17 BSW all-season tires (A/S) 4x2
  - 265/70R 17 BSW all-terrain tires (A/T) 4x4
- Trailer Sway Control
- Trailer Towing – 4-pin wiring, ball mounting provisions in rear bumper
- Wheels – 17" silver steel
- Wipers – Intermittent speed

### INTERIOR/COMFORT

- 4" Productivity Screen in Instrument Cluster

### INTERIOR/COMFORT (continued)

- Center-stack
  - 8" Screen
  - Audio Controls
  - USB charging ports – two (2)
  - USB data charging ports – two (2)
- Air Conditioning Registers – Black Vanes with Chrome Knob
- Auxiliary Audio Input Jack
- Black Vinyl Floor Covering
- Compass Display in Instrument Cluster
- Cruise Control
- Dome Light
- Fade-to-Off Interior Lighting
- Gauges and Meters – Fuel, Oil Pressure, Transmission Temperature and Engine Coolant Temperature Gauges; Speedometer, Odometer and Tachometer
- Grab Handles
  - Front – A-Pillar, Driver and Passenger Side
  - Rear – B-Pillar (SuperCrew®)
- Horn – Dual-Note
- Illuminated Entry
- Manual Air Conditioning, Single Zone
- Outside Temperature Display
- Powerpoint 12V
- Power Door-Locks with Flip Key and Integrated Key Transmitter Keyless-Entry (incl. Autolock)
- Power Windows (Front/Rear) – One-touch Up/Down Driver and Passenger Front Windows (Rear Power Windows not available on Regular Cab)
- Pro Power Onboard – 2.4KW (3.5L PowerBoost Full Hybrid V6 Engine only)
- Rear-window with Fixed Glass and Solar Tint
- Rearview Mirror, Day/Night
- Scuff Plate, Driver and Front-Passenger Doors
- Seat, Front
  - Cloth 40/20/40
  - 2-Way manual driver/passenger
  - Armrest
- Seat, Rear
  - Cloth
  - USB charging ports – two (2)
  - 60/40 flip-up split seat (SuperCab)
  - 60/40 flip-up split seat with elongated cushion (SuperCrew®)
- Steering Wheel, Black Urethane – Manual Tilt/Telescoping and Manual Locking
- Visor, Driver Side; Visor with Mirror, Passenger-Side

### SAFETY/SECURITY

- AdvanceTrac® w/RSC® (Roll Stability Control™)
- Airbags
  - Driver and Passenger Front Airbags
  - Driver and Passenger Seat-Mounted Side Airbags
  - Safety Canopy® Side-Curtain Airbags (1<sup>st</sup> and 2<sup>nd</sup> row coverage)
- Curve Control
- Halogen Headlamps – Black Bezels
- MyKey®
- Perimeter Alarm
- Rainlamp Wiper Activated Headlamps
- Seat Belts, Active Restraint System (ARS). Three-point Manual Lap/Shoulder Belts with Height Adjusters, Pretensioners & Energy Mgmt Retractors on Outside Front Positions. Includes Autolock Features for Child Seats
- SecuriLock® Passive Anti-Theft System (PATS)
- SOS Post-Crash Alert System™
- Tire Pressure Monitoring System (TPMS)

### FORD CO-PILOT360™ TECHNOLOGY

- Autolamp – Auto On/Off Headlamps
- Auto High Beams

## STANDARD EQUIPMENT

**FORD CO-PILOT360™ TECHNOLOGY (continued)**

- Lane-Keeping System
- Post-Collision Braking
- Pre-Collision Assist with Automatic Emergency Braking (AEB) (Pedestrian Detection, Forward Collision Warning, Dynamic Brake Support)
- Rear View Camera with Dynamic Hitch Assist
- Reverse Sensing System

**FUNCTIONAL**

- AM/FM Stereo (speakers; four (4) with Regular Cab, six (6) with SuperCab and SuperCrew®)
- FordPass™ Connect (4G)
  - 4G LTE Wi-Fi hotspot connects up to 10 devices<sup>1</sup>
  - Schedule specific times to remotely start vehicle<sup>2</sup>
  - Locate parked vehicle<sup>2</sup>
  - Check vehicle status<sup>2</sup>

**Note:** Ford Telematics and Data Services are telematics services available for fleet customers, providing access to manufacturer-grade vehicle data including but not limited to location, speed, idle time, remaining fuel, diagnostics, and maintenance alerts. FordPass™ Connect 4G Wi-Fi Modem, enables telematics services directly from Ford or through authorized third-party providers. Learn more at [commercialsolutions.ford.com](https://commercialsolutions.ford.com) or email [fcs1@ford.com](mailto:fcs1@ford.com) or by calling 833-FCS-Ford. (833-327-3673).

- Hill Start Assist
- SYNC® 4
  - 8" LCD Capacitive Touchscreen with Swipe Capability
  - Wireless Phone Connection
  - Cloud Connected
  - AppLink® w/App Catalog
  - 911 Assist®
  - Apple CarPlay® and Android Auto™ Compatibility
  - Digital Owner's Manual

<sup>1</sup> Wi-Fi hotspot includes wireless data trial that begins upon AT&T activation and expires at the end of 3 months or when 3GB of data is used, whichever comes first, but cannot extend beyond the trial subscription period for remote features. To activate, go to [www.att.com/ford](https://www.att.com/ford)

<sup>2</sup> FordPass™ Connect (optional on select vehicles), the Ford Pass™ App., and Complimentary Connected Services are required for remote features (see FordPass™ Terms for details). Connected Service and features depend on compatible AT&T network availability. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. Connected services excludes Wi-Fi hotspot.



Worcester County Government

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

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

## MEMORANDUM

TO: Worcester County Commissioners  
 FROM: Weston S. Young, Chief Administrative Officer  
 DATE: January 11, 2023  
 RE: Hotel Room Tax Increase Letter Request

---

At the January 4, 2022 Commissioners' Meeting, at the request of the Town of Ocean City, staff was tasked with working with our state delegation to obtain enabling legislation from the Maryland General Assembly to raise our room tax threshold from 5% to 6%. On January 26, 2022, a letter was sent to this effect to our delegation.

Working with Delegate Wayne Hartman, we discovered that the Maryland State Constitution required us to obtain approval from the other code counties in the Eastern Shore class: Caroline, Kent, and Queen Anne's counties. Per section 4 of Article XI-F of the Maryland State Constitution:

*Except as otherwise provided in this Article, the General Assembly shall not enact, amend, or repeal a public local law which is special or local in its terms or effect within a code county. The General Assembly may enact, amend, or repeal public local laws applicable to code counties only by general enactments which in term and effect apply alike to all code counties in one or more of the classes provided for in Section 5 of this Article.*

Given the time and effort necessary to coordinate support from these other code counties, we opted to wait until the following legislative session to pursue this effort. Recently, I have informally discussed this with my counterparts in the other Eastern Shore code counties, who understand that enabling legislation is not a mandate to raise the room tax 1% beyond the current cap, and they have not voiced any concerns from their commissioners.

We have drafted a letter to formally request the code counties in the Eastern Shore class to support this endeavor. With your approval we shall have President Bertino sign the letter and continue our efforts to pursue this legislative change.

### Attachments:

January 4, 2022 Meeting Packet Item – Pages 2-3  
 January 26, 2022 Letter to Delegation – Page 4  
 DRAFT Letter to Code Counties – Page 5



# TOWN OF OCEAN CITY

*The White Marlin Capital of the World*

**APPROVED**

December 29, 2021

WSY 1/11/22

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

**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

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

[www.oceancitymd.gov](http://www.oceancitymd.gov)

P.O. BOX 158 • OCEAN CITY, MARYLAND • 21843-0158



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

2001



Worcester County Government

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

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## MEMORANDUM

TO: Weston Young, P.E., Chief Administrative Officer  
 FROM: Joseph E. Parker III, Deputy Chief Administrative Officer  
 DATE: January 03, 2021  
 RE: Town of Ocean City State Legislature request regarding Hotel Room

---

The Town of Ocean City has requested the Worcester County Commissioners to request the Maryland State Legislature for the authority to increase Hotel Room tax from 5% to 6%.

- There is no tax increase requested at this time. The Town of Ocean City is asking for the county to request that State law be amended to authorize the County to raise the rate from 5% to 6%.
- If State law is amended, a Public Hearing would be required to change the tax from the current 5%.
- The County code requires a unanimous vote of the Commissioners to change the tax, but only a simple majority is needed to request a State law amendment.
- At this time, there would be no impact on the county since there would be no change in tax.
- The request should be addressed by the County Commissioners in a timely fashion. Specifically, as early as possible in the 2021-2022 Maryland State Legislative session which runs from January 12<sup>th</sup> to April 11<sup>th</sup>, 2022. Any approved Bills or Amendments would take effect in October 2022.
- From 2016 through 2020, the number of bills introduced per session has averaged 1,153 in the Senate and 1,642 in the House of Delegates. This volume of bills makes it difficult for each bill to get through the legislative process within the 90-day session. Therefore, legislators often try to introduce their bills as early as possible. A bill filed with the Secretary of the Senate or the Chief Clerk of the House prior to the first day of a regular session is called a prefiled bill. Such a bill is introduced (i.e., read across the floor) and assigned to a standing committee on the opening day of a session, thus obtaining a head-start advantage.
- The Constitution of Maryland requires that before any bill becomes law, it must be read on three different days in each legislative chamber, for a total of six readings. A bill may not be read for the third time in its house of origin until it has been reprinted. The Constitution also specifies that a bill must be passed in each house by a majority vote of the total membership, and the final vote on third reading in each house must be recorded.

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

January 26, 2022

Senate Delegation for the Eastern Shore  
11 Bladen Street  
Annapolis, MD 21401

House Delegation for the Eastern Shore  
6 Bladen Street  
Annapolis, MD 21401

Honorable Senator Mary Beth Carozza  
314 James Senate Office Building

Honorable Delegate Wayne A. Hartman  
308 House Office Building

Honorable Delegate Charles J. Otto  
321 House Office Building

Dear Delegates Hartman and Otto and Senator Carozza:

On January 11, 2022, the Worcester County Commissioners reviewed and endorsed a request from the Ocean City Mayor and Council seeking enabling legislation from the Maryland Legislature that would give Worcester County the authority to increase the County room tax from five percent to a maximum of six percent. This would allow the town to cover future tourism-related expenses, including the potential investment by the town in a new indoor sports facility. Therefore, we respectfully request your support as well to introduce legislation that would grant Worcester County the authority to increase the county room tax to a maximum of six percent.

Thank you in advance for your consideration and support of this enabling legislation. If you should have any questions or concerns or if we can be of any further assistance, please feel free to contact either me or Chief Administrative Officer Weston Young.

Sincerely,



Joe Mitrecic  
President





**DRAFT**

**ITEM 9**

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](mailto:admin@co.worcester.md.us) | [www.co.worcester.md.us](http://www.co.worcester.md.us)

January 10, 2023

President J. Travis Breeding  
Caroline County Commissioners  
County Courthouse  
109 Market Street, Room 123  
Denton, MD 21629  
[info@carolinemd.org](mailto:info@carolinemd.org)

President Ronald Fithian  
Kent County Commissioners  
400 High Street  
Chestertown, MD 21620  
[kentcounty@kentgov.org](mailto:kentcounty@kentgov.org)

President Jim Moran  
Queen Anne's County Commissioners  
107 North Liberty Street  
Centerville, MD 21617  
[qaccommissionersandadministrator@qac.org](mailto:qaccommissionersandadministrator@qac.org)

RE: Seeking Support for Enabling Legislation to Increase County Room Tax

Dear Presidents Breeding, Fithian, and Moran:

The Worcester County Commissioners are seeking your support for enabling legislation granting the Eastern Shore Code Home Rule Counties the authority to increase the hotel room tax from five percent to a maximum of six percent. As background, in January 2022 we endorsed a request from the Ocean City Mayor and Council for this legislation, which would allow the town to cover future tourism-related expenses.

As you know, hotel room tax revenues provide a dedicated source to fund tourism and tourism-related activities, and the return for each dollar invested in tourism marketing generates \$31 in visitor spending, making the authority to increase hotel room tax by up to an additional one percent mutually beneficial to each of our Eastern Shore Code Home Rule Counties, as we promote tourism-related activities that attract residents and visitors alike to live, play, and explore our Eastern Shore communities.

Thank you in advance for your consideration and support of our request. We are available to meet with you at a mutually beneficial time if you have any questions or concerns.

Sincerely,

Anthony W. Bertino, Jr.  
President



Worcester County Administration

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

TO: *The Daily Times Group and The Ocean City Today Group*  
 FROM: Candace Savage, Deputy Chief Administrative Officer  
 DATE: December 22, 2022  
 SUBJECT: Worcester County Public Hearing Notice – Bill 23-01

.....  
 Please print the attached Public Hearing Notice in *The Daily Times/Worcester County Times/Ocean Pines Independent* and *Ocean City Digest/Ocean City Today* on December 29, 2022 and January 5, 2023. Thank you.

### NOTICE OF INTRODUCTION OF BILL 23-01 WORCESTER COUNTY COMMISSIONERS

Take Notice that Bill 23-01 (Emergency Services – General Provisions) was introduced by Commissioners Bertino, Bunting, Abbott, Elder, Fiori, Mitrecic, and Purnell on December 20, 2022.

A fair summary of the bill is as follows:

§ PS 6-101(e). (Amends the Public Safety Article to include a provision for the naming of a private lane and installation of signage when it is to be served by three or more buildable lots, and clarifying the responsible party for any costs associated with the provisions of this section.)

#### **A Public Hearing**

will be held on Bill 23-01 at the Commissioners' Meeting Room, Room 1101 – Government Center, One West Market Street, Snow Hill, Maryland on **Tuesday, January 17th, 2023 at 10:30 a.m.**

This is only a fair summary of the bill. A full copy of the bill is posted on the Legislative Bulletin Board in the main hall of the Worcester County Government Center outside Room 1103, and is available for public inspection in Room 1103 of the Worcester County Government Center. In addition, a full copy of the bill is available on the County Website at [www.co.worcester.md.us](http://www.co.worcester.md.us).

THE WORCESTER COUNTY COMMISSIONERS



**APPROVED**DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING**Worcester County**GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863  
TEL: 410.632.1200 / FAX: 410.632.3008<http://www.co.worcester.md.us/departments/drp>WSY 12/20/22  
All Commissioners will introduceZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISIONADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

## M E M O R A N D U M

TO: Weston S. Young, Chief Administrative Officer  
 FROM: Jennifer K. Keener, AICP, Director  
 DATE: November 28, 2022  
 RE: Proposed Text Amendment - § PS 6-101(e) Naming of Private Lanes

\*\*\*\*\*

I am requesting the introduction of a proposed text amendment that would impact the assignment of addresses and installation of signage for properties located on an existing or proposed private lane in Worcester County. The draft language has been proposed by staff of the Departments of Development, Review and Permitting, Public Works, and Emergency Services, and has been reviewed by the County Attorney. A copy of the draft bill is attached for the County Commissioners' consideration at their upcoming meeting.

Currently, all parcels or lots are assigned a street address at the time of permitting for the structure, whether it is a dwelling, manufactured home, or a business. In the event that the parcels share a common driveway, a private lane is required to be designated and named only after there are three or more inhabitable structures that are served by the lane. Oftentimes, this requires the re-addressing of the two existing structures once the third structure is permitted and puts a burden on those property owners.

In order to reduce the costs and inconvenience of re-addressing for our constituents, staff is recommending that the private lane be named early on in the process, such as during the review of a proposed subdivision plat illustrating a shared driveway, or in the case of existing buildable lots or parcels, upon permitting of the first structure, rather than the third. The cost for the installation and maintenance of the signage will remain the responsibility of the affected property owners as it is today.

An electronic version of the bill has been sent to your office for use should one of the Commissioners wish to introduce it at their upcoming legislative session. As always, I will be available to discuss this matter with you and the County Commissioners at your convenience.

Attachment

cc: Roscoe Leslie, County Attorney  
 Billy Birch, Director, Dept. of Emergency Services  
 Dallas Baker, Director, Dept. of Public Works  
 Kelly Henry, Technical Services Manager

## COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

BILL 23-01

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BY: Commissioners Bertino, Bunting, Abbott, Elder, Fiori, Mitrecic, and Purnell  
INTRODUCED: December 20, 2022

---

## A BILL ENTITLED

AN ACT Concerning

## Emergency Services – General Provisions

For the purpose of amending the Public Safety Article to include a provision for the naming of a private lane and installation of signage when it is to be served by three or more buildable lots.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that existing § PS 6-101(e) be repealed and reenacted to read as follows:

- (e) Provisions for the naming of private lanes. All private lanes which have three or more inhabitable structures, including houses, mobile homes, businesses or other structures, or three or more buildable lots will be named by the County Commissioners. A sign will be erected which is compatible with the public roads signs currently in use by the Department of Public Works - Roads Division but of a contrasting color. It will be the responsibility of the Department of Public Works - Roads Division to erect said sign according to its specifications. Any buildings using the private lane must be readdressed using the newly named private lane. All costs associated with these provisions shall be the sole responsibility of the affected property owners.

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

PASSED THIS 17th day of January, 2023.



Worcester County Administration

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

TO: *The Daily Times Group and The Ocean City Today Group*  
 FROM: Candace Savage, Deputy Chief Administrative Officer  
 DATE: December 22, 2022  
 SUBJECT: Worcester County Public Hearing Notice – Bill 23-02

.....  
 Please print the attached Public Hearing Notice in *The Daily Times/Worcester County Times/Ocean Pines Independent* and *Ocean City Digest/Ocean City Today* on December 29, 2022 and January 5, 2023. Thank you.

### NOTICE OF INTRODUCTION OF BILL 23-02 WORCESTER COUNTY COMMISSIONERS

Take Notice that Bill 23-02 (Electrical Standards) was introduced by Commissioners Bertino, Bunting, Abbott, Elder, Fiori, Mitrecic, and Purnell on December 20, 2022.

A fair summary of the bill is as follows:

Building Regulations Article, Title 2 – Construction Regulations, Subtitle II. (Repeals and reenacts this Subtitle for consistency with the Maryland Electricians Act as revised and adopted by the Maryland General Assembly during the 2021 and 2022 legislative sessions.)

### A Public Hearing

will be held on Bill 23-02 at the Commissioners' Meeting Room, Room 1101 – Government Center, One West Market Street, Snow Hill, Maryland on **Tuesday, January 17th, 2023 at 10:30 a.m.**

This is only a fair summary of the bill. A full copy of the bill is posted on the Legislative Bulletin Board in the main hall of the Worcester County Government Center outside Room 1103, and is available for public inspection in Room 1103 of the Worcester County Government Center. In addition, a full copy of the bill is available on the County Website at [www.co.worcester.md.us](http://www.co.worcester.md.us).

THE WORCESTER COUNTY COMMISSIONERS



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

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

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

WSY 12/20/22  
All Commissioners will introduce

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer  
FROM: Jennifer K. Keener, AICP, Director  
DATE: November 28, 2022  
RE: Board of Electrical Examiners Recommendations

\*\*\*\*\*

On behalf of the Worcester County Board of Electrical Examiners, I am requesting the introduction of a proposed text amendment to repeal and replace Subtitle II Electrical Standards of the Worcester County Code of Public Local Laws. Over the past several months, the board has been discussing the necessary revisions as a result of the passage of Senate Bill 762 Maryland Electricians Act (2021), Senate Bill 604 Maryland Electricians Act – Revisions (2022) and Senate Bill 406 Annual Corrective Bill (2022). A draft of the proposed bill is attached.

The main revisions reflect language modifications from a “license” to a “registration”, the removal of the references and requirements for the general electrician license and any testing requirements beyond that which would be required for a limited registration, and which is not specifically regulated by the state. The registration exemption for low voltage work allowed to be done by a homeowner and the permit exemption for this work by both a homeowner and duly licensed and registered electricians will remain. We have simply rearranged the verbiage in our local code to more clearly reflect these provisions. Additionally, several definitions were modified to be consistent with current state definitions, and other minor changes were made throughout the document for consistency or clarification.

An electronic version of the bill has been sent to your office for use should one of the Commissioners wish to introduce it at their upcoming legislative session. As always, I will be available to discuss this matter with you and the County Commissioners at your convenience.

Attachment

cc: Roscoe Leslie, County Attorney  
Board of Electrical Examiners

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

BILL 23-02

---

BY: Commissioners Bertino, Bunting, Abbott, Elder, Fiori, Mitrecic, and Purnell  
INTRODUCED: December 20, 2022

---

A BILL ENTITLED

AN ACT Concerning

Electrical Standards

For the purpose of amending the Building Regulations Article, Title 2 – Construction Regulations, Subtitle II - Electrical Standards, for consistency with the Maryland Electricians Act as revised and adopted by the Maryland General Assembly during the 2021 and 2022 legislative sessions.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that the Building Regulations Article, Title 2 – Construction Regulations, Subtitle II - Electrical Standards be repealed and reenacted to read as follows:

**§ BR 2-201. Adoption of electrical code.**

- (a) Adoption by resolution. The County Commissioners shall, by resolution, after a public hearing upon at least fifteen days' notice, adopt or amend an electrical code for the purpose of establishing rules and regulations for the installation, renewal, extension and reception of electrical wiring and electrical apparatus in existing buildings, structures or outdoor electrical displays or signs or in the construction, reconstruction, alteration or repair of buildings, structures or outdoor electrical displays or signs. The 1975 National Electrical Code as recommended by the National Fire Protection Association shall be in effect until amended or changed pursuant hereto.
- (b) Adopted code shall govern. When the terms of the electrical code so adopted are inconsistent with the terms hereof, the terms hereof shall be governing.
- (c) Services to conform to code. The code shall govern all electrical services regardless of whether or not such services are required to be done by licensed and registered personnel or inspection hereunder.

**§ BR 2-202. Definitions.**

As used in this Subtitle, the following terms shall have the meanings indicated:

BOARD - The Worcester County Board of Electrical Examiners.

**CUT-IN CARD** - The written authorization from the electrical inspector or authorized inspection agency to the power company in order to connect power to an electrical system.

**DEPARTMENT** - The Worcester County Department of Development, Review and Permitting or such other county department as the County Commissioners designate by resolution.

**ELECTRICAL SERVICES** - To provide any service in the electrical trade, including installing, repairing, maintaining, erecting, or altering any electrical equipment, wiring, fixture, appliance, apparatus, raceway, conduit, or system that:

- (1) generates, transmits, transforms, or uses electrical energy in any form for light, heat, power, or communication; and
- (2) is located within a plant, substation, or elsewhere.

**ELECTRICAL WIRING SYSTEMS** - Includes all electrical apparatus, electrical wiring, electrical fixtures and electrical supplies used as a part of any installation for the transmission or utilization of electrical energy. This shall include all equipment necessary to operate the physical plant and ventilating, heating, air-conditioning, refrigeration and water-heating systems, provided that said term shall not include portable lamps, electrical appliances and special manufacturing equipment separable from permanently fixed plug-in receptacles.

**ELECTRICIAN LIMITED** - A person authorized hereby by registration to engage in electrical services of the following types and having a sufficient knowledge of such type or types as determined by the Board: (1) electrically operated heating or air-conditioning equipment; (2) electrically operated refrigeration equipment; (3) electrically operated display signs; (4) electrically operated home appliances; (5) electrically operated fire alarm or detection systems; (6) other electrical apparatuses of a similar nature as the Board may determine by written regulation. An "electrician limited" may not work on multiphase electrical wiring systems or appliances unless he is specifically registered therefor by the Board.

**LICENSE** – A license issued by the State Board of Electricians to provide or assist in providing electrical services.

**LICENSE PERMIT CLERK** - The Clerk of the Department of Development, Review and Permitting or such other person as the County Commissioners designate by resolution.

**MAINTENANCE OR REPAIR** - Electrical services not including new installation (except by replacement of existing installations with the same as those replaced) and without additional installations or fixtures, an increase in electrical power consumption, change of phase, increase in service capacity or change in electrical characteristics.

**MASTER ELECTRICIAN** - An individual who has the experience, knowledge, and skill to provide electrical services in all aspects of the electrical trade, in a manner that complies with applicable plans, specifications, codes, or law.

NON-HAZARDOUS LOCATION - Any location not determined to be a hazardous (Classified) location pursuant to Article 500 of the National Electrical Code, as from time to time amended, duly adopted pursuant to § BR 2-201(a) hereof.

PERSON - Corporations, companies and partnerships, as well as individuals.

REGISTRATION – Authorization by the Board to provide electrical services in Worcester County.

SHELVING - The temporary placing of a registration with the Board in an inactive status.

WORKING UNDER SUPERVISION – Under the direction of and subject to the inspection of the supervising party (be the party a master electrician or electrician limited) and to the end that the supervising party shall be responsible for the services of one who works under him as though such services had been done by such supervising party and further subject to the registration provisions herein.

## **§ BR 2-203. Establishment of Board of Electrical Examiners.**

- (a) There is hereby established a Board of Electrical Examiners of Worcester County.
- (b) Members. There shall be seven members of the Board, one of whom shall be an electrician currently engaged in the electrical contracting business in Worcester County, Maryland, and who has been so engaged in such business for at least five years prior to this appointment and one of whom shall be an electrician actively engaged in the electrical business in Worcester County. All shall be residents of Worcester County, Maryland.
- (c) Appointment. Members of the Board shall be appointed by the County Commissioners.
- (d) Terms. The initial term shall be two terms of one year, two terms of two years and three terms of three years. Subsequent to the initial term, all terms shall be three years.
- (e) Removal. Members of the Board may be removed for written cause by the County Commissioners after a hearing before said County Commissioners upon not less than fifteen days written notice.

## **§ BR 2-204. Removal of members.**

The Worcester County Commissioners may remove any member of the Board from office upon written charges after an opportunity to be held by such member to be removed for misconduct, incompetency, neglect of duty or other sufficient cause.

## **§ BR 2-205. Compensation and expenses.**

Members of the Board shall receive such allowance for expenses and such compensation as the County Commissioners shall from time to time determine.

## **§ BR 2-206. Organization and officers.**

The Board shall hold an organizational meeting and annually elect a Chairman and two Vice Chairmen. The Board shall adopt rules of procedure to govern meetings of the Board and shall hold such meetings as the Chairman shall determine necessary and proper for the Board to carry out its prescribed duties.

## **§ BR 2-207. Registration requirements; exceptions.**

- (a) Registration required. No person shall hold himself out to the public as being a qualified master electrician or electrician limited, as defined herein, or use such terms in connection with his name or otherwise assume, use or advertise any title or description tending to convey the impression that he is a master electrician or electrician limited unless such person has been duly licensed by the State Board of Electricians, and no person shall perform services upon or contract for services upon electrical wiring systems unless duly registered under the terms of this Subtitle.
- (b) Electrician limited. In order to perform electrical services as defined herein for an electrician limited, a person must be so registered as an electrician limited (with the proper endorsement on said registration to allow the services in such limited fields) or be registered as a master electrician.
- (c) Master electrician. In order to perform electrical services as defined herein for a master electrician, a person must be duly registered hereunder as a master electrician.
- (d) Display of license or registration. Any master electrician duly registered hereunder shall publicly display the wording "licensed master electrician" together with his State license number or the county registration number on the exterior of all motor vehicles used in connection with the registration holder's business.
- (e) Exceptions. The registration provisions of this Subtitle shall not apply to:
  - (1) Any electric light or power company, electric railway company, steam railway company, diesel railway company or telegraph, telephone or cable television company nor to any person performing the electrical services of any such company, when such services are part of the plan or service of the company in rendering its authorized service to the public.
  - (2) Any person installing decorative outdoor lighting operating at a nominal 50 volts or less and associated cabling and luminaries or electrical wiring systems operating at a nominal 50 volts or less such as but not limited to controls, communications, burglar alarms, audio, video and information technology systems when installed in a single-family dwelling used exclusively for living



purposes, provided that the person is the bona fide owner and occupant of such dwelling and said person purchases all material and personally performs all labor in connection therewith and provided that all work must be done in accordance with the code adopted herein and subject to inspection. However, if an electrical permit is required by the electrical code for the proposed work, an electrical permit must be obtained by a registered electrician and the work completed by a registered electrician.

- (3) Repair or maintenance within a commercial or industrial (nonresident) plant, facility or factory of equipment, electrical systems or machinery by regularly employed trained employees of the owners or operator of such plant, facility or factory.
- (f) Electrical services done by a corporation. Every firm, company or corporation performing services on electrical wiring systems in Worcester County shall have at least one duly registered natural person holding a registration of the proper class designated as registrant for the firm, company or corporation. Every registrant for a firm, company or corporation must be regularly engaged in supervising all the electrical services done by the firm, company or corporation and shall be responsible for all electrical services so supervised by him. No registration may be assigned to more than one firm, company or corporation. Assignments of registrations as contemplated hereby shall be done upon written request to the Board and only strictly in accordance herewith. All permits issued to a firm, company or corporation shall be issued in the name of the individual registrant.

**§ BR 2-208. General requirements for registration.**

- (a) Master electrician. In order to be registered as a master electrician, a person shall:
  - (1) Show proof of their active State license; and
  - (2) Pay the required registration fee.
- (b) Electrician limited. In order to be registered as an electrician limited, a person shall:
  - (1) Be at least eighteen years of age;
  - (2) Pass the test given by the Board or prove to the satisfaction of the Board that he is qualified to perform such electrical services;
  - (3) Provide proof of the required insurance as specified in § BR 2-211 hereof; and
  - (4) Pay the required registration fee.
- (c) Continuing education, electrician limited. Beginning with those registrations which will expire on the last day of December 2015 and henceforth with each subsequent biannual application for renewal of a registration, in addition to the renewal fee and any other

required information, each applicant for an electrician limited shall provide proof of continuing education from a course or training based on any article or update of the duly adopted National Electrical Code (NEC) or based on any code or standard of the National Fire Protection Association (NFPA) that relates to the provision of electrical services totaling not less than the following amounts, at least one-half of which must be obtained in a classroom setting:

- (1) One Continuing Education Unit (CEU) of training in accordance with the standards of the American National Standards Institution (ANSI)/International Association for Continuing Education and Training (IACET); or
- (2) Ten hours of continuing education from a provider approved by the Maryland Department of Labor, Licensing and Regulation (DLLR), Division of Occupational and Professional Licensing; or
- (3) Any combination of Subsections (c)(1) and (2) above that totals ten hours of continuing education.

## **§ BR 2-209. Applications and references.**

Applications for registrations must: (1) be on forms prescribed and furnished by the Department; and (2) contain a statement made under oath showing the applicant's education and a detailed summary of his work experience and qualifications.

## **§ BR 2-210. Testing procedures.**

In order to be certified by the Board as an electrician limited, applicants meeting the qualifications herein set forth shall be tested from their knowledge of those areas of electricity required by this Subtitle for the type of registration sought. The test shall be administered by the Board and may be written, practical, oral or by any method which the Board sees fit which will properly test the applicant's abilities and knowledge. The Board shall set standards for passage and failure of the test.

## **§ BR 2-211. General property and liability insurance.**

- (a) Scope. The provisions of this section do not apply to a registrant on inactive status.
- (b) Insurance required. All persons holding an active electrical registration in Worcester County under the provisions of this Title shall:
  - (1) Maintain general liability insurance in the amount of at least \$300,000.00.
  - (2) Maintain property damage insurance in the amount of at least \$100,000.00.
  - (3) Submit proof of the required insurance to the Board of Electrical Examiners of Worcester County upon request.

- (c) **Renewal.** Each electrician limited requesting renewal of an electrical registration in Worcester County pursuant to the requirements of this Title shall submit proof of the required insurance with their application for renewal. Unless the applicant meets the insurance requirements of this section, the Board of Electrical Examiners of Worcester County shall not renew the registration to perform electrical services within Worcester County.
- (d) **Notice of cancellation.** If the insurance required under this section is canceled, the insured shall notify the Board of Electrical Examiners of Worcester County within 10 days after the date of cancellation and at the discretion of the Board of Electrical Examiners of Worcester County, the electrician's registration shall be revoked or shelved in accordance with the provisions of § BR 2-214(c) and § BR 2-215 hereof.

## **§ BR 2-212. Registrations; significance; notice; fees**

- (a) **Issuance.** Upon certification of the Board, the Department shall issue a registration to any applicant who has complied with the requirements of this Subtitle and who, in the opinion of the Board, has satisfactorily met all requirements of this Subtitle. The registration shall indicate which classification of electrician the registrant has qualified for and shall:
  - (1) Show the full name of the registrant.
  - (2) Have a number.
  - (3) Be signed by the Chairman or Vice Chairman of the Board.
  - (4) State any limitations, in the case of an electrician limited.
- (b) **Rights and privileges.** The issuance of a registration by the Department shall be prima facie evidence that the registrant is entitled to all the rights and privileges of the classification of electrician named therein while the registration remains unrevoked or unexpired.
- (c) **Notification.** The Department shall promptly notify, in writing, the local electrical inspection authorities of all registrations approved, suspended or revoked.
- (d) **Registration holder working for corporation.** In the event that a registration holder proposes to work for a partnership or corporation as a registration holder for such partnership or corporation, such shall be noted on his registration.
- (e) **Transfer of registration unlawful.** It shall be unlawful for a person to rent, borrow, loan, sell, transfer, alter, mutilate or change an electrical registration.

- (f) Fees. Fees provided for under this Subtitle shall be as established by resolution of the Board of County Commissioners.

**§ BR 2-213. Reciprocity.**

Upon authorization of the Board, the Department shall, upon application therefor and the payment of the regular fee and without examination, issue a registration as an electrician limited to any person who holds such a registration or its equivalent issued to him by the proper authorities of any county, state or territory or district of the United States or of any country, provided that the requirements where the aforesaid registration was issued do not conflict with the provisions of this Subtitle and are of a standard not lower than that specified in this Subtitle for the classification to be issued by this Board and further provided that the same rights are given to duly registered electricians of this county within such jurisdiction.

**§ BR 2-214. Expiration, renewals and shelving.**

- (a) Expiration. Registrations shall expire on the thirty-first day of the second December following the registration's issuance or renewal.
- (b) Renewal. Renewal may be effected at any time during the months of November or December by payment of the annual renewal fee. In addition to the renewal fee, the registrant shall be required to pay a reinstatement fee for late renewal. Registrations shall become invalid if renewal does not take place within ninety days from the day of expiration.
- (c) Shelving. Any electrician duly registered hereunder may, upon written request, have his registration shelved. All registrations held by persons not actively engaged in the electrical business will be shelved. An annual fee may be charged during the shelving period and for shelving. No electrical services may be done under a shelved registration during periods of shelving. In the event the master electrician has been issued an inactive status certificate from the State Board of Electricians, proof of an active state license will be required to be provided to the Board before the local registration is reissued. In the event that a registration for an electrician limited has been shelved for a period of five years or more, the Board may, at its discretion, require an interview or retesting of a person asking to have his registration unshelved and may, upon failure of such person to satisfy the Board that he is still competent to hold said registration, decline to reissue.

**§ BR 2-215. Revocation or suspension of registration.**

- (a) Revocation of registration. The Board may revoke or suspend the registration of any registrant who is found guilty of:
  - (1) Any fraud or deceit in obtaining the registration.
  - (2) Any gross negligence, incompetency or misconduct in supplying material or performing services as an electrician, electrical contractor or supervisor.

- (3) Permitting or causing defective electrical service if done deliberately, or if not corrected within fifteen days, or longer if necessary at the discretion of the Board, following notice thereof by the Board.
  - (4) A conviction under the laws of the United States or any state for a felony; or a misdemeanor that is directly related to the fitness and qualification of the applicant or registrant to provide electrical service in accordance with the Building Occupations and Professions Article, § 6-316(a)(6) and (c), of the Annotated Code of Maryland, as from time to time amended.
  - (5) Failure to maintain a valid State license.
  - (6) Any violation hereof.
- (b) Charges. Any person may refer charges pursuant hereto against any registrant. Such charges shall be in writing and sworn to by the person making them at the time the charges shall be filed with the License Permit Clerk.
  - (c) Hearing by Board. All charges, unless dismissed summarily by the Board as unfounded, frivolous or trivial, shall be heard by the Board within ninety days after the date on which they shall have been filed.
  - (d) Procedure for hearing. The time and place for the hearing shall be fixed by the Board and a copy of the charges, together with a notice of the time and place of hearing, shall be personally served on or mailed to the last known address of the registrant, at least thirty days before the date fixed for the hearing. At any hearing, the accused registrant shall have the right to appear personally and by counsel, to cross-examine witnesses appearing against him and to produce evidence and witnesses in his own defense. If, after such hearing, a majority of the Board votes in favor of finding the accused guilty, the Board may revoke or suspend the registration of such registrant at the Board's discretion.
  - (e) Action of Board. The maximum time of suspension that the Board may impose is one hundred eighty days. A revocation made by the Board may be permanent, subject to the provisions hereof.

## **§ BR 2-216. Reissuance of revoked or suspended registrations.**

- (a) Reissuance of revoked registration. An electrician whose registration has been revoked may, after one year, become eligible for a new registration by meeting all of the requirements of this Subtitle and, for an electrician limited, upon the satisfactory completion of any examination as hereinafter provided; provided, however, that such registration holder did not engage in electrical services in Worcester County during the time of revocation and further provided that if a registration is revoked by the Board with a notation "permanent revocation," the applicant may not reapply for a period of five years and then only upon the unanimous consent of the Board.

- (b) Reissuance of suspended registration. Any electrician whose registration has been suspended may apply for reissuance of the registration upon the completion of the suspension term; provided, however, that such registration holder did not engage in electrical services in Worcester County during the time of his suspension. Such reapplication shall be reviewed by the Board and the registration issued unless cause to the contrary is shown. A reissuance fee may be charged.
- (c) Replacement of registration. A new registration to replace any registration lost, destroyed or mutilated may be issued, subject to the rules of the Board. A reissuance charge may be made.
- (d) Reexamination requirement. In any case of a revoked or suspended registration for an electrician limited, the Board may require reexamination or retesting of the applicant.

## **§ BR 2-217. Appeals.**

- (a) Court review. Any person who is an interested party and is aggrieved by any decision of the Board of Electrical Examiners may appeal the same to the Circuit Court for Worcester County. If, upon the review of the proceedings of the Board, it shall appear to the Court that additional testimony is necessary for the proper disposition of the matter, it may take evidence or appoint a referee to take such evidence as it may direct and report the same to the Court with his findings of fact and conclusions of law, which shall constitute a part of the proceedings upon which the determination of the Court shall be made. The Court may reverse or affirm, wholly or partly, or may modify the decision brought up for review.
- (b) Court review procedure. An appeal to the Circuit Court of Worcester County, Maryland, shall be taken in the manner provided by the Maryland Rules 7-201 et seq..

## **§ BR 2-218. Applicability.**

- (a) Applicable in unincorporated areas. The provisions of this Subtitle shall apply throughout the county but shall not apply within the corporate limits of any incorporated city or town within the county; provided, however, that if any such city or town may, by ordinance or resolution duly adopted by its governing body, adopt this Subtitle as enforceable within such corporate limits and request that it be enforced therein. Upon such appropriate legislative act by such governing body, this Subtitle shall be in full force and effect within the corporate limits of any municipality so adopting it.
- (b) Applicable in Snow Hill and Berlin. The incorporated Towns of Snow Hill and Berlin, having adopted Ordinance No. 30, as amended, of which this Subtitle is a recodification, with amendments, are hereby deemed to have adopted this Subtitle; provided, however, that such towns may, by ordinance or resolution duly adopted by their respective governing bodies, unadopt the provisions hereof at some time subsequent to the effective date hereof, it being the intention that the previous adoption of Ordinance No. 30, as

amended, by the Towns of Snow Hill and Berlin carry over as an adoption hereof unless such adoption is duly repudiated according to the terms hereof to the end that unless so repudiated or unadopted, the provisions of this Subtitle shall be applicable within the corporate limits of Snow Hill and Berlin.

**§ BR 2-219. Permits and inspections.**

- (a) Permit required. No person shall install any new or used electrical wires, conduits, machinery, apparatus or any kind of electrical equipment, fixtures, appliances or devices or perform service on electrical systems (except as hereinafter provided) without obtaining a permit and having such service or installation inspected as herein provided or without complying with § BR 2-207 herein, as from time to time amended.
- (b) Issuance. A permit for any such service shall be obtained from the Department before commencing such service. A fee may be charged for such permit. In the case of a bona fide emergency where eminent danger to life and property is present, service may be commenced; provided, however, that a permit must be obtained within seven hours of the next time the Department is open for business.
- (c) Inspection required. All services shall be inspected by a duly designated county inspector or inspection agency. No qualified county inspector shall approve a final cut-in card to any light or power company until all electrical service reasonably contemplated or required on any construction or electrical job or project has had a permit issued for its completion and construction or installation commenced.
- (d) Contract with private inspection agencies. The Board may designate and contract with private inspection agencies to perform any inspections. Fees charged by such agencies shall be the liability of the person requesting inspection.
- (e) Cut-in card required for connection. No light or power company, whether public or private, shall connect any current, light or power to any property without first obtaining a permanent or temporary cut-in card from the county inspector or inspection agency except in case of an emergency when service may be restored by a registered electrician prior to obtaining such cut-in card. No permanent or temporary cut-in cards shall be issued unless said cut-in cards are requested by a registered electrician, except for services being done or which has been done by persons who are not required to be registered under the provisions of this Subtitle.
- (f) Permit exception. The following electrical services shall not require an inspection or a permit:
  - (1) An electrical installation which is single phase, of twenty amperes/one hundred twenty volts AC or less and installed in an existing structure.
  - (2) The installation of decorative outdoor lighting operating at a nominal 50 volts or less and associated cabling and luminaries or electrical wiring systems operating

at a nominal 50 volts or less such as but not limited to controls, communications, burglar alarms, audio, video and information technology systems when installed in one- and two-family dwelling units.

- (g) Inspection exception. Insertion in electrical circuits of devices or appliances which are properly designed for such insertion or with the replacement of existing sockets, fixtures, controls, motors or fuses with like material where no additional wiring is involved shall not be subject to inspection.

**§ BR 2-220. Qualifications of inspectors.**

The Board shall set qualifications for electrical inspectors. In the case of individual inspectors, each proposed inspector shall be qualified individually by the Board. In the case of an inspection agency, each individual inspector within Worcester County shall be duly qualified by the Board. The Board shall issue a registration to each individual electrical inspector and may charge an annual fee therefor. In the event that the electrical inspector is in the employ of an approved agency, the agency's name shall also appear on the registration. Electrical inspectors shall be bonded or insured to the satisfaction of the Board. It shall be unlawful for any person to perform electrical inspections or hold himself out to the public as a qualified electrical inspector under the terms of this Subtitle unless duly registered hereunder.

**§ BR 2-221. Right of entry.**

Electrical inspectors and members of the Board shall have all such rights of entry as are necessary and proper to ensure compliance herewith.

**§ BR 2-222. Violations.**

Any person who violates the provisions of this Subtitle shall be guilty of a civil infraction.

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

PASSED THIS 17th day of January, 2023.





COMMISSIONERS  
 Anthony W. Bertino, Jr., PRESIDENT  
 Madison J. Bunting, Jr., VICE PRESIDENT  
 Caryn Abbott  
 Theodore J. Elder  
 Eric J. Fiori  
 Joseph M. Mitrecic  
 Diana Purnell

OFFICE OF THE  
 COUNTY COMMISSIONERS  
**Worcester County**  
 GOVERNMENT CENTER  
 ONE WEST MARKET STREET • ROOM 1103  
 SNOW HILL, MARYLAND  
 21863-1195

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

January 10, 2023

TO: Worcester County Commissioners  
 FROM: Karen Hammer, Administrative Assistant V  
 SUBJECT: Upcoming Board Appointments - Terms Beginning January 1, 2023

Attached, please find copies of the Board Summary sheets for all County Boards or Commissions (16), which have current or upcoming vacancies (51).

**Please Note: LDCOD – Cam Bunting, available for reappointment (At-Large, Fiori), Youth Council – 16 are new nominations.**

**President Bertino – You have Three (3) positions open:**

- George Solyak – Term Ending – Agricultural Reconciliation Bd.
- J.T. Novak – Term Ending – Bd. Of Electrical Examiners
- James Spicknall – Term Ending – WWW – Ocean Pines Advisory

**Commissioner Purnell – You have fulfilled all board positions, Thank you!**

**Commissioner Bunting - You have Three (3) positions open:**

- David Deutsch - Term Ending - Dec. 21- Ethics Board
- Debbie Hileman – Term Ending – Housing Review Bd.
- Susan Childs – Resigned – April, 2022 – Commission For Women

**Commissioner Abbott - You have fulfilled all board positions, Thank you!**

**Commissioner Mitrecic - You have One (1) position open:**

- Jake Mitrecic – Resigned – Housing Review Bd.

**Commissioner Elder - You have Three (3) positions open:**

- Brooks Clayville – Term Ending - Planning Commission
- George Dix – Term Ending – Solid Waste Advisory Bd.
- Hope Carmean – Tenure Expires – Commission For Women - Not a Reappointment

## **Commissioner Fiori - You have Twelve (12) positions open:**

- Jim Wilson – Term Ending – Building Code Appeals Bd.
- Chase Church – Resigning – Housing Review Bd.
- Gee Williams – Term Ending – Local Development Council Ocean Downs
- Cam Bunting – Local Development Council Ocean Downs – Available for Reappointed, Berlin – Resident
- Martin Kwesko - Term Ended - Dec. 21-Water & Sewer Advisory Council, Mystic Harbour
- Matthew Kraeuter - Term Ended - Dec. 21-Water & Sewer Advisory Council, Mystic Harbour
- Joseph Weitzell – passed - Water & Sewer Advisory Council, Mystic Harbour
- Richard Jendrek- passed- Water & Sewer Advisory Council, Mystic Harbour
- Bruce Burns -passed- Water & Sewer Advisory Council, Mystic Harbour
- Keith Swanton -Term Ended-Dec. 21- Water & Sewer Advisory Council, West Ocean City
- Elizabeth Rodier -Term Ending-Dec. 21- Commission for Women- Not a Reappointment
- Mary “Liz” Mumford -Tenure Expired -Dec. 21- Commission for Women- Not a Reappointment

## **All Commissioners:**

- **(5)-Adult Public Guardianship Board-** (1) Vacancy/Resignation- Dr. Kenneth Widra  
- Psychiatrist – (4) Term Endings – Dr. Greer, Mr. Collins, Ms. Howard and Ms. Wessels.

**(1) -Drug and Alcohol Abuse Council - 4 Positions – (1)** (Passing of Dr. Cragway, Jr),

- **(3) - Local Development Council For the Ocean Downs Casino-4 yr.-**  
Mark Wittmyer At-Large, Gee Williams (Fiori), David Massey (At-Large-Business O.P.),
- **(1) – LDCODC** – available and in agreement to be **reappointed** – Cam Bunting-(Fiori)
- **(2) – Local Management Board – Nominations** – Ivone Lomax, Ex Officio  
and Jennifer Loring, Ex-Officio.

**(5) - Water and Sewer Advisory Council - Mystic Harbour (3)** (Passing of Richard Jendrek, Bruce Burns and Joseph Weitzell) **(2)-Term E n d e d** -Martin Kwesko and Matthew Kraeuter

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- **(1)- Water and Sewer Advisory Council- West Ocean City-(1)** Term Ended-Dec. 21 -  
Keith Swanton

.

**(7) - Commission for Women- (3) Resigned** -Elizabeth Rodier, (Fiori) does not choose to be  
reappointed Resignation of Susan Childs (Bunting) and the resignation of Kris Heiser.

**(2) Term Ending-** Coleen Colson (DSS), and Windy Phillips (Bd. Of Ed.)

**(2) Tenure Ending -** Mary Mumford (At-Large) and Hope Carmean (Elder)

- **(16) – Youth Council Nominate** - 16 new members

**Pending Board Appointments - By Commissioner****District 1 - Abbott**

Thank You, all of your boards are complete.

**District 2 - Purnell**

Thank You, all of your boards are complete.

**District 3 - Fiori**

- p. 8- Jim Wilson – Term Ending – Building Code Appeals Bd.
- p. 13- C h a s e Church – Resigning – Housing Review Bd.
- p. 14- Gee Williams – Term Ending – Local Development Council Ocean Downs
- p. 14- Cam Bunting – Local Development Council Ocean Downs – Available for Reappointed
- p.19- Martin Kwesko - Term Ending - Dec. 21-Water & Sewer Advisory Council, Mystic Harbour
- p. 19- Matthew Kraeuter - Term Ending - Dec. 21-Water & Sewer Advisory Council, Mystic H.
- p.19 – Joseph Weitzell – passed - Water & Sewer Advisory Council, Mystic Harbour
- p.19- Richard Jendrek- passed- Water & Sewer Advisory Council, Mystic Harbour
- p.19- Bruce Bums -passed- Water & Sewer Advisory Council, Mystic Harbour
- p.21- Keith Swanton -Term Ending-Dec. 21- Water & Sewer Advisory Council, West Ocean City
- p.22- Elizabeth Rodier -Term Ending-Dec. 21- Commission for Women- Not a Reappointment
- p.22- Mary “Liz” Mumford -Term Ending-Dec. 21- Commission for Women- Not a Reappointment

**District 4 - Elder**

- p.17- Brooks Clayville – Planning Commission
- p.18- George Dix – Term Ending – Solid Waste Advisory Bd.
- p.22- Hope Carmean – Term Ending – Commission For Women

**District 5 - Bertino**

- p.7 - George Solyak – Term Ending – Agricultural Reconciliation Bd.
- p.11- J.T. Novak – Term Ending – Bd. Of Electrical Examiners
- p.20- James Spicknall – Term Ending – WWW – Ocean Pines Advisory

**District 6-Bunting**

- p. 12- David Deutsch– Ethics Board –
- p. 13- Debbie Hileman Term Ending – Housing Review Bd.
- p. 22- Susan Childs - resigned– Commission For Women

**District 7 -Mitrecic**

- p.13- Jake Mitrecic – Resigned – Housing Review Bd.

## All Commissioners:

- p. 5- (5)-Adult Public Guardianship Board-** (1) Vacancy/Resignation- Dr. Kenneth Widra  
- Psychiatrist – (4) Term Endings – Dr. Greer, Mr. Collins, Ms. Howard and Ms. Wessels.
- p. 9 - (1) -Drug and Alcohol Abuse Council – (1)** (Passing of Dr. Cragway, Jr),
- p. 14 - (3) - Local Development Council For the Ocean Downs Casino-4 yr.-**  
Mark Wittmyer At-Large, Gee Williams (Fiori), David Massey (At-Large-Business O.P.),
- p. 14 (1)– LDCODC** – available and in agreement to be **reappointed** – Cam Bunting-(Fiori)
- p. 15 (2) – Local Management Board** – Ivone Loma and Jennifer Loring, Ex Officio’s
- p. 19 - (5) - Water and Sewer Advisory Council - Mystic Harbour** (Passing of  
Richard Jendrek, Bruce Burns and Joseph Weitzell) (1)-Term Endings - Martin  
Kwesko and Matthew Kraeuter.
- p. 21- (1)- Water and Sewer Advisory Council- West Ocean City-(1)**  
Term Endings-Dec. 21 - Keith Swanton
- p. 22 - (7) - Commission for Women (3) Resigned** -Elizabeth Rodier, (Fiori)  
Resignation of Susan Childs (Bunting) and the resignation of Kris Heiser.
- (2) Term Ending-** Coleen Colson (DSS), and Windy Phillips  
(Bd. Of Ed.)
- (2) Tenure Ending** - Mary Mumford (At-Large) and Hope  
Carmean (Elder)
- p. 24 - (16) – Youth Council –Nominate** - 16 new members, See attached List

## ADULT PUBLIC GUARDIANSHIP BOARD

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

Appointed by: County Commissioners

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

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

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

Meetings: Semi-annually

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

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

## Current Members:

<u>Member's Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
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
Roberta Baldwin	Local Dept. Rep. - Social Services	03-06-09-12-15-18-21-24
Melissa Banks	Public Health Nurse	*02-03-06-09-12-15-18-21-24

\* = 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 FloryBarbara Duerr  
Craig Horseman  
Faye Thornes  
Mary Leister  
Joyce Bell  
Ranndolph Barr  
Elsie Briddell  
John Sauer  
Dr. Timothy Bainum  
Ernestine Bailey  
Terri Selby (92-95)  
Pauline Robbins (92-95)  
Darryl Hagey  
Dr. Ritchie Shoemaker (92-95)  
Barry Johansson (93-96)  
Albert Straw (91-97)  
Nate Pearson (95-98)  
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

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

Appointed by: County Commissioners

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

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

Compensation: None - Expense Reimbursement as provided by County Commissioners

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

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

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

Current Members:

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

Prior Members: Since 2000

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

**BUILDING CODE APPEALS BOARD**

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

**Appointed by:** County Commissioners

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

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

**Compensation:** \$100 per meeting (by policy)

**Meetings:** As Needed

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

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

**Current Members:**

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

**Prior Members:**

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



Reference: PGL Health-General, Section 8-1001

Appointed by: County Commissioners

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

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

Compensation: None

Meetings: As Necessary

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

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

Current Members:

<u>Name</u>	<u>Representing</u> <u>At-Large Members</u>	<u>Years of Term(s)</u>
Jaclyn Sturgis	Knowledgeable on Substance Abuse Issues	*22-23
Jim Freeman, Jr.	Knowledgeable on Substance Abuse Issues	04-11-15, 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
Rev. James Jones	Knowledge of Substance Abuse Issues	*21-25
Tina Simmons	Knowledge of Substance Abuse Treatment	21-25
Eric Gray (Christina Purcell)	Substance Abuse Treatment Provider	*15-18-22-26
Sue Abell-Rodden	Recipient of Addictions Treatment Services	10-14-18-22-26
Colonel Doug Dods	Knowledgeable on Substance Abuse Issues	04-10 (adv)-14-18-22-26

<u>Ex-Officio Members</u>		
Rebecca Jones	Health Officer	Ex-Officio, Indefinite
Roberta Baldwin	Social Services Director	Ex-Officio, Indefinite
Spencer Lee Tracy, Jr.	Juvenile Services, Regional Director	Ex-Officio, Indefinite
Trudy Brown	Parole & Probation, Regional Director	Ex-Officio, Indefinite
Kris Heiser	State's Attorney	Ex-Officio, Indefinite
Burton Anderson	District Public Defender	Ex-Officio, Indefinite
Sheriff Matt Crisafulli	County Sheriff	Ex-Officio, Indefinite
William Gordy (Eloise Henry Gordy)	Board of Education President	Ex-Officio, Indefinite
Diana Purnell	County Commissioners	Ex-Officio, Indefinite
Judge Brian Shockley (Jen Bauman)	Circuit Court Administrative Judge	Ex-Officio, Indefinite
Judge Gerald Purnell (Tracy Simpson)	District Court Administrative Judge	Ex-Officio, Indefinite
Donna Bounds	Warden, Worcester County Jail	Ex-Officio, Indefinite

## Advisory Members

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

## Prior Members:

Since 2004

Vince Gisriel	Peter Buesgens
Michael McDermott	Aaron Dale
Marion Butler, Jr.	Garry Mumford
Judge Richard Bloxom	Sharon Smith
Paula Erdie	Jennifer Standish
Tom Cetola	Karen Johnson (14-17)
Gary James (04-08)	Rev. Bill Sterling (13-17)
Vickie Wrenn	Kat Gunby (16-18)
Deborah Winder	William McDermott
Garry Mumford	Sheriff Reggie Mason
Judge Theodore Eschenburg	Colleen Wareing ( *06-19)
Andrea Hamilton	Rev. Matthew D'Amario(*18-21)
Fannie Birckhead	Donna Nordstron *(19-21)
Sharon DeMar Reilly	Jennifer LaMade (*12-22)
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	

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

**BOARD OF ELECTRICAL EXAMINERS**

Reference: Public Local Law BR §2-203

Appointed by: County Commissioners

Function: Regulatory  
Regulate licensing of electricians in Worcester County.

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

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

Meetings: As Needed (1 per month)

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

Staff Contact: Department of Development Review & Permitting  
Deborah Mooney - Isle of Wight (Ph. 410-352-3057)

**Current Members:**

<b><u>Member's Name</u></b>	<b><u>Nominated By</u></b>	<b><u>Resides</u></b>	<b><u>Years of Term(s)</u></b>
J.T. Novak (ME-5)	D-5, Bertino	Ocean Pines	07-10-13-16-19, 19-22
Michael Patchett (ME-5)	D-7, Mitrecic	West Ocean City	08-11-14-17-20, 20-23
Kenneth Lambertson (ME-5)	D-1, Abbott	Pocomoke	96-11-14-17-20, 20-23
Steve Kolarik (EG-5)	D-6, Bunting	Bishopville	12-21, 21-24
Duane Duncan (ME-5)	D-3, Church	Berlin	*05-12-15-18-21-24
Roy M. Case (ME)	D-2, Purnell	Berlin	10-13-16-19-22-25
Carl Smith (ME-5)	D-4, Elder	Snow Hill	98-10-13-16-19-22-25

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

\* = Appointed to fill an unexpired term

Updated: January 10, 2023  
Printed: January 10, 2023

## ETHICS BOARD

Reference: Public Local Law, Section CG 5-103

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting

Meetings: As Necessary

Special Provisions:

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

## Current Members:

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

## Prior Members: (Since 1972)

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

\* = Appointed to fill an unexpired term

**HOUSING REVIEW BOARD**

Reference: Public Local Law §BR 3-104

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting (policy)

Meetings: As Needed

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

Staff Support: Development Review & Permitting Department  
Davida Washington, Housing Program Administrator - 410-632-1200  
Ext: 1171

**Current Members:**

<b><u>Member's Name</u></b>	<b><u>Nominated By</u></b>	<b><u>Resides</u></b>	<b><u>Years of Terms(s)</u></b>
Debbie Hileman	D-6, Bunting	Ocean Pines	10-13-16-19, 19-22
Chase Church	D-3, Church	Ocean Pines	*19-20, 20-23(resigning)
Scott Tingle	D-4, Elder	Snow Hill	14-17-20, 20-23
Maria Campione-Lawrence	D-5, Bertino	Ocean Pines	*22-23
Felicia Green	D-2, Purnell	Ocean Pines	*21-24
Jake Mitrecic	D-7, Mitrecic	Ocean City	15-18-21, 21-24(resigning)
Keri-Ann F. Byrd	D-1, Nordstrom	Pocomoke	22-25

**Prior Members:**

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

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

**ITEM 12**

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

Appointed by: County Commissioners

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

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

Compensation: None

Meetings: At least semi-annually

Special Provisions: Membership to include State Delegation (or their designee); one representative of the Ocean Downs Video Lottery Facility, seven residents of communities in immediate proximity to Ocean Downs, and four business or institution representatives located in immediate proximity to Ocean Downs.

Staff Contacts: Kim Moses, Public Information Officer, 410-632-1194  
Roscoe Leslie, County Attorney, 410-632-1194

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Represents/Resides</u>	<u>Years of Term(s)</u>
Mark Wittmyer	At-Large	Business - Ocean Pines	15-19
Gee Williams <sup>c</sup>	Dist. 3 - Fiori	Resident - Berlin	09-13-17, 17-21
David Massey <sup>c</sup>	At-Large	Business - Ocean Pines	09-13-17, 17-21
Bobbi Sample	Ocean Downs Casino	Ocean Downs Casino	17-indefinite
Cam Bunting <sup>c</sup>	At-Large	Business - Berlin	*09-10-14-18, 18-22
Mary Beth Carozza	Indefinite	Maryland Senator	14-18-22-26
Wayne A. Hartman	Indefinite	Maryland Delegate	18-22-26
Charles Otto	Indefinite	Maryland Delegate	14-18-22-26
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
Kerrie Bunting	Dist. 4 - Elder	Resident - Snow Hill	*22-24
Mayor Rick Meehan <sup>c</sup>	At-Large	Business - Ocean City	*09-12-16-20-24
Bob Gilmore	Dist. 5 - Bertino	Resident - Ocean Pines	*19-21, 21-25
Matt Gordon	Dist. 1 - Abbott	Resident - Pocomoke	19-22, 22-26

**Prior Members:**

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

**Since 2009**

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

Charlie Dorman (12-19)

## WORCESTER COUNTY'S INITIATIVE TO PRESERVE FAMILIES BOARD

Previously - Local Management Board; and Children, Youth and Family Services Planning Board

Reference: Commissioners' Resolution No. 09-3, adopted on January 6, 2009

Appointed by: County Commissioners

Functions: Advisory/Policy Implementation/Assessment and Planning  
 - Implementation of a local, interagency service delivery system for children, youth and families;  
 - Goal of returning children to care and establishment of family preservation within Worcester County;  
 - Authority to contract with and employ a service agency to administer the State Service Reform Initiative Program

Compensation: \$100 Per Meeting for Private Sector Members

Number/Term: 9 members/5 Public Sector, 4 Private Sector with 3-year terms  
 51% of members must be public sector  
 Terms expire December 31<sup>st</sup>

Meetings: Monthly

Staff Contact: Jessica Sexauer, Director, Local Management Board - (410) 632-3648  
 Christen Barbierri – LMB Coordinator - (410) 632-3648  
 Lisa Shockley, LMB Admin. Support

### Current Members:

Member's Name	Nominated By	Resides/Representing	Years of Term(s)
Jennifer LaMade	<i>Ex officio</i>	Core Service Agency	Indefinite
Rebecca Jones	<i>Ex officio</i>	Health Department	Indefinite
Spencer "Lee" Tracey	<i>Ex officio</i>	Juvenile Justice	Indefinite
Louis H. Taylor	<i>Ex officio</i>	Board of Education	Indefinite
Roberta Baldwin	<i>Ex officio</i>	Department of Social Services	Indefinite
Dr. Mark Bowen	At-Large - J. Purnell	Snow Hill	20-23
Amy Rothermel	At-Large - Mitrecic	Ocean City	17-20, 20-23
Mark Frostrom	At-Large - Nordstrom	Pocomoke City	*99-12-15-18-21-24
Theophilus Hobbs IV	At-Large - D. Purnell	Snow Hill	19-22-25

### Prior Members (since 1994):

Tim King (97)	Sharon DeMar Reilly	Andrea Watkins (13-17)
Sandra Oliver (94-97)	Kathy Simon	Sheila Warner (Indefinite)
Velmar Collins (94-97)	Vickie Stoner Wrenn	Ira Shockley (03-19)
Catherine Barbierri (95-97)	Robin Travers	Eloise Henry-Gordy *(07-20)
Ruth Geddie (95-98)	Jordan Taylor (09)	
Rev. Arthur George (94-99)	Aaron Marshall (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 McClafin (04-07)	Dr. Ethel M. Hines (07-13)	
Bruce Spangler (04-07)	Deborah Goeller	

Updated: January 5, 2023  
 Printed: January 5, 2023

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

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

Telephone: 410-632-3648



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

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**TO:** Anthony Bertino, President Worcester County Commissioners  
**FROM:** *JS* Jessica Sexauer, Director of Local Management Board  
and Interim Director of Planning, Quality, and Core Services  
**DATE:** **January 9, 2023**  
**SUBJECT:** Local Management Board (LMB) Board Appointment

On behalf of the Worcester County Local Management Board, I would like to request the Commissioners make the following appointment changes to the LMB Board:

Ivonne Lomax, Ex Officio representing the Core Service Agency. This representative will fill the infinite term vacated by Jennifer LaMade's retirement from the Worcester County Health Department.

Jennifer Loring, Ex Officio representing the Department of Juvenile Services. This representative will fill the infinite term vacated by Spencer "Lee" Tracey's position due to his transfer to another position within the Department of Juvenile Services.

If you have any concerns or questions regarding these changes, please do not hesitate to contact me at 410-632-3468

Thank you for your assistance.

*Worcester County's Local Management Board*



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  
Jennifer Keener, Director (410-632-1200, ext. 1123)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
<b>Brooks Clayville</b>	<b>D-4, Elder</b>	<b>Snow Hill</b>	<b>02-07-12-17, 17-22</b>
Marlene Ott	D-5, Bertino	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
Richard L. Wells	D-6, Bunting	Bishopville	11-16-21, 21-26

Prior Members:

Since 1972

David L. Johnson	Terry Bayshore	Wilbert "Tom" Pitts (99-07)
N. Paul Joyner	Larry Widgeon	Doug Slingerland (07-08)
Daniel Trimper, IV	Charles D. "CD" Hall	Carolyn Cummins (90-94, 99-09)
Hugh F. Wilde	Ernest "Sandy" Coyman	Madison "Jimmy" Bunting (05-10)
Warren Frame	Rev. Donald Hamilton	Jeanne Lynch (06-11)
Roland E. Powell	Dale Stevens	H. Coston Gladding (96-12)
Harry Cherrix	Marion L. Butler, Sr.	Wayne A. Hartman (09-14)
W. David Stevens	Ron Cascio (96-97)	Jay Knerr (14-20)
Granville Trimper	Louie Paglierani (90-99)	Mike Diffendal (10-20)
J. Brad Aaron	Robert Hawkins (96-99)	
Lester Atkinson	Ilia Fehrer (94-99)	
Paul L. Cutler	Rob Clarke (99-00)	
Edward R. Bounds	W. Kenny Baker (97-02)	
Edward Phillips	James Jarman (99-03)	
Vernon McCabe	Harry Cullen (00-03)	
R. Blaine Smith	Ed Ellis (96-04)	
Edward A. Tudor	Troy Purnell (95-05)	
	Larry Devlin (04-06)	
	Tony Devereaux (03-07)	

\* = Appointed to fill an unexpired term

Reference: County Commissioners' Resolution 5/17/94 and 03-6 on 2/18/03

Appointed by: County Commissioners

Function: Advisory  
Review and comment on Solid Waste Management Plan, Recycling Plan, plans for solid waste disposal sites/facilities, plans for closeout of landfills, and to make recommendations on tipping fees.

Number/Term: 11/4-year terms; Terms expire December 31st.

Compensation: \$100 per meeting expense allowance, subject to annual appropriation

Meetings: At least quarterly

Special Provisions: One member nominated by each County Commissioner; and one member appointed by County Commissioners upon nomination from each of the four incorporated towns.

Staff Support: Solid Waste - Solid Waste Superintendent – David Candy - (410-632-3177)  
Solid Waste - Recycling Coordinator - Mike McClung - (410-632-3177)  
Department of Public Works - Dallas Baker- (410-632-5623)

## Current Members:

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

## Prior Members: (Since 1994)

Ron Cascio (94-96)	Hugh McFadden (98-05)	Bob Donnelly (11-15)
Roger Vacovsky, Jr. (94-96)	Dale Pruitt (97-05)	Howard Sribnick (10-16)
Lila Hackim (95-97)	Frederick Stiehl (05-06)	Dave Wheaton (14-16)
Raymond Jackson (94-97)	Eric Mullins (03-07)	Wendell Purnell (97-18)
William Turner (94-97)	Mayor Tom Cardinale (05-08)	George Tasker (*15-20)
Vernon "Corey" Davis, Jr. (96-98)	William Breedlove (02-09)	Rodney Bailey *19
Robert Mangum (94-98)	Lester D. Shockley (03-10)	Steve Brown *10-19
Richard Rau (94-96)	Woody Shockley (01-10)	Bob Augustine 16-19
Jim Doughty (96-99)	John C. Dorman (07-10)	Michael Pruitt *15-19
Jack Peacock (94-00)	Robert Hawkins (94-11)	James Rosenburg (*06-19)
Hale Harrison (94-00)	Victor Beard (97-11)	Jamey Latchum *17-19
Richard Malone (94-01)	Mike Gibbons (09-14)	Hal Adkins (*20-21)
William McDermott (98-03)	Hank Westfall (00-14)	Mike Poole (11-22)
Fred Joyner (99-03)	Marion Butler, Sr. (00-14)	
	Robert Clarke (11-15)	

\* = Appointed to fill an unexpired term

**WATER AND SEWER ADVISORY COUNCIL  
MYSTIC HARBOUR SERVICE AREA**

Reference: County Commissioners' Resolutions of 11/19/93 and 2/1/05

Appointed by: County Commissioners

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

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

Compensation: \$100.00/meeting

Meetings: Monthly or As-Needed

Special Provisions: Must be residents of Mystic Harbour Service Area

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

**Current Members:**

<u>Member's Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Martin Kwesko	Mystic Harbour	13-17, 17-21
Richard Jendrek <sup>C</sup>	Bay Vista I	05-10-14-18, 18-22
Matthew Kraeuter	Ocean Reef	19-22
Joseph Weitzell	Mystic Harbour	05-11-15-19, 19-23
Bruce Burns	Deer Point	19-23
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 Pinero <sup>C</sup> (05-06)	Carol Ann Beres (14-18)
Brandon Phillips <sup>C</sup> (05-06)	Bob Hunt (*06-19)
William Bradshaw <sup>C</sup> (05-08)	
Buddy Jones (06-08)	
Lee Trice <sup>C</sup> (05-10)	
W. Charles Friesen <sup>C</sup> (05-13)	
Alma Seidel (08-14)	
Gerri Moler (08-16)	
Mary Martinez (16-18)	

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

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

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

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

Compensation: \$100.00/ Meeting

Meetings: Monthly

Special Provisions: Must be residents of Ocean Pines Service Area

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

**Current Members:**

<b><u>Name</u></b>	<b><u>Resides</u></b>	<b><u>Years of Term(s)</u></b>
James Spicknall	Ocean Pines	07-10-14-18, 18-22
Frederick Stiehl	Ocean Pines	*06-08-12-16-20, 20-24
John F. (Jack) Collins, Jr.	Ocean Pines	*18-21, 21-25
William Gabeler	Ocean Pines	22 - 26
Robert Kane	Ocean Pines	22-26

**Prior Members: (Since 1993)**

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

**WATER AND SEWER ADVISORY COUNCIL  
WEST OCEAN CITY SERVICE AREA**

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

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

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

Compensation: \$100.00/Meeting

Meetings: Monthly

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

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

**Current Members:**

<u>Member's Name</u>	<u>Resides/Ratepayer of</u>	<u>Terms (Years)</u>
Keith Swanton	West Ocean City	13-17, 17-21
Deborah Maphis	West Ocean City	95-99-03-07-11-15-19, 19-23
Gail Fowler	West Ocean City	99-03-07-11-15-19, 19-23
Blake Haley	West Ocean City	*19-20, 20-24
Todd Ferrante	West Ocean City	13-17-21-25

**Prior Members: (Since 1993)**

Eleanor Kelly <sup>c</sup> (93-96)	Andrew Delcorro (*14-19)
John Mick <sup>c</sup> (93-95)	
Frank Gunion <sup>c</sup> (93-96)	
Carolyn Cummins (95-99)	
Roger Horth (96-04)	
Whaley Brittingham <sup>c</sup> (93-13)	
Ralph Giove <sup>c</sup> (93-14)	
Chris Smack (04-14)	

## COMMISSION FOR WOMEN

Reference: Public Local Law CG 6-101

Appointed by: County Commissioners

Function: Advisory

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

Compensation: None

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

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

Contact: Tamara White and Coleen Colson, Co-Chair  
 Worcester County Commission for Women - P.O. Box 1712, Berlin, MD 21811

## Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Elizabeth Rodier	D-3, Fiori	Bishopville	18-21(Resigned)
Mary E. (Liz) Mumford	At-Large	W. Ocean City	*16, 16-19, 19-22
Coleen Colson	Dept of Social Services		19-22
Hope Carmean	D-4, Elder	Snow Hill	*15-16-19, 19-22
Windy Phillips	Board of Education		19-22
Tamara White	D-1, Abbott	Pocomoke City	17-20, 20-23 21-24
Kris Heiser	Public Safety – State Attorney Office		(Resigned)
Susan Childs	D-6, Bunting	Berlin	21-24(Resigned)
Terri Shockley	At-Large	Snow Hill	17-20, 20-23
Laura Morrison	At-Large	Pocomoke	*19-20, 20-23
Crystal Bell, MPA	Health Department		*22-23
Judith Giffin	D-5, Bertino	Ocean Pines	*22-23
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 <sup>c</sup> (95-97)	Patricia Ilczuk-Lavanceau (98-99)	Catherine W. Stevens (02-04)
Helen Henson <sup>c</sup> (95-97)	Lil Wilkinson (00-01)	Hattie Beckwith (00-04)
Barbara Beaubien <sup>c</sup> (95-97)	Diana Purnell <sup>c</sup> (95-01)	Mary Ann Bennett (98-04)
Sandy Wilkinson <sup>c</sup> (95-97)	Colleen McGuire (99-01)	Rita Vaeth (03-04)
Helen Fisher <sup>c</sup> (95-98)	Wendy Boggs McGill (00-02)	Sharyn O'Hare (97-04)
Bernard Bond <sup>c</sup> (95-98)	Lynne Boyd (98-01)	Patricia Layman (04-05)
Jo Campbell <sup>c</sup> (95-98)	Barbara Trader <sup>c</sup> (95-02)	Mary M. Walker (03-05)
Karen Holck <sup>c</sup> (95-98)	Heather Cook (01-02)	Norma Polk Miles (03-05)
Judy Boggs <sup>c</sup> (95-98)	Vyoletus Ayres (98-03)	Roseann Bridgman (03-06)
Mary Elizabeth Fears <sup>c</sup> (95-98)	Terri Taylor (01-03)	Sharon Landis (03-06)
Pamela McCabe <sup>c</sup> (95-98)	Christine Selzer (03)	Vanessa Alban (17-22)
Teresa Hammerbacher <sup>c</sup> (95-98)	Linda C. Busick (00-03)	
Bonnie Platter (98-00)	Gloria Bassich (98-03)	
Marie Velong <sup>c</sup> (95-99)	Carolyn Porter (01-04)	
Carole P. Voss (98-00)	Martha Pusey (97-03)	
Martha Bennett (97-00)	Teole Brittingham (97-04)	

## Prior Members: Since 1995 (continued)

Dr. Mary Dale Craig (02-06)	Michelle Bankert *(14-18)
Dee Shorts (04-07)	Nancy Fortney (12-18)
Ellen Payne (01-07)	Cristi Graham (17-18)
Mary Beth Quillen (05-08)	Alice Jean Ennis (14-17)
Marge SeBour (06-08)	Lauren Mathias Williams *(16-18)
Meg Gerety (04-07)	Teola Brittingham *(16-18)
Linda Dearing (02-08)	Jeannine Jerscheid *(18-19)
Angela Hayes (08)	Shannon Chapman (*17-19)
Susan Schwarten (04-08)	Julie Phillips (13-19)
Marilyn James (06-08)	Bess Cropper (15-19)
Merilee Horvat (06-09)	Kelly Riwniak *(19-20)
Jody Falter (06-09)	Kelly O'Keane (17-22)
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)	

Reference: Resolution No. 06-2, adopted February 21, 2006

Appointed by: County Commissioners

Functions: Advisory  
Share information about youth-related concerns; promote internal and external assets among youth in order to prevent unhealthy behaviors which may result in harm or reduced opportunities for success; and provide information to County Commissioners, County agencies, and Youth Serving organizations specific to youth development and resources.

Number/Term: Up to 25 with 5 from each community/two-year terms  
Terms Expire April 30<sup>th</sup>

Compensation: None

Meetings: Monthly, unless otherwise determined by the Council

Special Provisions: Members who have more than two unexcused absences may be recommended for replacement by the Youth Council.

Staff Contact: Mimi Dean, Health Department - Prevention Services - (410-632-1100)

Advisors: Tamara Mills, Worcester County Board of Education - (410-632-5031)  
Kari Lamboni, Worcester County Health Department - (410-632-1100, x1102)  
Crystal Bell, Worcester County Health Department - (410-632-1100, x1108)  
Tyrone Mills, Worcester County Board of Education - (410-632-5084)

Current Members:

<u>Member's Name</u>	<u>School Attending</u>	<u>Area Representing</u>	<u>Year(s) of Term(s)</u>
Wynter Roberson	Snow Hill	Snow Hill	21-25
Mary Ann Rutzler	Snow Hill	Snow Hill	21-25



## Prior Members: (Since 2006)

Mallory Miller (06-07)  
 Irene Mertz (06-07)  
 Codee Buckler (06-07)  
 Sabrina Kunciw (06-07)  
 Abigail Duffield (06-07)  
 Ashley Brodie (06-07)  
 Morgan Crank (06-07)  
 Justin Lewis (06-07)  
 Amber Sparks (06-07)  
 Marshall Wool (06-07)  
 Monique Douglas (06-07)  
 Ebony Marshall (06-07)  
 Ashley Cody (06-07)  
 Lorissa McAllister (06-07)  
 Dominique Kunciw (06-08)  
 Brittany Cottman (06-08)  
 Ronata Thomas (06-08)  
 Matthew Smarte (07-08)  
 Keith Spangler (07-08)  
 Clayton Perry (07-08)  
 Marissa Dean (07-08)  
 Charnell Fitchett (07-08)  
 Quavis Hayes (07-08)  
 Dominique Bias (07-08)  
 Tommy Murray (06-09)  
 Jackie Wangel (06-09)  
 Kara Brower (07-09)  
 Mary Mazcko (07-09)  
 Kevin Ayres (07-09)  
 Aaron Marshall (07-09)  
 Gwendolyn Jackson (08-09)  
 LaTrele Crawford (08-09)  
 Andrew VanBruggen (09)  
 Brandon Thaler (08-10)  
 Megan O'Donnell (08-10)  
 Mike Guerrieri (09-10)  
 Brett Oliver (09-10)  
 Andrew Murrell (09-10)  
 Sharryse Piggott (09-10)  
 Michelle Wangel (07-11)  
 Liam Hammond (16-19)  
 McCammon Mottley (16-19)  
 Caroline Matthews (17-20)  
 Craig Birckhead-Morton (17-20)  
 Richard Poist (17-20)  
 Chloe Goddard (16-20)  
 Amber Whittaker (19-20)

Rachel Thompson (09-11)  
 Emily Cieri (09-11)  
 Brianna Carroll (09-11)  
 LaShae Smith (09-11)  
 Jenna Kramer (09-11)  
 Quashaun Willis (09-11)  
 Tori Duncan (09-11)  
 Victoria Danna (09-11)  
 Makya Purnell (11-12)  
 Michelle Rosinski (11-12)  
 Ron Foreman (11-12)  
 Hannah Marie McFord (11-12)  
 Mariah Amos (09-13)  
 William Wangel (09-13)  
 Elizabeth Sayan (11-13)  
 Casey Ortiz (11-13)  
 Karley Snyder (11-13)  
 Dana Pappas (11-13)  
 Tyler Bivens (11-13)  
 Jasmine Brown (11-13)

Abby Bunting (11-13)  
 Megan Ludy (11-13)  
 Robbie Stancil (11-13)  
 Torres Savage (12-13)  
 Gabrielle Ortega (11-14)  
 Collin Bankert (11-14)  
 Ami Oliver (11-14)  
 Taylor Black (11-14)  
 Jonah Crisanti (11-14)  
 Paige Stanley (11-14)  
 Kamryn Evans (12-14)  
 Dylan Elliott (12-14)  
 Sabah Nawaz (12-14)  
 Brynae Waters (13)  
 Gracie Riley (13-15)  
 Ruben Ortega III (12-15)  
 Jillian Petito (13-15)  
 Brittany Wangel (11-15)  
 Rachel Bourne (12-15)  
 Erik Zorn (13-15)

William (Jacob) Mast (13-15)  
 Sohiab Ijaz (13-15)  
 Michelle Collins (13-15)  
 Olivia Hancock (13-15)  
 Asia Mason (13-15)  
 Taylor Portier (13-15)  
 Colby Lane Payne (13-15)  
 Madeline Goodard (12-16)  
 Charles Pritchard (13-16)  
 Jacob LeMay (13-16)  
 Glennie Rippin (14-16)  
 Rachel Thomas (14-16)  
 Danielle Gelinas (14-16)  
 Sammi Schachter (14-16)  
 Katie Withers (14-16)  
 Peyton Dunham (14-17)  
 Madison Mendiaz (15-17)  
 Claire Riley (15-17)  
 Amy Lizas (15-17)  
 Riley Dickerson (15-17)  
 D'Nasia Jones (15-17)  
 Alison Snead (15-17)  
 LuAnne Mottley (15-17)  
 Erica Hall (15-17)  
 Kyle Jarmon (15-17)  
 Destinee Johnson (15-18)  
 Tatyana Waters (15-18)  
 Cali Litton (16-18)  
 McKenzie Mitchell (16-18)  
 Decklan Fisher (16-18)  
 Jon Selby (16-18)  
 Laila Mirza (16-18)  
 Patrick Reid (16-18)  
 Tyler Keiser (16-18)  
 Melissa Laws (16-18)  
 T'Nae Fitch (16-18)  
 Avalon Fortt (17-19)  
 Zana Iqbal (17-19)  
 Jessica Wynne (17-19)  
 Dana Kim (17-19)  
 Cooper Richins (17-19)



Snow Hill (Main Office)  
410-632-1100  
Fax 410-632-0906

## Worcester County

HEALTH DEPARTMENT

P.O. Box 249 • Snow Hill, Maryland 21863-0249  
www.worcesterhealth.org

Rebecca L. Jones, RN, BSN, MSN  
Health Officer

# MEMO

**To:** Weston Young, Assistant Chief Administrative Officer, Worcester County, One West Market Street, Rm. 1103, Snow Hill, Md. 21863

**From:** Mimi Dean, MS, Director of Prevention Services, Worcester County Health Department

**cc:** Rebecca L. Jones, RN, BSN, MSN, Health Officer  
Lou Taylor, Superintendent, Worcester County Public Schools  
Tamara Mills, Worcester County Public Schools  
Kelcey Luyo, Coordinator of Special Programs II

**Date:** November 1, 2022

**Re:** Youth Council for Worcester County

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The Worcester County Youth Council continued to meet during the 2021-2022 school year to discuss and develop strategies to address youth-related concerns. We appreciate the support of the Commissioners for this Board.

The Worcester County Youth Council members reviewed applications during the March 14, 2022 and at the October 11, 2022 meeting and are recommending the appointment of the following 16 new members for the Youth Council.

The Council respectfully requests that the Worcester County Commissioners officially appoint the following youth to the Board.

<i>Name</i>	<i>School</i>	<i>Grade</i>	<u><i>Community</i></u>
<b>Appointment (2 year):</b>			
Mia Acuna	Pocomoke	11	Pocomoke
Brooke Berquist	Stephen Decatur	10	Bishopville
Mandy Chau	Pocomoke	11	Pocomoke
Madelyn Cornwell	Pocomoke	10	Pocomoke
Georgina Enriquez	Pocomoke	10	Pocomoke
Vanessa Francisco-Epitacio	Pocomoke	11	Pocomoke
Teresa Guo	Pocomoke	10	Pocomoke
Emily Knight	Pocomoke	11	Pocomoke
Kyleigh Kruse	Pocomoke	9	Pocomoke
Treston Melvin	Pocomoke	11	Pocomoke
Gregory Mizelle, Jr.	Pocomoke	11	Pocomoke
Brianna Morrison	Stephen Decatur	10	Berlin
Laila Pascucci	Stephen Decatur	9	Berlin
Gabriella Thompson-Servant	Stephen Decatur	10	Berlin
Maddie Shirk	Stephen Decatur	11	Bishopville
Emily Skorobatsch	Pocomoke	9	Pocomoke

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This brings the membership to 18 youth with these appointments. During this school year, the council will work to recruit additional members in efforts to expand membership. We are very excited to work with this group of energized, creative young people who are interested in making a difference in their schools and communities.

I am enclosing a copy of the students' applications and a copy of the membership list by community and mailing addresses for appointments.